McHenry County
Finance & Audit - Public Meeting
AGENDA

April 9, 2026, 8:30 AM
County Board Conference Room
Administration Building, 667 Ware Rd., Woodstock, IL 60098

			Pages
1.	**CALL TO ORDER**		
	Roll Call		
2.	**MINUTES APPROVAL**		
	2.1	Finance & Audit - Public Meeting - Mar 5, 2026 8:30 A.M.	4
3.	**PUBLIC COMMENT**		
4.	**MEMBERS' COMMENTS**		
5.	**NEW BUSINESS**		
6.	**PRESENTATION**		
	6.1	Capital Plan Presentation and Overview Presented by Adam Letendre, Assistant County Administrator	
7.	**ROUTINE CONSENT AGENDA**		
	7.1	Resolution Authorizing Entering into a Contract with The Exemption Project, Inc. (D.B.A. True Roll™) for the Purchase of Deed Transfer Software for the Assessments Department (5)	18
	7.2	Authorizing an Amendment to the Community Development Senior Service Grant 2026 Agreements and New Award to the Woodstock Food Pantry (10)	21
	7.3	Ordinance Adopting the Fee Schedule for the Department of Planning and Development (10)	24
	7.4	Resolution Authorizing Monthly Transactions for the Delinquent Tax Program (17)	40
	7.5	Resolution Authorizing the Approval of a Formal Budget Policy for Fiscal Year 2026/2027 (18)	43
	7.6	Resolution Authorizing Acceptance of Illinois DCEO 1E Rapid Response Grant #24-651002 and an Emergency Appropriation to the Workforce Network Fiscal Year 2026 Budget (26)	46
	7.7	Resolution Authorizing a Contract with McHenry County College, McHenry County Workforce Network, and Illinois Department of Employment Security for 4-year OneStop Operator Agreement for McHenry County Workforce Network Board (27)	49
	7.8	Resolution Authorizing the McHenry County Sheriff to Purchase a G2 Imaging Laser Scanner from Hexagon US Federal for $51,000 (32)	63
	7.9	Resolution authorizing the elimination of position #32091906: reclassification of #32024399, #32019499, #3202779: title changes for #32013199, #32000404, #32011999; and a re-grade of #32014099 (32)	66
	7.10	Resolution Authorizing Annual Enhancements and Modifications to iJustice Case	69

Management Software FY 2025-26 (41)

7.11 Resolution Authorizing ISS iJustice Annual Support and Maintenance FY 2025-26 Budget (41) 112

7.12 Circuit Clerk Resolution Authorizing Emergency Appropriation from Circuit Clerk Court Document Storage Fund Balance for Digital Preservation of Historical Court Record Books & Microfilm, plus Development of Online Archive Site (41) 155

7.13 Resolution Authorizing the Acceptance of the Illinois Court Technology Modernization Program Grant from the Administration Office of Illinois Courts for FY26 and an Emergency Appropriation to the Court Administration FY26 Budget (42) 247

7.14 Resolution Authorizing the Acceptance of Grant Award from the McHenry County Community Foundation for Court Administration Office of Special Projects FY2026 (42) 252

7.15 Approval of the Authorization for an Expenditure Over $30,000.00 for the 22nd Judicial Circuit Court Office of Special Projects AOT Evaluator Sieger-Walls (42) 257

7.16 Resolution Authorizing the Acceptance of Grant Award from the Illinois Department of Transportation for Court Administration Office of Special Projects FY2026 (42) 276

7.17 Resolution Authorizing Acceptance of $10,000 in Grant Funding for the 22nd Judicial Circuit Office of Special Projects and an Emergency Appropriation to the FY2026 Budget (42) 346

7.18 Resolution Establishing Interpreter Classification and Compensation Based on Administrative Office of the Illinois Courts (AOIC) Interpreter Classification Status (42) 352

7.19 Resolution to Convert the Self-Help Center Navigation to Full-Time to Expand Services, and to Approve an Emergency Appropriation and Use of Law Library Fund Balance for the FY26 Law Library Budget (42) 357

7.20 Resolution Adopting Reclassification of the Deputy Trial Court Administrator Position within the 22nd Judicial Circuit Court of McHenry County Court Administration Roster (42) 361

7.21 Resolution Adopting Reclassification of the Fiscal Operations Manager Position within the 22nd Judicial Circuit Court of McHenry County Court Administration Roster (42) 365

7.22 Resolution Authorizing Four (4) Years of a Contract with Aadvanced Business Solutions Software, LLC (ABS) of Lakeside California for a Subscription Based Electronic Health Record System (51) 369

7.23 Resolution Authorizing Entering into a Contract with Rogers Pump Sales and Service for the Replacement of the Fire Pump Controller for Valley Hi and an Emergency Appropriation to the Valley Hi FY26 Operating Budget (61) 372

7.24 Resolution Approving an Engineering Services Agreement and Appropriating Funds for the Lakewood Road Corridor Improvements (82) 379

8. ADVANCE McHENRY COUNTY

9. OLD BUSINESS

10. DISCUSSION

11. REPORTS

11.1 Chief Financial Officer

11.2 Contingency Reports

11.3 Economic Development Corporation

11.4 Naturally McHenry County

12. EXECUTIVE SESSION (AS NECESSARY)

13. ADJOURNMENT

McHenry County

Finance & Audit - Public Meeting

MINUTES

March 5, 2026, 8:30 AM
County Board Conference Room
Administration Building, 667 Ware Rd., Woodstock, IL 60098

Members Present: Michael Skala, Carolyn Campbell, John Collins, Terri Greeno, Eric Hendricks, Larry Smith

Members Absent: Brian Sager

Portions of these minutes may include content based on transcripts created by Generative AI technology (Otter.ai). Full comments on all agenda items are included in the video recording of this meeting.

---

1. CALL TO ORDER

Meeting called to order at: 8:32 A.M.

Also present: Scott Hartman, County Administrator; Alicia Schueller, Deputy County Administrator; Adam Letendre, Assistant County Administrator; Alejandro Benitez, Chief County Assessment Officer; Adam Wallen, Director of Planning & Development; Kerri Wisz, CFO; Nathan Johnson, VAC Superintendent; Sandra Salgado, Sheriff's Office Business Manager; Melissa Adamson, Health Administrator; Elizabeth Kessler, MCCD; Sarah Ponitz, Community Development Administrator; Kerrie Johnson, Senior Financial Analyst; Andy Dylak, MCCD; Hester Barry NIFB; Emily Frost, NIFB; Jamie Maravich, United Way; Rebekkah Burtcher, Board of Review; Michael Grebenick; Board of Review; Joe Clark, Board of Health.

2. MINUTES APPROVAL

Mover: Smith
Seconder: Collins

To approve the meeting minutes from January 14, 2026.

Aye (5): Skala, Campbell, Collins, Greeno, and Smith

Absent (2): Sager, and Hendricks

Recommended (5 to 0)

2.1 Finance & Audit - Public Meeting - Jan 14, 2026 8:30 A.M.

3. PUBLIC COMMENT

None.

4. MEMBERS' COMMENTS

None.

5. NEW BUSINESS

None.

6. PRESENTATION

6.1 Northern Illinois Food Bank ARPA Project Update

Mr. Hendricks arrives at 8:43 A.M.

Hester Bury, Development Officer at Northern Illinois Food Bank, and United Way provided an update on ARPA-funded programs and requested a reallocation of remaining funds. They reported that the County had awarded $825,000 in ARPA funding, including $625,000 for food purchases and $200,000 for home delivery. To date, approximately $571,000 has been spent on food, resulting in the distribution of about 800,000 pounds of food across McHenry County.

NIFB explained that while the home-delivery program has been successful and serves residents with transportation or health barriers, some of those funds will remain unspent due to administrative limitations and a desire not to expand the program beyond what can be sustained after ARPA funding ends. As a result, they requested to reallocate approximately $331,000 from home delivery to food purchases to ensure all ARPA funds are fully utilized by the deadline. The committee responded positively to this request.

The presenters also provided context on increasing need, noting that food insecurity remains significant in McHenry County, with 1 in 10 individuals affected. They explained that demand has increased following the end of pandemic SNAP benefits and is expected to rise further due to new work requirements, which may cause some residents to lose assistance.

They highlighted that NIFB serves 13 counties, distributes millions of meals annually, and supports a network of local food pantries and programs. In McHenry County, residents can access services through over 50 locations, as well as online and text-based tools. Most services rely on self-attestation of need, making access easier for residents.

In closing, NIFB thanked the County for its support and emphasized that ARPA funding has been critical in expanding food access. They encouraged continued support for food programs and noted that demand is expected to grow in the coming months.

6.2 Board of Review Overview

Alejandro Benitez, Chief County Assessment Officer, joined the committee for the presentation.

Mr. Benitez provided an overview of the Board of Review and introduced Board members Rebecca Bircher and Michael Freeman, who were present to assist with questions. He explained that the Board of Review is a quasi-judicial body that hears property assessment appeals, focusing on property values—not property taxes—and handling cases involving valuation and fairness compared to similar properties across residential, commercial, and industrial real estate.

He noted that Board members must be state-certified and have experience in real estate, making it a highly specialized role. He informed the committee that a recent retirement created a vacancy, and that the position must be filled by a Republican due to statutory requirements. He explained that the current pool of alternates could not fill the vacancy due to residency or party affiliation limitations. Outreach efforts are underway, and interested candidates must pass a state exam scheduled for May 8 before being considered.

Mr. Benitez recommended that staff and current Board members conduct initial interviews and bring final candidates to the County Board for approval. He noted that the timeline is tight and the candidate pool

may be limited, but the Board could temporarily rely on alternates if needed. The committee generally supported this approach while expressing a preference for multiple candidates when possible.

He also shared a recent case example involving a rural bank property that had been assessed at about $2 million. The property owner appealed with an appraisal suggesting a much lower value. After reviewing the evidence, the Board determined the property was overassessed but did not support the full reduction. The value was lowered to approximately $1 million, and the property owner retained the right to appeal further.

Mr. Benitez concluded by noting that the example demonstrated the complexity of these decisions and the importance of having qualified individuals on the Board of Review.

7. ROUTINE CONSENT AGENDA

Mover: Collins
Seconder: Greeno

To approve the remaining items of the routine consent agenda.

Aye (6): Skala, Campbell, Collins, Greeno, Hendricks, and Smith

Absent (1): Sager

Recommended (6 to 0)

7.1 Resolution Rescinding Prior Notice Requirements Established by Resolution R94081750155 and Discontinue Equalization-Only Assessment Notices (5)

Mover: Collins
Seconder: Greeno

To approve a resolution rescinding prior notice requirements established and discontinue equalization-only assessment notices.

Recommended

7.2 Resolution Authorizing the Community Development Block Grant Cares Act Program Funding Award to Consumer Credit Counseling Services (10)

Mover: Collins
Seconder: Greeno

To approve the award of Community Development Block Grant Cares Act Program Funding to Consumer Credit Counseling Services.

Recommended

7.8 Resolution Authorizing a Contract with ClearGov Inc. for the Licenses, Hosting and Implementation of a New Financial Planning and Reporting Integration System for FY2026 (18)

Mover: Collins
Seconder: Greeno

To authorize a contract with ClearGov Inc. for implementation of a new financial planning and reporting integration system for the County.

Recommended

7.9 Resolution Authorizing a New Full Time Veterans Outreach Coordinator Position in the Veteran's Assistance Commission Departmental Roster and a Budget Line-Item Transfer in The VAC FY26 Budget (22)

Mover: Collins
Seconder: Greeno

To approve a resolution authorizing a new full-time Veterans Outreach Coordinator Position in the Veterans Assistance Commission Departmental roster and a budget line item transfer in the VAC FY26 budget.

Recommended

7.3 Elimination of the Senior Community Development Specialist and restructuring of the Community Development Specialist Position (10)

Pulled for discussion by Ms. Campbell

Adam Wallen, Director of Planning and Development, joined the committee to discuss the resolution.

Ms. Campbell noted that she had requested the item be pulled for discussion and stated that her question related to staffing structure and growth potential within the proposed changes.

She referenced the removal of one position and the remaining structure, which includes a senior specialist and four specialists, and asked how future growth opportunities would be handled given the limited vertical advancement. She inquired whether growth would instead be accommodated within the salary range.

Mr. Wallen explained that there is currently no vertical movement within the structure and that the proposal eliminates the existing senior role while retaining the job description in a modified form. He noted that supervisory responsibilities had been removed, resulting in the position being reclassified at a lower grade. Mr. Wallen stated that the intent is to create growth opportunities by allowing employees to progress within the pay range and, upon gaining sufficient experience and exposure, become eligible for advancement to a higher-grade position.

Mr. Wallen referenced a handout demonstrating current salary averages and projections, explaining that with an assumed 3% annual cost-of-living increase, employees would reach or exceed the lower threshold of the higher pay grade within several years. This would allow for advancement without additional budget impact. It was clarified that while the number of positions would decrease from six full-time equivalents to five, employees could still progress to a higher classification over time based on qualifications and experience.

Ms. Campbell sought clarification on the projected salary trends shown for future years and asked whether those projections would significantly increase overall costs. Mr. Wallen explained that the projections demonstrated modest growth and that even by 2029, total personnel costs would remain comparable to or slightly above historical levels. He noted that previous staffing levels included additional temporary positions, which contributed to higher overall costs in prior years.

Mr. Wallen further explained that current projections reflect a reduction in overall staffing costs, decreasing from approximately $381,000 in prior years with temporary staff to approximately $350,000 currently. Even with projected increases, costs are expected to reach approximately $385,000 by 2029, which remains consistent with historical spending levels while reflecting a more streamlined and

sustainable staffing model. Ms. Campbell acknowledged the explanation and expressed appreciation for the clarification.

Mover: Campbell
Seconder: Smith

That the County Board approves the reclassification of one CD Specialist position from 8E to 10E and eliminate one Full Time Equivalent from the Community Development Division roster.

Aye (6): Skala, Campbell, Collins, Greeno, Hendricks, and Smith

Absent (1): Sager

Recommended (6 to 0)

7.4 Authorizing a Modification to R-202407-51-156 for the Approval of Community Health Grants Awarded from ARPA for Veteran's Path to Hope and a Modification to R-202303-18-078 for the Approval of Grants Awarded from ARPA for Options & Advocacy for McHenry Co

Pulled for discussion by Chairman Skala

Kerri Wisz, Chief Financial Officer, and Kerrie Johnson, Senior Financial Analyst, joined the committee to discuss the resolution.

Mr. Smith noted that he had requested the item be pulled for discussion and asked Ms. Wisz to explain the rationale behind the proposed action.

Ms. Wisz explained that staff had been working with agencies that received ARPA funding and noted that Veterans Path to Hope had experienced challenges in expending its allocated funds. She stated that despite outreach efforts through events, social media, and partner agencies, participation in the program had been significantly lower than anticipated. The program had expected to serve 35 individuals but had only served four to date. While participants had reported positive experiences, overall interest remained low, making it unlikely that the organization would be able to fully expend its grant funds within the required timeframe.

Ms. Wisz further explained that another program, the Neurodiversity Clinic, had demonstrated strong demand and success but required additional funding to continue operating in the short term. She stated that staff recommended reallocating approximately $79,000 in unused ARPA funds from Veterans Path to Hope to the Neurodiversity Clinic, as that program would be able to fully utilize the funding.

Mr. Smith inquired how long the additional funding would sustain the Neurodiversity Clinic and whether the reallocation would simply serve as a temporary solution. Ms. Wisz explained that the clinic had completed the necessary steps to become eligible for Medicaid billing and had recently received its approval number. She stated that the clinic had begun billing Medicaid but anticipated a delay in receiving payments, with initial reimbursements expected in June or July. She noted that the reallocated funds would serve as a bridge during that gap period until Medicaid revenue is received.

Mr. Smith asked what would have occurred if the ARPA funds allocated to Veterans Path to Hope had been fully utilized as originally planned. Ms. Wisz explained that without additional funding or reimbursement, the Neurodiversity Clinic would have been unable to continue operating, as it would not have been able to cover staffing costs or take on new clients. She stated that the clinic's original plan had been to have Medicaid billing fully in place earlier, but delays at the state level prevented timely approval, leaving the program temporarily without a sustainable funding source.

Ms. Wisz also clarified that under ARPA guidelines, any revenue generated through insurance or other sources had to be applied to program costs before grant funds could be used. She stated that the clinic

had followed all required steps and that the delay in receiving its Medicaid approval number was outside of its control.

Mr. Smith expressed that while he supported the program, he wanted to ensure that it would be sustainable beyond the temporary funding. Ms. Wisz responded that based on the clinic's projected budget and expected Medicaid revenue—representing approximately 80% of its clientele—the program is anticipated to become sustainable once reimbursements begin. She also noted that the clinic has additional funding sources, including other donors, which further support its long-term viability.

Ms. Wisz concluded that staff is confident the program will remain sustainable moving forward.

Mover: Smith
Seconder: Skala

To reduce the project budget of Veterans Path to Hope by $79,600 and increase the project budget of Options & Advocacy by $79,600.

Aye (6): Skala, Campbell, Collins, Greeno, Hendricks, and Smith

Absent (1): Sager

Recommended (6 to 0)

7.5 Resolution Authorizing Ordinance No. 26-1066 of the McHenry County Conservation Districts 2027 Fiscal Year Budget as Provided for in Public Act 91-629 (18)

Pulled for discussion by Ms. Greeno

Elizabeth Kessler, McHenry County Conservation District, and Andy Dylak, McHenry County Conservation District, joined the committee to discuss the resolution.

Ms. Kessler explained that the budget process is year-round, beginning immediately after the prior budget is completed. The levy was approved in September, followed by a tentative budget presentation in January, a public hearing in February, and final approval by the Board of Trustees. She noted that, due to statutory requirements tied to prior indebtedness, the Conservation District's budget must also be approved by the County Board.

Ms. Kessler outlined that total revenues across all funds are projected at approximately $31 million, reflecting a $287,410 increase (0.9%) from the prior year. General fund revenues are approximately $11.2 million, with total non-debt revenue at $16.7 million. Total expenditures across all funds are projected at $31.7 million, representing a $487,000 decrease (1.5%) from the prior year. General fund expenditures total approximately $12.4 million, with interfund transfers including $750,000 allocated to the Capital Asset Management Plan. The estimated year-end fund balance is $101,746.

She explained that the District operates multiple funds, including the general fund, liability (tort) fund, and debt fund. She highlighted that fiscal year 2025 marked the final year of the debt levy, and the District will be fully debt-free entering 2026. She emphasized that the District has abated levy amounts in recent years, resulting in significant taxpayer savings—over $14.4 million total, including a $3.6 million abatement in the prior year and $3.7 million in the current levy—culminating in an approximate 40% tax reduction.

Ms. Kessler noted that property taxes account for approximately 85.6% of revenue, followed by state replacement taxes, leases and licenses (including farm leases and cell towers), program fees, interest income, and philanthropic support. She emphasized that the District has taken the full allowable levy only three times between 2012 and 2024, saving taxpayers approximately $10.8 million during that period.

She also highlighted ongoing strategic planning efforts, including the “Forward to 2040” comprehensive conservation plan, which includes a long-term vision extending to 2071. She stated that the plan incorporates extensive community and stakeholder input and will guide future priorities. The District is also in the fourth year of its current five-year strategic plan.

Regarding staffing, Ms. Kessler reported that staffing levels remain largely flat, with approximately 76 full-time employees funded through the general fund, additional staff funded through special revenue, part-time and seasonal employees, and over 400 volunteers. She noted a planned 3% merit and economic adjustment for staff and emphasized strong employee retention and institutional knowledge. She also outlined collective bargaining agreements with the Fraternal Order of Police and Local 150.

Ms. Kessler provided an overview of insurance costs, noting a projected 6.6% increase, and explained efforts to control costs through participation in an intergovernmental cooperative and implementation of plan options, including a narrow network PPO.

She then summarized key capital projects, including restoration work in the Kishwaukee corridor, the Silver Creek flood reduction project, mitigation banking, Prairie Trail wayfinding improvements, trail enhancements, and infrastructure repairs. She highlighted a $320,000 Illinois Department of Transportation grant for engineering related to a trail connection in the Hebron area, noting that full project completion is estimated at approximately $4 million.

Ms. Greeno asked several follow-up questions. She inquired about fleet management, and staff explained that older vehicles are auctioned and replaced as needed, noting recent delays due to supply chain issues. She also asked about the addition of an electric motorcycle, and staff explained that it would support law enforcement access along trails and improve operational efficiency.

Ms. Greeno further asked about the proportion of payroll allocated to administrative staff. Ms. Kessler acknowledged the request and stated that staff could provide a breakdown of administrative personnel costs as a percentage of total payroll. She also emphasized that many administrative staff perform multiple roles and contribute to operational functions.

Ms. Greeno commented on the District’s strong performance, noting its recognition and awards, and asked about environmental pressures related to development and energy projects near conservation areas. Ms. Kessler explained that the District is not a regulatory body but has established a formal review process for external proposals. She stated that the District evaluates potential impacts using a structured rubric and provides feedback when appropriate, while protecting sensitive environmental data such as endangered species locations. She noted that the District engages with stakeholders to share expertise and advocate for conservation considerations within its jurisdiction.

Mover: Smith
Seconder: Collins

To approve the resolution authorizing Ordinance No. 26-1066 of the McHenry County Conservation Districts 2027 Fiscal Year Budget as Provided for in Public Act 91-629.

Aye (6): Skala, Campbell, Collins, Greeno, Hendricks, and Smith

Absent (1): Sager

Recommended (6 to 0)

7.6 Authorizing the County Administrator to Execute a Vacant Land Sales Contract to Sell 2.421 Acres of County Owned Property on Banford Road, Woodstock, IL (18)

Pulled for discussion by Chairman Skala

Mr. Hartman explained that the County has broad discretion in the disposal of real estate and is not required to follow a formal surplus declaration or public marketing process. He noted that this authority had been confirmed with the State's Attorney's Office and is consistent with the County's purchasing ordinance, which delegates discretion to the Purchasing Director. He further explained that counties operate under a different statutory framework than municipalities, allowing for greater flexibility in how property is disposed of.

Additional clarification was provided that, under current County practice, the Purchasing Director has the authority to determine the appropriate method of disposal, including sale, transfer, or other means, without requiring a formal surplus declaration process.

Ms. Greeno questioned why the County is not subject to the same requirements as other government entities and requested additional information or documentation from the State's Attorney regarding this authority. Mr. Hartman agreed to provide that information.

Ms. Greeno also inquired how the sale price was determined. Mr. Hartman explained that the price was based on a 2021 appraisal, which valued the property at approximately $23,000 per acre. He stated that the property had been previously evaluated for potential sale, and when an adjoining property owner later expressed interest, the Administrative Services Committee reviewed the appraisal and determined that it remained a reasonable basis for negotiation. The committee elected not to obtain a new appraisal in order to avoid additional costs.

It was noted that the Administrative Services Committee also directed staff to contact other adjoining property owners, although no response was received. The property in question consists of approximately 2.43 acres and has remained vacant since the County relocated its animal control facility. It was further noted that the property currently generates no tax revenue, and its sale would return it to the tax rolls, albeit at a modest level.

Committee members discussed whether reliance on a 2021 appraisal was appropriate given potential changes in market conditions. It was acknowledged that property values may have changed; however, it was also noted that comparable nearby properties had sold for less than the appraised value, and that the negotiated price was consistent with or higher than those comparable sales. Additionally, it was noted that the cost of obtaining a new appraisal or engaging a broker could offset any potential increase in sale price.

Some members expressed concern that the property had not been more broadly advertised, suggesting that additional outreach or a "for sale" notice could increase awareness and potential interest. Others noted that there had already been informal interest from multiple parties, and that the County retains full discretion to change course if desired.

Mr. Hartman emphasized that the resolution before the committee represents a proposed method of disposal, and that the County Board is not obligated to proceed with the sale if it prefers an alternative approach, such as broader marketing or solicitation of bids. He stated that if the resolution is not approved, staff would return to determine the next appropriate course of action.

Additional questions were raised regarding the timeline for the potential sale and whether details of the agreement and purchaser would be available. It was noted that the State's Attorney's Office is preparing the agreement and ensuring compliance with conflict-of-interest requirements. A tentative closing timeline of the spring season was discussed, subject to standard due diligence.

Several members of the Finance & Audit Committee expressed concern about relying on a 2021 appraisal without obtaining an updated valuation and about proceeding with a direct negotiated sale to a single adjacent property owner without providing broader notice or opportunity for competition. The resolution will be placed under New and Unfinished Business on the March 18, 2026 County Board agenda.

Mover: Greeno
Seconder: Collins

Approve the County Administrator to work with the State's Attorney to sell County-owned real estate on Banford Road, Woodstock, IL

Aye (2): Collins, and Greeno

Nay (3): Skala, Campbell, and Smith

Abstain (1): Hendricks

Absent (1): Sager

Not Recommended (2 to 3)

7.7 Authorizing Architectural Engineering and Design Contracts with Wold Architects and Engineers for Design & Engineering of the Veteran's Assistance Commission (VAC) and Office of Specialty Courts Office Space Renovations (18)

Pulled for discussion by Chairman Skala

The resolution was referred back to the Administrative Services Committee, as that committee had previously tabled the item to allow for further review and revisions.

Mover: Skala
Seconder: Collins

To refer executing architectural plan designs for the Veterans' Assistance Commission and 22nd Circuit Office of Specialty Projects back to the Administrative Services Committee.

Postponed

7.10 Resolution Accepting the FY26 Illinois Law Enforcement Training Standards Board (ILETSB) Grant in the Amount of $195,534.30 for the FY26/27 Purchase of Sheriff's Office Body Cameras (32)

Pulled for discussion by Ms. Greeno

Sandra Salgado, Sheriff's Business Manager, joined the committee to discuss the resolution.

Ms. Greeno noted that she had pulled the item for discussion to confirm that the purchase was fully covered by grant funding and to ensure all members understood the financial implications.

Ms. Salgado explained that the County's current agreement with Axon for body cameras, in-car cameras, tasers, and the Evidence.com platform is set to expire in early 2027. While Axon has encouraged the County to enter into a new agreement earlier, Ms. Salgado indicated that the County does not intend to do so prematurely. Under the anticipated new agreement, the County will only require tasers and body cameras, as in-car cameras will no longer be needed.

Ms. Salgado further explained that the proposed agreement, although referred to as a lease, functions as a financing arrangement in which the County purchases the equipment and pays for it over a five-year period. The current estimated cost is approximately $1.9 million over five years, extending through 2030, with the first-year payment projected at approximately $398,000.

The grant associated with this item would provide funding in advance of the purchase and would be applied toward the first-year cost, effectively offsetting that initial expense. Ms. Salgado noted that the grant must be accepted by the end of March; however, funds will not be drawn until the County finalizes

timing with Axon, which may occur later in the year or early in the next fiscal year to ensure timely delivery of equipment.

Mover: Smith
Seconder: Campbell

Acceptance of an ILETSB Grant for the purchase of body worn cameras in the Sheriff's Office in FY26/27.

Aye (6): Skala, Campbell, Collins, Greeno, Hendricks, and Smith

Absent (1): Sager

Recommended (6 to 0)

7.11 Resolution Establishing Remuneration and Authorizing a Monthly Stipend for McHenry County Board of Health Members (51)

Pulled for discussion by Mr. Smith

Mr. Smith noted that he had requested the item be pulled for discussion and inquired about the funding source. He observed that the item was currently funded through a grant and asked how it would be funded in future years, specifically whether it would become an ongoing budget item.

Ms. Adamson, Public Health Administrator, introduced herself and explained that the item had originally been submitted as part of the budget but was not included in the final adopted budget. She stated that the department's intention had been to request funding moving forward, but when that did not occur, the department received an unexpected grant. She explained that the grant allowed them to offset general fund personnel costs, which created an opportunity to use those funds to initiate the program.

Mr. Smith asked whether the department would include the funding request in future budgets, and Ms. Adamson confirmed that they would. Mr. Clark, President of the Board of Health, provided additional context, explaining that participation on the Board of Health requires significantly more time and effort than many volunteers initially expect. He noted that members often anticipate contributing primarily within their professional expertise, but the role requires addressing a wide range of public health issues, including septic systems, wells, communicable diseases, and other regulatory matters. He stated that board members must review extensive materials, often exceeding 70 pages per meeting, and attend meetings that regularly last over an hour, in addition to committee meetings.

Mr. Clark emphasized that the time commitment is substantial and that compensation is appropriate, noting that state statute has authorized such compensation since before 2007. A committee member asked for clarification, stating that the funding would come from a grant in the current year and inquired whether it would be funded through a levy in future years. Ms. Adamson responded that if grant funding is not available, the general fund would likely be the most appropriate funding source moving forward.

The committee member added that they had served on numerous boards involving significant time commitments, including work on complex requests for proposals, financial analysis, and audits, and noted that such roles are often considered acts of service.

Mr. Smith then asked whether the current grant, which exceeds the estimated stipend costs, could be used to support stipends in future years. Ms. Adamson explained that the grant would not be available long-term and confirmed that ongoing funding would need to be incorporated into the department's future budget requests. Mr. Smith acknowledged the explanation and expressed his understanding.

Mover: Smith
Seconder: Collins

Approve and authorize monthly remuneration for Board of Health members for each regularly scheduled Board of Health meeting attended.

Aye (5): Skala, Campbell, Collins, Hendricks, and Smith

Nay (1): Greeno

Absent (1): Sager

Recommended (5 to 1)

8. ADVANCE McHENRY COUNTY

Kerri Wisz, Chief Financial Officer, and Kerrie Johnson, Senior Financial Analyst, joined the committee to discuss Advance McHenry County.

Ms. Wisz and Ms. Johnson provided an update on the Advanced McHenry County (ARPA) projects. Ms. Wisz explained that she has been conducting one-on-one meetings with project recipients, particularly those who have been slow in submitting reimbursement requests. She clarified that, in most cases, the work has been completed, but reimbursements have not been submitted due to staffing or administrative challenges. She stated that all recipients were given a deadline of the end of March to submit reimbursement requests for expenditures incurred to date, and that failure to do so could result in staff bringing forward a recommendation to the Board to reallocate those funds, as permitted under the intergovernmental agreements.

Ms. Wisz noted that these discussions had been well received and that all recipients indicated they would meet the deadline. She emphasized that she remains available to assist recipients with the reimbursement process and expressed confidence that submissions would begin to come in more consistently. She stated that approximately six to seven projects out of roughly 30 to 39 total have experienced delays, most of which involve smaller nonprofit organizations with limited staffing capacity.

Committee members discussed the broader timeline for ARPA expenditures, noting that all funds must be spent by December 31, 2026. It was clarified that while there is no formal “drop-dead” submission deadline in the agreements, staff has established internal expectations to ensure sufficient time for review, Board approval of any reallocations, and expenditure of funds within federal guidelines. Members discussed the importance of establishing an earlier internal deadline—potentially late summer—to allow time for any necessary reallocations and approvals.

Ms. Wisz provided additional updates on specific projects. She noted that Shelby County Economic Development had recently submitted a reimbursement exceeding $100,000 and that she had no concerns regarding their progress. She clarified that for infrastructure projects, such as water and sewer, reimbursements are often submitted in larger amounts once sufficient documentation and proof of payment are available. She also explained that ARPA funding applies only to specific eligible portions of projects, not necessarily the full project completion.

Regarding County projects, Ms. Wisz explained that the Election Center allocation is being used to cover ongoing monthly expenses, including rent and utilities, estimated at approximately $35,000 per month. She noted that these costs will transition to the general fund in future budgets, consistent with prior budget discussions identifying approximately $3 million in ARPA-supported expenses that would shift to the general fund.

Ms. Wisz also addressed the space study allocation, explaining that the funding is intended for needs identified through the study and will be brought forward for further discussion. She noted that some projects, including the Crystal Lake Health Department project, are expected to come in under budget. Staff is working to identify opportunities to reallocate those funds appropriately and will return to the Board with recommendations.

Members expressed concern about ensuring adequate time to reallocate any unspent funds and emphasized the need to avoid last-minute decisions. Ms. Wisz acknowledged this concern and reiterated that reallocations must

comply with ARPA guidelines and, in many cases, be directed toward already approved projects. She noted that greater flexibility exists for reallocating funds that have already been expended versus those that have not.

Ms. Wisz further explained that certain projects, particularly those involving services, require reimbursement only after services are delivered, which may extend timelines. Construction projects may also face delays, though she indicated that most remaining projects are progressing and that reimbursements are expected in the near term.

Ms. Johnson added that internal reviews are ongoing, particularly within the Health Department projects, to identify any remaining or underutilized funds. She noted that staff is actively coordinating with departments and partners to ensure all eligible funds are utilized appropriately.

In closing, Ms. Wisz stated that approximately 80% of ARPA funds have already been spent or reimbursed and expressed confidence that the program is progressing well. Committee members emphasized the importance of ensuring that any reallocated funds are directed toward eligible and worthwhile uses consistent with program guidelines.

9. OLD BUSINESS

None.

10. DISCUSSION

None.

11. REPORTS

11.1 Chief Financial Officer

Kerri Wisz, Chief Financial Officer, joined the committee for the report.

Ms. Wisz provided a report to the committee, beginning with an update on the upcoming external audit. She noted that Baker Tilly would be onsite the following week to conduct the FY 2025 audit and reminded members that the auditors are available to them if they wish to ask questions or discuss any concerns. She stated that the audit preparation was on track, with the trial balance due that day and only a few final items remaining. She reported no concerns and indicated that staff had worked diligently to ensure the auditors would have everything needed for a productive week.

Ms. Wisz also noted that she would present the first quarter update at the next Committee of the Whole meeting, which would include preliminary FY 2025 ending balances, particularly for the general fund. She stated that the budget policy document, along with quarterly actual versus budget reporting, would be provided for initial review in April. She explained that the delay in bringing the policy forward was due to prioritizing audit preparation and ensuring that any prior challenges were thoughtfully addressed. She confirmed that the document could be distributed in advance via email.

Ms. Wisz then provided an update on the transition from Questica to ClearGov as the County's budgeting and transparency platform. She explained that ClearGov will replace the current "open book" system and offer full integration of the budget document and actual budget data into a single platform. She noted that this will improve efficiency for staff and enhance usability for committees. Additionally, she stated that ClearGov provides a more user-friendly transparency portal for the public, with improved visuals, charts, and navigation, addressing prior feedback that the existing system was difficult to use without a strong understanding of government budgeting. She indicated that the transition is expected to be budget neutral and that staff is targeting implementation by May, though she will provide updates on progress.

Finally, Ms. Wisz provided an update regarding the previously approved loan to the City of Marengo for a DCEO grant match. She reported that the City has requested the first disbursement, specifically half of the $750,000 loan amount. She noted that the request was supported by an engineering schedule outlining planned expenditures, indicating that the funds would be used in accordance with a defined timeline rather than held without purpose.

11.2 Contingency Reports

None.

11.3 Economic Development Corporation

The Economic Development Corporation (EDC) report was presented, noting that the board had tentatively approved moving forward with exploring the addition of one full-time employee, increasing staffing from two to three positions. It was explained that the current workload exceeds the capacity of existing staff, particularly with the added responsibilities associated with the Enterprise Zone. The additional position is intended to better distribute responsibilities and improve operational efficiency. It was further noted that private investment and associated revenue streams have increased, providing a funding source to support the additional position.

The board is also working on an initiative to better define and differentiate levels of private investment, including outlining specific benefits associated with each tier. This effort is intended to improve marketing to private industry by clearly communicating the value of investing in the McHenry County EDC beyond general community support. It was anticipated that this initiative would be presented to the board within the next one to two months.

The report highlighted continued interest from businesses in locating within the county, but identified ongoing challenges related to site readiness. Specifically, the lack of available “shovel-ready” sites and existing industrial or warehouse space limits the county’s ability to attract businesses with tight development timelines. Many prospective businesses require immediate or near-term occupancy, and the need to construct new facilities often does not align with those timelines.

Questions were raised regarding a recent survey distributed by the EDC, and it was indicated that results are expected to be available within approximately one month. Additional discussion focused on infrastructure limitations, particularly related to energy availability. It was clarified that while energy supply exists, it is not always available in the locations where development is desired. This presents a significant challenge, especially in areas such as the Route 23 and I-90 interchange, where increased electrical capacity is needed. It was noted that while other utilities, such as gas service, are more readily available, electrical infrastructure expansion remains a constraint and is being addressed through ongoing coordination with ComEd and broader state and federal efforts.

Further discussion emphasized ongoing collaboration between the EDC, County staff, and municipal partners to improve site readiness, particularly in key development corridors. Efforts are focused on preparing sites for future development, though challenges remain, especially regarding infrastructure and utility coordination.

It was also noted that EDC leadership, including Mark Piekos, has been actively working with County staff and municipalities on securing Community Project Funding through legislative opportunities. These grant applications operate under tight deadlines and include projects such as extending water infrastructure in key development areas. Coordination efforts are ongoing with local, state, and federal partners to pursue these funding opportunities.

Finally, it was noted that while a new position has been identified and its general purpose defined, specific details regarding the role were not yet being publicly shared, as the position had not yet been formally posted.

11.4 Naturally McHenry County

Alicia Schueller, Deputy County Administrator, joined the committee for the report.

Ms. Schueller provided a report on Naturally McHenry County. She noted that the Naturally McHenry County Board has been working on developing and updating policies aimed at strengthening the organization and positioning it as a model tourism board. She emphasized that, while the organization

already provides strong marketing efforts, these updates are intended to improve efficiency and ensure readiness, particularly in advance of the upcoming convention later in the year.

Ms. Schueller also reported that several new board members have recently been appointed and confirmed, and that all members, including herself, have been formally voted in. She stated that the board is focused on enhancing the overall effectiveness of the tourism program through these updates and transitions.

She concluded by noting that she is available to provide additional information to the committee and encouraged members to reach out with any questions.

12. EXECUTIVE SESSION (AS NECESSARY)

None.

13. ADJOURNMENT

Mover: Collins
Seconder: Campbell

To adjourn the meeting at 10:59 A.M. -TCCazares

Aye (6): Skala, Campbell, Collins, Greeno, Hendricks, and Smith

Absent (1): Sager

Recommended (6 to 0)

R E S O L U T I O N

Resolution Authorizing Entering into a Contract with The Exemption Project, Inc. (D.B.A. True Roll™) for the Purchase of Deed Transfer Software for the Assessments Department (5)

WHEREAS, the McHenry County Assessor's Office is responsible for the processing of all deed transfers into the property tax database, and the McHenry County Board has incorporated electronic processing and the reduction/elimination of paper usage pursuant to the McHenry County Strategic Plan; and

WHEREAS, the County Board previously approved a similar contract for the 2025 budget from a different company that provided the service but fell short of expectations after several months of use; and

WHEREAS, the Deed Transfer Software from True Roll™ will further improve the efficiency of the County Assessor's Office; and

WHEREAS, a Deed Transfer Software was included in the FY2026 budget under financial dimension 432150-90-9000-100; and

WHEREAS, the Finance and Audit Committee has reviewed the said request;

NOW, THEREFORE, BE IT RESOLVED by the County Board of McHenry County, Illinois, that it hereby authorizes the Chairman of the Board to enter into the necessary contract with True Roll™ for the purchase and implementation of an upgraded Deed Transfer Software for the County; and

BE IT FURTHER RESOLVED by the County Board of McHenry County, Illinois, that it hereby authorizes the McHenry County Assessments Office to enter into a three-year contract in an amount not to exceed $168,900, or $56,300 annually, with optional annual renewals after the initial three-year term, to include up to a 5% increase; and

BE IT FURTHER RESOLVED that the County Clerk is hereby authorized to distribute a certified copy of this Resolution to the Director of Assessments, the County Auditor, the Assistant County Administrator, the County Treasurer, the Chief Financial Officer, and the County Administrator.

DATED at Woodstock, Illinois, this 21st day of April, A.D., 2026.

_____
Michael Buehler, Chairman
McHenry County Board

ATTEST:

_____
Joseph J. Tirio, County Clerk

RESOLUTION

SUBJECT: Resolution Authorizing Entering into a Contract with The Exemption Project, Inc. (D.B.A. True Roll™) for the Purchase of Deed Transfer Software for the Assessments Department (5)

Board / Committee Action Requested:
To approve a resolution to enter into a contract with The Exemption Project, Inc. (D.B.A. True Roll) for the purchase of deed transfer software for the Assessments Department.

Background and Discussion:

Impact on Human Resources:

Impact on Budget (Revenue; Expenses, Fringe Benefits):

- Where is the money coming from? It was budgeted for a different vendor.
  - Was it budgeted? Yes, see above.
  - Is it from a grant? Is there a match? N/A
  - Is the money coming from the fund reserve? N/A
- Will it be an ongoing expense? If so, do we know where the money will come from in the future? Yes, this is a three-year contract, with annual renewals after those three (3) years at 5% max increases, that must be approved by the County Board.
- Why was this not addressed during the budget development process? It was, but the prior vendor fell short of expectations, and a new vendor was able to match the cost and with improved quality.
- Can this wait until the next budget is developed? No, because this has already been approved, we just need to enter into this agreement with a new vendor.

Position Reclassification or Regrade, please address the following:

- Was HR consulted on the reclassification or regrade? If so, what was their recommendation? N/A
- What is the total cost increase, including salary, IMRF, FICA, and other applicable allowances? N/A
- Can the department's budget absorb this cost, or will additional funding be required? N/A
- When will the new pay rate be effective? N/A
- How does this change support the department’s operational needs? N/A

Impact on Capital Expenditures:

Impact on Physical Space:

Impact on Other County Departments or Outside Agencies:

Conformity to Board Ordinances, Policies and Strategic Plan:

R E S O L U T I O N

Authorizing an Amendment to the Community Development Senior Service Grant 2026 Agreements and New Award to the Woodstock Food Pantry (10)

WHEREAS, the County Board approved contracts with non-profit organizations and projects under Resolution number R-202510-10-208 effective December 1, 2025; and

WHEREAS, the Planning and Development department and County Treasurer Donna M. Kurtz successfully gained additional funds through investments; and

WHEREAS, during the March 11, 2026, meeting, the Senior Service Grant Commission made a recommendation to provide additional funding to the projects listed below; and

WHEREAS, on March 11, 2026, the Senior Service Grant Commission made a recommendation to fund The Woodstock Food pantry in the amount of $29,412.80.

NOW, THEREFORE BE IT RESOLVED, by this County Board of McHenry County, Illinois, that it hereby authorizes the County Board Chairman to enter into amendments with the contract agreements approved on the Resolution number R-202510-10-208 to add the amounts listed below and to enter into a new contract with the Woodstock Food Pantry.

PROJECTS:

- **Independence Health & Therapy –** *Adult Day Health* **-** $300,000.00 to receive an additional $19,000.00.
- **Independence Health & Therapy –** *Memory Care* - $335,000.00 to receive an additional $16,195.00.
- **Home of The Sparrow –** *Supportive Services for Seniors Facing Homelessness & Housing Insecurity* **-** $45,000.00 to receive an additional $ 10,000.00.
- **Pioneer Center for Human Services –** *Senior Residential Program –*$150,000.00 to receive an additional $12,211.00.
- **Pioneer Center for Human Services –** *SOAR - $105,000.00 to receive an additional $12,006.80.*
- **Harvard Community Senior Center –** *Core Services* - $30,000.00 to receive an additional $40,000.00.
- **Woodstock Food Pantry-***Increased Food Pantry Services to Seniors received $0.00 to receive $29,412.80.*

BE IT FURTHER RESOLVED, that the County Clerk is hereby authorized to distribute a certified copy of this Resolution to the Director of Planning & Development; the Community Development Administrator; the County Auditor, the County Treasurer, the Chief Financial Officer, and the County Administrator.

DATED at Woodstock, Illinois, this 21ST day of April, A.D., 2026.

_____

Michael Buehler, Chairman
McHenry County Board

PlanDev-2026-010

ATTEST:

_____

Joseph J. Tirio, County Clerk

RESOLUTION

SUBJECT: Authorizing an Amendment to the Community Development Senior Service Grant 2026 Agreements and New Award to the Woodstock Food Pantry

---

Board / Committee Action Requested:
Approve an Amendment to the Resolutions to increase funding for the listed agencies and new contract with Woodstock Food Pantry

Background and Discussion:
The Senior Service Commission has successfully gained additional funding through investment strategies used by our County Treasurer.

Impact on Human Resources: None

Impact on Budget (Revenue; Expenses, Fringe Benefits):
These funds are from investments not tax dollars.

Position Reclassification or Regrade, please address the following: None

Impact on Capital Expenditures: None

Impact on Physical Space: None

Impact on Other County Departments or Outside Agencies:
Provide additional funding for services and new funding for the Woodstock Food Pantry.

Conformity to Board Ordinances, Policies and Strategic Plan:
Conforms to all Board ordinances policies and the Strategic Plan.

O R D I N A N C E

Ordinance Adopting the Fee Schedule for the Department of Planning and Development (10)

WHEREAS, McHenry County has promulgated ordinances, rules, and regulations to govern building construction, safety, zoning, stormwater management, and the subdivision of land; and

WHEREAS, the Unified Development Ordinance, Stormwater Management Ordinance, and building codes adopted by McHenry County require that the Department of Planning and Development to accept applications, conduct reviews, issue permits, conduct inspections, and conduct hearings; and

WHEREAS, the current fee schedule for the Department of Planning and Development for services related to accepting applications, conducting reviews, issuing permits, conducting inspections, and conducting hearings was adopted by the County Board on April 18, 2023; and

WHEREAS, the Department of Planning and Development has identified the need to revise the fee schedule to address outdated personnel costs and processes; and

WHEREAS, the Planning, Environmental, and Development Committee has reviewed and recommends approval of the revised fee schedule.

NOW, THEREFORE BE IT ORDAINED, by this County Board of McHenry County, Illinois, that it hereby adopts the attached fee schedule for the Department of Planning and Development with an effective date of June 1, 2026; and

BE IT FURTHER ORDAINED, by this County Board of McHenry, Illinois, that the previously adopted ordinance establishing the fee schedule for the Department of Planning and Development, Ordinance O-202304-10-021, is repealed effective June 1, 2026; and

BE IT FURTHER ORDAINED, that the County Clerk is hereby authorized to distribute a certified copy of this Ordinance to the Director of Planning and Development, the Chief Financial Officer, and the County Administrator

DATED at Woodstock, Illinois, this 19th day of May, A.D., 2026.

_____
Michael Buehler, Chairman
McHenry County Board

ATTEST:

_____
Joseph J. Tirio, County Clerk

ORDINANCE

SUBJECT: Ordinance Adopting the Fee Schedule for the Department of Planning and Development (10)

Board / Committee Action Requested:
To approve the attached ordinance adopting the fee schedule for the Department of Planning and Development.

Background and Discussion:
During the 2025 budget cycle the Department's Fee Ordinance was recognized to be in need of an update to close the gap between the Department's expenses and revenues. On a 5-year average, Department revenue is $817,991.79 and grows at 7.48% per year. Expenditures are $1,511,292.33 growing at 4.59%. While these growth trends are healthy, the gap between revenues and expenditures can be reduced. Currently 45.87% or $693,300.53 of the Department's code administration and enforcement operation is subsidized by the General Fund.

The current Fee Ordinance was established in 2015 with updates in 2018 and 2023 to address trends or priorities associated with permit administration. The model is centered on flat reasonable fees that applicants, consultants, and staff can easily forecast. This remains advantageous to the Department and the applicants. However, the personnel costs that formulate the core service fees are 10 years old, the time assigned to each process and phase were based on paper review processes, and hard costs necessary to provide services were excluded. This comprehensive revision updates each of the items above, proposes fees for services currently provided by the Department that merit fees, adds process steps that will improve efficiencies for all, and attempts to ensure permit fees are not a deterrent for obtaining permits.

This update required tracking and averaging the time required to complete each step of a permit, petition, plan review, inspection, public hearing, etc. and establish the cost to the Department to provide that service. Two models were rendered for consideration.

Model 1: Personnel costs for each function of the permitting process use the average salary for existing staff.

Model 2: Personnel costs for each function of the permitting process use the maximum grade of each position.

Other than personnel costs, Models 1 and 2 have identical time estimates to complete the services provided and fees for software required to provide each service; SmartGov, $30/permit, and Bluebeam, $12/permit; derived from the cost of the software compared to the 5-year average number of permits administered by the Department.

Both models also attempt to recognize the barrier imposed by excessive fees on small scale permits; Decks, Pools, Accessory Structures, & Minor Service Upgrades. These smaller permits are generally supplemented by larger scale permits like those for new construction, Telecommunication, or Solar Energy Production.

While each section of the Fee Schedule was amended, the greatest amount of catchup was realized withing the Planning Fees. Here the hours were underestimated and hard costs such as those for the Zoning Board of Appeals ($920/meeting) and the McHenry County Hearing Officer ($100/meeting) were not included.
In addition to adjusting the estimation of time necessary to administer petitions, staff is recommending adjustments to the application types to streamline the process and obtain clearer information. Those include:

- Removal of the escalating fees associated with Conditional Use Permits, Map Amendments, and Motel Inspections.
- Addition of a Pre-Application Meeting for Conditional Use Permits.

From the inception of this revision staff targeted a 30% recoup (3% per year over 10 years). Utilizing historical permit and revenue data, Model 1 estimates a 31.4% increase in revenue and Model 2 a 67.6% increase. Staff further proposes that the Fee Ordinance be reviewed every 2 to 3 years to keep up with annual escalation and procedural improvements that influence billable services.

Impact on Human Resources:
None, existing staff will apply the fee schedule.

Impact on Budget (Revenue; Expenses, Fringe Benefits):
The Fee Schedule update was initiated to improve the Department's revenue. The personnel costs have not been updated since the Fee Ordinance was updated in 2015. Further, the procedural changes associated with the conversion from paper to digital processing have not been incorporated.
The rev

Impact on Capital Expenditures:
None.

Impact on Physical Space:
None.

Impact on Other County Departments or Outside Agencies:
None.

Conformity to Board Ordinances, Policies and Strategic Plan:

The ordinance conforms with Board Ordinances, Policies, and Strategic Plan. Specifically Goals 2 & 7 in Leadership & Governance

Planning and Development Fee Schedule

2026

Building Fees

	Permit Type	Fee
1.	a. Deck/Gazebo/Covered Porch under 500 sq. ft.	$150
	b. Deck/Gazebo/Covered Porch over 500 sq. ft.	$300
2.	a. Above Ground Pool/Hot Tub/Spa	$150
	b. Inground Pool	$300
3.	Agriculture Exempt Structure	No Charge
4.	a. Residential Service upgrade (Plumbing, Electrical, Mechanical, Structural)	$75
	b. Commercial Service upgrade (Plumbing, Electrical, Mechanical, Structural)	$100
5.	a. Residential Alteration under 250 sq. ft.	$300
	b. Residential Alteration 250 to 600 sq. ft.	$575
	c. Residential Alteration Over 600 sq. ft.	$725
6.	a. Residential Addition - under 500 sq. ft. (includes any alteration to existing portions of structure)	$500
	b. Residential Addition - 500 to 800 sq. ft. (includes any alteration to existing portions of structure)	$650
	c. Residential Addition - over 800 sq. ft. (includes any alteration to existing portions of structure)	$800
7.	a. New Residential - under 2,500 sq. ft.	$2,500
	b. New Residential - 2,500 to 4,000 sq. ft.	$3,250
	c. New Residential - over 4,000 sq. ft.	$4,000
8.	a. New Residential Accessory Structure under 300 sq. ft.	$100
	b. New Residential Accessory Structure 300 to 600 sq. ft.	$250
	c. New Residential Accessory Structure over 600 sq. ft.	$450
	d. Plumbing - additional fee if included in accessory structure	$75
	e. Electrical - additional fee if included in accessory structure	$75
	f. HVAC - additional fee if included in accessory structure	$75
9.	a. Commercial Alteration, Change of Use, or Tenant Buildout Under 500 sq. ft.	$500
	b. Commercial Alteration or Tenant Buildout 500 to 2,000 sq. ft.	$1,000
	c. Commercial Alteration or Tenant Buildout 2000 to 4,000 sq. ft.	$2,250
	d. Commercial Alteration or Tenant Buildout Over 4,000 sq. ft.	$3,600
10.	a. Commercial Addition - under 500 sq. ft. (includes any alteration to existing portions of structure)	$1,000
	b. Commercial Addition - 500 to 2,000 sq. ft. (includes any alteration to existing portions of structure)	$2,500
	c. Commercial Addition - over 2,000 sq. ft. (includes any alteration to existing portions of structure)	$4,000
11.	a. New Commercial Structure - under 1,500 sq. ft.	$2,000
	b. New Commercial Structure - 1,500 to 4,000 sq. ft.	$3,650
	c. New Commercial Structure - over 4,000 sq. ft.	$5,325
12.	a. New Commercial Accessory Structure under 600 sq. ft.	$400
	b. New Commercial Accessory Structure over 600 sq. ft.	$800
	c. Plumbing - additional fee if included in commercial accessory structure	$100
	d. Electrical - additional fee if included in commercial accessory structure	$100
	e. HVAC - additional fee if included in commercial accessory structure	$100
13.	Privacy Fence	$75
14.	a. Sign - on-premise	$100
	b. Sign - off-premise commercial advertising	$500
15.	a. Demo - Accessory Structure	$75
	b. Demo - Residential Structure	$125
	c. Demo - Commercial Structure	$225
15.	a. Telecommunication Tower	$1,000
	b. Telecommunication tower - attenna co-locate or equipment upgrade	$500
16.	a. Electric Energy Production Systems (wind or solar) - 0 to 100 kw	$100 plus $10.00/kw
	b. Electric Energy Production Systems (wind or solar) - 100 to 500 kw	$1,100 + 5.00/kw over 100 kw
	c. Electric Energy Production Systems (wind or solar) - over 500 kw	$3,100 + $2.50/kw over 500 kw
17.	After-the-Fact Permit (not charged if work was completed by a prior property owner)	Double permit fee
18.	Additional Inspection or Inspection Only Fee (required after the 2nd failed inpsection)	$75
19.	Resubmittal Fee (required for the 3rd and all subsequent resubmittals)	25% of original permit fee
20.	Permit Modification Fee (required to change plans after the permit is issued)	25% of original permit fee
21.	Permit Extension Fee (required to extend the permit by 6 months)	25% of original permit fee
22.	Expedited Permit review (in addition to all building permit fees)	Applicant pays the county consultant based on

Planning and Development Fee Schedule

2026

Stormwater Management Fees

		Permit Type	General Permit #1	General Permit #2	Minor Development (<20,000 sf)	Intermediate Development (20,000 sf - <1 acre)	Major Development (>= 1 acre)	Mining Development	Public Road Development
1.	a.	Base Stormwater Permit Fee	$150	$400	$400	$550	$850 + $50 per add'l acre	$1,000	$750
	b.	Runoff Rate Reduction Additional fee if stormwater storage is required	NA	NA	$200	$300	$400	$500	$500
	c.	Floodplain Fee Additional fee if floodplain within development site	NA	NA	$150	$175	$200	$250	$300
	d.	Wetland Fee Additional fee if wetland within development site	NA	NA	$450	$500	$550	$550	$500
	e.	Erosion & Sediment Control Inspections Fee Additional fee for stormwater only permits	$100	$200	$200	$200	-	-	-
2.	a.	BFE Determination - Zone AE or Simple Method Zone A							$75
	b.	BFE Determination - Depressional w/Trib <=100 acres							$500
	c.	BFE Determination - Depressional w/Trib >100 acres							$1,000
	d.	BFE Determination - Riverine w/Trib <=100 acres							$1,500
	e.	BFE Determination - Riverine w/Trib >100 acres with StreamStats							$1,500
	f.	BFE Determination - Riverine w/Trib >100 acres without StreamStats							$2,000
3.	a.	Variance - No Public Hearing							$300
	b.	Variance - With Public Hearing							$500
4.		Appeal							$200
5.		Stormwater Permit Determination Letter							$75
6.	a.	Community Acknowledgement - Letter of Map Amendment (LOMA)							$125
	b.	Community Acknowledgement - Letter of Map Revision (LOMR)							$250
	c.	Community Acknowledgement - LOMR - Fill for Single Residence (LOMR-F)							$350
7.		Minor Structure Alteration/Upgrade in Flood Hazard Area							$150
8.		Letter of Understanding							50% of permit fee
9.		After-the-Fact Permit (not charged if work was completed by a prior property owner)							Double permit fee
10.		Additional Inspection Fee (required after 2nd failed inspection)							$100
11.		Resubmittal Fee (required for the the 3rd and all subsequent resubmittals)							25% of original permit fee
12.		Permit Modification Fee (required to change plans after the permit is issued)							25% of original permit fee
13.		Permit Extension Fee (required to extend the permit by 6 months)							25% of original permit fee
14.		Expedited Permit review (in addition to all Stormwater fees)							Applicant pays for actual time & materials at
15.		Preliminary Jurisdictional Determination (within Certified Community)							Applicant directly pays McHenry-Lake County

Planning and Development Fee Schedule

2026

Zoning Fees

	Application Type	Base Fee	Per Acre
1.	a. Map Amendment or Conditional Use Permit Renewal (includes SPRC review)	$1,200	-
	b. First 100 acres	-	$50
	c. Acres over 100	-	$25
	d. Additional Conditional Use Permit (includes SPRC review)	$1,100	$25
2.	a. Conditional Use Permit (includes site plan review by SPRC)	$2,300	-
	b. First 100 acres	-	$75
	c. Acres over 100	-	$50
3.	Conditional Use Permit -Voluntary Revocation	$250	-
4.	Appeals (refunded if appeal is upheld)	$400	-
5.	Variation	$600	-
6.	Variation for on-premise sign or fence	$400	-
7.	Variation, Telecommunications Facility	$1,200	-
8.	Text Amendment		$1,200
9.	Variation, Administrative		$75
10.	After-the-Fact Application		Double base fee
11.	Zoning Application Withdrawal Refund (>72 hrs before hearing)		50%
12.	a. Temporary Use Permit		$100
	b. Renewal		$50
13.	Parcel Zoning Status Determination Letter		$75
14.	Map Correction		No Charge
15.	Zoning Interpretation Letter		$75
16.	Site Plan Review by SPRC as Req'd by UDO (Bldg. Permits, Site Plan Amendments, etc. -excluding CUPs)		$400
17.	Earth Extraction and Mining Annual Operations Permit Fee		$1,000
18.	Motel Annual License and Inspection Fee		$150 +$5/unit

Subdivision Fees

	Application Type	Pre-Application	Preliminary Plat	Final Plat
1.	Plat of Subdivision			
	a. Base Fee	$250	$1000 + $100/lot	$1000 + $100/lot
	b. Stormwater Permit Fee (calculated above)	-	70% of fee	30% of fee
	c. Base Flood Elevation Fee Determination (calculated above)	-	100% of fee	-
	d. Conservation Design	-	20% of base fee	20% of base fee
	e. Additional Meeting Fee (if >2 review mtgs required)		$750/mtg.	$750/mtg.
2.	Plat of Subdivision Amendment			
	a. Base Fee	$250	NA	$1250 + $100/lot
	b. Stormwater Permit/Modification Fee (calculated above)	-	NA	100% of fee
3.	Plat of Subdivision Vacation			
	a. Base Fee	NA	NA	$1,500
	b. Stormwater Permit/Modification Fee (calculated above)	NA	NA	100% of fee

Planning and Development Fee Schedule

2026

Plans, Ordinances, Maps, Copies and Printing, and Postage

	Documents	Fee
1.	2030 Comprehensive Plan	$30
2.	2030 Comprehensive Plan Future Land Use Map (26X36 Color)	$12
3.	Historic Preservation Ordinance	$5
4.	Stormwater Management Ordinance	$25
5.	Stormwater Management Technical Reference Manual	$75
6.	Unified Development Ordinance	$25
7.	Unified Development Ordinance Zoning Reference Map (36X48 Color)	$15
8.	Floodplain and Wetland Maps	$5
9.	Custom Mapping	$40 per hour + printing charge

	Copies and Printing	Fee
1.	36X48 Black & White	$10
2.	24X36 Black & White	$8
3.	18X24 Black & White	$4
4.	11X17 Black & White	$2
5.	8.5X14 Black & White	$0.50
6.	8.5X11 Black & White	$0.25
7.	36X48 Color	$15
8.	24X36 Color	$12
9.	11X17 Color	$5
10.	8.5X14 Color	$3
11.	8.5X11 Color	$2.50

	Postage	Fee
1.	Permit Card Mailing Fee	$6
2.	3X42 shipping tub; 1-4 maps	$9
3.	3X42 shipping tub; 5-8 maps	$10
4.	3X42 shipping tub; 9-12 maps	$11
5.	Small Envelope (10X13); 1-2 maps	$6
6.	Large Envelope (14-18); 1-6 maps	$8

Fee Schedule Notes:

1. **$75 or 25% of total building and stormwater management permit fees (including any double fee) and BFE determination Fees which ever is greater, is due on application submittal and is non-refundable.**
2. **Balance of building and stormwater management permit fees and BFE determination fees are due with first resubmittal, if any, or at permit issuance, if no resubmittal is required.**
3. **All other fees are due in their entirety at the time of application submittal.**
4. **Each subdivision phase requires payment of an additional fee.**
5. **For zoning petitions, applicants are also responsible for paying the direct cost for mailing, publication, and hearing transcript as well as costs associated with a change in venue for the ZBA hearings.**
6. **Fees are waived for all applications filed by government agencies.**
7. **Staff only issues refunds for good cause shown, including, but not limited to, a miscommunication from a government body with apparent or actual authority which is directly related to a fee, a miscalculation or over payment of fees and for zoning petitions withdrawn at least 72 hours before the public hearing. All other fee refunds, fee reductions, and fee waivers require County Board approval.**
8. **The base fee for Plat of Subdivisions, Plat of Subdivision Amendments, Plat of Subdivision Vacations, and site plan reviews shall be distributed as follows: Department of Health: 30%; Division of Transportation: 20%; Department of Planning and Development: 50%.**
9. **The after-the-fact permit fee is not applied if the work was completed by a prior property owner, was caused by a flood, fire, or other natural disaster.**

Planning and Development Fee Schedule

MODEL 1

Building Fees

		Application Type	Fee
1.	a.	Deck/Gazebo/Covered Porch under 500 sq. ft.	**$200**
	b.	Deck/Gazebo/Covered Porch over 500 sq. ft.	**$350**
2.	a.	Above Ground Pool/Hot Tub/Spa	**$200**
	b.	Inground Pool	**$350**
3.		Agriculture Exempt Structure	**No Charge**
4.	a.	Residential Service upgrade (Plumbing, Electrical, Mechanical, Structural)	**$100**
	b.	Commercial Service upgrade (Plumbing, Electrical, Mechanical, Structural)	**$200**
5.	a.	Residential Alteration under 250 sq. ft.	**$650**
	b.	Residential Alteration 250 to 600 sq. ft.	**$900**
	c.	Residential Alteration Over 600 sq. ft.	**$1,300**
6.	a.	Residential Addition - under 500 sq. ft. (includes any alteration to existing portions of structure)	**$600**
	b.	Residential Addition - 500 to 800 sq. ft. (includes any alteration to existing portions of structure)	**$800**
	c.	Residential Addition - over 800 sq. ft. (includes any alteration to existing portions of structure)	**$1,000**
7.	a.	New Residential - under 2,500 sq. ft.	**$3,000**
	b.	New Residential - 2,500 to 4,000 sq. ft.	**$4,000**
	c.	New Residential - over 4,000 sq. ft.	**$5,000**
8.	a.	New Residential Accessory Structure under 300 sq. ft.	**$250**
	b.	New Residential Accessory Structure 300 to 600 sq. ft.	**$500**
	c.	New Residential Accessory Structure over 600 sq. ft.	**$800**
	d.	Plumbing - additional fee if included in accessory structure	**$100**
	e.	Electrical - additional fee if included in accessory structure	**$100**
	f.	HVAC - additional fee if included in accessory structure	**$100**
9.	a.	Commercial Alteration, Change of Use, or Tenant Buildout Under 500 sq. ft.	**$1,000**
	b.	Commercial Alteration or Tenant Buildout 500 to 2,000 sq. ft.	**$2,000**
	c.	Commercial Alteration or Tenant Buildout 2000 to 4,000 sq. ft.	**$3,000**
	d.	Commercial Alteration or Tenant Buildout Over 4,000 sq. ft.	**$4,000**
10.	a.	Commercial Addition - under 500 sq. ft. (includes any alteration to existing portions of structure)	**$1,500**
	b.	Commercial Addition - 500 to 2,000 sq. ft. (includes any alteration to existing portions of structure)	**$3,000**
	c.	Commercial Addition - over 2,000 sq. ft. (includes any alteration to existing portions of structure)	**$4,500**
11.	a.	New Commercial Structure - under 1,500 sq. ft.	**$2,500**
	b.	New Commercial Structure - 1,500 to 4,000 sq. ft.	**$4,000**
	c.	New Commercial Structure - over 4,000 sq. ft.	**$5,500**
12.	a.	New Commercial Accessory Structure under 600 sq. ft.	**$500**
	b.	New Commercial Accessory Structure over 600 sq. ft.	**$1,000**
	c.	Plumbing - additional fee if included in commercial accessory structure	**$200**
	d.	Electrical - additional fee if included in commercial accessory structure	**$200**
	e.	HVAC - additional fee if included in commercial accessory structure	**$200**
13.		Privacy Fence	**$100**
14.	a.	Sign - on-premise	**$350**
	b.	Sign - off-premise commercial advertising	**$750**
15.	a.	Demo - Accessory Structure	**$100**
	b.	Demo - Residential Structure	**$250**
	c.	Demo - Commercial Structure	**$400**
15.	a.	Telecommunication Tower	**$2,500**
	b.	Telecommunication tower - attenna co-locate or equipment upgrade	**$1,500**
16.	a.	Electric Energy Production Systems (wind or solar) - 0 to 100 kw	**$500 + $15/kW**
	b.	Electric Energy Production Systems (wind or solar) - 100 to 500 kw	**$2,000+$10/kW**
	c.	Electric Energy Production Systems (wind or solar) - over 500 kw	**$5,000/MW**
17.		After-the-Fact Permit (not charged if work was completed by a prior property owner)	**Double permit fee**
18.		Additional Inspection or Inspection Only Fee (required after the 2nd failed inpsection)	**$100**
19.		Resubmittal Fee (required for the 3rd and all subsequent resubmittals)	**25% of original permit fee**
20.		Permit Modification Fee (required to change plans after the permit is issued)	**25% of original permit fee**
21.		Permit Extension Fee (required to extend the permit by 6 months)	**25% of original permit fee**
23		Secondary Review & Inspection Services (in addition to permit fees)	**$250**

Planning and Development Fee Schedule

MODEL 1

Stormwater Management Fees

			General Permit #1	General Permit #2	Minor Development (<20,000 sf)	Intermediate Development (20,000 sf - <1 acre)	Major Development (>= 1 acre)	Mining Development	Public Road Development
1.	a.	Base Stormwater Permit	**$250**	**$500**	**$600**	**$800**	**$1200**	**$1,000**	**$1,200**
	b.	Stormwater Management System Review	-	-	**$400**	**$500**	**$550**	**$550**	**$600**
	c.	Flood Hazard Review	-	-	**$250**	**$500**	**$700**	**$400**	**$800**
	d.	Wetland Impact Review	-	-	**$500**	**$550**	**$600**	**$750**	**$600**
	e.	Inspection	**$150**	**$150**	**$200**	**$300**	**$400**	-	**$150**
2.	a.	~~BFE Determination - Zone AE or Simple Method Zone A~~							~~$75~~
	b.	~~BFE Determination - Depressional w/Trib <=100 acres~~							~~$500~~
	c.	~~BFE Determination - Depressional w/Trib >100 acres~~							~~$1,000~~
	d.	~~BFE Determination - Riverine w/Trib <=100 acres~~							~~$1,500~~
	e.	~~BFE Determination - Riverine w/Trib >100 acres with StreamStats~~							~~$1,500~~
	f.	~~BFE Determination - Riverine w/Trib >100 acres without StreamStats~~							~~$2,000~~
3.	a.	Variance - No Public Hearing							**$300**
	b.	Variance - With Public Hearing							**$550**
4.		Appeal							**$300**
5.		Stormwater Permit Determination Letter							**$300**
6.	a.	Community Acknowledgement Letter							**$300**
7.		~~Minor Structure Alteration/Upgrade in Flood Hazard Area~~							~~$300~~
8.		~~Letter of Understanding~~							~~$300~~
9.		After-the-Fact Permit (not charged if work was completed by a prior property owner)							**Double Permit Fee**
10.		Additional Inspection Fee (required after 2nd failed inspection)							**$150**
11.		Resubmittal Fee (required for the the 3rd and all subsequent resubmittals)							**25% of original permit fee**
12.		Permit Modification Fee (required to change plans after the permit is issued)							**25% of original permit fee**
13.		Permit Extension Fee (required to extend the permit by 6 months)							**25% of original permit fee**
14.		Secondary Review & Inspection Services (in addition to permit fees)							**250 + Permit Fees**
15		Preliminary Jurisdictional Determination (within Certified Community)							**Applicant Pays SWCD Directly**

Planning and Development Fee Schedule

MODEL 1

Zoning Fees

		Application Type	Fee
1.	a.	Conditional Use Permit	**$3,500**
	b.	Additional Conditional Use Permit	**$2,400**
	c.	Conditional Use Permit Renewal or Amendment	**$2,200**
	d.	Conditional Use Commercial Solar Energy Facility	**$5,000/MW**
2.		Map Amendment	**$1,750**
3.	a.	Variation	**$1,200**
	b.	Variation Privacy Fence	**$400**
	c.	Administrative Variation	**$250**
4.		Text Amendment	**$2,000**
5.	a.	Temporary Use Permit	**$250**
	b.	Temporary Use Permit Renewal	**$100**
	c.	Temporary Use Permit Incident Action Plan	**$1,200**
6.		Site Plan Review Committee Hearing	**$500**
7.		Pre-Application Meeting	**$400**
8.		Earth Extraction & Mining Operations Permit	**$1,000**
9.		Conditional Use Permit Revocation	**$300**
10.		Zoning Application Withdrawal Refund (>72 hrs)	
	a.	Conditional Use Permit Withdrawl	**$1000 Refund**
	b.	Variation, Map Amendment, Text Amendment	**$250 Refund**
13.		Letter of Buildability	**$100**
14.		Zoning Interpretation Letter	**$100**
15.		Parcel Zoning Status Determination Letter	**$100**
16.		Motel Annual License	**$550**
17.		After-the-Fact Application	**Double Fees**
18.		Appeal (Refunded if upheld)	**$1,150**

Subdivision Fees

	Application Type	Pre-Application	Preliminary Plat	Final Plat
1.	Plat of Subdivision			
a.	Base Fee	$250	$1000 + $100/lot	$1000 + $100/lot
b.	Stormwater Permit Fee (calculated above)	-	70% of fee	30% of fee
c.	Base Flood Elevation Fee Determination (calculated above)	-	100% of fee	-
d.	Conservation Design	-	20% of base fee	20% of base fee
e.	Additional Meeting Fee (if >2 review mtgs required)		$750/mtg.	$750/mtg.
2.	Plat of Subdivision Amendment			
a.	Base Fee	$250	NA	$1250 + $100/lot
b.	Stormwater Permit/Modification Fee (calculated above)	-	NA	100% of fee
3.	Plat of Subdivision Vacation			
a.	Base Fee	NA	NA	$1,500
b.	Stormwater Permit/Modification Fee (calculated above)	NA	NA	100% of fee

Planning and Development Fee Schedule

MODEL 1

Plans, Ordinances, Maps, Copies and Printing, and Postage

	Documents	Fee
1.	~~2030 Comprehensive Plan~~	~~$30~~
2.	~~2030 Comprehensive Plan Future Land Use Map (26X36 Color)~~	~~$12~~
3.	~~Historic Preservation Ordinance~~	~~$5~~
4.	~~Stormwater Management Ordinance~~	~~$25~~
5.	~~Stormwater Management Technical Reference Manual~~	~~$75~~
6.	~~Unified Development Ordinance~~	~~$25~~
7.	~~Unified Development Ordinance Zoning Reference Map (36X48 Color)~~	~~$15~~
8.	~~Floodplain and Wetland Maps~~	~~$5~~
9.	~~Custom Mapping~~	~~$40 per hour + printing charge~~

	Copies and Printing	Fee
1.	36X48 Black & White	$15
2.	24X36 Black & White	$12
3.	18X24 Black & White	$8
4.	11X17 Black & White	$4
5.	8.5X14 Black & White	$2
6.	8.5X11 Black & White	$1
7.	36X48 Color	$20
8.	24X36 Color	$15
9.	11X17 Color	$8
10.	8.5X14 Color	$5
11.	8.5X11 Color	$4

	Postage	Fee
1.	~~Permit Card Mailing Fee~~	~~$6~~
2.	~~3X42 shipping tub; 1-4 maps~~	~~$9~~
3.	~~3X42 shipping tub; 5-8 maps~~	~~$10~~
4.	~~3X42 shipping tub; 9-12 maps~~	~~$11~~
5.	~~Small Envelope (10X13); 1-2 maps~~	~~$6~~
6.	~~Large Envelope (14-18); 1-6 maps~~	~~$8~~

Fee Schedule Notes:

1 **$100 or 25% of total building and stormwater management permit fees (including any double fee) and BFE determination Fees which ever is greater, is due on application submittal and is non-refundable.**

2 **Balance of building and stormwater management permit fees and BFE determination fees are due with first resubmittal, if any, or at permit issuance, if no resubmittal is required.**

3 **All other fees are due in their entirety at the time of application submittal.**

4 **Each subdivision phase requires payment of an additional fee.**

5 **For zoning petitions, applicants are also responsible for paying the direct cost for mailing, publication, and hearing transcript as well as costs associated with a change in venue for the ZBA hearings.**

6 **Fees are waived for all applications filed by government agencies.**

7 **Staff only issues refunds for good cause shown, including, but not limited to, a miscommunication from a government body with apparent or actual authority which is directly related to a fee, a miscalculation or over payment of fees and for zoning petitions withdrawn at least 72 hours before the public hearing. All other fee refunds, fee reductions, and fee waivers require County Board approval.**

8 **The base fee for Plat of Subdivisions, Plat of Subdivision Amendments, Plat of Subdivision Vacations, and site plan reviews shall be distributed as follows: Department of Health: 30%; Division of Transportation: 20%; Department of Planning and Development: 50%.**

9 **The after-the-fact permit fee is not applied if the work was completed by a prior property owner, was caused by a flood, fire, or other natural disaster.**

Planning and Development Fee Schedule

MODEL 2

Building Fees

		Application Type	Fee
1.	a.	Deck/Gazebo/Covered Porch under 500 sq. ft.	$300
	b.	Deck/Gazebo/Covered Porch over 500 sq. ft.	$500
2.	a.	Above Ground Pool/Hot Tub/Spa	$400
	b.	Inground Pool	$500
3.		Agriculture Exempt Structure	No Charge
4.	a.	Residential Service upgrade (Plumbing, Electrical, Mechanical, Structural)	$200
	b.	Commercial Service upgrade (Plumbing, Electrical, Mechanical, Structural)	$350
5.	a.	Residential Alteration under 250 sq. ft.	$1,000
	b.	Residential Alteration 250 to 600 sq. ft.	$1,500
	c.	Residential Alteration Over 600 sq. ft.	$2,150
6.	a.	Residential Addition - under 500 sq. ft. (includes any alteration to existing portions of structure)	$950
	b.	Residential Addition - 500 to 800 sq. ft. (includes any alteration to existing portions of structure)	$1,125
	c.	Residential Addition - over 800 sq. ft. (includes any alteration to existing portions of structure)	$1,350
7.	a.	New Residential - under 2,500 sq. ft.	$4,000
	b.	New Residential - 2,500 to 4,000 sq. ft.	$5,000
	c.	New Residential - over 4,000 sq. ft.	$6,000
8.	a.	New Residential Accessory Structure under 300 sq. ft.	$425
	b.	New Residential Accessory Structure 300 to 600 sq. ft.	$575
	c.	New Residential Accessory Structure over 600 sq. ft.	$700
	d.	Plumbing - additional fee if included in accessory structure	$300
	e.	Electrical - additional fee if included in accessory structure	$300
	f.	HVAC - additional fee if included in accessory structure	$300
9.	a.	Commercial Alteration, Change of Use, or Tenant Buildout Under 500 sq. ft.	$2,000
	b.	Commercial Alteration or Tenant Buildout 500 to 2,000 sq. ft.	$2,500
	c.	Commercial Alteration or Tenant Buildout 2000 to 4,000 sq. ft.	$3,500
	d.	Commercial Alteration or Tenant Buildout Over 4,000 sq. ft.	$5,000
10.	a.	Commercial Addition - under 500 sq. ft. (includes any alteration to existing portions of structure)	$2,000
	b.	Commercial Addition - 500 to 2,000 sq. ft. (includes any alteration to existing portions of structure)	$3,500
	c.	Commercial Addition - over 2,000 sq. ft. (includes any alteration to existing portions of structure)	$5,000
11.	a.	New Commercial Structure - under 1,500 sq. ft.	$2,500
	b.	New Commercial Structure - 1,500 to 4,000 sq. ft.	$4,000
	c.	New Commercial Structure - over 4,000 sq. ft.	$6,750
12.	a.	New Commercial Accessory Structure under 600 sq. ft.	$750
	b.	New Commercial Accessory Structure over 600 sq. ft.	$1,200
	c.	Plumbing - additional fee if included in commercial accessory structure	$400
	d.	Electrical - additional fee if included in commercial accessory structure	$400
	e.	HVAC - additional fee if included in commercial accessory structure	$400
13.		Privacy Fence	$300
14.	a.	Sign - on-premise	$650
	b.	Sign - off-premise commercial advertising	$1,000
15.	a.	Demo - Accessory Structure	$300
	b.	Demo - Residential Structure	$400
	c.	Demo - Commercial Structure	$500
15.	a.	Telecommunication Tower	$3,000
	b.	Telecommunication tower - attenna co-locate or equipment upgrade	$2,000
16.	a.	Electric Energy Production Systems (wind or solar) - 0 to 100 kw	$750 + $15/kW
	b.	Electric Energy Production Systems (wind or solar) - 100 to 500 kw	$2,500+$10/kW
	c.	Electric Energy Production Systems (wind or solar) - over 500 kw	$5,000/MW
17.		After-the-Fact Permit (not charged if work was completed by a prior property owner)	Double permit fee
18.		Additional Inspection or Inspection Only Fee (required after the 2nd failed inpsection)	$300
19.		Resubmittal Fee (required for the 3rd and all subsequent resubmittals)	25% of original permit fee
20.		Permit Modification Fee (required to change plans after the permit is issued)	25% of original permit fee
21.		Permit Extension Fee (required to extend the permit by 6 months)	25% of original permit fee
23		Secondary Review & Inspection Services (in addition to permit fees)	$250

Planning and Development Fee Schedule

MODEL 2

Stormwater Management Fees

			General Permit #1	General Permit #2	Minor Development (<20,000 sf)	Intermediate Development (20,000 sf - <1 acre)	Major Development (>= 1 acre)	Mining Development	Public Road Development
1.	a.	Base Stormwater Permit	**$400**	**$600**	**$700**	**$1000**	**$1400**	**$1,200**	**$1,500**
	b.	Stormwater Management System Review	-	-	**$500**	**$600**	**$550**	**$600**	**$1,000**
	c.	Flood Hazard Review	-	-	**$300**	**$600**	**$700**	**$500**	**$1,000**
	d.	Wetland Impact Review	-	-	**$600**	**$700**	**$800**	**$900**	**$750**
	e.	Inspection	**$250**	**$250**	**$400**	**$500**	**$600**	-	**$300**
2.	a.	~~BFE Determination - Zone AE or Simple Method Zone A~~							~~$75~~
	b.	~~BFE Determination - Depressional w/Trib <=100 acres~~							~~$500~~
	c.	~~BFE Determination - Depressional w/Trib >100 acres~~							~~$1,000~~
	d.	~~BFE Determination - Riverine w/Trib <=100 acres~~							~~$1,500~~
	e.	~~BFE Determination - Riverine w/Trib >100 acres with StreamStats~~							~~$1,500~~
	f.	~~BFE Determination - Riverine w/Trib >100 acres without StreamStats~~							~~$2,000~~
3.	a.	Variance - No Public Hearing							**$500**
	b.	Variance - With Public Hearing							**$750**
4.		Appeal							**$500**
5.		Stormwater Permit Determination Letter							**$450**
6.	a.	Community Acknowledgement Letter							**$500**
7.		~~Minor Structure Alteration/Upgrade in Flood Hazard Area~~							~~$300~~
8.		~~Letter of Understanding~~							~~$300~~
9.		After-the-Fact Permit (not charged if work was completed by a prior property owner)							**Double Permit Fee**
10.		Additional Inspection Fee (required after 2nd failed inspection)							**$300**
11.		Resubmittal Fee (required for the the 3rd and all subsequent resubmittals)							**25% of original permit fee**
12.		Permit Modification Fee (required to change plans after the permit is issued)							**25% of original permit fee**
13.		Permit Extension Fee (required to extend the permit by 6 months)							**25% of original permit fee**
14.		Secondary Review & Inspection Services (in addition to permit fees)							**250 + Permit Fees**
15		Preliminary Jurisdictional Determination (within Certified Community)							**Applicant Pays SWCD Directly**

Planning and Development Fee Schedule

MODEL 2

Zoning Fees

	Application Type	Fee
1. a.	Conditional Use Permit	**$4,500**
b.	Additional Conditional Use Permit	**$3,000**
c.	Conditional Use Permit Renewal or Amendment	**$2,750**
d.	Conditional Use Commercial Solar Energy Facility	**$5,000/MW**
2.	Map Amendment	**$2,500**
3. a.	Variation	**$2,000**
b.	Variation Privacy Fence	**$700**
c.	Administrative Variation	**$500**
4.	Text Amendment	**$2,800**
5. a.	Temporary Use Permit	**$400**
b.	Temporary Use Permit Renewal	**$200**
c.	Temporary Use Permit Incident Action Plan	**$2,500**
6.	Site Plan Review Committee Hearing	**$1,000**
7.	Pre-Application Meeting	**$750**
8.	Earth Extraction & Mining Operations Permit	**$1,500**
9.	Conditional Use Permit Revocation	**$500**
10.	Zoning Application Withdrawal Refund (>72 hrs)	
a.	Conditional Use Permit Withdrawl	**$1500 Refund**
b.	Variation, Map Amendment, Text Amendment	**$300 Refund**
13.	Letter of Buildability	**$200**
14.	Zoning Interpretation Letter	**$200**
15.	Parcel Zoning Status Determination Letter	**$200**
16.	Motel Annual License	**$850**
17.	After-the-Fact Application	**Factored Fee**
18.	Appeal (Refunded if upheld)	**$1,500**

Subdivision Fees

	Application Type	Pre-Application	Preliminary Plat	Final Plat
1.	Plat of Subdivision			
a.	Base Fee	$250	$1000 + $100/lot	$1000 + $100/lot
b.	Stormwater Permit Fee (calculated above)	-	70% of fee	30% of fee
c.	Base Flood Elevation Fee Determination (calculated above)	-	100% of fee	-
d.	Conservation Design	-	20% of base fee	20% of base fee
e.	Additional Meeting Fee (if >2 review mtgs required)		$750/mtg.	$750/mtg.
2.	Plat of Subdivision Amendment			
a.	Base Fee	$250	NA	$1250 + $100/lot
b.	Stormwater Permit/Modification Fee (calculated above)	-	NA	100% of fee
3.	Plat of Subdivision Vacation			
a.	Base Fee	NA	NA	$1,500
b.	Stormwater Permit/Modification Fee (calculated above)	NA	NA	100% of fee

Planning and Development Fee Schedule

MODEL 2

Plans, Ordinances, Maps, Copies and Printing, and Postage

	Documents	Fee
1.	~~2030 Comprehensive Plan~~	~~$30~~
2.	~~2030 Comprehensive Plan Future Land Use Map (26X36 Color)~~	~~$12~~
3.	~~Historic Preservation Ordinance~~	~~$5~~
4.	~~Stormwater Management Ordinance~~	~~$25~~
5.	~~Stormwater Management Technical Reference Manual~~	~~$75~~
6.	~~Unified Development Ordinance~~	~~$25~~
7.	~~Unified Development Ordinance Zoning Reference Map (36X48 Color)~~	~~$15~~
8.	~~Floodplain and Wetland Maps~~	~~$5~~
9.	~~Custom Mapping~~	~~$40 per hour + printing charge~~

	Copies and Printing	Fee
1.	36X48 Black & White	**$18**
2.	24X36 Black & White	**$15**
3.	18X24 Black & White	**$12**
4.	11X17 Black & White	**$6**
5.	8.5X14 Black & White	**$3**
6.	8.5X11 Black & White	**$2**
7.	36X48 Color	**$22**
8.	24X36 Color	**$17**
9.	11X17 Color	**$10**
10.	8.5X14 Color	**$6**
11.	8.5X11 Color	**$5**

	Postage	Fee
1.	~~Permit Card Mailing Fee~~	~~$6~~
2.	~~3X42 shipping tub; 1-4 maps~~	~~$9~~
3.	~~3X42 shipping tub; 5-8 maps~~	~~$10~~
4.	~~3X42 shipping tub; 9-12 maps~~	~~$11~~
5.	~~Small Envelope (10X13); 1-2 maps~~	~~$6~~
6.	~~Large Envelope (14-18); 1-6 maps~~	~~$8~~

Fee Schedule Notes:

1. **$100 or 25% of total building and stormwater management permit fees (including any double fee) and BFE determination Fees which ever is greater, is due on application submittal and is non-refundable.**
2. **Balance of building and stormwater management permit fees and BFE determination fees are due with first resubmittal, if any, or at permit issuance, if no resubmittal is required.**
3. **All other fees are due in their entirety at the time of application submittal.**
4. **Each subdivision phase requires payment of an additional fee.**
5. **For zoning petitions, applicants are also responsible for paying the direct cost for mailing, publication, and hearing transcript as well as costs associated with a change in venue for the ZBA hearings.**
6. **Fees are waived for all applications filed by government agencies.**
7. **Staff only issues refunds for good cause shown, including, but not limited to, a miscommunication from a government body with apparent or actual authority which is directly related to a fee, a miscalculation or over payment of fees and for zoning petitions withdrawn at least 72 hours before the public hearing. All other fee refunds, fee reductions, and fee waivers require County Board approval.**
8. **The base fee for Plat of Subdivisions, Plat of Subdivision Amendments, Plat of Subdivision Vacations, and site plan reviews shall be distributed as follows: Department of Health: 30%; Division of Transportation: 20%; Department of Planning and Development: 50%.**
9. **The after-the-fact permit fee is not applied if the work was completed by a prior property owner, was caused by a flood, fire, or other natural disaster.**

R E S O L U T I O N

Resolution Authorizing Monthly Transactions for the Delinquent Tax Program (17)

WHEREAS, the County of McHenry had undertaken a program to collect delinquent taxes and to perfect titles to real property in cases where the taxes on same have not been paid pursuant to 35 ILCS 200/21-90; and

WHEREAS, pursuant to said program, the County of McHenry has acquired an interest in the real estate described in the attached information; and

WHEREAS, according to your Finance and Audit Committee, it would be in the best interest of the County to dispose of its interest in said property; and

WHEREAS, the parties in the attached information have offered the amounts shown and the distribution of these amounts have been determined as stated; and

WHEREAS, the Finance and Audit Committee recommends the adoption of this Resolution.

NOW, THEREFORE BE IT RESOLVED, by the County Board of McHenry County, Illinois, that the Chairman is hereby authorized to either execute a deed of conveyance of the County's interest or authorize a cancellation of the appropriate certificates of purchase, whatever the case may be, relative to the real estate described below, and in the attached information for the amounts shown, to be disbursed according to law (said information sheets attached hereto and made part hereof); and

PIN	Resolution
20-20-401-001	Cert# 2021-01270
	Surrender

BE IT FURTHER RESOLVED, that the County Clerk is hereby authorized to distribute a certified copy of this Resolution to the County Administrator, the Treasurer, the State's Attorney, the County Clerk, and the McHenry County Delinquent Tax Agent**.**

DATED at Woodstock, Illinois, this 21st day of April, A.D., 2026.

_____
Michael Buehler, Chairman
McHenry County Board

ATTEST:

_____
Joseph J. Tirio, County Clerk

RESOLUTION

SUBJECT: Resolution Authorizing Monthly Transactions for the Delinquent Tax Program (17)

Board / Committee Action Requested:
To approve the monthly transactions for the delinquent tax program.

McHenry County Monthly Resolution List - March 2026

RES#	Account	Type	Account Name	Parcel#	Total Collected	County Clerk	Auctioneer	Recorder/ Sec of State	Agent	Misc/ Overpmt	Treasurer
03-26-001	2021-01270	SUR	GARRICK R DURAY & MARYL A DURAY	20-20-401-001	21,844.33	140.41	0.00	0.00	4,993.37	128.00	16,582.55
				Totals	**$21,844.33**	**$140.41**	**$0.00**	**$0.00**	**$4,993.37**	**$128.00**	**$16,582.55**

Clerk Fees	**$140.41**
Recorder/Sec of State Fees	**$0.00**
Total to County	**$16,722.96**

Committee Members

R E S O L U T I O N

Resolution Authorizing the Approval of a Formal Budget Policy for Fiscal Year 2026/2027 (18)

WHEREAS, according to County Board Rules, the Finance and Audit Committee is required to set forth policy guidelines for setting the annual budget; and

WHEREAS, it is the position of this County Board that a formal process for the compilation, presentation, approval and execution of the annual budget is necessary and proper; and

WHEREAS, said process should include development of budget policy guidelines for the preparation of departmental input to the annual budget; and

WHEREAS, continuing concern regarding general economic conditions, the reality imposed by the Property Tax Extension Limitation Law and a County Board goal to maintain five-month unrestricted fund reserves dictates that special consideration be given to the compilation of said guidelines for the 2026/2027 budget year; and

WHEREAS, the County Board Chairman, the Finance and Audit Committee and the County Administrator recommend that the attached budget policy guidelines hereinafter set forth, be utilized for the compilation, presentation, approval, and execution of the FY2025/2026 McHenry County budget.

NOW, THEREFORE BE IT RESOLVED, by this County Board of McHenry County, Illinois that the budget policy guidelines, hereinafter set forth, be and are hereby adopted for the compilation, presentation, approval and execution of the FY 2026/2027 McHenry County budget; and

BE IT FURTHER RESOLVED, that any exception to the budget policy and guidelines shall require approval by the County Board; and

BE IT FURTHER RESOLVED, that the policies hereinafter set forth, represent an earnest attempt by all departments and this County Board to develop a budget that is drawn with cognizance of current economic conditions and future economic trends; compliance with the letter and spirit of the Illinois Tax Extension Limitation Law; and prudent financial management practices in both the long term and short term; and

BE IT FURTHER RESOLVED, that the attached detailed policy and guidelines will provide guidance to elected officials and appointed department heads in the preparation of the FY2026/2027 budget; and

BE IT FURTHER RESOLVED, that the County Clerk is authorized to distribute a copy of this resolution to all Elected Officials, Appointed Department Heads, the County Chief Financial Officer, and the County Administrator.

DATED at Woodstock, Illinois, this 21st day of April, A.D., 2026.

_____

Michael Buehler, Chairman
McHenry County Board

ATTEST:

_____
Joseph J. Tirio, County Clerk

RESOLUTION

SUBJECT: Resolution Authorizing the Approval of a Formal Budget Policy for Fiscal Year 2026/2027 (18)

Board / Committee Action Requested:
To approve a resolution authorizing the approval of a formal budget policy for FY26/27

RESOLUTION - SUPERMAJORITY

Resolution Authorizing Acceptance of Illinois DCEO 1E Rapid Response Grant #24-651002 and an Emergency Appropriation to the Workforce Network Fiscal Year 2026 Budget (26)

WHEREAS, the Illinois Department of Commerce & Economic Opportunity has awarded McHenry County Workforce Network a 1E Rapid Response Grant #24-651002 in the amount of $116,400.00; and

WHEREAS, the McHenry County Workforce Network has been notified of receiving this award in the amount of $116,400.00 to be used for costs associated with training Dislocated Workers of McHenry County, including Case Management and Administration costs; and

WHEREAS, the Public Health & Community Services and Finance & Audit Committees have reviewed the said request.

NOW, THEREFORE BE IT RESOLVED, by this County Board of McHenry County, Illinois that the Chairman of the Board is hereby authorized to accept the Illinois Department of Commerce & Economic Opportunity Grant #24-651002 on behalf of the McHenry County Workforce Network in the amount of $116,400.00 and provide assurances for the operation of this program; and

BE IT FURTHER RESOLVED, by this County Board of McHenry County, Illinois that the amount of $116,400.00 has not been accounted for in the Workforce Network FY26 County Board approved budget and hereby authorizes an Emergency Appropriation as follows:
:

Revenue:

26-2620-292-094300-26.24.651002.260	Workforce Network - Fed Gov Grants	**$116,400.00**
26-2600-292-094300-26.24.651002.260	Workforce Network - Fed Gov Grants	

Expenditures:

26-2620-292-407115-26.24.651002.260	Workforce Network – Vocational Trg.	**85,000.00**
26-2620-292-407130-26.24.651002.260	Workforce Network – Transportation	**1,200.00**
26-2620-292-407125-26.24.651002.260	WFN – Incumbent Worker Training	**12,000.00**
26-2600-292-301010-26.24.651002.260	WFN Wages Admin	**9,000.00**
26-2620-292-301010-26.24.651002.260	WFN Wages Case Management	**8,000.00**
26-2620-292-314610-26.24.651002.260	WFN HCP- Case MGT	**500.00**
26-2620-292-310510-26.24.651002.260	WFN Soc Sec- Case Mgt	**300.00**
26-2620-292-311010-26.24.651002.260	WFN IMRF- Case Mgt	**400.00**

BE IT FURTHER RESOLVED, that the Director of Workforce Network and the County Auditor shall reconcile Fund 292 for November 30, 2026 to assure that the correct fund carryovers are made as part of the annual County year-end process; and

BE IT FURTHER RESOLVED, that the County Clerk is hereby requested to distribute a certified copy of this Resolution to the Director of Workforce Network; the Director of the Workforce Network Board; the County Auditor; the County Treasurer; the Chief Financial Officer; and the County Administrator.

DATED at Woodstock, Illinois, this 21st day of April, A.D., 2026.

_____

Michael Buehler, Chairman
McHenry County Board

ATTEST:

WorkNet-2026-002

_____
Joseph J. Tirio, County Clerk

RESOLUTION

SUBJECT: Resolution Authorizing Acceptance of Illinois DCEO 1E Rapid Response Grant #24-651002 and an Emergency Appropriation to the Workforce Network Fiscal Year 2026 Budget (26)

Board / Committee Action Requested:
Authorize acceptance of Grant #24-651002 Rapid Response in the amount of $116,400.00 from the Illinois Department of Commerce & Economic Opportunity to the Workforce Network FY 26 Budget

Background and Discussion: The Workforce Network is a federally funded program under the Workforce Innovation and Opportunity Act (WIOA), which is passed through the Illinois Department of Commerce and Economic Opportunity to McHenry County. The purpose of the program is for the training and development of the workforce in McHenry County for in-demand occupations. Services include job search skills, resume writing, and training grants through a certified service provider to gain or upgrade skills to help eligible individuals become more employable. Workforce Network also offers grant funds and services to local businesses to help them access a skilled workforce, and to increase efficiency, productivity, and employee retention.

The McHenry County Workforce Network has been awarded Rapid Response grant funds in the amount of $116,400.00. These funds will be used to cover training costs for dislocated workers and incumbent workers, including Case Management and Administration costs, for participants who live in McHenry County.

Impact on Human Resources: None.

Impact on Budget (Revenue; Expenses, Fringe Benefits: These funds have not been accounted for in the McHenry County Workforce Network FY26 County Board approved budget and will need to be added by an emergency appropriation, as noted in the resolution.

Impact on Capital Expenditures: None.

Impact on Physical Space: None.

Impact on Other County Departments or Outside Agencies: None.

Conformity to Board Ordinances, Policies and Strategic Plan: Conforms to the McHenry County Board Strategic Plan Economic and Workforce Development Goal 4: Develop and implement strategies to match workforce skills with employer needs, the Comprehensive Economic Development Strategy and local workforce development plan.

R E S O L U T I O N

Resolution Authorizing a Contract with McHenry County College, McHenry County Workforce Network, and Illinois Department of Employment Security for 4-year OneStop Operator Agreement for McHenry County Workforce Network Board (27)

WHEREAS, the McHenry County Workforce Network Board solicited RFPs for OneStop Operator to provide on-site management of the OneStop Center at 500 Russel Ct. The consortium of McHenry County College, McHenry County Workforce Network, and Illinois Department of Employment Security was selected for Contract # PY2026-001, in the amount of $96,000 for the period of July 1, 2026, to June 30, 2030; and

WHEREAS, the payment for the OneStop Operator Agreement in the amount $24,000/yr for 4 years with a total amount of $96,000 for the contract will be provided through fund 292-26-400105 (WN - Contractual Services) and is shared amongst the Workforce Partners and is accounted for in the Workforce Network MOU budget; and

WHEREAS, the Public Health and Community Services and Finance and Audit Committees have reviewed this agreement and are recommending approval to the County Board.

NOW, THEREFORE BE IT RESOLVED, by this County Board of McHenry County, Illinois, that it hereby authorizes the Chairman of the Board to enter into contract with the consortium of McHenry County College, McHenry County Workforce Network, and Illinois Department of Employment Security behalf of McHenry County Workforce Network Board in the amount of $96,000 for the period of July 1, 2026, to June 30, 2030; and

BE IT FURTHER RESOLVED, that the County Clerk is hereby authorized to distribute a certified copy of this Resolution to the Director of McHenry County Workforce Network Board, the Director of McHenry County Workforce Network, the County Auditor, the Deputy County Administrator, the Chief Financial Officer, and the County Administrator.

DATED at Woodstock, Illinois, this 21st day of April, A.D., 2026.

_____
Michael Buehler, Chairman
McHenry County Board

ATTEST:

_____
Joseph J. Tirio, County Clerk

RESOLUTION

SUBJECT: Resolution Authorizing a Contract with McHenry County College, McHenry County Workforce Network, and Illinois Department of Employment Security for 4-year OneStop Operator Agreement for McHenry County Workforce Network Board (27)

Board / Committee Action Requested:
Authorization to enter into a contract with consortium of McHenry County College, McHenry County Workforce Network, and Illinois Department of Employment Security, for the amount of $24,000/yr for 4 years for a total amount of $96,000, for the period of July 1, 2026, to June 30, 2030.

Background and Discussion: The Workforce Innovation and Opportunities Act requires local Workforce Boards to competitively procure the OneStop Operator (OSO) at minimum every 4 years. McHenry County Workforce Network Board issued an RFP for the OSO and marketed the RFP throughout the open period of 1/15/26 to 2/16/26 on the Workforce Board's website, social media (LinkedIn and Facebook), and the county newsletter. The RFP received one response from a consortium of McHenry County College, McHenry County Workforce Network, and Illinois Department of Employment Security. The Workforce Board had three Workforce Board Members (Terri Greeno, Mark Piekos and Kurt Beier) volunteer to formally evaluate the response. The evaluations were consistently positive and at the March 18th Workforce Board meeting, the Workforce Network Board voted to accept this proposal.

The OneStop Operator is responsible for daily management of the OneStop Center in McHenry County at 500 Russel ct. and address any issues or changes as needed. This center is considered an American OneStop Center that was created as part of legalization for the Workforce Innovation and Opportunity Act. The Center provides a one stop shop location for individuals to receive a variety of resources through on site and direct linkage options.

Impact on Human Resources: None.

Impact on Budget (Revenue; Expenses, Fringe Benefits):

- The funding is coming from the Workforce Partners that make up the OneStop Center for LWIA 2 (McHenry). These partners negotiate a yearly Memorandum of Understanding (MOU) that includes a budget that accounts for this contract.
- The Partners consist of McHenry County Workforce Network, McHenry County College, Illinois Department of Human Services, Illinois Division of Rehabilitation Services, Illinois

Department of Employment Security, McHenry County Housing Authority, UMOS Inc (National Farmworker Jobs Program), and National Asian Pacific Center on Aging (Senior Community Services Employment Program (SCSEP)).

Position Reclassification or Regrade, please address the following:
Not applicable. No position change.

Impact on Capital Expenditures: None.

Impact on Physical Space: None.

Impact on Other County Departments or Outside Agencies: None.

Conformity to Board Ordinances, Policies and Strategic Plan: This request is compliant with the Strategic Plan Economic and Workforce Development Goal 4: Develop and implement strategies to match workforce skills with employer needs, the Comprehensive Economic Development Strategy and local workforce development plan.

OPERATING AGREEMENT
BETWEEN
McHenry County Workforce Network Board/McHenry County
AND
McHenry County Workforce Network, with McHenry County College and the Illinois Department of Employment Security

1. Parties. The State of Illinois has designated the McHenry County Workforce Network Board the authority to provide workforce services required by the Workforce Innovation and Opportunity Act (WIOA) and to enter into agreements for the purposes of providing workforce services (Public Law 113-128;20 ILCS 605/605-30,605-807). This One-Stop Operator Agreement (hereinafter referred to as "AGREEMENT") is made and entered into by and between McHenry County Workforce Network Board @ 500 Russel Ct., Woodstock, IL 60098 & McHenry County @ 667 Ware Rd. Woodstock, IL 60098, and a Consortium of McHenry County Workforce Network, McHenry County College and the Illinois Department of Employment Security, @ 500 Russel Ct., Woodstock, IL 60098. The Consortium is considered a subrecipient of the MCWN WIOA Title 1 Grant.

2. Purpose. The purpose of this AGREEMENT is to establish the terms and conditions under which the McHenry County Workforce Center One-Stop Operator (OSO) will deliver services and programs at the McHenry County Workforce Center located at 500 Russel Ct., Woodstock, IL 60098,

3. Term of AGREEMENT. This AGREEMENT is effective July 01, 2026 through June 30, 2030 when signed and executed by the duly authorized representatives of the parties to this AGREEMENT and the governing bodies of the parties' respective counties or municipalities and shall remain in full force and effect for not longer than four (4) years, with performance reviewed by MCWNB annually for successful delivery of agreed upon services and or programs. This AGREEMENT may be terminated, with or without cause, by any party upon written notice, which notice shall be delivered by hand or by certified mail to the address listed above. A newly elected McHenry County Board has 120 days to review and terminate contracts.

4. Modification of Agreement. Any modifications to this agreement must be submitted in writing. Any modification requests must be presented to the McHenry County Workforce Network board for vote within 30 days.

5. Compensation: Value of $24,000.00/yr for a contact total of 4 years at $96,000.00 for One-Stop Operator Services provided by the Consortium of McHenry

County Workforce Network (Title 1B - Adult, Youth & Dislocated Workers, & TAA), McHenry County College (Title II - Adult Education & Career and Technical Education - Perkins), and Illinois Dept. of Employment Security (Title III - Wagner Peyser, Veterans Services, UI Compensation Programs, and Direct Linkage to TRA) in conjunction and as part of their Workforce Innovation and Opportunity Act - WIOA program and service delivery requirements.

, the McHenry County Workforce Center One-Stop Operator Consortium. (Service Provider) has agreed to provide One-Stop Center Services as submitted to the MCWNB in their response to the RFP that is attached

THEREFORE, MCWNB makes this Agreement to the Service Provider subject to the terms and conditions set forth in this Agreement.

Awarding Agency: Illinois Department of Commerce and Economic Opportunity
Subject to funding availability from WIOA Grant #21-681002, Award # AA-36317-21-55-A-17, which includes CFDA Titles WIOA Youth Activities (CFDA #17.259), WIOA Adult Program (CFDA #17.258) and WIOA Dislocated Worker (CFDA #17.278).
Amount of Federal Funds associated with this Agreement: $21,600.00 value
Award Project Description: One-Stop Operator for McHenry County Workforce Center, at Woodstock, Illinois.
Is Award for R&D? No
Contractor DUNS Number: 082044694

INVOICING

The OSO will bill on a QUARTERLY basis for the tasks, assignments, and work performed in accordance with this Agreement. The invoices shall be based on the actual services provided and shall not exceed the amount listed above.

PAYMENT

Invoices shall conform to the McHenry County Workforce Network Board fiscal year requirements, including prorating, if necessary, notwithstanding any contrary provision herein. By submitting its invoices, the OSO represents that the services have met all written requirements of the Agreement. Invoices shall be submitted to MOU Partners and include the beginning and ending service dates covering the period of work for the invoiced amount.

The McHenry County Workforce Network Board agrees to provide, and the OSO Partners agrees to accept, cash, non-cash and/or in-kind payments for the services provided under this agreement. The cash, non-cash and in-kind contributions will be listed as shared costs in the Local Workforce Innovation Area's annual One Stop Operating Budget that is submitted in accordance with the Governor's Guidelines to State and Local Program Partners Negotiating Costs and Services Under the Workforce Innovation and Opportunity Act of 2014. The McHenry County Workforce Network

Board and the OSO Partners may use the annual One Stop Operating Budget as the method of payment for the services provided under this Agreement.

Payments pursuant to this Agreement are subject to the availability of Federal Workforce Innovation and Opportunity Act funds and their appropriation or authorized expenditure under Illinois state law.

It has been agreed that the OSO Consortium Partners will receive an $8,000 credit as payment which will be spread across their programs: Title 1b, TAA, Title III Wagner Pyser, Title III MSFW, Veterans Services, UI, TRA , Title II Adult Ed and Perkins based on FTE's. The quarterly MOU invoice to these partners will be adjusted to account for the amount owed to them as the One Stop Operator.

6. Responsibilities of McHenry County and the McHenry County Workforce Network Board.

A. Provide guidance, tools, resources, and location/building to carry out the WIOA Program requirements.
B. Refrain from establishing practices that create disincentives to providing services to individuals with Barriers to Employment who may require longer-term services.
C. Comply with Federal regulations, and procurement policies, relating to the calculations and use of profits.
D. Convene system stakeholders to assist in the development of the local plan.
E. Prepare and submit local plan.
F. Responsible for oversight of the operator consortium.
G. Manage / participate in the competitive selection process for OSO.
H. Select or terminate OSO, career service providers and youth providers.

7. Responsibilities of Consortium of McHenry County Workforce Network, McHenry County College and the Illinois Department of Employment Security.

A. Coordinate One-Stop Partners and Service Providers.
B. Coordinate and Track partner agency referrals.
C. Develop reporting system for ongoing tracking of performance and referrals, with periodic reporting to local board.
D. Regularly convene McHenry County Workforce Center Partners:
    a. Work with partners to assess customer needs as part of continuous improvement process for one-stop center.
    b. Collect customer feedback and work with partners to address issues as part of the continuous improvement process of the one-stop center.
    c. Periodically review one-stop program(s) and center accessibility.
    d. Assure One-Stop materials are up-to-date and available to resource room staff and customers, maintain adequate inventories.
    e. Assist partners responding to economic needs of the local area as specified in the local and regional plans, report outcomes to local board.
    f. Assist partners in identifying to recruit and match businesses with skilled workers needed.

E. Report activities and outcomes regularly to the local board.
   Performance to include:
   a. Convene Quarterly Partner Meetings
   b. Annual Review of OneStop Center Certification Checklist and plan to correct for deficiencies and/or changes,
   c. Schedule annual Partner In-Service events to facilitate cross-training of Staff
   d. Coordinate employer recruiting events
   e. Other as agreed upon in discussion with MCWN Board Executive Committee.
F. Refrain from establishing practices that create disincentives to providing services to individuals with Barriers to Employment who may require longer-term services.
G. Comply with Federal regulations, and procurement policies, relating to the calculations and use of profits.

In consideration for this agreement between the Consortium and the MCWN Board and Chief Elected Official, the Consortium agrees to perform the services, provide the materials and to prepare and submit to MCWN Board the reports, studies and other deliverables as described in the RFP: McHenry County Workforce Center One-Stop Operator. Such services, materials, reports, studies and other deliverables for McHenry County Workforce Center One-Stop Operator are referred to herein as the "Program" or "Project". Each of these deliverables and responsibilities are further detailed in the attached Consortium response to the RFP: McHenry County Workforce Center One-Stop Operator. . . To the extent of any conflict between the RFP, the response to the RFP, and this AGREEMENT, the response to the RFP shall control, followed by the RFP, followed by this AGREEMENT.

The One-Stop Operator (OSO) is responsible to and reports to the Executive Committee of the McHenry County Workforce Network Board.

A one-stop operator may not perform the following functions: convene system stakeholders to assist in the development of the local plan; prepare and submit local plans; be responsible for oversight of itself; manage or significantly participate in the competitive selection process for one-stop operators; select or terminate one-stop operators, career services, and youth providers; negotiate local performance accountability measures; and develop and submit budget for activities of the Local Board in the local area.

8. <u>General Provisions</u>

A: Equal Opportunity/Nondiscrimination As a condition to the award under WIOA from the Department of Labor, the OSO assures, with respect to operation of the WIOA-funded program or activity, that it will comply fully with the nondiscrimination and equal opportunity provisions in SEC. 188 of the Workforce

Innovation and Opportunity Act of 2015, U.S. DOL Regulations at 29 CFR parts 31 and 32, including the Nontraditional Employment for Women Act of 1991; Title VI of the Civil Rights Act of 1964, as amended; Section 504 of the Rehabilitation Act of 1973, as amended; Title IX of the Education Amendments of 1972, as amended; the Age Discrimination Act of 1975, as amended; The Civil Rights Restoration Act of 1987; Executive Order 12250; Age discrimination in Employment Act of 1967; Equal Pay Act of 1963; U.S. Department of Labor Regulations at 28 CFR Part 42, Subparts F & H; Title VII of the Civil Rights Act of 1964, as amended; and the Victims Economic Security and Safety Act

B. Complaint Process The OSO shall comply with a grievance procedure in accordance with section 181(c) of the Workforce Innovation and Opportunity Act.

C. Conflict of Interest. In addition to any other conflict of interest provisions set forth in this Agreement, the OSO and its employees are subject to the provisions of Section 107(h) of WIOA. Where there is a real or implied conflict of interest, the OSO partner will recuse themselves. McHenry County College will recuse themselves from any involvement with the selection of training providers for Workforce Center Customers.

D. Amendments. Either party may request changes to this AGREEMENT. Any changes, modifications, revisions or amendments to this AGREEMENT which are mutually agreed upon by and between the parties to this AGREEMENT shall be incorporated by written instrument, and effective when executed and signed by all parties to this AGREEMENT.

E. Applicable Law. This AGREEMENT is awarded in the State of Illinois for execution within the State of Illinois. This Agreement shall be governed by and construed according to Illinois law, as that law would be interpreted by an Illinois Court. Where there is no Illinois law on a particular subject or issue, then the applicable law will be applied, as it would be if interpreted and applied by an Illinois court. The courts of the State of Illinois shall have jurisdiction over any action arising out of this AGREEMENT and over the parties, and the venue shall be the Twenty-Second Judicial Circuit, McHenry County, Illinois.

F. Entirety of Agreement. This AGREEMENT, consisting of 10 pages, represents the entire and integrated agreement between the parties and supersedes all prior negotiations, representations and agreements, whether written or oral.

G. Severability. Should any portion of this AGREEMENT be judicially determined to be illegal or unenforceable, the remainder of the AGREEMENT shall continue in full force and effect, and either party may renegotiate the terms affected by the severance.

H. Sovereign Immunity.

By executing this AGREEMENT, each of the parties and their respective governing bodies expressly reserve and do not waive their sovereign immunity and/or the other statutory and common law immunities available to them, and each fully retains all immunities and defenses provided by law with respect to any action or omission based on or occurring as a result of this AGREEMENT.

I. Third Party Beneficiary Rights. The parties do not intend to create in any other individual or entity the status of a third party beneficiary, and this AGREEMENT shall not be construed so as to create such status. The rights, duties and obligations contained in this AGREEMENT shall operate only between the parties to this AGREEMENT, and shall inure solely to the benefit of the parties to this AGREEMENT. The provisions of this AGREEMENT are intended only to assist the parties in determining and performing their obligations under this AGREEMENT. The parties to this AGREEMENT intend and expressly agree that only parties signatory to this AGREEMENT shall have any legal or equitable right to seek to enforce this AGREEMENT, to seek any remedy arising out of a party's performance or failure to perform any term or condition of this AGREEMENT, or to bring an action for the breach of this AGREEMENT. . Each of the parties to this AGREEMENT is an independent contractor with respect to each other party, and notwithstanding anything in this AGREEMENT to the contrary, this AGREEMENT does not create any agency, partnership or joint venture between the parties.

J: Assurances The provision by the OSO of the following assurances and certifications in no way affects the OSO's obligation to comply with every provision of this Agreement, even if not specifically mentioned in this Section. The OSO hereby assures and certifies compliance with each of the requirements applicable to its Program:

OSO will comply with the legislative requirements of the Workforce Innovation and Opportunity Act of 2014, subsequent applicable WIOA Guidance by the US DOL ETA and IL DCEO ETA, and the Office of Management and Budget Circular 2 CFR 200.

A. It will comply with Program Requirements as provided for under Sections 181, 183, 184, 186, 187, 189 and 194 of the Act.

B. It will comply with WIOA Regulations Part 683.250(a)(2) prohibiting utilization of funds to carry out public service employment programs under Title I of the Act.

C. It will comply with the limitations on the use of funds as provided for under WIOA Regulations Part 683.250 (a) and (b).

D. It will comply with Section 189(h) of the Act, by assuring that each individual participating in any program established under the Act, or receiving any assistance under the Act, has not violated Section 3 of the Military Selective Service Act (50 U.S.C. appl. 453).

E. It will permit and cooperate with federal investigations undertaken in accordance with Section 185 of the Act.

F. It will comply with Section 134(e) (3) of the Act and WIOA Regulations Parts 680.930, 680.940, 680.950, 680.960 and 680.970 in making needs-based payments to individuals participating in a training program.

G. It will comply with the record retention requirements contained in 2 CFR 200 Sections 200.333 – 200.337.

H. It agrees to comply with WIOA Regulations Part 683.270 which prohibits replacing a currently employed worker with any WIOA participant.

I. It will only serve non-economically disadvantaged participants in accordance with Section 129 (a)(3)(A)(ii) of the Act.

J. It agrees to comply with WIOA Regulations Part 683.245, prohibiting funds to be used for employment generating activities, economic development and other similar activities unless they are directly related to training for eligible individuals.

K. It will comply with the policy on debarment and suspension regulations as established in accordance with 29 CFR Part 98. No contract shall be made to parties listed on the General Services Administration's System for Award Management from Federal Procurement or Nonprocurement Programs in accordance with E.O.'s 12549 and 12689, Debarment and Suspension. This list contains the names of parties debarred, suspended, or otherwise excluded by agencies, and contractors declared ineligible under statutory or regulatory authority other than E.O. 12549. Contractors with awards that exceed the small purchase threshold shall provide the required certification regarding its exclusion status and that of its principal employees

L. It will require all of its subrecipients that fall within the definition of "Non-Federal Entity" at 2 C.F.R. §2900.2 and which expend more than the minimum level specified at 2 CFR 200.501 have either an organization-wide audit conducted or a program specific financial and compliance audit in accordance with 2 CFR 200.501 (b) or (c).

M. It will comply with WIOA Sections 134 (c)(3)(F)(iii) and 134(c)(3)(G).

N. Equal Employment Opportunity. All contracts shall contain a provision requiring compliance with E.O. 11246, Equal Employment Opportunity, as amended by E.O. 11375, Amending Executive Order 11246 Relating to Equal Employment Opportunity, and as supplemented by regulations at 41 CFR Part 60, Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor.

O. Where applicable, OSO shall comply with the Copeland Anti-Kickback Act (18 U.S.C. 874) as supplemented by Department of Labor regulations (29 CFR Part 3, "Contractors and Subcontractors on Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States"). The Act provides that

each contractor or subrecipient shall be prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public works, to give up any part of the compensation to which one is otherwise entitled. The recipient shall report all suspected or reported violations to the Federal awarding agency.

P. Where applicable, the OSO shall comply with the Davis-Bacon Act, as supplemented by Department of Labor regulations (29 CFR Part 5, Labor Standards Provisions Applicable to Contracts Governing Federally Financed and Assisted Construction). Under this Act, contractors shall be required to pay wages to laborers and mechanics at a rate not less than the minimum wages specified in a wage determination made by the Secretary of Labor. In addition, contractors shall be required to pay wages not less than once a week. The recipient shall place a copy of the current prevailing wage determination issued by the Department of Labor in each solicitation and the award of a contract shall be conditioned upon the acceptance of the wage determination. The recipient shall report all suspected or reported violations to the Federal awarding agency.

Q. Where applicable, OSO shall comply with Sections 102 and 107 of the Contract Work Hours and Safety Standards Act (40 U.S.C. 327-333), as supplemented by Department of Labor regulations (29 CFR Part 5). Under Section 102 of the Act, each contractor shall be required to compute the wages of every mechanic and laborer on the basis of a standard work week of 40 hours. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of not less than 1½ times the basic rate of pay for all hours worked in excess of 40 hours in the work week. Section 107 of the Act is applicable to construction work and provides that no laborer or mechanic shall be required to work in surroundings or under working conditions which are unsanitary, hazardous or dangerous. These requirements do not apply to the purchases of supplies or materials or articles ordinarily available on the open market, or contracts for transportation or transmission of intelligence.

R. Where applicable, OSO shall comply with all requirements relating to the performance of experimental, developmental, or research work including providing for the rights of the Federal Government and the recipient in any resulting invention in accordance with 37 CFR Part 401, Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements, and any implementing regulations issued by the awarding agency.

S. Where applicable, the OSO shall comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401 et seq.) and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251 et seq.). Violations shall be reported to the Federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA).

T. Where applicable, OSO shall comply with the provisions of the Byrd Anti-Lobbying Amendment (31 U.S.C. 1352). Contractors who apply or bid for an award of $100,000 or more shall file the required certification. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. 1352. Each tier shall also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the recipient.

U. OSO must ensure that it has the necessary processes and systems in place to comply with the reporting requirements of the Federal Funding Accountability and Transparency Act of 2006, Pub. L. 109-282, as amended by Section 6202 of Pub. L. 110-252. See Training and Employment Guidance Letter No. 11-10 (issued November 15, 2010), available at http://wdr.doleta.gov/directives/attach/TEGL/TEGL11-10.pdf

V. OSO shall comply with any applicable assurances contained on U.S. Office of Management and Budget Standard Form 424b (SF-424b), Standard Assurances for Non-Construction Programs.

W. OSO shall comply with the US Department of Labor exceptions to the Uniform Guidance as specified at 2 CFR Part 2900.

X. All organizations receiving grants from any federal agency are required to comply with the Drug-Free Workplace Act of 1988, 41 U.S.C. 702 *et seq.*, and 2 C.F.R. § 182. OSO must notify the awarding office if an employee of the OSO is convicted of violating a criminal drug statute. Failure to comply with these requirements may be cause for suspension or debarment by USDOL.

INTENTIONALLY LEFT BLANK

TO BOTTOM OF PAGE

9. Indemnification. The Parties to this Agreement shall not be liable for any negligent or wrongful acts, either by commission or omission, chargeable to another Party, unless such liability is imposed by law. This Agreement shall not be construed as seeking either to enlarge or diminish any obligation or duty owed by one party to the other or to a third party.

10. Signatures. In witness whereof, the parties to this AGREEMENT through their duly authorized representatives have executed this AGREEMENT on the days and dates set out below, and certify that they have read, understood, and agreed to the terms and conditions of this AGREEMENT as set forth herein.

The effective date of this AGREEMENT is the date of the signature last affixed to this page.

McHenry County

_____

Michael J. Buehler, Chairman Date

McHenry County Workforce Network Board

_____

David J. Niehus, Chairman Date

McHenry County Workforce Network

_____

Jeffery Poynter, Director Date

McHenry County College

_____

Date

Illinois Department of Employment Security

_____ Date

R E S O L U T I O N

Resolution Authorizing the McHenry County Sheriff to Purchase a G2 Imaging Laser Scanner from Hexagon US Federal for $51,000 (32)

WHEREAS, it is the responsibility of the Sheriff's Office to secure a crime scene/traffic crash and preserve the evidence surrounding such event; and

WHEREAS, the Sheriff requested a 3D laser scanner during the FY26 budget process to be used by the McHenry County Criminal Investigations Division and McHenry County Accident Investigations Unit to take 3-dimensional photographs of a crime scene/traffic crash for more accurate investigation and prosecution, and

WHEREAS, this supplemental request was approved and included in the Sheriff's FY26 budget as a capital purchase in the Investigations Division and is on the GSA contract (47QTCA18D003G), so a bid was not completed.

NOW, THEREFORE BE IT RESOLVED, by this County Board of McHenry County, Illinois, that it hereby authorizes the purchase of a G2 Imaging Laser Scanner from Hexagon US Federal, Huntsville Al, for the Sheriff's Office for $51,000; and

BE IT FURTHER RESOLVED, the funds for this purchase were approved in the Sheriff's Office FY26 budget in budget line item 100-32-3245-601000 (Office Equipment -Capital Outlay) for $48,700 and in fund 350-32-3200-509900 (Miscellaneous Commodities) for $2,300; and

BE IT FURTHER RESOLVED, that the County Clerk is hereby authorized to distribute a certified copy of this Resolution to the Sheriff, Auditor, Chief Financial Officer and County Administrator.

DATED at Woodstock, Illinois, this 21st day of April, A.D., 2026.

_____
Michael Buehler, Chairman
McHenry County Board

ATTEST:

_____
Joseph J. Tirio, County Clerk

RESOLUTION

SUBJECT: Resolution Authorizing the McHenry County Sheriff to Purchase a G2 Imaging Laser Scanner from Hexagon US Federal for $51,000 (32)

Board / Committee Action Requested:
Authorization for the purchase of a 3D scanner for the Sheriff's Office.

Background and Discussion: This purchase was a supplemental request in FY26 budget and approved for the amount quoted in 2025. This 3d scanner will be used for crime scenes and traffic accidents and will allow investigators and prosecutors to analyze the scene three-dimensionally. This will provide more accurate and immediate measurements and will eliminate human error and hours of work (overtime) for investigators who are measuring by hand.

Impact on Human Resources: None

Impact on Budget (Revenue; Expenses, Fringe Benefits):
This item was budgeted and approved in the Sheriff's FY26 budget in 100-32-3245-601000 for $48,700 and in 350-32-3200-509900 for $2,300. The original quote in 2/2025 for budget was $48,700 but that quote expired and the new quote is $50,998.25 so the remainder will come out of our DUI Conviction funds.

Position Reclassification or Regrade, please address the following:
N/A

Impact on Capital Expenditures: Yes, this item is a capital outlay expense.

Impact on Physical Space: None

Impact on Other County Departments or Outside Agencies: N/A

Conformity to Board Ordinances, Policies and Strategic Plan: Yes

McHenry County
Procurement Executive Summary

March 25, 2026

Requesting Department: Sheriff's Department

Procurement Name: Leica 3D Scanner

Recommended Vendor: Hexagon US Federal

Amount of Award: $51,000.00, not to exceed budget

Notification and Response

Bid/RFP Due Date: N/A

Bids/Proposals Received: N/A

Prevailing Wage: Yes _____ Not Applicable __X__

Proprietary: Yes _____ No __X___

Award Statement

To provide more accurate and timely evidence for detectives and prosecutors, the Sheriff's Department identified the Leica 3D scanning system, which includes all accessories & software. Hexagon US Federal was awarded the GSA cooperative contract #47QTCA18D003G. Based on article 10, S10-101 of the Purchasing Ordinance which authorizes cooperative purchasing agreement participation, the Sheriff's Department Business Manager and the Procurement Division agree to award this contract to Hexagon US Federal of Huntsville, AL.

Vendor	Cost
Hexagon US Federal	$51,000.00, not to exceed budget

R E S O L U T I O N

Resolution authorizing the elimination of position #32091906: reclassification of #32024399, #32019499, #3202779: title changes for #32013199, #32000404, #32011999; and a re-grade of #32014099 (32)

WHEREAS, the McHenry County Sheriff's Office has over thirteen (13) divisions with a combined 382 employees providing law enforcement services and/or support services to law enforcement internal and external agencies throughout McHenry County; and

WHEREAS, the McHenry County Sheriff takes the opportunity to review division and department needs when retirements or terminations occur throughout the year to make any adjustments deemed necessary for efficient and effective operations within the Sheriff's Office; and

WHEREAS, the Sheriff's Office has experienced several retirements and vacancies created by employees leaving the office in the first quarter of FY26. After review of these vacancies, the Sheriff and Command Team have identified areas that need to be addressed. The Sheriff has worked with the Director of Human Resources on new position descriptions and has determined that it is in the Sheriff's Office best interest to reclassify, re-title and regrade positions; and

WHEREAS, these changes will better align staff in divisions with needs and provide titles appropriate and in line with duties and responsibilities.

NOW, THEREFORE BE IT RESOLVED, by this County Board of McHenry County, Illinois, that it hereby authorizes the elimination of position #32091906(Admin Specialist II), reclassification of position #32024399 (Corrections Sgt) to Dispatch Assistant Supervisor, reclassification of position #32019499 (Admin III 4N) to Payroll Analyst(9E), reclassification of position #3202779 (Court Security Officer) to Court Security Sergeant, change in title of position #32013199 from Office manager to Financial Analyst, change in title of position #32000404 from Chief to Deputy Chief, change in title in position #32011999 from Deputy Chief to Sergeant and re-grade of position #32014099 (Business Manager) from 18E-20E; and

BE IT FURTHER RESOLVED, that funding for these adjustments with the addition of a position elimination are in the FY26 approved budget for Sheriff personnel. There is no negative financial impact for this resolution; and

BE IT FURTHER RESOLVED, that the County Clerk is hereby authorized to distribute a certified copy of this Resolution to the Director of Human Resources, Chief Financial Officer, Sheriff and County Administrator.

DATED at Woodstock, Illinois, this 21st day of April, A.D., 2026.

_____
Michael Buehler, Chairman
McHenry County Board

ATTEST:

_____
Joseph J. Tirio, County Clerk

RESOLUTION

SUBJECT: Resolution authorizing the elimination of position #32091906: reclassification of #32024399, #32019499, #3202779: title changes for #32013199, #32000404, #32011999; and a re-grade of #32014099 (32)

Board / Committee Action Requested:
Elimination of an Assistant II, reclassification of three positions, title change of three positions and one re-grade.

Background and Discussion:
The Sheriff has a practice of doing a division review when there are retirements and vacancies created by staff leaving the office. In the first quarter of 2026, the Sheriff's Office saw a number of vacancies created and therefore did a staff and responsibility analysis to realign efficiently and effectively with division needs. The Sheriff found that office needs will best be met with these changes.

Impact on Human Resources: Yes. The Sheriff's Office worked with Human Resources on job descriptions and re-grading.

Impact on Budget (Revenue; Expenses, Fringe Benefits):
- There is no negative financial impact to the Sheriff's Personnel budget for FY26. All changes are absorbed within the budget through position elimination and reclassifications. Net impact is a reduction in annual personnel expense of $17,415.
- These changes cannot wait until next budget as the Sheriff's Office has the most employees and is constantly addressing changes in legislation and community needs. The recent retirements and vacancies presented the Sheriff's Office with the opportunity to address areas of need within divisions and strengthen positions that have additional responsibilities.

Position Reclassification or Regrade, please address the following:
- The Sheriff's Office worked with the Director of Human Resources on the reclassifications, job descriptions and re-grading.
- No Cost increase.
- Department can absorb the funding.

Impact on Capital Expenditures:

Impact on Physical Space:

Impact on Other County Departments or Outside Agencies:

Conformity to Board Ordinances, Policies and Strategic Plan:

RESOLUTION - SUPERMAJORITY

Resolution Authorizing Annual Enhancements and Modifications to iJustice Case Management Software FY 2025-26 (41)

WHEREAS, iJustice case management software was developed for and has been used by the McHenry County Circuit Clerk's office and the 22nd Circuit Court since May 4, 2009; and

WHEREAS, the software has been well accepted with over 600 users relying on the data contained in the iJustice case management program throughout the McHenry County court system; and

WHEREAS, the McHenry County Circuit Clerk and 22nd Judicial Circuit Court have benefited from an automated case management system through the additional operating efficiencies that have allowed for reductions in personnel in the Circuit Clerk's office of 21.35 FTE over the past 15 years, at a cost savings of over $1.2 million annually; and

WHEREAS, the Circuit Clerk's contract for support and maintenance with Integrated Software Specialists, Inc. includes any necessary enhancements to the software at an hourly rate of $140; and

WHEREAS, enhancements to the iJustice software are necessary on an annual basis to keep up with changes to State statute, changes to IL Supreme Court Rules, changes to fine and fee assessment, and new Supreme Court authorized programs and mandates; and

WHEREAS, the further integration of technology into the judicial process will further advance efforts to create a more efficient and paperless judicial system and is in direct alignment with the McHenry County Strategic Plan Organizational Advancement Goal 1*: Identify strategies to enhance integration, coordination, communication, and information-sharing between County-wide departments;* and

WHEREAS, the Law & Government/Liquor and Finance & Audit Committees have reviewed the said request.

NOW, THEREFORE BE IT RESOLVED, by this County Board of McHenry County, Illinois that it hereby authorizes the needed enhancements to Integrated Software Specialists, Inc., 1251 N. Plum Grove Rd., Suite 105, Schaumburg, IL 60173, for iJustice case management software enhancements, at a cost not to exceed $200,000 in FY 2025-2026; and

BE IT FURTHER RESOLVED, by this County Board of McHenry County, Illinois, that said costs of $200,000 will be covered by budgeted funds of $130,000 in budget line item Fund 372 - Dept 41 - Div 4100 - Main Account 400100 (Court Automation Fund - Contractual Services), $20,000 in budget line item Fund 371 - Dept 41 - Div 4100 - Main Account 400100 (Court Document Storage Fund - Contractual Services), $50,000 in budget line item Fund 374 – Dept 41 – Div 4100 – Main Account 400100 (Electronic Citation Fund – Contractual Services); and

BE IT FURTHER RESOLVED, that the County Clerk is hereby authorized to distribute a certified copy of this Resolution to the Clerk of the Circuit Court, the Presiding Judge, the Court Administrator, the Auditor, the Chief Financial Officer, and the County Administrator.

DATED at Woodstock, Illinois, this 21st day of April, A.D., 2026.

_____
Michael Buehler, Chairman
McHenry County Board

ATTEST:

_____
Joseph J. Tirio, County Clerk

RESOLUTION

SUBJECT: Resolution Authorizing Annual Enhancements and Modifications to iJustice Case Management Software FY 2025-26 (41)

Board / Committee Action Requested:
The attached Resolution is for FY 2025-26 annual iJustice case management software enhancements & modifications to be contracted with ISS (Integrated Software Specialists, Inc.) under the current ISS Support & Maintenance contract pricing for consulting services, as approved by the Circuit Clerk and Chief Judge.

Background and Discussion: In 2007, the prior Circuit Clerk contracted with ISS (Integrated Software Specialists, Inc.) to develop a custom case management software package for the McHenry County Circuit Clerk's office. This project was completed in 2009, with the iJustice software going live in the Circuit Clerk's office on May 4, 2009.

The Circuit Clerk's office operation is highly dependent on changes in the law and court decisions that require modifications to the Circuit Clerk's case management software on a regular basis to ensure continued smooth operation of the office. The Court Automation Fund was established by the General Assembly to maintain the Court's automated recordkeeping system. The Court Document Storage Fund was established to fund maintaining the records of the court system. Court Automation and Document Storage Fees have been sufficient to cover the necessary enhancements to the iJustice system since it went live in 2009. Annually, the Circuit Clerk has budgeted a percentage of the Court Automation Fund and Document Storage Fund budgets to cover necessary modifications and enhancements to the iJustice software.

The iJustice case management software is mission-critical to the operation of not only the Circuit Clerk's office, but to the entire court system. iJustice has more than 600 users, which include Circuit Clerk, Court Administration & Judges, Court Services and Specialty Courts as users who are entering data, and State's Attorney, Public Defender, Sheriff, Corrections, municipal police departments, state agencies, private attorneys and public who are using the system for the viewing of documents and data.

Impact on Human Resources: The Circuit Clerk's office has been able to reduce staff by 21.35 FTE over the past 15 years, largely due to efficiencies gained from our increased use of technology. iJustice and the Circuit Clerk's work with ISS has been at the forefront of this

increased technology usage. We are able to work more efficiently and accomplish more work with less employees due to increased use of technology, at minimally a personnel cost savings of over $1.2 million annually.

Impact on Budget (Revenue; Expenses, Fringe Benefits): iJustice support & maintenance costs are mainly budgeted from both the Court Automation Fund and the Court Document Storage Fund. Court Automation Fees are authorized under 705 ILCS 135/10-5(d)(1) and O-201906-12-36 and set at $20 per case. They are assessed on all traffic, ordinance, misdemeanor, felony and civil case types, for deposit in the Court Automation Fund for use to establish and maintain an automated recordkeeping system for the Courts. The fund is administered jointly by the Circuit Clerk and Chief Judge. Court Document Storage Fees are authorized under 705 ILCS 135/10-5(d)(2) and O-210906-12-36 and also set at $20 per case. They are assessed on all traffic, ordinance, misdemeanor, felony and civil case types, for deposit in the Court Document Storage Fund for use to establish and maintain a document storage system for the Courts. The fund is administered by the Circuit Clerk.

The current support & maintenance contract with ISS includes an hourly rate of $140 per hour for consulting services. Specific enhancement projects to be completed during FY 2025-2026 include:

1. Re-programming to accommodate statewide data requirements through the IL Supreme Court's new SOCRATA platform which will eventually replace the current static statistical reporting done by Circuit Clerks and Court Services with a real-time feed of data to the AOIC that will transmit the current data being reported in addition to many other newly required data elements.
2. Modifications to convert Criminal Electronic Filing from our current Criminal eFile vendor, i2File, to the IL Supreme Court's eFiling vendor, eFileIL. The IL Supreme Court only recently made the changes necessary to accommodate traffic and quasi-criminal electronic filing, which was the last stumbling block keeping us from transitioning fully to eFileIL for all eFiling.
3. Modification to the current eCitation interface which will allow real-time updating of the Traffic case upon completion by the officer in the car which will eliminate the need for Circuit Clerk intervention and allow for near immediate payment of the ticket by the defendant.

Impact on Capital Expenditures: None

Impact on Physical Space: None

Impact on Other County Departments or Outside Agencies: iJustice case management software does have impact on not only the Circuit Clerk's office and the Courts, it also impacts all other Justice agencies within the Courthouse, in addition to all members of the legal community who use the information entered in iJustice to track cases and represent clients, to members of the community who are users of the court system. The 600+ users of iJustice rely on the information in iJustice to efficiently operate the court system and administer justice. Support and maintenance of the iJustice software is key to the efficient operation of the court system in McHenry County.

Conformity to Board Ordinances, Policies and Strategic Plan: The original support & maintenance agreement (attached) with ISS was negotiated with the assistance of the State's Attorney and outside counsel hired by the State's Attorney that specialized in software contracts. Support Extension Agreement #1 (also attached) was also reviewed by the State's Attorney. It was determined by the State's Attorney that the support & maintenance contract for iJustice did not need to be bid, since it is proprietary software that was developed specifically for McHenry County which can only be supported and modified by ISS.

The Circuit Clerk and Court's use of iJustice case management software meets the County Board's strategic agenda Organizational Advancement Goal 1*: Identify strategies to enhance integration, coordination, communication, and information-sharing between County-wide departments*

RESOLUTION
AUTHORIZING ENTERING INTO A SUPPORT AGREEMENT WITH INTEGRATED SOFTWARE SPECIALISTS, INC. AND AN EMERGENCY APPROPRIATION IN THE COURT DOCUMENT STORAGE FUND FISCAL YEAR 2009 BUDGET

WHEREAS, in the summer of 2007, the Circuit Clerk of Courts brought before the County Board of McHenry County, Illinois a proposed plan to embark on having a software program developed to meet the needs of the County's criminal justice community; and

WHEREAS, it was the recommendation of the Circuit Clerk of Courts and the Information Technology Director that the County engage Integrated Software Specialists, Inc. to utilize their case management technology framework to create a case management program that would replace the Sustain Justice Edition case management system and ancillary programs currently used by the Courts and the County; and

WHEREAS, Phase I of the new case management software has been tested and is ready to be implemented within the first two weeks of May, 2009; and

WHEREAS, the Circuit Clerk is now needing to enter into a support agreement with Integrated Software Specialists, Inc. in the amount of $240,000 annually (Installments of $120,000 to paid semi-annually) to provide computer related support services upon acceptance of said software; and

WHEREAS, the initial support period shall commence upon acceptance of the software and end on November 30, 2009. The support will automatically be renewed for five successive one year support periods unless terminated by the County effective after the third anniversary of the effective date hereof by providing ISS with ninety days prior written notice. In the event that funds are not allocated by the McHenry County Board, this agreement will be deemed null and void.

NOW, THEREFORE BE IT RESOLVED, by this County Board of McHenry County, Illinois that the Chairman of the Board is hereby authorized to enter into the attached support agreement with Integrated Software Specialist, Inc. (attached hereto and made part of) for software/computer support on the Court's Case Management Software Program at an annual cost of $240,000 (Installments of $120,000 to be paid semi-annually). The support will automatically renew for five successive one year periods unless terminated by the County effective after the third anniversary of the effective date hereof by providing ISS with ninety days prior written notice, or if funds are not allocated by the McHenry County Board; and

BE IT FURTHER RESOLVED, by this County Board of McHenry County, Illinois that an emergency appropriation of $140,000 to OCA 410105-4321 (Document Storage Fund – Computer Program Maintenance) is also hereby authorized and is to be offset by a revenue budget line item entry to OCA 410105-9990 (Document Storage Fund – Utilization of Fund Balance) for the purpose of paying the support agreement fees; and

BE IT FURTHER RESOLVED, that the County Clerk is hereby requested to distribute a certified copy of this Resolution to the Clerk of the Circuit Courts; the Chief Judge of the 22nd Circuit; the Trial Court Administrator; the Director of Information Technology; the County Auditor; the Associate County Administrator-Finance; and the County Administrator.

DATED at Woodstock, Illinois, this twenty-first day of April, A.D., 2009.

KENNETH D. KOEHLER, Chairman
McHenry County Board

ATTEST:

Katherine C Schultz
KATHERINE C. SCHULTZ, County Clerk

SUPPORT AGREEMENT

This Support Agreement ("**Agreement**"), dated as of April 22, 2009 ("**Agreement Date**"), is made by and between Integrated Software Specialists, Inc., 1901 N. Roselle Road, #450, Schaumburg, Illinois 60195 ("**ISS**") and the County of McHenry, a body politic, McHenry County Government Center, 2200 N. Seminary, Woodstock, Illinois 60098 ("**Customer**"), and sets forth the terms and conditions under which ISS shall provide computer related support services to Customer for certain software that has been licensed to Customer pursuant to a Software License Agreement entered into by the parties concurrently herewith (the "**License Agreement**"), the terms of which are incorporated hereby this reference the effective date (the "**Effective Date**") of this Agreement shall be the Acceptance Date of the ICIS System. Capitalized terms used herein without definition shall have the meanings given such terms in the License Agreement.

1. DEFINITIONS

1.1. "**Consultant**" means the officers, directors, employees, members, agents and contractors of ISS providing Services hereunder.

1.2. "**Error**" means a failure of the ICIS Software to perform in accordance with the Specifications or system configurations.

1.3. "**ICIS System**" shall have the meaning ascribed to it in the License Agreement dated as of April 22, 2009.

1.4. "**Incident Report**" means an electronic report and notification of a suspected error and/or question by the Customer Liaison Officer to ISS containing details and reasonable documentation of the error and/or question including, where possible, examples and instructions to replicate and correct the suspected Error.

1.5. "**Services**" means the services to be provided by ISS hereunder, under the License Agreement, or any Statement of Work.

1.6. "**Support**" means ISS's performance of technical telephone assistance, problem identification, and problem resolution through the provision of bug fixes, patches, updates, replacements and/or workarounds with respect to the ICIS System to maintain the performance of the ICIS System in accordance with the Specifications applicable thereto, all as described in Exhibit A hereto.

1.7. "**Support Fees**" means the fees described in Section 4 hereof.

1.8. "**Support Period**" means the twelve (12) month period commencing on the Acceptance Date and each 1 year anniversary thereof, and any subsequent extensions of this Agreement, during which ISS shall provide Support to Customer.

1.9. "**Updates**" means a change to ICIS driven by ISS to improve the ICIS system and/or keep it current with standards or software improvements. An update can come in the form of framework or technology upgrades or fixes and maintenance, or improvements.

1.10. "**Workaround**" means a bypass of a recognized problem in the ICIS system.

2. ISS OBLIGATIONS

2.1. During the Support Period, ISS shall provide Customer with Support as described in Exhibit A hereto. ISS shall provide

Updates to the ICIS System pursuant to this Agreement at no additional charge as provided herein. ISS is responsible for maintaining compatibility between the ICIS System and the Updates and for implementing Updates into the ICIS system within Customer's test environment and furnishing such Updates to Customer for Customer's integrating of such Updates into the ICIS System.

2.2. ISS shall maintain commercially reasonable amounts of insurance against losses and damages to persons or property, including workers' compensation, liability, and property damage insurance. Upon Customer's written request, ISS will produce a certificate of insurance demonstrating such coverage.

2.3. ISS warrants that it will render the Services provided under this Agreement in a workmanlike manner in substantial accordance with industry standards. If ISS does not perform within the time frame and to the standards agreed to by the parties, Customer shall provide written notice of such nonperformance to ISS. Upon receipt of such notice, ISS shall correct such nonperformance, including, if appropriate, replacement of Consultants in accordance with the replacement procedures set forth below.

2.4. ISS shall appoint a sufficient number of Consultants for the performance of ISS's duties and obligations hereunder or under any applicable Statement of Work. Each Consultant shall have the skills required for such person to perform the duties assigned to him or her.

2.5. ISS shall use commercially reasonable efforts to retain and provide succession options to Consultants. ISS will cause its Consultants to comply with Customer's rules and policies while at Customer's premises. If, at any time or from time to time, Customer reasonably determines that any Consultant is not adequately performing the responsibilities assigned to that individual, or lacks the competence or professional capabilities needed to fulfill his or her tasks relating to the Services, Customer shall notify ISS in writing of its determination, setting forth in sufficient detail the reasons causing Customer to make such a determination. Upon receipt of Customer's written notice, ISS shall promptly take such actions as are necessary to substantially improve such Consultant's conduct or performance within ten (10) days, and if such efforts fail, in the reasonable determination of Customer, Customer may request in writing that ISS replace such Consultant. Upon receipt of Customer's written request, ISS shall promptly replace such Consultant with an individual who ISS reasonably determines meets the qualifications for the position. If ISS is unable to find a suitable replacement within a mutually agreeable time frame, Customer shall have the right to cancel the remainder of the Services under this Agreement or the statement of work that were to be provided by such Consultant. ISS agrees that it will not charge Customer for Services that ISS has to reperform due to, and for up to thirty (30) days after, Customer's permitted removal of Consultants in the manner set forth above.

2.6. Upon Customer request, ISS will provide information required for Customer to complete a Criminal History Record Check ("CHRC") of each Consultant prior to such Consultant's performing any Services for Customer or first entering any Customer facility. ISS shall not allow Consultants who do not meet such standards or criteria acceptable to Customer to perform any Services under this Agreement.

2.7. ISS shall ensure that its systems include up-to-date anti-viral software reasonably acceptable to Customer to prevent viruses from reaching Customer's system through ISS's system. Further, ISS shall ensure that ISS personnel do not, without Customer's prior written consent, use any virtual private network or other device ("VPN") to simultaneously connect machines on any Customer system to any machines on any ISS or third party system.

2.8. If a network connection is established between ISS and Customer, ISS agrees to allow Customer to perform network assessments based on a schedule mutually agreed upon by the parties. ISS will maintain and enforce safety and physical security procedures with respect to its access and maintenance of its system and Customer Information (a) that are at least equal to industry standards for such types of locations, and (b) which provide reasonably appropriate technical and organizational safeguards against accidental or unlawful destruction, loss, alteration or unauthorized disclosure or access of Customer Confidential Information. Without limiting the generality of the foregoing, ISS will take all reasonable measures to secure and defend its location and system against "hackers" and others who may seek, without authorization, to modify or access ISS's system. ISS will periodically test its system for potential areas where security could be breached. ISS understands that, should a Customer or ISS assessment reveal inappropriate or inadequate security based on the pre-defined requirements for security, Customer may, in addition to other remedies it may have, remove ISS access from the Customer network until ISS satisfactorily complies with the security requirements defined. ISS will notify Customer immediately of any security breaches.

3. CUSTOMER OBLIGATIONS

3.1. Customer will make reasonable efforts to stay current with the latest versions of the software, including, timely production implementation of ISS supplied Updates.

3.2. Customer will follow the issues reporting process as set forth herein, as may be updated and agreed to in writing by ISS and Customer from time to time.

3.3. Customer will provide ISS with written notification of the Error via an incident report as defined herein and provide ISS with reasonable assistance, as reasonably required by ISS, intending to allow productive and expeditious diagnosis and resolution.

3.4. Customer will provide ISS with remote Internet access to all supported servers and systems, including ICIS test and production environments via Customer Citrix or other secure connection method approved by Customer.

4. LIMITATIONS ON SUPPORT

4.1. Unless otherwise agreed to by ISS in writing, ISS shall be under no obligation to provide Support to Customer to the extent ISS and Customer make a good faith determination that the primary cause of the Error resulted from the failure or malfunction of any third party software not provided by ISS, tools, equipment, facilities or devices not furnished or approved in writing by ISS for use in connection with the ICIS System or due to Customer error or manipulation of ICIS software, ICIS tables or business rules, databases, security, or any changes made by Customer or other 3rd parties unless done pursuant to a Statement of Work. Support under this Agreement will be limited to (a) Customer's production

version of the ICIS system; and (b) Customer's Q/A staging environment version of the ICIS system.

4.2. At Customer's request, ISS shall provide professional services (not otherwise constituting Support) as requested by Customer, as may be more particularly described in any applicable SOW executed by Customer and ISS or in a writing between the parties (the "Consulting Services"). Such Consulting Services will be provided at the hourly rate of $125.00. Each SOW or other writing will in incorporate by this reference all the terms and conditions of this Agreement and will set forth, as applicable: (i) the scope of Consulting Services to be performed under such SOW or other writing; (ii) the estimated hours such Consulting Services are to be provided; (iii) any tangible item to be delivered to Customer by ISS under such SOW or other writing (a "Deliverable"); (iv) any costs or expenses that will be reimbursed to ISS above the applicable hourly rate or fixed price set forth in the SOW or other writing; and (v) such other details as the parties deem reasonably necessary.

5. FEES & PAYMENT

Customer's fees for Support shall be as set forth on Schedule 4 hereto, and shall commence on the Acceptance Date. All Support Fees are in U.S. Dollars. ISS shall invoice Customer as set forth on Schedule 4 hereto. ISS shall invoice Customer Services at least 15 days prior to the beginning of each Support Period. Payment is due on or before the first day of the Support Period. Customer may not withhold any amounts due hereunder, other than those amounts subject to a good faith dispute between the parties. ISS reserves the right to cease work without prejudice if undisputed amounts are not paid within sixty (60) days of the date such amounts are due. Customer will provide to ISS reasonable assistance, which shall include the provision of documentation as required by revenue authorities, to enable ISS to claim exemption from or obtain a repayment of such withheld taxes and will, upon request, provide ISS with a copy of the withholding tax certificate.

6. RENEWAL AND CANCELLATION OF SUPPORT

The initial Support Period shall commence on the Effective Date and shall end on the one (1) year anniversary of the Effective Date. Support will automatically be renewed for five (5) successive 1 year Support Periods unless terminated by Customer effective after the third anniversary of the Effective Date hereof by providing ISS with ninety (90) days prior written notice. Customer shall be entitled to a refund for any prepaid Support.

7. WARRANTY AND LIMITATION OF WARRANTY

7.1. ISS warrants that all Services shall be performed in a professional manner. ISS will fulfill its obligations under this Agreement in a first class, workmanlike manner without damage to Customer's premises, system, fixtures or personal property. ISS will, at its own expense, (a) reperform at no cost to Customer any services performed hereunder that are not in compliance with the foregoing, and (b) repair all damage to Customer's premises or property resulting from ISS's (or it agent's) actions to the extent necessary to restore Customer's premises and property to a condition comparable to the condition thereof before such damage.

7.2. ISS represents, warrants and covenants that it has a business continuity plan that addresses the continuation of

Services if an incident (act or omission) impairs or disrupts ISS's provision of Services ("BCP Plan"). A summary of ISS's BCP Plan will be provided to Customer upon Customer's request. ISS warrants that the BCP Plan conforms to generally-accepted industry standards for business continuity planning.

7.3. **THE WARRANTIES HEREIN AND IN THE LICENSE AGREEMENT ARE IN LIEU OF ALL OTHER WARRANTIES, AND ISS AND CUSTOMER EACH DISCLAIM ALL OTHER WARRANTIES, EXPRESS OR IMPLIED, INCLUDING, BUT NOT LIMITED TO, THE IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE, WHICH WARRANTIES ARE HEREBY EXPRESSLY EXCLUDED.**

8. LIMITATION OF LIABILITY

EXCEPT AS OTHERWISE SET FORTH HEREIN, IN NO EVENT SHALL ISS OR CUSTOMER BE LIABLE TO THE OTHER FOR ANY CONSEQUENTIAL, INCIDENTAL, INDIRECT, ECONOMIC, OR SPECIAL DAMAGES ARISING OUT OF THIS AGREEMENT OR THE TRANSACTIONS CONTEMPLATED UNDER THIS AGREEMENT, EVEN IF SUCH PARTY HAS BEEN ADVISED OF THE LIKELIHOOD OF SUCH DAMAGES OCCURRING. IN NO EVENT SHALL EITHER CUSTOMER'S OR ISS' LIABILITY ARISING UNDER THIS AGREEMENT EXCEED THE FEE PAID BY CUSTOMER TO ISS UNDER THIS AGREEMENT. NOTWITHSTANDING THE FOREGOING, THE LIMITATION OF DAMAGES PROVISIONS SET FORTH IN THIS SECTION 8 SHALL NOT BE APPLICABLE TO ANY DAMAGES RESULTING FROM INFRINGEMENT OF THE INTELLECTUAL PROPERTY RIGHTS OF ANY THIRD PARTY, ANY INDEMNITY OBLIGATIONS HEREUNDER OR UNDER THE LICENSE AGREEMENT, OR VIOLATIONS OF THE SYSTEM SECURITY OR CONFIDENTIALITY PROVISIONS OF THIS AGREEMENT OR THE LICENSE.

9. TERM & TERMINATION

9.1. Term. This Agreement shall commence upon the Effective Date and shall continue in full force and effect as provided in Section 6, unless sooner terminated as provided below.

9.2. Termination for Cause. Either party may terminate this Agreement if the other party (a) fails to perform any material obligation hereunder, and such breach is not remedied within thirty (30) days following written notice thereof to such party; or (b) becomes insolvent or the subject of a proceeding relating to bankruptcy or insolvency, effects any assignment for the benefit of creditors or any proceedings analogous to one or more of the foregoing (except where such party has successfully contested an involuntary proceeding within sixty (60) days after it has been commenced or filed). Termination shall not relieve either party of any obligation accrued prior to the termination date.

9.3. Liaison Officer. Each of the parties shall, promptly after the execution of this Agreement, appoint and advise the other in writing, of the name, title, address and telephone number, of a liaison officer of such party (the "Liaison Officer") who shall be responsible for (i) overseeing the day-to-day compliance of such party with this

Agreement and (ii) such other duties as may be set forth herein. Each of the parties may change its Liaison Officer from time to time by written notice to the other. The two persons so designated shall constitute the "Liaison Committee." In the event of any dispute arising under this Agreement, of either a legal or business nature, provision for the resolution of which is not otherwise expressly set forth herein, the members of the Liaison Committee shall confer within five (5) business days of the request of either party for such a conference, and shall engage in good faith negotiations to resolve such dispute. If they are unable to resolve the dispute in a mutually acceptable manner within the following ten (10) business days, the matter shall be referred to senior management representatives of each of the parties for similar negotiations and a similar time period.

10. GENERAL PROVISIONS

10.1. Governing Law. This Agreement shall be governed by, and construed in accordance with, the laws of the State of Illinois, without giving effect to its conflict of law rules. Exclusive jurisdiction and venue of any dispute arising out of or relating to this Agreement shall be the state courts located in McHenry County, Illinois or the Federal courts located in Rockford, Illinois.

10.2. Assignment. This Agreement is not transferable by either party without the prior written consent of the other party, which shall not be unreasonably withheld, and any attempt to do so shall be void and of no force and effect.

10.3. Third Party Providers. All work and Services provided by ISS under this Agreement shall be performed by employees of ISS or sub-contractors employed directly by ISS ("Subcontractors"). If at any time Customer reasonably requests the replacement of a Subcontractor, ISS shall promptly take such actions as are reasonably necessary to comply with Customer's request. In all such cases, ISS shall remain liable for the performance of ISS's obligations under this Agreement.

10.4. Modification. This Agreement can be modified only by a written amendment signed by persons duly authorized to sign agreements on behalf of Customer and ISS, and variance from the terms and conditions of this Agreement in any order or written notification from either party shall be void and of no effect.

10.5. Complete Agreement. The parties agree that this Agreement is the complete and exclusive statement regarding the subject matter and supersede all prior agreements, understandings and communications, oral or written, between the parties regarding the subject matter of this Agreement. Except as otherwise provided herein, additional or conflicting terms contained in any purchase order, standardized form or correspondence are expressly unenforceable under this Agreement unless such terms and conditions are contained in an amendment to this Agreement duly executed by both parties hereto. In the event that any provision of this Agreement shall be held to be void or unenforceable by a court of law, such provision shall be eliminated and shall not affect the validity of any remaining provision. The parties agree that this Agreement may be executed in counterparts. Facsimile signatures shall in all respects have the same weight, force and legal effect and shall be fully as valid, binding and enforceable as if such signed facsimile copies were original documents bearing original signatures.

10.6. Survival. Any provision of this Agreement that by its very nature or context is intended to survive any termination, cancellation or expiration thereof, shall so survive, and shall apply to respective successors and assigns.

10.7. Notices. Legal notices given by the parties to one another in connection with this Agreement shall be given in writing and delivered via return receipt mail or express delivery service to the parties' respective addresses first set forth above or to such other address as the parties may substitute by giving notice to one another in accordance with this Section 10.7.

10.8. Funding. In the event that funds are not allocated by the McHenry County Board for the transactions contemplated hereunder, this Agreement will, at the option of Customer, be deemed null and void.

IN WITNESS WHEREOF, the parties have executed this Support Agreement as of the date set forth above.

County of McHenry, a body politic

Authorized Signature

Kenneth D Koehler
Print Name

County Board Chairman
Title

04/21/2009
Date

Integrated Software Specialists, Inc.

Authorized Signature

Michael D. Locascio
Print Name

Chief Executive Officer
Title

4/22/09
Date

10.6. Survival. Any provision of this Agreement that by its very nature or context is intended to survive any termination, cancellation or expiration thereof, shall so survive, and shall apply to respective successors and assigns.

10.7. Notices. Legal notices given by the parties to one another in connection with this Agreement shall be given in writing and delivered via return receipt mail or express delivery service to the parties' respective addresses first set forth above or to such other address as the parties may substitute by giving notice to one another in accordance with this Section 10.7.

10.8. Funding. In the event that funds are not allocated by the McHenry County Board for the transactions contemplated hereunder, this Agreement will, at the option of Customer, be deemed null and void.

IN WITNESS WHEREOF, the parties have executed this Support Agreement as of the date set forth above.

County of McHenry, a body politic	**Integrated Software Specialists, Inc.**
Authorized Signature	Authorized Signature
Kenneth D Koehler Print Name	Michael D. Locascio Print Name
County Board Chairman Title	Chief Executive Officer Title
04/21/2009 Date	Date

SCHEDULE 4

FEES

Annual Support Period 1:	$240,000 per Support Period
Annual Support Periods 2-6:	$240,000 per Support Period

Support fees are to be paid a set forth in Section 5 of the Support Agreement as follows: The first payment will be in the amount of $140,000 and shall be made prior to the start of the first Support Period, semi-annual payments made thereafter will be in the amount of $120,000 each and shall be made on December 1 and June 1 of each Support Period, with the final payment being reduced on a pro rata basis to reflect the remaining term of the then-current Support Period. Any undisputed amounts payable by Customer under this Agreement that remain unpaid for more than thirty (30) days following the applicable due date shall be subject to late payment fees equal to two percent (2%) interest per month (or, if less, the maximum rate allowed by applicable law) for each such month these amounts (or any portion thereof) remain unpaid thereafter.

EXHIBIT A

SUPPORT TERMS AND CONDITIONS

ISS will provide Support for the ICIS System as described below. The initial effective date of Support is the Effective Date.

1. **Definition of ICIS System**

ICIS (Integrated Court Information System) is defined as set forth in the License Agreement

2. ***Description of Support Services Provided***

A. **Error Corrections**. ISS shall correct any Errors, reported by the Customer in the ICIS System in accordance with the priority level reasonably assigned to such Error by Customer and reasonably agreed to by ISS. Any remote access by ISS shall be subject to Customer's security policies and procedures.

ISS support infrastructure will be housed at ISS' Advanced Technology Solution Center (ATSC) and will include ISS' issue reporting, tracking and change management system and authorized remote access into Customers ICIS production environment for analysis and troubleshooting, ISS' ICIS development and QA environments, and various ISS skilled technical personnel to assist in resolving ICIS escalated issues as needed.

B. **Exceptions and Customer Options.**

C. **ICIS System Updates**. ISS will provide, at no additional cost and as appropriate, one (1) electronic copy of all published revisions to the printed Documentation and one (1) electronic copy of, or authorization to copy, new releases of the ICIS System ("Updates"). Installation of Updates into the production version of the ICIS system will be Customer's responsibility.

D. **Telephone Hotline Support**. Except as applicable to Level 1 and 2 Errors, ISS will provide telephone assistance to Customer during Customer business hours, defined herein as 7:00 AM to 4:00 PM Central Standard Time, Monday through Friday and in accordance with Customer's annual calendar days of operations. The ISS Telephone Hotline Support number is (847) 558-5345. ISS Support personnel are available to answer questions related to the ICIS System supported products and how they perform with compatible hardware systems.

E. **Support Responsibilities between Customer and ISS.** Support is categorized into three areas to enable distinction of responsibilities: 1) Application, 2) Technology, and 3) Operations. A clarification of ISS and Customer responsibilities under this Agreement is outlined in Figure 1 below.

Category	ISS	Customer
Application ICIS Functionality – The function delivered within the ICIS application as Release 1 and Release 2.	• ICIS system (as defined in the License Agreement • Application Interface – Application interfaces delivered as a part of ICIS Release 1 and Release 2, including Web Services. o Court Calls o APS Interface o Traffic Safety School o VINE Interface o IVR Web Service Interface o Amcore Interface o State Disbursement Unit (SDU) o Statute Table Upload o Automated Disposition Reporting (ADR)	• All components external to ICIS system (software, interfaces, and infrastructure) including all Visual Basic and .NET programs and other external or 3rd party interfaces or technology, including: o Monthly Dispositions o Monitor o Live Scan o Child Support Documents o Child Support in Court o Notices o Law Bulletin o Jail Court Calls o Illinois Reports
Technology ICIS Architecture and Framework Components	• ICIS architecture • Enterprise Services Bus (ESB) • Rules Engine • iBuild™ • Reporting suite • Security Framework • Web Services	
Operations Day to day production operations		• All Operating System Software and other vendor or open source software, including SuSE Linux Enterprise Server (SLES) • All Hardware

Category	ISS	Customer
		• All Infrastructure servers and related hardware software and environment including production, Quality Assurance, testing and development environments; support software including all telecommunications; Internet communications servers, virus protection software; monitoring tools and management software; Citrix connectivity infrastructure and production staging environments, including hardware, communications connectivity and software required for ISS to be able to perform these services, including remote trouble shooting, electronic delivery of patches and upgrades, remote testing, and remote production environment monitoring. • Other 3rd Party software • All database servers including but not limited to SQL Server RDMS • Backup Recovery • Monitoring Performance and Availability

Figure 1: Responsibilities

3. **Priority Levels of Errors**

A. **Service Level Response Times.** In accordance with the terms hereof, ISS will acknowledge Errors and provide modifications, error corrections, fixes or Workarounds to remedy such Errors. ISS will respond to Customer's request for support upon receipt of an ICIS Incident Report as set forth below:

B. **Level of Priority**. Customer will specify the level of priority that it reasonably believes the Error deserves based on the following descriptions:

(a) Level 1 -- **Critical**: The Error renders the ICIS System unusable (down condition) in a production environment affecting multiple users. No workaround exists.

(b) Level 2 -- **Major**: But Not Critical: The Error affects a portion of the ICIS System and makes that portion of the ICIS System unusable. The production environment is operational or a workaround exists, but severely restricts production impacting one or more user. Important features of ICIS are not working properly and there are no acceptable, alternative solutions.

(c) Level 3 -- **Minor**: The Error is of minor nature and does not substantially affect the use of the ICIS System. Important features of ICIS are unavailable, but an alternative solution is available or non-essential features of ICIS are unavailable with no alternative solution. The Customer impact is minimal.

C. **Response Times**

Response Times for the various Priority Levels outlined above start after a Customer priority-coded Incident Report is created by the Customer and sent to ISS.

(a) Level 1. ISS will acknowledge the Error within twenty (20) minutes with actual assignment of personnel to respond, initiate action immediately thereafter, and provide a modification, Error correction, or workaround to all Level 1 Errors within four (4) hours of notification. Both Customer and ISS will actively engage their resources to remedy the Error as expeditiously as possible. If the Level 1 Error remains unremedied after 8 hours, then the situation shall be referred to the McHenry County Governance Committee. If the Level 1 Error remains unremedied after 48 hours (a "Commitment Failure"), then the McHenry County Governance Committee shall, at its option, assess a credit to Customer of 10% of the fees for that month (each, a "Service Level Credit"). In the event that five or more Commitment Failures occur within any six (6) month period (a "Service Default"), Customer may, at its option, either (i) receive a Service Level Credit for each such Commitment Failure, or (ii) have the right under this Agreement to terminate this Agreement under Section 9.2 for a material breach by ISS. Notwithstanding the foregoing, ISS shall still be responsible at all times for fulfilling its obligations hereunder.

(b) Level 2. ISS will acknowledge the Error within two (2) hours, initiate action and provide a workaround within eight (8) hours to Customer.

(c) Level 3. ISS will acknowledge the Error within eight (8) hours, and the parties shall mutually agree on an appropriate response time within which ISS shall provide a modification, Error correction, fix or workaround, including providing the correction in an Update of the ICIS System. If the applicable Level 2 or Level 3 response times are not met in the periods set forth herein, then the situation shall be referred to the McHenry County Governance Committee.

4. Customer Requirements

Customer understands that service level response and resolution times will be dependent upon Customer providing Error information and reasonable cooperation.

A. Customer will assign and provide a Customer Liaison Officer to interface with ISS Support Liaison Officer. The Customer Liaison Officer will be responsible to filter and document all requests and reported issues, follow the escalation process defined herein or as adjusted by ISS from time to time, submit electronic Incident Reports to ISS as required, participate in and coordinate Customer activities and resources to help troubleshoot and verify problems, establish and communicate priorities, and perform and coordinate Customer testing and implementation of new fixes, patches, or releases.

B. Customer will provide ISS' support team with reasonable access to and cooperation from Customer personnel, as required, such as the Users of the system, Subject Matter Experts, IT staff, etc. ISS will provide Customer with assistance in testing of new ICIS fixes, patches, upgrades or releases.

STATE OF ILLINOIS)
SS
COUNTY OF MCHENRY)

I, Katherine C. Schultz, County Clerk within and for said County and State aforesaid, do hereby certify the foregoing to be a true and complete copy of Resolution No. R-200904-41-138 Authorizing entering into a support agreement with Integrated Software Specialists Inc. and an emergency appropriation in the Court Document Storage Fund fiscal year 2009 budget. WHEREOF I have hereunto subscribed my hand and affixed the official seal of said County, at my office in Woodstock, Illinois this 22 day of April A.D, 2009.

Katherine C Schultz
McHenry County Clerk

R-200904-41-140

RESOLUTION
AUTHORIZING ENTERING INTO A SOFTWARE LICENSE AGREEMENT WITH INTEGRATED SOFTWARE SPECIALISTS, INC.

WHEREAS, the writing of the Integrated Court Information System (ICIS) software – Phase I has now been completed and is ready for implementation by the Circuit Clerk of Courts; and

WHEREAS, prior to the implementation of software, the producers of such software require a software license agreement be completed in order to allow the implementation process to begin; and

WHEREAS, the Circuit Clerk of Courts is now requesting to enter into the attached license agreement with Integrated Software Specialists, Inc. (attached hereto and made part of) for the Integrated Court Information System.

NOW, THEREFORE BE IT RESOLVED, by this County Board of McHenry County, Illinois that the Chairman of the Board is hereby authorized to execute the attached software license agreement with Integrated Software Specialists, Inc. (attached hereto and made part of) for the Integrated Court Information System; and

BE IT FURTHER RESOLVED, as per the License Agreement, Integrated Software Specialists, Inc. grants to the County a perpetual, irrevocable, unrestricted, royalty-free license; and

BE IT FURTHER RESOLVED, that the County Clerk is hereby requested to distribute a certified copy of this Resolution to the Circuit Clerk of Courts; the Chief Judge of the 22nd Circuit; the Trial Court Administrator; the Director of Information Technology; the Associate County Administrator-Finance; and the County Administrator.

DATED at Woodstock, Illinois, this twenty-first day of April, A.D., 2009.

KENNETH D. KOEHLER, Chairman
McHenry County Board

ATTEST:

KATHERINE C. SCHULTZ, County Clerk

SOFTWARE LICENSE AGREEMENT

This Software License Agreement ("**Agreement**"), effective as of April 22, 2009 ("**Effective Date**"), is made by and between Integrated Software Specialists, Inc., 1901 N. Roselle Road, #450, Schaumburg, Illinois 60195 ("**ISS**") and the County of McHenry, a body politic, McHenry County Government Center, 2200 N. Seminary, Woodstock, Illinois 60098 ("**Customer**"), and sets forth the terms and conditions under which ISS licenses to Customer use of the ICIS System.

1. **DEFINITIONS**

1.1. "**Acceptance Date**" means the date five (5) business days following the Go Live date of the ICIS System.

1.2. "**Custom Software**" means customized or modified versions of the ICIS System (other than modified by an Enhancement Release or Major Release hereunder).

1.3. "**Customer Materials**" means all content provided by or on behalf of Customer for use in the performance of the Services, including without limitation all Customer trademarks, service marks, logos, typeface/fonts, images and text, including all Customer data stored in the ICIS System.

1.4. "**Documentation**" means the explanatory and informational materials provided by ISS concerning the ICIS System, in printed or electronic format, describing the ICIS System or furnished with the ICIS System, including without limitation, Entity Relationship Diagram(s), and any other documentation necessary for Customer to operate the ICIS System in accordance with the Specifications for the ICIS System and each component thereof.

1.5. "**ICIS System**" means the (a) machine-readable object code version of ISS' computer software set forth on Schedule 1.1 hereto, and (b) all corrections, modifications, enhancements, features and upgrades of every nature, (c) any Custom Software, (d) any Open Source Software, (e) any third party software provided by ISS, and (f) the applicable Documentation.

1.6. "**Services**" means the services to be provided by ISS hereunder or under the Support Agreement (including Support), or any SOW.

1.7. "**SOW**" means any statement of work or similar document between ISS and Customer.

1.8. "**Specifications**" means the functional specifications for the ICIS System, attached hereto as Schedule 1.8.

1.9. "**Support**" shall have the meaning given such term in the Support Agreement entered into between Customer and ISS in the form attached hereto as Exhibit A ("**Support Agreement**").

1.10. "**System Configuration**" means a description of the equipment and ICIS System to be provided by ISS attached hereto as Schedule 1.8, the System Environment Specifications (defined below) as determined by ISS, plus any required third party software and/or equipment to be provided by Customer, all of which is reflected in the Documentation.

1.11. "**System Environment Specifications**" means the required environment for proper operation of the ICIS System, as described in Schedule 1.8 and the Documentation, which includes the

Customer System (defined in Section 5.1(e) below).

1.12. **"Use"** means to host, load, use, install, execute, view, employ, utilize, store, display, or access the ICIS System.

1.13. **"User"** means an individual who is associated with Customer or affiliate as a full or part time employee, or subcontractor of Customer or affiliate employed by or providing Services, or a third party requiring access to the ICIS System in order to conduct business with Customer who, in each case, is assigned and authorized by Customer or affiliate to Use the ICIS System as permitted hereunder.

2. LICENSES AND RESTRICTIONS

2.1. Rights Granted.

(a) ISS grants to Customer a perpetual, fully-paid up worldwide, irrevocable, unrestricted, royalty-free license to Use the ICIS System for Customer's (and any third parties) business purposes, and to Use the Documentation to support Customer's Use of the ICIS System.

(b) This grant permits the Use of the ICIS System by Customer when it is performing consulting, administrative and data processing Services for affiliated and unaffiliated parties and other parties to the extent such parties require access to the ICIS System, as well as the representatives of such parties ("Permitted Use"). Customer is further permitted to allow such parties to access the ICIS System for Permitted Uses. In either event, the representations, indemnifications and warranties in this Agreement may be assigned or otherwise passed on to such third party users.

(c) Except as specifically set forth herein, ISS grants Customer the right to use the ICIS System without limitation as to (i) the number of Users, servers, workstations, and/or personal computers (including, but not limited to, portable computers) upon which the ICIS System may be operated from; and (ii) the location of such users, servers, processors, workstations, and/or personal computers.

(d) Use any Updates (as defined in the Support Agreement) provided pursuant to the Support Agreement and subject to all of the provisions of this Agreement.

(e) Customer may use the ICIS System for its internal business purposes only, and will not, except as specifically permitted in this Section 2.1, sublicense, redistribute, or otherwise allow third parties to use the ICIS System, whether on a time sharing, remote job entry or service bureau arrangement.

(f) Customer may create any number of copies of the ICIS System.

2.2. Intellectual Property. Customer acknowledges and agrees that the ICIS System, Custom Software, and all related source code, Documentation and any and all materials relating thereto, and any and all associated trademarks, service marks, copyrights, patent rights, trade secrets and other proprietary rights in or related to the ICIS System or Custom Software without limitation, are proprietary to ISS and shall remain at all times the sole, exclusive property of ISS or its licensors, whether or not specifically recognized or perfected under applicable law. Customer agrees to take or cause to be taken reasonable precautions to comply with all copyright, trademark, trade secret, patent and other laws necessary to protect the ICIS system

and related marks, including any and all information contained therein, and agrees not to remove, conceal, or obliterate any copyright, credit line, date line or other proprietary notice included in the ICIS system. ISS acknowledges and agrees that the Customer Materials and any and all materials relating thereto, and any and all associated copyrights and patent rights in all of the foregoing, are proprietary to Customer and shall remain at all times the sole, exclusive property of Customer.

2.3. All rights and licenses granted under or pursuant to this Agreement by ISS to Customer are, and shall otherwise be deemed to be, for purposes of Section 365(n) of the United States Bankruptcy Code, or replacement provision therefor (the "Bankruptcy Code"), licenses to rights to "intellectual property" as defined in the Bankruptcy Code. The parties agree that Customer, as licensee of such rights under this Agreement, shall retain and may fully exercise all of its rights and elections under the Bankruptcy Code. The parties further agree that, in the event of the commencement of bankruptcy proceedings by or against ISS under the Bankruptcy Code, Customer shall be entitled to retain all of its rights under this Agreement.

2.4. ISS agrees to maintain at Customer's expense copies of the executable object code and source code (collectively, the "Code") for the ICIS System, and all updates in both human and machine readable form, and any and all documentation therefore, in escrow for the benefit of Customer. ISS shall deposit a copy of the Code, at Customer's expense, with a mutually acceptable escrow agent. The terms of such escrow arrangement shall be set forth in a mutually agreed upon source code escrow agreement (the "Escrow Agreement"), including, without limitation, appropriate confidentiality provisions; provided, however, that such Escrow Agreement shall contain the Release Conditions (as defined below) set forth below. Customer shall be entitled to receive a copy of the Code for the ICIS System, and ISS hereby grants to Customer a nonexclusive, license to Use or modify the Code for maintaining the ICIS System in connection with Customer's Use of the ICIS System (the "ISS Code License") if (i) ISS ceases doing business in the ordinary course; or (ii) ISS becomes a party to any bankruptcy or receivership proceedings which are not dismissed within sixty (60) days, and fails to resume providing the maintenance Services hereunder or under the Support Agreement for ten (10) days following receipt of written notice from Customer of such abandonment ((i) and (ii) of this sentence are, collectively, the "Release Conditions"). If the Code is released pursuant to the Release Conditions under the Escrow Agreement, Customer may, under ISS Code License, disclose ISS Code to a third party for maintaining and enhancing the ICIS System in connection with Customer's and enhancement of the ICIS System.

2.5. At Customer's request, ISS shall provide professional services (not otherwise constituting Support) as requested by Customer, as may be more particularly described in any applicable SOW executed by Customer and ISS or in a writing between the parties (the "Consulting Services"). Such Consulting Services will be provided at the hourly rate of $125.00. Each SOW or other writing will in incorporate by this reference all the terms and conditions of this Agreement and will set forth, as applicable: (i) the scope of Consulting Services to be performed under such SOW or other writing; (ii) the estimated hours such Consulting Services are to be provided; (iii) any tangible item to be delivered to Customer by ISS under such SOW or other writing (a "Deliverable"); (iv)

any costs or expenses that will be reimbursed to ISS above the applicable hourly rate or fixed price set forth in the SOW or other writing; and (v) such other details as the parties deem reasonably necessary.

3. **FEES**

ISS acknowledges and agrees that Customer has fully paid all license fees for the ICIS System.

4. **MAINTENANCE SUPPORT SERVICES**

ISS will provide Support for the ICIS System pursuant to the terms and conditions of the Support Agreement. Custom Software shall be supported under the terms and conditions of this Agreement and the Support Agreement.

5. **WARRANTY AND LIMITATION OF WARRANTY**

5.1. Representations, Warranties and Covenants.

(a) ISS represents, warrants and covenants that it has a business continuity plan that addresses the continuation of Services if an incident (act or omission) impairs or disrupts ISS's provision of Services ("BCP Plan"). A summary of ISS's BCP Plan will be provided to Customer upon Customer's request. ISS warrants that the BCP Plan conforms to generally-accepted industry standards for business continuity planning.

(b) ISS represents and warrants that (i) the ICIS System will perform substantially in conformance with the Specifications and will make corrections to errors as defined, specified and in accordance with the terms of the Support Agreement; (ii) it will perform the services ordered hereunder in a good and workmanlike manner; and (iii) the deliverables delivered in the context of any professional services ordered or covered hereunder will perform in accordance with the specifications set forth in the applicable addendum or Statement of Work delivered therewith.

(c) ISS represents, warrants and covenants that it is the owner of the ICIS System or an authorized licensee thereof with full right to license such ICIS System to Customer as provided in this Agreement, and that neither such ICIS System or any part thereof, nor Customer's Use thereof, infringes or misappropriates any copyright, patent, trade secret, mask work or other proprietary right of any third party. ISS, at its expense, will indemnify, defend and hold harmless Customer from and against any third party claims or actions that the ICIS System or Customer's Use thereof within the scope of this Agreement infringes or unlawfully misappropriates such party's patent, copyright, trademark, or trade secret, and will pay amounts awarded to such party by a court of appropriate jurisdiction to the extent based on such claims or otherwise included in a settlement of such claims approved by ISS, provided that: (a) Customer notifies ISS in writing promptly upon becoming aware of such a claim; (b) ISS has sole control of the defense and all related settlement negotiations; and (c) Customer provides ISS with the reasonable assistance, information and authority necessary to perform the obligations of ISS under this paragraph. Reasonable out-of-pocket expenses incurred by Customer in providing such assistance will be reimbursed by ISS. ISS shall have no liability under this Section 5.1(c) for any claim to the extent based, in whole or in part, on: (a) use of the ICIS System outside the scope of this Agreement; (b) use of a superseded or altered (other than by or at the

direction of ISS) release of the ICIS System, if the infringement would have been avoided by the use of the current release of the ICIS System made available by ISS to Customer allowing Customer a reasonable amount of time to implement such current release; (c) the combination, operation, or use of the ICIS System with software, hardware, or other materials not furnished or recommended by ISS if such infringement would have been avoided by the use of the ICIS System without such software, hardware or other materials; or (d) any modification of the ICIS System not made by or at the direction of ISS. In the event any such claim is made, ISS shall take one of the following actions at its sole cost and expense: (i) modify the ICIS System to be non-infringing; (ii) obtain for Customer a license to continue using the ICIS System, or (iii) replace the ICIS System with non-infringing software substantially complying with the ICIS System's Specifications without the loss of features or functionality; or (iv) terminate the license for the infringing ICIS System and refund to Customer the following amount, determined by the period in which such termination occurs from the Effective Date of this Agreement: $50,000 - Year 1, $40,000 - Year 2, $30,000 - Year 3, $20,000 - Year 4, $10,000 - Year 5, and $0 - Year 6 and beyond. Notwithstanding the foregoing, in the event of any such third party claims that ISS believes may require it to exercise any of the remedies set forth in this Section 5.1(c), ISS shall take an opportunity to notify Customer of such claims, confer with Customer regarding the potential remedies hereunder, and periodically update Customer related to any such third party claims (or Customer may otherwise inquire as to the status of such matters).

(d) Open Source Software. As part of the ICIS System, ISS may supply to Customer or incorporate certain open source software, including tools and technology as identified on Schedule 1.1 hereto ("Open Source Software"). ISS has disclosed to Customer and Customer has accepted ISS' use of Open Source Software in the development, delivery and ongoing operation of ICIS. ISS represents, warrants and covenants that Customer's Use of the ICIS system as provided hereunder will not violate the terms of the applicable Open Source Software license.

(e) ISS represents, warrants and covenants that the ICIS System will at all times perform substantially in accordance with the Specifications and remain compatible with the System Configuration and the hardware and software identified on Schedule 5.1(g) hereto (collectively, the "Customer System"). In the event that the ICIS System at any time does not perform in accordance with the Specifications or remain compatible with the System Configuration and the Customer System, ISS shall, as part of Support services and at no cost to Customer, make such modifications, adjustments or additions necessary to make the ICIS System conform to the Specifications and remain compatible with the System Configuration and the Customer System.

(f) ISS represents, warrants and covenants that upon initial delivery, the ICIS System is free from computer viruses introduced into the ICIS System as a result of the acts of ISS, its agents or employees and that the ICIS System is free of software traps, time-bombs, technically limiting devices and/or viruses, worms, or code (including any disabling device or code whatsoever) which would interfere with the intended use of the ICIS System in accordance with the Specifications or which destroy or alter Customer's data. ISS, its agents or employees shall not deactivate the ICIS System fully, in part, or in any other

manner. Further, ISS, its agents or employees shall not introduce or install at any time deactivation device(s) or similar program(s). In no event shall ISS, its agents or employees or anyone acting on its behalf, disable any other software or hardware used by Customer.

(g) Customer acknowledges acceptance that ISS has delivered the ICIS system with 2-digit date fields ("Non-Y2K Compliance") specifically as it pertains to Case-ID and Case-ID fields at the request and insistence of Customer. A 2-digit year is used as the basis for all case numbers assigned by the Circuit Clerk per Part 1, Section B of the Administrative Office of the Illinois Courts' Manual on Recordkeeping, which is a General Administrative Order of the Illinois Supreme Court with specific guidelines for how court records should be maintained.

(h) In the event that during the term of this Agreement, ISS becomes aware of an event, occurrence, error, defect or malfunction in the ICIS System that may adversely affect Customer, then ISS will promptly provide Customer with written notice of the event, occurrence, error, defect or malfunction and the possible adverse effect, as well as a proposed remedy therefore.

5.2. **DISCLAIMER OF WARRANTIES.**

THE WARRANTIES HEREIN ARE IN LIEU OF ALL OTHER WARRANTIES, AND ISS AND CUSTOMER EACH DISCLAIM ALL OTHER WARRANTIES, EXPRESS OR IMPLIED, INCLUDING, BUT NOT LIMITED TO, THE IMPLIED WARRANTIES OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE, TITLE AND NON-INFRINGEMENT, WHICH WARRANTIES ARE HEREBY EXPRESSLY EXCLUDED.

6. **LIMITATION OF LIABILITY**

IN NO EVENT SHALL EITHER PARTY BE LIABLE FOR ANY INDIRECT, INCIDENTAL, SPECIAL OR CONSEQUENTIAL DAMAGES, INCLUDING BUT NOT LIMITED TO LOSS OF PROFITS OR REVENUE, INCURRED BY EITHER PARTY OR ANY THIRD PARTY, WHETHER IN AN ACTION IN CONTRACT OR TORT OR BASED ON A WARRANTY, EVEN IF THE OTHER PARTY OR ANY OTHER PERSON HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES. ISS'S AND CUSTOMER'S LIABILITY FOR DAMAGES HEREUNDER SHALL IN NO EVENT EXCEED THE AMOUNT OF FEES PAID BY CUSTOMER UNDER THIS AGREEMENT AND THE SUPPORT AGREEMENT. THE LIMITATION OF DAMAGES PROVISIONS SET FORTH IN THIS AGREEMENT SHALL NOT BE APPLICABLE TO ANY DAMAGES RESULTING FROM INFRINGEMENT OF THE INTELLECTUAL PROPERTY RIGHTS OF ANY THIRD PARTY, ANY INDEMNITY OBLIGATIONS HEREUNDER, OR VIOLATIONS OF THE SYSTEM SECURITY AND CONFIDENTIALITY PROVISIONS OF THIS AGREEMENT.

7. **TERM AND TERMINATION**

7.1. Term. This Agreement will remain in effect (the "Term") until terminated as provided herein. The licenses granted hereunder shall remain in effect perpetually.

7.2. This Agreement may be terminated by either party (i) upon material breach by

the other party of a term hereof or of any other agreement between the parties which breach has not been cured within thirty (30) days of receipt of written notice reasonably identifying and describing such breach; (ii) immediately upon written notice, in the event that the other party files for bankruptcy or for protection against its creditors and such is not dismissed within sixty (60) days; or (iii) as may be mutually agreed. Notwithstanding anything to the contrary contained elsewhere herein, even if any dispute arises between the parties, in no event nor for any reason shall ISS, at any time during the Term, halt, interrupt, or suspend the provision of Services to Customer, or perform any other action that prevents, impedes, impairs, reduces or limits in any way the provision of Services or Customer's ability to conduct its business and activities (other than such minimal, routine interruptions as may be necessary and appropriate in order for ISS to provide the Services).

7.3. Termination Assistance. During the twenty-four (24) month period prior to or following the termination date of this Agreement or the Support Agreement, ISS will provide to Customer and/or a successor provider such termination assistance as may be reasonably requested and agreed to in writing by ISS and Customer, subject to payment by Customer of ISS's reasonable charges as agreed to by Customer. Such termination assistance (collectively, the "Termination Assistance Services") shall include (at the option of Customer) the timely performance of the following: (a) Developing a mutually acceptable plan for the orderly transition of Customer's information technology operations from ISS to Customer and/or a successor provider; (b) Providing reasonable training to Customer's personnel in the performance of the Services then being performed by ISS; (c) Furnishing Customer with duplicates of magnetic tapes or printouts of their data base or providing Customer with the Customer data in a form deemed reasonably appropriate by Customer; (d) Transferring to Customer all administrative access for Customer's systems; and (e) Providing data extracts for any Customer data residing in ISS machines and software.

7.4. Survival. Any provision of this Agreement that by its very nature or context is intended to survive any termination, cancellation or expiration thereof, shall so survive, and shall apply to respective successors and assigns.

8. ASSIGNMENT

8.1. ISS or Customer may assign this Agreement to any subsidiary, parent company, or any successor to its interests in the subject matter. ISS may assign its right to payment hereunder or grant a security interest in this Agreement or such payment right to any third party.

9. GENERAL PROVISIONS

9.1. Governing Law; Jurisdiction. This Agreement shall be governed by, and construed in accordance with, the laws of the State of Illinois, without giving effect to its conflict of law rules. The exclusive jurisdiction and venue of all disputes resulting in litigation will be the state courts located in McHenry County, Illinois or Federal courts located in Rockford, Illinois.

9.2. To the extent that the terms of this Agreement conflict with the terms of any order form, exhibit or schedule, the terms of this Agreement shall be controlling. This Agreement supersedes all prior understandings, agreements and documentation relating to such subject matter, including any proposals or purchase orders. This Agreement may be executed in

one or more counterparts, each of which shall be deemed an original but, when taken together, shall constitute one and the same document. Facsimile signatures shall in all respects have the same weight, force and legal effect and shall be fully as valid, binding and enforceable as if such signed facsimile copies were original documents bearing original signatures. In the event that any provision of this Agreement shall be held to be void or unenforceable by a court of law, such provision shall be eliminated and shall not affect the validity of any remaining provision.

9.3. No term or provision of this Agreement shall be deemed waived and no breach excused unless such waiver or consent is in writing and signed by the party claimed to have waived or consented. Proposed modifications or amendments to this Agreement, including the terms of any proposal or purchase order, shall be enforceable only if they are in writing and are signed by authorized representatives of both parties. The headings in this Agreement are for purposes of reference only and shall not in any way limit or affect the meaning or interpretation of any of the terms hereof.

9.4. A party shall be excused for delays in the performance of its obligations hereunder to the extent due to causes beyond its reasonable control and which could not have been avoided through the exercise of reasonable care, such as acts of God, acts or omissions of civil or military authorities, fires, floods, epidemics, quarantine restrictions, war, riots, strikes, or the unavailability of necessary labor, materials, or manufacturing facilities (the "Force Majeure"). The party whose performance is being adversely affected shall (i) promptly notify the other of the nature of the Force Majeure and the obligations adversely affected thereby; (ii) make all reasonable efforts to resume performance as soon as is reasonably possible and mitigate the adverse effects of the Force Majeure.

9.5. Confidentiality.

(a) In the performance of this Agreement, each party may have access to confidential, proprietary or trade secret information owned or provided by the other party relating to software products, object code, source code, business plans, financial information, specifications, flow charts and other data, in addition to the terms and conditions of this Agreement ("Confidential Information"). All materials exchanged by the parties shall be presumed confidential unless otherwise expressly agreed or if a reasonable person would deem such information not confidential. Each party ("Recipient") which receives Confidential Information from the other party (the "Disclosing Party") agrees, with respect to such Confidential Information to (a) use such Confidential Information only for purposes of fulfilling its obligations under this Agreement; (b) use the same methods and degree of care to prevent disclosure of such Confidential Information as it uses to prevent disclosure of its own proprietary and confidential information, but not less than a reasonable degree of care; (c) disclose Confidential Information to its employees, agents and contractors only on a need-to-know basis and not to disclose any Confidential Information to any other third party without the prior written consent of the Disclosing Party; and (d) return any Confidential Information in tangible form to the Disclosing Party upon request and to retain no copies, compilations or reproductions thereof. A Recipient shall not be obligated to treat information as Confidential Information if such information: (i) was rightfully in the Recipient's possession or was rightfully known to Recipient, on a non-confidential

basis, prior to receipt from the Disclosing Party; (ii) is or becomes public knowledge without the fault of the Recipient; (iii) is or becomes rightfully available to the Recipient without confidential restriction from a source not under the Disclosing Party's control or obligated to the Disclosing Party to keep such information confidential; (iv) is independently developed by the Recipient without use of the Confidential Information disclosed hereunder; provided, however, that the burden of proof of such independent development shall be on the Recipient; or (v) is disclosed pursuant to court or government action; provided, however, that the Recipient gives, unless prohibited from so doing, the Disclosing Party reasonable prior notice of disclosure pursuant to such court or government action. Each party will notify the other of any breach of this Section. Each of Customer and ISS agrees that any Confidential Information of a party that is in the possession of any representative shall remain the property of such party, and shall be returned immediately upon demand by Disclosing Party or, if not earlier demanded, upon expiration or termination of this Agreement.

(b) Each of Customer and ISS acknowledges that a breach of the confidentiality provisions of this Agreement may result in serious and irreparable harm to the other party for which there is no adequate remedy at law. In the event of such a breach, the other party shall be entitled to seek any temporary or permanent injunctive or other equitable relief in addition to any monetary damages hereunder. ISS agrees that its Consultants' access to Customer's premises shall comply with all security measures required by Customer or any third party to protect Confidential Information or other proprietary property of Customer or of third parties in Customer's possession.

(c) ISS shall store all Customer Confidential Information in a physically secure environment that protects it from unauthorized access, modification, theft, misuse and destruction. In addition to the general standards set forth above, ISS shall maintain an adequate level of physical security controls over its facility including appropriate alarm system, fire suppression, and access controls (including off-hour controls). Further, ISS shall maintain an industry standard level of data security controls, including logical access controls including user sign-on identification and authentication, data access controls (e.g., password protection of applications, data files and libraries), accountability tracking, anti-virus software, secured printers, restricted download to disk capability and provision for system software backup.

9.6. Notices. Legal notices given by the parties to one another in connection with this Agreement shall be given in writing and delivered via return receipt mail or express delivery service to the parties' respective addresses set forth above or to such other address as the parties may substitute by giving notice to one another in accordance with this Section.

IN WITNESS WHEREOF, the parties have caused their authorized representatives to execute this Software License Agreement as of the Effective Date.

COUNTY OF MCHENRY, a body politic

Authorized Signature

Kenneth D Koehler
Print Name

County Board Chairman
Title

04/21/2009
Date

INTEGRATED SOFTWARE SPECIALISTS, INC.

Authorized Signature

MICHAEL D. LOCASCIO
Print Name

CEO
Title

2/22/09
Date

SCHEDULE 1.1

ICIS System

ICIS (Integrated Court Information System) is defined as the Court Case Management System, represented as ICIS Version 2.0. The Version designates ISS' code level delivered to the Customer. The ICIS System (Production Environment), defined for this Agreement, is as follows:

- ICIS System – The application code delivered to the Customer as Release 1, which includes
  - Automated Disposition Reporting
  - Court Calls
  - APS Interface
  - Traffic Safety School
  - VINE Interface
  - Amcore Interface
  - IVR Web Service Interface
  - State Disbursement Unit (SDU)
  - Statute Table Upload
  - Release 2 upgrades to ICIS
- Application Interface – Application interfaces delivered as a part of ICIS Release 1 and Release 2, including Web Services
- ICIS Architecture & Framework Components
  - ICIS architecture
  - Enterprise Services Bus (ESB)
  - Rules Engine
  - iBuild™
  - Reporting suite
  - Security Framework
  - Web Services

SCHEDULE 1.8

Specifications

[See attached SRS's]

EXHIBIT A

Support Agreement

STATE OF ILLINOIS)
SS
COUNTY OF MCHENRY)

I, Katherine C. Schultz, County Clerk within and for said County and State aforesaid, do hereby certify the foregoing to be a true and complete copy of Resolution No. R-200904-41-140 Authorizing entering into a Software License Agreement with Integrated Software Specialists, Inc..
WHEREOF I have hereunto subscribed my hand and affixed the official seal of said County, at my office in Woodstock, Illinois this 22 day of April A.D, 2009.

Katherine C Schultz
McHenry County Clerk

ADDENDUM A

ISS iJustice Support Agreement Extension #1
For Support Agreement No. MC05090001

This amendment pertains to the extension of the Support Agreement No. MC05090001 ("**Support Agreement**"), and shall be effective as of May 1, 2015 ("**Effective Date**").

1. **Renewal and Cancellation of Support.** The following paragraph is added to Section "6. Renewal and Cancellation of Support" of the Support Agreement:

"Support Period Extension #1: The Support period shall be extended to commence on 5/1/2015 ("Effective Date") and shall end on the one (1) year anniversary of the Effective Date. Support will automatically be renewed for five (5) successive 1 year Support Periods unless terminated by Customer effective after the third anniversary of the Effective Date hereof by providing ISS with ninety (90) days prior written notice. Customer shall be entitled to a refund for any prepaid Support."

2. **Section 4.2 (Consulting Services Rate)**: The second sentence in Section 4.2 of the Support Agreement which reads: "Such Consulting Services will be provided at the hourly rate of $125.00", is removed and replaced with the following sentence: "Such Consulting Services will be provided at the hourly rate of $130.00".

3. **SCHEDULE 4 (fee and payment Schedule).** The following is added to SCHEDULE 4 of the Support Agreement:

Support Period Extension #1:

Software and Services		
Software Licenses	Effective Date	License Fees
		One-Time Fee
Licensed Software		
iJustice® Enterprise Court Case Management Suite	5/1/2015	
iJustice® Enterprise Probation Case Management Suite	5/1/2015	
iJustice® Enterprise Specialty Court Case Management Suite (customized for McHenry Drug and Mental Health Courts)	5/1/2015	
iJustice® Sentencing Order, eGuilty, Order of Protection, Civil eFiling, ADR)	5/1/2015	
iJustice® iJEEB™ - Integrated Justice Enterprise Exchange Broker Suite (V1.0)	5/1/2015	
iJustice® Enterprise (Integrated Justice) Exchanges (approx. 30)	5/1/2015	
iJustice® iDocument™ for McHenry Specialty Courts	5/1/2015	
iJustice® iNotification™ for McHenry Specialty Courts	5/1/2015	
		$ 0

Maintenance and Support	
Ongoing Support or Subscription Type	Annual Fees
Annual Maint & Support	M&S Fee
Support Periods (year) 1	$ 270,000
Support Periods (years) 2 thru 5	$ 290,000
Support Periods (years) 1 thru 5	$ 40,000
Support Periods (years) 1 thru 5	$ 10,000
Support Periods (years) 1 thru 5	Included
Support Periods (years) 1 thru 5	Included
Support Periods (years) 1 thru 5	Included
Support Periods (years) 1 thru 5	Included
Support Periods (years) 1 thru 5	Included

Total License Fees	$ 0
Annual Subscription License Fees	$ 0

Annual Maintenance & Support Fees:	
Gross Total – Year #1	$ 320,000
Year #1 Adj. for May 2015	$ - 20,000
Net Total – Year #1	$ 300,000
Total – Years 2 thru 5	$ 340,000

Extended Annual Support Period 1; beginning 5/1/2015:	$300,000 per Support Period
Extended Annual Support Periods 2-5:	$340,000 per Support Period

Support fees are to be paid as set forth in Section 5 of the Support Agreement as follows: The first payment will be in the amount of $225,000 (75% of $300,000 - the net total due for year #1) and shall be made prior to the start of the first Support Period. The second payment will be in the amount of $75,000 (25% of $300,000 - the net total due for year #1) and shall be made on or before December 1, 2015. Annual payments made thereafter will be in the amount of $340,000 each and shall be made on or before May 1 of each Support Period. Any undisputed amounts payable by Customer under this Agreement that remain unpaid for more than thirty (30) days following the applicable due date shall be subject to late payment fees equal to two percent (2%) interest per month (or, if less, the maximum rate allowed by applicable law) for each such month these amounts (or any portion thereof) remain unpaid thereafter.

4. **General.** This Addendum is bound by all other terms and provisions of the Support Agreement.

IN WITNESS WHEREOF, the parties hereby cause this Exhibit A to be executed by their duly authorized representatives.

AGREED:	AGREED:
INTEGRATED SOFTWARE SPECIALISTS, INC.	**COUNTY OF McHENRY, A BODY POLITIC**
By: _____	By: _____
Name: _____	Name: _____
Title: _____	Title: _____
Date: _____	Date: _____

ADDENDUM A

ISS iJustice Support Agreement Extension #2
For Support Agreement No. MC05090001

This amendment pertains to the extension of the Support Agreement No. MC05090001 ("**Support Agreement**"), and shall be effective as of May 1, 2021 ("**Effective Date**").

1. **Renewal and Cancellation of Support.** The following paragraph is added to Section "6. Renewal and Cancellation of Support" of the Support Agreement:

Support Period Extension #2: The Support Period shall be extended commencing 05-01-2021 ("Effective Date") and shall end on 04-30-2025. The agreement will automatically extend for one additional year, 05-01-2025 through 04-30-2026, unless customer provides ISS with notice at least 90 days prior to 05-01-2025 that it does not wish to extend for the fifth year (05-01-2025 through 04-30-2026). Customer shall be entitled to a refund for any fifth year prepaid support in the event there is no fifth year extension.

2. **Section 4.2 (Consulting Services Rate)**: The second sentence in Section 4.2 of the Support Agreement which reads: "Such Consulting Services will be provided at the hourly rate of $125.00", is removed and replaced with the following sentence: "Such Consulting Services will be provided at the hourly rate of **$130.00**".

3. **SCHEDULE 4 (fee and payment Schedule).** The following is added to SCHEDULE 4 of the Support Agreement:

Support Period Extension #2:

Software and Services		
Software Licenses	Effective Date	License Fees
Licensed Software		One-Time Fee
iJustice® Enterprise Court Case Management Suite	5/1/2021	
iJustice® Enterprise Probation Case Management Suite	5/1/2021	
iJustice® Enterprise Specialty Court Case Management Suite (customized for McHenry Drug and Mental Health Courts)	5/1/2021	
iJustice® Sentencing Order, eGuilty, Order of Protection, Civil eFiling, ADR)	5/1/2021	
iJustice® iJEEB™ - Integrated Justice Enterprise Exchange Broker Suite (V1.0)	5/1/2021	
iJustice® Enterprise (Integrated Justice) Exchanges (approx. 30)	5/1/2021	
iJustice® iDocument™ for McHenry Specialty Courts	5/1/2021	
iJustice® iNotification™ for McHenry Specialty Courts	5/1/2021	

Maintenance and Support	
Ongoing Support or Subscription Type	Annual Fees
Annual Maint & Support	M&S Fee
Support Periods (year) 1	$ 290,000
Support Periods (years) 2	$ 304,500
Support Periods (years) 3 thru 4	$ 320,000
Support Periods (years) 5	$ 337,000
Support Periods (year) 1	$ 40,000
Support Periods (years) 2	$ 42,000
Support Periods (years) 3 thru 4	$ 44,000
Support Periods (years) 5	$ 46,000
Support Periods (year) 1	$ 10,000
Support Periods (years) 2	$ 10,500
Support Periods (years) 3 thru 4	$ 11,000
Support Periods (years) 5	$ 12,000
Support Periods (years) 1 thru 5	Included
Support Periods (years) 1 thru 5	Included
Support Periods (years) 1 thru 5	Included
Support Periods (years) 1 thru 5	Included
Support Periods (years) 1 thru 5	Included

iJustice® iSchedule™	5/1/2021	$ 0	Support Periods (years) 1 thru 5	Included

Total License Fees	$	0
Annual Subscription License Fees	$	0

Annual Maintenance & Support Fees:		
Net Total – Year #1	$	340,000
Net Total – Year #2	$	357,000
Net Total – Years #3 and #4	$	375,000
Net Total – Year #5	$	395,000

Extended Annual Support Period 1; beginning 5/1/2021:	$340,000 per Support Period
Extended Annual Support Period 2:	$357,000 per Support Period
Extended Annual Support Periods 3-4:	$375,000 per Support Period
Extended Annual Support Period 5:	$395,000 per Support Period

Support fees are to be paid as set forth in Section 5 of the Support Agreement as follows: The first payment will be in the amount of $340,000 (the net total due for year #1) and shall be made prior to the start of the first Support Period. Annual payments made thereafter will be in the amounts stipulated in the fee and payment schedule and shall be made on or before May 1 of each Support Period. Any undisputed amounts payable by Customer under this Agreement that remain unpaid for more than thirty (30) days following the applicable due date shall be subject to late payment fees equal to two percent (2%) interest per month (or, if less, the maximum rate allowed by applicable law) for each such month these amounts (or any portion thereof) remain unpaid thereafter.

4. **General**. This Addendum is bound by all other terms and provisions of the Support Agreement.

IN WITNESS WHEREOF, the parties hereby cause this Exhibit A to be executed by their duly authorized representatives.

AGREED:

INTEGRATED SOFTWARE SPECIALISTS, INC.

By: _____

Name: _____

Title: _____

Date: _____

AGREED:

COUNTY OF McHENRY, A BODY POLITIC

By: _____

Name: _____

Title: _____

Date: _____

ADDENDUM A

ISS iJustice Support Agreement Extension #3
For Support Agreement No. MC05090001

This amendment pertains to the extension of the Support Agreement No. MC05090001 ("**Support Agreement**"), and shall be effective as of May 1, 2026 ("**Effective Date**").

1. **Renewal and Cancellation of Support.** The following paragraph is added to Section "6. Renewal and Cancellation of Support" of the Support Agreement:

"Support Period Extension #3: The Support Period shall be extended commencing 05-01-2026 ("Effective Date") and shall end on 04-30-2031.

2. **Section 4.2 (Consulting Services Rate)**: The second sentence in Section 4.2 of the Support Agreement which reads: "Such Consulting Services will be provided at the hourly rate of $125.00", is removed and replaced with the following sentence: "Such Consulting Services will be provided at the hourly rate of $140.00".

3. **SCHEDULE 4 (fee and payment Schedule).** The following is added to SCHEDULE 4 of the Support Agreement:

Support Period Extension #3:

Software and Services		
Software Licenses	Effective Date	License Fees
		One-Time Fee
Licensed Software		
iJustice® Enterprise Court Case Management Suite	5/1/2026	
iJustice® Enterprise Probation Case Management Suite	5/1/2026	
iJustice® Enterprise Specialty "Problem Solving" Court Case Management Suite: • DUI Courts • Drug Courts • Mental Health Courts	5/1/2026	
iJustice® Automated Disposition Reporting (ADR)	5/1/2026	
iJustice® Sentencing Order	5/1/2026	
iJustice® eGuilty	5/1/2026	
iJustice® iSchedule™	5/1/2026	
iJustice® iDocument™	5/1/2026	
iJustice® iNotification™	5/1/2026	
		$ 0

Maintenance and Support	
Ongoing Support or Subscription Type	Annual Fees
Annual Maint & Support	M&S Fee
Support Periods (year) 1	$ 465,000
Support Periods (year) 2	$ 488,250
Support Periods (year) 3	$ 512,663
Support Periods (year) 4	$ 538,296
Support Periods (year) 5	$ 565,210
Support Periods (year) 1	$ 98,020
Support Periods (year) 2	$ 102,921
Support Periods (year) 3	$ 108,067
Support Periods (year) 4	$ 113,470
Support Periods (year) 5	$ 119,114
Support Periods (year) 1	$ 29,705
Support Periods (year) 2	$ 31,190
Support Periods (year) 3	$ 32,750
Support Periods (year) 4	$ 34,387
Support Periods (year) 5	$ 36,107
Support Periods (years) 1 thru 5	Included
Support Periods (years) 1 thru 5	Included
Support Periods (years) 1 thru 5	Included
Support Periods (years) 1 thru 5	Included
Support Periods (years) 1 thru 5	Included
Support Periods (years) 1 thru 5	Included

iJustice® Integrated Work Queues • Order of Protection • eFiling • Arrest Warrants • Search Warrants • Victim Named Secured • Expungement	5/1/2026		Support Periods (years) 1 thru 5	Included
iJustice® Enterprise Data Integrations and Exchanges: • eCitations (multiple vendors) • eFile IL • re:Search IL • Snap Pay • Correct Solutions • Approach the Bench • VINE • Traffic Safety School • Warrants (2) • CMS Services • OnBase • AOIC Pipelines for Courts (9) • AOIC Pipelines for Probation (10) • AOIC Pipelines for Problem Solving Courts (8)	5/1/2026		Support Periods (years) 1 thru 5	Included

Total License Fees	$	0
Annual Subscription License Fees	$	0

Annual Maintenance & Support Fees:	
Net Total – Year #1	$ 592,725
Net Total – Year #2	$ 622,361
Net Total – Year #3	$ 653,479
Net Total – Year #4	$ 686,153
Net Total – Year #5	$ 720,461

Extended Annual Support Period 1; beginning 5/1/2026:	$592,725 per Support Period
Extended Annual Support Period 2:	$622,361 per Support Period
Extended Annual Support Period 3:	$653,479 per Support Period
Extended Annual Support Period 4:	$686,153 per Support Period
Extended Annual Support Period 5:	$720,461 per Support Period

Support fees are to be paid as set forth in Section 5 of the Support Agreement as follows: The first payment will be in the amount of $592,725 - the net total due for year #1) and shall be made prior to the start of the first Support Period. Annual payments made thereafter will be in the amounts stipulated in the fee and payment schedule and shall be made on or before May 1 of each Support Period. Any undisputed amounts payable by Customer under this Agreement that remain unpaid for more than thirty (30) days following the applicable due date shall be subject to late payment fees equal to two percent (2%) interest per month (or, if less, the maximum rate allowed by applicable law) for each such month these amounts (or any portion thereof) remain unpaid thereafter.

4. **General.** This Addendum is bound by all other terms and provisions of the Support Agreement.

IN WITNESS WHEREOF, the parties hereby cause this Exhibit A to be executed by their duly authorized representatives.

AGREED:

INTEGRATED SOFTWARE SPECIALISTS, INC.

By: Michael D. Locasco

Name: MICHAEL D. LOCASCO

Title: CEO

Date: 3/27/2026

AGREED:

COUNTY OF McHENRY, A BODY POLITIC

By: Katherine M. Keefe

Name: Katherine M. Keefe

Title: Circuit Clerk

Date: 03-24-2026

RESOLUTION - SUPERMAJORITY

Resolution Authorizing ISS iJustice Annual Support and Maintenance FY 2025-26 Budget (41)

WHEREAS, the iJustice case management software (R1) was developed for the 22nd Circuit Court and Clerk of the Circuit Court for the purposes of allowing data sharing of files and eliminating duplicate work processes; and has been in use in the McHenry County Circuit Clerk's office since May 4, 2009; and

WHEREAS, the iJustice case management software (R1) Circuit Clerk's Office, (R2) Court Services, and (R3) Specialty Courts has been in use in McHenry County since May 4, 2009, February, 2010 and October, 2011 respectively with over 600 users in the McHenry County Court System; and

WHEREAS, the McHenry County Circuit Clerk and 22nd Judicial Circuit Court have benefited from an automated case management system, giving the Circuit Clerk and Court System additional operating efficiencies that have allowed for personnel reductions in the Circuit Clerk's office of 21.35 FTE over the past 15 years, at a personnel cost savings of over $1.2 million annually; and

WHEREAS, the McHenry County Circuit Clerk and 22nd Judicial Circuit Court's use of iJustice creates a more efficient court system and is in direct alignment with the McHenry County Strategic Plan Organizational Advancement Goal 1: *Identify strategies to enhance integration, coordination, communication, and information-sharing between County-wide departments;* and

WHEREAS, the Circuit Clerk's current support & maintenance contract addendum with Integrated Software Specialists, Inc., for the support and maintenance of the iJustice software covers years 2026 through 2030; and

WHEREAS, the Law and Government and Finance and Audit Committees have reviewed the said request.

NOW, THEREFORE BE IT RESOLVED, by this County Board of McHenry County, Illinois that it hereby authorizes the McHenry County Circuit Clerk to pay annual support and maintenance to Integrated Software Specialists, Inc., 1251 N. Plum Grove Road, Suite 105, Schaumburg, IL 60173, for the iJustice case management software, at a cost not to exceed $592,725 in fiscal year 2025-2026, based upon satisfactory performance by the vendor; and

BE IT FURTHER RESOLVED, by this County Board of McHenry County, Illinois, that $437,500 of said costs will be covered by Dept. 41, Fund 372, Main Account 432100 (Circuit Clerk Court Automation Fund - Computer Software Support & Maintenance), $26,725 from Dept. 41, Fund 373, Main Account 432100 (Circuit Court Clerk Oper & Admin Fund - Computer Software Support & Maintenance), $53,500 from budget line item Dept. 41, Fund 370, Main Account 432100 (Support Collection Service Fee Fund - Computer Software Support & Maintenance), and $75,000 from budget line item Dept 41, Fund 374, Main Account 432100 (Electronic Citation Fund – Computer Software Support & Maintenance); and

BE IT FURTHER RESOLVED, that the County Clerk is hereby authorized to distribute a certified copy of this Resolution to the Clerk of the Circuit Court; the Chief Judge of the 22nd Circuit; the 22nd Circuit Court Administrator; the County Auditor; the Chief Financial Officer; and

the County Administrator.

DATED at Woodstock, Illinois, this 21st day of April, A.D., 2026.

_____
Michael Buehler, Chairman
McHenry County Board

ATTEST:

_____
Joseph J. Tirio, County Clerk

RESOLUTION

SUBJECT: Resolution Authorizing ISS iJustice Annual Support and Maintenance FY 2025-26 Budget (41)

Board / Committee Action Requested:
The attached Resolution is for payment of annual support & maintenance on the Circuit Clerk's iJustice case management software for the McHenry County Circuit Clerk, Court Services and 22nd Judicial Circuit Specialty Courts.

Background and Discussion: In 2007, the prior Circuit Clerk contracted with ISS (Integrated Software Specialists, Inc.) to develop a custom case management software package for the McHenry County Circuit Clerk's office. This project was completed in 2009, with iJustice software going live in the Circuit Clerk's office on May 4, 2009. At that time a 6-year support & maintenance contract was signed with ISS due to the new case management software being mission-critical to the operation of the Circuit Clerk's office and the entire court system. iJustice has more than 600 users including the Circuit Clerk's Office, Court Administration & Judges, Court Services and Specialty Courts who are entering data daily, along with the State's Attorney, Public Defender, Sheriff, Corrections, municipal police departments, private attorneys and public who are using the system for viewing documents and importing data.

When the Circuit Clerk went live with iJustice in 2009, it replaced a computer system that had been in use by the Circuit Clerk for almost 20 years, offering many new advancements in processes and efficiencies. During the 17 years since the Circuit Clerk system (R1) went live, a Probation system (R2) was added, which went live in January 2010, and later a Specialty Court system (R3), which went live in October 2011. In addition to those systems, integrations have been made with document management (OnBase), E-Citations, E-Filing (eFileIL & i2File), Electronic Order of Protections, Electronic Warrants, Electronic Criminal Complaints, State's Attorney and Public Defender case management systems, Electronic Criminal Sentencing Orders, credit card processing software, and Approach the Bench, which are a large group of integrated programs that use the data provided by the iJustice case management system.

There have been three addendums to the original contract, one five-year support and maintenance addendum which was signed with Integrated Software Specialists, Inc. (ISS) in 2015, covering annual support and maintenance on the iJustice software through 2020, and a second addendum signed in 2021, which covered support and maintenance through 2026, followed by a third addendum signed in 2026 which covers support and maintenance through 2030.

Impact on Human Resources: The Circuit Clerk's office has been able to reduce staff by 21.35 FTE over the past 15 years, largely due to efficiencies gained from our increased use of technology. iJustice and the Circuit Clerk's work with ISS has been at the forefront of this

increased technology use. We can work more efficiently and accomplish more work with less employees due to our increased use of technology, at minimally a personnel cost savings of over $1.2 million annually.

Impact on Budget (Revenue; Expenses, Fringe Benefits): iJustice support & maintenance costs are budgeted annually from the Court Automation Fund (Fund 372), Court Document Storage Fund (Fund 371), Electronic Citation Fund (Fund 374), Support Collection Service Fee Funds (Fund 370) and Circuit Clerk Operation & Administration Fund (Fund 373). The Circuit Clerk has included budget in these funds FY 2025-26 budget to cover iJustice support & maintenance.

Court Automation Fees are authorized under the *Criminal and Traffic Assessment Act* (705 ILCS 135/10-5(d)(1)) and range from $5 to $20 per case. They are assessed on all traffic, ordinance, misdemeanor, felony and civil case types, for deposit in the Court Automation Fund for use to establish and maintain an automated record keeping system for the Courts. The fund is administered jointly by the Circuit Clerk and Chief Judge. Court Document Storage Fees are authorized under the *Criminal and Traffic Assessment Act* (705 ILCS 135/10-5(d)(2)) and range from $5 to $20 per case. They are also assessed on all traffic, ordinance, misdemeanor, felony and civil case types, for deposit in the Court Document Storage Fund for use to establish and maintain a document storage system for the Courts. The fund is administered by the Circuit Clerk. Support Collection Service Fees are authorized under 705 ILCS 105/27.1A(BB)(4) and are $36 annual fees assessed against payers of child support and/or maintenance. This fund is administered by the Circuit Clerk.

The current agreement addendum has an annual support amount covering R1 (Circuit Clerk/Court system), R2 (Court Services system), and R3 (Specialty Court system) that was negotiated between ISS, the Circuit Clerk, the 22nd Circuit Chief Judge and Court Administrator of $592,725 for 2025-2026.

The iJustice support and maintenance expense is budgeted in the Circuit Clerk's 2024-25 budget with $437,500 covered by Fund 372, Dept. 41, Main Account 432100 (Circuit Clerk Court Automation Fund - Computer Software Support & Maintenance), $26,725 from Fund 373, Dept. 41, Main Account 432100 (Circuit Clerk Op & Admin - Computer Software Support & Maintenance), $53,500 from Fund 370, Dept. 41, Main Account 432100 (Circuit Clerk Support Service Fee - Computer Software Support & Maintenance), and $75,000 from Fund 374, Dept 41, Main Account 432100 (Electronic Citation Fund – Computer Software Support & Maintenance).

Impact on Capital Expenditures: None

Impact on Physical Space: None

Impact on Other County Departments or Outside Agencies: iJustice case management software does have impact on not only the Circuit Clerk's office and the Courts, but it also impacts all other Justice agencies within the Courthouse, in addition to all members of the legal community who use the information entered in iJustice to track cases and represent clients, and to members of the community who are users of the court system. The 600+ users of iJustice rely on the information in iJustice to efficiently operate the court system and administer justice. Support and maintenance of the iJustice software is key to the efficient operation of the court system in McHenry County.

Conformity to Board Ordinances, Policies and Strategic Plan: The original agreements

negotiated with ISS (see attached) were negotiated with the assistance of the State's Attorney and outside counsel hired by the State's Attorney that specialized in software contracts. The Support Extension Agreement (also attached) was also reviewed by the State's Attorney. It was determined by the State's Attorney that the support & maintenance contract for iJustice did not need to be bid, since it is proprietary software that was developed specifically for McHenry County which can only be supported by ISS.

The Circuit Clerk and Court's use of iJustice case management software directly aligns with the McHenry County Strategic Plan Organizational Advancement Goal 1: *Identify strategies to enhance integration, coordination, communication, and information-sharing between County-wide departments.*

RESOLUTION
AUTHORIZING ENTERING INTO A SUPPORT AGREEMENT WITH INTEGRATED SOFTWARE SPECIALISTS, INC. AND AN EMERGENCY APPROPRIATION IN THE COURT DOCUMENT STORAGE FUND FISCAL YEAR 2009 BUDGET

WHEREAS, in the summer of 2007, the Circuit Clerk of Courts brought before the County Board of McHenry County, Illinois a proposed plan to embark on having a software program developed to meet the needs of the County's criminal justice community; and

WHEREAS, it was the recommendation of the Circuit Clerk of Courts and the Information Technology Director that the County engage Integrated Software Specialists, Inc. to utilize their case management technology framework to create a case management program that would replace the Sustain Justice Edition case management system and ancillary programs currently used by the Courts and the County; and

WHEREAS, Phase I of the new case management software has been tested and is ready to be implemented within the first two weeks of May, 2009; and

WHEREAS, the Circuit Clerk is now needing to enter into a support agreement with Integrated Software Specialists, Inc. in the amount of $240,000 annually (Installments of $120,000 to paid semi-annually) to provide computer related support services upon acceptance of said software; and

WHEREAS, the initial support period shall commence upon acceptance of the software and end on November 30, 2009. The support will automatically be renewed for five successive one year support periods unless terminated by the County effective after the third anniversary of the effective date hereof by providing ISS with ninety days prior written notice. In the event that funds are not allocated by the McHenry County Board, this agreement will be deemed null and void.

NOW, THEREFORE BE IT RESOLVED, by this County Board of McHenry County, Illinois that the Chairman of the Board is hereby authorized to enter into the attached support agreement with Integrated Software Specialist, Inc. (attached hereto and made part of) for software/computer support on the Court's Case Management Software Program at an annual cost of $240,000 (Installments of $120,000 to be paid semi-annually). The support will automatically renew for five successive one year periods unless terminated by the County effective after the third anniversary of the effective date hereof by providing ISS with ninety days prior written notice, or if funds are not allocated by the McHenry County Board; and

BE IT FURTHER RESOLVED, by this County Board of McHenry County, Illinois that an emergency appropriation of $140,000 to OCA 410105-4321 (Document Storage Fund – Computer Program Maintenance) is also hereby authorized and is to be offset by a revenue budget line item entry to OCA 410105-9990 (Document Storage Fund – Utilization of Fund Balance) for the purpose of paying the support agreement fees; and

BE IT FURTHER RESOLVED, that the County Clerk is hereby requested to distribute a certified copy of this Resolution to the Clerk of the Circuit Courts; the Chief Judge of the 22nd Circuit; the Trial Court Administrator; the Director of Information Technology; the County Auditor; the Associate County Administrator-Finance; and the County Administrator.

DATED at Woodstock, Illinois, this twenty-first day of April, A.D., 2009.

KENNETH D. KOEHLER, Chairman
McHenry County Board

ATTEST:

KATHERINE C. SCHULTZ, County Clerk

SUPPORT AGREEMENT

This Support Agreement ("**Agreement**"), dated as of April 22, 2009 ("**Agreement Date**"), is made by and between Integrated Software Specialists, Inc., 1901 N. Roselle Road, #450, Schaumburg, Illinois 60195 ("**ISS**") and the County of McHenry, a body politic, McHenry County Government Center, 2200 N. Seminary, Woodstock, Illinois 60098 ("**Customer**"), and sets forth the terms and conditions under which ISS shall provide computer related support services to Customer for certain software that has been licensed to Customer pursuant to a Software License Agreement entered into by the parties concurrently herewith (the "**License Agreement**"), the terms of which are incorporated hereby this reference the effective date (the "**Effective Date**") of this Agreement shall be the Acceptance Date of the ICIS System. Capitalized terms used herein without definition shall have the meanings given such terms in the License Agreement.

1. DEFINITIONS

1.1. "**Consultant**" means the officers, directors, employees, members, agents and contractors of ISS providing Services hereunder.

1.2. "**Error**" means a failure of the ICIS Software to perform in accordance with the Specifications or system configurations.

1.3. "**ICIS System**" shall have the meaning ascribed to it in the License Agreement dated as of April 22, 2009.

1.4. "**Incident Report**" means an electronic report and notification of a suspected error and/or question by the Customer Liaison Officer to ISS containing details and reasonable documentation of the error and/or question including, where possible, examples and instructions to replicate and correct the suspected Error.

1.5. "**Services**" means the services to be provided by ISS hereunder, under the License Agreement, or any Statement of Work.

1.6. "**Support**" means ISS's performance of technical telephone assistance, problem identification, and problem resolution through the provision of bug fixes, patches, updates, replacements and/or workarounds with respect to the ICIS System to maintain the performance of the ICIS System in accordance with the Specifications applicable thereto, all as described in Exhibit A hereto.

1.7. "**Support Fees**" means the fees described in Section 4 hereof.

1.8. "**Support Period**" means the twelve (12) month period commencing on the Acceptance Date and each 1 year anniversary thereof, and any subsequent extensions of this Agreement, during which ISS shall provide Support to Customer.

1.9. "**Updates**" means a change to ICIS driven by ISS to improve the ICIS system and/or keep it current with standards or software improvements. An update can come in the form of framework or technology upgrades or fixes and maintenance, or improvements.

1.10. "**Workaround**" means a bypass of a recognized problem in the ICIS system.

2. ISS OBLIGATIONS

2.1. During the Support Period, ISS shall provide Customer with Support as described in Exhibit A hereto. ISS shall provide

Updates to the ICIS System pursuant to this Agreement at no additional charge as provided herein. ISS is responsible for maintaining compatibility between the ICIS System and the Updates and for implementing Updates into the ICIS system within Customer's test environment and furnishing such Updates to Customer for Customer's integrating of such Updates into the ICIS System.

2.2. ISS shall maintain commercially reasonable amounts of insurance against losses and damages to persons or property, including workers' compensation, liability, and property damage insurance. Upon Customer's written request, ISS will produce a certificate of insurance demonstrating such coverage.

2.3. ISS warrants that it will render the Services provided under this Agreement in a workmanlike manner in substantial accordance with industry standards. If ISS does not perform within the time frame and to the standards agreed to by the parties, Customer shall provide written notice of such nonperformance to ISS. Upon receipt of such notice, ISS shall correct such nonperformance, including, if appropriate, replacement of Consultants in accordance with the replacement procedures set forth below.

2.4. ISS shall appoint a sufficient number of Consultants for the performance of ISS's duties and obligations hereunder or under any applicable Statement of Work. Each Consultant shall have the skills required for such person to perform the duties assigned to him or her.

2.5. ISS shall use commercially reasonable efforts to retain and provide succession options to Consultants. ISS will cause its Consultants to comply with Customer's rules and policies while at Customer's premises. If, at any time or from time to time, Customer reasonably determines that any Consultant is not adequately performing the responsibilities assigned to that individual, or lacks the competence or professional capabilities needed to fulfill his or her tasks relating to the Services, Customer shall notify ISS in writing of its determination, setting forth in sufficient detail the reasons causing Customer to make such a determination. Upon receipt of Customer's written notice, ISS shall promptly take such actions as are necessary to substantially improve such Consultant's conduct or performance within ten (10) days, and if such efforts fail, in the reasonable determination of Customer, Customer may request in writing that ISS replace such Consultant. Upon receipt of Customer's written request, ISS shall promptly replace such Consultant with an individual who ISS reasonably determines meets the qualifications for the position. If ISS is unable to find a suitable replacement within a mutually agreeable time frame, Customer shall have the right to cancel the remainder of the Services under this Agreement or the statement of work that were to be provided by such Consultant. ISS agrees that it will not charge Customer for Services that ISS has to reperform due to, and for up to thirty (30) days after, Customer's permitted removal of Consultants in the manner set forth above.

2.6. Upon Customer request, ISS will provide information required for Customer to complete a Criminal History Record Check ("CHRC") of each Consultant prior to such Consultant's performing any Services for Customer or first entering any Customer facility. ISS shall not allow Consultants who do not meet such standards or criteria acceptable to Customer to perform any Services under this Agreement.

2.7. ISS shall ensure that its systems include up-to-date anti-viral software reasonably acceptable to Customer to prevent viruses from reaching Customer's system through ISS's system. Further, ISS shall ensure that ISS personnel do not, without Customer's prior written consent, use any virtual private network or other device ("VPN") to simultaneously connect machines on any Customer system to any machines on any ISS or third party system.

2.8. If a network connection is established between ISS and Customer, ISS agrees to allow Customer to perform network assessments based on a schedule mutually agreed upon by the parties. ISS will maintain and enforce safety and physical security procedures with respect to its access and maintenance of its system and Customer Information (a) that are at least equal to industry standards for such types of locations, and (b) which provide reasonably appropriate technical and organizational safeguards against accidental or unlawful destruction, loss, alteration or unauthorized disclosure or access of Customer Confidential Information. Without limiting the generality of the foregoing, ISS will take all reasonable measures to secure and defend its location and system against "hackers" and others who may seek, without authorization, to modify or access ISS's system. ISS will periodically test its system for potential areas where security could be breached. ISS understands that, should a Customer or ISS assessment reveal inappropriate or inadequate security based on the pre-defined requirements for security, Customer may, in addition to other remedies it may have, remove ISS access from the Customer network until ISS satisfactorily complies with the security requirements defined. ISS will notify Customer immediately of any security breaches.

3. CUSTOMER OBLIGATIONS

3.1. Customer will make reasonable efforts to stay current with the latest versions of the software, including, timely production implementation of ISS supplied Updates.

3.2. Customer will follow the issues reporting process as set forth herein, as may be updated and agreed to in writing by ISS and Customer from time to time.

3.3. Customer will provide ISS with written notification of the Error via an incident report as defined herein and provide ISS with reasonable assistance, as reasonably required by ISS, intending to allow productive and expeditious diagnosis and resolution.

3.4. Customer will provide ISS with remote Internet access to all supported servers and systems, including ICIS test and production environments via Customer Citrix or other secure connection method approved by Customer.

4. LIMITATIONS ON SUPPORT

4.1. Unless otherwise agreed to by ISS in writing, ISS shall be under no obligation to provide Support to Customer to the extent ISS and Customer make a good faith determination that the primary cause of the Error resulted from the failure or malfunction of any third party software not provided by ISS, tools, equipment, facilities or devices not furnished or approved in writing by ISS for use in connection with the ICIS System or due to Customer error or manipulation of ICIS software, ICIS tables or business rules, databases, security, or any changes made by Customer or other 3rd parties unless done pursuant to a Statement of Work. Support under this Agreement will be limited to (a) Customer's production

version of the ICIS system; and (b) Customer's Q/A staging environment version of the ICIS system.

4.2. At Customer's request, ISS shall provide professional services (not otherwise constituting Support) as requested by Customer, as may be more particularly described in any applicable SOW executed by Customer and ISS or in a writing between the parties (the "Consulting Services"). Such Consulting Services will be provided at the hourly rate of $125.00. Each SOW or other writing will in incorporate by this reference all the terms and conditions of this Agreement and will set forth, as applicable: (i) the scope of Consulting Services to be performed under such SOW or other writing; (ii) the estimated hours such Consulting Services are to be provided; (iii) any tangible item to be delivered to Customer by ISS under such SOW or other writing (a "Deliverable"); (iv) any costs or expenses that will be reimbursed to ISS above the applicable hourly rate or fixed price set forth in the SOW or other writing; and (v) such other details as the parties deem reasonably necessary.

5. FEES & PAYMENT

Customer's fees for Support shall be as set forth on Schedule 4 hereto, and shall commence on the Acceptance Date. All Support Fees are in U.S. Dollars. ISS shall invoice Customer as set forth on Schedule 4 hereto. ISS shall invoice Customer Services at least 15 days prior to the beginning of each Support Period. Payment is due on or before the first day of the Support Period. Customer may not withhold any amounts due hereunder, other than those amounts subject to a good faith dispute between the parties. ISS reserves the right to cease work without prejudice if undisputed amounts are not paid within sixty (60) days of the date such amounts are due. Customer will provide to ISS reasonable assistance, which shall include the provision of documentation as required by revenue authorities, to enable ISS to claim exemption from or obtain a repayment of such withheld taxes and will, upon request, provide ISS with a copy of the withholding tax certificate.

6. RENEWAL AND CANCELLATION OF SUPPORT

The initial Support Period shall commence on the Effective Date and shall end on the one (1) year anniversary of the Effective Date. Support will automatically be renewed for five (5) successive 1 year Support Periods unless terminated by Customer effective after the third anniversary of the Effective Date hereof by providing ISS with ninety (90) days prior written notice. Customer shall be entitled to a refund for any prepaid Support.

7. WARRANTY AND LIMITATION OF WARRANTY

7.1. ISS warrants that all Services shall be performed in a professional manner. ISS will fulfill its obligations under this Agreement in a first class, workmanlike manner without damage to Customer's premises, system, fixtures or personal property. ISS will, at its own expense, (a) reperform at no cost to Customer any services performed hereunder that are not in compliance with the foregoing, and (b) repair all damage to Customer's premises or property resulting from ISS's (or it agent's) actions to the extent necessary to restore Customer's premises and property to a condition comparable to the condition thereof before such damage.

7.2. ISS represents, warrants and covenants that it has a business continuity plan that addresses the continuation of

Services if an incident (act or omission) impairs or disrupts ISS's provision of Services ("BCP Plan"). A summary of ISS's BCP Plan will be provided to Customer upon Customer's request. ISS warrants that the BCP Plan conforms to generally-accepted industry standards for business continuity planning.

7.3. **THE WARRANTIES HEREIN AND IN THE LICENSE AGREEMENT ARE IN LIEU OF ALL OTHER WARRANTIES, AND ISS AND CUSTOMER EACH DISCLAIM ALL OTHER WARRANTIES, EXPRESS OR IMPLIED, INCLUDING, BUT NOT LIMITED TO, THE IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE, WHICH WARRANTIES ARE HEREBY EXPRESSLY EXCLUDED.**

8. LIMITATION OF LIABILITY

EXCEPT AS OTHERWISE SET FORTH HEREIN, IN NO EVENT SHALL ISS OR CUSTOMER BE LIABLE TO THE OTHER FOR ANY CONSEQUENTIAL, INCIDENTAL, INDIRECT, ECONOMIC, OR SPECIAL DAMAGES ARISING OUT OF THIS AGREEMENT OR THE TRANSACTIONS CONTEMPLATED UNDER THIS AGREEMENT, EVEN IF SUCH PARTY HAS BEEN ADVISED OF THE LIKELIHOOD OF SUCH DAMAGES OCCURRING. IN NO EVENT SHALL EITHER CUSTOMER'S OR ISS' LIABILITY ARISING UNDER THIS AGREEMENT EXCEED THE FEE PAID BY CUSTOMER TO ISS UNDER THIS AGREEMENT. NOTWITHSTANDING THE FOREGOING, THE LIMITATION OF DAMAGES PROVISIONS SET FORTH IN THIS SECTION 8 SHALL NOT BE APPLICABLE TO ANY DAMAGES RESULTING FROM INFRINGEMENT OF THE INTELLECTUAL PROPERTY RIGHTS OF ANY THIRD PARTY, ANY INDEMNITY OBLIGATIONS HEREUNDER OR UNDER THE LICENSE AGREEMENT, OR VIOLATIONS OF THE SYSTEM SECURITY OR CONFIDENTIALITY PROVISIONS OF THIS AGREEMENT OR THE LICENSE.

9. TERM & TERMINATION

9.1. Term. This Agreement shall commence upon the Effective Date and shall continue in full force and effect as provided in Section 6, unless sooner terminated as provided below.

9.2. Termination for Cause. Either party may terminate this Agreement if the other party (a) fails to perform any material obligation hereunder, and such breach is not remedied within thirty (30) days following written notice thereof to such party; or (b) becomes insolvent or the subject of a proceeding relating to bankruptcy or insolvency, effects any assignment for the benefit of creditors or any proceedings analogous to one or more of the foregoing (except where such party has successfully contested an involuntary proceeding within sixty (60) days after it has been commenced or filed). Termination shall not relieve either party of any obligation accrued prior to the termination date.

9.3. Liaison Officer. Each of the parties shall, promptly after the execution of this Agreement, appoint and advise the other in writing, of the name, title, address and telephone number, of a liaison officer of such party (the "Liaison Officer") who shall be responsible for (i) overseeing the day-to-day compliance of such party with this

Agreement and (ii) such other duties as may be set forth herein. Each of the parties may change its Liaison Officer from time to time by written notice to the other. The two persons so designated shall constitute the "Liaison Committee." In the event of any dispute arising under this Agreement, of either a legal or business nature, provision for the resolution of which is not otherwise expressly set forth herein, the members of the Liaison Committee shall confer within five (5) business days of the request of either party for such a conference, and shall engage in good faith negotiations to resolve such dispute. If they are unable to resolve the dispute in a mutually acceptable manner within the following ten (10) business days, the matter shall be referred to senior management representatives of each of the parties for similar negotiations and a similar time period.

10. GENERAL PROVISIONS

10.1. Governing Law. This Agreement shall be governed by, and construed in accordance with, the laws of the State of Illinois, without giving effect to its conflict of law rules. Exclusive jurisdiction and venue of any dispute arising out of or relating to this Agreement shall be the state courts located in McHenry County, Illinois or the Federal courts located in Rockford, Illinois.

10.2. Assignment. This Agreement is not transferable by either party without the prior written consent of the other party, which shall not be unreasonably withheld, and any attempt to do so shall be void and of no force and effect.

10.3. Third Party Providers. All work and Services provided by ISS under this Agreement shall be performed by employees of ISS or sub-contractors employed directly by ISS ("Subcontractors"). If at any time Customer reasonably requests the replacement of a Subcontractor, ISS shall promptly take such actions as are reasonably necessary to comply with Customer's request. In all such cases, ISS shall remain liable for the performance of ISS's obligations under this Agreement.

10.4. Modification. This Agreement can be modified only by a written amendment signed by persons duly authorized to sign agreements on behalf of Customer and ISS, and variance from the terms and conditions of this Agreement in any order or written notification from either party shall be void and of no effect.

10.5. Complete Agreement. The parties agree that this Agreement is the complete and exclusive statement regarding the subject matter and supersede all prior agreements, understandings and communications, oral or written, between the parties regarding the subject matter of this Agreement. Except as otherwise provided herein, additional or conflicting terms contained in any purchase order, standardized form or correspondence are expressly unenforceable under this Agreement unless such terms and conditions are contained in an amendment to this Agreement duly executed by both parties hereto. In the event that any provision of this Agreement shall be held to be void or unenforceable by a court of law, such provision shall be eliminated and shall not affect the validity of any remaining provision. The parties agree that this Agreement may be executed in counterparts. Facsimile signatures shall in all respects have the same weight, force and legal effect and shall be fully as valid, binding and enforceable as if such signed facsimile copies were original documents bearing original signatures.

10.6. Survival. Any provision of this Agreement that by its very nature or context is intended to survive any termination, cancellation or expiration thereof, shall so survive, and shall apply to respective successors and assigns.

10.7. Notices. Legal notices given by the parties to one another in connection with this Agreement shall be given in writing and delivered via return receipt mail or express delivery service to the parties' respective addresses first set forth above or to such other address as the parties may substitute by giving notice to one another in accordance with this Section 10.7.

10.8. Funding. In the event that funds are not allocated by the McHenry County Board for the transactions contemplated hereunder, this Agreement will, at the option of Customer, be deemed null and void.

IN WITNESS WHEREOF, the parties have executed this Support Agreement as of the date set forth above.

County of McHenry, a body politic

Authorized Signature

Kenneth D Koehler
Print Name

County Board Chairman
Title

04/21/2009
Date

Integrated Software Specialists, Inc.

Authorized Signature

Michael D. Locascio
Print Name

Chief Executive Officer
Title

4/22/09
Date

10.6. Survival. Any provision of this Agreement that by its very nature or context is intended to survive any termination, cancellation or expiration thereof, shall so survive, and shall apply to respective successors and assigns.

10.7. Notices. Legal notices given by the parties to one another in connection with this Agreement shall be given in writing and delivered via return receipt mail or express delivery service to the parties' respective addresses first set forth above or to such other address as the parties may substitute by giving notice to one another in accordance with this Section 10.7.

10.8. Funding. In the event that funds are not allocated by the McHenry County Board for the transactions contemplated hereunder, this Agreement will, at the option of Customer, be deemed null and void.

IN WITNESS WHEREOF, the parties have executed this Support Agreement as of the date set forth above.

County of McHenry, a body politic	**Integrated Software Specialists, Inc.**
Authorized Signature	Authorized Signature
Kenneth D Koehler Print Name	Michael D. Locascio Print Name
County Board Chairman Title	Chief Executive Officer Title
04/21/2009 Date	Date

SCHEDULE 4

FEES

Annual Support Period 1:	$240,000 per Support Period
Annual Support Periods 2-6:	$240,000 per Support Period

Support fees are to be paid a set forth in Section 5 of the Support Agreement as follows: The first payment will be in the amount of $140,000 and shall be made prior to the start of the first Support Period, semi-annual payments made thereafter will be in the amount of $120,000 each and shall be made on December 1 and June 1 of each Support Period, with the final payment being reduced on a pro rata basis to reflect the remaining term of the then-current Support Period. Any undisputed amounts payable by Customer under this Agreement that remain unpaid for more than thirty (30) days following the applicable due date shall be subject to late payment fees equal to two percent (2%) interest per month (or, if less, the maximum rate allowed by applicable law) for each such month these amounts (or any portion thereof) remain unpaid thereafter.

EXHIBIT A

SUPPORT TERMS AND CONDITIONS

ISS will provide Support for the ICIS System as described below. The initial effective date of Support is the Effective Date.

1. **Definition of ICIS System**

ICIS (Integrated Court Information System) is defined as set forth in the License Agreement

2. ***Description of Support Services Provided***

A. **Error Corrections**. ISS shall correct any Errors, reported by the Customer in the ICIS System in accordance with the priority level reasonably assigned to such Error by Customer and reasonably agreed to by ISS. Any remote access by ISS shall be subject to Customer's security policies and procedures.

ISS support infrastructure will be housed at ISS' Advanced Technology Solution Center (ATSC) and will include ISS' issue reporting, tracking and change management system and authorized remote access into Customers ICIS production environment for analysis and troubleshooting, ISS' ICIS development and QA environments, and various ISS skilled technical personnel to assist in resolving ICIS escalated issues as needed.

B. **Exceptions and Customer Options.**

C. **ICIS System Updates**. ISS will provide, at no additional cost and as appropriate, one (1) electronic copy of all published revisions to the printed Documentation and one (1) electronic copy of, or authorization to copy, new releases of the ICIS System ("Updates"). Installation of Updates into the production version of the ICIS system will be Customer's responsibility.

D. **Telephone Hotline Support**. Except as applicable to Level 1 and 2 Errors, ISS will provide telephone assistance to Customer during Customer business hours, defined herein as 7:00 AM to 4:00 PM Central Standard Time, Monday through Friday and in accordance with Customer's annual calendar days of operations. The ISS Telephone Hotline Support number is (847) 558-5345. ISS Support personnel are available to answer questions related to the ICIS System supported products and how they perform with compatible hardware systems.

E. **Support Responsibilities between Customer and ISS.** Support is categorized into three areas to enable distinction of responsibilities: 1) Application, 2) Technology, and 3) Operations. A clarification of ISS and Customer responsibilities under this Agreement is outlined in Figure 1 below.

Category	ISS	Customer
Application ICIS Functionality – The function delivered within the ICIS application as Release 1 and Release 2.	• ICIS system (as defined in the License Agreement • Application Interface – Application interfaces delivered as a part of ICIS Release 1 and Release 2, including Web Services. o Court Calls o APS Interface o Traffic Safety School o VINE Interface o IVR Web Service Interface o Amcore Interface o State Disbursement Unit (SDU) o Statute Table Upload o Automated Disposition Reporting (ADR)	• All components external to ICIS system (software, interfaces, and infrastructure) including all Visual Basic and .NET programs and other external or 3rd party interfaces or technology, including: o Monthly Dispositions o Monitor o Live Scan o Child Support Documents o Child Support in Court o Notices o Law Bulletin o Jail Court Calls o Illinois Reports
Technology ICIS Architecture and Framework Components	• ICIS architecture • Enterprise Services Bus (ESB) • Rules Engine • iBuild™ • Reporting suite • Security Framework • Web Services	
Operations Day to day production operations		• All Operating System Software and other vendor or open source software, including SuSE Linux Enterprise Server (SLES) • All Hardware

Category	ISS	Customer
		• All Infrastructure servers and related hardware software and environment including production, Quality Assurance, testing and development environments; support software including all telecommunications; Internet communications servers, virus protection software; monitoring tools and management software; Citrix connectivity infrastructure and production staging environments, including hardware, communications connectivity and software required for ISS to be able to perform these services, including remote trouble shooting, electronic delivery of patches and upgrades, remote testing, and remote production environment monitoring. • Other 3rd Party software • All database servers including but not limited to SQL Server RDMS • Backup Recovery • Monitoring Performance and Availability

Figure 1: Responsibilities

3. **Priority Levels of Errors**

A. **Service Level Response Times.** In accordance with the terms hereof, ISS will acknowledge Errors and provide modifications, error corrections, fixes or Workarounds to remedy such Errors. ISS will respond to Customer's request for support upon receipt of an ICIS Incident Report as set forth below:

B. **Level of Priority**. Customer will specify the level of priority that it reasonably believes the Error deserves based on the following descriptions:

(a) Level 1 -- **Critical**: The Error renders the ICIS System unusable (down condition) in a production environment affecting multiple users. No workaround exists.

(b) Level 2 -- **Major**: But Not Critical: The Error affects a portion of the ICIS System and makes that portion of the ICIS System unusable. The production environment is operational or a workaround exists, but severely restricts production impacting one or more user. Important features of ICIS are not working properly and there are no acceptable, alternative solutions.

(c) Level 3 -- **Minor**: The Error is of minor nature and does not substantially affect the use of the ICIS System. Important features of ICIS are unavailable, but an alternative solution is available or non-essential features of ICIS are unavailable with no alternative solution. The Customer impact is minimal.

C. **Response Times**

Response Times for the various Priority Levels outlined above start after a Customer priority-coded Incident Report is created by the Customer and sent to ISS.

(a) Level 1. ISS will acknowledge the Error within twenty (20) minutes with actual assignment of personnel to respond, initiate action immediately thereafter, and provide a modification, Error correction, or workaround to all Level 1 Errors within four (4) hours of notification. Both Customer and ISS will actively engage their resources to remedy the Error as expeditiously as possible. If the Level 1 Error remains unremedied after 8 hours, then the situation shall be referred to the McHenry County Governance Committee. If the Level 1 Error remains unremedied after 48 hours (a "Commitment Failure"), then the McHenry County Governance Committee shall, at its option, assess a credit to Customer of 10% of the fees for that month (each, a "Service Level Credit"). In the event that five or more Commitment Failures occur within any six (6) month period (a "Service Default"), Customer may, at its option, either (i) receive a Service Level Credit for each such Commitment Failure, or (ii) have the right under this Agreement to terminate this Agreement under Section 9.2 for a material breach by ISS. Notwithstanding the foregoing, ISS shall still be responsible at all times for fulfilling its obligations hereunder.

(b) Level 2. ISS will acknowledge the Error within two (2) hours, initiate action and provide a workaround within eight (8) hours to Customer.

(c) Level 3. ISS will acknowledge the Error within eight (8) hours, and the parties shall mutually agree on an appropriate response time within which ISS shall provide a modification, Error correction, fix or workaround, including providing the correction in an Update of the ICIS System. If the applicable Level 2 or Level 3 response times are not met in the periods set forth herein, then the situation shall be referred to the McHenry County Governance Committee.

4. Customer Requirements

Customer understands that service level response and resolution times will be dependent upon Customer providing Error information and reasonable cooperation.

A. Customer will assign and provide a Customer Liaison Officer to interface with ISS Support Liaison Officer. The Customer Liaison Officer will be responsible to filter and document all requests and reported issues, follow the escalation process defined herein or as adjusted by ISS from time to time, submit electronic Incident Reports to ISS as required, participate in and coordinate Customer activities and resources to help troubleshoot and verify problems, establish and communicate priorities, and perform and coordinate Customer testing and implementation of new fixes, patches, or releases.

B. Customer will provide ISS' support team with reasonable access to and cooperation from Customer personnel, as required, such as the Users of the system, Subject Matter Experts, IT staff, etc. ISS will provide Customer with assistance in testing of new ICIS fixes, patches, upgrades or releases.

STATE OF ILLINOIS)
SS
COUNTY OF MCHENRY)

I, Katherine C. Schultz, County Clerk within and for said County and State aforesaid, do hereby certify the foregoing to be a true and complete copy of Resolution No. R-200904-41-138 Authorizing entering into a support agreement with Integrated Software Specialists Inc. and an emergency appropriation in the Court Document Storage Fund fiscal year 2009 budget. WHEREOF I have hereunto subscribed my hand and affixed the official seal of said County, at my office in Woodstock, Illinois this 22 day of April A.D, 2009.

Katherine C Schultz
McHenry County Clerk

R-200904-41-140

RESOLUTION
AUTHORIZING ENTERING INTO A SOFTWARE LICENSE AGREEMENT WITH INTEGRATED SOFTWARE SPECIALISTS, INC.

WHEREAS, the writing of the Integrated Court Information System (ICIS) software – Phase I has now been completed and is ready for implementation by the Circuit Clerk of Courts; and

WHEREAS, prior to the implementation of software, the producers of such software require a software license agreement be completed in order to allow the implementation process to begin; and

WHEREAS, the Circuit Clerk of Courts is now requesting to enter into the attached license agreement with Integrated Software Specialists, Inc. (attached hereto and made part of) for the Integrated Court Information System.

NOW, THEREFORE BE IT RESOLVED, by this County Board of McHenry County, Illinois that the Chairman of the Board is hereby authorized to execute the attached software license agreement with Integrated Software Specialists, Inc. (attached hereto and made part of) for the Integrated Court Information System; and

BE IT FURTHER RESOLVED, as per the License Agreement, Integrated Software Specialists, Inc. grants to the County a perpetual, irrevocable, unrestricted, royalty-free license; and

BE IT FURTHER RESOLVED, that the County Clerk is hereby requested to distribute a certified copy of this Resolution to the Circuit Clerk of Courts; the Chief Judge of the 22nd Circuit; the Trial Court Administrator; the Director of Information Technology; the Associate County Administrator-Finance; and the County Administrator.

DATED at Woodstock, Illinois, this twenty-first day of April, A.D., 2009.

KENNETH D. KOEHLER, Chairman
McHenry County Board

ATTEST:

KATHERINE C. SCHULTZ, County Clerk

SOFTWARE LICENSE AGREEMENT

This Software License Agreement ("**Agreement**"), effective as of April 22, 2009 ("**Effective Date**"), is made by and between Integrated Software Specialists, Inc., 1901 N. Roselle Road, #450, Schaumburg, Illinois 60195 ("**ISS**") and the County of McHenry, a body politic, McHenry County Government Center, 2200 N. Seminary, Woodstock, Illinois 60098 ("**Customer**"), and sets forth the terms and conditions under which ISS licenses to Customer use of the ICIS System.

1. **DEFINITIONS**

1.1. "**Acceptance Date**" means the date five (5) business days following the Go Live date of the ICIS System.

1.2. "**Custom Software**" means customized or modified versions of the ICIS System (other than modified by an Enhancement Release or Major Release hereunder).

1.3. "**Customer Materials**" means all content provided by or on behalf of Customer for use in the performance of the Services, including without limitation all Customer trademarks, service marks, logos, typeface/fonts, images and text, including all Customer data stored in the ICIS System.

1.4. "**Documentation**" means the explanatory and informational materials provided by ISS concerning the ICIS System, in printed or electronic format, describing the ICIS System or furnished with the ICIS System, including without limitation, Entity Relationship Diagram(s), and any other documentation necessary for Customer to operate the ICIS System in accordance with the Specifications for the ICIS System and each component thereof.

1.5. "**ICIS System**" means the (a) machine-readable object code version of ISS' computer software set forth on Schedule 1.1 hereto, and (b) all corrections, modifications, enhancements, features and upgrades of every nature, (c) any Custom Software, (d) any Open Source Software, (e) any third party software provided by ISS, and (f) the applicable Documentation.

1.6. "**Services**" means the services to be provided by ISS hereunder or under the Support Agreement (including Support), or any SOW.

1.7. "**SOW**" means any statement of work or similar document between ISS and Customer.

1.8. "**Specifications**" means the functional specifications for the ICIS System, attached hereto as Schedule 1.8.

1.9. "**Support**" shall have the meaning given such term in the Support Agreement entered into between Customer and ISS in the form attached hereto as Exhibit A ("**Support Agreement**").

1.10. "**System Configuration**" means a description of the equipment and ICIS System to be provided by ISS attached hereto as Schedule 1.8, the System Environment Specifications (defined below) as determined by ISS, plus any required third party software and/or equipment to be provided by Customer, all of which is reflected in the Documentation.

1.11. "**System Environment Specifications**" means the required environment for proper operation of the ICIS System, as described in Schedule 1.8 and the Documentation, which includes the

Customer System (defined in Section 5.1(e) below).

1.12. **"Use"** means to host, load, use, install, execute, view, employ, utilize, store, display, or access the ICIS System.

1.13. **"User"** means an individual who is associated with Customer or affiliate as a full or part time employee, or subcontractor of Customer or affiliate employed by or providing Services, or a third party requiring access to the ICIS System in order to conduct business with Customer who, in each case, is assigned and authorized by Customer or affiliate to Use the ICIS System as permitted hereunder.

2. LICENSES AND RESTRICTIONS

2.1. Rights Granted.

(a) ISS grants to Customer a perpetual, fully-paid up worldwide, irrevocable, unrestricted, royalty-free license to Use the ICIS System for Customer's (and any third parties) business purposes, and to Use the Documentation to support Customer's Use of the ICIS System.

(b) This grant permits the Use of the ICIS System by Customer when it is performing consulting, administrative and data processing Services for affiliated and unaffiliated parties and other parties to the extent such parties require access to the ICIS System, as well as the representatives of such parties ("Permitted Use"). Customer is further permitted to allow such parties to access the ICIS System for Permitted Uses. In either event, the representations, indemnifications and warranties in this Agreement may be assigned or otherwise passed on to such third party users.

(c) Except as specifically set forth herein, ISS grants Customer the right to use the ICIS System without limitation as to (i) the number of Users, servers, workstations, and/or personal computers (including, but not limited to, portable computers) upon which the ICIS System may be operated from; and (ii) the location of such users, servers, processors, workstations, and/or personal computers.

(d) Use any Updates (as defined in the Support Agreement) provided pursuant to the Support Agreement and subject to all of the provisions of this Agreement.

(e) Customer may use the ICIS System for its internal business purposes only, and will not, except as specifically permitted in this Section 2.1, sublicense, redistribute, or otherwise allow third parties to use the ICIS System, whether on a time sharing, remote job entry or service bureau arrangement.

(f) Customer may create any number of copies of the ICIS System.

2.2. Intellectual Property. Customer acknowledges and agrees that the ICIS System, Custom Software, and all related source code, Documentation and any and all materials relating thereto, and any and all associated trademarks, service marks, copyrights, patent rights, trade secrets and other proprietary rights in or related to the ICIS System or Custom Software without limitation, are proprietary to ISS and shall remain at all times the sole, exclusive property of ISS or its licensors, whether or not specifically recognized or perfected under applicable law. Customer agrees to take or cause to be taken reasonable precautions to comply with all copyright, trademark, trade secret, patent and other laws necessary to protect the ICIS system

and related marks, including any and all information contained therein, and agrees not to remove, conceal, or obliterate any copyright, credit line, date line or other proprietary notice included in the ICIS system. ISS acknowledges and agrees that the Customer Materials and any and all materials relating thereto, and any and all associated copyrights and patent rights in all of the foregoing, are proprietary to Customer and shall remain at all times the sole, exclusive property of Customer.

2.3. All rights and licenses granted under or pursuant to this Agreement by ISS to Customer are, and shall otherwise be deemed to be, for purposes of Section 365(n) of the United States Bankruptcy Code, or replacement provision therefor (the "Bankruptcy Code"), licenses to rights to "intellectual property" as defined in the Bankruptcy Code. The parties agree that Customer, as licensee of such rights under this Agreement, shall retain and may fully exercise all of its rights and elections under the Bankruptcy Code. The parties further agree that, in the event of the commencement of bankruptcy proceedings by or against ISS under the Bankruptcy Code, Customer shall be entitled to retain all of its rights under this Agreement.

2.4. ISS agrees to maintain at Customer's expense copies of the executable object code and source code (collectively, the "Code") for the ICIS System, and all updates in both human and machine readable form, and any and all documentation therefore, in escrow for the benefit of Customer. ISS shall deposit a copy of the Code, at Customer's expense, with a mutually acceptable escrow agent. The terms of such escrow arrangement shall be set forth in a mutually agreed upon source code escrow agreement (the "Escrow Agreement"), including, without limitation, appropriate confidentiality provisions; provided, however, that such Escrow Agreement shall contain the Release Conditions (as defined below) set forth below. Customer shall be entitled to receive a copy of the Code for the ICIS System, and ISS hereby grants to Customer a nonexclusive, license to Use or modify the Code for maintaining the ICIS System in connection with Customer's Use of the ICIS System (the "ISS Code License") if (i) ISS ceases doing business in the ordinary course; or (ii) ISS becomes a party to any bankruptcy or receivership proceedings which are not dismissed within sixty (60) days, and fails to resume providing the maintenance Services hereunder or under the Support Agreement for ten (10) days following receipt of written notice from Customer of such abandonment ((i) and (ii) of this sentence are, collectively, the "Release Conditions"). If the Code is released pursuant to the Release Conditions under the Escrow Agreement, Customer may, under ISS Code License, disclose ISS Code to a third party for maintaining and enhancing the ICIS System in connection with Customer's and enhancement of the ICIS System.

2.5. At Customer's request, ISS shall provide professional services (not otherwise constituting Support) as requested by Customer, as may be more particularly described in any applicable SOW executed by Customer and ISS or in a writing between the parties (the "Consulting Services"). Such Consulting Services will be provided at the hourly rate of $125.00. Each SOW or other writing will in incorporate by this reference all the terms and conditions of this Agreement and will set forth, as applicable: (i) the scope of Consulting Services to be performed under such SOW or other writing; (ii) the estimated hours such Consulting Services are to be provided; (iii) any tangible item to be delivered to Customer by ISS under such SOW or other writing (a "Deliverable"); (iv)

any costs or expenses that will be reimbursed to ISS above the applicable hourly rate or fixed price set forth in the SOW or other writing; and (v) such other details as the parties deem reasonably necessary.

3. FEES

ISS acknowledges and agrees that Customer has fully paid all license fees for the ICIS System.

4. MAINTENANCE SUPPORT SERVICES

ISS will provide Support for the ICIS System pursuant to the terms and conditions of the Support Agreement. Custom Software shall be supported under the terms and conditions of this Agreement and the Support Agreement.

5. WARRANTY AND LIMITATION OF WARRANTY

5.1. Representations, Warranties and Covenants.

(a) ISS represents, warrants and covenants that it has a business continuity plan that addresses the continuation of Services if an incident (act or omission) impairs or disrupts ISS's provision of Services ("BCP Plan"). A summary of ISS's BCP Plan will be provided to Customer upon Customer's request. ISS warrants that the BCP Plan conforms to generally-accepted industry standards for business continuity planning.

(b) ISS represents and warrants that (i) the ICIS System will perform substantially in conformance with the Specifications and will make corrections to errors as defined, specified and in accordance with the terms of the Support Agreement; (ii) it will perform the services ordered hereunder in a good and workmanlike manner; and (iii) the deliverables delivered in the context of any professional services ordered or covered hereunder will perform in accordance with the specifications set forth in the applicable addendum or Statement of Work delivered therewith.

(c) ISS represents, warrants and covenants that it is the owner of the ICIS System or an authorized licensee thereof with full right to license such ICIS System to Customer as provided in this Agreement, and that neither such ICIS System or any part thereof, nor Customer's Use thereof, infringes or misappropriates any copyright, patent, trade secret, mask work or other proprietary right of any third party. ISS, at its expense, will indemnify, defend and hold harmless Customer from and against any third party claims or actions that the ICIS System or Customer's Use thereof within the scope of this Agreement infringes or unlawfully misappropriates such party's patent, copyright, trademark, or trade secret, and will pay amounts awarded to such party by a court of appropriate jurisdiction to the extent based on such claims or otherwise included in a settlement of such claims approved by ISS, provided that: (a) Customer notifies ISS in writing promptly upon becoming aware of such a claim; (b) ISS has sole control of the defense and all related settlement negotiations; and (c) Customer provides ISS with the reasonable assistance, information and authority necessary to perform the obligations of ISS under this paragraph. Reasonable out-of-pocket expenses incurred by Customer in providing such assistance will be reimbursed by ISS. ISS shall have no liability under this Section 5.1(c) for any claim to the extent based, in whole or in part, on: (a) use of the ICIS System outside the scope of this Agreement; (b) use of a superseded or altered (other than by or at the

direction of ISS) release of the ICIS System, if the infringement would have been avoided by the use of the current release of the ICIS System made available by ISS to Customer allowing Customer a reasonable amount of time to implement such current release; (c) the combination, operation, or use of the ICIS System with software, hardware, or other materials not furnished or recommended by ISS if such infringement would have been avoided by the use of the ICIS System without such software, hardware or other materials; or (d) any modification of the ICIS System not made by or at the direction of ISS. In the event any such claim is made, ISS shall take one of the following actions at its sole cost and expense: (i) modify the ICIS System to be non-infringing; (ii) obtain for Customer a license to continue using the ICIS System, or (iii) replace the ICIS System with non-infringing software substantially complying with the ICIS System's Specifications without the loss of features or functionality; or (iv) terminate the license for the infringing ICIS System and refund to Customer the following amount, determined by the period in which such termination occurs from the Effective Date of this Agreement: $50,000 - Year 1, $40,000 - Year 2, $30,000 - Year 3, $20,000 - Year 4, $10,000 - Year 5, and $0 - Year 6 and beyond. Notwithstanding the foregoing, in the event of any such third party claims that ISS believes may require it to exercise any of the remedies set forth in this Section 5.1(c), ISS shall take an opportunity to notify Customer of such claims, confer with Customer regarding the potential remedies hereunder, and periodically update Customer related to any such third party claims (or Customer may otherwise inquire as to the status of such matters).

(d) Open Source Software. As part of the ICIS System, ISS may supply to Customer or incorporate certain open source software, including tools and technology as identified on Schedule 1.1 hereto ("Open Source Software"). ISS has disclosed to Customer and Customer has accepted ISS' use of Open Source Software in the development, delivery and ongoing operation of ICIS. ISS represents, warrants and covenants that Customer's Use of the ICIS system as provided hereunder will not violate the terms of the applicable Open Source Software license.

(e) ISS represents, warrants and covenants that the ICIS System will at all times perform substantially in accordance with the Specifications and remain compatible with the System Configuration and the hardware and software identified on Schedule 5.1(g) hereto (collectively, the "Customer System"). In the event that the ICIS System at any time does not perform in accordance with the Specifications or remain compatible with the System Configuration and the Customer System, ISS shall, as part of Support services and at no cost to Customer, make such modifications, adjustments or additions necessary to make the ICIS System conform to the Specifications and remain compatible with the System Configuration and the Customer System.

(f) ISS represents, warrants and covenants that upon initial delivery, the ICIS System is free from computer viruses introduced into the ICIS System as a result of the acts of ISS, its agents or employees and that the ICIS System is free of software traps, time-bombs, technically limiting devices and/or viruses, worms, or code (including any disabling device or code whatsoever) which would interfere with the intended use of the ICIS System in accordance with the Specifications or which destroy or alter Customer's data. ISS, its agents or employees shall not deactivate the ICIS System fully, in part, or in any other

manner. Further, ISS, its agents or employees shall not introduce or install at any time deactivation device(s) or similar program(s). In no event shall ISS, its agents or employees or anyone acting on its behalf, disable any other software or hardware used by Customer.

(g) Customer acknowledges acceptance that ISS has delivered the ICIS system with 2-digit date fields ("Non-Y2K Compliance") specifically as it pertains to Case-ID and Case-ID fields at the request and insistence of Customer. A 2-digit year is used as the basis for all case numbers assigned by the Circuit Clerk per Part 1, Section B of the Administrative Office of the Illinois Courts' Manual on Recordkeeping, which is a General Administrative Order of the Illinois Supreme Court with specific guidelines for how court records should be maintained.

(h) In the event that during the term of this Agreement, ISS becomes aware of an event, occurrence, error, defect or malfunction in the ICIS System that may adversely affect Customer, then ISS will promptly provide Customer with written notice of the event, occurrence, error, defect or malfunction and the possible adverse effect, as well as a proposed remedy therefore.

5.2. **DISCLAIMER OF WARRANTIES.**

THE WARRANTIES HEREIN ARE IN LIEU OF ALL OTHER WARRANTIES, AND ISS AND CUSTOMER EACH DISCLAIM ALL OTHER WARRANTIES, EXPRESS OR IMPLIED, INCLUDING, BUT NOT LIMITED TO, THE IMPLIED WARRANTIES OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE, TITLE AND NON-INFRINGEMENT, WHICH WARRANTIES ARE HEREBY EXPRESSLY EXCLUDED.

6. **LIMITATION OF LIABILITY**

IN NO EVENT SHALL EITHER PARTY BE LIABLE FOR ANY INDIRECT, INCIDENTAL, SPECIAL OR CONSEQUENTIAL DAMAGES, INCLUDING BUT NOT LIMITED TO LOSS OF PROFITS OR REVENUE, INCURRED BY EITHER PARTY OR ANY THIRD PARTY, WHETHER IN AN ACTION IN CONTRACT OR TORT OR BASED ON A WARRANTY, EVEN IF THE OTHER PARTY OR ANY OTHER PERSON HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES. ISS'S AND CUSTOMER'S LIABILITY FOR DAMAGES HEREUNDER SHALL IN NO EVENT EXCEED THE AMOUNT OF FEES PAID BY CUSTOMER UNDER THIS AGREEMENT AND THE SUPPORT AGREEMENT. THE LIMITATION OF DAMAGES PROVISIONS SET FORTH IN THIS AGREEMENT SHALL NOT BE APPLICABLE TO ANY DAMAGES RESULTING FROM INFRINGEMENT OF THE INTELLECTUAL PROPERTY RIGHTS OF ANY THIRD PARTY, ANY INDEMNITY OBLIGATIONS HEREUNDER, OR VIOLATIONS OF THE SYSTEM SECURITY AND CONFIDENTIALITY PROVISIONS OF THIS AGREEMENT.

7. **TERM AND TERMINATION**

7.1. Term. This Agreement will remain in effect (the "Term") until terminated as provided herein. The licenses granted hereunder shall remain in effect perpetually.

7.2. This Agreement may be terminated by either party (i) upon material breach by

the other party of a term hereof or of any other agreement between the parties which breach has not been cured within thirty (30) days of receipt of written notice reasonably identifying and describing such breach; (ii) immediately upon written notice, in the event that the other party files for bankruptcy or for protection against its creditors and such is not dismissed within sixty (60) days; or (iii) as may be mutually agreed. Notwithstanding anything to the contrary contained elsewhere herein, even if any dispute arises between the parties, in no event nor for any reason shall ISS, at any time during the Term, halt, interrupt, or suspend the provision of Services to Customer, or perform any other action that prevents, impedes, impairs, reduces or limits in any way the provision of Services or Customer's ability to conduct its business and activities (other than such minimal, routine interruptions as may be necessary and appropriate in order for ISS to provide the Services).

7.3. Termination Assistance. During the twenty-four (24) month period prior to or following the termination date of this Agreement or the Support Agreement, ISS will provide to Customer and/or a successor provider such termination assistance as may be reasonably requested and agreed to in writing by ISS and Customer, subject to payment by Customer of ISS's reasonable charges as agreed to by Customer. Such termination assistance (collectively, the "Termination Assistance Services") shall include (at the option of Customer) the timely performance of the following: (a) Developing a mutually acceptable plan for the orderly transition of Customer's information technology operations from ISS to Customer and/or a successor provider; (b) Providing reasonable training to Customer's personnel in the performance of the Services then being performed by ISS; (c) Furnishing Customer with duplicates of magnetic tapes or printouts of their data base or providing Customer with the Customer data in a form deemed reasonably appropriate by Customer; (d) Transferring to Customer all administrative access for Customer's systems; and (e) Providing data extracts for any Customer data residing in ISS machines and software.

7.4. Survival. Any provision of this Agreement that by its very nature or context is intended to survive any termination, cancellation or expiration thereof, shall so survive, and shall apply to respective successors and assigns.

8. ASSIGNMENT

8.1. ISS or Customer may assign this Agreement to any subsidiary, parent company, or any successor to its interests in the subject matter. ISS may assign its right to payment hereunder or grant a security interest in this Agreement or such payment right to any third party.

9. GENERAL PROVISIONS

9.1. Governing Law; Jurisdiction. This Agreement shall be governed by, and construed in accordance with, the laws of the State of Illinois, without giving effect to its conflict of law rules. The exclusive jurisdiction and venue of all disputes resulting in litigation will be the state courts located in McHenry County, Illinois or Federal courts located in Rockford, Illinois.

9.2. To the extent that the terms of this Agreement conflict with the terms of any order form, exhibit or schedule, the terms of this Agreement shall be controlling. This Agreement supersedes all prior understandings, agreements and documentation relating to such subject matter, including any proposals or purchase orders. This Agreement may be executed in

one or more counterparts, each of which shall be deemed an original but, when taken together, shall constitute one and the same document. Facsimile signatures shall in all respects have the same weight, force and legal effect and shall be fully as valid, binding and enforceable as if such signed facsimile copies were original documents bearing original signatures. In the event that any provision of this Agreement shall be held to be void or unenforceable by a court of law, such provision shall be eliminated and shall not affect the validity of any remaining provision.

9.3. No term or provision of this Agreement shall be deemed waived and no breach excused unless such waiver or consent is in writing and signed by the party claimed to have waived or consented. Proposed modifications or amendments to this Agreement, including the terms of any proposal or purchase order, shall be enforceable only if they are in writing and are signed by authorized representatives of both parties. The headings in this Agreement are for purposes of reference only and shall not in any way limit or affect the meaning or interpretation of any of the terms hereof.

9.4. A party shall be excused for delays in the performance of its obligations hereunder to the extent due to causes beyond its reasonable control and which could not have been avoided through the exercise of reasonable care, such as acts of God, acts or omissions of civil or military authorities, fires, floods, epidemics, quarantine restrictions, war, riots, strikes, or the unavailability of necessary labor, materials, or manufacturing facilities (the "Force Majeure"). The party whose performance is being adversely affected shall (i) promptly notify the other of the nature of the Force Majeure and the obligations adversely affected thereby; (ii) make all reasonable efforts to resume performance as soon as is reasonably possible and mitigate the adverse effects of the Force Majeure.

9.5. Confidentiality.

(a) In the performance of this Agreement, each party may have access to confidential, proprietary or trade secret information owned or provided by the other party relating to software products, object code, source code, business plans, financial information, specifications, flow charts and other data, in addition to the terms and conditions of this Agreement ("Confidential Information"). All materials exchanged by the parties shall be presumed confidential unless otherwise expressly agreed or if a reasonable person would deem such information not confidential. Each party ("Recipient") which receives Confidential Information from the other party (the "Disclosing Party") agrees, with respect to such Confidential Information to (a) use such Confidential Information only for purposes of fulfilling its obligations under this Agreement; (b) use the same methods and degree of care to prevent disclosure of such Confidential Information as it uses to prevent disclosure of its own proprietary and confidential information, but not less than a reasonable degree of care; (c) disclose Confidential Information to its employees, agents and contractors only on a need-to-know basis and not to disclose any Confidential Information to any other third party without the prior written consent of the Disclosing Party; and (d) return any Confidential Information in tangible form to the Disclosing Party upon request and to retain no copies, compilations or reproductions thereof. A Recipient shall not be obligated to treat information as Confidential Information if such information: (i) was rightfully in the Recipient's possession or was rightfully known to Recipient, on a non-confidential

basis, prior to receipt from the Disclosing Party; (ii) is or becomes public knowledge without the fault of the Recipient; (iii) is or becomes rightfully available to the Recipient without confidential restriction from a source not under the Disclosing Party's control or obligated to the Disclosing Party to keep such information confidential; (iv) is independently developed by the Recipient without use of the Confidential Information disclosed hereunder; provided, however, that the burden of proof of such independent development shall be on the Recipient; or (v) is disclosed pursuant to court or government action; provided, however, that the Recipient gives, unless prohibited from so doing, the Disclosing Party reasonable prior notice of disclosure pursuant to such court or government action. Each party will notify the other of any breach of this Section. Each of Customer and ISS agrees that any Confidential Information of a party that is in the possession of any representative shall remain the property of such party, and shall be returned immediately upon demand by Disclosing Party or, if not earlier demanded, upon expiration or termination of this Agreement.

(b) Each of Customer and ISS acknowledges that a breach of the confidentiality provisions of this Agreement may result in serious and irreparable harm to the other party for which there is no adequate remedy at law. In the event of such a breach, the other party shall be entitled to seek any temporary or permanent injunctive or other equitable relief in addition to any monetary damages hereunder. ISS agrees that its Consultants' access to Customer's premises shall comply with all security measures required by Customer or any third party to protect Confidential Information or other proprietary property of Customer or of third parties in Customer's possession.

(c) ISS shall store all Customer Confidential Information in a physically secure environment that protects it from unauthorized access, modification, theft, misuse and destruction. In addition to the general standards set forth above, ISS shall maintain an adequate level of physical security controls over its facility including appropriate alarm system, fire suppression, and access controls (including off-hour controls). Further, ISS shall maintain an industry standard level of data security controls, including logical access controls including user sign-on identification and authentication, data access controls (e.g., password protection of applications, data files and libraries), accountability tracking, anti-virus software, secured printers, restricted download to disk capability and provision for system software backup.

9.6. Notices. Legal notices given by the parties to one another in connection with this Agreement shall be given in writing and delivered via return receipt mail or express delivery service to the parties' respective addresses set forth above or to such other address as the parties may substitute by giving notice to one another in accordance with this Section.

IN WITNESS WHEREOF, the parties have caused their authorized representatives to execute this Software License Agreement as of the Effective Date.

COUNTY OF MCHENRY, a body politic

Authorized Signature

Kenneth D Koehler
Print Name

County Board Chairman
Title

04/21/2009
Date

INTEGRATED SOFTWARE SPECIALISTS, INC.

Authorized Signature

MICHAEL D. LOCASCIO
Print Name

CEO
Title

2/22/09
Date

SCHEDULE 1.1

ICIS System

ICIS (Integrated Court Information System) is defined as the Court Case Management System, represented as ICIS Version 2.0. The Version designates ISS' code level delivered to the Customer. The ICIS System (Production Environment), defined for this Agreement, is as follows:

- ICIS System – The application code delivered to the Customer as Release 1, which includes
  - Automated Disposition Reporting
  - Court Calls
  - APS Interface
  - Traffic Safety School
  - VINE Interface
  - Amcore Interface
  - IVR Web Service Interface
  - State Disbursement Unit (SDU)
  - Statute Table Upload
  - Release 2 upgrades to ICIS
- Application Interface – Application interfaces delivered as a part of ICIS Release 1 and Release 2, including Web Services
- ICIS Architecture & Framework Components
  - ICIS architecture
  - Enterprise Services Bus (ESB)
  - Rules Engine
  - iBuild™
  - Reporting suite
  - Security Framework
  - Web Services

SCHEDULE 1.8

Specifications

[See attached SRS's]

EXHIBIT A

Support Agreement

STATE OF ILLINOIS)
SS
COUNTY OF MCHENRY)

I, Katherine C. Schultz, County Clerk within and for said County and State aforesaid, do hereby certify the foregoing to be a true and complete copy of Resolution No. R-200904-41-140 Authorizing entering into a Software License Agreement with Integrated Software Specialists, Inc..
WHEREOF I have hereunto subscribed my hand and affixed the official seal of said County, at my office in Woodstock, Illinois this 22 day of April A.D, 2009.

Katherine C Schultz
McHenry County Clerk

ADDENDUM A

ISS iJustice Support Agreement Extension #1
For Support Agreement No. MC05090001

This amendment pertains to the extension of the Support Agreement No. MC05090001 ("**Support Agreement**"), and shall be effective as of May 1, 2015 ("**Effective Date**").

1. **Renewal and Cancellation of Support.** The following paragraph is added to Section "6. Renewal and Cancellation of Support" of the Support Agreement:

"Support Period Extension #1: The Support period shall be extended to commence on 5/1/2015 ("Effective Date") and shall end on the one (1) year anniversary of the Effective Date. Support will automatically be renewed for five (5) successive 1 year Support Periods unless terminated by Customer effective after the third anniversary of the Effective Date hereof by providing ISS with ninety (90) days prior written notice. Customer shall be entitled to a refund for any prepaid Support."

2. **Section 4.2 (Consulting Services Rate)**: The second sentence in Section 4.2 of the Support Agreement which reads: "Such Consulting Services will be provided at the hourly rate of $125.00", is removed and replaced with the following sentence: "Such Consulting Services will be provided at the hourly rate of $130.00".

3. **SCHEDULE 4 (fee and payment Schedule).** The following is added to SCHEDULE 4 of the Support Agreement:

Support Period Extension #1:

Software and Services		
Software Licenses	Effective Date	License Fees
		One-Time Fee
Licensed Software		
iJustice® Enterprise Court Case Management Suite	5/1/2015	
iJustice® Enterprise Probation Case Management Suite	5/1/2015	
iJustice® Enterprise Specialty Court Case Management Suite (customized for McHenry Drug and Mental Health Courts)	5/1/2015	
iJustice® Sentencing Order, eGuilty, Order of Protection, Civil eFiling, ADR)	5/1/2015	
iJustice® iJEEB™ - Integrated Justice Enterprise Exchange Broker Suite (V1.0)	5/1/2015	
iJustice® Enterprise (Integrated Justice) Exchanges (approx. 30)	5/1/2015	
iJustice® iDocument™ for McHenry Specialty Courts	5/1/2015	
iJustice® iNotification™ for McHenry Specialty Courts	5/1/2015	
		$ 0

Maintenance and Support	
Ongoing Support or Subscription Type	Annual Fees
Annual Maint & Support	M&S Fee
Support Periods (year) 1	$ 270,000
Support Periods (years) 2 thru 5	$ 290,000
Support Periods (years) 1 thru 5	$ 40,000
Support Periods (years) 1 thru 5	$ 10,000
Support Periods (years) 1 thru 5	Included
Support Periods (years) 1 thru 5	Included
Support Periods (years) 1 thru 5	Included
Support Periods (years) 1 thru 5	Included
Support Periods (years) 1 thru 5	Included

Total License Fees	$ 0
Annual Subscription License Fees	$ 0

Annual Maintenance & Support Fees:	
Gross Total – Year #1	$ 320,000
Year #1 Adj. for May 2015	$ - 20,000
Net Total – Year #1	$ 300,000
Total – Years 2 thru 5	$ 340,000

Extended Annual Support Period 1; beginning 5/1/2015:	$300,000 per Support Period
Extended Annual Support Periods 2-5:	$340,000 per Support Period

Support fees are to be paid as set forth in Section 5 of the Support Agreement as follows: The first payment will be in the amount of $225,000 (75% of $300,000 - the net total due for year #1) and shall be made prior to the start of the first Support Period. The second payment will be in the amount of $75,000 (25% of $300,000 - the net total due for year #1) and shall be made on or before December 1, 2015. Annual payments made thereafter will be in the amount of $340,000 each and shall be made on or before May 1 of each Support Period. Any undisputed amounts payable by Customer under this Agreement that remain unpaid for more than thirty (30) days following the applicable due date shall be subject to late payment fees equal to two percent (2%) interest per month (or, if less, the maximum rate allowed by applicable law) for each such month these amounts (or any portion thereof) remain unpaid thereafter.

4. **General.** This Addendum is bound by all other terms and provisions of the Support Agreement.

IN WITNESS WHEREOF, the parties hereby cause this Exhibit A to be executed by their duly authorized representatives.

AGREED:	AGREED:
INTEGRATED SOFTWARE SPECIALISTS, INC.	**COUNTY OF McHENRY, A BODY POLITIC**
By: _____	By: _____
Name: _____	Name: _____
Title: _____	Title: _____
Date: _____	Date: _____

ADDENDUM A

ISS iJustice Support Agreement Extension #2
For Support Agreement No. MC05090001

This amendment pertains to the extension of the Support Agreement No. MC05090001 ("**Support Agreement**"), and shall be effective as of May 1, 2021 ("**Effective Date**").

1. **Renewal and Cancellation of Support.** The following paragraph is added to Section "6. Renewal and Cancellation of Support" of the Support Agreement:

Support Period Extension #2: The Support Period shall be extended commencing 05-01-2021 ("Effective Date") and shall end on 04-30-2025. The agreement will automatically extend for one additional year, 05-01-2025 through 04-30-2026, unless customer provides ISS with notice at least 90 days prior to 05-01-2025 that it does not wish to extend for the fifth year (05-01-2025 through 04-30-2026). Customer shall be entitled to a refund for any fifth year prepaid support in the event there is no fifth year extension.

2. **Section 4.2 (Consulting Services Rate)**: The second sentence in Section 4.2 of the Support Agreement which reads: "Such Consulting Services will be provided at the hourly rate of $125.00", is removed and replaced with the following sentence: "Such Consulting Services will be provided at the hourly rate of **$130.00**".

3. **SCHEDULE 4 (fee and payment Schedule).** The following is added to SCHEDULE 4 of the Support Agreement:

Support Period Extension #2:

Software and Services		
Software Licenses	Effective Date	License Fees
Licensed Software		One-Time Fee
iJustice® Enterprise Court Case Management Suite	5/1/2021	
iJustice® Enterprise Probation Case Management Suite	5/1/2021	
iJustice® Enterprise Specialty Court Case Management Suite (customized for McHenry Drug and Mental Health Courts)	5/1/2021	
iJustice® Sentencing Order, eGuilty, Order of Protection, Civil eFiling, ADR)	5/1/2021	
iJustice® iJEEB™ - Integrated Justice Enterprise Exchange Broker Suite (V1.0)	5/1/2021	
iJustice® Enterprise (Integrated Justice) Exchanges (approx. 30)	5/1/2021	
iJustice® iDocument™ for McHenry Specialty Courts	5/1/2021	
iJustice® iNotification™ for McHenry Specialty Courts	5/1/2021	

Maintenance and Support	
Ongoing Support or Subscription Type	Annual Fees
Annual Maint & Support	M&S Fee
Support Periods (year) 1	$ 290,000
Support Periods (years) 2	$ 304,500
Support Periods (years) 3 thru 4	$ 320,000
Support Periods (years) 5	$ 337,000
Support Periods (year) 1	$ 40,000
Support Periods (years) 2	$ 42,000
Support Periods (years) 3 thru 4	$ 44,000
Support Periods (years) 5	$ 46,000
Support Periods (year) 1	$ 10,000
Support Periods (years) 2	$ 10,500
Support Periods (years) 3 thru 4	$ 11,000
Support Periods (years) 5	$ 12,000
Support Periods (years) 1 thru 5	Included
Support Periods (years) 1 thru 5	Included
Support Periods (years) 1 thru 5	Included
Support Periods (years) 1 thru 5	Included
Support Periods (years) 1 thru 5	Included

iJustice® iSchedule™	5/1/2021	$ 0	Support Periods (years) 1 thru 5	Included

Total License Fees	$	0
Annual Subscription License Fees	$	0

Annual Maintenance & Support Fees:	
Net Total – Year #1	$ 340,000
Net Total – Year #2	$ 357,000
Net Total – Years #3 and #4	$ 375,000
Net Total – Year #5	$ 395,000

Extended Annual Support Period 1; beginning 5/1/2021:	$340,000 per Support Period
Extended Annual Support Period 2:	$357,000 per Support Period
Extended Annual Support Periods 3-4:	$375,000 per Support Period
Extended Annual Support Period 5:	$395,000 per Support Period

Support fees are to be paid as set forth in Section 5 of the Support Agreement as follows: The first payment will be in the amount of $340,000 (the net total due for year #1) and shall be made prior to the start of the first Support Period. Annual payments made thereafter will be in the amounts stipulated in the fee and payment schedule and shall be made on or before May 1 of each Support Period. Any undisputed amounts payable by Customer under this Agreement that remain unpaid for more than thirty (30) days following the applicable due date shall be subject to late payment fees equal to two percent (2%) interest per month (or, if less, the maximum rate allowed by applicable law) for each such month these amounts (or any portion thereof) remain unpaid thereafter.

4. **General**. This Addendum is bound by all other terms and provisions of the Support Agreement.

IN WITNESS WHEREOF, the parties hereby cause this Exhibit A to be executed by their duly authorized representatives.

AGREED:

INTEGRATED SOFTWARE SPECIALISTS, INC.

By: _____

Name: _____

Title: _____

Date: _____

AGREED:

COUNTY OF McHENRY, A BODY POLITIC

By: _____

Name: _____

Title: _____

Date: _____

ADDENDUM A

ISS iJustice Support Agreement Extension #3
For Support Agreement No. MC05090001

This amendment pertains to the extension of the Support Agreement No. MC05090001 ("**Support Agreement**"), and shall be effective as of May 1, 2026 ("**Effective Date**").

1. **Renewal and Cancellation of Support.** The following paragraph is added to Section "6. Renewal and Cancellation of Support" of the Support Agreement:

"Support Period Extension #3: The Support Period shall be extended commencing 05-01-2026 ("Effective Date") and shall end on 04-30-2031.

2. **Section 4.2 (Consulting Services Rate)**: The second sentence in Section 4.2 of the Support Agreement which reads: "Such Consulting Services will be provided at the hourly rate of $125.00", is removed and replaced with the following sentence: "Such Consulting Services will be provided at the hourly rate of $140.00".

3. **SCHEDULE 4 (fee and payment Schedule).** The following is added to SCHEDULE 4 of the Support Agreement:

Support Period Extension #3:

Software and Services		
Software Licenses	Effective Date	License Fees
		One-Time Fee
Licensed Software		
iJustice® Enterprise Court Case Management Suite	5/1/2026	
iJustice® Enterprise Probation Case Management Suite	5/1/2026	
iJustice® Enterprise Specialty "Problem Solving" Court Case Management Suite: • DUI Courts • Drug Courts • Mental Health Courts	5/1/2026	
iJustice® Automated Disposition Reporting (ADR)	5/1/2026	
iJustice® Sentencing Order	5/1/2026	
iJustice® eGuilty	5/1/2026	
iJustice® iSchedule™	5/1/2026	
iJustice® iDocument™	5/1/2026	
iJustice® iNotification™	5/1/2026	
		$ 0

Maintenance and Support	
Ongoing Support or Subscription Type	Annual Fees
Annual Maint & Support	M&S Fee
Support Periods (year) 1	$ 465,000
Support Periods (year) 2	$ 488,250
Support Periods (year) 3	$ 512,663
Support Periods (year) 4	$ 538,296
Support Periods (year) 5	$ 565,210
Support Periods (year) 1	$ 98,020
Support Periods (year) 2	$ 102,921
Support Periods (year) 3	$ 108,067
Support Periods (year) 4	$ 113,470
Support Periods (year) 5	$ 119,114
Support Periods (year) 1	$ 29,705
Support Periods (year) 2	$ 31,190
Support Periods (year) 3	$ 32,750
Support Periods (year) 4	$ 34,387
Support Periods (year) 5	$ 36,107
Support Periods (years) 1 thru 5	Included
Support Periods (years) 1 thru 5	Included
Support Periods (years) 1 thru 5	Included
Support Periods (years) 1 thru 5	Included
Support Periods (years) 1 thru 5	Included
Support Periods (years) 1 thru 5	Included

iJustice® Integrated Work Queues • Order of Protection • eFiling • Arrest Warrants • Search Warrants • Victim Named Secured • Expungement	5/1/2026		Support Periods (years) 1 thru 5	Included
iJustice® Enterprise Data Integrations and Exchanges: • eCitations (multiple vendors) • eFile IL • re:Search IL • Snap Pay • Correct Solutions • Approach the Bench • VINE • Traffic Safety School • Warrants (2) • CMS Services • OnBase • AOIC Pipelines for Courts (9) • AOIC Pipelines for Probation (10) • AOIC Pipelines for Problem Solving Courts (8)	5/1/2026		Support Periods (years) 1 thru 5	Included

Total License Fees	$	0
Annual Subscription License Fees	$	0

Annual Maintenance & Support Fees:	
Net Total – Year #1	$ 592,725
Net Total – Year #2	$ 622,361
Net Total – Year #3	$ 653,479
Net Total – Year #4	$ 686,153
Net Total – Year #5	$ 720,461

Extended Annual Support Period 1; beginning 5/1/2026:	$592,725 per Support Period
Extended Annual Support Period 2:	$622,361 per Support Period
Extended Annual Support Period 3:	$653,479 per Support Period
Extended Annual Support Period 4:	$686,153 per Support Period
Extended Annual Support Period 5:	$720,461 per Support Period

Support fees are to be paid as set forth in Section 5 of the Support Agreement as follows: The first payment will be in the amount of $592,725 - the net total due for year #1) and shall be made prior to the start of the first Support Period. Annual payments made thereafter will be in the amounts stipulated in the fee and payment schedule and shall be made on or before May 1 of each Support Period. Any undisputed amounts payable by Customer under this Agreement that remain unpaid for more than thirty (30) days following the applicable due date shall be subject to late payment fees equal to two percent (2%) interest per month (or, if less, the maximum rate allowed by applicable law) for each such month these amounts (or any portion thereof) remain unpaid thereafter.

4. **General.** This Addendum is bound by all other terms and provisions of the Support Agreement.

IN WITNESS WHEREOF, the parties hereby cause this Exhibit A to be executed by their duly authorized representatives.

AGREED:

INTEGRATED SOFTWARE SPECIALISTS, INC.

By: Michael D. Locasco

Name: MICHAEL D. LOCASCIO

Title: CEO

Date: 3/27/2026

AGREED:

COUNTY OF McHENRY, A BODY POLITIC

By: Katherine M. Keefe

Name: Katherine M. Keefe

Title: Circuit Clerk

Date: 03-24-2026

RESOLUTION - SUPERMAJORITY

Circuit Clerk Resolution Authorizing Emergency Appropriation from Circuit Clerk Court Document Storage Fund Balance for Digital Preservation of Historical Court Record Books & Microfilm, plus Development of Online Archive Site (41)

WHEREAS, the Circuit Clerk has approximately 493 older index and court record books, dating from 1838 to 1992, containing over 270,000 pages of records, which are not eligible for destruction due to Illinois Supreme Court requirements that specific types of records must be scanned and/or microfilmed before destruction; and

WHEREAS, the Circuit Clerk also has approximately 190 rolls of microfilm produced by the Church of Jesus Christ of Latter-Day Saints Genealogical Society in the early 1980's, which contain scans of McHenry County Probate, Immigration and Naturalization records dating from 1840 to 1919, which have great historical value for genealogists and researchers; and

WHEREAS, McHenry County has limited space in the Archives facility; and

WHEREAS, the Circuit Clerk's long-range plan is to microfilm older case records to allow for eventual destruction, reducing the amount of space needed by the Circuit Clerk at the Archives facility; and

WHEREAS, older case records have great historical value to the public, genealogists, and researchers, while making these records available on the Circuit Clerk's website would be a valuable resource to the public and all interested parties; and

WHEREAS, vendor Arca Search has successfully developed and maintained online historical record archive sites for other Circuit Clerks in Illinois, namely Will County and Richland County; and

WHEREAS, the Court Document Storage Fund, which is funded by a fee charged on all court case filings, is statutorily designated to "*defray the expense, borne by the county, of establishing and maintaining a document storage system and converting the records of the circuit court clerk to electronic or micrographic storage*" (705 ILCS 135/10-5(d)(2)); and

WHEREAS, the project is nearing completion, but due to the unknown details of specifically how many pages are contained in each of the books, and specifically how many images are on each roll of the historical microfilm, the initial project amount was not sufficient to complete the project; and

WHEREAS, the Circuit Clerk has additional fund balance available in the Court Document Storage Fund to complete this project, which will achieve the long-range goal to scan/microfilm older court records, making them available for historical research by the public.

NOW, THEREFORE BE IT RESOLVED, by this County Board of McHenry County, Illinois, that it hereby authorizes the Circuit Clerk to enter into an agreement with ArcaSearch, LLC, 720 St. Germain St., St. Cloud, MN 56301, for the completion of the current digital preservation and back-up of historical original court documents, providing a searchable database of these historical court documents without additional back-indexing of the documents, at a cost not to exceed $50,000.00; and

BE IT FURTHER RESOLVED, by this County Board of McHenry County, Illinois, that said costs will be covered by Dept. 41, Fund 371, Main Account 400100 (Court Document Storage Fund - Contractual Services), with an offsetting entry to Dept. 41, Fund 371, Main Account 099100 (Court Document Storage Fund – Utilization of Fund Balance); and

BE IT FURTHER RESOLVED, that the County Clerk is hereby authorized to distribute a certified copy of this Resolution to the Clerk of the Circuit Court, the Chief Judge of the 22nd Judicial Circuit, the 22nd Circuit Trial Court Administrator, the County Auditor, the Chief Financial Officer, the Assistant County Administrator, and the County Administrator.

DATED at Woodstock, Illinois, this 21st day of April, A.D., 2026.

_____
Michael Buehler, Chairman
McHenry County Board

ATTEST:

_____
Joseph J. Tirio, County Clerk

RESOLUTION

SUBJECT: Circuit Clerk Resolution Authorizing Emergency Appropriation from Circuit Clerk Court Document Storage Fund Balance for Digital Preservation of Historical Court Record Books & Microfilm, plus Development of Online Archive Site (41)

Board / Committee Action Requested:
To approve a resolution authorizing an Emergency Appropriation for utilization of additional fund balance from the Circuit Clerk Court Document Storage Fund Balance to complete the project of Digital Preservation of Historical Court Record Books & Microfilm, plus Development of Online Archive Site

Background and Discussion: The Circuit Clerk is requesting authorization for the utilization of additional fund balance from the Court Document Storage Fund to complete an ongoing project to digitally preserve approximately 280,000 pages of court index and record books dating from 1838 to 1992, in addition to approximately 275,000 pages of scanned Probate, Immigration and Naturalization records dating from 1840 to 1919 which were microfilmed by the *Church of Jesus Christ of Latter-Day Saints Genealogical Society* in the 1980s, and the development of a McHenry County Court Online Archive site which will be made available to the public for genealogical and historical research.

This project has been ongoing since January, 2026, and is nearing completion, but due to the difficulty in determining the exact number of pages to be digitized in the historical court index and record books, and inability to determine exactly how many images are contained on each roll of historical microfilm until the project began, the original proposal fell short of the actual number of pages which needed to be reproduced. The vendor has proposed a reduced “per image” pricing on the remaining balance of the project to complete the remaining 90,000+ pages of microfilm images and 8,000+ record book pages.

The Circuit Clerk has sufficient fund balance to complete the project in the Circuit Clerk Court Document Storage Fund, which is funded by fees charged on all case filings specifically created to "*defray the expense, borne by the county, of establishing and maintaining a document storage system and converting the records of the circuit court clerk to electronic or micrographic storage*." "*The fund shall be audited by the county auditor, and the board shall make expenditure from the fund in payment of any cost related to the storage of court records, including hardware, software, research and development costs, and personnel costs related to the foregoing, provided that the expenditure is approved by the clerk of the court*." (705 ILCS 135/10-5(d)(2))

The Circuit Clerk has approximately 493 court index and record books stored in the County Archives facility, which contain more than 280,000 pages of records dating from 1838 to 1992, which contain Civil, Criminal, Family, Juvenile, Probate, Wills and other court records with both personal and historical value to the residents of McHenry County. Many of these books are required to be retained permanently by the Supreme Court, but others can be destroyed after they are digitized.

The Circuit Clerk also has approximately 200 rolls of microfilm which was created in the 1980's by the *Church of Jesus Christ of Latter-Day Saints Genealogical Society* who came onsite to scan Probate, Naturalization and Immigration records in the McHenry County Circuit Clerk's office dating from 1840 to 1919. Converting both the court record books and the probate microfilm created by the Mormons would improve the customer service ability of the Circuit Clerk to be able to find and share these historical records with interested parties.

The proposal also includes the development of a McHenry County Online Archive Site to house the records which would be linked to the Circuit Clerk's website, which would allow public searching capability for those records in this group which are classified as public records. Non-public records would only be searchable by authorized staff. Arca Search has created and maintains archive websites for a few Circuit Clerks in Illinois, including Will County Will County, Illinois - Naturalization Record Archive and Richland County Public Access: Richland County Archive.

Impact on Human Resources: The creation of the Online Archive Site would save Circuit Clerk staff time by allowing the public to do their own searching through historic records, which can be a very time-consuming process. This would also save County Archives staff time, who would not have to search through the large, heavy books to find requested records.

Impact on Budget (Revenue; Expenses, Fringe Benefits): There are approximately 90,000+ pages of microfilm remaining to be digitized and an additional 8,000+ pages of record books to be imaged. The project can be completed for less than $50,000.00 in additional utilization of fund balance from the Court Document Storage Fund.

Impact on Capital Expenditures: none

Impact on Physical Space: This project will have a positive impact on space at the County's Archives facility, reducing the amount of space needed for the Circuit Clerk's records by the number of court record books the Circuit Clerk is able to destroy following their digitization.

Impact on Other County Departments or Outside Agencies: The project will have a positive impact on the storage needs for the entire County by freeing space in the Archives facility. It will also reduce the number of requests from the Circuit Clerk to Archives to retrieve these older court records because the Circuit Clerk will be able to access the records by viewing the digitized record books, rather than requesting the physical books be driven to the Courthouse from Archives. In addition, the Online Archive Site will allow the public to conduct their own search of historical records, saving both Archives and Circuit Clerk staff time from conducting those time-consuming searches of very difficult historic records.

Conformity to Board Ordinances, Policies and Strategic Plan: The Circuit Clerk has discussed this project with the County Purchasing Director. (see attached Procurement Executive Summary). The Will County Circuit Clerk contracted with ArcaSearch to digitally preserve court records as well as provide an online archive site. Based on article 10, S10-101 of the Purchasing Ordinance which authorizes cooperative purchasing agreement participation, the Circuit Clerk and Director of Procurement and Special Services agree to renew Will County's contract with ArcaSearch.

This project conforms with Organization Advancement Strategic Goal 2: Work to update/overhaul the County website, as it would add a new level of interest and record searching capability to the Circuit Clerk's website, increasing the overall usefulness of the website, and ultimately creating more interest in the County's website in general.

ArcaSearch

Digital Archiving Services

PROPOSAL FOR:
DIGITAL PRESERVATION OF MCHENRY COUNTY COURT RECORDS
&
DEVELOPMENT OF MCHENRY COUNTY ONLINE ARCHIVE SITE

PRESENTED TO:
THE HONORABLE KATHERINE KEEFE
MCHENRY COUNTY CLERK OF THE CIRCUIT COURT
MCHENRY COUNTY, IL

Proposal #08062025P1V2

September 22, 2025

Prepared for:

McHenry County
2200 N Seminary Ave.
Woodstock, IL 60098

Katherine Keefe
Clerk of Circuit Court
815.334.4193
kmkeefe@mchenrycountyil.gov

Confidential © 2025 ArcaSearch
www.arcasearch.com

Project Benefits to the McHenry County Circuit Clerk:

- **Provides Protection from Loss:** Digital preservation and back-up of historical original documents provides protection from loss due to fire, water events, natural disasters.
- **Word searchable Archive:** Makes your archive word searchable for typed content.
- **Provides the ability to generate revenue:** by offering E-Commerce on-line record access and payment you have created a new revenue source when the laws allow.
- **Saves Time & Money:** Creates a fast and easily searchable collection without expensive manual data input.
- **Reduces Required Office Space:** Digitizing records reduces required office space. Paper records can be relocated to less valuable storage space.
- **Reduces Mis-Filed or Mis-Placed:** Reduces the possibilities of mis-filed or missing records within your archives.
- **Mitigates the spread of COVID-19:** Reduces and/or eliminates the need for access to your archives by the public, making a safer office environment.
- **Reduces internal IT support & costs:** Your hosted Compass Research System will be maintained in a Tier 3 Data Center which means your IT staff will not be required to maintain your site and has 99.98% Guaranteed Availability.

Project Benefits by using ArcaSearch patented Equipment & Process's

- **ArcaSearch will perform 100% quality check on every image and related metadata**. Each page and related Metadata reviewed by two different production staff for the highest quality.
- **ArcaSearch provides a searchable database** of historical documents without additional back-indexing of documents.
- **Images are Web Optimized:** All Images will be Web Optimized for high image quality and fast retrieval.
- **Secure Records Storage:** County Documents will be stored in a Secure Tear 3 Data Site.
- **Backup Copy of all Images:** The County will receive two hard drives with copies of all records on our hosted site. The hard drives are delivered in a hard sided case for secure off-site storage.

Confidential © 2025 ArcaSearch
www.arcasearch.com

OVERVIEW

ArcaSearch is pleased to be considered as a digital archiving and processing partner with McHenry County, MT. Enclosed you will find our response to your request for a proposal including project benefits, record group/product details, estimated timing, estimated costs, and agreement terms.

- Approximate Pages 471,358
- Date Range 1838 through 1992
- Page Size 15" x 9; some as large as 14" x 17"
- Condition Good
- Bindery Bound, pinned and 35mm film *
- Page Capture RGB
- Page Resolution Web Optimized PDF-A Files & JPEG image files
- OCR Yes, of typed text
- File Format Web Optimized PDF-A Files & JPEG Thumbnail Images
- Delivery Single page and two-page spread
- Metadata Defined in product categories
- Work Location Materials to be digitized at ArcaSearch

*No testing has been done on the 35mm film. Imaging and completion of the film is contingent of the quality.

There will be no other metadata schema understanding than what is expressly stated within this proposal.

Confidential © 2025 ArcaSearch
www.arcasearch.com

PRODUCT CATEGORIES

#1 – Adoption Cross Index

- 150 Pages
- Date range – 1900 through 1970
- Page size – 14" x 17"
- Books –1
- Bindery – Pinned
- Condition – Good
- OCR – No
- Delivery – Single page
- Metadata – Book name, alpha character
- Site Access - Private

#2 – Adoption Juvenile, Children, Parents, Mar-Lic-Pet & Support Index

- 260 Pages
- Date range – Unknown
- Page size – 14" x 17"
- Books – 1
- Bindery – Pinned
- Condition – Good
- OCR – No
- Delivery – Single page
- Metadata – Book name, alpha character
- Site Access - Private

#3 – Civil Index

- 2,600 Pages
- Date range – 1979 through 1990
- Page size – 14" x 17"
- Books – 10
- Bindery – Pinned
- Condition – Good
- OCR – No
- Delivery – Single page
- Metadata – Book name, alpha character
- Site Access – Private

Confidential © 2025 ArcaSearch
www.arcasearch.com

#4 – Criminal Index

- 1,040 Pages
- Date range – 1992 through 1974
- Page size – 14” x 17”
- Books – 4
- Bindery – Pinned
- Condition – Good
- OCR – No
- Delivery – Single page
- Metadata – Book name, alpha character
- Site Access - Private

#5 – Defendants Index

- 8,100 Pages
- Date range – 1906 through 1980
- Page size – 11” x 17”
- Books – 15
- Bindery – Bound (14), pinned (1)
- Condition – Good
- OCR – No
- Delivery – single page and two-page spread
- Metadata – Book name, alpha character
- Site Access - Private

#6 – Family and Juvenile Case Index

- 1,000 Pages
- Date range – 1982 through 1989
- Page size – 14” x 17”
- Books – 2
- Bindery – Pinned
- Condition –Good
- OCR – No
- Delivery – Single page
- Metadata – Book name, alpha character
- Site Access – Private

Confidential © 2025 ArcaSearch
www.arcasearch.com

#7 – Felony Index

- 2,280 Pages
- Date range – 1981 through 1989
- Page size – 14” x 17”
- Books – 6
- Bindery – Pinned
- Condition –Good
- OCR – No
- Delivery – Single page
- Metadata – Book name, alpha character
- Site Access - Private

#8 – Forceable Entry and Detainer Index

- 524 Pages
- Date range – Unknown
- Page size – 14” x 17”
- Books – 1
- Bindery – Pinned
- Condition – Good
- OCR – No
- Delivery – Single page
- Metadata – Book name, alpha character
- Site Access - Private

#9 – General Docket Index

- 786 Pages
- Date range – 1850 through 1963
- Page size – 14” x 17”
- Books – 3
- Bindery – Pinned
- Condition – Good
- OCR – No
- Delivery – Single page
- Metadata –Book name, alpha character
- Site Access – Private

Confidential © 2025 ArcaSearch
www.arcasearch.com

#10 – Index to Court Records

- 262 Pages
- Date range – Unknown
- Page size – 14” x 17”
- Books – 1
- Bindery – Pinned
- Condition – Good
- OCR – No
- Delivery – Single page
- Metadata – Book name, alpha character
- Site Access - Private

#11 – Index to Estate Files

- 1,048 Pages
- Date range – 1842 through 1991
- Page size – 14” x 17”
- Books – 3
- Bindery – Pinned
- Condition – Good
- OCR – No
- Delivery – Single page
- Metadata – Book name, alpha character
- Site Access - Private

#12 – Index to Judgement

- 524 Pages
- Date range – 1848 through 1851
- Page size – 14” x 17”
- Books – 2
- Bindery – Pinned
- Condition – Good
- OCR – No
- Delivery – Single page
- Metadata – Book name, alpha character
- Site Access – Private

Confidential © 2025 ArcaSearch
www.arcasearch.com

#13 – Index to Log of Juvenile and Adoption Cases

- 200 Pages
- Date range – 1983 through 1987
- Page size – 11" x 17"
- Books – 1
- Bindery – Bound
- Condition –Good
- OCR – No
- Delivery – Teo-page spread
- Metadata – Book name, alpha character
- Site Access - Private

#14 – Misdemeanor Index

- 1,834 Pages
- Date range – 1979 through 1989
- Page size – 14" x 17"
- Books – 7
- Bindery – Bound (2), pinned (5)
- Condition – Good
- OCR – No
- Delivery – Single page and two-page spread
- Metadata – Book name, alpha character
- Site Access - Private

#15 – Plaintiffs Index

- 6,262 Pages
- Date range – 1856 through 1979
- Page size – 11" x 17"
- Books – 13
- Bindery – Bound (10), pinned (3)
- Condition – Good
- OCR – No
- Delivery – Single page and two-page spread
- Metadata – Book name, alpha character
- Site Access – Private

Confidential © 2025 ArcaSearch
www.arcasearch.com

#16 – Probate Index

- 600 Pages
- Date range – Prior to 1991
- Page size – 11" x 17"
- Books – 1
- Bindery – Pinned
- Condition –Good
- OCR – No
- Delivery – Single page
- Metadata – Book name, alpha character
- Site Access - Private

#17 – Index to Register of Fees & Papers Filed

- 786 Pages
- Date range – 1964 through 1972
- Page size – 11" x 18"
- Books – 2
- Bindery – Pinned
- Condition – Good
- OCR – No
- Delivery – Single page
- Metadata – Book name, alpha character
- Site Access - Private

#18 – Index to Small Claims

- 4,148 Pages
- Date range – 1964 through 1988
- Page size – 11" x 17"
- Books – 12
- Bindery – Bound (2), pinned (10)
- Condition – Good
- OCR – No
- Delivery – Single page and two-page spread
- Metadata – Book name, alpha character
- Site Access – Private

Confidential © 2025 ArcaSearch
www.arcasearch.com

#19 – Account current administrators executors & guardian

- 580 Pages
- Date range – 1948 through 1948
- Page size – 11” x 17”
- Books – 1
- Bindery – Pinned
- Condition –Good
- OCR – Yes, of typed text
- Delivery – Single page
- Metadata – Book name, alpha character, actual page number
- Site Access - Private

#20 – Administrator with Annexed Will

- 580 Pages
- Date range – 1941 through 1963
- Page size – 11” x 17”
- Books – 1
- Bindery – Pinned
- Condition – Good
- OCR – Yes, of typed text
- Delivery – Single page
- Metadata – Book name, alpha character, actual page number
- Site Access - Private

#21 – Adoptions

- 3,480 Pages
- Date range – 1945 through 1963
- Page size – 14” x 17”
- Books – 6
- Bindery – Pinned
- Condition – Good
- OCR – No
- Delivery – Single page
- Metadata –Book name, alpha character, actual page number
- Site Access – Private

Confidential © 2025 ArcaSearch
www.arcasearch.com

#22 – Appraisment Record

- 2,900 Pages
- Date range – 1881 through 1957
- Page size – 11" x 17"
- Books – 5
- Bindery – Pinned
- Condition – Good
- OCR – No
- Delivery – Single page
- Metadata – Book name, alpha character, actual page number
- Site Access - Private

#23 – Certificate of Levy & Attachment

- 200 Pages
- Date range – Unknown
- Page size – 11" x 17"
- Books – 1
- Bindery – Pinned
- Condition – Good
- OCR – No
- Delivery – Single page
- Metadata – Book name, alpha character, actual page number
- Site Access - Private

#24 – Common Law Transfer Docket

- 4,716 Pages
- Date range – 1927 through 1959
- Page size – 11" x 17"
- Books – 6
- Bindery – Pinned
- Condition – Good
- OCR – Yes, of typed text
- Delivery – Single page
- Metadata – Book name, alpha character, actual page number
- Site Access – Private

Confidential © 2025 ArcaSearch
www.arcasearch.com

#25 – Conservator Records

- 1,160 Pages
- Date range – 1875 through 1944
- Page size – 11” x 17”
- Books – 2
- Bindery – Pinned
- Condition – Good
- OCR – Yes, of typed text
- Delivery – Single page
- Metadata – Book name, alpha character, actual page number
- Site Access - Private

#26 – Court Record

- 6,610 Pages
- Date range – 1894 through 1992
- Page size – 11” x 17”
- Books – 12
- Bindery – Pinned
- Condition – Good
- OCR – Yes, of typed text
- Delivery – Single page
- Metadata – Book name, alpha character, actual page number
- Site Access - Private

#27 – Criminal Docket/Minutes

- 2,620 Pages
- Date range – 1941 through 1968
- Page size – 14” x 17”
- Books – 5
- Bindery – Pinned
- Condition – Good
- OCR – Yes, of typed text
- Delivery – Single page
- Metadata –Book name, alpha character, actual page number
- Site Access – Private

Confidential © 2025 ArcaSearch
www.arcasearch.com

#28 – Criminal General Docket

- 23,540 Pages
- Date range – 1838 through 1990
- Page size – 11” x 17”
- Books – 48
- Bindery – Pinned
- Condition – Good
- OCR – Yes, of typed text
- Delivery – Single page
- Metadata – Book name, alpha character, actual page number
- Site Access - Private

#29 – Docket of Proceedings

- 9,000 Pages
- Date range – 1838 through 1879
- Page size – 11” x 18”
- Books – 18
- Bindery – Bound
- Condition – Good
- OCR – No
- Delivery – Two-page spread
- Metadata – Book name, alpha character, actual page number
- Site Access - Private

#30 – Estate Record

- 2,320 Pages
- Date range – 1863 through 1945
- Page size – 11” x 17”
- Books – 4
- Bindery – Pinned
- Condition – Good
- OCR – Yes, of typed text
- Delivery – Single page
- Metadata – Book name, alpha character, actual page number
- Site Access – Private

Confidential © 2025 ArcaSearch
www.arcasearch.com

#31 – Executor Record

- 4,060 Pages
- Date range – 1866 through 1961
- Page size – 11” x 17”
- Books – 7
- Bindery – Pinned
- Condition – Good
- OCR – Yes, of typed text
- Delivery – Single page
- Metadata – Book name, alpha character, actual page number
- Site Access - Private

#32 – Family Division

- 1,160 Pages
- Date range – 1969 through 1981
- Page size – 11” x 17”
- Books – 2
- Bindery – Pinned
- Condition – Good
- OCR – Yes, of typed text
- Delivery – Single page
- Metadata – Book name, alpha character, actual page number
- Site Access - Private

#33 – Grand Jury & Petit Jury

- 200 Pages
- Date range – 1963 through 1979
- Page size – 11” x 17”
- Books – 1
- Bindery – Pinned
- Condition – Good
- OCR – Yes, of typed text
- Delivery – Single page
- Metadata – Book name, alpha character, actual page number
- Site Access – Private

Confidential © 2025 ArcaSearch
www.arcasearch.com

#34 – Guardian & Conservator's Inventory

- 800 Pages
- Date range – 1956 through 1963
- Page size – 11" x 17"
- Books – 4
- Bindery – Pinned
- Condition – Good
- OCR – No
- Delivery – Single page
- Metadata – Book name, alpha character, actual page number
- Site Access - Private

#35 – Guardianship Records

- 4,060 Pages
- Date range – 1873 through 1972
- Page size – 11" x 17"
- Books – 6
- Bindery – Pinned
- Condition – Good
- OCR – Yes, of typed text
- Delivery – Single page
- Metadata – Book name, alpha character, actual page number
- Site Access - Private

#36 – Indictment Records

- 500 Pages
- Date range – 1886 through 1899
- Page size – 11" x 17"
- Books – 1
- Bindery – Pinned
- Condition – Good
- OCR – No
- Delivery – Single page
- Metadata –Book name, alpha character, actual page number
- Site Access – Private

Confidential © 2025 ArcaSearch
www.arcasearch.com

#37 – Inheritance Tax Docket

- 1,000 Pages
- Date range – 1957 through 1963
- Page size – 11" x 17"
- Books – 2
- Bindery – Bound
- Condition – Good
- OCR – No
- Delivery – Two-page spread
- Metadata – Book name, alpha character, actual page number
- Site Access - Private

#38 – Inquisition of Patient (Insanity)

- 300 Pages
- Date Range – 1924
- Page size – 11" x 18"
- Books – 1
- Bindery – Bound
- Condition – Good
- OCR – No
- Delivery – Two-page spread
- Metadata –Book name, alpha character, actual page number
- Site Access – Private

#39 – Insane, Feeble Minded & Conservator

- 2,480 Pages
- Date range – 1838 through 1966
- Page size – 11" x 17"
- Books – 6
- Bindery – Pinned
- Condition – Good
- OCR – Yes, of typed text
- Delivery – Single page
- Metadata – Book name, alpha character, actual page number
- Site Access - Private

Confidential © 2025 ArcaSearch
www.arcasearch.com

#40 – Inventory Record

- 20,300 Pages
- Date range – 1860 through 1963
- Page size – 11” x 17”
- Books – 35
- Bindery – Pinned
- Condition – Good
- OCR – No
- Delivery – Single page
- Metadata – Book name, alpha character, actual page number
- Site Access - Private

#41 – Juvenile Transfer Docket

- 580 Pages
- Date range – 1959 through 1963
- Page size – 11” x 17”
- Books – 1
- Bindery – Pinned
- Condition – Good
- OCR – Yes, of typed text
- Delivery – Single page
- Metadata –Book name, alpha character, actual page number
- Site Access – Private

#42 – Judge’s Probate Docket

- 12,220 Pages
- Date range – 1897 through 1963
- Page size – 11” x 17”
- Books – 22
- Bindery – Bound (5), pinned (17)
- Condition – Good
- OCR – No
- Delivery – Single page and two-page spread
- Metadata – Book name, alpha character, actual page number
- Site Access - Private

Confidential © 2025 ArcaSearch
www.arcasearch.com

#43 – Mental Illness

- 580 Pages
- Date range – 1953 through 1963
- Page size – 11” x 17”
- Books – 1
- Bindery – Pinned
- Condition – Good
- OCR – No
- Delivery – Single page
- Metadata – Book name, alpha character, actual page number
- Site Access - Private

#44 – Misc. Records

- 2,320 Pages
- Date range – 1923 through 1941
- Page size – 11” x 17”
- Books – 4
- Bindery – Pinned
- Condition –Good
- OCR – No
- Delivery – Single page
- Metadata – Book name, alpha character, actual page number
- Site Access – Private

#45 – Orders

- 2,882 Pages
- Date range – 1960 through 1969
- Page size – 15” x 9”
- Books – 6
- Bindery – Pinned
- Condition –Good
- OCR – Yes, of typed text
- Delivery – Single page
- Metadata – Book name, alpha character, actual page number
- Site Access - Private

Confidential © 2025 ArcaSearch
www.arcasearch.com

#46 – Probate Transfer Docket

- 23,508 Pages
- Date range – 1922 through 1961
- Page size – 11” x 17”
- Books – 30
- Bindery – Pinned
- Condition – Good
- OCR – Yes, of typed text
- Delivery – Single page
- Metadata – Book name, alpha character, actual page number
- Site Access - Private

#47 – Probate Docket Record

- 1,860 Pages
- Date range – 1927 through 1959
- Page size – 11” x 17”
- Books – 4
- Bindery – Bound (10), pinned (3)
- Condition – Good
- OCR – Yes, of typed text
- Delivery – Single page and two page spread
- Metadata – Book name, alpha character, actual page number
- Site Access – Private

#48 – Probate Estate Docket

- 2,440 Pages
- Date range – 1920 through 1991
- Page size – 11” x 17”
- Books – 5
- Bindery – Bound (1), pinned (4)
- Condition – Good
- OCR – Yes, of typed text
- Delivery – Single page and two-page spread
- Metadata – Book name, alpha character, actual page number
- Site Access - Private

Confidential © 2025 ArcaSearch
www.arcasearch.com

#49 – Probate Record

- 71,340 Pages
- Date range – 1844 through 1963
- Page size – 11” x 17”
- Books – 123
- Bindery – Pinned
- Condition – Good
- OCR – No
- Delivery – Single page
- Metadata – Book name, alpha character, actual page number
- Site Access - Private

#50 – Probate sale of real estate record

- 2,900 Pages
- Date range – 1900 through 1963
- Page size – 11” x 17”
- Books – 5
- Bindery – Pinned
- Condition – Good
- OCR – No
- Delivery – Single page
- Metadata –Book name, alpha character,actual page number
- Site Access – Private

#51 – Recognizance Record

- 1,740 Pages
- Date range – 1915 through 1976
- Page size – 11” x 17”
- Books – 3
- Bindery – Pinned
- Condition – Good
- OCR – No
- Delivery – Single page
- Metadata – Book name, alpha character, actual page number
- Site Access - Private

Confidential © 2025 ArcaSearch
www.arcasearch.com

#52 – Register of Fees & Papers Filed

- 12,838 Pages
- Date range – 1964 through 1970
- Page size – 14" x 16"
- Books – 19
- Bindery – Pinned
- Condition – Good
- OCR – No
- Delivery – Single page
- Metadata – Book name, alpha character, actual page number
- Site Access - Private

#53 – Special Assignment Docket

- 3,270 Pages
- Date range – 1847 through 1949
- Page size – 11" x 17"
- Books – 7
- Bindery – Pinned
- Condition – Good
- OCR – No
- Delivery – Single page
- Metadata – Book name, alpha character, actual page number
- Site Access – Private

#54 – Will Record

- 6,980 Pages
- Date range – 1846 through 1996
- Page size – 11" x 17"
- Books – 13
- Bindery – Bound (1), pinned (12)
- Condition – Good
- OCR – Yes, of typed text
- Delivery – Single page and two-page spread
- Metadata – Book name, alpha character, actual page number
- Site Access – Private

Confidential © 2025 ArcaSearch
www.arcasearch.com

#55 – Immigration Declaration Records

- 1,100 Pages
- Date range – Unknown
- Bindery – 35mm Film
- Condition – Good
- OCR – Yes, of typed text
- Delivery – Single page
- Metadata – Book name, alpha character, actual page number
- Site Access – Private

#56 – Immigration Naturalization Records

- 1,100 Pages
- Date range – Unknown
- Bindery – 35mm Film
- Condition – Good
- OCR – No
- Delivery – Single page
- Metadata –Book name, alpha character, actual page number
- Site Access – Private

#57 – Immigration Oath Records

- 1,100 Pages
- Date range – Unknown
- Bindery – 35mm film
- Condition – Good
- OCR – No
- Delivery – Single page
- Metadata –Book name, alpha character, actual page number
- Site Access – Private

Confidential © 2025 ArcaSearch
www.arcasearch.com

#58 – Immigration/Probate Index

- 1,100 Pages
- Date range – Unknown
- Bindery – 35mm Film
- Condition – Good
- OCR – No
- Delivery – Single page
- Metadata – Book name, alpha character, actual page number
- Site Access – Private

#59 – Will Index 3754-7922

- 1,100 Pages
- Date range – Unknown
- Bindery – 35mm Film
- Condition – Good
- OCR – No
- Delivery – Single page
- Metadata – Book name, alpha character, sequential page number
- Site Access – Private

#60 – Immigration Index

- 2,200 Pages
- Date range – Unknown
- Bindery – 35mm Film
- Condition – Good
- OCR – No
- Delivery – Single page
- Metadata – Book name, alpha character, sequential page number
- Site Access – Private

Confidential © 2025 ArcaSearch
www.arcasearch.com

#61 – Will Apha Records

- 1,100 Pages
- Date range – Unknown
- Bindery – 35mm Film
- Condition – Good
- OCR – No
- Delivery – Single page
- Metadata – Book name, alpha character, actual page number
- Site Access – Private

#62 – Probate Records

- 191,400 Pages
- Date range – Unknown
- Bindery – 35mm Film
- Condition – Good
- OCR – No
- Delivery – Single page
- Metadata –Book name, alpha character, actual page number
- Site Access – Private

Confidential © 2025 ArcaSearch
www.arcasearch.com

ARCASEARCH DIGITAL ARCHIVING

As your digital archiving partner, we provide project management and will use ArcaSearch technology/personnel to:

- Provide courier delivery to and from ArcaSearch for the original content
- Digitize pages from provided materials
- Optimize PDF for viewing/searching within the Compass Eclipse Research System using patented technology
- Provide two complete sets of Web Optimized PDF-A Files and JPEG Thumbnail Images on external hardware upon receiving final payment for project

We look forward to working with **McHenry County, IL.** Below are a few items ArcaSearch will need to begin your project.

- Provide a detailed manifest of archive material (required to start your project)
- Notify ArcaSearch of any scheduling requirements

ESTIMATED TIMING

The following is a timeline for your planning purposes.

The scheduled start month will be determined after receipt of the signed contract, down payment, completion of the job plan (if applicable) signed by both parties. Any discrepancies will be resolved before the start of the project.

ArcaSearch anticipates the start date to be within 6 months from the receipt of down payment.

Please allow 12 months for project's completion.

Confidential © 2025 ArcaSearch
www.arcasearch.com

COMPASS ECLIPSE RESEARCH SYSTEM

The core technology employed in the updated Compass Eclipse Research System has proven to be the single most cost-effective solution to historic-records management. The Compass Eclipse Research System is adapted to the specific requirements of each individual for the secure preservation and ready access of its document archives.

Your annual software subscription includes web-hosting of your archive digitized by ArcaSearch. With ArcaSearch hosting the archive, you will avoid capital equipment costs and minimize the impact on local network infrastructure and personnel. You simply need a connection to the Internet and a few basic system requirements.

System Requirements

PC: Windows 7 or newer, macOS, or Linux operating system recommended
PC: Chromium based browser (Google Chrome, Microsoft Edge, etc...)
Pop up blockers should be disabled for optimum viewing

Product Modules

A product is comprised of a single category of materials. The key to a user-friendly research application is to search and navigate information by product types, both separately and aggregated. The Compass Eclipse Research System will provide access to your archive that will satisfy the advanced researcher.

Digital Archive Hosting

With ArcaSearch hosting the archive, you are avoiding capital equipment costs and minimizing the impact on local network infrastructure and IT personnel. ArcaSearch ensures worry-free operation of the archive and will perform all maintenance and update actions. Your archive is protected from unauthorized access by your choice of security control: IP address registration, username/password or your own intranet protocols.

Technology Updates

Updates are crucial to maintaining a functional archival delivery system. Our cloud-based application assures that your service will operate properly when change comes.

Service Level

ArcaSearch maintains a 99.9 percent "up time" during business hours year-round for its hosted client services. Maintenance is performed during off-hours. In the unlikely event maintenance shut-down is required during regular business hours; the client will receive advance notice of the reason and expected duration. Unexpected service interruptions, historically are limited in duration and service is quickly restored. At these times, communication and coordination with our clients is of the utmost importance.

Confidential © 2025 ArcaSearch
www.arcasearch.com

STANDARD FEATURES OF THE COMPASS ECLIPSE RESEARCH SYSTEM

Hosting your Research site at a secure location

ArcaSearch has elected to host your site link at the highly secure Level 3, Data Center building in downtown Minneapolis for security, service redundancy and to minimize downtime.

The Data Center building, its tenants, and its parking areas have exceptional security. Entry to the facility is controlled by on-site security and each door/floor is controlled through card-access entry.

- •Multi-level physical access controls
- •Personal verification with properly issued ID
- •Card access entry with photo verification
- •IP Video surveillance recorded and stored for 90 days, both inside and outside the facilities
- •Man-trap entries
- •Locked cabinets, cages, storage, and suites
- •We have a Diverse Tier 1 backbone providers connected via diverse paths
- •100/1000 MB Fast Ethernet connections.
- •On-net, Carrier neutral facility

The Data Center building is backed a N+2 HVAC system. They monitor environmental systems 24 hours a day, seven days a week.

- •N+2 temperature and humidity with multiple segregated cooling zones environment
- •Raised floors with automated moisture detectors under the floors
- •Zoned smoke and heat detectors
- •Dry-pipe, pre-action fire sprinkler systems
- •Managed and monitored 24×7
- •Professional quarterly maintenance
- •Secure Protection of Data and Infrastructure – 24×7 Multi-Level Security

The Data Center building has redundant power systems (2 megawatt generator, transfer switch, UPS systems, battery plants, flexible power configurations). If any one component in the network or electrical system fails, a redundant system designed to carry the full load immediately takes control. Should the entire primary HVAC system fail, a secondary system designed to immediately handle the full capacity for cooling maintains the proper temperature in the data center.

- •110 volt, single phase
- •208 volt, single phase/three phase
- •Diverse A/B electrical circuits
- •Custom power
- •Protection Power Plan" or "Variable Power Plan"
- •100% Power Availability
- •Redundant power infrastructure
- •Redundant backup battery systems
- •Diesel-powered generators
- •Weekly, rigorous system testing
- •Professional quarterly maintenance
- •Network Availability

Confidential © 2025 ArcaSearch
www.arcasearch.com

Authentication & Access Options
We offer a broad selection of authentication features such as public and premium(private) access. Users can decide if they want a single option access to their research site or a tiered level access which separates access privileges to users.
This authentication process includes a multifaceted feature that includes username/password challenge and IP Filtering.

Username/Password
If specified to require username & password authentication, the research site will not be accessible until a user has entered valid credentials for access to the site

IP Filter
Login can be further restricted to specific IP addresses provided by the customer. This will restrict access to users who use the provided IP addresses. This can be combined with Username/Password authentication for increased security.

End User Technical Support
A service provided by ArcaSearch to work with technical questions and problems related to the Compass Eclipse Research System in its current configuration to end users. Technical Support does not include generic computer, software, or internet training or third-party users.

Phone and Email Support
Phone and email support are available Monday through Friday 8am – 4:30pm CST

Data Management and Storage
ArcaSearch will provide 2 forms of back-up hardware for storage and transfer of Web Optimized PDF-A Files and JPEG Thumbnail Images to be used as the final repository at client location. The hardware will remain the property of the client. Additional file back-ups are available. Price dependent on the request of files to be duplicated.

Antivirus Software
Antivirus software is run at the Data Center on the file storage servers.

Confidential © 2025 ArcaSearch
www.arcasearch.com

TERMS AND CONDITIONS

Document Care

ArcaSearch will exercise great professional care in preserving and digitizing the documents of the Client, as ArcaSearch performs this project. Client will not hold ArcaSearch responsible for any damage sustained to original documents, aperture cards or microfilm, due to fire, water damage, natural disaster or *force majeure* while on premises of the Client. The parties acknowledge that some of the original documents are of such age as to have been torn from past handling, and brittle, so as to be subject to splits and tears upon handling. Client will not hold ArcaSearch responsible for any incidental damage in handling of the documents, except for any damage alleged to be caused by gross negligence of ArcaSearch employees.

Confidentiality

Subject to provisions of the Freedom of Information Act (5 U.S.C. § 552) and any conforming statutes of the state in which this Proposal is executed, the parties and their attorneys shall keep the specific terms, conditions and covenants of this Proposal confidential except:

i. Where mutually agreed to in writing by the parties;
ii. Where necessary to share such information with the parties' accountants or attorneys;
iii. Where disclosure to a government entity is required; or
iv. Where disclosure is ordered by a court of competent jurisdiction.

The parties and their attorneys shall not communicate with anyone associated with any media or publication entities concerning the terms of this Proposal. This confidentiality provision is a material term of this document, and its violation shall constitute a breach of this Proposal.

Content of Documents

Client shall be solely responsible for the content of documents to be duplicated, digitized, printed and/or preserved by ArcaSearch in the performance of this agreement. ArcaSearch will not be responsible for payment of any claims or damages alleging content of said documents or records to be defamatory, or to violate or infringe upon the rights of third parties.

Limitation of Liability

Except for damages caused by gross negligence or willful misconduct, Arcasearch shall not be liable to Customer or any third party for any consequential, indirect, special, punitive or incidental damages, lost revenue or profits, or loss or damage caused or alleged to be caused directly or indirectly by any of the products or services provided hereunder for by any inadequacy thereof or deficiency or defect therein. In no event shall Arcasearch's total liability in connection with this Agreement, the products or services furnished, whether based on contract or tort, exceed the actual amount of fees paid by the Customer to Arcasearch under the terms of the Agreement.

Confidential © 2025 ArcaSearch
www.arcasearch.com

Governing Law And Venue

The parties agree this Agreement has been executed and delivered in Illinois and that their relationship and any and all disputes, controversies, or claims arising under this Agreement shall be governed by the laws of the State of Illinois, without regard to conflicts of laws principles. The parties further agree that the exclusive venue for all such disputes shall be the Circuit Court of the 22nd Judicial Circuit of McHenry County, Illinois, and the parties hereby consent to the personal jurisdiction thereof.

Warranty

ArcaSearch warrants and represents that all products or deliverables specified and furnished by or through ArcaSearch under this agreement meet the completion criteria set forth in this agreement, and that services will be provided in a workmanlike manner in accordance with industry standards.

Termination

During the terms of this agreement for this archive project, both ArcaSearch and Client will have the right to terminate this agreement for cause with 30 days written notice. Terms giving either party just cause to terminate are as follows: If one of the parties does not adhere to the responsibilities set forth in this agreement, and/or if payment(s) has not been made in accordance with terms of this agreement. Client may also terminate without cause if funding becomes unavailable. In the event of termination, for this, or any other reason, resulting in an underage between the estimated Page count represented in this proposal and the actual page count, the difference will be priced at an adjusted rate of 70 percent of the per page rate used to determine the estimated project price in this proposal. (Estimated project price divided by the estimated page count equals per page rate) The decrease-allowance shall not be more 80 percent of the proposal total. Client will receive a prorated refund on the annual fee if the agreement is terminated prior to yearly renewal.

Terms and conditions may be updated annually.

Confidential © 2025 ArcaSearch
www.arcasearch.com

PRICING

Project Estimating

In consultation with our clients, ArcaSearch experienced sales representatives and technicians make every effort to accurately estimate the number of documents and associated pages other items in the proposed digital archive. This estimate is one of the primary components in the overall proposal ArcaSearch presents to its customers. Final invoice will reflect the actual number of pages at the completion of this project. Additional pages over the estimated page count for this project will be priced at the per page rate of this project.

Single Page Definition: one side of a sheet of paper in a collection of sheets bound together, especially as a book, magazine, or newspaper.

Two-Page Definition: a pair of facing pages, typically the left and right pages in a publication like a book, magazine or newspaper. **Each side is a chargeable page**.

Payment Terms

ArcaSearch will invoice 25% of the project price upon receipt of this signed proposal, 25% when imaging starts, 25% after 200,000 pages have been added to the research site. Final invoice for the project cost billable upon completion & final acceptance from Kathy Keefe/County (Net 30). Applicable local and federal tax will be applied in addition to proposal price. Failure to pay an invoice within 90 days of invoice date may result in access termination of your research site.

Oversized Documents and Inserts

Maximum page size for this proposal is 15 inches x 23 inches. Individual books containing separate oversized supporting documents or loosely oversized inserted pages other than what has already been identified in this proposal will be billed at rate of $9.50 per page.

Microform/Aperture Card Exceptions

- The client acknowledges that portions of the microform are presented for digitization may be illegible. ArcaSearch will make its best effort but will not be held responsible for rendering illegible pages in this regard.
- Manual cropping, manual splitting or separation and non-sequential naming will be billed an additional $0.10/page.
- Manual cropping or manual splitting includes any page that does not have sufficient polarity or does not lay uniformly between pages or spreads.
- Microform is priced per page based on the final page count.

Additional Programming

Additional programming, beyond the scope of this proposal will be billed at $225/hour with 1-hour minimum. ArcaSearch will do our best at providing clients the highest quality searchable page when digital pages have been provided to us to be added to our research site. We are not responsible for missing pages or naming errors on pages that are provided to us in a digital born format or paper to digital format.

Confidential © 2025 ArcaSearch
www.arcasearch.com

By signing this agreement for **Proposal #08062025P1V2** the client is acknowledging the signatory below has read, understands and agrees to the terms presented in this document. No understanding exists other than those expressed in this agreement. This proposal is valid for 6 months from its issuance and supersedes all previous proposals or agreements.

PROJECT PRICE

- **Estimated Project Price: $277,744**
  Includes:

  - Patented document creation process delivers the highest OCR accuracy possible, without sacrificing the visual integrity of the final PDF files
  - Compass Eclipse Research Site build
  - Two-step verification process for pages quality and accuracy
  - Two complete copies of your archived files on external media
  - Includes the first year of the Compass Eclipse Research System Annual Fee

ANNUAL FEE

- **Compass Eclipse Research System Annual fee for the Second Year: $15,342**
  Includes:

  - A complete, integrated document digital archival and retrieval system
    - User friendly
    - Clipboard Feature
    - Fast Searching Capabilities
    - Maintained and updated
  - Hosting your research site in a nationally recognized data center
  - Diverse Authentication & Site Access Options
  - Unlimited users
  - End User Technical Support through site tutorials, email and phone
  - Patented process delivers high quality pages at unprecedented speeds without sacrificing page quality or accuracy of OCR results

ACCEPTED BY:

Client: _____ *Date:* _____
Client Name- Signature

Client: _____ *Date:* _____
Client Name- Printed

For ArcaSearch: _____ *Date:* _____
ArcaSearch

Confidential © 2025 ArcaSearch
www.arcasearch.com

CONTACT INFORMATION:

Steve Fiers
Document Preservation Consultant
ArcaSearch, LLC
720 St. Germain ST.
St. Cloud, MN 56301
309.269.6220
steve.fiers@arcasearch.com

Tammy Hoekstra
Special Assistant
ArcaSearch, LLC
720 St. Germain St.
St. Cloud, MN 56301
800.846.9433
tammy.hoekstra@arcasearch.com

Confidential © 2025 ArcaSearch
www.arcasearch.com

McHenry County IL Circuit Clerk: LEGACY DOCUMENTS (Original Source) 06-03-2025

Added Microfilm

Overview

Produc	Product	Page Count	Face Cards		Total Pages	Types	Number of Books
1	Adoption Cross Index	150			150	P	1
2	Adoption Juvenile, Children, Parents, Mar-Lic-Pet &	260			260	P	1
3	Civil Index	2600			2,600	P	10
4	Criminal Index	1040			1,040	P	4
5	Defendants Index	8100			8,100	B&P	15
6	Family and Juvenile Case Index	1000			1,000	P	2
7	Felony Index	2280			2,280	P	6
8	Forceable Entry and Detainer Index	524			524	P	1
9	General Docket Index	786			786	P	3
10	Index to Court Records	262			262	P	1
11	Index to Estate Files	1048			1,048	B&P	4
12	Index to Judgments	524			524	P	2
13	Index Log of Juvenile and Adoption Cases	200			200	B&P	1
14	Misdemeanor Index	1834			1,834	B&P	7
15	Plaintiffs Index	6262			6,262	B&P	13
16	Probate Index	600			600	P	1
17	Index to Register of Fees & Papers Filed	786			786	P	2
18	Index To Small Claims	4148			4,148	B&P	12
20	Acct. current administrators executors & guardian	580			580	P	1
21	Administrator with Annexed Will	580			580	P	1
22	Adoptions	3480			3,480	P	6
23	Appraisment Record	2900			2,900	P	5
24	Certificate of Levy & Attachment	200			200	P	1
26	Common Law Transfer Docket	4716			4,716	P	1
27	Conservators Records	1160			1,160	P	6
28	Court Record	6030			6,030	P	2
29	Criminal Docket/Minutes	3930			3,930	P	5
30	Criminal General Docket	23540			23,540	P	48
31	Docket of Proceedings	9000			9,000	B&P	18
32	Estate Admin Sales Docket	2320			2,320	P	4
33	Executors Record	4060			4,060	P	7
34	Family Division	1160			1,160	P	2
35	Grand Jury & Petit Jury	200			200	P	1
36	Guardian & Conservator's Inventory	800			800	P	4
37	Guardianship Records	4060			4,060	P	7
38	Indictment Record	500			500	B&P	1
39	Inheritance Tax Docket	1000			1,000	B&P	2
40	Inquisition of Patient (Insanity)	300			300	B&P	1
41	Insane, Feeble Minded & Conservator	2480			2,480	P	6
42	Inventory Record	20300			20,300	P	35

43	Juvenile Transfer Docket	580			580	P	1											
44	Judge's Probate Docket	12220			12,220	B&P	22											
45	Mental Illness	580			580	P	1											
46	Misc oath/ bond records	2320			2,320	P	4											
47	Order Admitting Will to Probate	2882			2,882	P	6											
48	Probate Transfer Docket	23508			23,508	P	30											
49	Probate Court Record	1860			1,860	B&P	4											
50	Probate Estate Docket	2440			2,440	B&P	5											
51	Probate Record	71340			71,340	P	123											
52	Probate sale of real estate	2900			2,900	P	5											
53	Recognizance Record	1740			1,740	P	3											
54	Register of Fees & Papers Filed	12838			12,838	P	19											
55	Report Records	3270			3,270	P	7											
56	Will Record	6980			6,980	B&P	13											
Microfilm																		
58	Immigration Declaration Records				1,100													
59	Immigration Naturalization Records				1,100													
60	Immigration Oath Records				1,100													
61	Immigration / Probate Index				1,100													
62	Will Index 3754 - 7922				1,100													
63	Immigration Index				2,200													
64	Wills Alpha Records				1,100													
65	Probate Records				191,400													
					Total #		**Total # of Expected Books**											
					471,358		493											
Breakdown														Supporting Information				
RODUCT	**Product**	**BOOK Name (A, B, C)**	**IDENTIFIER (Ie. Year)**		**PAGES**	**SIZE (If**	**age Siz**	**Bindery**	**Deliver**	**Orientation**	**NOTES**	**BOOK LOCATION**	**Page Number**	**Alpha**	**OCR**	**Photostat**	**Other**	
1	Adoption Cross Index		1900-1970		150		14x17	Pinned	1 Pg	Top to Bottom		031-007-0004 0006	Sequential	Yes	No	No		
2	Adoption Juvenile, Children, Parents, Mar-Lic-Pet &	1			260		14x17	Pinned	1 Pg	Top to Bottom		031-007-0004 0001	Sequential	Yes	No	No		
3	Civil Index	9 A - K	1979 - 1982		260		14x17	Pinned	1 Pg	Top to Bottom		032-001-0003 0008	Sequential	Yes	No	No		
3	Civil Index	9 L - Z	1979 - 1982		260		14x17	Pinned	1 Pg	Top to Bottom		032-001-0003 0007	Sequential	Yes	No	No		
3	Civil Index	10 L - Z	1983 - 1984		260		14x17	Pinned	1 Pg	Top to Bottom		032-001-0003 0005	Sequential	Yes	No	No		
3	Civil Index □	10 A - K	1983 - 1984		260		14x17	Pinned	1 Pg	Top to Bottom		032-001-0003 0006	Sequential	Yes	No	No		
3	Civil Index	11 A - K	1985 - 1986		260		14x17	Pinned	1 Pg	Top to Bottom		032-001-0003 0001	Sequential	Yes	No	No		
3	Civil Index	11 L - Z	1985 - 1986		260		14x17	Pinned	1 Pg	Top to Bottom		032-001-0003 0002	Sequential	Yes	No	No		
3	Civil Index	12 A - K	1987- 1988		260		14x17	Pinned	1 Pg	Top to Bottom		032-001-0003 0003	Sequential	Yes	No	No		
3	Civil Index	12 L - Z	1987- 1988		260		14x17	Pinned	1 Pg	Top to Bottom		032-001-0003 0004	Sequential	Yes	No	No		
3	Civil Index	13 A - K	1989- 1990		260		14x17	Pinned	1 Pg	Top to Bottom		032-001-0002 0004	Sequential	Yes	No	No		
3	Civil Index	13 L - Z	1989- 1990		260		14x17	Pinned	1 Pg	Top to Bottom		032-001-0002 0003	Sequential	Yes	No	No		
					2600													
4	Criminal Index		1892 - 1962		260		14x17	Pinned	1 Pg	Top to Bottom		032-003-0001 0001	Sequential	Yes	No	No		

4	Criminal Index	4	1974-1978		260		14x17	Pinned	1 Pg	Top to Bottom		032-002-0005 0005	Sequential	Yes	No	No	
4	Criminal Index	2	1964-1970		260		14x17	Pinned	1 Pg	Top to Bottom		032-002-0005 0003	Sequential	Yes	No	No	
4	Criminal Index	3	1971-1974		260		14x17	Pinned	1 Pg	Top to Bottom		032-002-0005 0004	Sequential	Yes	No	No	
					1040												
5	Defendants Index	4 L - Z	1906 - 1929		560		11x17	Bound	2 Pg	Across		032-003-0002 0007	Sequential	Yes	No	No	
5	Defendants Index	4 A - K	1906 - 1929		560		11x17	Bound	2 Pg	Across		032-003-0002 0008	Sequential	Yes	No	No	
5	Defendants Index	5 A - K	1930 - 1940		560		11x17	Bound	2 Pg	Across		032-003-0002 0006	Sequential	Yes	No	No	
5	Defendants Index	1	1856 - 1875		560		11x17	Bound	2 Pg	Across		032-003-0003 0005	Sequential	Yes	No	No	
5	Defendants Index	7 A - K	1960 - 1965		560		11x17	Bound	2 Pg	Across		032-003-0002 0001	Sequential	Yes	No	No	
5	Defendants Index	7 L - Z	1961 - 1965		560		11x17	Bound	2 Pg	Across		032-003-0002 0002	Sequential	Yes	No	No	
5	Defendants Index	3	1889 - 1906		560		11x17	Bound	2 Pg	Across		032-003-0003 0003	Sequential	Yes	No	No	
5	Defendants Index	6 L - Z	1942 - 1960		560		11x17	Bound	2 Pg	Across		032-003-0002 0003	Sequential	Yes	No	No	
5	Defendants Index	6 A - K	1941 - 1960		560		11x17	Bound	2 Pg	Across		032-003-0002 0004	Sequential	Yes	No	No	
5	Defendants Index	2	1875 - 1892		560		11x17	Bound	2 Pg	Across		032-003-0003 0004	Sequential	Yes	No	No	
5	Defendants Index	5 L- Z	1930 - 1940		560		11x17	Bound	2 Pg	Across		032-003-0002 0005	Sequential	Yes	No	No	
5	Defendants Index	8 A - K	1966- 1979		560		11x17	Bound	2 Pg	Across		032-003-0001 0002	Sequential	Yes	No	No	
5	Civil Defendant Index	N-Z	1966-1978		560		11x17	Bound	2 Pg	Across		033-002-0003 0001	Sequential	Yes	No	No	
5	Civil Defendant Index	A-M	1966-1978		560		11x17	Bound	2 Pg	Across		033-002-0004 0004	Sequential	Yes	No	No	
5	Defendants Index	8 L-Z	1966- 1980		260		14x17	Pinned	1 Pg	Top to Bottom		032-003-0001 0007	Sequential	Yes	No	No	
					8100												
6	Family and Juvenile Case Index	1	1982 - 1989		500		14x17	Pinned	1 Pg	Top to Bottom		032-001-0004 0006	Sequential	Yes	No	No	
6	Family and Juvenile Case Index	2	1982 - 1989		500		14x17	Pinned	1 Pg	Top to Bottom		032-001-0004 0005	Sequential	Yes	No	No	
					1000												
7	Felony Index		1981 - 1983		260		14x17	Pinned	1 Pg	Top to Bottom		032-001-0005 0004	Sequential	Yes	No	No	
7	Felony Index		1984		260		14x17	Pinned	1 Pg	Top to Bottom		032-001-0005 0005	Sequential	Yes	No	No	
7	Felony Index		1986 - 1987		260		14x17	Pinned	1 Pg	Top to Bottom		032-001-0005 0003	Sequential	Yes	No	No	
7	Felony Index		1985		500		14x17	Pinned	1 Pg	Top to Bottom		032-001-0005 0006	Sequential	Yes	No	No	
7	Felony Index		1988		500		14x17	Pinned	1 Pg	Top to Bottom		032-001-0005 0002	Sequential	Yes	No	No	
7	Felony Index		1989		500		14x17	Pinned	1 Pg	Top to Bottom		032-001-0005 0001	Sequential	Yes	No	No	
					2280												
8	Forceable Entry and Detainer Index	A	1987 - 1990	2	524		14x17	Pinned	1 Pg	Top to Bottom		032-001-0004 0002	Sequential	Yes	No	No	
9	General Docket Index	3	1963	1	262		14x17	Pinned	1 Pg	Top to Bottom		033-006-0004 0009	Sequential	Yes	No	No	
9	General Docket Index	2	1963	1	262		14x17	Pinned	1 Pg	Top to Bottom		033-006-0004 0005	Sequential	Yes	No	No	
9	General Docket Index		1850	1	262		14x17	Pinned	1 Pg	Top to Bottom		033-005-0005 0004	Sequential	Yes	No	No	
					786												
10	Index to Court Records	1	1969 - 1978	1	262		14x17	Pinned	1 Pg	Top to Bottom		031-003-0006 0001	Sequential	Yes	No	No	
11	Index to Estate Files		1842 - 1895	1	262		14x17	Pinned	1 Pg	Top to Bottom		032-001-0001 0004	Sequential	Yes	No	No	
11	Index to Estate Files		1843 - 1915	1	262		14x17	Bound	2 Pg	Across		032-001-0001 0001	Sequential	Yes	No	No	

11	Index to Estate Files	4 A-F	1840 - 1991	1	262		14x17	Pinned	1 Pg	Top to Bottom		033-004-0001 0002	Sequential	Yes	No	No	
11	Index to Estate Files	F-Z	1840 - 1991	1	262		14x17	Pinned	1 Pg	Top to Bottom		033-004-0001 0001	Sequential	Yes	No	No	
					1048												
12	Index to Judgments	4	1848 - 1851	1	262		14x17	Pinned	1 Pg	Top to Bottom		032-001-0001 0002	Sequential	Yes	No	No	
12	Index to Judgment	13		1	262		14x17	Pinned	1 Pg	Top to Bottom		032-001-0001 0003	Sequential	Yes	No	No	
					524												
13	Index to Log of Juvenile and Adoption Cases		1983-1987		200		11x17	Bound	2 Pg	Across		033-004-0004 0007	Sequential	Yes	No	No	
14	Misdemeanor Index	A-Z	1988	1	262		11x17	Bound	2 Pg	Across		032-001-0006 0002	Sequential	Yes	No	No	
14	Misdemeanor Index	A-Z	1984	1	262		11x17	Bound	2 Pg	Across		032-001-0006 0007	Sequential	Yes	No	No	
14	Misdemeanor Index		1989	1	262		14x17	Pinned	1 Pg	Top to Bottom		032-001-0006 0001	Sequential	Yes	No	No	
14	Misdemeanor Index		1986 - 1987	1	262		14x17	Pinned	1 Pg	Top to Bottom		032-001-0006 0003	Sequential	Yes	No	No	
14	Misdemeanor Index		1985	1	262		14x17	Pinned	1 Pg	Top to Bottom		032-001-0006 0004	Sequential	Yes	No	No	
14	Misdemeanor Index		1981 - 1983	1	262		14x17	Pinned	1 Pg	Top to Bottom		032-001-0006 0006	Sequential	Yes	No	No	
14	Misdemeanor Index		1979 - 1980	1	262		14x17	Pinned	1 Pg	Top to Bottom		032-001-0006 0005	Sequential	Yes	No	No	
					1834												
15	Plaintiffs Index	6 L - Z	1941 - 1960		500		11x17	Bound	2 Pg	Across		032-002-0006 0004	Sequential	Yes	No	No	
15	Plaintiffs Index	6 A - K	1941 - 1960		500		11x17	Bound	2 Pg	Across		032-002-0006 0006	Sequential	Yes	No	No	
15	Plaintiffs Index	4 A - K	1906 - 1929		500		11x17	Bound	2 Pg	Across		032-003-0001 0003	Sequential	Yes	No	No	
15	Plaintiffs Index	5 A - K	1930 - 1940		500		11x17	Bound	2 Pg	Across		032-003-0001 0005	Sequential	Yes	No	No	
15	Plaintiffs Index	5 L - Z	1930 - 1940		500		11x17	Bound	2 Pg	Across		032-003-0001 0006	Sequential	Yes	No	No	
15	Plaintiffs Index	1	1856 - 1875		500		11x17	Bound	2 Pg	Across		032-003-0003 0002	Sequential	Yes	No	No	
15	Plaintiffs Index	7 L - Z	1960 - 1965		500		11x17	Bound	2 Pg	Across		032-002-0006 0003	Sequential	Yes	No	No	
15	Plaintiffs Index	3	1889 - 1906		500		11x17	Bound	2 Pg	Across		032-003-0003 0001	Sequential	Yes	No	No	
15	Plaintiffs Index	4 L - Z	1906 - 1930		500		11x17	Bound	2 Pg	Across		032-003-0001 0004	Sequential	Yes	No	No	
15	Plaintiffs Index	2	1892		500		11x17	Bound	2 Pg	Across		032-003-0003 0006	Sequential	Yes	No	No	
15	Plaintiffs Index	7 A - K	1960 - 1965		500		11x17	Pinned	1 Pg	Across		032-002-0006 0005	Sequential	Yes	No	No	
15	Plaintiffs Index	8 A - K	1966- 1979		500		11x17	Pinned	1 Pg	Across		032-002-0006 0002	Sequential	Yes	No	No	
15	Plaintiffs Index	8 L - Z	1966- 1979	1	262		14x17	Pinned	1 Pg	Top to Bottom		032-002-0006 0001	Sequential	Yes	No	No	
					6262												
16	Probate Index	A-Z	Prior to 1991		600		11x17	Pinned	1 Pg	Top to Bottom		033-002-0003 0005	Sequential	Yes	No	No	
17	Index to Register of Fees & Papers Filed	72F3 - 72F240	1972	1	262		11x18	Pinned	1 Pg	Top to Bottom		033-003-0003 0006	Sequential	Yes	No	No	
17	Index to Register of Fees & Papers Filed	F	1964-1971	2	524		14x17	Pinned	1 Pg	Top to Bottom	Case # (	031-002-0002 0001	Actual	No	Yes	No	
					786												
18	Index to Small Claims	1	1964		600		11x17	Bound	2 Pg	Across		033-005-0002 0006	Sequential	Yes	No	No	
18	Index to Small Claims	2	1965		600		11x17	Bound	2 Pg	Across		033-005-0002 0005	Sequential	Yes	No	No	
18	Index to Small Claims	A-Z	1988-1990	1.25	328		11x17	Pinned	1 Pg	Top to Bottom		033-002-0004 0003	Sequential	Yes	No	No	
18	Index to Small Claims		1988-1990	1.25	328		11x17	Pinned	1 Pg	Top to Bottom		033-005-0002 0001	Sequential	Yes	No	No	
18	Index to Small Claims	5	1975-1981	1.25	328		11x17	Pinned	1 Pg	Top to Bottom		033-005-0002 0002	Sequential	Yes	No	No	

18	Index to Small Claims	4	1971-1975	1.25	328		11x17	Pinned	1 Pg	Top to Bottom		033-005-0002 0003	Sequential	Yes	No	No	
18	Index to Small Claims	3	1968-1971	1.25	328		11x17	Pinned	1 Pg	Top to Bottom		033-005-0002 0004	Sequential	Yes	No	No	
18	Index to Small Claims	2	1985-1986	1	262		14x17	Pinned	1 Pg	Top to Bottom		033-005-0001 0003	Sequential	Yes	No	No	
18	Index to Small Claims	1	1981-1984	1	262		14x17	Pinned	1 Pg	Top to Bottom		033-005-0001 0004	Sequential	Yes	No	No	
18	Index to Small Claims	2	1987-1988	1	262		14x17	Pinned	1 Pg	Top to Bottom		033-005-0001 0001	Sequential	Yes	No	No	
18	Index to Small Claims	1	1980-1986	1	262		14x17	Pinned	1 Pg	Top to Bottom		033-005-0001 0005	Sequential	Yes	No	No	
18	Index to Small Claims	3	1987-1988	1	262		14x17	Pinned	5 Pg	Top to Bottom		033-005-0001 0002	Sequential	Yes	No	No	
					4148												
20	Acct. current administrators executors & guardian		1948		580		11x17	Pinned	1 Pg	Top to Bottom		001-002-0002 0001	Actual	No	Yes	No	
21	Administrator with Annexed Will		1941-1963		580		11x17	Pinned	1 Pg	Top to Bottom			Actual	No	Yes	No	
22	Adoptions	R	1945 - 1950		580		14x17	Pinned	1 Pg	Top to Bottom		033-004-0002 0001	Actual	No	No	No	
22	Adoptions	U	1950 - 1954		580		14x17	Pinned	1 Pg	Top to Bottom		033-004-0002 0002	Actual	No	No	No	
22	Adoptions		1954 - 1959		580		14x17	Pinned	1 Pg	Top to Bottom		033-004-0002 0003	Actual	No	No	No	
22	Adoptions	BB	1959 - 1962		580		14x17	Pinned	1 Pg	Top to Bottom		033-004-0002 0004	Actual	No	No	No	
22	Adoptions	DD	1961- 1963		580		14x17	Pinned	1 Pg	Top to Bottom		031-004-0006 0002	Actual	No	No	No	
22	Adoptions	GG	1963		580		14x17	Pinned	1 Pg	Top to Bottom		033-004-0002 0005	Actual	No	No	No	
					3480												
23	Appraisment Record		1881-1889		580		11x17	Pinned	1 Pg	Top to Bottom		001-001-0003 0001	Actual	No	Yes	No	
23	Appraisment Record		1905-1912		580		11x17	Pinned	1 Pg	Top to Bottom		001-004-0002 0001	Actual	No	Yes	No	
23	Appraisment Record		1940-1949		580		11x17	Pinned	1 Pg	Top to Bottom			Actual	No	Yes	No	
23	Appraisment Record		1930-1940		580		11x17	Pinned	1 Pg	Top to Bottom			Actual	No	Yes	No	
23	Appraisment Record		1950-1957		580		11x17	Pinned	1 Pg	Top to Bottom			Actual	No	Yes	No	
					2900												
24	Certificate of Levy & Attachment		1865 - 1918		200		11x17	Bound	2 Pg	Across		031-003-0004 0005	Actual	No	No	No	
26	Common Law Transfer Docket	K	1927-1929	3	786		11x17	Pinned	1 Pg	Top to Bottom		031-004-0006 0001	Actual	No	Yes	No	
26	Common Law Transfer Docket	1737-4599	1938	3	786		11x17	Pinned	1 Pg	Top to Bottom		031-002-0005 0003	Actual	No	Yes	No	
26	Common Law Transfer Docket	2	1940-1951	2	524		11x17	Pinned	1 Pg	Top to Bottom		031-002-0003 0005	Actual	No	Yes	No	
26	Common Law Transfer Docket	2	1952-1963	4	1048		11x17	Pinned	1 Pg	Top to Bottom		033-002-0004 0005	Actual	No	Yes	No	
26	Common Law Transfer Docket	3	1951-1955	3	786		11x17	Pinned	1 Pg	Top to Bottom		031-002-0001 0003	Actual	No	Yes	No	
26	Common Law Transfer Docket	4	1955-1959	3	786		11x17	Pinned	1 Pg	Top to Bottom		031-002-0002 0002	Actual	No	Yes	No	
					4716												
27	Conservators Records		1875-1896		580		11x17	Pinned	1 Pg	Top to Bottom		001-003-0001 0003	Actual	No	Yes	No	
27	Conservators Records		1941-1944		580		11x17	Pinned	1 Pg	Top to Bottom			Actual	No	Yes	No	
					1160												
28	Court Record		1894		580		11x17	Pinned	1 Pg	Top to Bottom			Actual	No	Yes	No	
28	Court Record		1836-1962		580		11x17	Pinned	1 Pg	Top to Bottom			Actual	No	Yes	No	

28	Court Record		1854 - 1860	3	786		14x17	Pinned	1 Pg	Top to Bottom		031-004-0003 0001	Actual	No	Yes	No	
28	Court Record		1873-1878		580		11x17	Pinned	1 Pg	Top to Bottom			Actual	No	Yes	No	
28	Court Record		1895-1924		580		11x17	Pinned	1 Pg	Top to Bottom		001-006-0003 0003	Actual	No	Yes	No	
28	Court Record		1894 - 1919		480		11x17	Pinned	1 Pg	Top to Bottom		033-006-0005 0006	Actual	No	Yes	No	
28	Court Record	2	1919 - 1932		480		11x17	Pinned	1 Pg	Top to Bottom		031-008-0001 0002	Actual	No	Yes	No	
28	Court Record	3805 - 6291	1932 - 1951		480		11x17	Pinned	1 Pg	Top to Bottom		033-006-0004 0004	Actual	No	Yes	No	
28	Court Record		1940-1943		580		11x17	Pinned	1 Pg	Top to Bottom		001-006-0002 0006	Actual	No	Yes	No	
28	Court Record	4	1951- 1959		480		11x17	Pinned	1 Pg	Top to Bottom		033-006-0004 0010	Actual	No	Yes	No	
28	Court Record	5	1959 - 1963		480		11x17	Pinned	1 Pg	Top to Bottom		031-007-0004 0002	Actual	No	Yes	No	
28	Court Administration	Book 1	1979-1992	2	524		14x17	Pinned	1 Pg	Top to Bottom		032-001-0004 0003	Actual	No	No	No	
					6610												
29	Criminal Docket/Minutes	787	1941 - 1953	2	524		14x17	Pinned	1 Pg	Top to Bottom		031-007-0003 0004	Actual	No	Yes	No	
29	Criminal Docket/Minutes	2	1953-1958	2	524		14x17	Pinned	1 Pg	Top to Bottom		031-007-0003 0003	Actual	No	Yes	No	
29	Criminal Docket/Minutes	2900 - 4408	1958-1964	2	524		14x17	Pinned	1 Pg	Top to Bottom		033-002-0004 0001	Actual	No	Yes	No	
29	Criminal Docket/Minutes	4414 - 5744	1964-1966	2	524		14x17	Pinned	1 Pg	Top to Bottom		033-001-0006 0004	Actual	No	Yes	No	
29	Criminal Docket/Minutes	5745 - 6497	1966-1968	2	524		14x17	Pinned	1 Pg	Top to Bottom		031-001-0003 0004	Actual	No	Yes	No	
					2620												
30	Criminal General Docket	A	1838 - 1857		480		11x17	Pinned	1 Pg	Top to Bottom		031-003-0005 0003	Actual	No	No	No	
30	Criminal General Docket	B	1857 - 1859		480		11x17	Pinned	1 Pg	Top to Bottom		031-003-0004 0002	Actual	No	No	No	
30	Criminal General Docket	C	1859 - 1870		480		11x17	Pinned	1 Pg	Top to Bottom		031-003-0004 0001	Actual	No	No	No	
30	Criminal General Docket	D	1859 - 1872		480		11x17	Pinned	1 Pg	Top to Bottom		031-003-0004 0004	Actual	No	No	No	
30	Criminal General Docket	I	1870 - 1886		480		11x17	Pinned	1 Pg	Top to Bottom		031-003-0004 0003	Actual	No	No	No	
30	Criminal General Docket	2	1886 - 1898		480		11x17	Pinned	1 Pg	Top to Bottom		033-006-0004 0008	Actual	No	Yes	No	
30	Criminal General Docket	3	1898 - 1907		480		11x17	Pinned	1 Pg	Top to Bottom		033-006-0004 0007	Actual	No	Yes	No	
30	Criminal General Docket	1	1975		480		11x17	Pinned	1 Pg	Top to Bottom		031-007-0004 0003	Actual	No	Yes	No	
30	Criminal General Docket	2	1976		480		11x17	Pinned	1 Pg	Top to Bottom		033-005-0004 0002	Actual	No	Yes	No	
30	Criminal General Docket	3	1977		480		11x17	Pinned	1 Pg	Top to Bottom		033-005-0004 0001	Actual	No	Yes	No	
30	Criminal General Docket	4	1907 - 1914		480		11x17	Pinned	1 Pg	Top to Bottom		033-007-0002 0006	Actual	No	Yes	No	
30	Criminal General Docket	4	1978 - 1979		480		11x17	Pinned	1 Pg	Top to Bottom		033-005-0003 0005	Actual	No	Yes	No	
30	Criminal General Docket	5	1914 - 1921		480		11x17	Pinned	1 Pg	Top to Bottom		033-006-0004 0001	Actual	No	Yes	No	
30	Criminal General Docket	5	1979 - 1980		480		11x17	Pinned	1 Pg	Top to Bottom		033-005-0003 0004	Actual	No	Yes	No	
30	Criminal General Docket	6	1980		480		11x17	Pinned	1 Pg	Top to Bottom		033-007-0002 0005	Actual	No	Yes	No	
30	Criminal General Docket	6	1921 - 1926		480		11x17	Pinned	1 Pg	Top to Bottom		033-006-0003 0007	Actual	No	Yes	No	
30	Criminal General Docket	7	1926 - 1931		480		11x17	Pinned	1 Pg	Top to Bottom		033-006-0003 0003	Actual	No	Yes	No	
30	Criminal General Docket	8	1931 - 1937		480		11x17	Pinned	1 Pg	Top to Bottom		033-006-0003 0006	Actual	No	Yes	No	
30	Criminal General Docket	9	1937 - 1948		480		11x17	Pinned	1 Pg	Top to Bottom		033-006-0003 0005	Actual	No	Yes	No	
30	Criminal General Docket	10	1948 - 1955		480		11x17	Pinned	1 Pg	Top to Bottom		033-006-0003 0001	Actual	No	Yes	No	
30	Criminal General Docket	11	1955 - 1960		480		11x17	Pinned	1 Pg	Top to Bottom		031-007-0003 0001	Actual	No	Yes	No	
30	Criminal General Docket	12	1960 - 1963		480		11x17	Pinned	1 Pg	Top to Bottom		033-006-0002 0005	Actual	No	Yes	No	
30	Criminal General Docket	13	1964		480		11x17	Pinned	1 Pg	Top to Bottom		033-006-0002 0003	Actual	No	Yes	No	
30	Criminal General Docket	14	1964 - 1965		480		11x17	Pinned	1 Pg	Top to Bottom		033-006-0002 0006	Actual	No	Yes	No	
30	Criminal General Docket	15	1965 - 1966		480		11x17	Pinned	1 Pg	Top to Bottom		033-006-0002 0002	Actual	No	Yes	No	
30	Criminal General Docket	16	1966 - 1967		480		11x17	Pinned	1 Pg	Top to Bottom		033-006-0002 0004	Actual	No	Yes	No	

30	Criminal General Docket	17	1967 - 1968		480		11x17	Pinned	1 Pg	Top to Bottom		033-006-0002 0001	Actual	No	Yes	No	
30	Criminal General Docket	18	1968 - 1969		480		11x17	Pinned	1 Pg	Top to Bottom		033-006-0001 0006	Actual	No	Yes	No	
30	Criminal General Docket	19	1969 - 1971		480		11x17	Pinned	1 Pg	Top to Bottom		033-006-0001 0003	Actual	No	Yes	No	
30	Criminal General Docket	20	1971 - 1972		480		11x17	Pinned	1 Pg	Top to Bottom		033-006-0001 0005	Actual	No	Yes	No	
30	Criminal General Docket	21	1972		480		11x17	Pinned	1 Pg	Top to Bottom		033-006-0001 0002	Actual	No	Yes	No	
30	Criminal General Docket	22	1972 - 1973		480		11x17	Pinned	1 Pg	Top to Bottom		033-006-0001 0004	Actual	No	Yes	No	
30	Criminal General Docket	23	1973 - 1974		480		11x17	Pinned	1 Pg	Top to Bottom		033-006-0001 0001	Actual	No	Yes	No	
30	Criminal General Docket	24	1974 - 1975		480		11x17	Pinned	1 Pg	Top to Bottom		033-005-0006 0006	Actual	No	Yes	No	
30	Criminal General Docket	26	1978 - 1979		480		11x17	Pinned	1 Pg	Top to Bottom		033-005-0006 0004	Actual	No	Yes	No	
30	Criminal General Docket	27	1979 - 1980		480		11x17	Pinned	1 Pg	Top to Bottom		033-005-0006 0001	Actual	No	Yes	No	
30	Criminal General Docket	28	1980		480		11x17	Pinned	1 Pg	Top to Bottom		033-005-0006 0003	Actual	No	Yes	No	
30	Criminal General Docket	29	1981		480		11x17	Pinned	1 Pg	Top to Bottom		033-005-0006 0002	Actual	No	Yes	No	
30	Criminal General Docket	30	1982		480		11x17	Pinned	1 Pg	Top to Bottom		033-005-0005 0007	Actual	No	Yes	No	
30	Criminal General Docket	31	1983		480		11x17	Pinned	1 Pg	Top to Bottom		033-005-0005 0006	Actual	No	Yes	No	
30	Criminal General Docket	32	1984		480		11x17	Pinned	1 Pg	Top to Bottom		033-007-0003 0005	Actual	No	Yes	No	
30	Criminal General Docket	33	1985		480		11x17	Pinned	1 Pg	Top to Bottom		033-005-0005 0002	Actual	No	Yes	No	
30	Criminal General Docket	34	1986		480		11x17	Pinned	1 Pg	Top to Bottom		033-005-0005 0003	Actual	No	Yes	No	
30	Criminal General Docket	35	1975 - 1977		580		11x17	Pinned	1 Pg	Top to Bottom		031-008-0001 0003	Actual	No	Yes	No	
30	Criminal General Docket	36	1988		580		11x17	Pinned	1 Pg	Top to Bottom		033-005-0004 0006	Actual	No	No	No	
30	Criminal General Docket	37	1989		580		11x17	Pinned	1 Pg	Top to Bottom		033-007-0003 0006	Actual	No	No	No	
30	Criminal General Docket	38	1990		580		11x17	Pinned	1 Pg	Top to Bottom		031-008-0001 0001	Actual	No	No	No	
30	Criminal General Docket	35	1987		580		11x17	Pinned	1 Pg	Top to Bottom		033-005-0005 0001	Actual	No	Yes	No	
					23540												
31	Docket of Proceedings	1	1838 - 1843		500		11x18	Bound	2 Pg	Across		031-007-0004 0005	Actual	No	No	No	
31	Docket of Proceedings	2	1843 - 1847		500		11x18	Bound	2 Pg	Across		033-006-0005 0005	Actual	No	No	No	
31	Docket of Proceedings	3	1847 - 1850		500		11x18	Bound	2 Pg	Across		031-004-0005 0005	Actual	No	No	No	
31	Docket of Proceedings	4	1850- 1852		500		11x18	Bound	2 Pg	Across		031-004-0005 0004	Actual	No	No	No	
31	Docket of Proceedings	5	1852 - 1854		500		11x18	Bound	2 Pg	Across		031-004-0005 0003	Actual	No	No	No	
31	Docket of Proceedings	6	1862		500		11x18	Bound	2 Pg	Across		031-004-0005 0002	Actual	No	No	No	
31	Docket of Proceedings	7	1857 - 1859		500		11x18	Bound	2 Pg	Across		031-004-0005 0001	Actual	No	No	No	
31	Docket of Proceedings	9	1855 -		500		11x18	Bound	2 Pg	Across		031-004-0004 0004	Actual	No	No	No	
31	Docket of Proceedings	10	1859 - 1860		500		11x18	Bound	2 Pg	Across		031-004-0004 0005	Actual	No	No	No	
31	Docket of Proceedings	11	1860 - 1861		500		11x18	Bound	2 Pg	Across		031-004-0004 0006	Actual	No	No	No	
31	Docket of Proceedings	12	1862- 1864		500		11x18	Bound	2 Pg	Across		031-004-0004 0003	Actual	No	No	No	
31	Docket of Proceedings	13	1865- 1867		500		11x18	Bound	2 Pg	Across		031-004-0004 0002	Actual	No	No	No	
31	Docket of Proceedings	14	1868 - 1869		500		11x18	Bound	2 Pg	Across		031-004-0004 0001	Actual	No	No	No	
31	Docket of Proceedings	15	1870 - 1871		500		11x18	Bound	2 Pg	Across		031-004-0003 0006	Actual	No	No	No	
31	Docket of Proceedings	16	1871- 1873		500		11x18	Bound	2 Pg	Across		031-004-0003 0005	Actual	No	No	No	
31	Docket of Proceedings	17	1873 - 1875		500		11x18	Bound	2 Pg	Across		031-004-0003 0004	Actual	No	No	No	
31	Docket of Proceedings	18	1875- 1877		500		11x18	Bound	2 Pg	Across		031-004-0003 0003	Actual	No	No	No	
31	Docket of Proceedings	19	1878 - 1879		500		11x18	Bound	2 Pg	Across		031-004-0003 0002	Actual	No	No	No	
					9000												
32	Estate Record		1863-1874		580		11x17	Pinned	1 Pg	Top to Bottom		033-004-0004 0002	Actual	No	Yes	No	

32	Estate Record		1876-1893		580		11x17	Pinned	1 Pg	Top to Bottom			Actual	No	Yes	No	
32	Estate Record		1935-1937		580		11x17	Pinned	1 Pg	Top to Bottom		001-007-0003 0003	Actual	No	Yes	No	
32	Estate Bound		1942-1945		580		11x17	Pinned	1 Pg	Top to Bottom			Actual	No	Yes	No	
					2320												
33	Executors Record		1866-1873		580		11x17	Pinned	1 Pg	Top to Bottom		001-006-0003 0001	Actual	No	Yes	No	
33	Executors Record		1919-1923		580		11x17	Pinned	1 Pg	Top to Bottom			Actual	No	Yes	No	
33	Executors Record		1923-1929		580		11x17	Pinned	1 Pg	Top to Bottom			Actual	No	Yes	No	
33	Executors Record		1929-1933		580		11x17	Pinned	1 Pg	Top to Bottom			Actual	No	Yes	No	
33	Executors Record		1944-1948		580		11x17	Pinned	1 Pg	Top to Bottom		001-004-0001 0003	Actual	No	Yes	No	
33	Executors Record		1948-1952		580		11x17	Pinned	1 Pg	Top to Bottom			Actual	No	Yes	No	
33	Executors Record		1958-1961		580		11x17	Pinned	1 Pg	Top to Bottom			Actual	No	Yes	No	
					4060												
34	Family Division	1	1969-1977		580		11x17	Pinned	1 Pg	Top to Bottom		033-004-0001 0003	Actual	No	Yes	No	
34	Family Division	2	1977-1981		580		11x17	Pinned	1 Pg	Top to Bottom		033-004-0001 0006	Actual	No	Yes	No	
					1160												
35	Grand Jury & Petit Jury	24	1963 - 1979		200		11x17	Pinned	1 Pg	Top to Bottom		033-001-0005 0002	Actual	No	Yes	No	
36	Guardian & Conservator's Inventory	D	1956 - 1962		200		11x17	Pinned	1 Pg	Top to Bottom		033-006-0005 0001	Actual	No	No	No	
36	Guardian & Conservator's Inventory	E	1962		200		11x17	Pinned	1 Pg	Top to Bottom		033-006-0005 0004	Actual	No	No	No	
36	Guardian & Conservator's Inventory	F	1962		200		11x17	Pinned	1 Pg	Top to Bottom		033-006-0005 0002	Actual	No	No	No	
36	Guardian & Conservator's Inventory	R	1963		200		11x17	Pinned	1 Pg	Top to Bottom		033-006-0005 0003	Actual	No	No	No	
					800												
37	Guardianship Records		1873-1951		580		11x17	Pinned	1 Pg	Top to Bottom			Actual	No	Yes	No	
37	Guardianship Records		1902-1904		580		11x17	Pinned	1 Pg	Top to Bottom			Actual	No	Yes	No	
37	Guardianship Records		1915-1940		580		11x17	Pinned	1 Pg	Top to Bottom		001-005-0001 0005	Actual	No	Yes	No	
37	Guardianship Records		1923-1928		580		11x17	Pinned	1 Pg	Top to Bottom		001-001-0001 0005	Actual	No	Yes	No	
37	Guardianship Records		1952-1963		580		11x17	Pinned	1 Pg	Top to Bottom			Actual	No	Yes	No	
37	Guardianship Records		1953-1962		580		11x17	Pinned	1 Pg	Top to Bottom			Actual	No	Yes	No	
37	Guardianship Records		1959-1972		580		11x17	Pinned	1 Pg	Top to Bottom			Actual	No	Yes	No	
					4060												
38	Indictment Record	1	1886-1899		500		11x17	Bound	2 Pg	Across		033-003-0001 0001	Actual	No	No	No	
39	Inheritance Tax Docket	4 M - Z	1957 - 1963		500		11x17	Bound	2 Pg	Across		031-002-0003 0003	Actual	No	Yes	No	
39	Inheritance Tax Docket	4 A-L	1957 - 1963		500		11x17	Bound	2 Pg	Across		031-001-0004 0004	Actual	No	Yes	No	
					1000												
40	Inquisition of Patient (Insanity)		1924		300		11x18	Bound	2 Pg	Across		033-004-0005 0001	Actual	No	No	No	
41	Insane, Feeble Minded & Conservator	4	1943-1952		200		11x17	Pinned	1 Pg	Top to Bottom		033-004-0003 0005	Actual	No	Yes	No	

41	Insane, Feeble Minded & Conservator	4	1952 - 1965		200		11x17	Pinned	1 Pg	Top to Bottom		033-004-0003 0006	Actual	No	No	No	
41	Insane, Feeble Minded & Conservator	4	1838		580		11x17	Pinned	1 Pg	Top to Bottom		033-005-0004 0003	Actual	No	Yes	No	
41	Insane, Feeble Minded & Conservator		1907-1929		500		11x17	Pinned	1 Pg	Top to Bottom		031-003-0004 0006	Actual	No	Yes	No	
41	Insane, Feeble Minded & Conservator	D 1889 - 1905; Adoptions 18	1888 - 1945		500		11x17	Pinned	1 Pg	Top to Bottom		031-003-0003 0003	Actual	No	No	No	
41	Insane, Feeble Minded & Conservator	2	1954 - 1966		500		11x17	Pinned	1 Pg	Top to Bottom		033-004-0003 0003	Actual	No	No	No	
					2480												
42	Inventory Record		1860-1872		580		11x17	Pinned	1 Pg	Top to Bottom			Actual	No	Yes	No	
42	Inventory Record		1875-1881		580		11x17	Pinned	1 Pg	Top to Bottom		001-007-0003 0004	Actual	No	Yes	No	
42	Inventory Record		1881-1897		580		11x17	Pinned	1 Pg	Top to Bottom			Actual	No	Yes	No	
42	Inventory Record		1895-1891		580		11x17	Pinned	1 Pg	Top to Bottom		001-005-0003 0005	Actual	No	Yes	No	
42	Inventory Record		1898-1903		580		11x17	Pinned	1 Pg	Top to Bottom		001-002-0001 0003	Actual	No	Yes	No	
42	Inventory Record		1899-1904		580		11x17	Pinned	1 Pg	Top to Bottom			Actual	No	Yes	No	
42	Inventory Record		1903-1907		580		11x17	Pinned	1 Pg	Top to Bottom		001-002-0001 0002	Actual	No	Yes	No	
42	Inventory Record		1904-1907		580		11x17	Pinned	1 Pg	Top to Bottom		001-001-0001 0003	Actual	No	Yes	No	
42	Inventory Record		1908-1911		580		11x17	Pinned	1 Pg	Top to Bottom		001-001-0003 0006	Actual	No	Yes	No	
42	Inventory Record		1909-1913		580		11x17	Pinned	1 Pg	Top to Bottom		001-003-0001 0001	Actual	No	Yes	No	
42	Inventory Record		1916-1919		580		11x17	Pinned	1 Pg	Top to Bottom		001-006-0001 0002	Actual	No	Yes	No	
42	Inventory Record		1919-1922		580		11x17	Pinned	1 Pg	Top to Bottom			Actual	No	Yes	No	
42	Inventory Record		1919-1929		580		11x17	Pinned	1 Pg	Top to Bottom			Actual	No	Yes	No	
42	Inventory Record		1920-1922		580		11x17	Pinned	1 Pg	Top to Bottom			Actual	No	Yes	No	
42	Inventory Record		1921-1941		580		11x17	Pinned	1 Pg	Top to Bottom		001-004-0003 0004	Actual	No	Yes	No	
42	Inventory Record		1923-1926		580		11x17	Pinned	1 Pg	Top to Bottom		001-007-0002 0003	Actual	No	Yes	No	
42	Inventory Record		1926		580		11x17	Pinned	1 Pg	Top to Bottom		001-007-0001 0001	Actual	No	Yes	No	
42	Inventory Record		1927		580		11x17	Pinned	1 Pg	Top to Bottom			Actual	No	Yes	No	
42	Inventory Record		1926-1929		580		11x17	Pinned	1 Pg	Top to Bottom		001-003-0001 0005	Actual	No	Yes	No	
42	Inventory Record		1933-1935		580		11x17	Pinned	1 Pg	Top to Bottom			Actual	No	Yes	No	
42	Inventory Record		1935-1937		580		11x17	Pinned	1 Pg	Top to Bottom			Actual	No	Yes	No	
42	Inventory Record		1938-1939		580		11x17	Pinned	1 Pg	Top to Bottom		001-001-0003 0005	Actual	No	Yes	No	
42	Inventory Record		1940-1941		580		11x17	Pinned	1 Pg	Top to Bottom		001-004-0002 0002	Actual	No	Yes	No	
42	Inventory Record		1940-1941		580		11x17	Pinned	1 Pg	Top to Bottom			Actual	No	Yes	No	
42	Inventory Record		1940-1950		580		11x17	Pinned	1 Pg	Top to Bottom		001-002-0001 0004	Actual	No	Yes	No	
42	Inventory Record		1945-1947		580		11x17	Pinned	1 Pg	Top to Bottom		001-002-0003 0006	Actual	No	Yes	No	
42	Inventory Record		1949-1953		580		11x17	Pinned	1 Pg	Top to Bottom			Actual	No	Yes	No	
42	Inventory Record		1950-1953		580		11x17	Pinned	1 Pg	Top to Bottom		001-003-0002 0005	Actual	No	Yes	No	
42	Inventory Record		1953-1955		580		11x17	Pinned	1 Pg	Top to Bottom		001-004-0002 0004	Actual	No	Yes	No	
42	Inventory Record		1955-1958		580		11x17	Pinned	1 Pg	Top to Bottom		001-004-0002 0003	Actual	No	Yes	No	
42	Inventory Record		1955-1958		580		11x17	Pinned	1 Pg	Top to Bottom		001-006-0002 0002	Actual	No	Yes	No	
42	Inventory Record		1958-1959		580		11x17	Pinned	1 Pg	Top to Bottom		001-004-0002 0006	Actual	No	Yes	No	
42	Inventory Record		1958-1961		580		11x17	Pinned	1 Pg	Top to Bottom		001-004-0001 0001	Actual	No	Yes	No	
42	Inventory Record		1963		580		11x17	Pinned	1 Pg	Top to Bottom		001-005-0002 0005	Actual	No	Yes	No	
42	Inventory Record		1961-1963		580		11x17	Pinned	1 Pg	Top to Bottom			Actual	No	Yes	No	
					20300												
43	Juvenile Transfer Docket	3	1959 - 1963		580		11x17	Pinned	1 Pg	Top to Bottom		031-002-0003 0004	Actual	No	Yes	No	

44	Judge's Probate Docket	7	1897		500		11x17	Bound	2 Pg	Across		032-002-0004 0001	Actual	No	No	No	
44	Judge's Probate Docket	8	1898		500		11x17	Bound	2 Pg	Across		032-002-0004 0002	Actual	No	No	No	
44	Judge's Probate Docket	9	1898 - 1899		400		11x17	Pinned	1 Pg	Top to Bottom		032-002-0004 0003	Actual	No	No	No	
44	Judge's Probate Docket	10	1899-1900		500		11x17	Bound	2 Pg	Across		032-002-0004 0004	Actual	No	No	No	
44	Judge's Probate Docket	11	1900 - 1901		580		11x17	Pinned	1 Pg	Top to Bottom		033-004-0006 0006	Actual	No	No	No	
44	Judge's Probate Docket	12	1901 - 1902		580		11x17	Pinned	1 Pg	Top to Bottom		033-004-0006 0007	Actual	No	No	No	
44	Judge's Probate Docket	13	1903 - 1904		400		11x17	Pinned	1 Pg	Top to Bottom		033-004-0006 0008	Actual	No	No	No	
44	Judge's Probate Docket	14	1904- 1905		400		11x17	Pinned	1 Pg	Top to Bottom		033-004-0006 0011	Actual	No	No	No	
44	Judge's Probate Docket	15	1905 - 1906		580		11x17	Pinned	1 Pg	Top to Bottom		033-004-0006 0010	Actual	No	No	No	
44	Judge's Probate Docket	16	1906 - 1907		580		11x17	Pinned	1 Pg	Top to Bottom		033-004-0006 0009	Actual	No	No	No	
44	Judge's Probate Docket	17	1907 - 1908		580		11x17	Pinned	1 Pg	Top to Bottom		033-004-0006 0005	Actual	No	No	No	
44	Judge's Probate Docket	18	1908-1910		500		11x17	Bound	2 Pg	Across		033-004-0006 0004	Actual	No	No	No	
44	Judge's Probate Docket	19	1910 - 1911		400		11x17	Pinned	1 Pg	Top to Bottom		033-004-0006 0003	Actual	No	No	No	
44	Judge's Probate Docket	20	1911 - 1912		580		11x17	Pinned	1 Pg	Top to Bottom		033-004-0006 0002	Actual	No	No	No	
44	Judge's Probate Docket	21	1913 - 1914		580		11x17	Pinned	1 Pg	Top to Bottom		033-004-0006 0001	Actual	No	No	No	
44	Judge's Probate Docket	A - I	1940-1963		580		11x17	Pinned	1 Pg	Top to Bottom		032-002-0003 0003	Actual	No	No	No	
44	Judge's Probate Docket	A - L	1926 - 1962		580		11x17	Pinned	1 Pg	Top to Bottom		032-002-0003 0002	Actual	No	No	No	
44	Judge's Probate Docket	Closed Estates - S - Z	1950-1963		580		11x17	Pinned	1 Pg	Top to Bottom		032-002-0003 0001	Actual	No	No	No	
44	Judge's Probate Docket	J - R	1959		580		11x17	Pinned	1 Pg	Top to Bottom		033-002-0005 0006	Actual	No	No	No	
44	Judge's Probate Docket	Open Estates	1963		580		11x17	Pinned	1 Pg	Top to Bottom		032-002-0003 0004	Actual	No	No	No	
44	Judge's Probate Docket	W - Z	1927		500		11x17	Bound	2 Pg	Across		031-001-0002 0002	Actual	No	No	No	
44	Judge's Probate Docket		1863-1866		580		11x17	Pinned	1 Pg	Top to Bottom		033-004-0004 0003	Actual	No	No	No	
					12220												
45	Mental Illness	5	1953- 1963		580		11x17	Pinned	1 Pg	Top to Bottom		033-005-0004 0004	Actual	No	No	No	
46	Misc oath/ bond records		1936-1941		580		11x17	Pinned	1 Pg	Top to Bottom		001-004-0001 0002	Actual	No	Yes	No	
46	Misc. records estate docket		1927-1932		580		11x17	Pinned	1 Pg	Top to Bottom			Actual	No	Yes	No	
46	Misc. Records Estate Inventory		1923-1926		580		11x17	Pinned	1 Pg	Top to Bottom		001-003-0002 0003	Actual	No	Yes	No	
46	Misc. Records Estate Inventory		1932-1935		580		11x17	Pinned	1 Pg	Top to Bottom			Actual	No	Yes	No	
					2320												
47	Order Admitting Will to Probate		1960 - 1963	4	1048		15x9	Pinned	1 Pg	Top to Bottom		031-002-0006 0002	Actual	No	Yes	No	
47	Order Appointing Administrator	A - Z	1961 - 1969	1	262		15x9	Pinned	1 Pg	Top to Bottom		031-001-0004 0005	Actual	No	Yes	No	
47	Orders Appointing Conservator & Guardian		1961	1	262		15x9	Pinned	1 Pg	Top to Bottom		031-001-0004 0006	Actual	No	Yes	No	
47	Orders of Commitment	A - Z	1960	1	262		15x9	Pinned	1 Pg	Top to Bottom		031-002-0003 0006	Actual	No	Yes	No	
47	Orders of Heirship	1	1962 - 1963	1	262		15x9	Pinned	1 Pg	Top to Bottom		031-001-0004 0003	Actual	No	Yes	No	
47	Orders of Heirship	L - Z	1960	3	786		15x9	Pinned	1 Pg	Top to Bottom		033-003-0004 0004	Actual	No	Yes	No	
					2882												
48	Probate Transfer Docket	2	1923 - 1925	4	1048		14x17	Pinned	1 Pg	Top to Bottom		031-002-0003 0001	Actual	No	Yes	No	
48	Probate Transfer Docket	3	1925	4	1048		14x17	Pinned	1 Pg	Top to Bottom		033-003-0004 0002	Actual	No	Yes	No	
48	Probate Transfer Docket	4	1926 - 1928	3	786		14x17	Pinned	1 Pg	Top to Bottom		031-003-0001 0001	Actual	No	Yes	No	

48	Probate Transfer Docket	5	1928 - 1929	4	1048		14x17	Pinned	1 Pg	Top to Bottom		033-001-0004 0001	Actual	No	Yes	No	
48	Probate Transfer Docket	6	1929 - 1930	2	524		14x17	Pinned	1 Pg	Top to Bottom		031-001-0004 0001	Actual	No	Yes	No	
48	Probate Transfer Docket	7	1930	4	1048		14x17	Pinned	1 Pg	Top to Bottom		031-002-0005 0001	Actual	No	Yes	No	
48	Probate Transfer Docket	8	1931- 1932	3	786		14x17	Pinned	1 Pg	Top to Bottom		031-001-0002 0001	Actual	No	Yes	No	
48	Probate Transfer Docket	9	1932 - 1933	1	262		14x17	Pinned	1 Pg	Top to Bottom		033-001-0002 0004	Actual	No	Yes	No	
48	Probate Transfer Docket	10	1933 - 1935	2	524		14x17	Pinned	1 Pg	Top to Bottom		031-002-0005 0005	Actual	No	Yes	No	
48	Probate Transfer Docket	11	1935 - 1938	3	786		14x17	Pinned	1 Pg	Top to Bottom		031-002-0005 0002	Actual	No	Yes	No	
48	Probate Transfer Docket	12	1938	3	786		14x17	Pinned	1 Pg	Top to Bottom		033-001-0002 0001	Actual	No	Yes	No	
48	Probate Transfer Docket	13	1940	2	524		14x17	Pinned	1 Pg	Top to Bottom		031-002-0003 0002	Actual	No	Yes	No	
48	Probate Transfer Docket	14	1944	3	786		14x17	Pinned	1 Pg	Top to Bottom		031-001-0001 0001	Actual	No	Yes	No	
48	Probate Transfer Docket	15	1947	2	524		14x17	Pinned	1 Pg	Top to Bottom		031-003-0002 0003	Actual	No	Yes	No	
48	Probate Transfer Docket	16	1950	3	786		14x17	Pinned	1 Pg	Top to Bottom		031-003-0001 0003	Actual	No	Yes	No	
48	Probate Transfer Docket	17	1953 - 1954	4	1048		14x17	Pinned	1 Pg	Top to Bottom		031-003-0001 0002	Actual	No	Yes	No	
48	Probate Transfer Docket	18	1954 - 1956	4	1048		14x17	Pinned	1 Pg	Top to Bottom		033-001-0005 0004	Actual	No	Yes	No	
48	Probate Transfer Docket	19	1958	4	1048		14x17	Pinned	1 Pg	Top to Bottom		031-003-0002 0001	Actual	No	Yes	No	
48	Probate Transfer Docket	20	1958	3	786		14x17	Pinned	1 Pg	Top to Bottom		031-002-0002 0004	Actual	No	Yes	No	
48	Probate Transfer Docket	21	1959 - 1960	3	786		14x17	Pinned	1 Pg	Top to Bottom		031-002-0006 0001	Actual	No	Yes	No	
48	Probate Transfer Docket	22	1960 - 1961	2	524		14x17	Pinned	1 Pg	Top to Bottom		033-001-0003 0003	Actual	No	Yes	No	
48	Probate Transfer Docket	23	1961 - 1962	1	262		14x17	Pinned	1 Pg	Top to Bottom		031-002-0004 0003	Actual	No	Yes	No	
48	Probate Transfer Docket	25	1962 - 1963	6	1572		14x17	Pinned	1 Pg	Top to Bottom		033-001-0006 0001	Actual	No	Yes	No	
48	Probate Transfer Docket	16749-21300	1922 - 1923	2	524		14x17	Pinned	1 Pg	Top to Bottom		033-001-0004 0003	Actual	No	Yes	No	
48	Probate Transfer Docket	5 L - M	1916-1960	6	1572		14x17	Pinned	1 Pg	Top to Bottom		033-003-0004 0001	Actual	No	Yes	No	
48	Probate Transfer Docket	6 S	1924-1960	3	786		14x17	Pinned	1 Pg	Top to Bottom		033-001-0004 0002	Actual	No	Yes	No	
48	Probate Transfer Docket	7 P-R	1927-1958	3	786		14x17	Pinned	1 Pg	Top to Bottom		033-002-0005 0007	Actual	No	Yes	No	
48	Probate Transfer Docket	BA - BU	1921-1961		500		11x17	Pinned	1 Pg	Top to Bottom		033-002-0003 0004	Actual	No	No	No	
48	Probate Transfer Docket	HA - HU	1916-1961		500		11x17	Pinned	1 Pg	Top to Bottom		031-001-0003 0002	Actual	No	No	No	
48	Probate Transfer Docket	MC - O	1934		500		11x17	Pinned	1 Pg	Top to Bottom		033-002-0001 0001	Actual	No	No	No	
					23508												
49	Probate Docket Record	53	3/9/1950 - 8/11/1950		500		11x17	Pinned	1 Pg	Top to Bottom		032-002-0004 0008	Actual	No	No	No	
49	Probate Docket - Guardianship		1927 - 1957		200		11x17	Bound	2 Pg	Across		031-003-0004 0008	Actual	No	No	No	
49	Probate Docket Final report		1957-1959		580		11x17	Pinned	1 Pg	Top to Bottom		001-006-0001 0006	Actual	No	Yes	No	
49	Probate docket- final report		1949-1952		580		11x17	Pinned	1 Pg	Top to Bottom		001-005-0001 0004	Actual	No	Yes	No	
					1860												
50	Probate Estate Docket	R	1961 - 1964		500		11x17	Pinned	1 Pg	Top to Bottom		031-006-0006 0005	Actual	No	Yes	No	
50	Probate Estate Docket	T - V	1920-1956		200		11x17	Bound	2 Pg	Across		031-002-0005 0004	Actual	No	Yes	No	
50	Probate Estate Docket	2	1977-1990		580		11x17	Pinned	1 Pg	Top to Bottom		031-006-0006 0007	Actual	No	Yes	No	
50	Probate Estate Docket	1	1964- 1977		580		11x17	Pinned	1 Pg	Top to Bottom		031-006-0006 0008	Actual	No	Yes	No	
50	Probate Estate Docket	3	1990-1991		580		11x17	Pinned	1 Pg	Top to Bottom		031-006-0006 0006	Actual	No	Yes	No	
					2440												
51	Probate Record		1844-1931		580		11x17	Pinned	1 Pg	Top to Bottom			Actual	No	Yes	No	
51	Probate Record		1858-1874		580		11x17	Pinned	1 Pg	Top to Bottom			Actual	No	Yes	No	
51	Probate Record		1859-1868		580		11x17	Pinned	1 Pg	Top to Bottom			Actual	No	Yes	No	

51	Probate Record		1862		580		11x17	Pinned	1 Pg	Top to Bottom			Actual	No	Yes	No	
51	Probate Record		1865-1874		580		11x17	Pinned	1 Pg	Top to Bottom			Actual	No	Yes	No	
51	Probate Record		1866-1873		580		11x17	Pinned	1 Pg	Top to Bottom		001-006-0003 0006	Actual	No	Yes	No	
51	Probate Record		1872-1888		580		11x17	Pinned	1 Pg	Top to Bottom			Actual	No	Yes	No	
51	Probate Record		1875-1884		580		11x17	Pinned	1 Pg	Top to Bottom			Actual	No	Yes	No	
51	Probate Record		1878-1888		580		11x17	Pinned	1 Pg	Top to Bottom			Actual	No	Yes	No	
51	Probate Record		1882-1886		580		11x17	Pinned	1 Pg	Top to Bottom			Actual	No	Yes	No	
51	Probate Record		1886-1887		580		11x17	Pinned	1 Pg	Top to Bottom			Actual	No	Yes	No	
51	Probate Record		1893-1900		580		11x17	Pinned	1 Pg	Top to Bottom			Actual	No	Yes	No	
51	Probate Record		1894-1899		580		11x17	Pinned	1 Pg	Top to Bottom			Actual	No	Yes	No	
51	Probate Record		1894-1901		580		11x17	Pinned	1 Pg	Top to Bottom		001-004-0001 0006	Actual	No	Yes	No	
51	Probate Record		1897-1900		580		11x17	Pinned	1 Pg	Top to Bottom			Actual	No	Yes	No	
51	Probate Record		1898-1899		580		11x17	Pinned	1 Pg	Top to Bottom		001-006-0001 0001	Actual	No	Yes	No	
51	Probate Record		1898-1909		580		11x17	Pinned	1 Pg	Top to Bottom			Actual	No	Yes	No	
51	Probate Record		1899-1900		580		11x17	Pinned	1 Pg	Top to Bottom		001-007-0002 0006	Actual	No	Yes	No	
51	Probate Record		1899-1905		580		11x17	Pinned	1 Pg	Top to Bottom			Actual	No	Yes	No	
51	Probate Record		1900-1909		580		11x17	Pinned	1 Pg	Top to Bottom			Actual	No	Yes	No	
51	Probate Record		1901-1904		580		11x17	Pinned	1 Pg	Top to Bottom		001-001-0001 0002	Actual	No	Yes	No	
51	Probate Record		1902-1908		580		11x17	Pinned	1 Pg	Top to Bottom		001-005-0001 0001	Actual	No	Yes	No	
51	Probate Record		1904-1905		580		11x17	Pinned	1 Pg	Top to Bottom		001-005-0002 0003	Actual	No	Yes	No	
51	Probate Record		1905-1907		580		11x17	Pinned	1 Pg	Top to Bottom		001-007-0002 0002	Actual	No	Yes	No	
51	Probate Record		1907-1908		580		11x17	Pinned	1 Pg	Top to Bottom		001-006-0001 0005	Actual	No	Yes	No	
51	Probate Record		1907-1927		580		11x17	Pinned	1 Pg	Top to Bottom			Actual	No	Yes	No	
51	Probate Record		1908-1914		580		11x17	Pinned	1 Pg	Top to Bottom		001-002-0002 0005	Actual	No	Yes	No	
51	Probate Record		1909-1918		580		11x17	Pinned	1 Pg	Top to Bottom			Actual	No	Yes	No	
51	Probate Record		1913-1914		580		11x17	Pinned	1 Pg	Top to Bottom		001-002-0003 0002	Actual	No	Yes	No	
51	Probate Record		1914-1915		580		11x17	Pinned	1 Pg	Top to Bottom			Actual	No	Yes	No	
51	Probate Record		1915-1916		580		11x17	Pinned	1 Pg	Top to Bottom		001-007-0003 0005	Actual	No	Yes	No	
51	Probate Record		1916-1917		580		11x17	Pinned	1 Pg	Top to Bottom			Actual	No	Yes	No	
51	Probate Record		1916-1917		580		11x17	Pinned	1 Pg	Top to Bottom			Actual	No	Yes	No	
51	Probate Record		1917-1918		580		11x17	Pinned	1 Pg	Top to Bottom			Actual	No	Yes	No	
51	Probate Record		1917-1962		580		11x17	Pinned	1 Pg	Top to Bottom		001-003-0003 0002	Actual	No	Yes	No	
51	Probate Record		1918-1927		580		11x17	Pinned	1 Pg	Top to Bottom		001-002-0003 0004	Actual	No	Yes	No	
51	Probate Record		1921		580		11x17	Pinned	1 Pg	Top to Bottom			Actual	No	Yes	No	
51	Probate Record		1921-1922		580		11x17	Pinned	1 Pg	Top to Bottom		001-005-0001 0002	Actual	No	Yes	No	
51	Probate Record		1921-1930		580		11x17	Pinned	1 Pg	Top to Bottom			Actual	No	Yes	No	
51	Probate Record		1922-1923		580		11x17	Pinned	1 Pg	Top to Bottom		001-005-0001 0006	Actual	No	Yes	No	
51	Probate Record		1923-1924		580		11x17	Pinned	1 Pg	Top to Bottom		001-002-0002 0004	Actual	No	Yes	No	
51	Probate Record		1923-1924		580		11x17	Pinned	1 Pg	Top to Bottom		001-001-0003 0004	Actual	No	Yes	No	
51	Probate Record		1926-1927		580		11x17	Pinned	1 Pg	Top to Bottom			Actual	No	Yes	No	
51	Probate Record		1927-1928		580		11x17	Pinned	1 Pg	Top to Bottom			Actual	No	Yes	No	
51	Probate Record		1927-1933		580		11x17	Pinned	1 Pg	Top to Bottom			Actual	No	Yes	No	
51	Probate Record		1928-1929		580		11x17	Pinned	1 Pg	Top to Bottom			Actual	No	Yes	No	
51	Probate Record		1928-1933		580		11x17	Pinned	1 Pg	Top to Bottom			Actual	No	Yes	No	
51	Probate Record		1930-1931		580		11x17	Pinned	1 Pg	Top to Bottom		001-004-0003 0001	Actual	No	Yes	No	

51	Probate Record		1930-1935		580		11x17	Pinned	1 Pg	Top to Bottom			Actual	No	Yes	No	
51	Probate Record		1931-1932		580		11x17	Pinned	1 Pg	Top to Bottom			Actual	No	Yes	No	
51	Probate Record		1931-1935		580		11x17	Pinned	1 Pg	Top to Bottom			Actual	No	Yes	No	
51	Probate Record		1932-1933		580		11x17	Pinned	1 Pg	Top to Bottom		001-001-0003 0003	Actual	No	Yes	No	
51	Probate Record		1933-1934		580		11x17	Pinned	1 Pg	Top to Bottom			Actual	No	Yes	No	
51	Probate Record		1933-1936		580		11x17	Pinned	1 Pg	Top to Bottom		001-004-0003 0002	Actual	No	Yes	No	
51	Probate Record		1933-1937		580		11x17	Pinned	1 Pg	Top to Bottom			Actual	No	Yes	No	
51	Probate Record		1934		580		11x17	Pinned	1 Pg	Top to Bottom		001-001-0002 0005	Actual	No	Yes	No	
51	Probate Record		1935		580		11x17	Pinned	1 Pg	Top to Bottom		001-005-0002 0002	Actual	No	Yes	No	
51	Probate Record		1936		580		11x17	Pinned	1 Pg	Top to Bottom			Actual	No	Yes	No	
51	Probate Record		1935-1936		580		11x17	Pinned	1 Pg	Top to Bottom		001-002-0003 0003	Actual	No	Yes	No	
51	Probate Record		1936-1937		580		11x17	Pinned	1 Pg	Top to Bottom		001-007-0001 0004	Actual	No	Yes	No	
51	Probate Record		1936-1937		580		11x17	Pinned	1 Pg	Top to Bottom			Actual	No	Yes	No	
51	Probate Record		1937-1938		580		11x17	Pinned	1 Pg	Top to Bottom			Actual	No	Yes	No	
51	Probate Record		1937-1942		580		11x17	Pinned	1 Pg	Top to Bottom			Actual	No	Yes	No	
51	Probate Record		1938		580		11x17	Pinned	1 Pg	Top to Bottom		001-001-0002 0002	Actual	No	Yes	No	
51	Probate Record		1938-1940		580		11x17	Pinned	1 Pg	Top to Bottom		001-005-0003 0002	Actual	No	Yes	No	
51	Probate Record		1939		580		11x17	Pinned	1 Pg	Top to Bottom		001-006-0001 0003	Actual	No	Yes	No	
51	Probate Record		1939-1944		580		11x17	Pinned	1 Pg	Top to Bottom		001-002-0002 0003	Actual	No	Yes	No	
51	Probate Record		1940-1945		580		11x17	Pinned	1 Pg	Top to Bottom			Actual	No	Yes	No	
51	Probate Record		1940-1947		580		11x17	Pinned	1 Pg	Top to Bottom			Actual	No	Yes	No	
51	Probate Record		1941-1944		580		11x17	Pinned	1 Pg	Top to Bottom			Actual	No	Yes	No	
51	Probate Record		1942-1943		580		11x17	Pinned	1 Pg	Top to Bottom			Actual	No	Yes	No	
51	Probate Record		1942-1951		580		11x17	Pinned	1 Pg	Top to Bottom			Actual	No	Yes	No	
51	Probate Record		1944-1960		580		11x17	Pinned	1 Pg	Top to Bottom			Actual	No	Yes	No	
51	Probate Record		1945-1949		580		11x17	Pinned	1 Pg	Top to Bottom			Actual	No	Yes	No	
51	Probate Record		1947-1949		580		11x17	Pinned	1 Pg	Top to Bottom			Actual	No	Yes	No	
51	Probate Record		1947-1950		580		11x17	Pinned	1 Pg	Top to Bottom		001-003-0001 0002	Actual	No	Yes	No	
51	Probate Record		1947-1954		580		11x17	Pinned	1 Pg	Top to Bottom			Actual	No	Yes	No	
51	Probate Record		1949		580		11x17	Pinned	1 Pg	Top to Bottom		001-001-0001 0004	Actual	No	Yes	No	
51	Probate Record		1949-1950		580		11x17	Pinned	1 Pg	Top to Bottom			Actual	No	Yes	No	
51	Probate Record		1950-1951		580		11x17	Pinned	1 Pg	Top to Bottom			Actual	No	Yes	No	
51	Probate Record		1951		580		11x17	Pinned	1 Pg	Top to Bottom		001-001-0002 0006	Actual	No	Yes	No	
51	Probate Record		1951-1952		580		11x17	Pinned	1 Pg	Top to Bottom		001-005-0002 0006	Actual	No	Yes	No	
51	Probate Record		1951-1958		580		11x17	Pinned	1 Pg	Top to Bottom		001-005-0003 0003	Actual	No	Yes	No	
51	Probate Record		1952		580		11x17	Pinned	1 Pg	Top to Bottom			Actual	No	Yes	No	
51	Probate Record		1952		580		11x17	Pinned	1 Pg	Top to Bottom		001-001-0002 0003	Actual	No	Yes	No	
51	Probate Record		1952-1954		580		11x17	Pinned	1 Pg	Top to Bottom		001-005-0001 0003	Actual	No	Yes	No	
51	Probate Record		1952-1955		580		11x17	Pinned	1 Pg	Top to Bottom		001-006-0003 0004	Actual	No	Yes	No	
51	Probate Record		1953-1954		580		11x17	Pinned	1 Pg	Top to Bottom			Actual	No	Yes	No	
51	Probate Record		1953-1957		580		11x17	Pinned	1 Pg	Top to Bottom			Actual	No	Yes	No	
51	Probate Record		1954		580		11x17	Pinned	1 Pg	Top to Bottom		001-005-0003 0004	Actual	No	Yes	No	
51	Probate Record		1954-1961		580		11x17	Pinned	1 Pg	Top to Bottom		001-003-0001 0004	Actual	No	Yes	No	
51	Probate Record		1955-1956		580		11x17	Pinned	1 Pg	Top to Bottom		001-003-0003 0004	Actual	No	Yes	No	
51	Probate Record		1955		580		11x17	Pinned	1 Pg	Top to Bottom		001-007-0001 0005	Actual	No	Yes	No	

51	Probate Record		1956		580		11x17	Pinned	1 Pg	Top to Bottom		001-005-0002 0004	Actual	No	Yes	No	
51	Probate Record		1956		580		11x17	Pinned	1 Pg	Top to Bottom		001-007-0003 0001	Actual	No	Yes	No	
51	Probate Record		1956-1957		580		11x17	Pinned	1 Pg	Top to Bottom		001-003-0002 0006	Actual	No	Yes	No	
51	Probate Record		1957-1958		580		11x17	Pinned	1 Pg	Top to Bottom		001-007-0002 0004	Actual	No	Yes	No	
51	Probate Record		1957		580		11x17	Pinned	1 Pg	Top to Bottom			Actual	No	Yes	No	
51	Probate Record		1958		580		11x17	Pinned	1 Pg	Top to Bottom			Actual	No	Yes	No	
51	Probate Record		1958-1959		580		11x17	Pinned	1 Pg	Top to Bottom			Actual	No	Yes	No	
51	Probate Record		1959-1960		580		11x17	Pinned	1 Pg	Top to Bottom			Actual	No	Yes	No	
51	Probate Record		1959		580		11x17	Pinned	1 Pg	Top to Bottom		001-002-0003 0005	Actual	No	Yes	No	
51	Probate Record		1960		580		11x17	Pinned	1 Pg	Top to Bottom		001-004-0003 0005	Actual	No	Yes	No	
51	Probate Record		1960-1961		580		11x17	Pinned	1 Pg	Top to Bottom		001-003-0003 0003	Actual	No	Yes	No	
51	Probate Record		1960-1963		580		11x17	Pinned	1 Pg	Top to Bottom			Actual	No	Yes	No	
51	Probate Record		1961		580		11x17	Pinned	1 Pg	Top to Bottom		001-005-0003 0001	Actual	No	Yes	No	
51	Probate Record		1961-1962		580		11x17	Pinned	1 Pg	Top to Bottom		001-002-0001 0005	Actual	No	Yes	No	
51	Probate Record		1961-1963		580		11x17	Pinned	1 Pg	Top to Bottom		001-004-0001 0005	Actual	No	Yes	No	
51	Probate Record		1962		580		11x17	Pinned	1 Pg	Top to Bottom		001-004-0002 0005	Actual	No	Yes	No	
51	Probate Record		1962-1963		580		11x17	Pinned	1 Pg	Top to Bottom			Actual	No	Yes	No	
51	Probate Record		1962-1963		580		11x17	Pinned	1 Pg	Top to Bottom			Actual	No	Yes	No	
51	Probate Record		1963		580		11x17	Pinned	1 Pg	Top to Bottom		001-002-0001 0001	Actual	No	Yes	No	
51	Probate Record		N/A		580		11x17	Pinned	1 Pg	Top to Bottom		001-002-0003 0001	Actual	No	Yes	No	
51	Bound Volumes		Bound Volumes		580		11x17	Pinned	1 Pg	Top to Bottom		001-007-0003 0006	Actual	No	Yes	No	
51	Bound Volumes		Bound Volumes		580		11x17	Pinned	1 Pg	Top to Bottom			Actual	No	Yes	No	
51	Bound Volumes		Bound Volumes		580		11x17	Pinned	1 Pg	Top to Bottom		001-007-0001 0003	Actual	No	Yes	No	
51	Bound Volumes		Bound Volumes		580		11x17	Pinned	1 Pg	Top to Bottom			Actual	No	Yes	No	
51	Bound Volumes		Bound Volumes		580		11x17	Pinned	1 Pg	Top to Bottom		001-007-0003 0002	Actual	No	Yes	No	
51	Bound Volumes		Bound Volumes		580		11x17	Pinned	1 Pg	Top to Bottom			Actual	No	Yes	No	
51	Bound Volumes		Bound Volumes		580		11x17	Pinned	1 Pg	Top to Bottom		001-006-0002 0004	Actual	No	Yes	No	
51	Bound Volumes		Bound Volumes		580		11x17	Pinned	1 Pg	Top to Bottom			Actual	No	Yes	No	
51	Bound Volumes		Bound Volumes		580		11x17	Pinned	1 Pg	Top to Bottom		001-006-0003 0005	Actual	No	Yes	No	
51	Bound Volumes		Bound Volumes		580		11x17	Pinned	1 Pg	Top to Bottom			Actual	No	Yes	No	
					71340												
52	Probate sale of real estate record		1900-1910		580		11x17	Pinned	1 Pg	Top to Bottom			Actual	No	Yes	No	
52	Probate sale of real estate record		1928-1933		580		11x17	Pinned	1 Pg	Top to Bottom			Actual	No	Yes	No	
52	Probate sale of real estate record		1936		580		11x17	Pinned	1 Pg	Top to Bottom			Actual	No	Yes	No	
52	Probate sale of real estate record		1944-1960		580		11x17	Pinned	1 Pg	Top to Bottom			Actual	No	Yes	No	
52	Probate sale of real estate record		1960-1963		580		11x17	Pinned	1 Pg	Top to Bottom			Actual	No	Yes	No	
					2900												
53	Recognizance Record	C	1971 - 1976		580		11x17	Pinned	1 Pg	Top to Bottom		033-005-0003 0002	Actual	No	No	No	
53	Recognizance Record	B	1964 - 1970		580		11x17	Pinned	1 Pg	Top to Bottom		033-005-0003 0001	Actual	No	No	No	
53	Records of Findings and Orders		1915-1963		580		11x17	Pinned	1 Pg	Top to Bottom		001-003-0003 0001	Actual	No	Yes	No	
					1740												
54	Register of Fees & Papers Filed	1	1964	4	1048		14x17	Pinned	1 Pg	Top to Bottom		033-003-0005 0002	Actual	No	Yes	No	

54	Register of Fees & Papers Filed	2	1964	2	524		14x17	Pinned	1 Pg	Top to Bottom		033-001-0005 0001	Actual	No	Yes	No	
54	Register of Fees & Papers Filed	3	1964	2	524		14x17	Pinned	1 Pg	Top to Bottom		033-001-0003 0002	Actual	No	Yes	No	
54	Register of Fees & Papers Filed		1965	2	524		14x17	Pinned	1 Pg	Top to Bottom		033-003-0001 0002	Actual	No	No	No	
54	Register of Fees & Papers Filed	Jan-00	1965	3	786		14x17	Pinned	1 Pg	Top to Bottom		033-001-0006 0003	Actual	No	Yes	No	
54	Register of Fees & Papers Filed	3201 - 4308	1965	3	786		14x17	Pinned	1 Pg	Top to Bottom		033-001-0006 0002	Actual	No	Yes	No	
54	Register of Fees & Papers Filed	2 - 1599	1966	3	786		14x17	Pinned	1 Pg	Top to Bottom		031-001-0004 0002	Actual	No	Yes	No	
54	Register of Fees & Papers Filed	1601 -3361	1966	3	786		14x17	Pinned	1 Pg	Top to Bottom		033-001-0003 0004	Actual	No	Yes	No	
54	Register of Fees & Papers Filed		1967	4	1048		14x17	Pinned	1 Pg	Top to Bottom		032-001-0002 0002	Actual	No	No	No	
54	Register of Fees & Papers Filed	1 -1500	1967	2	524		14x17	Pinned	1 Pg	Top to Bottom		033-002-0001 0002	Actual	No	Yes	No	
54	Register of Fees & Papers Filed	1502 - 3352	1968	4	1048		14x17	Pinned	1 Pg	Top to Bottom		033-003-0001 0004	Actual	No	Yes	No	
54	Register of Fees & Papers Filed	1 - 1500	1968	2	524		14x17	Pinned	1 Pg	Top to Bottom		033-001-0001 0004	Actual	No	Yes	No	
54	Register of Fees & Papers Filed	1 - 1200	1969	3	786		14x17	Pinned	1 Pg	Top to Bottom		033-001-0005 0003	Actual	No	Yes	No	
54	Register of Fees & Papers Filed	1201 - 2200	1969	3	786		14x17	Pinned	1 Pg	Top to Bottom		033-001-0001 0003	Actual	No	Yes	No	
54	Register of Fees & Papers Filed	2201 - 3329	1969	2	524		14x17	Pinned	1 Pg	Top to Bottom		031-002-0001 0004	Actual	No	Yes	No	
54	Register of Fees & Papers Filed	5 - 1200	1970	2	524		14x17	Pinned	1 Pg	Top to Bottom		031-002-0001 0001	Actual	No	Yes	No	
54	Register of Fees & Papers Filed	1205 - 1900	1970	2	524		14x17	Pinned	1 Pg	Top to Bottom		031-002-0001 0002	Actual	No	Yes	No	
54	Register of Fees & Papers Filed	1901 - 2600	1970	2	524		14x17	Pinned	1 Pg	Top to Bottom		031-001-0006 0001	Actual	No	Yes	No	
54	Register of Fees & Papers Filed	2601 - 3346	1970	1	262		14x17	Pinned	1 Pg	Top to Bottom		033-001-0001 0002	Actual	No	Yes	No	
					12838												
55	Special Assessment Docket		1941-1943		580		11x17	Pinned	1 Pg	Top to Bottom		001-006-0002 0005	Actual	No	Yes	No	
55	Special Assessment Docket		1847-1850		580		11x17	Pinned	1 Pg	Top to Bottom		033-004-0004 0001	Actual	No	No	No	
55	Special Assessment #2933 Algonquin mainstreet paving		1926		580		11x17	Pinned	1 Pg	Top to Bottom			Actual	No	Yes	No	
55	Special Assessment Docket	2	1928 - 1949		450		11x17	Pinned	1 Pg	Top to Bottom		032-002-0004 0006	Actual	No	No	No	
55	Special Assessment Docket		1910 - 1930		400		11x17	Pinned	1 Pg	Top to Bottom		033-003-0006 0005	Actual	No	No	No	
55	Special Assessment Huntley surface water outlet	3482	1929		100		11x17	Pinned	1 Pg	Top to Bottom		032-001-0001 0005	Actual	No	No	No	
55	Special Assessment Main Water Supply Village of Richmond		1927 case # 3046		580		11x17	Pinned	1 Pg	Top to Bottom		001-003-0002 0004	Actual	No	Yes	No	
					3270												
56	Will Record		1846-1882		580		11x17	Pinned	1 Pg	Top to Bottom			Actual	No	Yes	No	
56	Will Record		1866-1876		580		11x17	Pinned	1 Pg	Top to Bottom		001-004-0003 0006	Actual	No	Yes	No	
56	Will Record		1885-1977		300		11x17	Pinned	1 Pg	Top to Bottom		001-006-0004 0001	Actual	No	No	No	
56	Will Record		1909 - 1913		580		11x17	Bound	2 Pg	Across		033-003-0005 0001	Actual	No	No	No	
56	Will Record		1919		580		11x17	Pinned	1 Pg	Top to Bottom			Actual	No	Yes	No	
56	Will Record		1924-1929		580		11x17	Pinned	1 Pg	Top to Bottom		001-001-0001 0006	Actual	No	Yes	No	
56	Will Record		1932-1935		580		11x17	Pinned	1 Pg	Top to Bottom		001-003-0003 0006	Actual	No	Yes	No	
56	Will Record		1939-1942		580		11x17	Pinned	1 Pg	Top to Bottom		001-001-0002 0004	Actual	No	Yes	No	
56	Will Record		1956-1959		580		11x17	Pinned	1 Pg	Top to Bottom			Actual	No	Yes	No	
56	Will Record		1958-1961		580		11x17	Pinned	1 Pg	Top to Bottom		033-002-0002 0004	Actual	No	No	No	
56	Will Record		1959-1961		580		11x17	Pinned	1 Pg	Top to Bottom			Actual	No	Yes	No	
56	Will Record		1961-1963		580		11x17	Pinned	1 Pg	Top to Bottom			Actual	No	Yes	No	
56	Will Record		1977-1996		300		11x17	Pinned	1 Pg	Top to Bottom		001-006-0004 0002	Actual	No	No	No	
					6980												
												Roll Number					
Microfilm																	

58	Immigration Declaration Records			1100	Microfilm	1 Pg	Top to Bottom	1443388	Actual	No	No	No		
59	Immigration Naturalization Records			1100	Microfilm	1 Pg	Top to Bottom	1443389	Actual	No	No	No		
60	Immigration Oath Records			1100	Microfilm	1 Pg	Top to Bottom	1443390	Actual	No	No	No		
61	Immigration / Probate Index			1100	Microfilm	1 Pg	Top to Bottom	1443391	Sequential					
62	Will Index 3754 - 7922			1100	Microfilm	1 Pg	Top to Bottom	1443392	Sequential					
63	Immigration Index			1100	Microfilm	1 Pg	Top to Bottom	1455663	Sequential					
63	Immigration Index	Oaths		1100	Microfilm	1 Pg	Top to Bottom	1443399	Sequential					
				2200										
64	Wills Alpha Records	1-1442	1840-1843	1100	Microfilm	1 Pg	Top to Bottom	1443393	Actual	No	No	No		
65	Probate Records	15-43	1843-1844	1100	Microfilm	1 Pg	Top to Bottom	1443394	Actual	No	No	No		
65	Probate Records	44-53	1845-1846	1100	Microfilm	1 Pg	Top to Bottom	1443395	Actual	No	No	No		
65	Probate Records	53-83	1846-1848	1100	Microfilm	1 Pg	Top to Bottom	1443396	Actual	No	No	No		
65	Probate Records	84-123	1848-1850	1100	Microfilm	1 Pg	Top to Bottom	1443397	Actual	No	No	No		
65	Probate Records	124-169	1849-1853	1100	Microfilm	1 Pg	Top to Bottom	1443398	Actual	No	No	No		
65	Probate Records	170-205	1853-1860	1100	Microfilm	1 Pg	Top to Bottom	1443387	Actual	No	No	No		
65	Probate Records	506-245	1854-1855	1100	Microfilm	1 Pg	Top to Bottom	1443400	Actual	No	No	No		
65	Probate Records	245-289	1855-1856	1100	Microfilm	1 Pg	Top to Bottom	1443401	Actual	No	No	No		
65	Probate Records	290-321	1857-1860	1100	Microfilm	1 Pg	Top to Bottom	1443402	Actual	No	No	No		
65	Probate Records	321-359	1858-1861	1100	Microfilm	1 Pg	Top to Bottom	1443403	Actual	No	No	No		
65	Probate Records	360-402	1858-1860	1100	Microfilm	1 Pg	Top to Bottom	1443404	Actual	No	No	No		
65	Probate Records	403-435	1861-1861	1100	Microfilm	1 Pg	Top to Bottom	1443405	Actual	No	No	No		
65	Probate Records	426-476	1862-1863	1100	Microfilm	1 Pg	Top to Bottom	1443406	Actual	No	No	No		
65	Probate Records	477-519	1863-1864	1100	Microfilm	1 Pg	Top to Bottom	1443407	Actual	No	No	No		
65	Probate Records	520-568	1863-1864	1100	Microfilm	1 Pg	Top to Bottom	1443408	Actual	No	No	No		
65	Probate Records	569-632	1864-1865	1100	Microfilm	1 Pg	Top to Bottom	1443409	Actual	No	No	No		
65	Probate Records	633-813	1865-1868	1100	Microfilm	1 Pg	Top to Bottom	1443410	Actual	No	No	No		
65	Probate Records	658-706	1865-1866	1100	Microfilm	1 Pg	Top to Bottom	1443411	Actual	No	No	No		
65	Probate Records	700-732	1866-1866	1100	Microfilm	1 Pg	Top to Bottom	1443412	Actual	No	No	No		
65	Probate Records	733-768	1866-1868	1100	Microfilm	1 Pg	Top to Bottom	1443413	Actual	No	No	No		
65	Probate Records	864-868	1868-1869	1100	Microfilm	1 Pg	Top to Bottom	1443414	Actual	No	No	No		
65	Probate Records	859-964	1868-1870	1100	Microfilm	1 Pg	Top to Bottom	1443415	Actual	No	No	No		
65	Probate Records	914-966	1869-1872	1100	Microfilm	1 Pg	Top to Bottom	1443416	Actual	No	No	No		
65	Probate Records	967-1004	1871-1871	1100	Microfilm	1 Pg	Top to Bottom	1443417	Actual	No	No	No		
65	Probate Records	1005-1055	1871-1872	1100	Microfilm	1 Pg	Top to Bottom	1443418	Actual	No	No	No		
65	Probate Records	1056-1103	1872-1874	1100	Microfilm	1 Pg	Top to Bottom	1443419	Actual	No	No	No		
65	Probate Records	1103-1139	1874-1874	1100	Microfilm	1 Pg	Top to Bottom	1443420	Actual	No	No	No		
65	Probate Records	1140-1177	1873-1875	1100	Microfilm	1 Pg	Top to Bottom	1443421	Actual	No	No	No		
65	Probate Records	1178-1227	1874-1879	1100	Microfilm	1 Pg	Top to Bottom	1443422	Actual	No	No	No		

65	Probate Records		1875-1875	1100	Microfilm	1 Pg	Top to Bottom	1451613	Actual	No	No	No	
65	Probate Records		1875-1876	1100	Microfilm	1 Pg	Top to Bottom	1451614	Actual	No	No	No	
65	Probate Records		1876-1877	1100	Microfilm	1 Pg	Top to Bottom	1451615	Actual	No	No	No	
65	Probate Records		1877-1877	1100	Microfilm	1 Pg	Top to Bottom	1451616	Actual	No	No	No	
65	Probate Records		1877-1878	1100	Microfilm	1 Pg	Top to Bottom	1451617	Actual	No	No	No	
65	Probate Records		1877-1878	1100	Microfilm	1 Pg	Top to Bottom	1451618	Actual	No	No	No	
65	Probate Records		1878-1879	1100	Microfilm	1 Pg	Top to Bottom	1451619	Actual	No	No	No	
65	Probate Records		1879-1879	1100	Microfilm	1 Pg	Top to Bottom	1451620	Actual	No	No	No	
65	Probate Records	1605-1634	1879-1880	1100	Microfilm	1 Pg	Top to Bottom	1451621	Actual	No	No	No	
65	Probate Records		1880-1881	1100	Microfilm	1 Pg	Top to Bottom	1451622	Actual	No	No	No	
65	Probate Records		1881-1881	1100	Microfilm	1 Pg	Top to Bottom	1451623	Actual	No	No	No	
65	Probate Records		1881-1881	1100	Microfilm	1 Pg	Top to Bottom	1451624	Actual	No	No	No	
65	Probate Records		1881-1882	1100	Microfilm	1 Pg	Top to Bottom	1451625	Actual	No	No	No	
65	Probate Records		1882-1883	1100	Microfilm	1 Pg	Top to Bottom	1451626	Actual	No	No	No	
65	Probate Records		1883-1883	1100	Microfilm	1 Pg	Top to Bottom	1451627	Actual	No	No	No	
65	Probate Records		1883-1884	1100	Microfilm	1 Pg	Top to Bottom	1451628	Actual	No	No	No	
65	Probate Records		1884-1884	1100	Microfilm	1 Pg	Top to Bottom	1451629	Actual	No	No	No	
65	Probate Records		1884-1885	1100	Microfilm	1 Pg	Top to Bottom	1451630	Actual	No	No	No	
65	Probate Records		1885-1885	1100	Microfilm	1 Pg	Top to Bottom	1451631	Actual	No	No	No	
65	Probate Records		1885-1886	1100	Microfilm	1 Pg	Top to Bottom	1451632	Actual	No	No	No	
65	Probate Records		1886-1886	1100	Microfilm	1 Pg	Top to Bottom	1451633	Actual	No	No	No	
65	Probate Records		1886-1886	1100	Microfilm	1 Pg	Top to Bottom	1451634	Actual	No	No	No	
65	Probate Records		1886-1887	1100	Microfilm	1 Pg	Top to Bottom	1451635	Actual	No	No	No	
65	Probate Records		1887-1887	1100	Microfilm	1 Pg	Top to Bottom	1451636	Actual	No	No	No	
65	Probate Records		1887-1888	1100	Microfilm	1 Pg	Top to Bottom	1451637	Actual	No	No	No	
65	Probate Records		1888-1888	1100	Microfilm	1 Pg	Top to Bottom	1451638	Actual	No	No	No	
65	Probate Records		1888-1889	1100	Microfilm	1 Pg	Top to Bottom	1451639	Actual	No	No	No	
65	Probate Records		1888-1890	1100	Microfilm	1 Pg	Top to Bottom	1451979	Actual	No	No	No	
65	Probate Records	2508-2557	1889-1890	1100	Microfilm	1 Pg	Top to Bottom	1451980	Actual	No	No	No	
65	Probate Records	2558-2606	1890-1891	1100	Microfilm	1 Pg	Top to Bottom	1451981	Actual	No	No	No	
65	Probate Records	2607-2643	1890-1890	1100	Microfilm	1 Pg	Top to Bottom	1451982	Actual	No	No	No	
65	Probate Records	2644-2688	1891-1897	1100	Microfilm	1 Pg	Top to Bottom	1451983	Actual	No	No	No	
65	Probate Records	2689-2723	1891-1891	1100	Microfilm	1 Pg	Top to Bottom	1451984	Actual	No	No	No	
65	Probate Records	2724-2767	1891-1892	1100	Microfilm	1 Pg	Top to Bottom	1451985	Actual	No	No	No	
65	Probate Records	2768-2799	1891-1907	1100	Microfilm	1 Pg	Top to Bottom	1451986	Actual	No	No	No	
65	Probate Records	2800-2839	1892-1892	1100	Microfilm	1 Pg	Top to Bottom	1451987	Actual	No	No	No	
65	Probate Records	2840-2880	1899-1929	1100	Microfilm	1 Pg	Top to Bottom	1451988	Actual	No	No	No	
65	Probate Records	1882-2926	1892-1893	1100	Microfilm	1 Pg	Top to Bottom	1451989	Actual	No	No	No	
65	Probate Records	2926-2968	1893-1917	1100	Microfilm	1 Pg	Top to Bottom	1451990	Actual	No	No	No	
65	Probate Records	2969-3007	1893-1893	1100	Microfilm	1 Pg	Top to Bottom	1451991	Actual	No	No	No	
65	Probate Records	3008-3049	1893-1894	1100	Microfilm	1 Pg	Top to Bottom	1451992	Actual	No	No	No	
65	Probate Records	3050-3086	1893-1898	1100	Microfilm	1 Pg	Top to Bottom	1451993	Actual	No	No	No	
65	Probate Records	3087-3133	1894-1894	1100	Microfilm	1 Pg	Top to Bottom	1451994	Actual	No	No	No	
65	Probate Records	3134-3171	1894-1894	1100	Microfilm	1 Pg	Top to Bottom	1451995	Actual	No	No	No	
65	Probate Records	3172-3217	1894-1902	1100	Microfilm	1 Pg	Top to Bottom	1455186	Actual	No	No	No	

65	Probate Records	3219-3256	1894-1895	1100	Microfilm	1 Pg	Top to Bottom	1455187	Actual	No	No	No		
65	Probate Records	3257-3294	1895-1897	1100	Microfilm	1 Pg	Top to Bottom	1455188	Actual	No	No	No		
65	Probate Records	3295-3328	1895-1896	1100	Microfilm	1 Pg	Top to Bottom	1455189	Actual	No	No	No		
65	Probate Records	3329-3371	1895-1896	1100	Microfilm	1 Pg	Top to Bottom	1455190	Actual	No	No	No		
65	Probate Records	3372-3415	1895-1895	1100	Microfilm	1 Pg	Top to Bottom	1455191	Actual	No	No	No		
65	Probate Records	3416-3450	1896-1899	1100	Microfilm	1 Pg	Top to Bottom	1455192	Actual	No	No	No		
65	Probate Records	3451-3487	1896-1897	1100	Microfilm	1 Pg	Top to Bottom	1455193	Actual	No	No	No		
65	Probate Records	3488-3529	1896-1897	1100	Microfilm	1 Pg	Top to Bottom	1455194	Actual	No	No	No		
65	Probate Records	3530-3566	1897-1897	1100	Microfilm	1 Pg	Top to Bottom	1455195	Actual	No	No	No		
65	Probate Records	3567-3602	1897-1899	1100	Microfilm	1 Pg	Top to Bottom	1455196	Actual	No	No	No		
65	Probate Records	3604-3649	1897-1900	1100	Microfilm	1 Pg	Top to Bottom	1455197	Actual	No	No	No		
65	Probate Records	3650-3689	1896-1898	1100	Microfilm	1 Pg	Top to Bottom	1455198	Actual	No	No	No		
65	Probate Records	3690-3732	1898-1900	1100	Microfilm	1 Pg	Top to Bottom	1455199	Actual	No	No	No		
65	Probate Records	3733-3780	1898-1899	1100	Microfilm	1 Pg	Top to Bottom	1455200	Actual	No	No	No		
65	Probate Records	3781-3830	1899-1899	1100	Microfilm	1 Pg	Top to Bottom	1455201	Actual	No	No	No		
65	Probate Records	3831-3875	1899-1899	1100	Microfilm	1 Pg	Top to Bottom	1455202	Actual	No	No	No		
65	Probate Records	3876-3907	1899-1899	1100	Microfilm	1 Pg	Top to Bottom	1455203	Actual	No	No	No		
65	Probate Records	3908-3939	1899-1902	1100	Microfilm	1 Pg	Top to Bottom	1455204	Actual	No	No	No		
65	Probate Records	4311-4339	1902-1902	1100	Microfilm	1 Pg	Top to Bottom	1455404	Actual	No	No	No		
65	Probate Records	4340-4366	1902-1903	1100	Microfilm	1 Pg	Top to Bottom	1455405	Actual	No	No	No		
65	Probate Records	4377-4421	1903-1903	1100	Microfilm	1 Pg	Top to Bottom	1455406	Actual	No	No	No		
65	Probate Records	4722-4462	1903-1903	1100	Microfilm	1 Pg	Top to Bottom	1455407	Actual	No	No	No		
65	Probate Records	4463-4510	1903-1903	1100	Microfilm	1 Pg	Top to Bottom	1455408	Actual	No	No	No		
65	Probate Records	4511-4552	1903-1904	1100	Microfilm	1 Pg	Top to Bottom	1455409	Actual	No	No	No		
65	Probate Records	4553-4586	1904-1904	1100	Microfilm	1 Pg	Top to Bottom	1455410	Actual	No	No	No		
65	Probate Records	4587-4620	1904-1904	1100	Microfilm	1 Pg	Top to Bottom	1455411	Actual	No	No	No		
65	Probate Records	4621-4655	1904-1904	1100	Microfilm	1 Pg	Top to Bottom	1455412	Actual	No	No	No		
65	Probate Records	4656-4699	1904-1905	1100	Microfilm	1 Pg	Top to Bottom	1455413	Actual	No	No	No		
65	Probate Records	4700-4744	1905-1905	1100	Microfilm	1 Pg	Top to Bottom	1455414	Actual	No	No	No		
65	Probate Records	4745-4791	1905-1905	1100	Microfilm	1 Pg	Top to Bottom	1455415	Actual	No	No	No		
65	Probate Records	4792-4829	1905-1905	1100	Microfilm	1 Pg	Top to Bottom	1455416	Actual	No	No	No		
65	Probate Records	4830-4867	1905-1906	1100	Microfilm	1 Pg	Top to Bottom	1455417	Actual	No	No	No		
65	Probate Records	4868-4921	1906-1906	1100	Microfilm	1 Pg	Top to Bottom	1455418	Actual	No	No	No		
65	Probate Records	4913-4942	1906-1906	1100	Microfilm	1 Pg	Top to Bottom	1455419	Actual	No	No	No		
65	Probate Records	4943-4985	1906-1906	1100	Microfilm	1 Pg	Top to Bottom	1455420	Actual	No	No	No		
65	Probate Records	4986-5019	1906-1907	1100	Microfilm	1 Pg	Top to Bottom	1455421	Actual	No	No	No		
65	Probate Records	5020-5057	1907-1907	1100	Microfilm	1 Pg	Top to Bottom	1455422	Actual	No	No	No		
65	Probate Records	5058-5102	1907-1907	1100	Microfilm	1 Pg	Top to Bottom	1455423	Actual	No	No	No		
65	Probate Records	5103-5135	1907-1907	1100	Microfilm	1 Pg	Top to Bottom	1455424	Actual	No	No	No		
65	Probate Records	5136-5170	1907-1907	1100	Microfilm	1 Pg	Top to Bottom	1455425	Actual	No	No	No		
65	Probate Records	5171-5216	1907-1908	1100	Microfilm	1 Pg	Top to Bottom	1455426	Actual	No	No	No		
65	Probate Records	5217-5252	1908-1908	1100	Microfilm	1 Pg	Top to Bottom	1455427	Actual	No	No	No		
65	Probate Records	5253-5287	1908-1908	1100	Microfilm	1 Pg	Top to Bottom	1455428	Actual	No	No	No		
65	Probate Records	5288-5338	1908-1908	1100	Microfilm	1 Pg	Top to Bottom	1455429	Actual	No	No	No		
65	Probate Records	5339-5364	1908-1909	1100	Microfilm	1 Pg	Top to Bottom	1455430	Actual	No	No	No		

65	Probate Records	5365-5401	1909-1909	1100	Microfilm	1 Pg	Top to Bottom	1455431	Actual	No	No	No		
65	Probate Records	5402-5434	1909-1909	1100	Microfilm	1 Pg	Top to Bottom	1455432	Actual	No	No	No		
65	Probate Records	5435-5460	1909-1909	1100	Microfilm	1 Pg	Top to Bottom	1455433	Actual	No	No	No		
65	Probate Records	5461-5496	1909-1909	1100	Microfilm	1 Pg	Top to Bottom	1455434	Actual	No	No	No		
65	Probate Records	5497-5538	1909-1910	1100	Microfilm	1 Pg	Top to Bottom	1455435	Actual	No	No	No		
65	Probate Records	5539-5567	1910-1910	1100	Microfilm	1 Pg	Top to Bottom	1455478	Actual	No	No	No		
65	Probate Records	5567-5603	1910-1910	1100	Microfilm	1 Pg	Top to Bottom	1455479	Actual	No	No	No		
65	Probate Records	5604-5654	1910-1911	1100	Microfilm	1 Pg	Top to Bottom	1455480	Actual	No	No	No		
65	Probate Records	5655-5701	1911-1911	1100	Microfilm	1 Pg	Top to Bottom	1455481	Actual	No	No	No		
65	Probate Records	5702-5743	1911-1911	1100	Microfilm	1 Pg	Top to Bottom	1455482	Actual	No	No	No		
65	Probate Records	5744-5787	1911-1911	1100	Microfilm	1 Pg	Top to Bottom	1455483	Actual	No	No	No		
65	Probate Records	5788-5825	1911-1912	1100	Microfilm	1 Pg	Top to Bottom	1455484	Actual	No	No	No		
65	Probate Records	5826-5861	1912-1912	1100	Microfilm	1 Pg	Top to Bottom	1455485	Actual	No	No	No		
65	Probate Records	5862-5892	1912-1912	1100	Microfilm	1 Pg	Top to Bottom	1455486	Actual	No	No	No		
65	Probate Records	5893-5931	1912-1912	1100	Microfilm	1 Pg	Top to Bottom	1455487	Actual	No	No	No		
65	Probate Records	5932-5960	1912-1912	1100	Microfilm	1 Pg	Top to Bottom	1455488	Actual	No	No	No		
65	Probate Records	5961-6005	1912-1913	1100	Microfilm	1 Pg	Top to Bottom	1455489	Actual	No	No	No		
65	Probate Records	6006-6057	1913-1913	1100	Microfilm	1 Pg	Top to Bottom	1455490	Actual	No	No	No		
65	Probate Records	6058-6094	1913-1913	1100	Microfilm	1 Pg	Top to Bottom	1455491	Actual	No	No	No		
65	Probate Records	6095-6127	1913-1913	1100	Microfilm	1 Pg	Top to Bottom	1455492	Actual	No	No	No		
65	Probate Records	6128-6177	1913-1914	1100	Microfilm	1 Pg	Top to Bottom	1455493	Actual	No	No	No		
65	Probate Records	6178-6217	1914-1914	1100	Microfilm	1 Pg	Top to Bottom	1455494	Actual	No	No	No		
65	Probate Records	6218-6260	1914-1914	1100	Microfilm	1 Pg	Top to Bottom	1455495	Actual	No	No	No		
65	Probate Records	6261-6293	1914-1914	1100	Microfilm	1 Pg	Top to Bottom	1455496	Actual	No	No	No		
65	Probate Records	6294-6333	1914-1914	1100	Microfilm	1 Pg	Top to Bottom	1455497	Actual	No	No	No		
65	Probate Records	6334-6376	1915-1915	1100	Microfilm	1 Pg	Top to Bottom	1455498	Actual	No	No	No		
65	Probate Records	6377-6426	1915-1915	1100	Microfilm	1 Pg	Top to Bottom	1455499	Actual	No	No	No		
65	Probate Records	6426-6469	1915-1915	1100	Microfilm	1 Pg	Top to Bottom	1455500	Actual	No	No	No		
65	Probate Records	6470-6502	1915-1915	1100	Microfilm	1 Pg	Top to Bottom	1455501	Actual	No	No	No		
65	Probate Records	6503-6548	1915-1915	1100	Microfilm	1 Pg	Top to Bottom	1455502	Actual	No	No	No		
65	Probate Records	6548-6590	1916-1916	1100	Microfilm	1 Pg	Top to Bottom	1455503	Actual	No	No	No		
65	Probate Records	6591-6628	1916-1916	1100	Microfilm	1 Pg	Top to Bottom	1455504	Actual	No	No	No		
65	Probate Records	6629-6666	1916-1916	1100	Microfilm	1 Pg	Top to Bottom	1455505	Actual	No	No	No		
65	Probate Records	6667-6692	1916-1917	1100	Microfilm	1 Pg	Top to Bottom	1455506	Actual	No	No	No		
65	Probate Records	6693-6724	1917-1917	1100	Microfilm	1 Pg	Top to Bottom	1455507	Actual	No	No	No		
65	Probate Records	6724-6758	1917-1917	1100	Microfilm	1 Pg	Top to Bottom	1455508	Actual	No	No	No		
65	Probate Records	6759-6797	1917-1917	1100	Microfilm	1 Pg	Top to Bottom	1455509	Actual	No	No	No		
65	Probate Records	6798-6841	1917-1917	1100	Microfilm	1 Pg	Top to Bottom	1455510	Actual	No	No	No		
65	Probate Records	6842-6888	1917-1917	1100	Microfilm	1 Pg	Top to Bottom	1455511	Actual	No	No	No		
65	Probate Records	6889-6934	1917-1918	1100	Microfilm	1 Pg	Top to Bottom	1455512	Actual	No	No	No		
65	Probate Records	6935-6973	1918-1918	1100	Microfilm	1 Pg	Top to Bottom	1455513	Actual	No	No	No		
65	Probate Records	6974-7015	1918-1918	1100	Microfilm	1 Pg	Top to Bottom	1455514	Actual	No	No	No		
65	Probate Records	7016-7048	1918-1918	1100	Microfilm	1 Pg	Top to Bottom	1455515	Actual	No	No	No		
65	Probate Records	7049-7092	1918-1919	1100	Microfilm	1 Pg	Top to Bottom	1455516	Actual	No	No	No		
65	Probate Records	7093-7133	1919-1919	1100	Microfilm	1 Pg	Top to Bottom	1455517	Actual	No	No	No		

65	Probate Records	3940-3982	1900-1900	1100	Microfilm	1 Pg	Top to Bottom	1455529	Actual	No	No	No		
65	Probate Records	3983-4016	1900-1900	1100	Microfilm	1 Pg	Top to Bottom	1455530	Actual	No	No	No		
65	Probate Records	4017-4057	1900-1901	1100	Microfilm	1 Pg	Top to Bottom	1455531	Actual	No	No	No		
65	Probate Records	4058-4096	1901-1901	1100	Microfilm	1 Pg	Top to Bottom	1455532	Actual	No	No	No		
65	Probate Records	4097-4131	1901-1901	1100	Microfilm	1 Pg	Top to Bottom	1455533	Actual	No	No	No		
65	Probate Records	4132-4162	1901-1901	1100	Microfilm	1 Pg	Top to Bottom	1455534	Actual	No	No	No		
65	Probate Records	4163-4203	1901-1901	1100	Microfilm	1 Pg	Top to Bottom	1455535	Actual	No	No	No		
65	Probate Records	4204-4238	1901-1902	1100	Microfilm	1 Pg	Top to Bottom	1455536	Actual	No	No	No		
65	Probate Records	4239-4266	1902-1902	1100	Microfilm	1 Pg	Top to Bottom	1455537	Actual	No	No	No		
65	Probate Records	4267-4310	1902-1902	1100	Microfilm	1 Pg	Top to Bottom	1455538	Actual	No	No	No		
				191400										

PRODUCT #	Product	ame (A,	IDENTIFIER (Ie. Year)	Warehouse Book Number	PAGES
1	Adoption Cross Index		1900-1970	105639	
2	Adoption Juvenile, Children, Parents, Mar-Lic-Pet & Sup	1		105640	
3	Civil Index	9 A - K	1979 - 1982	45248	
3	Civil Index	9 L - Z	1979 - 1982	45249	
3	Civil Index □	10 A - K	1983 - 1984	45251	
3	Civil Index	10 L - Z	1983 - 1984	45250	
3	Civil Index	11 A - K	1985 - 1986	45252	
3	Civil Index	11 L - Z	1985 - 1986	45253	
3	Civil Index	12 A - K	1987- 1988	45254	
3	Civil Index	12 L - Z	1987- 1988	45255	
3	Civil Index	13 A - K	1989- 1990	45256	
3	Civil Index	13 L - Z	1989- 1990	45257	
4	Criminal Index Defendents		1892 - 1962	13735	
4	Criminal Index	2	1964-1970	45211	
4	Criminal Index	3	1971-1974	45212	
4	Criminal Index	4	1974-1978	45176	
5	Defendants Index	1	1856 - 1875	13753	
5	Defendants Index	2	1875 - 1892	13765	
5	Defendants Index	3	1889 - 1906	13759	
5	Defendants Index	4 A - K	1906 - 1929	13747	
5	Defendants Index	4 L - Z	1906 - 1929	13746	
5	Defendants Index	5 A - K	1930 - 1940	13751	
5	Defendants Index	5 L- Z	1930 - 1940	13769	
5	Defendants Index	6 A - K	1941 - 1960	13762	
5	Defendants Index	6 L - Z	1942 - 1960	13761	
5	Defendants Index	7 A - K	1960 - 1965	13756	
5	Defendants Index	7 L - Z	1961 - 1965	13757	
5	Defendants Index	8 A - K	1966- 1979	40043	
5	Defendants Index	8 L-Z	1966- 1980	45230	
5	Civil Defendant Index	A-M	1966-1978	40057	
5	Civil Defendant Index	N-Z	1966-1978	40056	

6	Family and Juvenile Case Index	1	1982 - 1989	45243	
6	Family and Juvenile Case Index	2	1982 - 1989	45244	
7	Felony Index		1981 - 1983	45237	
7	Felony Index		1984	45238	
7	Felony Index		1985	45240	
7	Felony Index		1986 - 1987	45240	
7	Felony Index		1988	45241	
7	Felony Index		1989	45242	
8	Forceable Entry and Detainer Index	A	1987 - 1990	45246	
9	General Docket Index		1850	13738	
9	General Docket Index	2	1963	13737	
9	General Docket Index	3	1963	13623	
10	Index to Court Records	1	1969 - 1978	39605	
11	Index to Estate Files	4 A-F	1840 - 1991	45174	
11	Index to Estate Files	F-Z	1840 - 1991	45175	
11	Index to Estate Files		1842 - 1895	13735	
11	Index to Estate Files		1843 - 1915	13740	
12	Index to Judgments	4	1848 - 1851	13389	
12	Index to Judgment	13		13436	
13	Index to Log of Juvenile and Adoption Cases		1983-1987	105638	
14	Misdemeanor Index	A-Z	1984	40054	
14	Misdemeanor Index		1985	45234	
14	Misdemeanor Index		1979 - 1980	45236	
14	Misdemeanor Index		1981 - 1983	45235	
14	Misdemeanor Index		1986 - 1987	45233	
14	Misdemeanor Index	A-Z	1988	40053	
14	Misdemeanor Index		1989	45232	
15	Plaintiffs Index	1	1856 - 1875	13752	
15	Plaintiffs Index	2	1892	13764	
15	Plaintiffs Index	3	1889 - 1906	13760	

15	Plaintiffs Index	4 A - K	1906 - 1929	13748	
15	Plaintiffs Index	4 L - Z	1906 - 1930	13763	
15	Plaintiffs Index	5 A - K	1930 - 1940	13749	
15	Plaintiffs Index	5 L - Z	1930 - 1940	13750	
15	Plaintiffs Index	6 A - K	1941 - 1960	13745	
15	Plaintiffs Index	6 L - Z	1941 - 1960	13744	
15	Plaintiffs Index	7 A - K	1960 - 1965	13770	
15	Plaintiffs Index	7 L - Z	1960 - 1965	13758	
15	Plaintiffs Index	8 A - K	1966- 1979	40042	
15	Plaintiffs Index	8 L - Z	1966- 1979	45177	
16	Probate Index A-Z	A-Z	Prior to 1991	40055	
17	Register of Fees & Papers Filed	72F3 - 72F	1972	13310	
17	Register of Fees and Papers Filed	F	1964-1971	13644	
18	Index to Small Claims	1	1964	13743	
18	Index to Small Claims	2	1965	13755	
18	Small Claims Index	3	1968-1971	40048	
18	Small Claims Index	4	1971-1975	40047	
18	Small Claims Index	5	1975-1981	40046	
18	Small Claims Defendant Index	1	1981-1984	40050	
18	Small Claims Defendant Index	2	1985-1986	40049	
18	Small Claims Defendant Index	3	1987-1988	45223	
18	Small Claims General Index	1	1980-1986	40052	
18	Small Claims General Index	2	1987-1988	40051	
18	Small Claims Index	A-Z	1988-1990	40044	
18	Small Claims Index Numerical		1988-1990	40045	
	1966-1968 Criminal Docket/Minutes (with index); 1966 - 1968 ; # 5745 - 6497			13642	
	1966 Register of Fees and Papers Filed - 1966; Case # 66-2 - 66-1599			13632	
	Orders Appointing Conservator & Guardian - 1961			13662	
	1970 Register of Fees and Papers Filed - 1970 ; Case # 70-1901 - 70-2600			13648	
	1970 Register of Fees and Papers Filed - 1970; Case # 70-5 - 70-1200			13638	
	1970 Register of Fees and Papers Filed - 1970 ; Case # 70-1205 - 70-1900			13647	
	1969 Register of Fees and Papers Filed 69-2201 - 69-3329			13637	
	1959-1963 Clerk's Common Law Docket #1 - County Court ; 1959 - 1963; Case #			13600	
	Insanity Fee Book "D"; Also Tax Sale & Redemption Record 1889 - 1905; Adoptior			13739	
	Vol. C - 1859 - 1870			13524	
	Vol. B - 1857 - 1859			13523	

	Vol. I - 1870 - 1886			13525	
	Vol. D - 1859 - 1872			13526	
	1865-1918 Certificate of Levy & Attachment 1865 - 1918			13657	
	1907-1929 Insanity Docket - 1907 - 1929			13653	
	Probate Docket - Guardianship - 1927 - 1957			13706	
	Vol. A - 1838 - 1857			13522	
	County Court Docket - 1854 - 1860			13668	
	Circuit Court Record /Docket of Proceedings #19 ; 1878 - 1879			13444	
	Circuit Court Record /Docket of Proceedings #18; 1875- 1877			13453	
	Circuit Court Record /Docket of Proceedings #17; 1873 - 1875			13451	
	Circuit Court Record /Docket of Proceedings #16; 1871- 1873			13452	
	Circuit Court Record /Docket of Proceedings #15; 1870 - 1871			13454	
	Circuit Court Record /Docket of Proceedings #14; 1868 - 1869			13455	
	Circuit Court Record /Docket of Proceedings #13; 1865- 1867			13456	
	Circuit Court Record /Docket of Proceedings #12; 1862- 1864			13457	
	Circuit Court Record /Docket of Proceedings #9; 1855 -			13445	
	Circuit Court Record /Docket of Proceedings #10 ; 1859 - 1860			13442	
	Circuit Court Record /Docket of Proceedings #11; 1860 - 1861			13458	
	Circuit Court Record /Docket of Proceedings #7; 1857 - 1859			13446	
	Circuit Court Record /Docket of Proceedings #6; 1862			13447	
	Circuit Court Record /Docket of Proceedings #5; 1852 - 1854			13448	
	Circuit Court Record /Docket of Proceedings #4; 1850- 1852			13449	
	Circuit Court Record /Docket of Proceedings #3 ; 1847 - 1850			13441	
	1927-1929 County Court Common Law Record " K" ; 1927 - 1929			13650	
	County Court Common Law Record - Adoptions ; "DD" 1961- 1963 ; 61C381 - 63			13687	
	Vol. #11 - 1955 - 1960			13509	
	1953-1958 Criminal Docket/Minutes #2; 1953 - 1958 ; # 1951 - 2899			13643	
	1941-1953 Criminal Docket/Minutes (with index); 1941 - 1953 ; # 787 - 1950			13641	
	County Court ; Vol. #5 - 1959 - 1963			13528	
	Criminal ; Vol. # 1; 1975			13531	
	Circuit Court Record /Docket of Proceedings #1; 1838 - 1843			13450	
	1990 General Docket Book 38			45222	
	County Court Vol. #2 - 9/1919 - 10/1932; Case # 2198 - 3804			13499	

	1975-1977 General Docket #35; 1975 - 1977			13624	
	County Court special Assessment #3482, Huntley surface water outlet ; 1929			42913	
	Register of Fees & Papers Filed - 1967; Case #67-1501 - 67-3151			13700	
	1979-1992 Court Administration Book 1			45247	
	Special Assessment Docket #2; 1928 - 1949			13718	
	1970 Register of Fees and Papers Filed - 1970 ; Case # 70-2601 - 70-3346			13645	
	1969 Register of Fees and Papers Filed 69-1201 - 69-2200			13634	
	1968 Register of Fees and Papers Filed - 1968; Case # 68-1 - 68-1500			13636	
	1964 Register of Fees and Papers Filed - Vol. #3; 1964; Case # 64-2401 - 64-396			13540	
	1966 Register of Fees and Papers Filed - 1966; Case # 66-1601 - 66-3361			13633	
	1964 Register of Fees & Papers Filed - Vol. #2; 1964; Case #64-1201 - 64-2400			13539	
	1969 Register of Fees and Papers Filed - 1969 69-1 - 69-1200			13631	
	1965 Register of Fees and Papers Filed - 1965; Case # 65-3201 - 65-4308			13630	
	1965 Register of Fees and Papers Filed - 1965; Case # 65-1 - 65-2300			13629	
	1964-1966 Criminal Docket/Minutes (with index); 1964 - 1966 ; Reference # 441			13639	
	1967 Register of Fees and Papers Filed - 1967 ; Case # 67-1 - 67-1500			13646	
	1958-1964 Criminal Docket/Minutes (with index); 1958 - 1964 ; # 2900 - 4408			13640	
	1886-1899 Indictment Record (#1) - September 1886 - May 1899			8255	
	Register of Fees & Papers Filed - 1965; Case #65-2304 - 65-3199			13701	
	1968 Register of Fees and Papers Filed - 1968; Case # 68-1502 - 68-3352			13635	
	1964 Register of Fees & Papers Files - Vol. #1; 1964; Case # 64-4 - 64-1200			13538	
	Special Assessment Docket ; 1910 - 1930			13712	
	1969-1977 Family Division ; Vol. #1; 1969 - 1977			13537	
	1977-1981 Family Division ; Vol. #2			45224	
	County Court Common Law Record - Adoptions ; "R" 8/27/1945 - 7/31/1950			13416	
	County Court Common Law Record - Adoptions - Volume "U"; 1950 - 1954			13775	
	County Court Common Law Docket (Adoptions); 1954 - 1959; Case # 6758 - 59C2			13705	
	County Court Common Law Record - Adoptions ; "BB" 1959 - 1962			13435	
	County Court Common Law Record - Adoptions "GG"; 1963			13717	
	1943-1952 Fee Book #4 - Insane, Feeble Minded & Conservator ; 1943 - 1952			13649	
	SHERIFF EXECUTION 1847-1850			44206	
	County Court - Inquisition of Patient (Insanity) - 1924			13388	
	Recognizance Record (with alpha index) Vol. B ; 1964 - 1970			13722	

	Recognizance Record (with alpha index) Vol. C ; 1971 - 1976			13721	
	Criminal ; Vol. # 5; 1979 - 1980			13533	
	Criminal ; Vol. # 4; 1978 - 1979			13536	
	Criminal ; Vol. # 3; 1977			13535	
	Criminal ; Vol. # 2; 1976			13532	
	1838 Insanity Docket # 4 - 1838			13656	
	County Court - Mental Illness Record #5 , 1953- 1963			13386	
	1988 General Docket Book36			45220	
	Vol. #33 - 1985			13491	
	Vol. #34 - 1986			13490	
	Vol. #31 - 1983			13493	
	Vol. #30 - 1982			13494	
	Vol. #27 - 1979 - 1980			13497	
	Vol. #29 - 1981			13495	
	Vol. #28 - 1980			13496	
	Vol. #26 - 1978 - 1979			13498	
	Vol. #24 - 1974 - 1975			13520	
	Vol. #23- 1973 - 1974			13519	
	Vol. #21- 1972			13517	
	Vol. #19- 1969 - 1971			13515	
	Vol. #22- 1972 - 1973			13518	
	Vol. #20- 1971 - 1972			13516	
	Vol. #18- 1968 - 1969			13514	
	Vol. #17- 1967 - 1968			13513	
	Vol. #15 - 1965 - 1966			13521	
	Vol. #13 - 1964			13511	
	Vol. #16 - 1966 - 1967			13527	
	Vol. #12 - 1960 - 1963			13510	
	Vol. #14 - 1964 - 1965			13512	
	Vol. #10 - 1948 - 1955			13508	
	Vol. #7 - 1926 - 1931			13505	
	Vol. #9 - 1937 - 1948			13507	
	Vol. #8 - 1931 - 1937			13506	
	Vol. #6 - 1921 - 1926			13504	
	Vol. #5 - 1914 - 1921			13503	
	County Court ; 1932 - 1951; Case # 3805 - 6291			13530	
	Vol. #3 - 1898 - 1907			13501	
	Vol. #2 - 1886 - 1898			13500	
	County Court, Common Law Docket Vol. #4 - 1951- 1959; # 6292 - 59C141			13488	
	Guardian & Conservator's Inventory Record "D"; 1956 - 1962			13703	
	Guardian and Conservator's Inventory Record - "F" - 1962			13711	
	Guardian and Conservator's Inventory Record - "R" - 1963			13708	

	Guardian and Conservator's Inventory Record - "E" - 1962			13720	
	Circuit Court Record /Docket of Proceedings #2 ; 1843 - 1847			13443	
	County Court ; 1894 - 1919			13529	
	Criminal ; Vol. # 6; 1980			13534	
	Vol. #4 - 1907 - 1914			13502	
	Vol. #32 - 1984			13492	
	1989 General Docket Book37			45221	

BOOK SIZE (If Bound & Opened)	Page Size	Bindery	Delivery	Orientation	NOTES	BOOK LOCATION	Page Number	Alpha
						031-007-0004 0006		
						031-007-0004 0001		
						032-001-0003 0008		
						032-001-0003 0007		
						032-001-0003 0006		
						032-001-0003 0005		
						032-001-0003 0001		
						032-001-0003 0002		
						032-001-0003 0003		
						032-001-0003 0004		
						032-001-0002 0004		
						032-001-0002 0003		
						032-003-0001 0001		
						032-002-0005 0003		
						032-002-0005 0004		
						032-002-0005 0005		
						032-003-0003 0005		
						032-003-0003 0004		
						032-003-0003 0003		
						032-003-0002 0008		
						032-003-0002 0007		
						032-003-0002 0006		
						032-003-0002 0005		
						032-003-0002 0004		
						032-003-0002 0003		
						032-003-0002 0001		
						032-003-0002 0002		
						032-003-0001 0002		
						032-003-0001 0007		
						033-002-0004 0004		
						033-002-0003 0001		

						032-001-0004 0006		
						032-001-0004 0005		
						032-001-0005 0004		
						032-001-0005 0005		
						032-001-0005 0006		
						032-001-0005 0003		
						032-001-0005 0002		
						032-001-0005 0001		
						032-001-0004 0002		
						033-005-0005 0004		
						033-006-0004 0005		
						033-006-0004 0009		
						031-003-0006 0001		
						033-004-0001 0002		
						033-004-0001 0001		
						032-001-0001 0004		
						032-001-0001 0001		
						032-001-0001 0002		
						032-001-0001 0003		
						033-004-0004 0007		
						032-001-0006 0007		
						032-001-0006 0004		
						032-001-0006 0005		
						032-001-0006 0006		
						032-001-0006 0003		
						032-001-0006 0002		
						032-001-0006 0001		
						032-003-0003 0002		
						032-003-0003 0006		
						032-003-0003 0001		

						032-003-0001 0003		
						032-003-0001 0004		
						032-003-0001 0005		
						032-003-0001 0006		
						032-002-0006 0006		
						032-002-0006 0004		
						032-002-0006 0005		
						032-002-0006 0003		
						032-002-0006 0002		
						032-002-0006 0001		
						033-002-0003 0005		
						033-003-0003 0006		
					Case #	031-002-0002 0001		
						033-005-0002 0006		
						033-005-0002 0005		
						033-005-0002 0004		
						033-005-0002 0003		
						033-005-0002 0002		
						033-005-0001 0004		
						033-005-0001 0003		
						033-005-0001 0002		
						033-005-0001 0005		
						033-005-0001 0001		
						033-002-0004 0003		
						033-005-0002 0001		
						031-001-0003 0004		
						031-001-0004 0002		
						031-001-0004 0006		
						031-001-0006 0001		
						031-002-0001 0001		
						031-002-0001 0002		
						031-002-0001 0004		
						031-003-0002 0002		
						031-003-0003 0003		
						031-003-0004 0001		
						031-003-0004 0002		

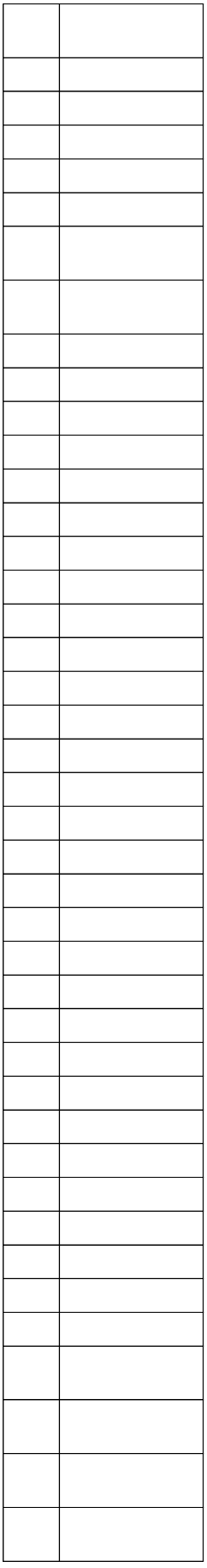
						031-003-0004 0003		
						031-003-0004 0004		
						031-003-0004 0005		
						031-003-0004 0006		
						031-003-0004 0008		
						031-003-0005 0003		
						031-004-0003 0001		
						031-004-0003 0002		
						031-004-0003 0003		
						031-004-0003 0004		
						031-004-0003 0005		
						031-004-0003 0006		
						031-004-0004 0001		
						031-004-0004 0002		
						031-004-0004 0003		
						031-004-0004 0004		
						031-004-0004 0005		
						031-004-0004 0006		
						031-004-0005 0001		
						031-004-0005 0002		
						031-004-0005 0003		
						031-004-0005 0004		
						031-004-0005 0005		
						031-004-0006 0001		
						031-004-0006 0002		
						031-007-0003 0001		
						031-007-0003 0003		
						031-007-0003 0004		
						031-007-0004 0002		
						031-007-0004 0003		
						031-007-0004 0005		
						031-008-0001 0001		
						031-008-0001 0002		

						031-008-0001 0003		
						032-001-0001 0005		
						032-001-0002 0002		
						032-001-0004 0003		
						032-002-0004 0006		
						033-001-0001 0002		
						033-001-0001 0003		
						033-001-0001 0004		
						033-001-0003 0002		
						033-001-0003 0004		
						033-001-0005 0001		
						033-001-0005 0003		
						033-001-0006 0002		
						033-001-0006 0003		
						033-001-0006 0004		
						033-002-0001 0002		
						033-002-0004 0001		
						033-003-0001 0001		
						033-003-0001 0002		
						033-003-0001 0004		
						033-003-0005 0002		
						033-003-0006 0005		
						033-004-0001 0003		
						033-004-0001 0006		
						033-004-0002 0001		
						033-004-0002 0002		
						033-004-0002 0003		
						033-004-0002 0004		
						033-004-0002 0005		
						033-004-0003 0005		
						033-004-0004 0001		
						033-004-0005 0001		
						033-005-0003 0001		

						033-005-0003 0002		
						033-005-0003 0004		
						033-005-0003 0005		
						033-005-0004 0001		
						033-005-0004 0002		
						033-005-0004 0003		
						033-005-0004 0004		
						033-005-0004 0006		
						033-005-0005 0002		
						033-005-0005 0003		
						033-005-0005 0006		
						033-005-0005 0007		
						033-005-0006 0001		
						033-005-0006 0002		
						033-005-0006 0003		
						033-005-0006 0004		
						033-005-0006 0006		
						033-006-0001 0001		
						033-006-0001 0002		
						033-006-0001 0003		
						033-006-0001 0004		
						033-006-0001 0005		
						033-006-0001 0006		
						033-006-0002 0001		
						033-006-0002 0002		
						033-006-0002 0003		
						033-006-0002 0004		
						033-006-0002 0005		
						033-006-0002 0006		
						033-006-0003 0001		
						033-006-0003 0003		
						033-006-0003 0005		
						033-006-0003 0006		
						033-006-0003 0007		
						033-006-0004 0001		
						033-006-0004 0004		
						033-006-0004 0007		
						033-006-0004 0008		
						033-006-0004 0010		
						033-006-0005 0001		
						033-006-0005 0002		
						033-006-0005 0003		

						033-006-0005 0004		
						033-006-0005 0005		
						033-006-0005 0006		
						033-007-0002 0005		
						033-007-0002 0006		
						033-007-0003 0005		
						033-007-0003 0006		

OCR	Photostat



McHenry County Microfilm

ırch of Jesus Christ of Latter-Day Saints Geneaological Society - 19

185 Rolls

Roll Number	Contents	Year Range
1443387	Immigration & Probate170-205	1853-1860
1443388	Immigration Declaration Records	1 thru 5
1443389	Immigration Naturalization Records	1 thru 2
1443390	Immigration Oath Records	
1443391	Immigration / Probate Index	1 thru 5
1443392	Will Index 3754 - 7922	
1443393	Wills Alpha Records 1-1442	1840-1843
1443394	Probate 15-43	1843-1844
1443395	Probate 44-53	1845-1846
1443396	Probate 53-83	1846-1848
1443397	Probate 84-123	1848-1850
1443398	Probate 124-169	1849-1853
1443399	Immigration Index - Oaths	
1443400	Probate 206-245	1854-1855
1443401	Probate 245-289	1855-1856
1443402	Probate 290-321	1857-1860
1443403	Probate 321-359	1858-1861
1443404	Probate 360-402	1858-1860
1443405	Probate 403-435	1861-1861
1443406	Probate 426-476	1862-1863
1443407	Probate 477-519	1863-1864
1443408	Probate 520-568	1863-1864
1443409	Probate 569-632	1864-1865
1443410	Probate 633-813	1865-1868
1443411	Probate 658-706	1865-1866
1443412	Probate 700-732	1866-1866
1443413	Probate 733-768	1866-1868
1443414	Probate 864-868	1868-1869
1443415	Probate 859-964	1868-1870
1443416	Probate 914-966	1869-1872
1443417	Probate 967-1004	1871-1871
1443418	Probate 1005-1055	1871-1872
1443419	Probate 1056-1103	1872-1874
1443420	Probate 1103-1139	1874-1874
1443421	Probate 1140-1177	1873-1875
1443422	Probate 1178-1227	1874-1879
1451613	Probate	1875-1875
1451614	Probate	1875-1876
1451615	Probate	1876-1877
1451616	Probate	1877-1877

1451617	Probate	1877-1878
1451618	Probate	1877-1878
1451619	Probate	1878-1879
1451620	Probate	1879-1879
1451621	Probate 1605-1634	1879-1880
1451622	Probate	1880-1881
1451623	Probate	1881-1881
1451624	Probate	1881-1881
1451625	Probate	1881-1882
1451626	Probate	1882-1883
1451627	Probate	1883-1883
1451628	Probate	1883-1884
1451629	Probate	1884-1884
1451630	Probate	1884-1885
1451631	Probate	1885-1885
1451632	Probate	1885-1886
1451633	Probate	1886-1886
1451634	Probate	1886-1886
1451635	Probate	1886-1887
1451636	Probate	1887-1887
1451637	Probate	1887-1888
1451638	Probate	1888-1888
1451639	Probate	1888-1889
1451979	Probate	1888-1890
1451980	Probate 2508-2557	1889-1890
1451981	Probate 2558-2606	1890-1891
1451982	Probate 2607-2643	1890-1890
1451983	Probate 2644-2688	1891-1897
1451984	Probate 2689-2723	1891-1891
1451985	Probate 2724-2767	1891-1892
1451986	Probate 2768-2799	1891-1907
1451987	Probate 2800-2839	1892-1892
1451988	Probate 2840-2880	1899-1929
1451989	Probate 1882-2926	1892-1893
1451990	Probate 2926-2968	1893-1917
1451991	Probate 2969-3007	1893-1893
1451992	Probate 3008-3049	1893-1894
1451993	Probate 3050-3086	1893-1898
1451994	Probate 3087-3133	1894-1894
1451995	Probate 3134-3171	1894-1894
1455186	Probate 3172-3217	1894-1902
1455187	Probate 3219-3256	1894-1895
1455188	Probate 3257-3294	1895-1897
1455189	Probate 3295-3328	1895-1896
1455190	Probate 3329-3371	1895-1896
1455191	Probate 3372-3415	1895-1895
1455192	Probate 3416-3450	1896-1899

1455193	Probate 3451-3487	1896-1897
1455194	Probate 3488-3529	1896-1897
1455195	Probate 3530-3566	1897-1897
1455196	Probate 3567-3602	1897-1899
1455197	Probate 3604-3649	1897-1900
1455198	Probate 3650-3689	1896-1898
1455199	Probate 3690-3732	1898-1900
1455200	Probate 3733-3780	1898-1899
1455201	Probate 3781-3830	1899-1899
1455202	Probate 3831-3875	1899-1899
1455203	Probate 3876-3907	1899-1899
1455204	Probate 3908-3939	1899-1902
1455404	Probate 4311-4339	1902-1902
1455405	Probate 4340-4366	1902-1903
1455406	Probate 4377-4421	1903-1903
1455407	Probate 4722-4462	1903-1903
1455408	Probate 4463-4510	1903-1903
1455409	Probate 4511-4552	1903-1904
1455410	Probate 4553-4586	1904-1904
1455411	Probate 4587-4620	1904-1904
1455412	Probate 4621-4655	1904-1904
1455413	Probate 4656-4699	1904-1905
1455414	Probate 4700-4744	1905-1905
1455415	Probate 4745-4791	1905-1905
1455416	Probate 4792-4829	1905-1905
1455417	Probate 4830-4867	1905-1906
1455418	Probate 4868-4921	1906-1906
1455419	Probate 4913-4942	1906-1906
1455420	Probate 4943-4985	1906-1906
1455421	Probate 4986-5019	1906-1907
1455422	Probate 5020-5057	1907-1907
1455423	Probate 5058-5102	1907-1907
1455424	Probate 5103-5135	1907-1907
1455425	Probate 5136-5170	1907-1907
1455426	Probate 5171-5216	1907-1908
1455427	Probate 5217-5252	1908-1908
1455428	Probate 5253-5287	1908-1908
1455429	Probate 5288-5338	1908-1908
1455430	Probate 5339-5364	1908-1909
1455431	Probate 5365-5401	1909-1909
1455432	Probate 5402-5434	1909-1909
1455433	Probate 5435-5460	1909-1909
1455434	Probate 5461-5496	1909-1909
1455435	Probate 5497-5538	1909-1910
1455478	Probate 5539-5567	1910-1910
1455479	Probate 5567-5603	1910-1910
1455480	Probate 5604-5654	1910-1911

1455481	Probate 5655-5701	1911-1911
1455482	Probate 5702-5743	1911-1911
1455483	Probate 5744-5787	1911-1911
1455484	Probate 5788-5825	1911-1912
1455485	Probate 5826-5861	1912-1912
1455486	Probate 5862-5892	1912-1912
1455487	Probate 5893-5931	1912-1912
1455488	Probate 5932-5960	1912-1912
1455489	Probate 5961-6005	1912-1913
1455490	Probate 6006-6057	1913-1913
1455491	Probate 6058-6094	1913-1913
1455492	Probate 6095-6127	1913-1913
1455493	Probate 6128-6177	1913-1914
1455494	Probate 6178-6217	1914-1914
1455495	Probate 6218-6260	1914-1914
1455496	Probate 6261-6293	1914-1914
1455497	Probate 6294-6333	1914-1914
1455498	Probate 6334-6376	1915-1915
1455499	Probate 6377-6426	1915-1915
1455500	Probate 6426-6469	1915-1915
1455501	Probate 6470-6502	1915-1915
1455502	Probate 6503-6548	1915-1915
1455503	Probate 6548-6590	1916-1916
1455504	Probate 6591-6628	1916-1916
1455505	Probate 6629-6666	1916-1916
1455506	Probate 6667-6692	1916-1917
1455507	Probate 6693-6724	1917-1917
1455508	Probate 6724-6758	1917-1917
1455509	Probate 6759-6797	1917-1917
1455510	Probate 6798-6841	1917-1917
1455511	Probate 6842-6888	1917-1917
1455512	Probate 6889-6934	1917-1918
1455513	Probate 6935-6973	1918-1918
1455514	Probate 6974-7015	1918-1918
1455515	Probate 7016-7048	1918-1918
1455516	Probate 7049-7092	1918-1919
1455517	Probate 7093-7133	1919-1919
1455529	Probate 3940-3982	1900-1900
1455530	Probate 3983-4016	1900-1900
1455531	Probate 4017-4057	1900-1901
1455532	Probate 4058-4096	1901-1901
1455533	Probate 4097-4131	1901-1901
1455534	Probate 4132-4162	1901-1901
1455535	Probate 4163-4203	1901-1901
1455536	Probate 4204-4238	1901-1902
1455537	Probate 4239-4266	1902-1902
1455538	Probate 4267-4310	1902-1902

1455648	TBD	
1455663	Immigration Index	

Max Image Area	
IS1 & IS2	22" X 14.5"
MP2	30" X 18.5"
MP2	24" x 34"
MP1	20" x 28"
MP15	20" x 28"
MP6	34.5" x 20"
LFS	36" Wide
Flatbed	N/A (Quantity and sizes of docs that can be scanned and merged will be dependent on job)

Imaging Spec Notes
MP Machine Max Bound Book (2pg Spread) Images area
Two Page Merge
Books cannot be thicker than 3.5"
Typical Bound Book Pages per inch
Typical Loose Paper Single-sided Pages per inch
Typicle Small Bankers Box Page Capacity
Typical Large Bankers Box Page Capacity
Large Format Max Image Area
Aperture Cards per inch
16mm Thin Film Ave Frames Per Roll
16mm Thick Film Ave Frames Per Roll
Microfiche

Up to 18" x 23"	
24" x 16.5" Window Size	**If lamin**
Measured from the thickest point of th	
15" x 23" Through	

Identifier	Product Name	Title	# of Pages	Book Size	Bound & Pinned

Delivery Format	Notes	Book Location

Product 1:

McHenry County
Procurement Executive Summary

October 1, 2025

Requesting Department:	Clerk of the Circuit Court
Procurement Name:	Digital Preservation of Court Records and Online Archive Site
Recommended Vendor:	ArcaSearch
Amount of Award:	$277,744.00

Notification and Response

Bid/RFP Due Date:	n/a	
Bids/Proposals Received:	n/a	
Prevailing Wage:	Yes _____	Not Applicable __X__
Proprietary:	Yes _____	No __X___

Award Statement

The Will County Circuit Clerk contracted with ArcaSearch to digitally preserve court records as well as provide an online archive site. Based on article 10, S10-101 of the Purchasing Ordinance which authorizes cooperative purchasing agreement participation, the Clerk of the Circuit Court and the Director of Procurement & Special Services agree to renew this contract to ArcaSearch of St. Cloud, MN.

Vendor	Digital Preservation Project
ArcaSearch	$277,744.00

ArcaSearch

Digital Archiving Services

WORK CHANGE REQUEST

TO:
McHenry County
2200 N Seminary Ave.
Woodstock, IL 60098

Katherine Keefe
Clerk of Circuit Court
815.334.4193
kmkeefe@mchenrycountyil.gov

WORK CHANGE REQUEST NUMBER:

42050W

This Work Change Request Number must be referenced on all related correspondence, to include shipping papers and/or the invoice for the work performed.

DATE	REQUESTED BY	DEPARTMENT
03/25/2026	Tammy Hoekstra	Customer Service

DESCRIPTION OF WORK

1) $0.32/page price for the remaining estimated 91,800 film images, includes capturing, auditing and naming

2) $0.45/page on the extra physical books ArcaSearch has ~8,243 pages

3) Once the archive is complete, ArcaSearch will go back and add handwritten character recognition on the entire archive for $11,222

Katherine M. Keefe 3/25/2026

Client Signature Date

Return to: ArcaSearch Customer Service Email: customer.service@arcasearch.com

R E S O L U T I O N - S U P E R M A J O R I T Y

Resolution Authorizing the Acceptance of the Illinois Court Technology Modernization Program Grant from the Administration Office of Illinois Courts for FY26 and an Emergency Appropriation to the Court Administration FY26 Budget (42)

WHEREAS, the 22nd Judicial Circuit of McHenry County has been recognized by the Administrative Office of Illinois Courts for its effective work in implementing new technology to modernize the courthouse; and

WHEREAS, the Administrative Office of Illinois Courts has awarded the 22nd Judicial Circuit of McHenry County an Illinois Court Technology Modernization Program Grant award in the amount of $50,000.00 which will allow the 22nd Judicial Circuit to purchase and utilize new technology throughout the courthouse to modernize and streamline processes for employees and the public; and

WHEREAS, the Illinois Court Technology Modernization Program grant award requires no local match by the County, but does require an emergency appropriation to Court Administration's fiscal year 2026 budget to allow for the proper recording of grant revenue and expenditures; and

WHEREAS, the Trial Court Administrator and the Chief Circuit Judge of the 22nd Circuit is recommending approval by the County Board to accept the grant award and establish a budget to account for the $50,000.00 of the award through an emergency appropriation to the FY26 budget to the line items below:

Revenue:		
100-4200-094400	Court Administration - State Gov't Grant	$50,000.00
Expenditures:		
100-4200-400100	Court Administration Contractual Services	$25,000.00
100-4200-511500	Court Administration Computer Components	$25,000.00

NOW, THEREFORE BE IT RESOLVED, by this County Board of McHenry County, Illinois, that it hereby authorizes the Chairman of the Board on behalf of the 22nd Judicial Circuit of McHenry County to accept the Administrative Office of Illinois Courts Illinois Court Technology Modernization Program grant award in the amount of $50,000.00; and

BE IT FURTHER RESOLVED, by this County Board of McHenry County, Illinois, that an emergency appropriation to the following budget line items in Court Administration's fiscal year 2026 budget is also hereby authorized as follows to cover the expense from the grant:

Revenue:		
100-4200-094400	Court Administration - State Gov't Grant	$50,000.00
Expenditures:		
100-4200-400100	Court Administration Contractual Services	$25,000.00
100-4200-511500	Court Administration Computer Components	$25,000.00

BE IT FURTHER RESOLVED, that the County Clerk is hereby authorized to distribute a certified copy of this Resolution to Chief Circuit Judge, Trial Court Administrator, Deputy Trial Court Administrator, County Administrator, and the Chief Financial Officer.

DATED at Woodstock, Illinois, this 21 day of April, A.D., 2026.

_____
Michael Buehler, Chairman
McHenry County Board

ATTEST:

_____
Joseph J. Tirio, County Clerk

RESOLUTION

SUBJECT: Resolution Authorizing the Acceptance of the Illinois Court Technology Modernization Program Grant from the Administration Office of Illinois Courts for FY26 and an Emergency Appropriation to the Court Administration FY26 Budget (42)

Board / Committee Action Requested:
To approve the FY26 Illinois Court Technology Modernization Program grant award in the amount of $50,000.00 for the modernization of court technology.

Background and Discussion:
This is an annual award that provides funding to the court to enhance current technology for employees and the public who visit the courthouse for various reasons. The court in most recent years have purchased monitors for public viewing of courtroom information, tablets for interpreters to assist in language access for limited English proficiency individuals, courtroom technology for displaying evidence, components for expanding support staff, and tablets allowing for the elimination of paper and easier note taking.

Impact on Human Resources:
None.

Impact on Budget (Revenue; Expenses, Fringe Benefits):
An Emergency Appropriation is needed for Court Administrations FY26 budget as follows:
Revenue:

Revenue:		
100-4200-094400	Court Administration State Gov't Grant	$50,000.00
Expenditures:		
100-4200-400100	Court Administration Contractual Services	$25,000.00
100-4200-511500	Court Administration Computer Components	$25,000.00

Position Reclassification or Regrade, please address the following:
None.

Impact on Capital Expenditures:
None.

Impact on Physical Space:
None.

Impact on Other County Departments or Outside Agencies:
None.

Conformity to Board Ordinances, Policies and Strategic Plan:
Yes.

ILLINOIS COURT TECHNOLOGY MODERNIZATION PROGRAM
FISCAL YEAR 2026 FUNDING AGREEMENT

This Funding Agreement, hereinafter "Agreement", is entered into by and between the county of **McHenry**, hereinafter "County", the Chief Circuit Judge and the Administrative Office of the Illinois Courts, hereinafter "AOIC", for the purpose of defining the responsibilities of the County and the AOIC in regard to the Illinois Court Technology Modernization Program.

The AOIC, on behalf of the Supreme Court of Illinois, will make payment to the County with Fiscal Year 2026 Judicial Branch funding for technology goods/services to modernize local court systems.

The AOIC agrees to the following responsibilities:

- The AOIC will remit payment to the Illinois Comptroller's Office for **$50,000** for approved technology goods/services pursuant to the executed Funding Agreement.

The County agrees to the following responsibilities:

- By signing this **Agreement** and the ***Illinois Court Technology Modernization Program Disbursement Invoice Voucher,*** the Chief Circuit Judge and County Treasurer, ensures the Technology Modernization funding received will **only** be utilized for modernizing their local court system.
- Will comply with the County's policies and procedures for the procurement of any approved technology goods/services (examples below) for Judges Office, Clerks Office, Probation, and areas of the Courthouse utilized by these offices.
  - *Case management systems, maintenance or upgrades*
  - *Digitization of court records*
  - *Computer equipment*
  - *Remote hearing technology*
  - *AI related projects*
  - *SRL stations/kiosks*
- Must complete the **Fiscal Reports for Court Technology Modernization Funding** and submit to techmodernization@illinoiscourts.gov. The first **Report** must include information through January 31, 2026, and be submitted by February 13, 2026. The final **Report** must include information through June 30, 2026 and be submitted by July 10, 2026.
- Any **unspent** funds must be returned to the AOIC. Please issue the check to State of Illinois Treasurer and forward to Attention: Accounting Unit, Administrative Office of the Illinois Courts, 3101 Old Jacksonville Road Springfield, IL 62704.

This Agreement may be terminated, by either party, for failure to comply with the provisions of this agreement. The AOIC reserves the right to audit the approved Funding Agreement.

This Agreement is effective upon signature of the Chief Circuit Judge, County Treasurer and the AOIC.

Chief Circuit Judge	County Treasurer	AOIC Financial Division
Signature	Signature	Signature
Michael Feetterer	Donna M. Kurtz	Erin Mol
Print/Type Name	Print/Type Name	Print/Type Name
1/14/26	01/14/26	1/20/26
Date	Date	Date

RESOLUTION - SUPERMAJORITY

Resolution Authorizing the Acceptance of Grant Award from the McHenry County Community Foundation for Court Administration Office of Special Projects FY2026 (42)

WHEREAS, the Problem Solving Courts of the 22nd Judicial Circuit of McHenry County operate the Drug Court, Mental Health Court, and DUI Court Programs; and

WHEREAS, these programs operate with fidelity to the established evidence-based practices and ten key components for problem-solving courts; and

WHEREAS, the Problem Solving Court programs have been found to be a viable alternative to incarceration; and

WHEREAS, recent research indicates that sustained recovery is significantly tied to meaningful and purposeful work-life balance. Employment is an important element for sustaining recovery and maintaining financial independence; and

WHEREAS, the 22nd Judicial Circuit has sought and has received a grant award notice from the McHenry County Community Foundation in the amount of $75,000.00 for an employment specialist to work with the clients of the Specialty Court Programs; and

WHEREAS, the revenue and expense portion of the FY2026 budget was established during the budget process.

NOW, THEREFORE BE IT RESOLVED, by this County Board of McHenry County, Illinois, that it hereby authorizes the acceptance of a grant award in the amount of $75,000.00 from McHenry County Community Foundation; and

BE IT FURTHER RESOLVED, that the County Clerk is hereby authorized to distribute a certified copy of this Resolution to the County Administrator, Deputy County Administrator, Director of Finance, Trial Court Administrator, Director of the Office of Special Projects, and Chief Circuit Judge.

DATED at Woodstock, Illinois, this 21 day of April, A.D., 2026.

_____
Michael Buehler, Chairman
McHenry County Board

ATTEST:

_____
Joseph J. Tirio, County Clerk

RESOLUTION

SUBJECT: Resolution Authorizing the Acceptance of Grant Award from the McHenry County Community Foundation for Court Administration Office of Special Projects FY2026 (42)

Board / Committee Action Requested:
Approve a resolution authorizing the acceptance of a grant award from the McHenry County Community Foundation in the amount of $75,000.00.

Background and Discussion:
The Office of Special Projects employs evidenced based practices when interacting with clients of the Problem Solving Courts. Recovery from Substance Use Disorder can be difficult, and the Specialty Courts, based on research, believe that the fundamental treatment of the entire individual is necessary to achieve sobriety, rather than just treating the addiction or mental health issue. By doing so, all of the needs of the individual are met. According to the Substance Abuse and Mental Health Services Administration (SAMHSA), recent research indicates that sustained recovery is significantly tied to meaningful and purposeful work-life balance. Employment is an important element for sustaining recovery and maintaining financial independence.

The Office of Special Projects in collaboration with Workforce Network, sought a transformational grant through the McHenry County Community Foundation and was awarded $75,000.00 to employ an employment specialist. This employment specialist will work with all of the clients of the Specialty Court Programs, who need employment services. Each client will submit to an employment assessment and will be offered access to training, resume building, career counseling, finance management, etc.

Impact on Human Resources:
None.

Impact on Budget (Revenue; Expenses, Fringe Benefits):
None.

Position Reclassification or Regrade, please address the following:
None.

Impact on Capital Expenditures:

None.

Impact on Physical Space:

None.

Impact on Other County Departments or Outside Agencies:

This position allows for increased capacity to better serve clients, the community, and referring agencies and departments. The ultimate goal of this position is to aid clients in obtaining gainful employment, which ultimately impacts the community/county in which they live.

Conformity to Board Ordinances, Policies and Strategic Plan:

Yes.

Courtney Knopp

From: The Community Foundation for McHenry County <administrator@grantinterface.com>
Sent: Wednesday, November 19, 2025 2:01 PM
To: Kelly Scimeca
Subject: [EXTERNAL] Congratulations on Your Selection as a Transformational Grant Recipient!

Dear Kelly,

On behalf of The Community Foundation for McHenry County, I am delighted to congratulate you on being selected as a Transformational Grant recipient. This is a distinguished honor, reflecting the strength of your vision and the potential impact of your project on our community.

This grant will be disbursed over 2 years, the 1st installment is December 1, 2025 and the 2nd is December 1, 2026. We are excited to partner with you over the next two years and to support the important work you are leading. We kindly ask that you refrain from any type of public communication, written or social media, until CFMC has done so.

You will find the Grant Agreement Form in CFMC's grant portal. Please review and sign this document within five (5) days.

Please wait to publicize this award until CFMC has made its initial public announcement!

If you have any questions about the agreement or next steps, please contact Jake Schlicht at jake@thecfmc.org or 815-338-4483 ext 104. We will also be in touch soon with additional information about reporting requirements, check-in dates, and opportunities to connect with other grantees.

Congratulations again on this achievement. We look forward to seeing your transformational work unfold over the coming two years.

Thank you,

Jake Schlicht
The Community Foundation for McHenry County
jake@thecfmc.org
815-338-4483
thecfmc.org

Applicant Information

Kelly Scimeca
2200 N. Seminary Ave
Woodstock, IL 60098
815-334-4458
kascimeca@22ndcircuit.illinoiscourts.gov

Organization: 22nd Judicial Circuit- Office of Special Projects
Form Name: 2026-2027 Transformational Grant - Agreement Form
Process Name: 2026 - 2027 Transformational Grants
Project Name: Economic Benefit of Integrating Employment Interventions

CAUTION: This email originated from outside of the County network. Do not click links or open attachments unless you recognize the sender and know the content is safe.

While mismatches between the actual SENDER field and the FROM field are common. It is also a common spoofing tactic. For additional reference, this email was actually sent from bounces+2251520-00b4-kascimeca=22ndcircuit.illinoiscourts.gov@em9310.grantinterface.com

If you have any questions about the legitimacy of this email, please call the helpdesk at extension 4828.

R E S O L U T I O N

Approval of the Authorization for an Expenditure Over $30,000.00 for the 22nd Judicial Circuit Court Office of Special Projects AOT Evaluator Sieger-Walls (42)

WHEREAS, the 22nd Judicial Circuit of McHenry County Office of Special Projects received a 4-year grant from the Department of Substance Abuse and Mental Health Services Administration; and

WHEREAS, the grant funding covers the contractual services of an evaluating company (Sieger-Walls, which assesses and analyzes the process and outcomes of the AOT (Assisted Outpatient Treatment Program); and

WHEREAS, their responsibilities include developing evaluation plans, collecting and analyzing data, preparing reports, and providing data-driven recommendations for program improvement. The consulting service provider specializes in the areas of public health, behavioral health, workforce training, leadership development, team building, program evaluation, and grant writing; and

WHEREAS, expenditures for Sieger-Walls will exceed $30,000 in Fiscal Year 2026; and

WHEREAS, the revenue (Federal Government Grant 094000-94-42-4200-376) and expenditures (400100-40-42-4200-376 Contractual Services) for evaluation services were budgeted for the Fiscal Year 2026 Office of Special Projects in the amount of $59,000.00; and

WHEREAS, the evaluator services are a requirement of the grant funding.

NOW, THEREFORE BE IT RESOLVED, by this County Board of McHenry County, Illinois, that it hereby authorizes an expenditure in excess of $30,000.00 to Sieger-Walls for evaluation services; and

BE IT FURTHER RESOLVED, by this County Board of McHenry County, Illinois that said costs shall be paid from the Office of Special Projects FY26 Budget (400100-40-42-4200-376 Contractual Services); and

BE IT FURTHER RESOLVED, that the County Clerk is hereby authorized to distribute a certified copy of this Resolution to the Chief Circuit Judge, Trial Court Administrator, Deputy Court Administrator, County Auditor, Chief Financial Officer, and the County Administrator.

DATED at Woodstock, Illinois, this 21 day of April, A.D., 2026.

_____
Michael Buehler, Chairman
McHenry County Board

ATTEST:

_____
Joseph J. Tirio, County Clerk

RESOLUTION

SUBJECT: Approval of the Authorization for an Expenditure Over $30,000.00 for the 22nd Judicial Circuit Court Office of Special Projects AOT Evaluator Sieger-Walls (42)

Board / Committee Action Requested:
Approval of an expenditure greater than $30,000.00 to provide evaluation services to the 22nd Judicial Circuit Office of Special Projects.

Background and Discussion:
The evaluator assesses and analyzes the process and outcomes of the AOT (Assisted Outpatient Treatment Program). Their responsibilities include developing evaluation plans, collecting and analyzing data, preparing reports, and providing data driven recommendations for program improvement. The consulting service provider specializes in the areas of public health, behavioral health, workforce training, leadership development, team building, program evaluation, and grant writing; and

Impact on Human Resources:
None.

Impact on Budget (Revenue; Expenses, Fringe Benefits):
Expenses for contractual services were appropriately budgeted for in the amount of $59,000.00 as part of the FY2026 budget process.

Position Reclassification or Regrade, please address the following:
None.

Impact on Capital Expenditures:
None.

Impact on Physical Space:
None.

Impact on Other County Departments or Outside Agencies:
None.

Conformity to Board Ordinances, Policies and Strategic Plan:
Yes.

SIEGER-WALLS, LLC

CONSULTING SERVICES AGREEMENT

THIS CONSULTING SERVICES AGREEMENT (this "***Agreement***") is made and entered into as of December 1, 2024 ***(effective date)*** by and between the between the County of McHenry, Illinois, a Body Politic located at 2200 North Seminary Avenue, Woodstock, Illinois 60098, ("***County***"), and Sieger-Walls, LLC, a Missouri Limited Liability Company ("***Sieger-Walls***") doing business as "Wellbeing in Action" P.O. Box 210696 St. Louis, MO. 63121. County and Sieger-Walls each may be referred to as a "***Party***" or together, the "***Parties.***"

WHEREAS, Sieger-Walls provides consulting services specializing in the areas of public health, behavioral health, workforce training, leadership development, team building, program evaluation, and grant writing and

WHEREAS, the County desires to engage Sieger-Walls as a consultant.

NOW THEREFORE, in consideration of the mutual promises herein, and for other good and valuable consideration (the receipt and sufficiency of which is hereby acknowledged), the Parties agree as follows:

1. Scope of Services. Sieger-Walls will perform the services (the "***Services***") for the County as described in a Statement of Work ("***SOW***") executed under this Agreement. The Services may result in work product produced by Sieger-Walls for County (each a "***Deliverable,***" and collectively, the "***Deliverables***"). Each SOW executed under this Agreement will be attached hereto as part of **Exhibit A**. Each SOW will identify the services Sieger-Walls will perform and provide specifications, schedules for the Services and Deliverables, and compensation terms. If there is a conflict between the SOW and this Agreement, the terms and conditions of this Agreement prevail.

2. Payment. In consideration for providing the Services, the County will pay Sieger-Walls at the rate indicated in Exhibit A. Unless otherwise provided in a SOW, Sieger-Walls will submit to the County monthly invoices detailing the fees that Sieger-Walls believes are due under this Agreement. The County will pay all invoices within thirty (30) days of receipt via check or direct deposit. All invoices will be submitted to the County via email at kascimeca@22ndcircuit.illinoiscourts.gov. Sieger-Walls will be entitled to suspend the provision of any Services if the County fails to pay any amounts when due hereunder and such failure continues for ten (10) days following written notice thereof. Where applicable, Sieger-Walls's reasonable expenses

incurred in connection with the Services provided herein will be reimbursed. Sieger-Walls will send an invoice of any such expenses and, at County's request, provide evidence of such expenses to County.

3. Term. This Agreement will commence on the Effective Date and will continue in effect for four years, unless this Agreement is terminated or amended earlier in accordance with Section 4 below. If the term of a SOW extends beyond the termination of this Agreement, or the Parties execute additional SOWs after the termination of this Agreement, this Agreement will be automatically extended for the term of such a SOW.

4. Early Termination. Either Party may terminate this Agreement with thirty (30) days prior written notice for any or no reason. Once Sieger-Walls has received such a termination notice, it will immediately stop performing all Services (unless otherwise directed by County in writing), and County will have no further payment obligation to Sieger-Walls other than for fees and expense reimbursements for Services performed before such termination.

County shall have one hundred twenty (120) days after each election of County Board members to terminate the Contract without cause and without penalty.

The parties' confidentiality and indemnification obligations set forth in this Agreement shall survive the termination of this Agreement.

This Agreement is made subject to available budgetary appropriations and shall not create any obligation on behalf of the County in excess of such appropriations. In the event that no funds or insufficient funds are appropriated and budgeted, this Agreement shall terminate without penalty or expense to the County thirty (30) days after written notification of termination from the County.

5. Confidential Information.
   - 5.1. In performing their obligations under this Agreement, the Parties may have access to or use the other Party's Confidential Information (as defined below). The Parties agree to keep secret and confidential and not to use for the benefit of or disclose to any third party any of the other Party's Confidential Information.
   - 5.2. The Parties acknowledge and confirm that, before and or after the Effective Date of this Agreement, they may exchange "***Confidential Information***": certain data and other information (whether in human or machine-readable form) that comes into each other's possession or knowledge and which was obtained from, for, or on behalf of the other Party. This Confidential

Information includes, but is not limited to: (i) all compilations of information, ideas, trade secrets, inventions, know-how, correspondence, designs, drawings, files, formulae, lists, machines, maps, methods, models, notes or other writings, plans, records, regulatory compliance procedures, reports, schematics, specialized or technical data, documentation, and software used in connection with the development, marketing and sale of the other Party's business; (ii) financial, sales, marketing or organizational data relating to the other Party or to the industry or other areas pertaining to the other Party's activities and contemplated activities; (iii) the other Party's relations with its prospective and current clients, customers, and suppliers, and the proposed or actual nature and type of products or services rendered to such clients or customers; (iv) the other Party's relations with its employees and independent contractors (including, without limitation, salaries, job classifications, and skill levels); and (v) any other information treated by the other Party as confidential, secret and/or proprietary (including, without limitation, information provided by clients or customers). Notwithstanding the foregoing, Confidential Information does not include information which: (i) is or becomes publicly available other than as a result of a disclosure by a Party in violation of this Agreement, (ii) is or becomes available to a Party on a non-confidential basis from a third party who is not prohibited from disclosing such information to the Party by a legal, contractual, or fiduciary obligation, or (iii) is independently developed by a Party without reference to the Confidential Information.

5.3. **Compelled Disclosure of Confidential Information.** In the event that a Party (***"Disclosing Party"***) is requested or required to disclose any of the other Party's Confidential Information, the Disclosing Party will promptly provide the other Party with written notice of any such request or requirement, so that the other Party may seek a protective order or other appropriate remedy or waive compliance with the provisions of this Agreement. If the Disclosing Party is nonetheless, in the opinion of Disclosing Party's legal counsel, legally compelled to disclose Confidential Information, the Disclosing Party, without liability hereunder, will disclose only that portion of the Confidential Information that Disclosing Party's counsel advises is legally required.

5.4. **Reproduction of Confidential Information.** The Parties will not copy, reproduce, or otherwise use any papers, records, reports, studies, computer printouts, equipment, tools or other property owned by the other Party except as expressly permitted by the other Party in writing or as required for the performance of the Services.

5.5. **Return of Records.** The Parties agree that all files, letters, memoranda, reports, records, data, disks, electronic storage media, sketches, drawings,

notebooks, program listings, or other written, photographic, electronic, or tangible material containing the other Party's Confidential Information (collectively, "***Records***") that will come into a Party's custody or possession under this Agreement, will be and are the exclusive property of the other Party. All Confidential Information and Records will be used only in the performance of the Services. All Records or copies thereof will be promptly delivered to the other Party (i) upon any written request by the other Party, and (ii) in any event, upon the termination of this Agreement.

5.6. **Customers and Suppliers.** The Parties agree that their obligations in Section 5 also extend to confidential information of the other Party's customers, clients, or employees, and any subsidiaries and affiliates of the Party.

6. **Publicity**. The County grants Sieger-Walls the right to represent that it provides the Services to the County. As partial consideration for the fees charged to County hereunder, County will serve as a marketing reference for Sieger-Walls at Sieger-Walls's discretion. For these purposes, County grants Sieger-Walls the right to use County's trade name, trademarks, and logo, subject to reasonable use restrictions agreed upon between the Parties.

7. **Ownership Rights to Deliverables, Intellectual Property, and Materials**.

7.1. **Intellectual Property.** Sieger-Walls will have sole ownership of Sieger-Walls Intellectual Property Rights (as defined below) incorporated into any Services or Deliverables prepared for and/or provided to the County. Any improvements or modifications to the Intellectual Property Rights that are used, improved, modified, or developed as a result of the Services are the sole and exclusive property of Sieger-Walls and will be assigned to Sieger-Walls. For purposes of this Agreement, "***Intellectual Property Rights***" means any and all rights, titles, and interests (including all patents, patent registration, copyright, trademark, trade name, service mark, service name, trade secret, or other proprietary right arising or enforceable under any United States federal or state law, rule or regulation, non-United States law, rule or regulation or international treaty) in any technology, system, invention, medium, or content, including print, pictures, photographs, video, marks, logos, designs, drawings, artistic and graphical works, music, speech, computer software and documentation, any other works of authorship and any form, method or manner of expression or communication.

7.2. **License.** Subject to the terms and conditions of this Agreement, including County's payment obligations in Section 2, Sieger-Walls hereby grants to County a worldwide, perpetual, royalty-free, irrevocable license for the Deliverables solely for County's internal business purposes (the "***License***"). This License is non-exclusive, except the County will have an exclusive

license for any Deliverables specifically modified or customized for the County by Sieger-Walls, as specified in the SOW. Nothing in this Agreement will be deemed to grant the County any express or implied license for any reason besides the License.

7.3. **County Information and Materials.** All information and materials, including computer software, provided to Sieger-Walls by County in connection with the Services, including modifications, changes, and derivatives thereto, are and will remain the property of County or its licensors, who will retain all intellectual property rights therein.

7.4. **Indemnification; Injunctive Relief.** County hereby agrees to indemnify and hold harmless Sieger-Walls, its owners, officers, managers, employees, and agents from and against any claim, demand, cause of action, and judgment (including attorneys' fees and reasonable court costs) by any third party arising out of any infringement or claim of infringement of any patent, trade secret, copyright or other intellectual property right based on the use of County's materials. The Parties further acknowledge and agree that the damages resulting from any breach of the foregoing covenants may be intangible in whole or in part and that each Party is entitled to seek specific enforcement, injunctive relief, and other equitable remedies in addition to monetary damages and legal remedies, and the Parties hereby stipulate to the entering of such injunctive relief enforcing the provisions of this Section 7. Each Party hereby waives any bond or similar requirements for granting such injunctive relief.

8. Warranties of Company. Sieger-Walls's performance under this Agreement will be conducted with due diligence and in full compliance with the professional standards for Sieger-Walls's industry. Sieger-Walls will comply with all applicable laws, rules, and regulations while performing the Services. EXCEPT AS SPECIFICALLY STATED IN THIS SECTION 8, AND TO THE MAXIMUM EXTENT PERMITTED BY APPLICABLE LAW, SIEGER-WALLS MAKES NO REPRESENTATIONS OR WARRANTIES OF ANY KIND AND DISCLAIMS ALL OTHER WARRANTIES, EITHER WRITTEN OR ORAL, EXPRESSED OR IMPLIED, OR ARISING FROM A COURSE OF PERFORMANCE OR DEALING OR TRADE USAGE, INCLUDING, WITHOUT LIMITATION, ANY IMPLIED WARRANTIES OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE.

8.1. Insurance. Sieger-Walls agrees to maintain commercial general liability at all times, for the duration of this Agreement, insurance coverage issued by a company or companies qualified to do business in the State of Illinois with a Best's Rating of A or higher and with a Best's financial size category of Class XIV or higher, for Professional Liability Insurance with $1,000,000 per occurrence and $1,000,000 in aggregate.

Sieger-Walls agrees that with respect to the above required insurance that County shall be provided with Certificates of Insurance evidencing the above-required insurance, prior to commencement of the Agreement and thereafter with certificates evidencing renewals or replacements of said policies of insurance at least fifteen (15) days prior to the expiration or cancellation of any such policies. The contractual liability arising out of the Agreement shall be acknowledged on the Certificate of Insurance by the insurance company.

In addition to being named as an additional insured on the Certificate of Insurance, each liability policy shall contain an endorsement naming County as an additional insured. A copy of the endorsement shall be provided to County along with the Certificate of Insurance.

County shall be named as an additional insured and the address for certificate holder must read exactly as:

County of McHenry, a body politic
2200 N. Seminary Avenue
Woodstock, IL 60098

Insurance Notices and Certificates of Insurance shall be provided to:

McHenry County, Purchasing Department
2200 N. Seminary Avenue, Room 200
Woodstock, Illinois 60098

9. **Limitations on Liability.**

9.1. **NO CONSEQUENTIAL DAMAGES.** IN NO EVENT SHALL EITHER PARTY BE LIABLE TO THE OTHER, WHETHER IN CONTRACT, TORT (INCLUDING NEGLIGENCE), WARRANTY OR OTHERWISE, FOR ANY INDIRECT, INCIDENTAL, SPECIAL, CONSEQUENTIAL, EXEMPLARY OR PUNITIVE DAMAGES (INCLUDING, WITHOUT LIMITATION, DAMAGES FOR LOSS OF PROFITS) ARISING OUT OF OR RELATING TO THIS AGREEMENT, EVEN IF IT HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES.

9.2. **LIMITATION OF LIABILITY.** EACH PARTY'S LIABILITY FOR DAMAGES FOR ANY CAUSE, AND REGARDLESS OF THE FORM OF ACTION, INCLUDING WITHOUT LIMITATION CONTRACT, TORT, FRAUD, COMPUTER MALPRACTICE, PRODUCTS LIABILITY, AND STRICT LIABILITY, SHALL NOT EXCEED THE FEES PAID BY THE COUNTY TO SIEGER-WALLS UNDER THE SOW THAT GIVES RISE TO THE LIABILITY.

9.3. **EXCEPTIONS TO LIMITATION OF LIABILITY.** THE FOREGOING LIMITATIONS OF LIABILITY SHALL NOT APPLY TO CLAIMS ARISING FROM (i) A PARTY'S INDEMNIFICATION OBLIGATIONS UNDER THIS AGREEMENT PURSUANT TO SECTION 11, (ii) A BREACH BY A PARTY OF ITS CONFIDENTIALITY OBLIGATIONS UNDER THIS AGREEMENT, or (iii) A PARTY'S GROSS NEGLIGENCE OR WILLFUL OR FRAUDULENT MISCONDUCT, INCLUDING, BUT NOT LIMITED TO, COUNTY'S INFRINGEMENT OR MISUSE OF THE LICENSE GRANTED HEREIN, OR OF SIEGER-WALLS'S INTELLECTUAL PROPERTY.

10. **Indemnification**. Each party (in such capacity the "Indemnifying Party") hereby agrees to defend, indemnify and hold harmless the other party (in such capacity the "Indemnified Party") and any of its subsidiaries and affiliates and the respective officers, directors and employees of each of the foregoing entities from and against all claims, demands, liabilities, losses, damages, suits, judgments, costs and expenses (including reasonable attorney's fees and costs of defense) in any manner arising out of or resulting from performance of the Services contemplated herein, provided that any such claim, demand, liability, loss, damage, suit, judgment, cost or expense (1) is attributed to bodily injury, sickness, disease or death of any person, or to damage to or destruction of tangible property, including the loss of use resulting therefrom, and (2) is caused by any act or omission of the Indemnifying Party, its employees or agents, any approved subcontractor, anyone directly or indirectly employed by any of them, or anyone for whose acts any of them may be liable.

Furthermore, Sieger-Walls agrees to defend, indemnify and hold County harmless from and against all claims, demands, liabilities, losses, damages, suits, judgments, costs and expenses (including reasonable attorney's fees and costs of defense) in any manner arising out of the infringement or alleged infringement of any United States patent, trademark, trade dress, copyright or other intellectual property arising out of the Services provided by the Sieger-Walls to County.

11. **General Provisions**.

11.1. **Independent Contractor.** Nothing herein contained will be deemed to create an agency, joint venture, partnership, or franchise relationship between the Parties. Sieger-Walls acknowledges that it is an independent Sieger-Wallsto the County and is not authorized to act on behalf of the County. Sieger-Walls will be solely responsible for all its tax obligations arising from or relating to this Agreement, including but not limited to all city, state, and federal income taxes, social security withholding tax, and other self-employment tax incurred by Sieger-Walls. Sieger-Walls may

provide services to all other customers, including, but not limited to, those engaged in business similar to the business of the County.

11.2. **Force Majeure.** The performance of either Party under this Agreement may be suspended to the extent and for the period of time that such Party is prevented or delayed from fulfilling its obligations due to causes beyond its reasonable control (including, without limitation, acts of God, acts of civil or military authority including governmental priorities, strikes or other labor disturbances, fires, floods, epidemics, wars, terrorism, or riots), provided that the nonperforming Party uses commercially reasonable efforts to avoid or remove such causes of nonperformance and continues performance hereunder with reasonable dispatch as soon as such causes are removed. After thirty (30) consecutive days of suspension on the part of one Party, the other Party may, at its sole discretion, terminate this Agreement without further liability.

11.3. **Notices.** All notices, consents, requests, demands and other communications hereunder are to be in writing and are deemed to have been duly given or made: (i) when delivered in person, (ii) three (3) days after deposited in the United States mail, first class postage prepaid, (iii) in the case of overnight courier services, one business day after delivery to the overnight courier service with payment provided for, or (iv) in the case of facsimile or electronic transmission (such as e-mail), when sent, verification received; to the Parties at the following addresses:

If to Sieger-Walls:
Sieger-Walls, LLC
Attn: Dr. Jesse Sieger-Walls
P.O. Box 210696
St. Louis, MO. 63121
jesse@wellbeing-in-action.com

With copy to:
Hunsinger Law Group, LLC
205 N. Michigan Ave., Ste. 810
Chicago, Illinois 60601

If to County to:
County of McHenry
Attn: Kelly Scimeca
2200 N. Seminary Ave
Woodstock, IL 60098
kascimeca@22ndcircuit.illinoiscourts.gov

11.4. **Legal Fees.** Except as otherwise provided herein, all legal and other costs and expenses incurred in connection with this Agreement are to be paid by the Party incurring such costs and expenses. If Sieger-Walls or County brings suit to enforce the terms hereof or raises this Agreement as a defense in a suit brought by Sieger-Walls, the prevailing Party is entitled to recover its attorneys' fees and expenses.

11.5. **Entire Agreement.** This Agreement and the SOWs contain the Parties' entire understanding of the Services and supersedes all prior agreements and understandings, written and oral, between the Parties concerning such subject matter.

11.6. **Amendment; Waiver.** Any amendment, modification, supplement, or termination of any provision of this Agreement will only be effective unless the same is in writing and duly executed by the Parties to this Agreement. Any waiver of any provision of this Agreement and any consent to any departure from the terms of any provision of this Agreement is to be effective only in the specific instance and for the specific purpose for which given.

11.7. **Remedies.** Unless otherwise expressly limited in this Agreement, in the event of a breach by one Party, the other Party will be entitled to exercise all rights and remedies available to it at law or in equity, whether concurrently or separately, and the exercise of one remedy will not be deemed an election of such remedy or preclude the right to exercise any other remedy. Without limiting the generality of the foregoing, either Party may offset any fees it owes to the other Party against amounts it is otherwise owed.

11.8. **Assignment and Subcontracting.** This Agreement shall not be assigned by Sieger-Walls without prior written approval of the County, subject to such conditions and provisions as the County may deem necessary in its sole and absolute discretion. No such approval by the County of any assignment shall be deemed in any event or in any manner to provide for the incurrence of any obligation of the County in addition to the total agreed upon price. Approval by the County of an assignment shall not be deemed a waiver of any right accrued or accruing against Sieger-Walls. No assignee of Sieger-Walls shall assign this Agreement without prior written approval of the County. This Agreement shall be binding upon the parties and their respective heirs, successors, and assigns. Furthermore, Sieger-Walls shall not enter into any subcontract with any agency or individual with respect to the performance of Services under this Agreement without the written consent of the County. Such consent County may grant, condition or withhold in County's sole discretion.

11.9. **Successors and Assigns.** All provisions of this Agreement are binding upon, inure to the benefit of, and are enforceable by or against Sieger-Walls and County and their respective heirs, executors, administrators, or other legal representatives and permitted successors and assigns.

11.10. **Compliance With Laws**
Each party hereto covenants and agrees to comply with all applicable federal, state, and local laws, codes, ordinances, rules and regulations.

11.11. **Governing Law and Jurisdiction.** The parties agree that any dispute, action, claim, cause of action, breach of contract, or other remedy or relief sought pursuant to the provisions of this Agreement shall be controlled and decided by the laws of the State of Illinois. The parties further agree that the appropriate venue for such disputes shall be the Circuit Court for the 22nd Judicial Circuit, McHenry County, Illinois.

11.12. **Arbitration.** Any claim or dispute arising between the Parties that cannot be resolved through negotiation shall be exclusively resolved through arbitration using one (1) arbitrator under the commercial rules of the American Arbitration Association or such other alternative dispute-settling forum approved in writing by both Parties. The venue for any arbitration shall be McHenry County, Illinois. The arbitrator shall be empowered to allow limited discovery and decide claims subject only to the limitations outlined in this Agreement and any subsequent arbitration agreement signed by both Parties hereto. The decision of the arbitrator and damages or equitable relief provided therein may be entered as a judgment in any court of competent jurisdiction.

11.13. **Severability.** Any provision of this Agreement which is prohibited, unenforceable, or not authorized in any jurisdiction is, as to such jurisdiction, ineffective to the extent of any such prohibition, unenforceability, or nonauthorization without invalidating the remaining provisions hereof, or affecting the validity, enforceability or legality of such provision in any other jurisdiction, unless the ineffectiveness of such provision would result in such a material change as to cause completion of the transactions contemplated hereby to be unreasonable.

11.14. **Survival.** Rights and obligations under this Agreement, which by their nature should survive, including, but not limited to, any warranties, indemnities, limitation of liabilities, and all payment obligations, will remain in effect after termination or expiration hereof.

11.15. **Interpretation.** The Parties hereto agree that this Agreement is the product of negotiation between sophisticated parties and individuals, all of whom were represented by, or had an opportunity to be represented by

legal counsel, and each of whom had an opportunity to participate in drafting each provision hereof. Accordingly, ambiguities in this Agreement, if any, will not be construed strictly or in favor of or against either Party but rather will be given a fair and reasonable construction.

11.16. **Counterparts.** The Parties may execute this Agreement on any number of separate counterparts, each of which will be deemed an original but all of which together will constitute one and the same instrument. Counterpart signature pages to this Agreement transmitted by facsimile transmission, by electronic mail in portable document format (.pdf), or by any other electronic means intended to preserve the original graphic and pictorial appearance of a document will have the same effect as physical delivery of the paper document bearing an original signature.

11.17. NON-SOLICITATION

Sieger-Walls hereby covenants and agrees with County that at all times during the term of this Agreement and for a period of one (1) year following the termination hereof for any reason whatsoever, Sieger-Walls shall not, directly or indirectly, on its own account nor on behalf of any other person or entity, solicit, interfere with, hire, engage or endeavor to entice away from County, in order to accept employment or enter into a working relationship with any such person, any person who is or was an employee of County at any time during the term of this Agreement. The parties hereto believe that actual damages in the event of a violation of this Paragraph 8 will be difficult to determine and, therefore, Sieger-Walls agrees that upon any violation of this Paragraph 8, Sieger-Walls shall pay County the sum of one year's direct salary for each employee involved in a violation as liquidated damages and not as a penalty.

This Paragraph is not intended to restrict the rights of any employee of either party to seek and obtain or engage employment or engagement by the other party by their own initiative or in response to publicly posted employment advertisements, job fairs or employment services, provided however that no solicitation of any kind occurs on the part of the hiring party.

THIS CONTRACT CONTAINS A BINDING ARBITRATION PROVISION THAT MAY BE ENFORCED BY THE PARTIES.

IN WITNESS WHEREOF, the Parties hereto have executed this Agreement as of the Effective Date written above.

COUNTY:	**SIEGER-WALLS, LLC:**
McHenry County	
By: Kelly Scimeca	By: Jesse Sieger-Walls
Name: Kelly Scimeca, MA, LCPC	Jesse Sieger-Walls, PhD, MSW, LCSW
Title: Director of Office of Special Projects	Owner & Managing Principal
Date: December 27, 2024	Date: 12/27/24

EXHIBIT A

STATEMENT OF WORK

This Statement of Work ("***SOW***") adopts and incorporates the terms and conditions of the consulting services agreement, which was entered into on the Effective Date between Sieger-Walls, LLC, a Missouri Limited Liability Company ("***Sieger-Walls***") and County of McHenry, Illinois, a Body Politic located at 2200 North Seminary Avenue, Woodstock, Illinois 60098 ("***County***").

The work to be performed by Sieger-Walls on behalf of the County shall be consultation services requested by the County as part of its evaluation and implementation of the SAMHSA-funded ***Assisted Outpatient Treatment Program for Individuals with Serious Mental Illness (AOT)*** grant program.

Deliverables	Year 1	Year 2	Year 3	Year 4	Total
Data Collection Infrastructure and Process Development and Monitoring	**$10,000**	**$7,000**	**$7,000**	**$7,000**	**$31,000**
Help the project director and staff set up and monitor the evaluation infrastructure for sampling, collecting, and monitoring program outcomes. As needed, create and oversee monthly and quarterly goals for enrollment and data gathering. Sieger-Walls oversee routinely data collection through requests for information from clinical providers service program clients. Support the development, implementation, and monitoring of quality care metrics. The additional costs in year 1 reflects the additional start-up effort not needed during the routine monitoring efforts in years 2 through 4.					
Client-level and Program-Level Quantitative Analysis and Stakeholder Reporting	**$8,000**	**$32,000**	**$32,000**	**$32,000**	**$112,000**
Sieger-Walls will carry out continuous program performance assessments including outcome analyses, at a quarterly frequency pending data availability from SPARS and the County's EHR. Sieger-Walls will create and distribute reports for the PD, executive leadership, staff, and stakeholders on a minimum quarterly basis, as well as generate supplementary reports and presentations when needed. This activity will also involve helping the County incorporate findings into the CQI. The reduced costs in year 1 reflects the reduced effort not needed in year 1 because there will be less fewer quarters of data that will have sufficient data compared to effort in years 2 through 4.					

Deliverables	Year 1	Year 2	Year 3	Year 4	Total
Fidelity Evaluations (i.e., EBP fidelity assessments and other targeted assessments)	$15,000	$15,000	$15,000	$15,000	$60,000
Sieger-Walls will design and conduct program fidelity assessments of the program to help the County enhance service quality. Methods will involve on-site visit, with review of client records, examining organizational documents, conducting interviews with staff, clients, and key informants, facilitating focus groups, administering surveys, observing team meetings, and analyzing service data.					
Support Disparity Impact Statement/CLAS Standards Monitoring	$8,000	$5,000	$5,000	$5,000	$23,000
Assist with the development and analysis needed to prepare the Disparity Impact Statement (DIS) and help monitor and report annual progress with toward the DIS goals. Participate in ongoing planning related to adhering to CLAS standards: e.g., Identifying training requirements and needs, creating and implementing a CLAS development plan. The additional costs in year 1 reflects the additional start-up effort not needed during the routine monitoring efforts in years 2 through 4.					
	Year 1	Year 2	Year 3	Year 4	Total 1- 4
Total	$41,000	$59,000	$59,000	$59,000	$226,000

The County shall not unreasonably withhold or delay approval of project deliverables. If any deliverable prepared by Sieger-Walls for the County is rejected by the County, the County shall notify Sieger-Walls promptly in writing of the reasons for the rejection and, provided the request is reasonable, Sieger-Walls shall promptly make reasonable revisions to the rejected deliverable, without additional cost to the County.

This is a four and four-year grant year definitions.

- Year 1: 9/30/23 through 9/29/24
- Year 2: 9/30/24 through 9/29/25
- Year 3: 9/30/25 through 9/29/26
- Year 4: 9/30/26 through 9/29/27

Sieger-Walls Team

The Sieger-Walls contract involves a team of highly skilled professionals, including Ph.D. and masters-level evaluators, coordinators, analysts, and program specialists. These experts deeply understand quantitative and qualitative evaluation methods and have extensive experience in community behavioral health infrastructure development. The Sieger-Walls team is committed to providing all deliverables outlined in the subsequent section. They are also subject matter experts in behavioral health services and organizational analytic operations and practices.

Invoicing Schedule

Invoices will be submitted to the County for payment within 30 days of when services are rendered. Payments are due 30 days from the invoice date according to the schedule in the following table.

Year 1

Month	Calendar Year	AOT
Oct.	2024	-
Nov.	2024	-
Dec.	2024	$ 4,100
Jan.	2025	$ 4,100
Feb.	2025	$ 4,100
Mar.	2025	$ 4,100
Apr.	2025	$ 4,100
May	2025	$ 4,100
Jun.	2025	$ 4,100
Jul.	2025	$ 4,100
Aug.	2025	$ 4,100
Sept.	2025	$ 4,100
	Total	**$41,000**

Year 2

Month	Calendar Year	AOT
Oct.	2025	$ 4,916.66
Nov.	2025	$ 4,916.66
Dec.	2025	$ 4,916.66
Jan.	2026	$ 4,916.66
Feb.	2026	$ 4,916.66
Mar.	2026	$ 4,916.66
Apr.	2026	$ 4,916.66
May	2026	$ 4,916.66
Jun.	2026	$ 4,916.66
Jul.	2026	$ 4,916.66
Aug.	2026	$ 4,916.66
Sept.	2026	$ 4,916.74
	Total	**$59,000.00**

Year 3

Month	Calendar Year	AOT
Oct.	2026	$ 4,916.66
Nov.	2026	$ 4,916.66
Dec.	2026	$ 4,916.66
Jan.	2027	$ 4,916.66
Feb.	2027	$ 4,916.66
Mar.	2027	$ 4,916.66
Apr.	2027	$ 4,916.66
May	2027	$ 4,916.66
Jun.	2027	$ 4,916.66
Jul.	2027	$ 4,916.66
Aug.	2027	$ 4,916.66
Sept.	2027	$ 4,916.74
	Total	**$59,000.00**

Year 4

Month	Calendar Year	AOT
Oct.	2027	$ 4,916.66
Nov.	2027	$ 4,916.66
Dec.	2027	$ 4,916.66
Jan.	2028	$ 4,916.66
Feb.	2028	$ 4,916.66
Mar.	2028	$ 4,916.66
Apr.	2028	$ 4,916.66
May	2028	$ 4,916.66
Jun.	2028	$ 4,916.66
Jul.	2028	$ 4,916.66
Aug.	2028	$ 4,916.66
Sept.	2028	$ 4,916.74
	Total	**$59,000.00**

Additional Contract Issues

1. Siegers walls agrees that it is not entitled to worker's compensation benefits, and it is obligated to pay federal and state income tax on any moneys earned pursuant to this contractual relationship.
2. The parties agree that Sieger-Walls is not required to work exclusively for the County.
3. Unless agreed to otherwise, all deliverables will be provided in electronic format.

IN WITNESS WHEREOF, the Parties hereto have executed this SOW as of the Effective Date.

COUNTY:	**SIEGER-WALLS, LLC:**
McHenry County	
By: Kelly Scimeca	By: Jesse Sieger-Walls
Name: Kelly Scimeca, MA, LCPC	Jesse Sieger-Walls, PhD, MSW, LCSW
Title: Director of Office of Special Projects	Owner & Managing Principal
Date: December 27, 2024	Date: 12/27/24

RESOLUTION - SUPERMAJORITY

Resolution Authorizing the Acceptance of Grant Award from the Illinois Department of Transportation for Court Administration Office of Special Projects FY2026 (42)

WHEREAS, the Problem-Solving Courts of the 22nd Judicial Circuit of McHenry County operate the Drug Court, Mental Health Court, and DUI Court Programs of McHenry County, which rely upon experts in the field of mental illness and substance abuse treatment; and

WHEREAS, these programs operate with fidelity to the established evidence-based practices and ten key components for problem-solving courts; and

WHEREAS, the Problem-Solving Court programs have been found to be a viable alternative to incarceration; and

WHEREAS, the DUI Court program has grown in size and now employs a second treatment clinical position; and

WHEREAS, the McHenry County Board, pursuant to Resolution # R-202407-42-153 authorized position creation; and

WHEREAS, the 22nd Judicial Circuit has sought and has received a grant award notice from the Illinois Department of Transportation, in the amount of $181,473.73 for the additional treatment clinician; and

WHEREAS, the revenue and expense portion of the FY2026 budget was established during the budget process.

NOW, THEREFORE BE IT RESOLVED, by this County Board of McHenry County, Illinois, that it hereby authorizes the acceptance of a grant award in the amount of $181,473.73 from the Illinois Department of Transportation; and

BE IT FURTHER RESOLVED, that the County Clerk is hereby authorized to distribute a certified copy of this Resolution to the County Administrator, Deputy County Administrator, Chief Financial Officer, Trial Court Administrator, Director of the Office of Special Projects, and Chief Circuit Judge.

DATED at Woodstock, Illinois, this 21 day of April, A.D., 2026.

_____
Michael Buehler, Chairman
McHenry County Board

ATTEST:

_____
Joseph J. Tirio, County Clerk

RESOLUTION

SUBJECT: Resolution Authorizing the Acceptance of Grant Award from the Illinois Department of Transportation for Court Administration Office of Special Projects FY2026 (42)

Board / Committee Action Requested:
Approve a resolution authorizing the acceptance of a grant award from the Illinois Department of Transportation in the amount of $181,473.73.

Background and Discussion:
Due to the demand for services, it was necessary to expand the roster of the Office of Special Projects to meet the need. The 22nd Judicial Circuit sought and was awarded grant funding in the amount of $181,473.73 from the Illinois Department of Transportation which will cover the costs of a clinician as well as other ancillary costs.

Impact on Human Resources:
None.

Impact on Budget (Revenue; Expenses, Fringe Benefits):
None.

Position Reclassification or Regrade, please address the following:
None.

Impact on Capital Expenditures:
None.

Impact on Physical Space:
This position will be housed at the Office of Special Projects at 400 Russel Court, Woodstock, IL 60098.

Impact on Other County Departments or Outside Agencies:
These positions allow for greater access to the DUI Specialty Court Program, reduce wait time, increase capacity to better serve clients, community, and referring agencies and departments.

Conformity to Board Ordinances, Policies and Strategic Plan:
Yes.

Docusign Envelope ID: 46E312B5-811B-4599-BBDA-8E5DC20F62BA

Illinois Department of Transportation

Bucksheet

Reset Form

☒ Under $250,000 ☐ Over $250,000

Priority: **Normal**

Office	District / CO	Bureau
Highways Project Implementation		Safety Programs & Engineering

File Subject	Amount Range
Agreement, Signature	Under $250,000.00

Secretary Explanation

Subject: State and Community Highway Safety/National Priority Safety Program

Project in Relation to: Highway Safety Grant

Description of Action: Executive Signatures for Execution

DBE Goal: None

☐ IL Works ☐ Capitol/Stimulus ☐ Notary Required

☒ FY Deadline Fiscal Year Date: 09/30/2026

Consultant Name/Contractor	Letting Date
County of McHenry	

County	District	Job Number	PTB-Item
		n/a	n/a

Amount of Agreement	Route
181473.73	n/a

Section	Phase	Contract Number	Agreement Number
n/a	n/a	n/a	HS-26-0350

State Dollars	Federal Dollars	Local Dollars	Total Dollars
0.00	181473.73	0.00	181473.73

Source of State Fund	% Reimburse from Feds
not applicable	100 %

Remarks:

Agreement was approved to form by OCC attorney Amanda Lundeen on 9/26/25.
Approved by G. Moretti 12/1/25

Questions? Contact Sarah Engelman

Docusign Envelope ID: 46E312B5-811B-4599-BBDA-8E5DC20F62BA

Agreement No. HS-26-0350, 13-17

GRANT AGREEMENT
BETWEEN
THE STATE OF ILLINOIS, DEPARTMENT OF TRANSPORTATION
AND

County of McHenry

The parties to this Grant Agreement (Agreement) are the State of Illinois (State), acting through the undersigned agency and

County of McHenry (Grantee)

(collectively, the "Parties" and individually, a "Party"). The Agreement, consisting of the signature page, the parts listed below, and any additional exhibits or attachments referenced in this Agreement, constitute the entire agreement between the Parties. No promises, terms, or conditions not recited, incorporated or referenced herein, including prior agreements or oral discussions, are binding upon either Grantee or Grantor.

PART ONE - The Uniform Terms

Article I	**Definitions**
Article II	**Award Information**
Article III	**Grantee Certifications and Representations**
Article IV	**Payment Requirements**
Article V	**Scope of Award Activities/Purpose of Award**
Article VI	**Budget**
Article VII	**Allowable Costs**
Article VIII	**Lobbying**
Article IX	**Maintenance and Accessibility of Records; Monitoring**
Article X	**Financial Reporting Requirements**
Article XI	**Performance Reporting Requirements**
Article XII	**Audit Requirements**
Article XIII	**Termination; Suspension; Non-compliance**
Article XIV	**Subcontracts/Subawards**
Article XV	**Notice of Change**
Article XVI	**Structural Reorganization and Reconstitution of Board Membership**
Article XVII	**Conflict of Interest**
Article XVIII	**Equipment or Property**
Article XIX	**Promotional Materials; Prior Notification**
Article XX	**Insurance**
Article XXI	**Lawsuits and Indemnification**
Article XXII	**Miscellaneous**
Exhibit A	**Project Description**
Exhibit B	**Deliverables or Milestones**
Exhibit C	**Contact Information**
Exhibit D	**Performance Measures and Standards**
Exhibit E	**Specific Conditions**

PART TWO - Grantor-Specific Terms

PART THREE - Project-Specific Terms

Agreement No. HS-26-0350, 13-17

The Parties or their duly authorized representatives hereby execute this Agreement.

Illinois Department of Transportation

By: Signed by: Gia Biagi by Stephane B. Seck-Birhame 83E8D2024487427...
Signature of Gia Biagi , Secretary of Transportation

Date: 12/03/25 | 1:33 PM CST

Printed Name: Stephane B. Seck -Birhame

Printed Title: BSPE Bureau Chief

Designee

By:
Signature of Second Grantor Approver, if applicable

Date:

Printed Name:

Printed Title:

Second Grantor Approver

By:
Signature of Third Grantor Approver, if applicable

Date:

Printed Name:

Printed Title:

Third Grantor Approver

By:
Signature of Fourth Grantor Approver, if applicable

Date:

Printed Name:

Printed Title:

Fourth Grantor Approver

By:
Signature of Fifth Grantor Approver, if applicable

Date:

Printed Name:

Printed Title:

Fifth Grantor Approver

County of McHenry

By: Signed by: Peter Austin 067C3782C18F42C...
Signature of Authorized Representative

Date: 12/02/25 | 8:25 AM CST

Printed Name: Peter Austin

Printed Title: County Administrator

Email: pbaustin@mchenrycountyil.gov

By:
Signature of Second Grantee Approver, if applicable

Date:

Printed Name:

Printed Title:

Email:

Second Grantee Approver
(optional at Grantee's discretion)

Docusign Envelope ID: 46E312B5-811B-4599-BBDA-8E5DC20F62BA

PART ONE - THE UNIFORM TERMS
ARTICLE I
DEFINITIONS

1.1. Definitions. Capitalized words and phrases used in this Agreement have the meanings stated in 2 CFR 200.1 unless otherwise stated below.

"Allowable Costs" has the same meaning as in 44 Ill. Admin. Code 7000.30.

"Award" has the same meaning as in 44 Ill. Admin. Code 7000.30.

"Budget" has the same meaning as in 44 Ill. Admin. Code 7000.30.

"Catalog of State Financial Assistance" or "CSFA" has the same meaning as in 44 Ill. Admin. Code 7000.30.

"Close-out Report" means a report from the Grantee allowing Grantor to determine whether all applicable administrative actions and required work have been completed, and therefore closeout actions can commence.

"Conflict of Interest" has the same meaning as in 44 Ill. Admin. Code 7000.30.

"Cooperative Research and Development Agreement" has the same meaning as in 15 USC 3710a.

"Direct Costs" has the same meaning as in 44 Ill. Admin. Code 7000.30.

"Financial Assistance" has the same meaning as in 44 Ill. Admin. Code 7000.30.

"GATU" has the same meaning as in 44 Ill. Admin. Code 7000.30.

"Grant Agreement" has the same meaning as in 44 Ill. Admin. Code 7000.30.

"Grantee Compliance Enforcement System" has the same meaning as in 44 Ill. Admin. Code 7000.30.

"Grant Funds" means the Financial Assistance made available to Grantee through this Agreement.

"Grantee Portal" has the same meaning as in 44 Ill. Admin. Code 7000.30.

"Indirect Costs" has the same meaning as in 44 Ill. Admin. Code 7000.30.

"Indirect Cost Rate" means a device for determining in a reasonable manner the proportion of Indirect Costs each Program should bear. It is a ratio (expressed as a percentage) of the Indirect Costs to a Direct Cost base. If reimbursement of Indirect Costs is allowable under an Award, Grantor will not reimburse those Indirect Costs unless Grantee has established an Indirect Cost Rate covering the applicable activities and period of time, unless Indirect Costs are reimbursed at a fixed rate.

"Indirect Cost Rate Proposal" has the same meaning as in 44 Ill. Admin. Code 7000.30.

"Obligations" has the same meaning as in 44 Ill. Admin. Code 7000.30.

"Period of Performance" has the same meaning as in 44 Ill. Admin. Code 7000.30.

"Prior Approval" has the same meaning as in 44 Ill. Admin. Code 7000.30.

"Profit" means an entity's total revenue less its operating expenses, interest paid, depreciation, and taxes. "Profit" is synonymous with the term "net revenue."

"Program" means the services to be provided pursuant to this Agreement. "Program" is used interchangeably with "Project."

"Program Costs" means all Allowable Costs incurred by Grantee and the value of the contributions made by third parties in accomplishing the objectives of the Award during the Term of this Agreement.

"Related Parties" has the meaning set forth in Financial Accounting Standards Board (FASB) Accounting Standards Codification (ASC) 850-10-20.

"SAM" has the same meaning as in 44 Ill. Admin. Code 7000.30.

Docusign Envelope ID: 46E312B5-811B-4599-BBDA-8E5DC20F62BA

"State-issued Award" means the assistance that a grantee receives directly from a State agency. The funding source of the State-issued Award can be federal pass-through, State or a combination thereof. "State-issued Award" does not include the following:

- contracts issued pursuant to the Illinois Procurement Code that a State agency uses to buy goods or services from a contractor or a contract to operate State government-owned, contractor-operated facilities;
- agreements that meet the definition of "contract" under 2 CFR 200.1 and 2 CFR 200.331, which a State agency procure goods or services but are exempt from the Illinois Procurement Code due to an exemption listed under 30 ILCS 500/1-10, or pursuant to a disaster proclamation, executive order, or any other exemption permitted by law;
- amounts received for services rendered to an individual;
- Cooperative Research and Development Agreements;
- an agreement that provides only direct cash assistance to an individual;
- a subsidy;
- a loan;
- a loan guarantee; or
- insurance.

"Illinois Stop Payment List" has the same meaning as in 44 Ill. Admin. Code 7000.30.

"Unallowable Cost" has the same meaning as in 44 Ill. Admin. Code 7000.30.

"Unique Entity Identifier" or "UEI" has the same meaning as in 44 Ill. Admin. Code 7000.30.

Docusign Envelope ID: 46E312B5-811B-4599-BBDA-8E5DC20F62BA

ARTICLE II
AWARD INFORMATION

2.1 Term. This Agreement is effective on 10/01/2025 and expires on 09/30/2026 (the Term), unless terminated pursuant to this Agreement.

2.2 Amount of Agreement. Grant Funds (check one) ☐ must not exceed or ☒ are estimated to be $181,473.73 , of which $181,473.73 are federal funds. Grantee accepts Grantor's payment as specified in this ARTICLE.

2.3 Payment. Payment will be made as follows (*see* additional payment requirements in ARTICLE IV; additional payment provisions specific to this Award may be included in **PART TWO** or **PART THREE**):
If the Grantor is to pay a Third Party for grant related goods/services, Grantee will submit invoices, C-13 invoice voucher and/or a BoBS 650 travel voucher along with required supporting documentation directly to the Grantor for payment; or
If the Grantor is to pay the Grantee directly for grant related goods/services,Grantee will submit a BSPE 600, along with required supporting documentation.

2.4 Award Identification Numbers. If applicable, the Federal Award Identification Number (FAIN) is 69A3752530000405DILM , the federal awarding agency is National Highway Traffic Safety Administration , the Federal Award date is 2/26/25, 05/14/25 . If applicable, the Assistance Listing Program Title is State and Community Highway Safety/National Priority Safety Programs and Assistance Listing Number is 20.600; 20.616 . The Catalog of State Financial Assistance (CFSA) Number is 494-10-0343 and the CSFA Name is State & Community Highway Safety/National Priority Safety Program If applicable, the State Award Identification Number (SAIN) is N/A .

ARTICLE III
GRANTEE CERTIFICATIONS AND REPRESENTATIONS

3.1 Registration Certification. Grantee certifies that: (i) it is registered with SAM and DAJDARNBA5Y8 is Grantee's correct UEI; (ii) it is in good standing with the Illinois Secretary of State, if applicable, and (iii) Grantee has successfully completed the annual registration and prequalification through the Grantee portal.

Grantee must remain current with these registrations and requirements. If Grantee's status with regard to any of these requirements changes, or the certifications made in and information provided in the uniform grant application changes, Grantee must notify Grantor in accordance with ARTICLE XV.

3.2 Tax Identification Certification. Grantee certifies that: 366006623 is Grantee's correct federal employer identification number (FEIN) or Social Security Number. Grantee further certifies, if applicable: (a) that Grantee is not subject to backup withholding because (i) Grantee is exempt from backup withholding, or (ii) Grantee has not been notified by the Internal Revenue Service (IRS) that Grantee is subject to backup withholding as a result of a failure to report all interest or dividends, or (iii) the IRS has notified Grantee that Grantee is no longer subject to backup withholding; and (b) Grantee is a U.S. citizen or other U.S. person. Grantee is doing business as a (check one):

- ☐ Individual
- ☐ Sole Proprietorship
- ☐ Partnership
- ☐ Corporation (includes Not For Profit)
- ☐ Medical Corporation
- ☒ Governmental Unit
- ☐ Estate or Trust
- ☐ Pharmacy-Non-Corporate
- ☐ Pharmacy/Funeral Home/Cemetery Corp.
- ☐ Tax Exempt
- ☐ Limited Liability Company (select applicable tax classification)
  - ☐ C = corporation
  - ☐ P = partnership

If Grantee has not received a payment from the State of Illinois in the last two years, Grantee must submit a W-9 tax form with this Agreement.

3.3. Compliance with Uniform Grant Rules. Grantee certifies that it must adhere to the applicable Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, which are published in Title 2, Part 200 of the Code of Federal Regulations (2 CFR Part 200) and are incorporated herein by reference. 44 Ill. Admin. Code 7000.40(c)(1)(A). The requirements of 2 CFR Part 200 apply to the Grant Funds awarded through this Agreement, regardless of whether the original source of the funds is State or federal, unless an exception is noted in federal or State statutes or regulations. 30 ILCS 708/5(b).

3.4. Representations and Use of Funds. Grantee certifies under oath that (1) all representations made in this Agreement are true and correct and (2) all Grant Funds awarded pursuant to this Agreement must be used only for the purpose(s) described herein. Grantee acknowledges that the Award is made solely upon this certification and that any false statements, misrepresentations, or material omissions will be the basis for immediate termination of this Agreement and repayment of all Grant Funds.

3.5. Specific Certifications. Grantee is responsible for compliance with the enumerated certifications in this Paragraph to the extent that the certifications apply to Grantee.

(a) **Bribery.** Grantee certifies that it has not been convicted of bribery or attempting to bribe an officer or employee of the State of Illinois, nor made an admission of guilt of such conduct which is a matter of record.

(b) **Bid Rigging.** Grantee certifies that it has not been barred from contracting with a unit of State or local government as a result of a violation of Paragraph 33E-3 or 33E-4 of the Criminal Code of 2012 (720 ILCS 5/33E-3 or 720 ILCS 5/33E-4, respectively).

(c) **Debt to State.** Grantee certifies that neither it, nor its affiliate(s), is/are barred from receiving an Award because Grantee, or its affiliate(s), is/are delinquent in the payment of any debt to the State, unless Grantee, or its affiliate(s), has/have entered into a deferred payment plan to pay off the debt.

(d) **International Boycott.** Grantee certifies that neither it nor any substantially owned affiliated company is participating or will participate in an international boycott in violation of the provision of the Anti-Boycott Act of 2018, Part II of the Export Control Reform Act of 2018 (50 USC 4841 through 4843), and the anti-boycott provisions set forth in Part 760 of the federal Export Administration Regulations (15 CFR Parts 730 through 774).

(e) **Discriminatory Club Dues or Fees.** Grantee certifies that it is not prohibited from receiving an Award because it pays dues or fees on behalf of its employees or agents, or subsidizes or otherwise reimburses employees or agents for payment of their dues or fees to any club which unlawfully discriminates (775 ILCS 25/2).

(f) **Pro-Children Act.** Grantee certifies that it is in compliance with the Pro-Children Act of 2001 in that it prohibits smoking in any portion of its facility used for the provision of health, day care, early childhood development services, education or library services to children under the age of eighteen (18) (except such portions of the facilities which are used for inpatient substance abuse treatment) (20 USC 7181-7184).

(g) **Drug-Free Workplace.** If Grantee is not an individual, Grantee certifies it will provide a drug free workplace pursuant to the Drug Free Workplace Act. 30 ILCS 580/3. If Grantee is an individual and this Agreement is valued at more than $5,000, Grantee certifies it will not engage in the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance during the performance of the Agreement. 30 ILCS 580/4. Grantee further certifies that if it is a recipient of federal pass-through funds, it is in compliance with the government-wide requirements for a drug-free workplace as set forth in 41 USC 8103.

(h) **Motor Voter Law.** Grantee certifies that it is in full compliance with the terms and provisions of the National Voter Registration Act of 1993 (52 USC 20501 *et seq.*).

(i) **Clean Air Act and Clean Water Act.** Grantee certifies that it is in compliance with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 USC 7401 *et seq.*) and the Federal Water Pollution Control Act, as amended (33 USC 1251 *et seq.*).

(j) **Debarment.** Grantee certifies that it is not debarred, suspended, proposed for debarment or permanent inclusion on the Illinois Stop Payment List, declared ineligible, or voluntarily excluded from participation in this Agreement by any federal department or agency (2 CFR 200.205(a)), or by the State (30 ILCS 708/25(6)(G)).

Docusign Envelope ID: 46E312B5-811B-4599-BBDA-8E5DC20F62BA

(k) **Non-procurement Debarment and Suspension.** Grantee certifies that it is in compliance with Subpart C of 2 CFR Part 180 as supplemented by 2 CFR Part 376, Subpart C.

(l) **Health Insurance Portability and Accountability Act.** Grantee certifies that it is in compliance with the Health Insurance Portability and Accountability Act of 1996 (HIPAA) (Public Law No. 104-191, 45 CFR Parts 160, 162 and 164, and the Social Security Act, 42 USC 1320d-2 through 1320d-7), in that it may not use or disclose protected health information other than as permitted or required by law and agrees to use appropriate safeguards to prevent use or disclosure of the protected health information. Grantee must maintain, for a minimum of six (6) years, all protected health information.

(m) **Criminal Convictions.** Grantee certifies that:

(i) Neither it nor a managerial agent of Grantee (for non-governmental grantees only, this includes any officer, director or partner of Grantee) has been convicted of a felony under the Sarbanes-Oxley Act of 2002, nor a Class 3 or Class 2 felony under Illinois Securities Law of 1953, or that at least five (5) years have passed since the date of the conviction; and

(ii) It must disclose to Grantor all violations of criminal law involving fraud, bribery or gratuity violations potentially affecting this Award. Failure to disclose may result in remedial actions as stated in the Grant Accountability and Transparency Act. 30 ILCS 708/40. Additionally, if Grantee receives over $10 million in total federal Financial Assistance, during the period of this Award, Grantee must maintain the currency of information reported to SAM regarding civil, criminal or administrative proceedings as required by 2 CFR 200.113 and Appendix XII of 2 CFR Part 200, and 30 ILCS 708/40.

(n) **Federal Funding Accountability and Transparency Act of 2006 (FFATA).** Grantee certifies that it is in compliance with the terms and requirements of 31 USC 6101 with respect to Federal Awards greater than or equal to $30,000. A FFATA subaward report must be filed by the end of the month following the month in which the award was made.

(o) **Illinois Works Review Panel**. For Awards made for public works projects, as defined in the Illinois Works Jobs Program Act, Grantee certifies that it and any contractor(s) or subcontractor(s) that performs work using funds from this Award, must, upon reasonable notice, appear before and respond to requests for information from the Illinois Works Review Panel. 30 ILCS 559/20-25(d).

(p) **Anti-Discrimination.** Grantee certifies that its employees and subcontractors under subcontract made pursuant to this Agreement, must comply with all applicable provisions of State and federal laws and regulations pertaining to nondiscrimination, sexual harassment and equal employment opportunity including, but not limited to: Illinois Human Rights Act (775 ILCS 5/1-101 *et seq.*), including, without limitation, 44 Ill. Admin. Code 750- Appendix A, which is incorporated herein; Public Works Employment Discrimination Act (775 ILCS 10/1 *et seq.*); Civil Rights Act of 1964 (as amended) (42 USC 2000a - 2000h-6); Section 504 of the Rehabilitation Act of 1973 (29 USC 794); Americans with Disabilities Act of 1990 (as amended) (42 USC 12101 *et seq.*); and the Age Discrimination Act of 1975 (42 USC 6101 *et seq.*).

(q) **Internal Revenue Code and Illinois Income Tax Act**. Grantee certifies that it complies with all provisions of the federal Internal Revenue Code (26 USC 1), the Illinois Income Tax Act (35 ILCS 5), and all regulations and rules promulgated thereunder, including withholding provisions and timely deposits of employee taxes and unemployment insurance taxes.

ARTICLE IV
PAYMENT REQUIREMENTS

4.1. Availability of Appropriation; Sufficiency of Funds. This Agreement is contingent upon and subject to the availability of sufficient funds. Grantor may terminate or suspend this Agreement, in whole or in part, without penalty or further payment being required, if (i) sufficient funds for this Agreement have not been appropriated or otherwise made available to Grantor by the State or the federal funding source, (ii) the Governor or Grantor reserves funds, or (iii) the Governor or Grantor determines that funds will not or may not be available for payment. Grantor must provide notice, in writing, to Grantee of any such funding failure and its election to terminate or suspend this Agreement as soon as practicable. Any suspension or termination pursuant to this Paragraph will be effective upon the date of the written notice unless otherwise indicated.

4.2. Pre-Award Costs. Pre-award costs are not permitted unless specifically authorized by Grantor in **Exhibit A**, **PART TWO** or **PART THREE** of this Agreement. If they are authorized, pre-award costs must be charged to the initial Budget Period of the Award,

Docusign Envelope ID: 46E312B5-811B-4599-BBDA-8E5DC20F62BA

unless otherwise specified by Grantor. 2 CFR 200.458.

4.3. Return of Grant Funds. Grantee must liquidate all Obligations incurred under the Award within forty-five (45) days of the end of the Period of Performance, or in the case of capital improvement Awards, within forty-five (45) days of the end of the time period the Grant Funds are available for expenditure or obligation, unless Grantor permits a longer period in **PART TWO** OR **PART THREE**. Grantee must return to Grantor within forty-five (45) days of the end of the applicable time period as set forth in this Paragraph all remaining Grant Funds that are not expended or legally obligated.

4.4. Cash Management Improvement Act of 1990. Unless notified otherwise in **PART TWO** or **PART THREE**, Grantee must manage federal funds received under this Agreement in accordance with the Cash Management Improvement Act of 1990 (31 USC 6501 *et seq.*) and any other applicable federal laws or regulations. 2 CFR 200.305; 44 Ill. Admin. Code 7000.120.

4.5. Payments to Third Parties. Grantor will have no liability to Grantee when Grantor acts in good faith to redirect all or a portion of any Grantee payment to a third party. Grantor will be deemed to have acted in good faith when it is in possession of information that indicates Grantee authorized Grantor to intercept or redirect payments to a third party or when so ordered by a court of competent jurisdiction.

4.6. Modifications to Estimated Amount. If the Agreement amount is established on an estimated basis, then it may be increased by mutual agreement at any time during the Term. Grantor may decrease the estimated amount of this Agreement at any time during the Term if (i) Grantor believes Grantee will not use the funds during the Term, (ii) Grantor believes Grantee has used Grant Funds in a manner that was not authorized by this Agreement, (iii) sufficient funds for this Agreement have not been appropriated or otherwise made available to Grantor by the State or the federal funding source, (iv) the Governor or Grantor reserves funds, or (v) the Governor or Grantor determines that funds will or may not be available for payment. Grantee will be notified, in writing, of any adjustment of the estimated amount of this Agreement. In the event of such reduction, services provided by Grantee under **Exhibit A** may be reduced accordingly. Grantor must pay Grantee for work satisfactorily performed prior to the date of the notice regarding adjustment. 2 CFR 200.308.

4.7. Interest.

(a) All interest earned on Grant Funds held by a Grantee or a subrecipient will be treated in accordance with 2 CFR 200.305(b)(12), unless otherwise provided in **PART TWO** or **PART THREE**. Grantee and its subrecipients must remit annually any amount due in accordance with 2 CFR 200.305(b)(12) or to Grantor, as applicable.

(b) Grant Funds must be placed in an insured account, whenever possible, that bears interest, unless exempted under 2 CFR 200.305(b)(10), (b)(11).

4.8. Timely Billing Required. Grantee must submit any payment request to Grantor within fifteen (15) days of the end of the quarter, unless another billing schedule is specified in **ARTICLE II, PART TWO**, or **PART THREE**. Failure to submit such payment request timely will render the amounts billed Unallowable Costs which Grantor cannot reimburse. In the event that Grantee is unable, for good cause, to submit its payment request timely, Grantee shall timely notify Grantor and may request an extension of time to submit the payment request. Grantor's approval of Grantee's request for an extension shall not be unreasonably withheld.

4.9. Certification. Pursuant to 2 CFR 200.415, each invoice and report submitted by Grantee (or subrecipient) must contain the following certification by an official authorized to legally bind Grantee (or subrecipient):

> By signing this report [or payment request or both], I certify to the best of my knowledge and belief that the report [or payment request] is true, complete, and accurate; that the expenditures, disbursements and cash receipts are for the purposes and objectives set forth in the terms and conditions of the State or federal pass-through award; and that supporting documentation has been submitted as required by the grant agreement. I acknowledge that approval for any other expenditure described herein is considered conditional subject to further review and verification in accordance with the monitoring and records retention provisions of the grant agreement. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims or otherwise (U.S. Code Title 18, Sections 2, 1001, 1343 and Title 31, Sections 3729-3730 and 3801-3812; 30 ILCS 708/120).

ARTICLE V
SCOPE OF AWARD ACTIVITIES/PURPOSE OF AWARD

5.1. Scope of Award Activities/Purpose of Award. Grantee must perform as described in this Agreement, including as

Docusign Envelope ID: 46E312B5-811B-4599-BBDA-8E5DC20F62BA

described in **Exhibit A** (Project Description), **Exhibit B** (Deliverables or Milestones), and **Exhibit D** (Performance Measures and Standards), as applicable. Grantee must further comply with all terms and conditions set forth in the Notice of State Award (44 Ill. Admin. Code 7000.360) which is incorporated herein by reference. All Grantor-specific provisions and programmatic reporting required under this Agreement are described in **PART TWO** (Grantor-Specific Terms). All Project-specific provisions and reporting required under this Agreement are described in **PART THREE** (Project-Specific Terms).

5.2. Scope Revisions. Grantee must obtain Prior Approval from Grantor whenever a scope revision is necessary for one or more of the reasons enumerated in 44 Ill. Admin. Code 7000.370(b)(2). All requests for scope revisions that require Grantor approval must be signed by Grantee's authorized representative and submitted to Grantor for approval. Expenditure of funds under a requested revision is prohibited and will not be reimbursed if expended before Grantor gives written approval. 2 CFR 200.308.

5.3. Specific Conditions. If applicable, specific conditions required after a risk assessment are included in **Exhibit E**. Grantee must adhere to the specific conditions listed therein. 44 Ill. Admin. Code 7000.340(e).

ARTICLE VI
BUDGET

6.1. Budget. The Budget submitted by Grantee at application, or a revised Budget subsequently submitted and approved by Grantor, is considered final and is incorporated herein by reference.

6.2. Budget Revisions. Grantee must obtain Prior Approval, whether mandated or discretionary, from Grantor whenever a Budget revision is necessary for one or more of the reasons enumerated in 44 Ill. Admin. Code 7000.370(b). All requests for Budget revisions that require Grantor approval must be signed by Grantee's authorized representative and submitted to Grantor for approval. Expenditure of funds under a requested revision is prohibited and will not be reimbursed if expended before Grantor gives written approval.

6.3. Notification. Within thirty (30) calendar days from the date of receipt of the request for Budget revisions, Grantor will review the request and notify Grantee whether the Budget revision has been approved, denied, or the date upon which a decision will be reached. 44 Ill. Admin. Code 7000.370(b)(7).

ARTICLE VII
ALLOWABLE COSTS

7.1. Allowability of Costs; Cost Allocation Methods. The allowability of costs and cost allocation methods for work performed under this Agreement will be determined in accordance with 2 CFR Part 200 Subpart E and Appendices III, IV, V, and VII.

7.2. Indirect Cost Rate Submission.

(a) All grantees, except for Local Education Agencies (as defined in 34 CFR 77.1), must make an Indirect Cost Rate election in the Grantee Portal, even grantees that do not charge or expect to charge Indirect Costs. 44 Ill. Admin. Code 7000.420(e).

(i) Waived and de minimis Indirect Cost Rate elections will remain in effect until Grantee elects a different option.

(b) Grantee must submit an Indirect Cost Rate Proposal in accordance with federal and State regulations, in a format prescribed by Grantor. For grantees who have never negotiated an Indirect Cost Rate before, the Indirect Cost Rate Proposal must be submitted for approval no later than three months after the effective date of the Award. For grantees who have previously negotiated an Indirect Cost Rate, the Indirect Cost Rate Proposal must be submitted for approval within 180 days of Grantee's fiscal year end, as dictated in the applicable appendices, such as:

(i) Appendix VII to 2 CFR Part 200 governs Indirect Cost Rate Proposals for state and Local Governments and Indian Tribes,

(ii) Appendix III to 2 CFR Part 200 governs Indirect Cost Rate Proposals for public and private institutions of higher education,

(iii) Appendix IV to 2 CFR Part 200 governs Indirect (F&A) Costs Identification and Assignment, and Rate Determination for Nonprofit Organizations, and

(iv) Appendix V to 2 CFR Part 200 governs state/Local Governmentwide Central Service Cost Allocation Plans.

(c) A grantee who has a current, applicable rate negotiated by a cognizant federal agency must provide to Grantor

Docusign Envelope ID: 46E312B5-811B-4599-BBDA-8E5DC20F62BA

a copy of its Indirect Cost Rate acceptance letter from the federal government and a copy of all documentation regarding the allocation methodology for costs used to negotiate that rate, e.g., without limitation, the cost policy statement or disclosure narrative statement. Grantor will accept that Indirect Cost Rate, up to any statutory, rule-based or programmatic limit.

(d) A grantee who does not have a current negotiated rate, may elect to charge a *de minimis* rate up to 15 percent of modified total direct costs, which may be used indefinitely. No documentation is required to justify the *de minimis* Indirect Cost Rate. 2 CFR 200.414(f).

7.3. Transfer of Costs. Cost transfers between Grants, whether as a means to compensate for cost overruns or for other reasons, are unallowable. 2 CFR 200.451.

7.4. Commercial Organization Cost Principles. The federal cost principles and procedures for cost analysis and the determination, negotiation and allowance of costs that apply to commercial organizations are set forth in 48 CFR Part 31.

7.5. Financial Management Standards. The financial management systems of Grantee must meet the following standards:

(a) **Accounting System**. Grantee organizations must have an accounting system that provides accurate, current, and complete disclosure of all financial transactions related to each state- and federally-funded Program. Accounting records must contain information pertaining to State and federal pass-through awards, authorizations, Obligations, unobligated balances, assets, outlays, and income. These records must be maintained on a current basis and balanced at least quarterly. Cash contributions to the Program from third parties must be accounted for in the general ledger with other Grant Funds. Third party in-kind (non-cash) contributions are not required to be recorded in the general ledger, but must be under accounting control, possibly through the use of a memorandum ledger. To comply with 2 CFR 200.305(b)(9) and 30 ILCS 708/97, Grantee must use reasonable efforts to ensure that funding streams are delineated within Grantee's accounting system. 2 CFR 200.302.

(b) **Source Documentation**. Accounting records must be supported by such source documentation as canceled checks, bank statements, invoices, paid bills, donor letters, time and attendance records, activity reports, travel reports, contractual and consultant agreements, and subaward documentation. All supporting documentation must be clearly identified with the Award and general ledger accounts which are to be charged or credited.

(i) The documentation standards for salary charges to Grants are prescribed by 2 CFR 200.430, and in the cost principles applicable to the Grantee's organization.

(ii) If records do not meet the standards in 2 CFR 200.430, then Grantor may notify Grantee in **PART TWO**, **PART THREE** or **Exhibit E** of the requirement to submit personnel activity reports. 2 CFR 200.430(g)(8). Personnel activity reports must account on an after-the-fact basis for one hundred percent (100%) of the employee's actual time, separately indicating the time spent on the Award, other grants or projects, vacation or sick leave, and administrative time, if applicable. The reports must be signed by the employee, approved by the appropriate official, and coincide with a pay period. These time records must be used to record the distribution of salary costs to the appropriate accounts no less frequently than quarterly.

(iii) Formal agreements with independent contractors, such as consultants, must include a description of the services to be performed, the period of performance, the fee and method of payment, an itemization of travel and other costs which are chargeable to the agreement, and the signatures of both the contractor and an appropriate official of Grantee.

(iv) If third party in-kind (non-cash) contributions are used for Award purposes, the valuation of these contributions must be supported with adequate documentation.

(c) **Internal Control**. Grantee must maintain effective control and accountability for all cash, real and personal property, and other assets. Grantee must adequately safeguard all such property and must provide assurance that it is used solely for authorized purposes. Grantee must also have systems in place that provide reasonable assurance that the information is accurate, allowable, and compliant with the terms and conditions of this Agreement. 2 CFR 200.303.

(d) **Budget Control**. Grantee must maintain records of expenditures for each Award by the cost categories of the approved Budget (including Indirect Costs that are charged to the Award), and actual expenditures are to be compared with budgeted amounts at least quarterly.

(e) **Cash Management**. Requests for advance payment must be limited to Grantee's immediate cash needs. Grantee must have written procedures to minimize the time elapsing between the receipt and the disbursement of Grant Funds to avoid having excess funds on hand. 2 CFR 200.305.

7.6. Profits. It is not permitted for any person or entity to earn a Profit from an Award. *See, e.g.*, 2 CFR 200.400(g); *see also* 30 ILCS 708/60(a)(7).

7.7. Management of Program Income. Grantee is encouraged to earn income to defray Program Costs where appropriate, subject to 2 CFR 200.307.

Docusign Envelope ID: 46E312B5-811B-4599-BBDA-8E5DC20F62BA

ARTICLE VIII
LOBBYING

8.1. Improper Influence. Grantee certifies that it will not use and has not used Grant Funds to influence or attempt to influence an officer or employee of any government agency or a member or employee of the State or federal legislature in connection with the awarding of any agreement, the making of any grant, the making of any loan, the entering into of any cooperative agreement, or the extension, continuation, renewal, amendment or modification of any agreement, grant, loan or cooperative agreement. Additionally, Grantee certifies that it has filed the required certification under the Byrd Anti-Lobbying Amendment (31 USC 1352), if applicable.

8.2. Federal Form LLL. If any federal funds, other than federally-appropriated funds, were paid or will be paid to any person for influencing or attempting to influence any of the above persons in connection with this Agreement, the undersigned must also complete and submit Federal Form LLL, Disclosure of Lobbying Activities Form, in accordance with its instructions.

8.3. Lobbying Costs. Grantee certifies that it is in compliance with the restrictions on lobbying set forth in 2 CFR 200.450. For any Indirect Costs associated with this Agreement, total lobbying costs must be separately identified in the Program Budget, and thereafter treated as other Unallowable Costs.

8.4. Procurement Lobbying. Grantee warrants and certifies that it and, to the best of its knowledge, its subrecipients have complied and will comply with Illinois Executive Order No. 1 (2007) (EO 1-2007). EO 1-2007 generally prohibits grantees and subcontractors from hiring the then-serving Governor's family members to lobby procurement activities of the State, or any other unit of government in Illinois including local governments, if that procurement may result in a contract valued at over $25,000. This prohibition also applies to hiring for that same purpose any former State employee who had procurement authority at any time during the one-year period preceding the procurement lobbying activity.

8.5. Subawards. Grantee must include the language of this ARTICLE in the award documents for any subawards made pursuant to this Award at all tiers. All subrecipients are also subject to certification and disclosure. Pursuant to Appendix II(I) to 2 CFR Part 200, Grantee must forward all disclosures by contractors regarding this certification to Grantor.

8.6. Certification. This certification is a material representation of fact upon which reliance was placed to enter into this transaction and is a prerequisite for this transaction, pursuant to 31 USC 1352. Any person who fails to file the required certifications will be subject to a civil penalty of not less than $10,000, and not more than $100,000, for each such failure.

ARTICLE IX
MAINTENANCE AND ACCESSIBILITY OF RECORDS; MONITORING

9.1. Records Retention. Grantee must maintain for three (3) years from the date of submission of the final expenditure report, adequate books, all financial records and, supporting documents, statistical records, and all other records pertinent to this Award, adequate to comply with 2 CFR 200.334, unless a different retention period is specified in 2 CFR 200.334, 44 Ill. Admin. Code 7000.430(a) and (b) or **PART TWO** or **PART THREE**. If any litigation, claim or audit is started before the expiration of the retention period, the records must be retained until all litigation, claims or audit exceptions involving the records have been resolved and final action taken.

9.2. Accessibility of Records. Grantee, in compliance with 2 CFR 200.337 and 44 Ill. Admin. Code 7000.430(f), must make books, records, related papers, supporting documentation and personnel relevant to this Agreement available to authorized Grantor representatives, the Illinois Auditor General, Illinois Attorney General, any Executive Inspector General, Grantor's Inspector General, federal authorities, any person identified in 2 CFR 200.337, and any other person as may be authorized by Grantor (including auditors), by the State of Illinois or by federal statute. Grantee must cooperate fully in any such audit or inquiry.

9.3. Failure to Maintain Books and Records. Failure to maintain adequate books, records and supporting documentation, as described in this ARTICLE, will result in the disallowance of costs for which there is insufficient supporting documentation and also establishes a presumption in favor of the State for the recovery of any Grant Funds paid by the State under this Agreement for which adequate books, records and supporting documentation are not available to support disbursement.

9.4. Monitoring and Access to Information. Grantee must monitor its activities to assure compliance with applicable state and federal requirements and to assure its performance expectations are being achieved. Grantor will monitor the activities of Grantee to assure compliance with all requirements, including applicable programmatic rules, regulations, and guidelines that the Grantor promulgates or implements, and performance expectations of the Award. Grantee must timely submit all financial and performance reports, and must supply, upon Grantor's request, documents and information relevant to the Award. Grantor may make site visits as warranted by Program needs. 2 CFR 200.329; 200.332. Additional monitoring requirements may be in **PART TWO** or **PART THREE**.

Docusign Envelope ID: 46E312B5-811B-4599-BBDA-8E5DC20F62BA

ARTICLE X
FINANCIAL REPORTING REQUIREMENTS

10.1. Required Periodic Financial Reports. Grantee must submit financial reports as requested and in the format required by Grantor no later than the dues date(s) specified in **PART TWO** or **PART THREE**. Grantee must submit reports to Grantor describing the expenditure(s) of the funds related thereto at the intervals specified by Grantor, which must be no less frequent than annually and no more frequent than quarterly, unless otherwise specified in either **PART TWO** or **PART THREE** (approved as an exception by GATU) or on **Exhibit E** pursuant to specific conditions. 2 CFR 200.328(b). Any report required by 30 ILCS 708/125 may be detailed in **PART TWO** or **PART THREE**.

10.2. Financial Close-out Report.

(a) Grantee must submit a financial Close-out Report, in the format required by Grantor, by the due date specified in **PART TWO** or **PART THREE**, which must be no later than sixty (60) calendar days following the end of the Period of Performance for this Agreement or Agreement termination. The format of this financial Close-out Report must follow a format prescribed by Grantor. 2 CFR 200.344; 44 Ill. Admin. Code 7000.440(b).

(b) If an audit or review of Grantee occurs and results in adjustments after Grantee submits a Close-out Report, Grantee must submit a new financial Close-out Report based on audit adjustments, and immediately submit a refund to Grantor, if applicable. 2 CFR 200.345; 44 Ill. Admin. Code 7000.450.

10.3. Effect of Failure to Comply. Failure to comply with the reporting requirements in this Agreement may cause a delay or suspension of funding or require the return of improper payments or Unallowable Costs, and will be considered a material breach of this Agreement. Grantee's failure to comply with ARTICLE X, ARTICLE XI, or ARTICLE XVII will be considered prima facie evidence of a breach and may be admitted as such, without further proof, into evidence in an administrative proceeding before Grantor, or in any other legal proceeding. Grantee should refer to the State Grantee Compliance Enforcement System for policy and consequences for failure to comply. 44 Ill. Admin. Code 7000.80.

ARTICLE XI
PERFORMANCE REPORTING REQUIREMENTS

11.1. Required Periodic Performance Reports. Grantee must submit performance reports as requested and in the format required by Grantor no later than the due date(s) specified in **PART TWO** or **PART THREE**. 44 Ill. Admin. Code 7000.410. Grantee must report to Grantor on the performance measures listed in **Exhibit D**, **PART TWO** or **PART THREE** at the intervals specified by Grantor, which must be no less frequent than annually and no more frequent than quarterly, unless otherwise specified in either **PART TWO** or **PART THREE** (approved as an exception by GATU), or on **Exhibit E** pursuant to specific conditions. For certain construction-related Awards, such reports may be exempted as identified in **PART TWO** or **PART THREE**. 2 CFR 200.329.

11.2. Performance Close-out Report. Grantee must submit a performance Close-out Report, in the format required by Grantor by the due date specified in **PART TWO** or **PART THREE,** which must be no later than 60 calendar days following the end of the Period of Performance or Agreement termination. 2 CFR 200.344; 44 Ill. Admin. Code 7000.440(b).

11.3. Content of Performance Reports. Pursuant to 2 CFR 200.329(b) and (c), all performance reports must relate the financial data and project or program accomplishments to the performance goals and objectives of this Award and also include the following: a comparison of actual accomplishments to the objectives of the Award established for the reporting period (for example, comparing costs to units of accomplishment); computation of the cost and demonstration of cost effective practices (e.g., through unit cost data); performance trend data and analysis if required; the reasons why established goals were not met, if appropriate; and additional information, analysis, and explanation of any cost overruns or higher-than-expected unit costs. Additional content and format guidelines for the performance reports will be determined by Grantor contingent on the Award's statutory, regulatory and administrative requirements, and are included in **PART TWO** or **PART THREE** of this Agreement.

ARTICLE XII
AUDIT REQUIREMENTS

12.1. Audits. Grantee is subject to the audit requirements contained in the Single Audit Act Amendments of 1996 (31 USC 7501-7507), Subpart F of 2 CFR Part 200, and the audit rules and policies set forth by the Governor's Office of Management and Budget. 30 ILCS 708/65(c); 44 Ill. Admin. Code 7000.90.

12.2. Consolidated Year-End Financial Reports (CYEFR). All grantees must complete and submit a CYEFR through the

Docusign Envelope ID: 46E312B5-811B-4599-BBDA-8E5DC20F62BA

Grantee Portal, except those exempted by federal or State statute or regulation, as set forth in **PART TWO** or **PART THREE**. The CYEFR is a required schedule in Grantee's audit report if Grantee is required to complete and submit an audit report as set forth herein.

(a) Grantee's CYEFR must cover the same period as the audited financial statements, if required, and must be submitted in accordance with the audit schedule at 44 Ill. Admin. Code 7000.90. If Grantee is not required to complete audited financial statements, the CYEFR must cover Grantee's fiscal year and must be submitted within 6 months of the Grantee's fiscal year-end.

(b) The CYEFR must include an in relation to opinion from the auditor of the financial statements included in the audit.

(c) The CYEFR must follow a format prescribed by Grantor.

12.3. Entities That Are Not "For-Profit".

(a) This Paragraph applies to Grantees that are not "for-profit" entities.

(b) Single and Program-Specific Audits. If, during its fiscal year, Grantee expends at least $1,000,000 in federal Awards (direct federal and federal pass-through awards combined), Grantee must have a single audit or program-specific audit conducted for that year as required by 2 CFR 200.501 and other applicable sections of Subpart F of 2 CFR Part 200. The audit report packet must be completed as described in 2 CFR 200.512 (single audit) or 2 CFR 200.507 (program-specific audit), 44 Ill. Admin. Code 7000.90(h)(1) and the current GATA audit manual and submitted to the Federal Audit Clearinghouse, as required by 2 CFR 200.512. The results of peer and external quality control reviews, management letters issued by the auditors and their respective corrective action plans if significant deficiencies or material weaknesses are identified, and the CYEFR(s) must be submitted to the Grantee Portal at the same time the audit report packet is submitted to the Federal Audit Clearinghouse. The due date of all required submissions set forth in this Paragraph is the earlier of (i) thirty (30) calendar days after receipt of the auditor's report(s) or (ii) nine (9) months after the end of Grantee's audit period.

(c) Financial Statement Audit. If, during its fiscal year, Grantee expends less than $1,000,000 in federal Awards, Grantee is subject to the following audit requirements:

(i) If, during its fiscal year, Grantee expends at least $750,000 in State-issued Awards, Grantee must have a financial statement audit conducted in accordance with the Generally Accepted Government Auditing Standards (GAGAS). Grantee may be subject to additional requirements in **PART TWO, PART THREE** or **Exhibit E** based on Grantee's risk profile.

(ii) If, during its fiscal year, Grantee expends less than $750,000 in State-issued Awards, but expends at least $500,000 in State-issued Awards, Grantee must have a financial statement audit conducted in accordance with the Generally Accepted Auditing Standards (GAAS).

(iii) If Grantee is a Local Education Agency (as defined in 34 CFR 77.1), Grantee must have a financial statement audit conducted in accordance with GAGAS, as required by 23 Ill. Admin. Code 100.110, regardless of the dollar amount of expenditures of State-issued Awards.

(iv) If Grantee does not meet the requirements in subsections 12.3(b) and 12.3(c)(i-iii) but is required to have a financial statement audit conducted based on other regulatory requirements, Grantee must submit those audits for review.

(v) Grantee must submit its financial statement audit report packet, as set forth in 44 Ill. Admin. Code 7000.90(h)(2) and the current GATA audit manual, to the Grantee Portal within the earlier of (i) thirty (30) calendar days after receipt of the auditor's report(s) or (ii) six (6) months after the end of Grantee's audit period.

12.4. "For-Profit" Entities.

(a) This Paragraph applies to Grantees that are "for-profit" entities.

(b) Program-Specific Audit. If, during its fiscal year, Grantee expends at least $1,000,000 in federal pass-through funds from State-issued Awards, Grantee must have a program-specific audit conducted in accordance with 2 CFR 200.507. The auditor must audit federal pass-through programs with federal pass-through Awards expended that, in the aggregate, cover at least 50 percent (0.50) of total federal pass-through Awards expended. The audit report packet must be completed as described in 2 CFR 200.507 (program-specific audit), 44 Ill. Admin. Code 7000.90 and the current GATA audit manual, and must be submitted to the Grantee Portal. The due date of all required submissions set forth in this Paragraph is the earlier of (i) thirty (30) calendar days after receipt of the auditor's report(s) or (ii) nine (9) months after the end of Grantee's audit period.

(c) Financial Statement Audit. If, during its fiscal year, Grantee expends less than $1,000,000 in federal pass-through funds from State-issued Awards, Grantee must follow all of the audit requirements in Paragraphs 12.3(c)(i)-(v), above.

Docusign Envelope ID: 46E312B5-811B-4599-BBDA-8E5DC20F62BA

(d) Publicly-Traded Entities. If Grantee is a publicly-traded company, Grantee is not subject to the single audit or program-specific audit requirements, but must submit its annual audit conducted in accordance with its regulatory requirements.

12.5. Performance of Audits. For those organizations required to submit an independent audit report, the audit must be conducted by the Illinois Auditor General (as required for certain governmental entities only), or a Certified Public Accountant or Certified Public Accounting Firm licensed in the State of Illinois or in accordance with Section 5.2 of the Illinois Public Accounting Act (225 ILCS 450/5.2). For all audits required to be performed subject to GAGAS or Generally Accepted Auditing Standards, Grantee must request and maintain on file a copy of the auditor's most recent peer review report and acceptance letter. Grantee must follow procedures prescribed by Grantor for the preparation and submission of audit reports and any related documents.

12.6. Delinquent Reports. When audit reports or financial statements required under this ARTICLE are prepared by the Illinois Auditor General, if they are not available by the above-specified due date, they must be provided to Grantor within thirty (30) days of becoming available. Grantee should refer to the State Grantee Compliance Enforcement System for the policy and consequences for late reporting. 44 Ill. Admin. Code 7000.80.

ARTICLE XIII
TERMINATION; SUSPENSION; NON-COMPLIANCE

13.1. Termination.

(a) Either Party may terminate this Agreement, in whole or in part, upon thirty (30) calendar days' prior written notice to the other Party.

(b) If terminated by the Grantee, Grantee must include the reasons for such termination, the effective date, and, in the case of a partial termination, the portion to be terminated. If Grantor determines in the case of a partial termination that the reduced or modified portion of the Award will not accomplish the purposes for which the Award was made, Grantor may terminate the Agreement in its entirety. 2 CFR 200.340(a)(3).

(c) This Agreement may be terminated, in whole or in part, by Grantor:

(i) Pursuant to a funding failure under Paragraph 4.1;

(ii) If Grantee fails to comply with the terms and conditions of this or any Award, application or proposal, including any applicable rules or regulations, or has made a false representation in connection with the receipt of this or any Award; or

(iii) If the Award no longer effectuates the Program goals or agency priorities and if this termination is permitted in the terms and conditions of the Award, which must be detailed in **Exhibit A**, **PART TWO** or **PART THREE**.

13.2. Suspension. Grantor may suspend this Agreement, in whole or in part, pursuant to a funding failure under Paragraph 4.1 or if the Grantee fails to comply with terms and conditions of this or any Award. If suspension is due to Grantee's failure to comply, Grantor may withhold further payment and prohibit Grantee from incurring additional Obligations pending corrective action by Grantee or a decision to terminate this Agreement by Grantor. Grantor may allow necessary and proper costs that Grantee could not reasonably avoid during the period of suspension.

13.3. Non-compliance. If Grantee fails to comply with the U.S. Constitution, applicable statutes, regulations or the terms and conditions of this or any Award, Grantor may impose additional conditions on Grantee, as described in 2 CFR 200.208. If Grantor determines that non-compliance cannot be remedied by imposing additional conditions, Grantor may take one or more of the actions described in 2 CFR 200.339. The Parties must follow all Grantor policies and procedures regarding non-compliance, including, but not limited to, the procedures set forth in the State Grantee Compliance Enforcement System. 44 Ill. Admin. Code 7000.80 and 7000.260.

13.4. Objection. If Grantor suspends or terminates this Agreement, in whole or in part, for cause, or takes any other action in response to Grantee's non-compliance, Grantee may avail itself of any opportunities to object and challenge such suspension, termination or other action by Grantor in accordance with any applicable processes and procedures, including, but not limited to, the procedures set forth in the State Grantee Compliance Enforcement System. 2 CFR 200.342; 44 Ill. Admin. Code 7000.80 and 7000.260.

13.5. Effects of Suspension and Termination.

(a) Grantor may credit Grantee for allowable expenditures incurred in the performance of authorized services under this Agreement prior to the effective date of a suspension or termination.

Docusign Envelope ID: 46E312B5-811B-4599-BBDA-8E5DC20F62BA

(b) Except as set forth in subparagraph (c), below, Grantee must not incur any costs or Obligations that require the use of Grant Funds after the effective date of a suspension or termination, and must cancel as many outstanding Obligations as possible.

(c) Costs to Grantee resulting from Obligations incurred by Grantee during a suspension or after termination of the Agreement are not allowable unless Grantor expressly authorizes them in the notice of suspension or termination or subsequently. However, Grantor may allow costs during a suspension or after termination if:

(i) The costs result from Obligations properly incurred before the effective date of suspension or termination, are not in anticipation of the suspension or termination, and the costs would be allowable if the Agreement was not suspended or terminated prematurely. 2 CFR 200.343.

13.6. Close-out of Terminated Agreements. If this Agreement is terminated, in whole or in part, the Parties must comply with all close-out and post-termination requirements of this Agreement. 2 CFR 200.340(d).

ARTICLE XIV
SUBCONTRACTS/SUBAWARDS

14.1. Subcontracting/Subrecipients/Delegation. Grantee must not subcontract nor issue a subaward for any portion of this Agreement nor delegate any duties hereunder without Prior Approval of Grantor. The requirement for Prior Approval is satisfied if the subcontractor or subrecipient has been identified in the uniform grant application, such as, without limitation, a Project description, and Grantor has approved. Grantee must follow all applicable requirements set forth in 2 CFR 200.332.

14.2. Application of Terms. If Grantee enters into a subaward agreement with a subrecipient, Grantee must notify the subrecipient of the applicable laws and regulations and terms and conditions of this Award by attaching this Agreement to the subaward agreement. The terms of this Agreement apply to all subawards authorized in accordance with Paragraph 14.1. 2 CFR 200.101(b).

14.3. Liability as Guaranty. Grantee will be liable as guarantor for any Grant Funds it obligates to a subrecipient or subcontractor pursuant to this ARTICLE in the event Grantor determines the funds were either misspent or are being improperly held and the subrecipient or subcontractor is insolvent or otherwise fails to return the funds. 2 CFR 200.345; 30 ILCS 705/6; 44 Ill. Admin. Code 7000.450(a).

ARTICLE XV
NOTICE OF CHANGE

15.1. Notice of Change. Grantee must notify Grantor if there is a change in Grantee's legal status, FEIN, UEI, SAM registration status, Related Parties, senior management (for non-governmental grantees only) or address. If the change is anticipated, Grantee must give thirty (30) days' prior written notice to Grantor. If the change is unanticipated, Grantee must give notice as soon as practicable thereafter. Grantor reserves the right to take any and all appropriate action as a result of such change(s).

15.2. Failure to Provide Notification. To the extent permitted by Illinois law (*see* Paragraph 21.2), Grantee must hold harmless Grantor for any acts or omissions of Grantor resulting from Grantee's failure to notify Grantor as required by Paragraph 15.1.

15.3. Notice of Impact. Grantee must notify Grantor in writing of any event, including, by not limited to, becoming a party to litigation, an investigation, or transaction that may have a material impact on Grantee's ability to perform under this Agreement. Grantee must provide notice to Grantor as soon as possible, but no later than five (5) days after Grantee becomes aware that the event may have a material impact.

15.4. Effect of Failure to Provide Notice. Failure to provide the notice described in this ARTICLE is grounds for termination of this Agreement and any costs incurred after the date notice should have been given may be disallowed.

ARTICLE XVI
STRUCTURAL REORGANIZATION AND RECONSTITUTION OF BOARD MEMBERSHIP

16.1. Effect of Reorganization. This Agreement is made by and between Grantor and Grantee, as Grantee is currently organized and constituted. Grantor does not agree to continue this Agreement, or any license related thereto, should Grantee significantly reorganize or otherwise substantially change the character of its corporate structure, business structure or governance structure. Grantee must give Grantor prior notice of any such action or changes significantly affecting its overall structure or, for non-governmental grantees only, management makeup (for example, a merger or a corporate restructuring), and must provide all reasonable

Docusign Envelope ID: 46E312B5-811B-4599-BBDA-8E5DC20F62BA

documentation necessary for Grantor to review the proposed transaction including financial records and corporate and shareholder minutes of any corporation which may be involved. Grantor reserves the right to terminate the Agreement based on whether the newly organized entity is able to carry out the requirements of the Award. This ARTICLE does not require Grantee to report on minor changes in the makeup of its board membership or governance structure, as applicable. Nevertheless, **PART TWO** or **PART THREE** may impose further restrictions. Failure to comply with this ARTICLE constitutes a material breach of this Agreement.

ARTICLE XVII
CONFLICT OF INTEREST

17.1. Required Disclosures. Grantee must immediately disclose in writing any potential or actual Conflict of Interest to Grantor. 2 CFR 200.112; 30 ILCS 708/35.

17.2. Prohibited Payments. Payments made by Grantor under this Agreement must not be used by Grantee to compensate, directly or indirectly, any person currently holding an elective office in this State including, but not limited to, a seat in the General Assembly. In addition, where Grantee is not an instrumentality of the State of Illinois, as described in this Paragraph, Grantee must request permission from Grantor to compensate, directly or indirectly, any officer or any person employed by an office or agency of the State of Illinois. An instrumentality of the State of Illinois includes, without limitation, State departments, agencies, boards, and State universities. An instrumentality of the State of Illinois does not include, without limitation, units of Local Government and related entities.

17.3. Request for Exemption. Grantee may request written approval from Grantor for an exemption from Paragraph 17.2. Grantee acknowledges that Grantor is under no obligation to provide such exemption and that Grantor may grant an such exemption subject to additional terms and conditions as Grantor may require.

ARTICLE XVIII
EQUIPMENT OR PROPERTY

18.1. Purchase of Equipment. For any equipment purchased in whole or in part with Grant Funds, if Grantor determines that Grantee has not met the conditions of 2 CFR 200.439, the costs for such equipment will be disallowed. Grantor must notify Grantee in writing that the purchase of equipment is disallowed.

18.2. Prohibition against Disposition/Encumbrance. Any equipment, material, or real property that Grantee purchases or improves with Grant Funds must not be sold, transferred, encumbered (other than original financing) or otherwise disposed of during the Award Term without Prior Approval of Grantor unless a longer period is required in **PART TWO** or **PART THREE** and permitted by 2 CFR Part 200 Subpart D. Use or disposition of real property acquired or improved using Grant Funds must comply with the requirements of 2 CFR 200.311. Real property, equipment, and intangible property that are acquired or improved in whole or in part using Grant Funds are subject to the provisions of 2 CFR 200.316. Grantor may require the Grantee to record liens or other appropriate notices of record to indicate that personal or real property has been acquired or improved with this Award and that use and disposition conditions apply to the property.

18.3. Equipment and Procurement. Grantee must comply with the uniform standards set forth in 2 CFR 200.310 -200.316 governing the management and disposition of property, the cost of which was supported by Grant Funds. Any waiver from such compliance must be granted by either the President's Office of Management and Budget, the Governor's Office of Management and Budget, or both, depending on the source of the Grant Funds used. Additionally, Grantee must comply with the standards set forth in 2 CFR 200.317-200.326 to establish procedures to use Grant Funds for the procurement of supplies and other expendable property, equipment, real property and other services.

18.4. Equipment Instructions. Grantee must obtain disposition instructions from Grantor when equipment, purchased in whole or in part with Grant Funds, is no longer needed for their original purpose. Notwithstanding anything to the contrary contained in this Agreement, Grantor may require transfer of any equipment to Grantor or a third party for any reason, including, without limitation, if Grantor terminates the Award or Grantee no longer conducts Award activities. Grantee must properly maintain, track, use, store and insure the equipment according to applicable best practices, manufacturer's guidelines, federal and state laws or rules, and Grantor requirements stated herein.

18.5. Domestic Preferences for Procurements. In accordance with 2 CFR 200.322, to the greatest extent practicable and consistent with law, Grantee must, under this Award, provide a preference for the purchase, acquisition, or use of goods, products, or materials produced in the United States (including but not limited to iron, aluminum, steel, cement, and other manufactured products). The requirements of this Paragraph must be included in all subawards and in all contracts and purchase orders under this Award.

Docusign Envelope ID: 46E312B5-811B-4599-BBDA-8E5DC20F62BA

ARTICLE XIX
PROMOTIONAL MATERIALS; PRIOR NOTIFICATION

19.1. Promotional and Written Materials. Use of Grant Funds for promotions is subject to the prohibitions for advertising or public relations costs in 2 CFR 200.421(e). To use Grant Funds in whole or in part to produce any written publications, announcements, reports, flyers, brochures or other written materials, these uses must be allowable under 2 CFR 200.421 and 200.467 and Grantee must include in these publications, announcements, reports, flyers, brochures and all other such material, the phrase "Funding provided in whole or in part by the [Grantor]." 2 CFR 200.467. Exceptions to this requirement must be requested, in writing, from Grantor and will be considered authorized only upon written notice thereof to Grantee.

19.2. Prior Notification/Release of Information. Grantee must notify Grantor ten (10) days prior to issuing public announcements or press releases concerning work performed pursuant to this Agreement, or funded in whole or in part by this Agreement, and must cooperate with Grantor in joint or coordinated releases of information.

ARTICLE XX
INSURANCE

20.1. Maintenance of Insurance. Grantee must maintain in full force and effect during the Term of this Agreement casualty and bodily injury insurance, as well as insurance sufficient to cover the replacement cost of any and all real or personal property (including equipment), or both, purchased or, otherwise acquired, or improved in whole or in part, with funds disbursed pursuant to this Agreement. 2 CFR 200.310. Additional insurance requirements may be detailed in **PART TWO** or **PART THREE**.

20.2. Claims. If a claim is submitted for real or personal property, or both, purchased in whole with funds from this Agreement and such claim results in the recovery of money, such money recovered must be surrendered to Grantor.

ARTICLE XXI
LAWSUITS AND INDEMNIFICATION

21.1. Independent Contractor. Neither Grantee nor any employee or agent of Grantee acquires any employment rights with Grantor by virtue of this Agreement. Grantee must provide the agreed services and achieve the specified results free from the direction or control of Grantor as to the means and methods of performance. Grantee must provide its own equipment and supplies necessary to conduct its business; provided, however, that in the event, for its convenience or otherwise, Grantor makes any such equipment or supplies available to Grantee, Grantee's use of such equipment or supplies provided by Grantor pursuant to this Agreement is strictly limited to official Grantor or State of Illinois business and not for any other purpose, including any personal benefit or gain.

21.2. Indemnification and Liability.

(a) **Non-governmental entities**. This subparagraph applies only if Grantee is a non-governmental entity. Grantee must hold harmless Grantor against any and all liability, loss, damage, cost or expenses, including attorneys' fees, arising from the intentional torts, negligence or breach of contract of Grantee, with the exception of acts performed in conformance with an explicit, written directive of Grantor. Indemnification by Grantor is governed by the State Employee Indemnification Act (5 ILCS 350/.01 *et seq.*) as interpreted by the Illinois Attorney General. Grantor makes no representation that Grantee, an independent contractor, will qualify or be eligible for indemnification under said Act.

(b) **Governmental entities**. This subparagraph applies only if Grantee is a governmental unit as designated in Paragraph 3.2. Neither Party shall be liable for actions chargeable to the other Party under this Agreement including, but not limited to, the negligent acts and omissions of the other Party's agents, employees or subcontractors in the performance of their duties as described under this Agreement, unless such liability is imposed by law. This Agreement is not construed as seeking to enlarge or diminish any obligation or duty owed by one Party against the other or against a third party.

ARTICLE XXII
MISCELLANEOUS

22.1. Gift Ban. Grantee is prohibited from giving gifts to State employees pursuant to the State Officials and Employees Ethics Act (5 ILCS 430/10-10) and Illinois Executive Order 15-09.

22.2. Assignment Prohibited. This Agreement must not be sold, assigned, or transferred in any manner by Grantee, to include an assignment of Grantee's rights to receive payment hereunder, and any actual or attempted sale, assignment, or transfer by Grantee

Docusign Envelope ID: 46E312B5-811B-4599-BBDA-8E5DC20F62BA

without the Prior Approval of Grantor in writing renders this Agreement null, void and of no further effect.

22.3. Copies of Agreements upon Request. Grantee must, upon request by Grantor, provide Grantor with copies of contracts or other agreements to which Grantee is a party with any other State agency.

22.4. Amendments. This Agreement may be modified or amended at any time during its Term by mutual consent of the Parties, expressed in writing and signed by the Parties.

22.5. Severability. If any provision of this Agreement is declared invalid, its other provisions will remain in effect.

22.6. No Waiver. The failure of either Party to assert any right or remedy pursuant to this Agreement will not be construed as a waiver of either Party's right to assert such right or remedy at a later time or constitute a course of business upon which either Party may rely for the purpose of denial of such a right or remedy.

22.7. Applicable Law; Claims. This Agreement and all subsequent amendments thereto, if any, are governed and construed in accordance with the laws of the State of Illinois. Any claim against Grantor arising out of this Agreement must be filed exclusively with the Illinois Court of Claims. 705 ILCS 505/1 *et seq.* Grantor does not waive sovereign immunity by entering into this Agreement.

22.8. Compliance with Law. Grantee is responsible for ensuring that Grantee's Obligations and services hereunder are performed in compliance with all applicable federal and State laws, including, without limitation, federal regulations, State administrative rules, including but not limited to 44 Ill. Admin. Code Part 7000, laws and rules which govern disclosure of confidential records or other information obtained by Grantee concerning persons served under this Agreement, and any license requirements or professional certification provisions.

22.9. Compliance with Freedom of Information Act. Upon request, Grantee must make available to Grantor all documents in its possession that Grantor deems necessary to comply with requests made under the Freedom of Information Act. 5 ILCS 140/7(2).

22.10. Compliance with Whistleblower Protections. Grantee must comply with the Whistleblower Act (740 ILCS 174/1 *et seq.*) and the whistleblower protections set forth in 2 CFR 200.217, including, but not limited to, the requirement that Grantee and its subrecipients inform their employees in writing of employee whistleblower rights and protections under 41 U.S.C. 4712.

22.11. Precedence.

(a) Except as set forth in subparagraph (b), below, the following rules of precedence are controlling for this Agreement: In the event there is a conflict between this Agreement and any of the exhibits or attachments hereto, this Agreement controls. In the event there is a conflict between **PART ONE** and **PART TWO** or **PART THREE** of this Agreement, **PART ONE** controls. In the event there is a conflict between **PART TWO** and **PART THREE** of this Agreement, **PART TWO** controls. In the event there is a conflict between this Agreement and relevant statute(s) or rule(s), the relevant statute(s) or rule(s) controls.

(b) Notwithstanding the provisions in subparagraph (a), above, if a relevant federal or state statute(s) or rule(s) requires an exception to this Agreement's provisions, or an exception to a requirement in this Agreement is granted by GATU, such exceptions must be noted in **PART TWO** or **PART THREE**, and in such cases, those requirements control.

22.12. Illinois Grant Funds Recovery Act. In the event of a conflict between the Illinois Grant Funds Recovery Act and the Grant Accountability and Transparency Act, the provisions of the Grant Accountability and Transparency Act control. 30 ILCS 708/80.

22.13. Headings. Articles and other headings contained in this Agreement are for reference purposes only and are not intended to define or limit the scope, extent or intent of this Agreement or any provision hereof.

22.14. Counterparts. This Agreement may be executed in one or more counterparts, each of which are considered to be one and the same agreement, binding on all Parties hereto, notwithstanding that all Parties are not signatories to the same counterpart. Duplicated signatures, signatures transmitted via facsimile, or signatures contained in a Portable Document Format (PDF) document are deemed original for all purposes.

22.15. Attorney Fees and Costs. Unless prohibited by law, if Grantor prevails in any proceeding to enforce the terms of this Agreement, including any administrative hearing pursuant to the Grant Funds Recovery Act or the Grant Accountability and Transparency Act, Grantor has the right to recover reasonable attorneys' fees, costs and expenses associated with such proceedings.

22.16. Continuing Responsibilities. The termination or expiration of this Agreement does not affect: (a) the right of Grantor to disallow costs and recover funds based on a later audit or other review; (b) the obligation of the Grantee to return any funds due as a result of later refunds, corrections or other transactions, including, without limitation, final Indirect Cost Rate adjustments and those funds obligated pursuant to ARTICLE XIV; (c) the CYEFR(s); (d) audit requirements established in 44 Ill. Admin. Code 7000.90 and ARTICLE

Docusign Envelope ID: 46E312B5-811B-4599-BBDA-8E5DC20F62BA

XII ; (e) property management and disposition requirements established in 2 CFR 200.310 through 2 CFR 200.316 and ARTICLE XVIII; or (f) records related requirements pursuant to ARTICLE IX. 44 Ill. Admin. Code 7000.440.

THE REMAINDER OF THIS PAGE IS INTENTIONALLY LEFT BLANK.

Docusign Envelope ID: 46E312B5-811B-4599-BBDA-8E5DC20F62BA

EXHIBIT A
PROJECT DESCRIPTION

The DUI Court Program is an initiative of the Illinois Department of Transportation (IDOT) Bureau of Safety Programs and Engineering that promotes the safety and well-being of all people using Illinois' roadways. The DUI Court Program focuses specifically on DUI Courts, a relatively new court that borrows from the successful Drug Court Model. DUI Courts have been utilized very effectively in many states and focus directly on repeat DUI offenders and/or high-BAC offenders – essentially only high-risk, high-needs offenders. DUI Courts are proven to change behavior and reduce recidivism by holding offenders accountable.

The goal of the Grantor is to further proliferate DUI Courts in jurisdictions throughout Illinois through the grant objective of providing necessary resources for the startup and operating costs of the establishment and administration of a DUI Court.

The program includes regular court appearances before the DUI Court Judge, frequent and random drug/alcohol testing, substance abuse counseling, a behavior modification system that incorporates incentives, sanctions, therapeutic adjustments, and community supervision by the DUI Court Team. The Team operates in a non-adversarial manner. Completion of the DUI Problem Solving Court (PSC) program typically takes a minimum of eighteen months, though the duration may vary based on each participant's individual needs.

The program is divided into five (5) phases. Upon entering the program, an individualized case management plan will be created, taking into account the participant's risk and clinical assessments. Advancement to subsequent phases is determined by the DUI Court Judge, in consultation with the team, based on the participant's progress in achieving set goals, rather than solely on the length of time spent in the program. The primary goal of the DUI Court Program is to reduce and prevent repeat DUI offenses. It aims to provide rapid screening, assessment, and intervention, with a focus on treatment, probation supervision, and judicial oversight, as opposed to the traditional punitive system.

The Grantee shall utilize grant funds to meet desired safety project goals, milestones, deliverables, performance standards, and performance measures stated throughout this Agreement- from ithe project proposal submitted as part of the FY26 application packet for NOFO 26-0343-10. The funding shall be used as per the agreed upon budget pending the FY26 federal budget, dollar amounts, and dates. In addition, the National Highway Traffic Safety Administration (NHTSA) grant funding policy determines allowable costs under specific conditions. Please see 23 CFR Part 1300, Uniform Procedures for State Highway Safety Grant Programs for allowable costs.

The Grantee is eligible to receive allowable costs as they appear in the approved finalized budget. However, the Grantee may request funding changes to the approved finalized budget should allocated costs need to be redistributed after the commencement of the grant agreement.

This grant is not for research or development.

Docusign Envelope ID: 46E312B5-811B-4599-BBDA-8E5DC20F62BA

EXHIBIT B
DELIVERABLES OR MILESTONES

Program deliverables and/or milestones for this Agreement include, but are not limited to:

1. Achieving and maintaining sobriety, with a focus on a substance-free lifestyle.

2. Reducing the likelihood of incarceration.

3. Securing stable employment.

4. Maintaining stable housing.

5. Effectively managing financial responsibilities.

6. Paying fines, fees, and restitution, or establishing a reasonable repayment plan.

7. Providing more individuals with access to the services they need to reduce recidivism and successfully reintegrate into society.

I. Performance Plan Report: The Grantee shall submit a Performance Plan Report (PPR) monthly. The PPR should be submitted with the Highway Safety Claim (non-STEP) BSPE 600. The detailed questions of the performance plan are explained in the performance plan section of AmpliFund. In addition, the duties performed must also parallel the information in the project description used in Exhibit A and grant requirements as stated in the corresponding exhibits and Part Three of this Agreement. The PPR shall clearly show and state the progress as it pertains to the specific program being funded by this Agreement. All PPR information shall be submitted electronically via AmpliFund to the Grantor Contact listed in Exhibit C of this Agreement.

II. Periodic Financial Report (PFR): The Grantee should submit the Periodic Financial Report (PFR) form. This form is available via AmpliFund and through the Grantor Contact listed in Exhibit C of this Agreement. This form must be submitted on a regular basis pursuant to Article X and Article XI in this agreement. The specifics for reporting these forms whether quarterly or monthly- are listed in Exhibit E and Part Two of this Agreement. This reporting is required for all IDOT grantees regardless of the financial thresholds set forth by Public Act 096-0795 and/or the Federal Funding Accountability and Transparency Act (FFATA). The required reporting for the Grantee shall vary from grant to grant. The specifics for reporting for this Agreement are as follows:

A. Quarterly reports are due no later than 5:00 p.m. on: January 30, 2026; April 30, 2026; July 30, 2026; and the final report on October 30, 2026. Quarterly reports will consist of: Quarter 1 (October 1, 2025- December 30, 2025 due January 30, 2026); Quarter 2 (January 1, 2026 - March 30, 2026 due April 30, 2026); Quarter 3 (April 1, 2026 - June 30, 2026 due July 30, 2026); and Quarter 4 (July 1, 2026 - September 30, 2026 due October 30, 2026). The Grantee must submit the BoBS 2832 form on or before the corresponding quarterly due dates. In the event that the Agreement is not fully executed until after the October 1, 2025, federal fiscal year start date, the Grantee shall report Quarter 1 beginning the date the Agreement was fully executed. All reports shall be submitted electronically to the Grantor Contact listed in Exhibit C of the Agreement. Any pending issues (e.g., overlap of campaign versus quarterly reporting dates) must be communicated to the Grantor Contact listed in Exhibit C of the Agreement a minimum of twenty-four (24) hours prior to the submission date.

B. Monthly reports are due no later than 5:00 p.m. on: November 30, 2025; December 30, 2025, January 30, 2026; March 2, 2026; March 30, 2026; April 30, 2026; May 30, 2026; June 30, 2026; July 30, 2026; August 30, 2026; September 30, 2026; and October 30, 2026. The due dates are thirty (30) days after the conclusion of each month. Monthly reports shall consist of the following due dates for the entirety of the month listed: October

Docusign Envelope ID: 46E312B5-811B-4599-BBDA-8E5DC20F62BA

2025 due November 30, 2025; November 2025 due December 30, 2025; December 2025 due January 30, 2026; January 2026 due March 2, 2026; February 2026 due March 30, 2026; March 2026 due April 30, 2026; April 2026 due May 30, 2026; May 2026 due June 30, 2026; June 2026 due July 30, 2026; July 2026 due August 30, 2026; August 2026 due September 30, 2026; September 2026 due October 30, 2026. All reports shall be submitted electronically to the Grantor Contact listed in Exhibit C of the Agreement. Any pending issues (e.g., overlap of campaign versus quarterly reporting dates) must be communicated to the Grantor Contact listed in Exhibit C of the Agreement a minimum of twenty-four (24) hours prior to the submission date.

III. Federal Obligations: The grants funding opportunities under NOFO 26-0343-010 may be funded both by the State of Illinois and National Highway Traffic Safety Administration (NHTSA). Therefore, the Grantee shall have an acceptable accounting system in existence capable of identifying the federal-related costs separately from their general operating costs. The Grantee shall also adhere to all Infrastructure Investment and Jobs Act (IIJA) (P.L. 117-58, previously referred to as the Bipartisan Infrastructure Law (BIL)) rules and regulations under the criteria specific to their particular grant safety program. Any questions regarding the IIJA rules and regulations must be sent electronically to DOT.TSgrants@illinois.gov.

Docusign Envelope ID: 46E312B5-811B-4599-BBDA-8E5DC20F62BA

EXHIBIT C
CONTACT INFORMATION

CONTACTS FOR NOTIFICATION AND GRANT ADMINISTRATION:

Unless specified elsewhere, all notices required or desired to be sent by either Party must be sent to the persons listed below. Grantee must notify Grantor of any changes in its contact information listed below within five (5) business days from the effective date of the change, and Grantor must notify Grantee of any changes to its contact information as soon as practicable. The Party making a change must send any changes in writing to the contact for the other Party. No amendment to this Agreement is required if information in this Exhibit is changed.

FOR OFFICIAL GRANT NOTIFICATIONS

GRANTOR CONTACT

Name: **Kyle Baker**
Title: Safety Grant Administrator
Address: 2300 S. Dirksen Pkwy, Room 005
Springfield, IL 62764

GRANTEE CONTACT

Name: **Kelly Scimeca**
Title: Director, Office of Special Projects
Address: 2200 N Seminary Ave
Woodstock, IL 60098

GRANTEE PAYMENT ADDRESS
(if different than the address above)

Address: N/A

FOR GRANT ADMINISTRATION

GRANTOR CONTACT

Name: **Steve Esslinger**
Title: Safety Projects Manager
Address: 2300 S. Dirksen Pkwy, Room 005
Phone: 217-524-1001
TTY#: N/A
Email Address: Steven.Esslinger@illinois.gov

GRANTEE CONTACT

Name: **Kelly Scimeca**
Title: Director, Office of Special Projects
Address: 2200 N Seminary Ave
Phone: 847-772-0046
TTY#: N/A
Email Address: kascimeca@22ndcircuit.illinoiscourts.g

Docusign Envelope ID: 46E312B5-811B-4599-BBDA-8E5DC20F62BA

EXHIBIT D
PERFORMANCE MEASURES AND STANDARDS

I. The Grantee Shall:

A. Improve highway safety through the program as described on the project proposal of the application packet and requirements stated throughout the exhibits and Part Three of this Agreement.

B. Create targeted efforts to reduce fatalities and serious injuries for all of the related performance measures associated to this grant. These performance measures are:

1. Reduce recidivism among repeat DUI offenders by increasing the Grantor's DUI Court Program capacity by 20% by September 30, 2026.

II. Performance Standards shall include:

A. Increased program utilization and/or awareness as described in the NOFO.

B. Statistical analysis of data given by Grantee’s PPR and PFR to determine direct positive impacts on the safety program as described in the NOFO.

C. Timeliness of corrective actions will be determined on a case-by-case basis dependent on the urgency to which an issue needs to be addressed. This may be determined by the Grantor, the assigned Grantor Contact listed in Exhibit C of this Agreement, any authorized agent of the Grantor, a third party retained by the Grantor, or coordination between the Grantor and the Grantee.

D. Grant programs must be completed within the time frame of this Agreement.

E. The grantee must demonstrate integrity, honesty, and responsibility in the performance of all tasks.

F. The grantee must be flexible and be open to new and alternate ideas to reduce fatalities and serious injuries.

G. The Grantee shall generate and maintain invoices, implementation plan documents and materials and all other related documents including, but not limited to, email and mail correspondence in addition to other materials as listed in this Agreement.

H. The Grantee is not permitted to file advance pay requests, but may file accurate quarterly advance pay requests no sooner than thirty (30) days prior to the start of the quarter for which an advance is requested.

I. The Grantee shall file accurate documentation to be compliant with Exhibits B and E in this Agreement.

Docusign Envelope ID: 46E312B5-811B-4599-BBDA-8E5DC20F62BA

EXHIBIT E
SPECIFIC CONDITIONS

Grantor may remove (or reduce) a Specific Condition included in this Exhibit by providing written notice to the Grantee, in accordance with established procedures for removing a Specific Condition.

Grantor may remove (or reduce) a Specific Condition included in this Exhibit by providing written notice to the Grantee, in accordance with established procedures for removing a Specific Condition.

These specific conditions, are based upon the grantee's responses to the Fiscal and Administrative Risk Assessment (ICQ) and any pertinent Merit Based Review process (if applicable).

Additional Reporting Requirements may also be found in Part TWO and Part THREE of this agreement.

The Grantee shall submit the Periodic Financial Report (PFR) on a regular basis as stated in Exhibit B of this Agreement.

Based on the risks below, the Grantee shall submit the PFR QUARTERLY.

I. Audit

Conditions:
Requires desk review of the status of implementation of corrective actions.

Corrective Action:
Address all audit findings giving priority to significant deficiencies and material weaknesses by implementation of the corrective action plan. Condition may be removed upon request when corrective action is complete.

Docusign Envelope ID: 46E312B5-811B-4599-BBDA-8E5DC20F62BA

PART TWO - GRANTOR-SPECIFIC TERMS

In addition to the uniform requirements in **PART ONE**, Grantor has the following additional requirements for its Grantee:

Audit. Grantee shall permit, and shall require its contractors and auditors to permit, the Grantor, and any authorized agent of the Grantor, to inspect all work, materials, payrolls, audit working papers, and other data and records pertaining to the Project; and to audit the books, records, and accounts of the Grantee with regard to the Project. The Grantor may, at its sole discretion and at its own expense, perform a final audit of the Project. Such audit may be used for settlement of the grant and Project closeout. Grantee agrees to implement any audit findings contained in the Grantor's authorized inspection or review, final audit, the Grantee's independent audit, or as a result of any duly authorized inspection or review

Ethics.

A. Code of Conduct

1. Personal Conflict of Interest - The Grantee shall maintain a written code or standard of conduct which shall govern the performance of its employees, officers, board members, or agents engaged in the award and administration of contracts supported by state or federal funds. Such code shall provide that no employee, officer, board member or agent of the Grantee may participate in the selection, award, or administration of a contract supported by state or federal funds if a conflict of interest, real or apparent would be involved. Such a conflict would arise when any of the parties set forth below has a financial or other interest in the firm selected for award:

a. the employee, officer, board member, or agent;
b. any member of his or her immediate family;
c. his or her partner; or
d. an organization which employs, or is about to employ, any of the above.

The conflict of interest restriction for former employees, officers, board members and agents shall apply for one year.

The code shall also provide that Grantee's employees, officers, board members, or agents shall neither solicit nor accept gratuities, favors or anything of monetary value from contractors, potential contractors, or parties to subcontracts. The Grantor may waive the prohibition contained in this subsection, provided that any such present employee, officer, board member, or agent shall not participate in any action by the Grantee or the locality relating to such contract, subcontract, or arrangement. The code shall also prohibit the officers, employees, board members, or agents of the Grantee from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest or personal gain.

2. Organizational Conflict of Interest - The Grantee will also prevent any real or apparent organizational conflict of interest. An organizational conflict of interest exists when the nature of the work to be performed under a proposed third party contract or subcontract may, without some restriction on future activities, result in an unfair competitive advantage to the third party contractor or Grantee or impair the objectivity in performing the contract work.

Dispute Resolution. In the event of a dispute in the interpretation of the provisions of this Agreement, such dispute shall be settled through negotiations between the Grantor and the Grantee. In the event that agreement is not consummated at this negotiation level, the dispute will then be referred through proper administrative channels for a decision and ultimately, if necessary, to the Secretary of the Illinois Department of Transportation. The Grantor shall decide all claims, questions and disputes which are referred to it regarding the interpretation, prosecution and fulfillment of this Agreement. The Grantor's decision upon all claims, questions and disputes shall be final and conclusive.

Docusign Envelope ID: 46E312B5-811B-4599-BBDA-8E5DC20F62BA

Procurement Procedures/Employment of Grantor Personnel

1. Procurement of Goods or Services - Federal Funds - For purchases of products or services with any Federal funds that costs more than $10,000.00 but less than the simplified acquisition threshold fixed at 41 U.S.C. 134), (currently set at $250,000.00) the Grantee shall obtain price or rate quotations from an adequate number (no less than three (3)) of qualified sources. Procurement of products or services with any Federal funds for $250,000 or more will require the Grantee to use the Invitation for Bid process or the Request for Proposal process. In the absence of formal codified procedures of the Grantee, the procedures of the Grantor will be used. The Grantee may only procure products or services from one source with any Federal funds if: (1) the products or services are available only from a single source; or (2) the Grantor authorizes such a procedure; or (3) the Grantor determines competition is inadequate after solicitation from a number of sources.

For Micro-Purchase (2 C.F.R. 200.320) Procurement of Goods or Services with Federal Funds: where the aggregate amount does not exceed the micro-purchase threshold currently set at $10,000 (or $2,000 if the procurement is construction and subject to Davis-Bacon), to the extent practicable, the Grantee must distribute micro-purchases equitably among qualified suppliers. Micro-purchases may be awarded without soliciting competitive quotations if the Grantee considers the price to be reasonable. The micro-purchase threshold is set by the Federal Acquisition Regulation at 48 C.F.R. Subpart 2.1

2. Procurement of Goods or Services - State Funds -- For purchases of products or services with any State of Illinois funds that cost more than $20,000.00, ($10,000.00 for professional and artistic services) but less than the small purchase amount set by the Illinois Procurement Code Rules, (currently set at $100,000.00 and $100,000.00 for professional and artistic services) the Grantee shall obtain price or rate quotations from an adequate number (no less than three (3)) of qualified sources. Procurement of products or services with any State of Illinois funds for $50,000.00 or more for goods and services and $20,000.00 or more for professional and artistic services) will require the Grantee to use the Invitation for Bid process or the Request for Proposal process. In the absence of formal codified procedures of the Grantee, the procedures of the Grantor will be used. The Grantee may only procure products or services from one source with any State of Illinois funds if: (1) the products or services are available only from a single source; or (2) the Grantor authorizes such a procedure; or, (3) the Grantor determines competition is inadequate after solicitation from a number of sources.

The Grantee shall include a requirement in all contracts with third parties that the contractor or consultant will comply with the requirements of this Agreement in performing such contract, and that the contract is subject to the terms and conditions of this Agreement.

For Procurement of Goods or Services that cost less than $20,000.00, the Grantee shall comply with the following procurement standards:

($1- $1999, no Grantor Involvement)

1. Estimate the total cost of the procurement.
2. The Grantee may choose any vendor desired.
3. Grantee may choose to award without soliciting competitive quotations if Grantee considers the price to be reasonable.

($2,000- $4,999, requires Grantor approval)

1. Identify a need for goods or services.
2. Estimate the total cost of the procurement.
3. Develop specifications to solicit quotes.
4. Obtain quotes from three (3) vendors. Grantee is encouraged to use the registered small business vendor directory (ipg.vendorreg.com).
5. Grantee's purchasing officer shall obtain authorization from Grantor's point of contact provided on Exhibit C.
6. Award to the responsive bidder with the lowest price.

($5,000- $9,999, requires Grantor approval)

1. Identify a need for goods or services.
2. Estimate the total cost of the procurement.
3. Develop specifications to solicit quotes.
4. Obtain quotes from three (3) vendors. Grantee is encouraged to use the registered small business vendor directory (ipg.vendorreg.com).
5. Grantee's purchasing officer shall obtain authorization from Grantor's point of contact provided on Exhibit C.
6. Award to the responsive bidder with the lowest price.

($10,000-$19,999, requires Grantor approval)

1. Identify a need for goods or services.
2. Estimate the total cost of the procurement.
3. Identify registered small businesses in the applicable category.
4. Develop specifications to solicit quotes.
5. Email **ALL** identified small business vendors a request for quote (ipg.vendorreg.com)
6. Prepare or submit information to Grantor's point of contact in Exhibit C.
7. Obtain authorization from Grantor's point of contact provided on Exhibit C.
8. All applicable forms must be approved prior to awarding the contract.

3. Employment of Grantor Personnel -- The Grantee will not employ any person or persons currently employed by the Grantor for any work required by the terms of this Agreement.

Reporting. Grantee agrees to submit periodic financial and performance reporting on the approved IDOT BoBS 2832 form. Grantee shall file Quarterly BoBS 2832 reports with Grantor describing the expenditure(s) of the funds and performance measures related thereto.

The first BoBS 2832 report shall cover the reporting period after the 10/01/2025 effective date of the Agreement. Quarterly reports must be submitted no later than 30 calendar days following the period covered by the report.

For the purpose of reconciliation, the Grantee must submit a BoBS 2832 report for the period ending 11/30 (Grantee's Fiscal Year End date).

A BoBS 2832 report marked as “Final Report” must be submitted to the Grantor 60 days after the end date of the Agreement. Failure to submit the required BoBS 2832 reports may cause a delay or suspension of funding.

The Grantee must submit the following other required reports: Please specify
In addition to the aforementioned reporting requirements, Grantee shall submit the following reports:

The Grantee must submit the final PPR and PFR no later than 30 days after the end of the federal fiscal year end date of 09/30/2026.

☒ **Renewal.** This Agreement may not be renewed.

N/A.

PART THREE - PROJECT-SPECIFIC TERMS

In addition to the uniform requirements in **PART ONE** and Grantor-Specific Terms in **PART TWO**, Grantor has the following additional requirements for this Project:

In addition to the uniform requirements in PART ONE and Grantor-Specific Terms in PART TWO, Grantor has the following additional requirements for this Project:

Funding Source: NHTSA 405d
Assistance Listing: 20.616
FAIN: 69A3752430000405DILM, 69A3752430SUP405DILM, 69A3752530000405DILM, 69A3752530SUP405DILM, 69A3752530000405DILM
Award Dates: 11/27/23, 1/16/24, 3/18/24, 4/30/24, 11/25/24, 02/05/25, 2/26/25, 05/14/25

I. If the GRANTOR is to pay a Third Party for grant related goods/services, GRANTEE will submit invoices, C-13 invoice voucher and/or a BoBS 650 Travel Voucher form along with required supporting documentation directly to the GRANTOR for payment. These documents shall be submitted to the GRANTOR for review and payment within 30 days of receipt. If the GRANTOR is to pay the GRANTEE directly for grant related goods/services GRANTEE will submit a BSPE 600 Highway Safety Claim (non-STEP) form, along with required supporting documentation to the GRANTOR within 30 days of the end of the service period being reimbursed. GRANTEE may request an extension of time to submit required invoices, C-13's, BoBS 650's or BSPE 600's along with supporting documentation. Extension requests must be submitted to the GRANTOR in writing. GRANTOR must provide GRANTEE with a written approval or denial of a time extension.

II. The GRANTEE shall submit final BSPE 600 forms or invoices for allowable expenditures along with all supporting documentation to the GRANTOR no later than 5:00 P.M. on Monday, November 2, 2026, for any grant-related expenditures that occurred from October 1, 2025 through September 30, 2026. If the GRANTEE cannot meet the Monday, November 2, 2026 deadline for submitting invoices or BSPE 600 forms, the GRANTEE may request a time extension for submitting these documents. Any time extension will be limited in duration to ensure the GRANTOR is able to request federal reimbursement.

III. Should the GRANTEE use third-party vendors for work related to this Agreement, the GRANTEE must submit to the GRANTOR the following documents, if applicable, as soon as they are available: Third-Party Vendor TIN Certification; any contract between the GRANTEE and third-party vendor, including Certs and Assurances and/or Forms A and B, any Purchase Orders if applicable; any COD form related to that contract between the GRANTEE and third-party vendor; and a W-9 if the vendor is not certified in SAMS. GRANTEE may need to provide other documentation not listed if requested by the Illinois Office of the Comptroller in order to establish an obligation.

Any invoices received by the GRANTEE pursuant to this Agreement shall be sent electronically to: DOT.BSPE.Claims@illinois.gov.

IV. All BoBS 650, C-13 invoice vouchers and GRANTEE Payroll schedules shall be signed by an authorized representative of the GRANTEE and include the following:

A. The Appropriation Number;
B. Vendor Name, Address and FEIN;
C. Any vendor invoices including backup documentation;
D. For any items purchased, the goods ordered and goods received dates; and
E. The following Certification Statement as required by Section 4.9 of this Agreement:

Docusign Envelope ID: 46E312B5-811B-4599-BBDA-8E5DC20F62BA

By signing this report, invoice, and/or payment request, I certify to the best of my knowledge and belief that the report [or payment request] is true, complete, and accurate; that the expenditures, disbursements and cash receipts are for the purposes and objectives set forth in the terms and conditions of the State or federal pass through award; and that supporting documentation has been submitted as required by the grant agreement. I acknowledge that approval for any other expenditure described herein is considered conditional subject to further review and verification in accordance with the monitoring and records retention provisions of the grant agreement. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims or otherwise (U.S. Code Title 18, Section 1001 and Title 31, Sections 3729-3730 and 3801-3812; 30 ILCS 708/120).

V. Review and Approval

A. Upon submittal of a BoBS 650, C-13, or GRANTEE Payroll Schedule, the GRANTOR'S representative reviews and checks:

1. Mathematical accuracy of the voucher.
2. That invoice requested for payment is consistent with items included in the approved budget.
3. That total amount requested for payment is proportional to total amount budgeted.
4. That expenditures for each line item are less than or equal to the budgeted amounts.5. Completion of the work.

B. Failure to provide a complete invoice packet may delay or prevent payment. If there are problems with the claim, the GRANTOR'S representative will contact the GRANTEE to resolve the issue so that payment can be made, assuming it is appropriate. This may include submission of a new or corrected invoice by the GRANTEE.

C. The GRANTOR'S representative will review and approve or reject the invoice within thirty (30) days of the GRANTEE submittal. If rejected, the invoice will not be processed for payment until any revisions are approved by the GRANTEE.

D. Once an invoice is approved for payment, the GRANTOR'S Finance Unit processes the invoice for payment by the Comptroller.

E. Once approved, the Comptroller forwards payment either via Electronic Fund Transfer (EFT) or by mailing a check to the vendor.

VI. Executive Orders and Conditions.

The order entered on June 19, 2025, in California v. U.S. Dep't of Transp., No. 1:25 cv 208 (D.R.I. filed May 13, 2025), prohibits the imposition and enforcement of the Immigration Condition on federal funding as to any Plaintiff State, which includes Illinois, and any subdivision or instrumentality thereof. Submission of any grant applications or awarding of grant funds is not to be construed as a certification to the Immigration Condition nor should it be construed as a waiver of any right by the Illinois Department of Transportation. Therefore, the Immigration Condition is not enforceable upon the Grantee for the receipt and expenditure of these grant funds.

There is on-going litigation regarding many of the Executive Orders issued in 2025, including court orders enjoining the use of the Executive Orders as grant conditions and the Executive Orders' enforcement. Many of the Executive Orders and conditions are vague and use undefined terminology. To the best of its understanding, the Grantor complies with federal laws applicable to the grant program, and its use of grant funds and performance of Grantee obligations complies with lawful grant conditions and conditions not subject to litigation. The Grantor has not and cannot certify that compliance with the 2025 Executive Orders is material to any payment decisions for the purposes of False Claims Act liability and understands the Grantee may not make

such certifications. Notwithstanding, the Grantee shall not operate any discriminatory or illegal programs.

VII. The GRANTEE shall abide by any and all applicable conditions and requirements set forth by NHTSA, subject to the assertions set forth in the preceding Section, including, but not limited to the following:

A. GENERAL REQUIREMENTS

The State will comply with applicable statutes and regulations, including but not limited to:

1. 23 U.S.C. Chapter 4—Highway Safety Act of 1966, as amended;
2. Sec. 1906, Public Law 109-59, as amended by Sec. 25024, Public Law 117-58;
3. 2 3 CFR part 1300—Uniform Procedures for State Highway Safety Grant Programs;
4. 2 CFR part 200—Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards;
5. 2 CFR part 1201—Department of Transportation, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards.

B. INTERGOVERNMENTAL REVIEW OF FEDERAL PROGRAMS

The State has submitted appropriate documentation for review to the single point of contact designated by the Governor to review Federal programs, as required by Executive Order 12372 (Intergovernmental Review of Federal Programs).

C. FEDERAL FUNDING ACCOUNTABILITY AND TRANSPARENCY ACT (FFATA)

The State will comply with FFATA guidance, OMB Guidance on FFATA Subaward and Executive Compensation Reporting, August 27, 2010, (https://www.fsrs.gov/documents/OMB_Guidance_on_FFATA_Subaward_and_Executive_Compensation_Reporting_08272010.pdf) by reporting to FSRS.gov for each sub-grant awarded:

- Name of the entity receiving the award;
- Amount of the award;
- Information on the award including transaction type, funding agency, the North American Industry Classification System code or Catalog of Federal Domestic Assistance number (where applicable), program source;
- Location of the entity receiving the award and the primary location of performance under the award, including the city, State, congressional district, and country; and an award title descriptive of the purpose of each funding action;
    - Unique entity identifier (generated by SAM.gov);
- The names and total compensation of the five most highly compensated officers of the entity if:
  (i) the entity in the preceding fiscal year received—
    (I) 80 percent or more of its annual gross revenues in Federal awards;
    (II) $25,000,000 or more in annual gross revenues from Federal awards; and
  (ii) the public does not have access to information about the compensation of the senior executives of the entity through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or section 6104 of the
- Other relevant information specified by OMB guidance.

D. NONDISCRIMINATION
(applies to subrecipients as well as States)

The State highway safety agency [and its subrecipients] will comply with all Federal statutes and implementing

Docusign Envelope ID: 46E312B5-811B-4599-BBDA-8E5DC20F62BA

regulations relating to nondiscrimination ("Federal Nondiscrimination Authorities"). These include but are not limited to:

1. Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d et seq., 78 stat. 252), (prohibits discrimination on the basis of race, color, national origin);
2. 49 CFR part 21 (entitled Non-discrimination in Federally-Assisted Programs of the Department of Transportation—Effectuation of Title VI of the Civil Rights Act of 1964);
3. 28 CFR 50.3 (U.S. Department of Justice Guidelines for Enforcement of Title VI of the Civil Rights Act of 1964);
4. The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, (42 U.S.C. 4601), (prohibits unfair treatment of persons displaced or whose property has been acquired because of Federal or Federal-aid programs and projects);
5. Federal-Aid Highway Act of 1973, (23 U.S.C. 324 et seq.), and Title IX of the Education Amendments of 1972, as amended (20 U.S.C. 1681-1683 and 1685-1686) (prohibit discrimination on the basis of sex);
6. Section 504 of the Rehabilitation Act of 1973, (29 U.S.C. 794 et seq.), as amended, (prohibits discrimination on the basis of disability) and 49 CFR part 27;
7. The Age Discrimination Act of 1975, as amended, (42 U.S.C. 6101 et seq.), (prohibits discrimination on the basis of age);
8. The Civil Rights Restoration Act of 1987, (Pub. L. 100-209), (broadens scope, coverage, and applicability of Title VI of the Civil Rights Act of 1964, The Age Discrimination Act of 1975 and Section 504 of the Rehabilitation Act of 1973, by expanding the definition of the terms "programs or activities" to include all of the programs or activities of the Federal aid recipients, subrecipients and contractors, whether such programs or activities are Federally-funded or not);
9. Titles II and III of the Americans with Disabilities Act (42 U.S.C. 12131-12189) (prohibits discrimination on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing) and 49 CFR parts 37 and 38.

The preceding statutory and regulatory cites hereinafter are referred to as the "Acts" and "Regulations," respectively.

E. GENERAL ASSURANCES

In accordance with the Acts, the Regulations, and other pertinent directives, circulars, policy, memoranda, and/or guidance, the Recipient hereby gives assurance that it will promptly take any measures necessary to ensure that:

"No person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity, for which the Recipient receives Federal financial assistance from DOT, including NHTSA."

The Civil Rights Restoration Act of 1987 clarified the original intent of Congress, with respect to Title VI of the Civil Rights Act of 1964 and other non-discrimination requirements (the Age Discrimination Act of 1975, and Section 504 of the Rehabilitation Act of 1973), by restoring the broad, institutional-wide scope and coverage of these nondiscrimination statutes and requirements to include all programs and activities of the Recipient, so long as any portion of the program is Federally assisted.

F. SPECIFIC ASSURANCES

More specifically, and without limiting the above general Assurance, the Recipient agrees with and gives the following Assurances with respect to its Federally assisted Highway Safety Grant Program:

1. The Recipient agrees that each "activity," "facility," or "program," as defined in 49 CFR part 21 will be (with regard to an "activity") facilitated, or will be (with regard to a "facility") operated, or will be (with regard to a "program") conducted in compliance with all requirements imposed by, or pursuant to the Acts and the Regulations.
2. The Recipient will insert the following notification in all solicitations for bids, Requests For Proposals for work, or material subject to the Acts and the Regulations made in connection with all Highway Safety Grant Programs and, in adapted form, in all proposals for negotiated agreements regardless of funding source:
   "The [name of Recipient], in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 U.S.C 2000d to 2000d-4) and the Regulations, hereby notifies all bidders that it will affirmatively ensure that in any contract entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full and fair opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award."
3. The Recipient will insert the clauses of appendix A and E of this Assurance (also referred in every contract or agreement subject to the Acts and the Regulations.
4. The Recipient will insert the clauses of appendix B of DOT Order 1050.2A, as a covenant running with the land, in any deed from the United States effecting or recording a transfer of real property, structures, use, or improvements thereon or interest therein to a Recipient.
5. That where the Recipient receives Federal financial assistance to construct a facility, or part of a facility, the Assurance will extend to the entire facility and facilities operated in connection therewith.
6. That where the Recipient receives Federal financial assistance in the form of, or for the acquisition of, real property or an interest in real property, the Assurance will extend to rights to space on, over, or under such property.
7. That the Recipient will include the clauses set forth in appendix C and appendix D of this DOT Order 1050.2A, as a covenant running with the land, in any future deeds, leases, licenses, permits, or similar instruments entered into by the Recipient with other parties:
   a. for the subsequent transfer of real property acquired or improved under the applicable activity, project, or program; and
   b. for the construction or use of, or access to, space on, over, or under real property acquired or improved under the applicable activity, project, or program.
8. That this Assurance obligates the Recipient for the period during which Federal financial assistance is extended to the program, except where the Federal financial assistance is to provide, or is in the form of, personal property, or real property, or interest therein, or structures or improvements thereon, in which case the Assurance obligates the Recipient, or any transferee for the longer of the following periods:
   a. the period during which the property is used for a purpose for which the Federal financial assistance is extended, or for another purpose involving the provision of similar services or benefits; or
   b. the period during which the Recipient retains ownership or possession of the property.
9. The Recipient will provide for such methods of administration for the program as are found by the Secretary of Transportation or the official to whom he/she delegates specific authority to give reasonable guarantee that it, other recipients, sub-recipients, subgrantees,

Docusign Envelope ID: 46E312B5-811B-4599-BBDA-8E5DC20F62BA

contractors, subcontractors, consultants, transferees, successors in interest, and other participants of Federal financial assistance under such program will comply with all requirements imposed or pursuant to the Acts, the Regulations, and this Assurance.

10. The Recipient agrees that the United States has a right to seek judicial enforcement with regard to any matter arising under the Acts, the Regulations, and this Assurance.

By signing this ASSURANCE, the State highway safety agency also agrees to comply (and require any sub-recipients, sub-grantees, contractors, successors, transferees, and/or assignees to comply) with all applicable provisions governing NHTSA's access to records, accounts, documents, information, facilities, and staff. You also recognize that you must comply with any program or compliance reviews, and/or complaint investigations conducted by NHTSA. You must keep records, reports, and submit the material for review upon request to NHTSA, or its designee in a timely, complete, and accurate way. Additionally, you must comply with all other reporting, data collection, and evaluation requirements, as prescribed by law or detailed in program guidance.

The State highway safety agency gives this ASSURANCE in consideration of and for obtaining any Federal grants, loans, contracts, agreements, property, and/or discounts, or other Federal-aid and Federal financial assistance extended after the date hereof to the recipients by the U.S. Department of Transportation under the Highway Safety Grant Program. This ASSURANCE is binding on the State highway safety agency, other recipients, sub-recipients, sub-grantees, contractors, subcontractors and their subcontractors', transferees, successors in interest, and any other participants in the Highway Safety Grant Program. The person(s) signing below is/are authorized to sign this ASSURANCE on behalf of the Recipient.

G. THE DRUG-FREE WORKPLACE ACT OF 1988 (41 U.S.C. 8103)

The State will provide a drug-free workplace by:

a. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the grantee's workplace, and specifying the actions that will be taken against employees for violation of such prohibition;
b. Establishing a drug-free awareness program to inform employees about:
    1. The dangers of drug abuse in the workplace;
    2. The grantee's policy of maintaining a drug-free workplace;
    3. Any available drug counseling, rehabilitation, and employee assistance programs;
    4. The penalties that may be imposed upon employees for drug violations occurring in the workplace;
    5. Making it a requirement that each employee engaged in the performance of the grant be given a copy of the statement required by paragraph (a);
c. Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will—
    1. Abide by the terms of the statement;
    2. Notify the employer of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction;
d. Notifying the agency within ten days after receiving notice under subparagraph (c)(2) from an employee or otherwise receiving actual notice of such conviction;
e. Taking one of the following actions, within 30 days of receiving notice under subparagraph (c)(2), with respect to any employee who is so convicted—
    1. Taking appropriate personnel action against such an employee, up to and including termination;
    2. Requiring such employee to participate satisfactorily in a drug abuse assistance or

Docusign Envelope ID: 46E312B5-811B-4599-BBDA-8E5DC20F62BA

rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;

f. Making a good faith effort to continue to maintain a drug-free workplace through implementation of all of the paragraphs above.

H. POLITICAL ACTIVITY (HATCH ACT)
(applies to subrecipients as well as States)

The State will comply with provisions of the Hatch Act (5 U.S.C. 1501-1508), which limits the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.

I. CERTIFICATION REGARDING FEDERAL LOBBYING
(applies to subrecipients as well as States)

CERTIFICATION FOR CONTRACTS, GRANTS, LOANS, AND COOPERATIVE AGREEMENTS

The undersigned certifies, to the best of his or her knowledge and belief, that:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement;
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, “Disclosure Form to Report Lobbying,” in accordance with its instructions;
3. The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, subgrants, and contracts under grant, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

   This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than $10,000 and not more than $100,000 for each such failure.

J. RESTRICTION ON STATE LOBBYING
(applies to subrecipients as well as States)

None of the funds under this program will be used for any activity specifically designed to urge or influence a State or local legislator to favor or oppose the adoption of any specific legislative proposal pending before any State or local legislative body. Such activities include both direct and indirect (e.g., “grassroots”) lobbying activities, with one exception. This does not preclude a State official whose salary is supported with NHTSA funds from engaging in direct communications with State or local legislative officials, in accordance with customary State practice, even if such communications urge legislative officials to favor or oppose the adoption

Docusign Envelope ID: 46E312B5-811B-4599-BBDA-8E5DC20F62BA

of a specific pending legislative proposal.

K. CERTIFICATION REGARDING DEBARMENT AND SUSPENSION
(applies to subrecipients as well as States)

1. INSTRUCTIONS FOR PRIMARY TIER PARTICIPANT CERTIFICATION (STATES)

a. By signing and submitting this proposal, the prospective primary tier participant is providing the certification set out below and agrees to comply with the requirements of 2 CFR parts 180 and 1200.
b. The inability of a person to provide the certification required below will not necessarily result in denial of participation in this covered transaction. The prospective primary tier participant shall submit an explanation of why it cannot provide the certification set out below. The certification or explanation will be considered in connection with the department or agency's determination whether to enter into this transaction. However, failure of the prospective primary tier participant to furnish a certification or an explanation shall disqualify such person from participation in this transaction.
c. The certification in this clause is a material representation of fact upon which reliance was placed when the department or agency determined to enter into this transaction. If it is later determined that the prospective primary tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency may terminate this transaction for cause or default or may pursue suspension or debarment.
d. The prospective primary tier participant shall provide immediate written notice to the department or agency to which this proposal is submitted if at any time the prospective primary tier participant learns its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
e. The terms covered transaction, civil judgment, debarment, suspension, ineligible, participant, person, principal, and voluntarily excluded, as used in this clause, are defined in 2 CFR parts 180 and 1200. You may contact the department or agency to which this proposal is being submitted for assistance in obtaining a copy of those regulations.
f. The prospective primary tier participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency entering into this transaction.
g. The prospective primary tier participant further agrees by submitting this proposal that it will include the clause titled “Instructions for Lower Tier Participant Certification” including the “Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion—Lower Tier Covered Transaction,” provided by the department or agency entering into this covered transaction, without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions and will require lower tier participants to comply with 2 CFR parts 180 and 1200.
h. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant is responsible for ensuring that its principals are not suspended, debarred, or otherwise ineligible to participate in covered transactions. To verify the eligibility of its principals,

Docusign Envelope ID: 46E312B5-811B-4599-BBDA-8E5DC20F62BA

as well as the eligibility of any prospective lower tier participants, each participant may, but is not required to, check the System for Award Management Exclusions website (https://www.sam.gov/).

i. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

j. Except for transactions authorized under paragraph 6 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency may terminate the transaction for cause or default.

L. CERTIFICATION REGARDING DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS—PRIMARY TIER COVERED TRANSACTIONS

a. The prospective primary tier participant certifies to the best of its knowledge and belief, that it and its principals:
    i. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participating in covered transactions by any Federal department or agency;
    ii. Have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
    iii. Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and
    iv. Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State, or local) terminated for cause or default.

b. Where the prospective primary tier participant is unable to certify to any of the Statements in this certification, such prospective participant shall attach an explanation to this proposal.

M. INSTRUCTIONS FOR LOWER TIER PARTICIPANT CERTIFICATION

a. By signing and submitting this proposal, the prospective lower tier participant is providing the certification set out below and agrees to comply with the requirements of 2 CFR parts 180 and 1200.

b. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension or debarment.

c. The prospective lower tier participant shall provide immediate written notice to the

Docusign Envelope ID: 46E312B5-811B-4599-BBDA-8E5DC20F62BA

person to which this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.

d. The terms covered transaction, civil judgment, debarment, suspension, ineligible, participant, person, principal, and voluntarily excluded, as used in this clause, are defined in 2 CFR parts 180 and 1200. You may contact the person to whom this proposal is submitted for assistance in obtaining a copy of those regulations.

e. The prospective lower tier participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.

f. The prospective lower tier participant further agrees by submitting this proposal that it will include the clause titled “Instructions for Lower Tier Participant Certification” including the “Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion—Lower Tier Covered Transaction,” without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions and will require lower tier participants to comply with 2 CFR parts 180 and 1200.

g. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant is responsible for ensuring that its principals are not suspended, debarred, or otherwise ineligible to participate in covered transactions. To verify the eligibility of its principals, as well as the eligibility of any prospective lower tier participants, each participant may, but is not required to, check the System for Award Management Exclusions website (https://www.sam.gov/).

h. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

i. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension or debarment.

N. CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION—LOWER TIER COVERED TRANSACTIONS

a. The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participating in covered transactions by any Federal department or agency.

b. Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

Docusign Envelope ID: 46E312B5-811B-4599-BBDA-8E5DC20F62BA

O. BUY AMERICA
(applies to subrecipients as well as States)

The State and each subrecipient will comply with the Buy America requirement (23 U.S.C. 313) when purchasing items using Federal funds. Buy America requires a State, or subrecipient, to purchase with Federal funds only steel, iron and manufactured products produced in the United States, unless the Secretary of Transportation determines that such domestically produced items would be inconsistent with the public interest, that such materials are not reasonably available and of a satisfactory quality, or that inclusion of domestic materials will increase the cost of the overall project contract by more than 25 percent. In order to use Federal funds to purchase foreign produced items, the State must submit a waiver request that provides an adequate basis and justification for approval by the Secretary of Transportation.

P. CERTIFICATION ON CONFLICT OF INTEREST
(applies to subrecipients as well as States)

1. GENERAL REQUIREMENTS

No employee, officer, or agent of a State or its subrecipient who is authorized in an official capacity to negotiate, make, accept, or approve, or to take part in negotiating, making, accepting, or approving any subaward, including contracts or subcontracts, in connection with this grant shall have, directly or indirectly, any financial or personal interest in any such subaward. Such a financial or personal interest would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or personal interest in or a tangible personal benefit from an entity considered for a subaward. Based on this policy:

a. The recipient shall maintain a written code or standards of conduct that provide for disciplinary actions to be applied for violations of such standards by officers, employees, or agents.
    i. The code or standards shall provide that the recipient's officers, employees, or agents may neither solicit nor accept gratuities, favors, or anything of monetary value from present or potential subawardees, including contractors or parties to subcontracts.
    ii. The code or standards shall establish penalties, sanctions, or other disciplinary actions for violations, as permitted by State or local law or regulations.
b. The recipient shall maintain responsibility to enforce the requirements of the written code or standards of conduct.

2. DISCLOSURE REQUIREMENTS

No State or its subrecipient, including its officers, employees, or agents, shall perform or continue to perform under a grant or cooperative agreement, whose objectivity may be impaired because of any related past, present, or currently planned interest, financial or otherwise, in organizations regulated by NHTSA or in organizations whose interests may be substantially affected by NHTSA activities. Based on this policy:

a. The recipient shall disclose any conflict of interest identified as soon as reasonably possible, making an immediate and full disclosure in writing to NHTSA. The disclosure shall include a description of the action which the recipient has taken or proposes to take to avoid or mitigate such conflict.
b. NHTSA will review the disclosure and may require additional relevant information from the recipient. If a conflict of interest is found to exist, NHTSA may (a) terminate the

Docusign Envelope ID: 46E312B5-811B-4599-BBDA-8E5DC20F62BA

award, or (b) determine that it is otherwise in the best interest of NHTSA to continue the award and include appropriate provisions to mitigate or avoid such conflict.

c. Conflicts of interest that require disclosure include all past, present, or currently planned organizational, financial, contractual, or other interest(s) with an organization regulated by NHTSA or with an organization whose interests may be substantially affected by NHTSA activities, and which are related to this award. The interest(s) that require disclosure include those of any recipient, affiliate, proposed consultant, proposed subcontractor, and key personnel of any of the above. Past interest shall be limited to within one year of the date of award. Key personnel shall include any person owning more than a 20 percent interest in a recipient, and the officers, employees or agents of a recipient who are responsible for making a decision or taking an action under an award where the decision or action can have an economic or other impact on the interests of a regulated or affected organization.

Q. PROHIBITION ON USING GRANT FUNDS TO CHECK FOR HELMET USAGE
(applies to subrecipients as well as States)

The State and each subrecipient will not use 23 U.S.C. Chapter 4 grant funds for programs to check helmet usage or to create checkpoints that specifically target motorcyclists.

R. POLICY ON SEAT BELT USE

In accordance with Executive Order 13043, Increasing Seat Belt Use in the United States, dated April 16, 1997, the Grantee is encouraged to adopt and enforce on-the-job seat belt use policies and programs for its employees when operating company-owned, rented, or personally-owned vehicles. The National Highway Traffic Safety Administration (NHTSA) is responsible for providing leadership and guidance in support of this Presidential initiative. For information and resources on traffic safety programs and policies for employers, please contact the Network of Employers for Traffic Safety (NETS), a public-private partnership dedicated to improving the traffic safety practices of employers and employees. You can download information on seat belt programs, costs of motor vehicle crashes to employers, and other traffic safety initiatives at www.trafficsafety.org. The NHTSA website (www.nhtsa.gov) also provides information on statistics, campaigns, and program evaluations and references.

S. POLICY ON BANNING TEXT MESSAGING WHILE DRIVING

In accordance with Executive Order 13513, Federal Leadership On Reducing Text Messaging While Driving, and DOT Order 3902.10, Text Messaging While Driving, States are encouraged to adopt and enforce workplace safety policies to decrease crashes caused by distracted driving, including policies to ban text messaging while driving company-owned or rented vehicles, Government-owned, leased or rented vehicles, or privately-owned vehicles when on official Government business or when performing any work on or behalf of the Government. States are also encouraged to conduct workplace safety initiatives in a manner commensurate with the size of the business, such as establishment of new rules and programs or re-evaluation of existing programs to prohibit text messaging while driving, and education, awareness, and other outreach to employees about the safety risks associated with texting while driving.

T. SECTION 402 REQUIREMENTS

1. To the best of my personal knowledge, the information submitted in the annual grant application in support of the State's application for a grant under 23 U.S.C. 402 is accurate and complete.

2. The Governor is the responsible official for the administration of the State highway safety program, by appointing a Governor's Representative for Highway Safety who shall be responsible for a State highway safety agency that has adequate powers and is suitably equipped and organized (as evidenced by appropriate oversight procedures governing such areas as procurement, financial administration, and the use, management, and disposition of equipment) to carry out the program. (23 U.S.C. 402(b)(1)(A))
3. At least 40 percent of all Federal funds apportioned to this State under 23 U.S.C. 402 for this fiscal year will be expended by or on behalf of political subdivisions of the State in carrying out local highway safety programs (23 U.S.C. 402(b)(1)(C)) or 95 percent by and on behalf of Indian tribes (23 U.S.C. 402(h)(2)), unless this requirement is waived in writing. (This provision is not applicable to the District of Columbia, Puerto Rico, the U.S. Virgin Islands, Guam, American Samoa, and the Commonwealth of the Northern Mariana Islands.)
4. The State's highway safety program provides adequate and reasonable access for the safe and convenient movement of physically handicapped persons, including those in wheelchairs, across curbs constructed or replaced on or after July 1, 1976, at all pedestrian crosswalks. (23 U.S.C. 402(b)(1)(D))
5. As part of a comprehensive program, the State will support a data-based traffic safety enforcement program that fosters effective community collaboration to increase public safety, and data collection and analysis to ensure transparency, identify disparities in traffic enforcement, and inform traffic enforcement policies, procedures, and activities. (23 U.S.C. 402(b)(1)(E))
6. The State will implement activities in support of national highway safety goals to reduce motor vehicle related fatalities that also reflect the primary data-related crash factors within the State, as identified by the State highway safety planning process, including:
    - Participation in the National high-visibility law enforcement mobilizations as identified annually in the NHTSA Communications Calendar, including not less than 3 mobilization campaigns in each fiscal year to—
        - o Reduce alcohol-impaired or drug-impaired operation of motor vehicles; and
        - o Increase use of seat belts by occupants of motor vehicles;
    - Sustained enforcement of statutes addressing impaired driving, occupant protection, and driving in excess of posted speed limits;
    - An annual statewide seat belt use survey in accordance with 23 CFR part 1340 for the measurement of State seat belt use rates, except for the Secretary of Interior on behalf of Indian tribes;
    - Development of statewide data systems to provide timely and effective data analysis to support allocation of highway safety resources;
    - Coordination of triennial Highway Safety Plan, data collection, and information systems with the State strategic highway safety plan, as defined in 23 U.S.C. 148(a); and
    - Participation in the Fatality Analysis Reporting System (FARS), except for American Samoa, Guam, the Commonwealth of the Northern Mariana Islands, or the United States Virgin Islands
7. The State will actively encourage all relevant law enforcement agencies in the State to follow the guidelines established for vehicular pursuits issued by the International Association of Chiefs of Police that are currently in effect. (23 U.S.C. 402(j)).
8. The State will not expend Section 402 funds to carry out a program to purchase, operate, or maintain an automated traffic enforcement system, except in a work zone or school zone. (23 U.S.C. 402(c)(4)).

State of Illinois
UNIFORM GRANT BUDGET TEMPLATE

State Agency: Illinois Department of Transportation- Bureau of Safety Programs and Engineering

Organization Name: County of McHenry

Notice of Funding Opportunity (NOFO) Number: 26-0343-10

Unique Entity Identifier (UEI) Number: DAJDARNBA5Y8

Catalog of State Financial Assistance (CSFA) Number: 494-10-0343

CSFA Short Description: State & Comm. Hwy. Safety/Ntl. Priority Safety Programs

Fiscal Year: FFY26

Section A: State of Illinois Funds

REVENUES			Total Revenue
State of Illinois Grant Requested		$	181,473.73
Budget Expenditure Categories	**OMB Uniform Guidance Federal Awards Reference 2 CFR 200**		**Total Expenditures**
1. Personnel (Salary and Wages)	200.430	$	106,127.00
2. Fringe Benefits	200.431	$	40,161.38
3. Travel	200.474	$	9,991.20
4. Equipment	200.439	$	2,120.68
5. Supplies	200.94	$	6,673.47
6. Contractual Services and Subawards	200.318 & 200.92	$	11,400.00
7. Consultant (Professional Service)	200.459	$	
8. Construction		$	
9. Occupancy (Rent and Utilities)	200.465	$	
10. Research and Development (R&D)	200.87	$	
11. Telecommunications		$	
12. Training and Education	200.472	$	5,000.00
13. Direct Administrative Costs	200.413 (c)	$	
14. Miscellaneous Costs		$	
15. A. Grant Exclusive Line Item(s)		$	
15. B. Grant Exclusive Line Item(s)			
16. Total Direct Costs (add lines 1-15)	200.413	$	181,473.73
17. Total Indirect Costs	200.414	$	
Rate %:			
Base:			
18. Total Costs State Grant Funds (Lines 16 and 17) **MUST EQUAL REVENUE TOTALS ABOVE**		$	181,473.73

Instructions found at end of document.

State of Illinois
UNIFORM GRANT BUDGET TEMPLATE

Organization Name: County of McHenry NOFO Number: 26-0343-10

SECTION A - Continued - Indirect Cost Rate Information

If your organization is requesting reimbursement for indirect costs on line 17 of the Budget Summary, please select one of the following options

☐ 1. Our Organization receives direct Federal funding and currently has a Negotiated Indirect Cost Rate Agreement (NICRA) with our Federal Cognizant Agency. A copy of this agreement will be provided to the State of Illinois' Indirect Cost Unit for review and documentation before reimbursement is allowed. This NICRA will be accepted by all State of Illinois agencies up to any statutory, rule-based or programmatic restrictions or limitations. **NOTE: (If this option is selected, please, provide basic Negotiated Indirect Cost Rate Agreement in area designated below.)**

Your organization may not have a Federally Negotiated Cost Rate Agreement. Therefore, in order for your organization to be reimbursed for the Indirect Costs from the State of Illinois your organization must either:

a. Negotiate an Indirect Cost Rate with the State of Illinois' Indirect Cost Unit with guidance from your State Cognizant Agency on an annual basis;
b. Elect to use the de minimis rate of 15% modified for total direct costs (MTDC) which may be used indefinitely on State of Illinois awards; or
c. Use a Restricted Rate designated by programmatic or statutory policy (see Notice of Funding Opportunity for Restricted Rate Programs).

☐ 2a. Our Organizations currently has a Negotiated Indirect Cost Rate Agreement (NICRA) with the State of Illinois that will be accepted by all State of Illinois agencies up to any statutory, rule-based or programmatic restrictions or limitations. Our Organization is required to submit a new Indirect Cost Rate Proposal to the Indirect Cost Unit within 6 months after the close of each fiscal year [2 CFR 200, Appendix IV(C)(2)(c)]. **NOTE: (If this option is selected, please provide basic Indirect Cost Rate information in area designated below.)**

☐ 2b. Our Organization currently does not have a Negotiated Indirect Cost Rate Agreement (NICRA) with the State of Illinois. Our organization will submit our initial Indirect Cost Rate Proposal (ICRP) immediately after our Organization is advised that the State award will be made no later than three (3) months after the effective date of the State award [2 CFR 200 Appendix (C)(2)(b)]. The initial ICRP will be sent to the State of Illinois Indirect Cost unit. **Note: (Check with you State of Illinois Agency for information regarding reimbursement of indirect costs while your proposal is being negotiated.)**

☐ 3. Our Organization has never received a Negotiated Indirect Cost Rate Agreement from either the Federal government or the State or Illinois and elects to charge the de minimis rate of 15% modified total direct cost (MTDC) which may be used indefinitely on State of Illinois awards [2 CFR 200.414 (C)(4)(f) and 200.68.] **[Note: Your Organization must be eligible, see 2 CFR 200.414 (f), and submit documentation on the calculation of MTDC within your Budget Narrative under Indirect Costs.]**

☐ 4. For Restricted Rate Programs, our Organization is using a restricted indirect cost rate that:

☐ is included as a "Special Indirect Cost Rate" in the NICRA, pursuant to 2 CFR 200 Appendix IV(5); or

☐ complies with other statutory policies.

The Restricted Indirect Cost Rate is: _____ %

☒ 5. No reimbursement of Indirect Cost is being requested. (Please consult your program office regarding possible match requirements.)

Basic Negotiated Indirect Cost Rate Information (Use only if option 1 or 2(a), above is selected.)

Period Covered by NICRA: From: _____ To: _____ Approving Federal or State Agency: _____

Indirect Cost Rate: _____ % The Distribution Base Is: _____

Docusign Envelope ID: 46E312B5-811B-4599-BBDA-8E5DC20F62BA

State of Illinois
UNIFORM GRANT BUDGET TEMPLATE

Organization Name: County of McHenry

NOFO Number: 26-0343-10

Section B: Non-State of Illinois Funds

Fiscal Year: FFY26

REVENUES			Total Revenue
Grantee Match Requirement %:	(Agency to Populate)		
b) Cash		$	
c) Non-Cash		$	
d) other Funding and Contributions		$	
Total Non-State Funds (lined b through d)		$	

Budget Expenditure Categories	OMB Uniform Guidance Federal Awards Reference 2 CFR 200		Total Expenditures
1. Personnel (Salaries and Wages)	200.430	$	
2. Fringe Benefits	200.431	$	
3. Travel	200.474	$	
4. Equipment	200.439	$	
5. Supplies	200.94	$	
6. Contractual Services and Subawards	200.318 & 200.92	$	
7. Consultant (Professional Services)	200.459	$	
8. Construction		$	
9. Occupancy (Rent and Utilities)	200.465	$	
10. Research and Development (R&D(	200.87	$	
11. Telecommunications		$	
12. Training and Education	200.472	$	
13. Direct Administrative Costs	200.413 (c)	$	
14. Miscellaneous Costs		$	
15. A. Grant Exclusive Line Item(s)		$	
15. B. Grant Exclusive Line Item(s)		$	
16. Total Direct Costs (add lines 1-15)	200.413	$	
17. Total indirect Costs	200.414	$	
Rate %:			
Base:			
18. Total Costs State Grant Funds (Lines 16 and 17) **MUST EQUAL REVENUE TOTALS ABOVE**		$	

Docusign Envelope ID: 46E312B5-811B-4599-BBDA-8E5DC20F62BA

State of Illinois
UNIFORM GRANT BUDGET TEMPLATE

Organization Name: County of McHenry
NOFO Number: 26-0343-10
UEI Number : DAJDARNBA5Y8
Fiscal Year: FFY26
Catalog of State Financial Assistance (CSFA) Number: 494-10-0343
CSFA Short Description: State & Comm. Hwy. Safety/Ntl. Priority Safety Programs

By signing this report, I certify to the best of my knowledge and belief that the report is true, complete and accurate and that any false, fictitious or fraudulent information or the omission of any material fact could result in the immediate termination of my grant award(s).

County of McHenry	County of McHenry
Institution/Organization Name:	Institution/Organization Name:
Chief Financial Officer	County Administrator
Title (Chief Financial Officer or equivalent):	Title (Executive Director or equivalent):
Kerri Wisz	Peter Austin
Printed Name (Chief Financial Officer or equivalent):	Printed Name (Executive Director or equivalent):
Signed by: Kerri Wisz D0EE614B9059...	Signed by: Peter Austin 0B7C3782C19F42C...
Signature (Chief Financial Officer or equivalent):	Signature (Executive Director or equivalent):
12/02/25 | 11:14 AM CST	12/02/25 | 8:25 AM CST
Date of Execution (Chief Financial Officer):	Date of Execution (Executive Director):

Note: The State Awarding Agency may change required signers based on the grantee's organizational structure. The required signers must have the authority to enter onto contractual agreements on the behalf of the organization.

State of Illinois
UNIFORM GRANT BUDGET TEMPLATE

FFATA Data Collection Form (if needed by agency)

Under FFATA, all sub-recipients who receive $30,000 or more must provide the following information for federal reporting. Please fill out the following form accurately and completely.

4-digit extension if applicable:			
Sub-recipient UEI: DAJDARNBA5Y8		Sub-recipient Parent Company UEI:	
Sub-recipient Name:			
Sub-recipient DBA Name: McHenry County			
Sub-recipient Street Address: 2200 North Seminary Ave.			
City: Woodstock	State: IL	Zip-Code: 60098	Congressional District:
Sub-recipient Principal Place of Performance:			
City:	State:	Zip-Code:	Congressional District:

Contract Number (if known):	Award Amount:	Project Period: From:	Project Period: To:
HS-26-0350	$181,473.73	Oct 1, 2025	Sep 30, 2026

State of Illinois Awarding Agency and Project Detail Description:

DUI Court

Under certain circumstances, sub-recipient must provide names and total compensation of its top 5 highly compensated officials. Please answer the following questions and follow the instructions.

Q1. In your business or organization's previous fiscal year, did your business or organization (including parent organization, all branches and affiliates worldwide) receive (1) 80% or more of your annual gross revenues in U.S. federal contracts, subcontracts, loans, grants, subgrants and/or cooperative agreements and (2) $25,000,000 or more in annual gross revenue from U.S. federal contracts, subcontracts, loans, grants, subgrants and/or cooperative agreements?

Yes ☐ If Yes, must answer Q2 below. No ☒ If No, you are not required to provide data.

Q2. Does the public have access to information about the compensation of the senior executives in your business or organization (including parent organization, all branches and all affiliates worldwide) through periodic reports filed under section 13(a) or 15(d) of the Security Exchange Act of 1934 (5 U.S.C. 78m(a), 78o(d)) or section 6104 of the Internal Revenue code of 1986 (i.e., on IRS Form 990)?

Yes ☒ No ☐ If No, you must provide the data. Please fill out the rest of this form.

Please provide names and total compensation of the top five officials:

Name:	Amount:
Name:	Amount:
Name:	Amount:
Name:	Amount:
Name:	Amount:

State of Illinois
UNIFORM GRANT BUDGET TEMPLATE

1). Personnel (Salaries and Wages) (*2 CFR 200.430*)

List each position by title and name of employee, if available. Show the annual salary rate and the percentage of time to be devoted to the project and length of time working on the project . Compensation paid for employees engaged in grant activities must be consistent with that paid for similar work within the applicant organization. Include a description of the responsibilities and duties of each position in relationship to fulfilling the project goals and objectives in the narrative space provided below. Also, provide a justification and description of each position (including vacant positions). Relate each position specifically to program objectives. Personnel cannot exceed 100% of their time on all active projects.

Name	Position	Salary or Wage	Basis (Yr./Mo./Hr.)	% of Time	Length of Time	Personnel Cost	Add/Delete Row
Clinician 1	DUI Court Clinician	$33.60	Hourly	100 %	1,950	$65,527.00	Add Delete
Intern 1	DUI Court Intern	$16.00	Hourly	100 %	975	$15,600.00	Add Delete
Clinician 2	DUI Court Clinician	$25.64	Hourly	100 %	975	$25,000.00	Add Delete
					State Total	$106,127.00	
				%			Add Delete
					NON-State Total		
					Total Personnel	$106,127.00	

Personnel Narrative (State):
DUI Court Clinician: 1 Is responsible to provide services to adults in the McHenry County Specialty Courts including assessment, diagnostic, individual and group therapy, collaboration with treatment providers, and case management. 1. Engage and support clients who have histories of non-compliance with behavioral health treatment recommendations. 2. Provide comprehensive biopsychosocial assessments of candidates for Mental Health and Drug Court programs 3. Consult with probation, court and community provider staff as needed 4. Develop, with client's input, a plan of care to address identified treatment needs and functional deficits. 5. Provide individual and group therapy services 6. Implement treatment plans by linking participants to addiction, mental health, social, vocational, educational and/or other community resources 7. Maintain clear, concise and timely records of client progress and movement within the court and service providers system 8. Assist in the collection of data required by the court and behavioral health systems 9. Maintain clear, concise documentation required by regulatory and funding entities 10. Maintain case management activities for all cases, i.e., attend staffings, make referrals to other services, coordinate hospitalization plans and reintegration plans, etc. B. Is responsible to develop and maintain positive relationships with referral sources and other community agencies. This may include but is not limited to: 1. Seek client's permission to keep referral source and other involved agencies regularly updated on the progress and involved in further planning 2. Participate in promoting the Specialty Courts through community contacts by the use of free seminars, community presentations, informational training sessions with local police departments etc. C. Maintain services of high quality through ongoing participation in the following: 1. Regular clinical supervision 2. Clinical consultations and weekly staffing.
DUI Court Intern:
We are seeking a part-time intern to assist with data collection and data entry in support of our program evaluation efforts. This position will be paid at minimum wage

State of Illinois
UNIFORM GRANT BUDGET TEMPLATE

1). Personnel (Salaries and Wages) (*2 CFR 200.430*)

and is expected to last for one year, with multiple individuals serving at different times throughout the year. The intern will play a crucial role in gathering and organizing data, ensuring that our evaluation process is efficient and effective in measuring the impact of our programs. DUI Court Clinician: 1 Is responsible to provide services to adults in the McHenry County Specialty Courts including assessment, diagnostic, individual and group therapy, collaboration with treatment providers, and case management. 1. Engage and support clients who have histories of non-compliance with behavioral health treatment recommendations. 2. Provide comprehensive biopsychosocial assessments of candidates for Mental Health and Drug Court programs 3. Consult with probation, court and community provider staff as needed 4. Develop, with client's input, a plan of care to address identified treatment needs and functional deficits. 5. Provide individual and group therapy services 6. Implement treatment plans by linking participants to addiction, mental health, social, vocational, educational and/or other community resources 7. Maintain clear, concise and timely records of client progress and movement within the court and service providers system 8. Assist in the collection of data required by the court and behavioral health systems 9. Maintain clear, concise documentation required by regulatory and funding entities 10. Maintain case management activities for all cases, i.e., attend staffings, make referrals to other services, coordinate hospitalization plans and reintegration plans, etc. B. Is responsible to develop and maintain positive relationships with referral sources and other community agencies. This may include but is not limited to: 1. Seek client's permission to keep referral source and other involved agencies regularly updated on the progress and involved in further planning 2. Participate in promoting the Specialty Courts through community contacts by the use of free seminars, community presentations, informational training sessions with local police departments etc. C. Maintain services of high quality through ongoing participation in the following: 1. Regular clinical supervision 2. Clinical consultations and weekly staffing. Only partial coverage was needed for other DUI Clinician's salary.
Personnel Narrative (Non-State): (i.e. "Match" or "Other Funding")

State of Illinois
UNIFORM GRANT BUDGET TEMPLATE

2). Fringe Benefits *(2 CFR 200.431)*

Fringe benefits should be based on actual known costs or an established formula. Fringe benefits are for the personnel listed in category (1) direct salaries and wages, and only for the percentage of time devoted to the project. Provide the fringe benefit rate used and a clear description of how the computation of fringe benefits was done. Provide both the annual (for multiyear awards) and total. If a fringe benefit rate is not used, show how the fringe benefits were computed for each position. The budget justification should be reflected in the budget description. Elements that comprise fringe benefits should be indicated.

Name	Position(s)	Base	Rate (%)	Fringe Benefit Cost	Add/Delete Rows
Clinician 1	DUI Court Clinician	$65,527.00	61.29 %	$40,161.38	Add Delete
			State Total	$40,161.38	
			%		Add Delete
			Non-State Total		
			Total Fringe Benefits	$40,161.38	

Fringe Benefits Narrative (State):
The fringe rate was calculated at Social Security (6.20%), Medicare (1 .45%), 401 K (6.65%). Health benefits were added to fringe benefits category, calculated at (46.98982%). The health benefits are calculated using the employee plus family rates for health and dental (29,489.20+1,301.82).

Fringe Benefits Narrative (Non-State): (i.e. "Match" or "Other Funding")

State of Illinois
UNIFORM GRANT BUDGET TEMPLATE

3). Travel *(2 CFR 200.474)*

Travel should include: origin and destination, estimated costs and type of transportation, number of travelers, related lodging and per diem costs, brief description of the travel involved, its purpose, and explanation of how the proposed travel is necessary for successful completion of the project. In training projects, travel and meals for trainees should be listed separately. Show the number of trainees and unit cost involved. Identify the location of travel, if known; or if unknown, indicate "location to be determined." Indicate source of Travel Policies applied, Applicant or State of Illinois Travel Regulations. NOTE: Dollars requested in the travel category should be for staff travel only. Travel for consultants should be shown in the consultant category along with the consultant's fee. Travel for training participants, advisory committees, review panels and etc., should be itemized the same way as indicated above and placed in the "Miscellaneous" category.

Purpose of Travel/Items	Location	Cost Rate	Basis	Quantity	Number of Trips	Travel Cost	Add/Delete Row
Travel to Local Police Departments	TBD	$21.00	mileage	12	3	$756.00	Add Delete
Rise26 Conference Meals	Nashville	$86.00	Meal	6	3	$1,548.00	Add Delete
Rise25 Conference Hotel	Nashville	$217.00	Hotel	4	4	$3,472.00	Add Delete
Rise26 Conference Flight	Nashville	$300.00	Flight	4	1	$1,200.00	Add Delete
ILAPSC Conference Meals	TBD	$68.00	Meal	6	2	$816.00	Add Delete
ILAPSC Conference Hotel	TBD	$110.00	Hotel	4	3	$1,320.00	Add Delete
ILAPSC Conference Travel	TBD	$0.70	Mileage	1,256	1	$879.20	Add Delete
					State Total	$9,991.20	
							Add Delete
					NON-State Total		
					Total Travel	$9,991.20	

Travel Narrative (State):
The travel to local law enforcement locations will help promote Specialty Courts through training sessions that will encourage referrals. The mileage was calculated using 30 miles for the distance to and from the police department at a cost of $.70 for each mile (IRS Travel Rate). Each police department would receive a minimum of 3 training sessions, one for each shift. Lastly one police department would be visited per month (((30x.70)X3)x12).

State of Illinois
UNIFORM GRANT BUDGET TEMPLATE

3). Travel *(2 CFR 200.474)*

The flight, hotel, meal and travel to Rise26 Conference is to provide training information from public health/safety officials to increase treatment for individuals with substance use and mental health disorders that are within the justice system. At this time the location for the Rise26 Conference is unknown at this time. The cost for a flight is approximately $300. The hotel cost was calculated by the standard per diem rate for hotels at $217 per night. The total nights spent are four nights ($217X4). The per diem for standard meals is $5 for IE, $22 for breakfast, $23 for lunch and $36 for dinner totaling $86 per day. The total meal cost for three full days is $258 ($86X3). The total meal cost for the first and last day is $64.50 of the per diem date equaling $129 total. The travel from the Courthouse to the airport (there and back) and from the airport to the hotel/meals/conference (there and back) from Uber is approximately $300. These totals were for each individual. The 2 DUI Court Clinicians, State's Attorney and Public Defender are requested to attend so there are a quantity of 4.

The travel to the ILAPSC (Illinois Association of Problem-Solving Courts) is to provide additional knowledge, support, coaching, and growth to Problem-Solving Courts. The ILAPSC mileage was calculated using the IRS Travel Rate of $.70 and the miles to and from the conference. The ILAPSC hotel cost was calculated by the per diem rate for Illinois for hotels are $110 per night for 3 nights.The ILAPSC per diem meals were $51 for the first and last day of travel. The other two days are at a rate of $68 per pay. These totals were for each individual. The 2 DUI Court Clinicians, State's Attorney and Public Defender are requested to attend so there are a quantity of 4.

Travel Narrative (Non-State): (i.e..e "Match" of "Other Funding)

State of Illinois
UNIFORM GRANT BUDGET TEMPLATE

4). Equipment *(2 CFR 200.439)*

Provide justification for the use of each item and relate them to specific program objectives. Provide both the annual (for multiyear awards) and total for equipment. Equipment is defined as an article of tangible personal property that has a useful life of more than one year and a per-unit acquisition cost which equals or exceeds the lesser of the capitalization level established by the non-Federal entity for financial statement purposes, or $10,000. An applicant organization may classify equipment at a lower dollar value but cannot classify it higher than $10,000. (Note: Organization's own capitalization policy for classification of equipment can be used). Applicants should analyze the cost benefits of purchasing versus leasing equipment, especially high cost items and those subject to rapid technical advances. Rented or leased equipment costs should be listed in the "Contractual" category. Explain how the equipment is necessary for the success of the project. Attach a narrative describing the procurement method to be used.

Item	Quantity	Cost Per Item	Equipment Cost	Add/Delete Rows
HP ZBook Firefly G10 16"	1	$2,120.68	$2,120.68	Add / Delete
		State Total	$2,120.68	
				Add / Delete
		Non-State Total		
		Total Equipment	$2,120.68	

Equipment Narrative (State):
The computer generally purchased is the HP ZBook Firefly G11 16" Mobile Workstation - WUXGA - Inter Core Ultra 7 155H - 16 GB - 512 GB SSD - English Keyboard. The computer will be used as an essential tool for the AOT Clinicians (1 FTE) day to day work functions. The computer will be used to house client information, communication between staff/clients/ physicans, and overall functions of the position. This computer would be a one time purchase only to be used by AOT Team.

Equipment Narrative (Non-State): (i.e. "Match" or "Other Funding")

State of Illinois
UNIFORM GRANT BUDGET TEMPLATE

5). Supplies *(2 CFR 200.94)*

List items by type (office supplies, postage, training materials, copying paper, and other expendable items such as books, hand held tape recorders) and show the basis for computation. Generally, supplies include any materials that are expendable or consumed during the course of the project.

Item	Quantity/Duration	Cost Per Item	Supplies Cost	Add/Delete Rows
Office Supplies	1	$5,000.00	$5,000.00	Add Delete
Microsoft Office 365 Advanced Threat Protection - subs	1	$55.99	$55.99	Add Delete
Microsoft M365 G3 Unified FUSL GCC Subscription Lic	1	$439.99	$439.99	Add Delete
Computer Monitors	2	$189.00	$378.00	Add Delete
Equipment Protection	1	$216.99	$216.99	Add Delete
Phone License	1	$50.90	$50.90	Add Delete
Desktop phone	1	$86.67	$86.67	Add Delete
Printer	1	$209.95	$209.95	Add Delete
Docking Station	1	$213.99	$213.99	Add Delete
Keyboard Mouse	1	$20.99	$20.99	Add Delete
		State Total	$6,673.47	
				Add Delete
		Non-State Total		
		Total Supplies	$6,673.47	

Supplies Narrative (State):
The general office supplies are for the daily administrative needs of the DUI Court Clinician to support the program. This can include but is not limited to office supplies and training books.

State of Illinois
UNIFORM GRANT BUDGET TEMPLATE

5). Supplies *(2 CFR 200.94)*

The 1 Microsoft Office 365 Advanced Threat Protection - subscription license - and 1 Microsoft M365 G3 Unified FUSL GCC Subscription License Per User licenses are required in order to operate the computer at the county. This license would be used for the AOT Clinician (1 FTE). This purchase would be a one time payment. This license would be a one time purchase only to be used by the AOT Team.

The additional items such as a mouse, docking station, and monitors are also included to ensure the laptop can be used in its full capacity in a desk setting.

The desktop phone and phone license is to ensure calls can be made even when cell phone coverage is limited.

Supplies Narrative (Non-State): (i.e. "Match" or "Other Funding")

State of Illinois
UNIFORM GRANT BUDGET TEMPLATE

6). Contractual Services *(2 CFR 200.318)* & **Subawards** *(200.92)*

Provide a description of the product or service to be procured by contract and an estimate of the cost. Applicants are encouraged to promote free and open competition in awarding contracts. A separate justification must be provided for sole contracts in excess of $150,000 (See 2 CFR 200.88). NOTE : this budget category may include **subawards**. Provide separate budgets for each subaward or contract, regardless of the dollar value and indicate the basis for the cost estimates in the narrative. Describe products or services to be obtained and indicate the applicability or necessity of each to the project.

Please also note the differences between subaward, contract, and contractor (vendor):

1) Subaward (200.92) means an award provided by a pass-through entity to a sub-recipient for the sub-recipient to carry out part of a Federal/State award, including a portion of the scope of work or objectives. It does not include payments to a contractor or payments to an individual that is a beneficiary of a Federal/State program.
2) Contract (200.22) means a legal instrument by which a non-Federal entity purchases property or services needed to carry out the project or program under a Federal award. The term as used in this part does not include a legal instrument, even if the non-Federal entity considers it a contract, when the substance of the transaction meets the definition of a Federal award or subaward.
3) "Vendor" or "Contractor" is generally a dealer, distributor or other seller that provides supplies, expendable materials, or data processing services in support of the project activities.

Item	Contractual Services Cost	Add/Delete Rows
Provider for clients without insurance	$11,400.00	Add Delete
State Total	$11,400.00	
		Add Delete
Non-State Total		
Total Contractual Services	$11,400.00	

Contractual Services Narrative (State):

Funds utilized to assist participants in paying for treatments services that do not have insurance.

Contractual Services Narrative (Non-State): (i.e. "Match" or "Other Funding")

State of Illinois
UNIFORM GRANT BUDGET TEMPLATE

7). Consultant Services and Expenses *(2 CFR 200.459)*

Consultant Services (Fees): For each consultant enter the name, if known, service to be provided, hourly or daily fee (8-hour day), and estimated time on the project. **Consultant Expenses:** List all expenses to be paid from the grant to the individual consultant in addition to their fees (i.e., travel, meals, lodging, etc.) Consultant--Indicate whether applicant's formal, written Procurement Policy or the Federal Acquisitions Policy is used.

Consultant Services (Fees)	Services Provided	Fee	Basis	Quantity	Consultant Services (Fee) Cost	Add/Delete Row
						Add Delete
			State Total			
						Add Delete
			NON-State Total			
			Total Consultant Services (Fees)			

Consultant Services Narrative (State):

Consultant Services Narrative (Non-State):

Consultant Expenses - Items	Location	Cost Rate	Basis	Quantity	Number of Trips	Consultant Expenses Cost	Add/Delete Row
							Add Delete
				State Total			
							Add Delete
				NON-State Total			
				Total Consultant Expenses			

Consultant Expenses Narrative (State):

Consultant Expenses Narrative (Non-State): (i.e. "Match" or "Other Funding")

State of Illinois
UNIFORM GRANT BUDGET TEMPLATE

8). Construction

Provide a description of the construction project and an estimate of the costs. As a rule, construction costs are not allowable unless with prior written approval. In some cases, minor repairs or renovations may be allowable. Consult with the program office before budgeting funds in this category. Estimated construction costs must be supported by documentation including drawings and estimates, formal bids, etc. As with all other costs, follow the specific requirements of the program, the terms and conditions of the award, and applicable regulations.

Purpose	Description of Work	Construction Cost	Add/Delete Rows
			Add / Delete
State Total			
			Add / Delete
Non-State Total			
Total Construction			

Construction Narrative (State):
Construction Narrative (Non-State): (i.e. "Match" or "Other Funding")

State of Illinois
UNIFORM GRANT BUDGET TEMPLATE

9). Occupancy - Rent and Utilities *(2 CFR 200.465)*

List items and descriptions by major type and the basis of the computation. Explain how rental and utility expenses are allocated for distribution as an expense to the program/service. For example, provide the square footage and the cost per square foot rent and utility, and provide a monthly rental and utility cost and how many months to rent. **NOTE**: This budgetary line item is to be used for direct program rent and utilities, all other indirect or administrative occupancy costs should be listed in the indirect expense section of the Budget worksheet and narrative. Maintenance and repair costs may be included here if directly allocated to program.

Description	Quantity	Basis	Cost	Length of Time	Occupancy Cost	Add/Delete Row
						Add / Delete
				State Total		
						Add / Delete
				NON-State Total		
				Total Occupancy - Rent and Utilities		

Occupancy - Rent and Utilities Narrative (State):
Occupancy - Rent and Utilities Narrative (Non-State): (i.e. "Match" or "Other Funding")

State of Illinois
UNIFORM GRANT BUDGET TEMPLATE

10). Research & Development (R&D) *(2 CFR 200.87)*

Definition: All research activities, both basic and applied, and all development activities that are performed by non-Federal entities directed toward the production of useful materials, devices, systems, or methods, including design and development of prototypes and processes. Provide a description of the research and development project and an estimate of the costs. Consult with the program office before budgeting funds in this category.

Purpose	Description of Work	Research and Development Cost	Add/Delete Rows
			Add / Delete
State Total			
			Add / Delete
Non-State Total			
Total Research and Development			

Research and Development Narrative (State):

Research and Development Narrative (Non-State): (i.e. "Match" or "Other Funding")

State of Illinois
UNIFORM GRANT BUDGET TEMPLATE

11). Telecommunications

List items and descriptions by major type and the basis of the computation. Explain how telecommunication expenses are allocated for distribution as an expense to the program/service. NOTE: This budgetary line item is to be used for direct program telecommunications, all other indirect or administrative telecommunication costs should be listed in the indirect expense section of the Budget worksheet and narrative.

Description	Quantity	Basis	Cost	Length of Time	Telecommunications Cost	Add/Delete Row
						Add Delete
				State Total		
						Add Delete
				NON-State Total		
				Total Telecommunications		

Telecommunications Narrative (State):

Telecommunications Narrative (Non-State): (i.e. "Match" or "Other Funding")

State of Illinois
UNIFORM GRANT BUDGET TEMPLATE

12). Training and Education *(2 CFR 200.472)*

Describe the training and education cost associated with employee development. Include rental space for training (if required), training materials, speaker fees, substitute teacher fees, and any other applicable expenses related to the training. When training materials (pamphlets, notebooks, videos, and other various handouts) are ordered for specific training activities, these items should be itemized below.

Description	Quantity	Basis	Cost	Length of Time	Training and Education Cost	Add/Delete Row
Rise25 Conference Dues	4	Dues	$60.00	1	$240.00	Add Delete
LAPSC Conference Registration	4	Registration	$795.00	1	$3,180.00	Add Delete
Rise25 Conference Registration	4	Registration	$395.00	1	$1,580.00	Add Delete
				State Total	$5,000.00	
						Add Delete
				NON-State Total		
				Total Training and Education	$5,000.00	

Training and Education Narrative (State):
The dues and registration to the Rise25 Conference covers the clinician for the training information from public health/safety officials to increase treatment for individuals with substance use and mental health disorders that are within the justice system. The registration for the ILAPSC (Illinois Association of Problem-Solving Courts) covers the clinician to receive additional knowledge, support, coaching, and growth to Problem-Solving Courts. All training related costs were calculated using the current costs for 2024.

Training and Education Narrative (Non-State): (i.e. "Match" or "Other Funding")

State of Illinois
UNIFORM GRANT BUDGET TEMPLATE

13). Direct Administrative Costs *(2 CFR 200.413 (c))*

The salaries of administrative and clerical staff should normally be treated as indirect (F&A) costs. Direct charging of these costs may be appropriate only if all of the following conditions are met: (1) Administrative or clerical services are integral to a project or activity; (2) Individuals involved can be specifically identified with the project or activity; (3) Such costs are explicitly included in the budget or have the prior written approval of the State awarding agency; and (4) The costs are not also recovered as indirect costs.

Name	Position	Salary or Wage	Basis (Yr./Mo./Hr.)	% of Time	Length of Time	Direct Administrative Cost	Add/Delete Row
				%			Add Delete
					State Total		
				%			Add Delete
					NON-State Total		
					Total Direct Administrative Costs		

Direct Administrative Costs Narrative (State):

Direct Administrative Costs Narrative (Non-State): (i.e. "Match" or "Other Funding")

State of Illinois
UNIFORM GRANT BUDGET TEMPLATE

14). Other or Miscellaneous Costs

This category contains items not included in the previous categories. List items by type of material or nature of expense, break down costs by quantity and cost per unit if applicable, state the necessity of other costs for successful completion of the project and exclude unallowable costs (e.g.. Printing, Memberships & subscriptions, recruiting costs, etc.)

Description	Quantity	Basis	Cost	Length of Time	Other or Miscellaneous Cost	Add/Delete Row
						Add / Delete
				State Total		
						Add / Delete
				NON-State Total		
				Total Other or Miscellaneous Costs		

Other or Miscellaneous Costs Narrative (State):

Other or Miscellaneous Costs Narrative (Non-State): (i.e. "Match" or "Other Funding")

State of Illinois
UNIFORM GRANT BUDGET TEMPLATE

15). GRANT EXCLUSIVE LINE ITEM

Grant Exclusive Line Item Description: _____

Costs directly related to the service or activity of the program that is an integral line item for budgetary purposes. To use this budgetary line item, an applicant must have Program approval. (Please cite reference per statute for unique costs directly related to the service or activity of the program). (Note: Use columns within table as needed for the item being reported. Leave blank those columns that are not applicable. This table does NOT auto-calculate each line. You must enter the line totals. The table will auto-calculate the State, Non-State, and Total Grant Exclusive Line Item amounts based on your line entries. The State, Non-State and Total Grant Exclusive Line Item amounts will NOT carry forward to the Budget Narrative Summary table. You will have to enter the State and Non-State Totals for ALL Grant Exclusive Line Items in the Budget Narrative Summary table. Use the "Add New Grant Exclusive Line Item" button below to add additional tables as needed.)

Description	Quantity	Basis	Cost	Length of Time	Grant Exclusive Line Item Cost	Add/Delete Row
						Add / Delete
				State Total		
						Add / Delete
				NON-State Total		
				Total Grant Exclusive Line Item		

Grant Exclusive Line Item Narrative (State):

Grant Exclusive Line Item Narrative (Non-State): (i.e. "Match" or "Other Funding")

Add New Grant Exclusive Line Item | Delete Grant Exclusive Line Item

State of Illinois
UNIFORM GRANT BUDGET TEMPLATE

16). Indirect Cost *(2 CFR 200.414)*

Provide the most recent indirect cost rate agreement information with the itemized budget. The applicable indirect cost rate(s) negotiated by the organization with the cognizant negotiating agency must be used in computing indirect costs (F&A) for a program budget. The amount for indirect costs should be calculated by applying the current negotiated indirect cost rate(s) to the approved base(s). After the amount of indirect costs is determined for the program, a breakdown of the indirect costs should be provided in the budget worksheet and narrative below.

Description	Base	Rate	Indirect Cost	Add/Delete Rows
			$0.00	Add Delete
		State Total	$0.00	
			$0.00	Add Delete
		Non-State Total	$0.00	
		Total Indirect Costs	$0.00	

Indirect Costs Narrative (State):

Indirect Costs Narrative (Non-State):

Docusign Envelope ID: 46E312B5-811B-4599-BBDA-8E5DC20F62BA

State of Illinois
UNIFORM GRANT BUDGET TEMPLATE

Budget Narrative Summary--When you have completed the budget worksheet, transfer the totals for each category to the spaces below to the uniform template provided (SECTION A & B). Verify the total costs and the total project costs. Indicate the amount of State requested funds and the amount of non-State funds that will support the project.. (Note: The State, Non-State, and Total cost amounts for each line item below are auto-filled based upon the entries in the preceding budget tables 1-14 and 16. The State and Non-State Total amounts from Table 15 above, Grant Exclusive Line Item(s), must be entered into this table by hand due to the possibility of there being more than one Grant Exclusive Line Item table. Once the Grant Exclusive Line Item(s) amounts are entered into this table, the State Request amount, Non-State Amount and the Total Project Costs will be calculated automatically. It is imperative that the summary tables be completed accurately for the Budget Narrative Summary to be accurate.)

Budget Category	State	Non-State	Total
1. Personnel	$106,127.00		$106,127.00
2. Fringe Benefits	$40,161.38		$40,161.38
3. Travel	$9,991.20		$9,991.20
4. Equipment	$2,120.68		$2,120.68
5. Supplies	$6,673.47		$6,673.47
6. Contractual Services	$11,400.00		$11,400.00
7. Consultant (Professional Services)			
8. Construction			
9. Occupancy (Rent and Utilities)			
10. Research and Development (R & D)			
11. Telecommunications			
12. Training and Education	$5,000.00		$5,000.00
13. Direct Administrative Costs			
14. Other or Miscellaneous Costs			
15. GRANT EXCLUSIVE LINE ITEM(S)			
16. Indirect Costs	$0.00	0.00	$0.00
State Request	$181,473.73		
Non-State Amount			
TOTAL PROJECT COSTS			$181,473.73

Docusign Envelope ID: 46E312B5-811B-4599-BBDA-8E5DC20F62BA

State of Illinois
UNIFORM GRANT BUDGET TEMPLATE

For State Use Only

Grantee: County of McHenry

Notice of Funding Opportunity (NOFO) Number: 26-0343-10

UEI Number : DAJDARNBA5Y8

Catalog of State Financial Assistance (CSFA) Number: 494-10-0343

CSFA Short Description: State & Comm. Hwy. Safety/Ntl. Priority Safety Programs

Fiscal Year(s): FFY26

Initial Budget Request Amount: $190,073.73

Prior Written Approval for Expense Line Item:

Statutory Limits or Restrictions:

Checklist:

Final Budget Amount Approved: $181,473.73

Sarah Moore	DocuSigned by: Sarah Moore 4C40449CFC29433...	12/02/25 | 12:10 PM CST
Program Approval Name	Program Approval Signature	Date
Allison Conn	Signed by: Allison Conn 1922F5A4703405...	12/02/25 | 11:17 AM CST
Fiscal & Administrative Approval Name	Fiscal & Administrative Approval Signature	Date

Budget Revision Approved:

Program Approval Name	Program Approval Signature	Date
Fiscal & Administrative Approval Signature	Fiscal & Administrative Approval Signature	Date

§200.308 Revision of budget and program plans

(e) The Federal/State awarding agency may, at its option, restrict the transfer of funds among direct cost categories or programs, functions and activities for Federal/State awards in which the Federal/State share of the project exceeds the Simplified Acquisition Threshold and the cumulative amount of such transfers exceeds or is expected to exceed 10 percent or $1,000 per detail line item, whichever is greater of the total budget as last approved by the Federal/State awarding agency. The Federal/State awarding agency cannot permit a transfer that would cause any Federal/State appropriation to be used for purposes other than those consistent with the appropriation.

RESOLUTION - SUPERMAJORITY

Resolution Authorizing Acceptance of $10,000 in Grant Funding for the 22nd Judicial Circuit Office of Special Projects and an Emergency Appropriation to the FY2026 Budget (42)

WHEREAS, the 22nd Judicial Circuit, through its Office of Special Projects, administers Specialty Court programs including Adult Drug Court, DUI Court, Mental Health Court, and Assisted Out-Patient Treatment Programs, which provide structured, treatment-oriented alternatives for justice-involved individuals with substance use disorders, mental health needs, and related behavioral health challenges; and

WHEREAS, the 22nd Judicial Circuit identified a need to further enhance rehabilitative services and community education through evidence-informed and trauma-responsive interventions designed to improve coping skills, emotional regulation, self-efficacy, and public awareness of available problem-solving court resources; and

WHEREAS, a grant application submitted to Northwestern Medicine on behalf of the 22nd Judicial Circuit outlined proposed funding to support therapeutic and educational initiatives, including art therapy and equine-assisted learning; and

WHEREAS, these services are intended to address significant community health needs, including behavioral health and substance use disorder, while also promoting violence prevention, community safety, reduced recidivism, and improved long-term outcomes for program participants; and

WHEREAS, acceptance of outside grant funding in the amount of Ten Thousand Dollars ($10,000) will assist the 22nd Judicial Circuit in expanding and strengthening these Specialty Court initiatives without placing the full financial burden on local resources; and

WHEREAS, the Chief Circuit Judge and Trial Court Administrator support the acceptance of said grant funding which supports the ongoing mission of the 22nd Judicial Circuit to address underlying causes of justice involvement and improve public safety through effective court-based intervention; and

WHEREAS, an emergency appropriation is necessary for the FY26 Budget to the following line items:

	Main Account	Department	Division	Fund	Amount
Revenue	096325 (Private Foundation & Corporate Grants)	42	4200	376	$10,000.00
Expense	480900 (Client Services)	42	4200	376	$10,000.00

NOW, THEREFORE BE IT RESOLVED, by the McHenry County Board that the County hereby authorizes the acceptance of grant funding in the amount of $10,000 for the benefit of the 22nd Judicial Circuit Office of Special Projects to support Specialty Court programming and related educational and rehabilitative project activities; and

BE IT FURTHER RESOLVED, that an emergency appropriation is hereby approved for the FY26 Budget to the following line items:

	Main Account	Department	Division	Fund	Amount
Revenue	096325 (Private Foundation & Corporate Grants)	42	4200	376	$10,000.00
Expense	480900 (Client Services)	42	4200	376	$10,000.00

BE IT FURTHER RESOLVED, that the County Clerk is hereby authorized to distribute a certified copy of this Resolution to the Chief Judge, Trial Court Administrator, Assistant County Administrator, the Chief Financial Officer, Director of Special Projects and the County Administrator.

DATED at Woodstock, Illinois, this 21 day of April, A.D., 2026.

_____
Michael Buehler, Chairman
McHenry County Board

ATTEST:

_____
Joseph J. Tirio, County Clerk

RESOLUTION

SUBJECT: Resolution Authorizing Acceptance of $10,000 in Grant Funding for the 22nd Judicial Circuit Office of Special Projects and an Emergency Appropriation to the FY2026 Budget (42)

Board / Committee Action Requested:

Approve a resolution authorizing the acceptance of a grant award from Northwestern Medicine in the amount of $10,000.00.

Background and Discussion:

The 22nd Judicial Circuit, through its Office of Special Projects, operates the Specialty Court programs, Drug Court, DUI Court, Mental Health Court, and Assisted Outpatient Treatment, that provide structured, treatment-oriented interventions for individuals whose justice involvement is closely connected to mental health conditions, substance use disorders, and other behavioral health needs. These programs use an interdisciplinary team approach and are intended to address the underlying causes of court involvement while improving compliance, stability, and public safety.

The Circuit submitted a community grant application to Northwestern Medicine seeking support for enhanced rehabilitative programming related to Specialty Courts. The proposal identified three project components: trauma-informed art therapy services, equine-assisted learning opportunities, and the development of an updated educational video to better inform defendants, families, and the public about available rehabilitative options during court proceedings.

A grant award of $10,000 has now been made available to support the art therapy and equine-assisted learning. Acceptance of the award will allow the 22nd Judicial Circuit to strengthen Specialty Court programming of court-based rehabilitative services without placing the full cost of the project on local resources. Approval of this resolution authorizes acceptance and administration of the $10,000 award.

Impact on Human Resources:

None.

Impact on Budget (Revenue; Expenses, Fringe Benefits):

CourtAdmin-2026-009

An Emergency Appropriation is needed for Court Administrations FY26 budget as follows:

	Main Account	Department	Division	Fund	Amount
Revenue	096325 (Private Foundation & Corporate Grants)	42	4200	376	$10,000.00
Expense	480900 (Client Services)	42	4200	376	$10,000.00

Position Reclassification or Regrade, please address the following:

None.

Impact on Capital Expenditures:

None.

Impact on Physical Space:

None.

Impact on Other County Departments or Outside Agencies:

None.

Conformity to Board Ordinances, Policies and Strategic Plan:

Yes.

Courtney Knopp

From: Kelly Scimeca
Sent: Tuesday, March 24, 2026 8:25 AM
To: Courtney Knopp
Subject: FW: Community Donation Funding Request Follow-up - 22nd Judicial Circuit of McHenry County, Illinois

This is for the Northwestern Grant.

From: Dohnalik, Margaret <Margaret.Dohnalik@nm.org>
Sent: Thursday, March 12, 2026 5:01 PM
To: Kelly Scimeca <KAScimeca@22ndcircuitil.gov>
Cc: Roznowski, Dawn <Dawn.Roznowski@nm.org>; Azu-Popow, Lisa <lazu@nm.org>; Mazeika-Myre, Lori <Lori.Mazeika@nm.org>; Anderson, Michele <michele.anderson@nm.org>; Arriola, Natalie <natalie.arriola@nm.org>
Subject: [EXTERNAL] Community Donation Funding Request Follow-up - 22nd Judicial Circuit of McHenry County, Illinois

Kelly,

Funding to support the 22nd Judicial Circuit of McHenry County, Illinois has been approved in the amount of $10,000.

A payment request has now been submitted with our Accounts Payable department. A check will be mailed to the address provided on your application and W-9.

It may take up to 45 days for receipt of the check, although it will likely be closer to 3 weeks or so. If you do not receive your payment within that timeframe, please contact our Accounts Payable department directly at AccountsPayable2@nm.org.

Once the funding has been received, we would ask that you send confirmation by completing the attached funding receipt and emailing it to me.

If you have any questions, please let me know.

Best regards,
Margaret

Margaret Dohnalik
(she/her/hers)
Community Support Specialist
Community Health
Northwestern Memorial HealthCare

1 Kish Hospital Drive
DeKalb, IL 60115
815.981.7403 office
815.981.7520 fax

Margaret.Dohnalik@nm.org
nm.org

Northw

Northwestern Medicine is anchored by Northwestern Memorial Hospital, with eight specialties ranked in the top 10 in the nation by *U.S. News & World Report*, 2025 – 2026.

This message and any included attachments are intended only for the addressee. The information contained in this message is confidential and may constitute proprietary or non-public information under international, federal, or state laws. Unauthorized forwarding, printing, copying, distribution, or use of such information is strictly prohibited and may be unlawful. If you are not the addressee, please promptly delete this message and notify the sender of the delivery error by email.

CAUTION: This email originated from outside of the County network. Do not click links or open attachments unless you recognize the sender and know the content is safe.

While mismatches between the actual SENDER field and the FROM field are common. It is also a common spoofing tactic. For additional reference, this email was actually sent from Margaret.Dohnalik@nm.org

If you have any questions about the legitimacy of this email, please call the helpdesk at extension 4828.

CAUTION: This email originated from outside of the County network. Do not click links or open attachments unless you recognize the sender and know the content is safe.

While mismatches between the actual SENDER field and the FROM field are common. It is also a common spoofing tactic. For additional reference, this email was actually sent from Margaret.Dohnalik@nm.org

If you have any questions about the legitimacy of this email, please call the helpdesk at extension 4828.

RESOLUTION - SUPERMAJORITY

Resolution Establishing Interpreter Classification and Compensation Based on Administrative Office of the Illinois Courts (AOIC) Interpreter Classification Status (42)

WHEREAS, the 22nd Judicial Circuit Court of McHenry County utilizes three (3) Spanish speaking court interpreters to ensure meaningful access to court proceedings for individuals who are not proficient in the English language; and

WHEREAS, interpreter services are governed by standards established by the Illinois Supreme Court and the Administrative Office of the Illinois Courts Language Access Program, which recognize increasing levels of professional proficiency through interpreter registration and certification status; and

WHEREAS, the responsibilities and professional expectations associated with court interpreter positions vary based upon credential status, including basic qualification, registered interpreter status, certified interpreter status, and supervisory responsibilities; and

WHEREAS, Court Administration completed a Comprehensive Position Questionnaire provided by the Archer Company evaluating the duties, responsibilities, and professional requirements associated with Spanish interpreter positions within the 22nd Judicial Circuit; and

WHEREAS, that evaluation supports the establishment of a structured interpreter classification system reflecting increasing levels of professional qualification, certification, and supervisory responsibility; and

WHEREAS, establishing a multi‑tier interpreter classification system will promote professional development, align interpreter positions with statewide and national credentialing standards, and provide a clear framework for advancement as interpreters obtain higher levels of qualification; and

WHEREAS, the proposed interpreter classification structure consists of the following levels:

Grade 5	Interpreter I	Non Registered / Non Certified
Grade 6	Interpreter II	Registered
Grade 7	Interpreter III	Certified
Grade 8	Interpreter IV	Interpreter Supervisor

WHEREAS, interpreters employed by the 22nd Judicial Circuit shall advance through these classifications upon successful completion of registration, certification, or appointment to Interpreter Supervisor status; and

WHEREAS, movement between interpreter classifications shall occur upon verification of credential status and shall be applied retroactively to the date the registration, certification, or promotion is granted; and

WHEREAS, upon Registered status, an Interpreter I shall move to the bottom of Grade 6, with a minimum increase of 6%; and

WHEREAS, upon Certified Status, and Interpreter II shall move to the bottom of Grade 7, with a minimum increase of 10%, and

WHEREAS, upon promotion, the Interpreter Supervisor shall move to the bottom of Grade 8, with a minimum increase of 6%; and

WHEREAS, the McHenry County Human Resources Department shall verify credential status and place interpreters into the appropriate classification and pay grade; and

WHEREAS, this classification structure is supported by the Chief Circuit Judge and the Trial Court Administrator and is intended to ensure that interpreter compensation appropriately reflects professional qualifications and responsibilities.

NOW, THEREFORE BE IT RESOLVED, by this County Board of McHenry County, Illinois, that it hereby authorizes the following interpreter classification structure within Court Administration for the 22nd Judicial Circuit:

Grade 5	Interpreter I	Non Registered / Non Certified
Grade 6	Interpreter II	Registered
Grade 7	Interpreter III	Certified
Grade 8	Interpreter IV	Interpreter Supervisor

BE IT FURTHER RESOLVED, upon Registered status, an Interpreter I shall move to the bottom of Grade 6, with a minimum increase of 6%; and

BE IT FURTHER RESOLVED, upon Certified Status, and Interpreter II shall move to the bottom of Grade 7, with a minimum increase of 10%, and

BE IT FURTHER RESOLVED, upon promotion, the Interpreter Supervisor shall move to the bottom of Grade 8, with a minimum increase of 6%; and

BE IT FURTHER RESOLVED, that the McHenry County Human Resources Department is authorized to place current interpreters into the appropriate pay grade upon verification of credential status and apply such classification changes retroactively to the date the registration, certification, or promotion was granted; and

BE IT FURTHER RESOLVED, that once this classification structure is established, no further action of the McHenry County Board shall be required for individual employee movements between interpreter classifications; and

BE IT FURTHER RESOLVED, that the County Clerk is hereby authorized to distribute a certified copy of this Resolution to the Chief Circuit Judge, Trial Court Administrator, Deputy Court Administrator, Chief Financial Officer, Director of Human Resources, and the County Administrator.

DATED at Woodstock, Illinois, this 21 day of April, A.D., 2026.

_____
Michael Buehler, Chairman
McHenry County Board

ATTEST:

_____
Joseph J. Tirio, County Clerk

RESOLUTION

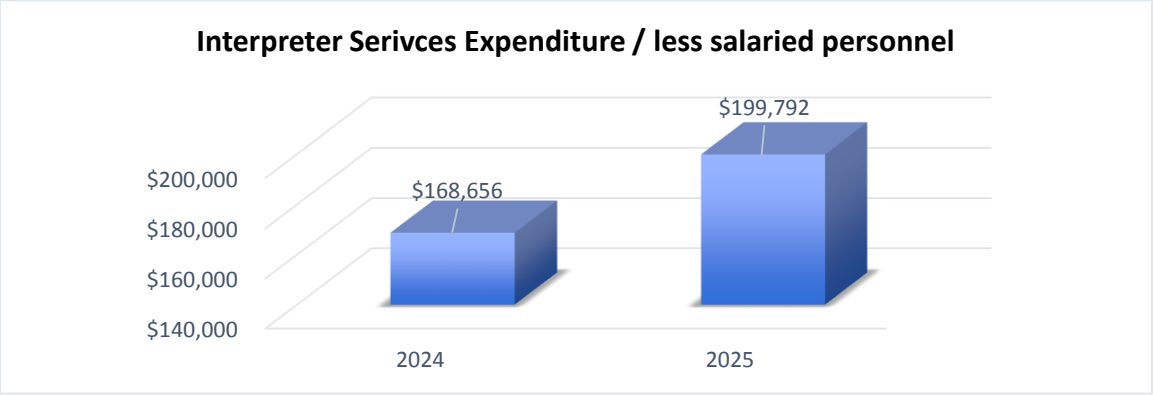
SUBJECT: Resolution Establishing Interpreter Classification and Compensation Based on Administrative Office of the Illinois Courts (AOIC) Interpreter Classification Status (42)

Board / Committee Action Requested:
Establish an Interpreter Classification and Compensation System based on the AOIC Interpreter Classification Status.

Background and Discussion:
The 22nd Judicial Circuit Court provides interpreter services to ensure that individuals with limited English proficiency can fully understand and participate in court proceedings. Presently the Court employs 3 full time Spanish court interpreters.

Accurate interpretation is essential to protecting due process, maintaining the integrity of the court record, and ensuring that all parties receive equal access to the judicial system regardless of language barriers. Court interpreters serve as neutral language professionals who provide complete and impartial interpretation of courtroom communication so that litigants, attorneys, judges, and court employees can communicate effectively during proceedings.

Interpreter services are governed by standards established through the Illinois Supreme Court and the Administrative Office of the Illinois Courts Language Access Program. These standards establish a credentialing system that recognizes increasing levels of professional proficiency and accountability, including Registered Court Interpreter and Certified Court Interpreter status.



Registered and Certified Court Interpreters are in demand. As displayed in the graph above, costs related to contracted court interpreters have increased by more than 18% over just 2 years. The Court has taken steps to curb these costs to the extent that it can, however, these are necessary costs. Contracted interpreters are for the most part are providing interpreting services for

languages other than Spanish with hourly rates ranging from $75.00 to $125.00 per hour, with a minimum number of billable hours, plus mileage.

The current interpreter classification structure does not reflect the professional distinctions associated with these credential levels. As interpreters obtain additional qualifications through registration, certification, and supervisory responsibilities, the complexity of their duties, level of responsibility, and professional expectations increase. Establishing a structured classification system aligned with these credential levels more accurately reflects the professional nature of the work performed and provides a clear advancement pathway for interpreters within Court Administration. Additionally, this structure helps retain the qualified personnel that we have. If the Court were to lose a single certified interpreter, the cost per week for a contracted interpreter would exceed $3,700.00. In FY 2025, the total cost for the 3 interpreter positions cost $222,589.00. If the court were to only utilize contracted interpreters, that cost would exceed $585,000 just for Spanish interpreting, with an additional $200,000 costs for other languages.

The combined cost for this reclassification at present in FY2026 is only $11,220.00. This includes costs related to salary, IMRF, and FICA. The Court is not seeking an emergency appropriation or additional funding. Rather the Court commits that the difference shall be paid from present appropriations and if a transfer is required from Contractual line items the Court consents. It is more fiscally responsible to make these classification changes than to utilize contract interpreters. It is becoming increasingly difficult to hire for these positions because of the skill set and the hourly amounts that a contract interpreter can charge. While paying the salary of a new interpreter during the training period, it will take at least 3 months, providing the interpreter is able to demonstrate skill at a minimum level. During this training period the court will need to contract for services and will require the expenditure of nearly $45,000 for the contracted interpreter, while the newly hired interpreter is being trained.

To evaluate the responsibilities associated with the interpreter position, a Comprehensive Position Questionnaire developed by the Archer Company was completed. The questionnaire confirms that court interpreters perform specialized work requiring advanced language proficiency, knowledge of legal terminology, strict adherence to professional ethics, and the ability to make real-time interpretation decisions during court proceedings. Only three positions under the umbrella of McHenry County or the 22nd Judicial Circuit perform this type of work, making it difficult to compare these positions with other County or Court personnel.

Based on this evaluation, the Chief Circuit Judge and Trial Court Administrator desires to establish a four-tier interpreter classification structure consisting of Interpreter I (Basic Qualification), Interpreter II (Registered Interpreter), Interpreter III (Certified Interpreter), and Interpreter IV (Interpreter Supervisor). Further, upon Registered status, an Interpreter I shall move to the bottom of Grade 6, with a minimum increase of 6%, Upon Certified Status, an Interpreter II shall move to the bottom of Grade 7, with a minimum increase of 10%. Upon promotion, the Interpreter Supervisor shall move to the bottom of Grade 8, with a minimum increase of 6%. This structure aligns compensation with professional credential status and supervisory responsibility while encouraging interpreters to pursue professional registration and certification. This creates incentive, while also encouraging retainment.

Under this structure, interpreters will move through the classifications upon successful completion of the applicable credentialing milestones. Upon verification of registration, certification, or promotion to Interpreter Supervisor status, the McHenry County Human Resources Department will place the employee into the appropriate classification and pay grade effective on the date the credential or promotion is granted. Once this structure is established, no additional action by the McHenry County Board will be required for individual interpreter movements between classifications.

Establishing this classification structure allows the Court to recognize professional interpreter credentials, support the development of qualified language professionals within the judicial system, support and retain qualified personnel and ensure that the Court continues to provide reliable and effective language access services to the public.

Impact on Human Resources:

Place interpreter in correct pay grade upon registration or certification status upon verification and apply any retroactive pay as needed.

Impact on Budget (Revenue; Expenses, Fringe Benefits):

The Court commits that the difference shall be paid from present appropriations and if a transfer is required from Contractual line items the Court consents.

Position Reclassification or Regrade, please address the following:

HR was consulted on the reclassification, a CPQ was completed and the below structure was created for these positions based off HR's recommendations:

Grade 5	Interpreter I	Non Registered / Non Certified
Grade 6	Interpreter II	Registered
Grade 7	Interpreter III	Certified
Grade 8	Interpreter IV	Interpreter Supervisor

The total cost of the increases is $11,220.00 and will be absorbed from present appropriations. The pay rates will be effective as of the change in Interpreter status of Registered, Certified or Interpreter Supervisor. This structure aligns compensation with professional credential status and supervisory responsibility while encouraging interpreters to pursue professional registration and certification. This creates incentive, while also encouraging retainment.

Impact on Capital Expenditures:

None.

Impact on Physical Space:

None.

Impact on Other County Departments or Outside Agencies:

None.

Conformity to Board Ordinances, Policies and Strategic Plan:

Yes.

RESOLUTION - SUPERMAJORITY

Resolution to Convert the Self-Help Center Navigation to Full-Time to Expand Services, and to Approve an Emergency Appropriation and Use of Law Library Fund Balance for the FY26 Law Library Budget (42)

WHEREAS, the 22nd Judicial Circuit Court of McHenry County maintains a Self-Help Center within the Judicial Center to assist members of the public who appear in court without legal representation; and

WHEREAS, the Judicial Center serves as a central location where members of the public interact with the justice system and access a wide range of court-related services; and WHEREAS, a significant number of individuals who appear before the court are experiencing challenges related to housing instability, financial hardship, substance use disorders, mental health concerns, or other social service needs that may affect their ability to successfully navigate the court process; and

WHEREAS, the Self-Help Center assists individuals by providing guidance on court procedures, locating court forms, explaining filing requirements, and directing individuals to appropriate court resources; and

WHEREAS, the Self-Help Center Navigator position provides an important point of contact for individuals seeking assistance and can serve as a resource to connect individuals with appropriate community-based services such as housing assistance, rent and utility assistance programs, substance abuse treatment providers, and mental health services; and

WHEREAS, the number of individuals visiting the Judicial Center continues to grow, with 327,407 visitors in 2023, 335,097 visitors in 2024, and 347,971 visitors in 2025, reflecting the increasing demand for assistance and services within the courthouse; and

WHEREAS, expanding the Self-Help Center Navigator position to full-time status will allow the Court to enhance the availability of services for self-represented litigants and members of the public while also strengthening the Court's ability to connect individuals with community resources that may help address underlying issues affecting court involvement; and

WHEREAS, providing timely guidance and connecting individuals with appropriate resources helps litigants better navigate the court system, improves the efficiency of court operations, and supports broader access to justice for members of the community; and

WHEREAS, the conversion of the Self-Help Center Navigator position to full-time status is supported by the Chief Circuit Judge and the Trial Court Administrator; and

WHEREAS, an emergency appropriation is necessary for the FY 26 Law Library Fund Budget to the following line items.

Main Account	Depart	Division	Fund	Amount

Revenue	099100	42	4200	375	$34,393
Expense	Regular Salaries Non Union-Court Administration	42	4200	375	$12,931
Expense	Holiday Pay Non Union-Court Administration	42	4200	375	$1,533
Expense	Soc Sec Medicare/Cnty Contrib. Non Union Court Administration	42	4200	375	$2,178
Expense	IL Municipal Retirement Non Union-Court Administration	42	4200	375	$2,027
Expense	Health Insurance/Cnty Contrib. Non Union Court Administration	42	4200	375	$15,724

NOW, THEREFORE BE IT RESOLVED, that the McHenry County Board hereby authorizes the conversion of the Self-Help Center Navigator position within the Court Administration office of the 22nd Judicial Circuit from part-time to full-time status; and

BE IT FURTHER RESOLVED, by the McHenry County Board hereby authorizes an Emergency Appropriation and Fund Balance Utilization of Law Library Fund Balance to the Law Library Fiscal Year 2026 Budget to the following line items:

	Main Account	Depart	Division	Fund	Amount
Revenue	099100	42	4200	375	$34,393
Expense	Regular Salaries Non Union-Court Administration	42	4200	375	$12,931
Expense	Holiday Pay Non Union-Court Administration	42	4200	375	$1,533
Expense	Soc Sec Medicare/Cnty Contrib. Non Union Court Administration	42	4200	375	$2,178
Expense	IL Municipal Retirement Non Union-Court Administration	42	4200	375	$2,027
Expense	Health Insurance/Cnty Contrib. Non Union Court Administration	42	4200	375	$15,724

BE IT FURTHER RESOLVED, that the County Clerk is hereby authorized to distribute a certified copy of this Resolution to the Chief Judge, Trial Court Administrator, the Chief Financial Officer, Director of Human Resources and the County Administrator.

DATED at Woodstock, Illinois, this 21 day of April, A.D., 2026.

_____
Michael Buehler, Chairman
McHenry County Board

ATTEST:

_____
Joseph J. Tirio, County Clerk

RESOLUTION

SUBJECT: Resolution to Convert the Self-Help Center Navigation to Full-Time to Expand Services, and to Approve an Emergency Appropriation and Use of Law Library Fund Balance for the FY26 Law Library Budget (42)

Board / Committee Action Requested:
Approve the Self Help Navigator position to full time and an emergency appropriation to the FY26 Law Library Fund Budget, utilizing Fund Balance as the revenue.

Background and Discussion:
The Self-Help Center located within the McHenry County Judicial Center provides an important resource for individuals navigating the court system without the assistance of an attorney. Self-represented litigants frequently seek guidance in understanding court procedures, locating appropriate forms, and completing filings required to move their cases forward. The Self-Help Center Navigator plays a key role in assisting these individuals by providing procedural guidance and directing court users to appropriate resources.

In recent years, the role of the courthouse has evolved. While the Judicial Center continues to serve as the central location for court proceedings, it has also become a focal point of the community where individuals seek assistance in addressing challenges that often intersect with legal issues. Many individuals who come to the courthouse are facing housing instability, financial hardship, substance use disorders, mental health concerns, or other circumstances that contribute to their involvement with the court system. As a result, the Self-Help Center is well positioned to assist individuals not only in navigating court procedures, but also in connecting them with appropriate community resources that may help address the circumstances contributing to their involvement with the court. Expanding the role of the Self-Help Center Navigator will allow the Court to provide better linkages to available services within the community, including housing assistance, rent and utility assistance programs, substance abuse treatment providers, and mental health services.

Even with the use of Zoom for remote court proceedings, demand for services within the Judicial Center continues to increase. Visitor data shows that 327,407 individuals entered the Judicial Center in 2023, 335,097 in 2024, and 347,971 in 2025, reflecting the growing number of individuals interacting with the court system and seeking assistance.

Converting the Self-Help Center Navigator position to full-time status will allow the Court to expand assistance available to self-represented litigants and members of the public while strengthening the Court's ability to connect individuals with community resources. By helping individuals better understand court procedures and access appropriate services, the Self-Help

Center supports improved access to justice while also helping court proceedings operate more efficiently.

Funding for the current part time position is funded via fees collected upon filing of certain case types. The Law Library Fund Balance is healthy and can absorb the increase in cost for the foreseeable future. The proposed conversion of the position will enhance the Court's ability to better serve the public and is supported by the Chief Circuit Judge and the Trial Court Administrator.

Impact on Human Resources:
The current part time position will expand from part time to full time.

Impact on Budget (Revenue; Expenses, Fringe Benefits):
This was discussed at the time of the budget process; however, the Court was not prepared to move forward at that time and was still discussing the expansion of services being offered. The increase in expenditure will be paid from the Law Library Fund Balance and will not impact on the general fund. The fund balance of the Law Library grew last year by $42,690, which is more than the projected increase in expenditure to make the Self Help Navigator position full-time. The calculated fund balance at the end of FY 2025 is $255,322. Presently, the actual FY26 revenue is exceeding the original FY26 budgeted revenue amount. Presently, $71,009 has been paid into the Law Library Fund and based upon the budgeted amount of $195,000, divided by twelve months (budgeted monthly revenue amount of $16,250), multiplied by three months thus far in FY26, the difference in anticipated income and actual income is $48,750.00.

Position Reclassification or Regrade, please address the following:
HR was consulted, however this position is not being reclassified and is only moving from part time to full time status.

Impact on Capital Expenditures:
None.

Impact on Physical Space:
None.

Impact on Other County Departments or Outside Agencies:
None.

Conformity to Board Ordinances, Policies and Strategic Plan:
Yes.

R E S O L U T I O N - S U P E R M A J O R I T Y

Resolution Adopting Reclassification of the Deputy Trial Court Administrator Position within the 22nd Judicial Circuit Court of McHenry County Court Administration Roster (42)

WHEREAS, the 22nd Judicial Circuit of McHenry County, Court Administration Office must be organized to effectively and efficiently deliver mandated and essential services to protect and promote public trust and confidence in the judicial branch of government; and

WHEREAS, the County of McHenry has adopted a Salary Administration Policy which outlines the process for classification and reclassification of positions; and

WHEREAS, the position of Deputy Trial Court Administrator (position 42000206) was established to assist the Trial Court Administrator and the Chief Circuit Judge in the coordination and administration of court operations; and

WHEREAS, over time the scope of the position has expanded to include operational oversight of court functions, supervision of court administration staff, coordination of court initiatives and administrative projects, and the implementation of administrative orders and policies issued by the Chief Judge; and

WHEREAS, the Deputy Trial Court Administrator routinely exercises independent administrative judgment in coordinating court operations, addressing operational issues affecting the judiciary, and translating policy directives into practical procedures that support efficient court operations; and

WHEREAS, this position within the 22nd Judicial Circuit of McHenry County, Court Administration was presented to the Director of Human Resources for re-evaluation using the Archer System Classification and Compensation Program; and

WHEREAS, based upon that evaluation, reclassification of the Deputy Trial Court Administrator position is justified and appropriate pursuant to the Salary Policy of McHenry County, and is being requested by the Chief Circuit Judge and the Trial Court Administrator based upon the results of the re-evaluation process:

Position	Title/Grade (current)	Title/Grade (new)	Financial Increase
42000206	Dep. Trial Court Admin. 16E	Dep. Trial Court Admin. 18E	$0.00

NOW, THEREFORE BE IT RESOLVED, by this County Board of McHenry County, Illinois, that it hereby authorizes the Human Services Department to approve the reclassification contained herein for the Deputy Trial Court position 42000206; and

BE IT FURTHER RESOLVED, that the County Clerk is hereby authorized to distribute a certified copy of this Resolution to the Chief Judge of the 22nd Judicial Circuit, Court Administrator, Director of Human Resources, Chief Financial Officers and the County Administrator.

DATED at Woodstock, Illinois, this 21 day of April, A.D., 2026.

_____

Michael Buehler, Chairman
McHenry County Board

ATTEST:

_____
Joseph J. Tirio, County Clerk

RESOLUTION

SUBJECT: Resolution Adopting Reclassification of the Deputy Trial Court Administrator Position within the 22nd Judicial Circuit Court of McHenry County Court Administration Roster (42)

Board / Committee Action Requested:
Reclassification of the Deputy Trial Court Administrator Position.

Background and Discussion:
The 22nd Judicial Circuit Court maintains a Court Administration office responsible for supporting the daily operations of the court and assisting the Chief Judge in the administration of justice. The Deputy Trial Court Administrator position was originally established to assist the Trial Court Administrator with administrative coordination and operational support.

Over time, the responsibilities of the Deputy Trial Court Administrator have expanded significantly as the operational demands placed upon the judicial branch have increased. The position now plays a central role in the day-to-day management of court operations, coordination between judges and justice system partners, supervision of court administration staff, and implementation of administrative orders and operational policies issued by the Chief Judge.

In addition to assisting with operational oversight of court functions, the Deputy Trial Court Administrator coordinates administrative initiatives, assists in the implementation of procedural changes, and works with multiple justice partners including the Circuit Clerk, State's Attorney, Public Defender, Probation, law enforcement agencies, and other stakeholders to ensure that court services operate efficiently and consistently across divisions.

As the scope of responsibilities associated with this position has grown, the role has evolved into a professional administrative position that requires a high level of independent judgment, operational knowledge of court systems, and the ability to translate policy directives into practical administrative procedures. The Deputy Trial Court Administrator also provides direct supervision and guidance to members of the Court Administration team and assists in managing projects and operational initiatives that support the work of the judiciary.

To properly evaluate the current responsibilities of the position, a Comprehensive Position Questionnaire developed by the Archer Company was completed. The evaluation confirms that the duties and responsibilities currently performed by the Deputy Trial Court Administrator reflect a level of responsibility and organizational impact beyond the position's current classification.

Based upon this evaluation, and consistent with the Salary Policy of McHenry County, the reclassification of the Deputy Trial Court Administrator position is appropriate. The proposed reclassification is supported by the Chief Circuit Judge and the Trial Court Administrator and is intended to align the classification of the position with the scope and professional level of work currently being performed.

Reclassification of the position will ensure that the Court Administration organizational structure accurately reflects the operational responsibilities required to support the efficient administration of justice in the 22nd Judicial Circuit.

Impact on Human Resources:
Change of Grade 16E to Grade 18E for Deputy Trial Court Administrator position.

Impact on Budget (Revenue; Expenses, Fringe Benefits):
None, the current Deputy Court Administration has 20 plus years of employment with McHenry County is currently earning a wage within Grade 18.

Position Reclassification or Regrade, please address the following:
HR was consulted on the reclassification, a CPQ was completed, and the below adjustment was recommended from HR:

Position	Title/Grade (current)	Title/Grade (new)	Financial Increase
42000206	Dep. Trial Court Admin. 16E	Dep. Trial Court Admin. 18E	$0.00 FY26

Impact on Capital Expenditures:
None.

Impact on Physical Space:
None.

Impact on Other County Departments or Outside Agencies:
None.

Conformity to Board Ordinances, Policies and Strategic Plan:
Yes.

R E S O L U T I O N - S U P E R M A J O R I T Y

Resolution Adopting Reclassification of the Fiscal Operations Manager Position within the 22nd Judicial Circuit Court of McHenry County Court Administration Roster (42)

WHEREAS, the 22nd Judicial Circuit of McHenry County, Court Administration Office must be organized to effectively and efficiently deliver mandated and essential services to protect and promote public trust and confidence in the judicial branch of government; and

WHEREAS, the County of McHenry has adopted a Salary Administration Policy which outlines the process for classification and reclassification of positions; and

WHEREAS, the position of Fiscal Operation Manager (position 42002621) was established to assist the Trial Court Administrator and the Chief Circuit Judge in the coordination and administration of court fiscal operations; and

WHEREAS, the Court Administration Office is responsible for coordinating interpreter services to ensure that individuals with limited English proficiency are able to meaningfully participate in court proceedings consistent with the Illinois Supreme Court Language Access Policy; and

WHEREAS, the responsibilities associated with these functions have developed into a single professional administrative position responsible for managing both the court's Language Access Program and the fiscal coordination of Court Administration activities; and

WHEREAS, this position within the 22nd Judicial Circuit of McHenry County, Court Administration was presented to the Director of Human Resources for re-evaluation using the Archer System Classification and Compensation Program; and

WHEREAS, based upon that evaluation, reclassification of the Fiscal Operations Manager position is justified and appropriate pursuant to the Salary Policy of McHenry County, and is being requested by the Chief Circuit Judge and the Trial Court Administrator based upon the results of the re-evaluation process;

Position	Title/Grade (current)	Title/Grade (new)	Financial Increase
42002621	Fiscal Operations Manager 10E	Fiscal/Language Access Manager 11E	$872.35 FY26

NOW, THEREFORE BE IT RESOLVED, by this County Board of McHenry County, Illinois, that it hereby authorizes the Human Services Department to approve the reclassification contained herein for the Deputy Trial Court position 42000206; and

BE IT FURTHER RESOLVED, that the County Clerk is hereby authorized to distribute a certified copy of this Resolution to the Chief Judge of the 22nd Judicial Circuit, Court Administrator, Director of Human Resources, Chief Financial Officers and the County Administrator.

DATED at Woodstock, Illinois, this 21st day of April, A.D., 2026.

_____

Michael Buehler, Chairman
McHenry County Board

ATTEST:

CourtAdmin-2026-008

_____
Joseph J. Tirio, County Clerk

RESOLUTION

SUBJECT: Resolution Adopting Reclassification of the Fiscal Operations Manager Position within the 22nd Judicial Circuit Court of McHenry County Court Administration Roster (42)

Board / Committee Action Requested:
Resolution Adopting Reclassification of the Fiscal Operations Manager Position

Background and Discussion:
The Court Administration office of the 22nd Judicial Circuit provides administrative support for court operations and assists the Chief Circuit Judge in ensuring the effective administration of justice. As part of these responsibilities, Court Administration coordinates the delivery of interpreter services to individuals who require language assistance in order to meaningfully participate in court proceedings. These services are provided in accordance with the Illinois Supreme Court Language Access Policy and standards established through the Administrative Office of the Illinois Courts Court Interpreter Program.

The Court Administration office is also responsible for coordinating the fiscal administration of its operational activities. This includes oversight of financial documentation, monitoring operational expenditures, processing accounts payable and receivable documentation, and coordinating grant development and reporting associated with court programs.

Over time, these responsibilities have evolved into a single administrative position responsible for both language access program management and fiscal coordination within Court Administration. The position coordinates interpreter assignments for court proceedings, maintains records of interpreter credentials, monitors interpreter utilization, and assists in ensuring compliance with language access standards. At the same time, the position manages financial documentation related to court operations, including invoice review, payment processing coordination, financial tracking, and grant-related reporting.

The position also plays a significant role in the financial administration of Court Administration operations, assisting with monitoring expenditures associated with interpreter services and other operational activities with a combined annual budget exceeding $4 million dollars.

To accurately evaluate the scope of responsibilities associated with this position, a Comprehensive Position Questionnaire developed by the Archer Company was completed. The evaluation confirms that the duties performed reflect a professional administrative role

responsible for coordinating both program operations and financial management functions within Court Administration.

Based upon this evaluation, the reclassification of the position to Language Access and Fiscal Coordinator appropriately reflects the current scope of responsibilities and organizational impact of the position. The proposed reclassification is supported by the Chief Circuit Judge, the Trial Court Administrator, and the Deputy Trial Court Administrator and will ensure that the classification of the position accurately reflects the work performed in support of the administration of justice in the 22nd Judicial Circuit.

Impact on Human Resources:
Position reclassification

Impact on Budget (Revenue; Expenses, Fringe Benefits):
The impact on budget is $872.35 and will be absorbed within the Court Administration FY26 Budget.

Salary Increase:	$759.82
IMRF	$ 54.40
FICA	$ 58.13
Total:	$872.35

Position Reclassification or Regrade, please address the following:
Based upon that evaluation, reclassification of the Fiscal Operations Manager position is justified and appropriate pursuant to the Salary Policy of McHenry County, and is being requested by the Chief Circuit Judge and the Trial Court Administrator based upon the results of the re-evaluation process:

Position	Title/Grade (current)	Title/Grade (new)	Financial Increase
42002621	Fiscal Operations Manager 10E	Fiscal/Language Access Manager 11E	$872.35 FY26

Impact on Capital Expenditures:
None

Impact on Physical Space:
None

Impact on Other County Departments or Outside Agencies:
None

Conformity to Board Ordinances, Policies and Strategic Plan:
Yes

R E S O L U T I O N

Resolution Authorizing Four (4) Years of a Contract with Aadvanced Business Solutions Software, LLC (ABS) of Lakeside California for a Subscription Based Electronic Health Record System (51)

WHEREAS, the Department of Health provides a wide range of services to the citizens of McHenry County; and

WHEREAS, the Department has been utilizing a proprietary software since 2018 to enhance its operational capabilities and maximize efficiencies and effectiveness of data collection, assessment and reporting of information; and

WHEREAS, the ABS system is used to maintain records electronically including patient information, visits, exams, immunizations and other medical data; as well as to access permits, application and inspection records, record inspection results and to create inspection reports in the field; and

WHEREAS, the Board of Health, Public Health Administrator, and the Director of Purchasing entered into a one (1) year base contract (12/01/2025 through 11/30/2026) with Advanced Business Software, LLC of Lakeside, CA, and authorized an additional three (3) year option (12/1/2026 through 11/30/2029), based upon the Department's satisfaction with the vendor and availability of funds; and

WHEREAS, there are sufficient funds in the Department's FY2026 budget to cover the expense of the subscription-based proprietary information management systems for a total annual cost of $70,000; and

WHEREAS, the Department is satisfied with the vendor's product and services, and is requesting a one-year contract with three (3) option years to continue using the proprietary information management system software through 11/30/2029.

NOW, THEREFORE BE IT RESOLVED, by this County Board of McHenry County, Illinois that the Director of Purchasing is authorized to execute a one-year contract with Advanced Business Software, LLC of Lakeside, CA, with three (3) option years to continue a subscription based, electronic information management system in FY2026 through FY2029, for a total annual cost not to exceed $70,000 each year; and

BE IT FURTHER RESOLVED, by this County Board of McHenry County, Illinois that $70,000 of said annual costs will be covered by funds under existing budgeted line items Main Acct 432100-40-51-5110, Main Acct 432100-40-51-5111, Main Acct 432100-40-51-5125, and Main Acct 432100-40-52-5200, Main Acct 432100-40-51-5115; and

BE IT FURTHER RESOLVED, that the County Clerk is hereby authorized to distribute a certified copy of this Resolution to the Public Health Administrator, the Assistant County Administrator, the Chief Financial Officer, the County Auditor, and the County Administrator.

DATED at Woodstock, Illinois, this 21st day of April, A.D., 2026.

_____

Michael Buehler, Chairman
McHenry County Board

ATTEST:

Joseph J. Tirio, County Clerk

RESOLUTION

SUBJECT: Resolution Authorizing Four (4) Years of a Contract with Aadvanced Business Solutions Software, LLC (ABS) of Lakeside California for a Subscription Based Electronic Health Record System (51)

Board / Committee Action Requested:
Request that the County Board approve the acceptance of a one-year contract with Advanced Business Software, LLC of Lakeside, California with three (3) option years to continue a subscription based, electronic information management system in FY2026 through FY2029, for a total annual cost not to exceed $70,000 each year;

Background and Discussion: The Department of Health provides a wide range of services to the citizens of McHenry County. The Department has been utilizing the ABS proprietary software since 2018 to enhance its operational capabilities and maximize efficiencies and effectiveness of data collection, assessment and reporting of information in the Nursing and Environmental Health Divisions.

Impact on Human Resources: None

Impact on Budget (Revenue, Expenses, Fringe Benefits): None. Expense included in FY2026 budget.

Impact on Capital Expenditures: None

Impact on Physical Space: None

Impact on Other County Departments or Outside Agencies: None

Conformity to Board Ordinances, Policies and Strategic Plan:

R E S O L U T I O N – S U P E R M A J O R I T Y

Resolution Authorizing Entering into a Contract with Rogers Pump Sales and Service for the Replacement of the Fire Pump Controller for Valley Hi and an Emergency Appropriation to the Valley Hi FY26 Operating Budget (61)

WHEREAS, the Facilities Management Department is responsible for the maintenance and repair of all County-owned facilities, mechanical equipment, and grounds; and

WHEREAS, the Facilities Management team has identified a condition within the Valley Hi fire alarm system requiring service and replacement of the Fire Pump; and

WHEREAS, the Facilities Management coordinated with the Purchasing Department to issue Bid # 26-8908 to solicit bids for the necessary equipment and labor for the pump replacement; and

WHEREAS, the bid submitted by Rogers Pump Sales and Service of Batavia, IL for the lump sum amount of $34,320.75 for the purchase and installation of a new fire pump controller for the fire alarm and response system that serves the Valley Hi Nursing and Rehabilitation Facility, has been reviewed, found to comply with the specifications and is jointly recommended for acceptance by the Director of Facilities Management, the Valley Hi Administrator, and the Director of Procurement & Special Services; and

WHEREAS, this required replacement was unplanned and not accounted for in the FY2026 budget or the Valley Hi Capital Improvement and Asset Preservation Plan resulting in the need for an emergency appropriation to the FY26 Valley Hi approved budget in the amount of $34,320.75 in the lines - account 6100-099100 (Utilization of Fund Balance) and account 6190-604000 (Machinery and Equipment) to cover the total cost for the project; and

WHEREAS, the Finance & Audit Committee has reviewed said request.

NOW, THEREFORE BE IT RESOLVED by this County Board of McHenry County, Illinois, that the Chairman of the Board is hereby authorized to enter into a contract Rogers Pump Sales and Service of Batavia, IL to replace the fire alarm pump controller that serves the Valley Hi Nursing and Rehabilitation Facility in accordance with their attached submitted bid in an amount not to exceed $34,320.75; and

BE IT FURTHER RESOLVED, that an emergency appropriation in the amount of $34,320.75 be made to the Valley Hi Operating Budget to fund said project; and

BE IT FURTHER RESOLVED, that the County Clerk is hereby authorized to distribute a certified copy of this Resolution to the Valley HI Administrator, the Director of Facilities, the Assistant County Administrator, the County Auditor, the Deputy County Administrator, the Chief Financial Officer, and the County Administrator.

DATED at Woodstock, Illinois, this 21st day of April, A.D., 2026.

_____
Michael Buehler, Chairman
McHenry County Board

ATTEST:

_____

RESOLUTION

SUBJECT: Resolution Authorizing Entering into a Contract with Rogers Pump Sales and Service for the Replacement of the Fire Pump Controller for Valley Hi and an Emergency Appropriation to the Valley Hi FY26 Operating Budget (61)

Board / Committee Action Requested:
Valley Hi is seeking authorization to enter into a contract with Rogers Pump Sakes and Service of Batavia, IL for the installation of a replacement fire pump controller to serve Valley Hi Nursing Home.

Background and Discussion:
Through routine fire alarm system inspections, it was identified that the Valley Hi fire pump controller had failed. Upon further investigation it was determined that the pump controller would require replacement and immediate interventions were put in place.

The Facilities Management team solicited bids for the removal and replacement of the fire pump controller. After reviewing the bids, Rogers Pump Sales and Service was selected to complete the replacement.

Impact on Human Resources:
Facilities Management personnel will be tasked with coordinating this project.

Impact on Budget (Revenue; Expenses, Fringe Benefits):
An emergency appropriation for this unexpected repair in the amount of $34,320.75 will be required to fund the project.

Impact on Capital Expenditures:
This is considered a capital expense and will be added to the total cost of the Valley Hi Nursing and Rehabilitation Facility on the County's book of record for a total project cost of $34,320.75.

Impact on Physical Space:
None

Impact on Other County Departments or Outside Agencies:
None

Conformity to Board Ordinances, Policies and Strategic Plan:

This Resolution is presumed to comply with all applicable policies and ordinances.

Rogers Pump Sales & Service Inc.
16 South Washington Avenue
Batavia, IL 60510

ESTIMATE	#76550
ESTIMATE DATE	Feb 14, 2026
EXPIRATION DATE	Mar 30, 2026
DEPOSIT DUE	$25,120.75

McHenry County Government
2200 N Seminary Ave
Woodstock, IL 60098

(815) 334-0105
DWLittle@mchenrycountyil.gov

SERVICE ADDRESS
2406 Hartland Rd
Woodstock, IL 60098

CONTACT US
(630) 879-7747
scheduling@rogerspump.com

ESTIMATE

Services	qty	unit price	amount
Labor - Removal and Installation	1.0	$5,400.00	$5,400.00
INCLUDED: - Remove existing fire pump controller - Install new fire pump controller - Remove existing jockey pump controller or HOA - Install new jockey pump controller - Disconnection and re-connection of all electrical too include fire alarms - Disconnection and re-connection of sensing lines - Programming and startup of new controllers **Service to be completed during normal business hours: 7 a.m. - 3 p.m.** EXCLUSIONS: - Labor for installation after hours or weekend - ComEd disconnect fee if applicable - Fire watch if applicable - Added cost for tariffs if applicable - Permit application			
Acceptance Test Acceptance Fire Pump Test	1.0	$600.00	$600.00
EXPEDITE FEES 15 WORKING DAY DOES NOT INCLUDE TRANSIT TIME	1.0	$650.00	$650.00

Services subtotal: $6,650.00

Materials	qty	unit price	amount
GPS+GPU-208/40/3/60 Fire Pump Controller Soft Start Soft Stop **CUSTOM BUILD WITH ATS ON LEFT SIDE** Built in Automatic Transfer Switch - Surge suppression - Disconnecting means Single operator for both isolating switch and circuit breaker Door interlocked in the ON position - Suitable as service entrance equipment - Emergency start handle -Locked rotor protector Voltage and amperage display	1.0	$24,305.75	$24,305.75

Cut-in, cut-out and continuous system pressure readings
- Visual indications:
Standard Conditions
Alarm Conditions
Color coded for criticalness
-Remote alarm contacts (DPDT-8A-250V.AC)
Power available
Phase reversal
Motor run
Common pump room alarm (field re-assignable)
Common Motor trouble (field re-assignable)
Free (field programmable)

JPLT-208/0.5/3/60	1.0	$815.00	$815.00

Jockey Pump Controller
1/2HP
208VAC
3 PH

HP rated fuse-less thru-the-door main disconnect switch.
iPD+ Operator Interface provides

Visual indicators
Manual motor run
Automatic motor run
System pressure
Automatic mode
Off mode
Motor overload
Pump start counter
Elapsed time meter (hours / non-resettable)
All adjustments on door front
Timers
Minimum run period timer
Sequential start timer
Operators
OFF-AUTO pushbutton
Start and stop pushbuttons.

Controller Sensing Line Kit	2.0	$675.00	$1,350.00

(2) 1/2" Ball Valves
(1) 1/2" Brass Tee
(1) 1/2" x 1/2" x 1/4" Brass Tee
(4) 1/2" x 1 1/2" Brass Nipple
(1) 1/2" Brass Plug
(1) 3 1/2" Pressure Gauge
(2) Brass 1/2" Orifice Union
1/2" Copper/Brass Piping

Electrical	1.0	$1,200.00	$1,200.00

- Misc. Water Tight Fittings & Hubs
- Conduit
- Alarm wiring
- Wire to Motor
- Wire to Fire Pump Controller
- Junction Box NEMA 2
- UL Listed Splice Connections

Materials subtotal: $27,670.75

Subtotal	$34,320.75
Total	**$34,320.75**
Deposit	**$25,120.75**

Your business is greatly appreciated.

R E S O L U T I O N

Resolution Approving an Engineering Services Agreement and Appropriating Funds for the Lakewood Road Corridor Improvements (82)

WHEREAS, McHenry County has determined there is a need to improve the Lakewood Road Corridor to increase safety and connectivity for pedestrians and bicyclists along Lakewood Road from Algonquin Road to Ackman Road in addition to improving safety at the Lakewood Road and Miller Road intersection; and

WHEREAS, Phase I Design Approval was received on March 13, 2025; and

WHEREAS, said improvements will require the services of an engineering consulting firm to provide Phase II Design Engineering for the project; and

WHEREAS, McHenry County issued a Request for Qualification (RFQ) through a qualifications-based selection process in compliance with the Illinois Local Governmental Professional Services Selection Act 50 ILCS 510/0.01 et seq on October 28, 2025 for said project; and

WHEREAS, Crawford, Murphy & Tilly, Inc (CMT) was selected as the preferred consultant to provide Phase II Design Engineering Services in accordance with McHenry County's Consultant Selection Policy; and

WHEREAS, the Transportation Committee and the Finance & Audit Committee have reviewed and recommend an Engineering Services Agreement with CMT of Aurora, Illinois for a not to exceed amount of $2,552,128.00 to provide said Phase II Design Engineering Services.

NOW, THEREFORE BE IT RESOLVED, by this County Board of McHenry County, Illinois, that it hereby approves entering into an Engineering Services Agreement in substantially the form attached hereto as Exhibit A and in a final form approved by the McHenry County State's Attorney's Office CMT in the not to exceed the amount of $2,552,128.00; and

BE IT FURTHER RESOLVED, that there is hereby appropriated from the FY2026 budget the sum of two million five hundred fifty-two thousand one hundred twenty-eight dollars ($2,552,128.00) from the County Option MFT Fund; Fund-Dept.-Div.-Main Acct. 262-82-8220-443520 (Highway Engineering) for said agreement; and

BE IT FURTHER RESOLVED, that a Purchase Order shall be opened in the not to exceed amount of $2,552,128.00; and

BE IT FURTHER RESOLVED, that this project is hereby designated as Section 18-00491-00-ES; and

BE IT FURTHER RESOLVED, that the Chairman is authorized to execute said agreement in its final form; and

BE IT FURTHER RESOLVED, that the County Clerk is hereby authorized to distribute a certified copy of this resolution to the County Administrator, the Chief Financial Officer and an electronic copy of this resolution to the Director of Transportation/County Engineer.

DATED at Woodstock, Illinois, this 21st day of April, A.D., 2026.

_____

Michael Buehler, Chairman
McHenry County Board

ATTEST:

_____
Joseph J. Tirio, County Clerk

RESOLUTION

SUBJECT: Resolution Approving an Engineering Services Agreement and Appropriating Funds for the Lakewood Road Corridor Improvements (82)

Board / Committee Action Requested:
To approve an engineering services agreement with Crawford, Murphy & Tilly, Inc. (CMT) for Phase II Design Engineering for the County owned Lakewood Road Corridor Project.

Background and Discussion:
Phase I Design approval was received from IDOT on March 13, 2025.

The purpose of the Lakewood Road project is to improve safety and connectivity for pedestrians and bicyclists along Lakewood Road from Algonquin Road to Ackman Road in addition to improving safety at the Lakewood Road and Miller Road intersection. The need for the project includes addressing gaps in the local and regional transportation system for pedestrians and bicyclists and providing safety improvements to address the crashes at the Lakewood Road intersection with Miller Road.

This project will consist of the construction of a multi-use path and sidewalk along Lakewood Road from Algonquin Road to Ackman Road in the Village of Lake in the Hills, widening of Lakewood Road to provide median refuge islands at multiple intersections, constructing two new pedestrian structures over Kishwaukee Creek located just north of the Miller Road intersection, and the construction of a roundabout at the Lakewood Road and Miller Road intersection.

Impact on Human Resources: N/A

Impact on Budget (Revenue; Expenses, Fringe Benefits):
This expense has been included in the FY2026 budget under the County Option MFT Fund.

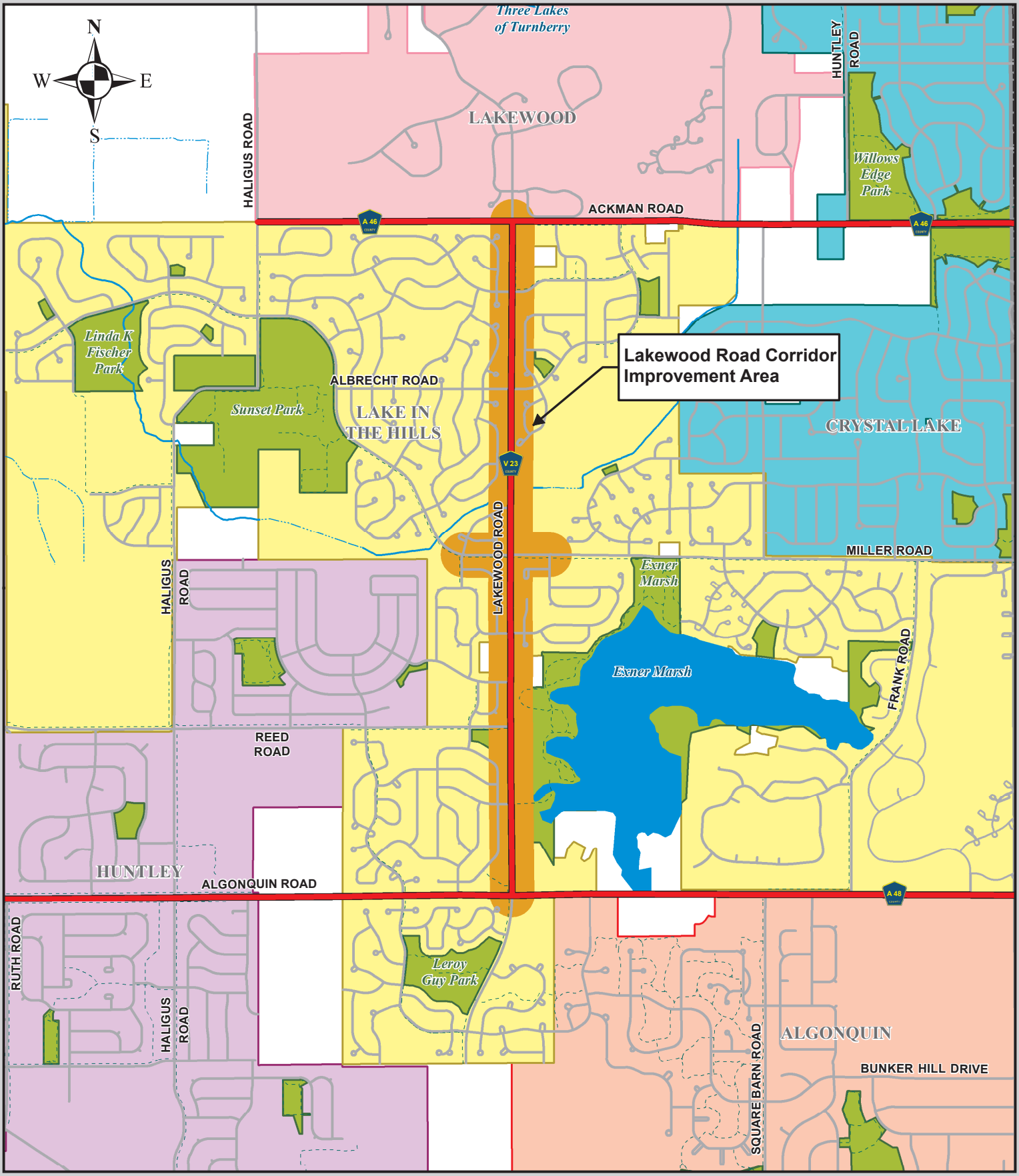
Position Reclassification or Regrade, please address the following: N/A

Impact on Capital Expenditures: N/A

Impact on Physical Space: N/A

Impact on Other County Departments or Outside Agencies: N/A

Conformity to Board Ordinances, Policies and Strategic Plan: Conforms to purchasing ordinance and policies.



DISCLAIMER

Information on this map may contain inaccuracies or typographical errors. Information may be changed or updated without notice. Information on this map is provided "as-is" without warranty of any kind, either express or implied, including (without limitation) any implied warranties of merchantability or fitness for a particular purpose. In no event will McHenry County be liable to you or to any third party for any direct, indirect, incidental, consequential, special or exemplary damages or lost profit resulting from any use or misuse of this information. Information herein has been reproduced from original sources. Information produced on this map should not be used in place of a survey or legal documents.

DATE
Tuesday, October 16, 2018

FILE
Lakewood Corridor Study

PROJECTION
Transverse Mercator
NAD 1983 State Plane
Illinois East

LEGEND

- County Route
- State/US Route
- Interstate Route
- Municipal/Township Route
- Rail Road
- Hydrography

0 500 1,000 2,000 Feet

SCALE
1 inch = 2,000 feet

LAKEWOOD ROAD CORRIDOR

DIVISION OF TRANSPORTATION

McHenry County
Division of Transportation

Local Public Agency
Engineering Services Agreement
Local Funds Only

Agreement Type: Original

LOCAL PUBLIC AGENCY

Local Public Agency	County	Section Number	Job Number
County of McHenry	McHenry	18-00491-00-ES	N/A

Project Number	Contact Name	Phone Number	Email
N/A	Joyce J. DeLong	(815) 482-0358	jjdelong@mchenrycountyil.gov

SECTION PROVISIONS

Local Street/Road Name	Key Route	Length	Structure Number
Lakewood Road	FAU 3870	2.0	056-3068, 056-3069

Location Termini: Algonquin Road to Ackman Road

Project Description: Construction of multi-use paths along Lakewood Road, two new pedestrian structures over Kishwaukee Creek, and roundabout at the Lakewood Road and Miller Road intersection.

Engineering/Right-of-Way Services Funding: ■ Local

Anticipated Construction Funding: ■ Federal ☐ MFT/TBP ☐ State ☐ Other

AGREEMENT FOR

☐ Phase I - Preliminary Eng ■ Phase II - Design Eng ☐ Phase III - Construction Eng ☐ Right-of-Way Services

CONSULTANT

Prime Consultant (Firm) Name	Contact Name	Phone Number	Email
Crawford, Murphy & Tilly, Inc.	Charles "Tice" Cole	630.907.7059	ccole@cmtengr.com

Address	City	State	Zip Code
550 N. Commons Drive, Suite 116	Aurora	IL	60504

THIS AGREEMENT is made between the above Local Public Agency (LPA) and Consultant (ENGINEER) and covers certain professional engineering services in connection with the improvement of the above roadway section. Local funding allotted to the LPA will be used entirely to finance ENGINEERING SERVICES (as defined in Exhibit A) for the PROJECT (as defined in the above Project Description).

Since the services contemplated under THIS AGREEMENT are professional in nature, it is understood that the ENGINEER, acting as an individual, partnership, firm or legal entity, qualifies for professional status and will be governed by professional ethics in its relationship to the LPA. The LPA acknowledges the professional and ethical status of the ENGINEER by entering into THIS AGREEMENT on the basis of its qualifications and experience and determining its compensation by mutually satisfactory negotiations.

WHEREVER IN THIS AGREEMENT or attached exhibits the following terms are used, they shall be interpreted to mean:

Resident Construction Supervisor	Authorized representative of the LPA in immediate charge of the engineering details of the construction of the PROJECT.
In Responsible Charge	A full time LPA employee authorized to administer inherently governmental PROJECT activities, Company or Companies to which the construction contract was awarded.
Contractor	

AGREEMENT EXHIBITS

The following EXHIBITS are attached hereto and made a part of hereof THIS AGREEMENT:

- [x] EXHIBIT A: Scope of Services
- [x] EXHIBIT B: Project Schedule
- [x] EXHIBIT C: Qualification Based Selection (QBS) Checklist
- [x] EXHIBIT D: Cost Estimate of Consultant Services (CECS) Worksheets (BLR 05513 or BLR 05514)
- [x] EXHIBIT E: Workhour Summary
- [ ] _____
- [ ] _____
- [ ] _____

I. THE ENGINEER AGREES,

1. To perform or be responsible for the performance of the Scope of Services presented in Exhibit A for the LPA in connection with the proposed improvements herein before described.
2. The Classifications of the employees used in the work shall be consistent with the employee classifications and estimated staff hours. If higher-salaried personnel of the firm, including the Principal Engineer, perform services to be performed by lesser-salaried personnel, the wage rate billed for such services shall be commensurate with the payroll rate for the work performed.
3. That the ENGINEER shall be responsible for the accuracy of the work and shall promptly make necessary revisions or corrections required as a result of the ENGINEER'S error, omissions or negligent acts without additional compensation. Acceptance of work by the LPA will not relieve the ENGINEER of the responsibility to make subsequent correction of any such errors or omissions or the responsibility for clarifying ambiguities.
4. That the ENGINEER will comply with applicable Federal laws and regulations, State of Illinois Statutes, and the local laws or ordinances of the LPA.
5. To pay its subconsultants for satisfactory performance no later than 30 days from receipt of each payment from the LPA.
6. To invoice the LPA:
   (a) For Preliminary and/or Design Engineering: The ENGINEER shall submit all invoices to the LPA within three months of the completion of the work called for in THIS AGREEMENT or any subsequent Amendment or Supplement.
   (b) For Construction Engineering: The ENGINEER shall submit invoices, based on the ENGINEER's progress reports, to the LPA employee In Responsible Charge, no more than once a month for partial payment on account for the ENGINEER's work to date. Such invoices shall represent the value, to the LPA of the partially completed work, based on the sum of the actual costs incurred, plus a percentage (equal to the percentage of the construction engineering completed) of the fixed fee for the fully completed work.
7. The ENGINEER or subconsultant shall not discriminate on the basis of race, color, national origin or sex in the performance of THIS AGREEMENT. The ENGINEER shall carry out applicable requirements of 49 CFR part 26 in the administration of US Department of Transportation (US DOT) assisted contract. Failure by the ENGINEER to carry out these requirements is a material breach of THIS AGREEMENT, which may result in the termination of THIS AGREEMENT or such other remedy as the LPA deems appropriate.
8. That none of the services to be furnished by the ENGINEER shall be sublet, assigned or transferred to any other party or parties without written consent of the LPA. The consent to sublet, assign or otherwise transfer any portion of the services to be furnished by the ENGINEER shall not be construed to relieve the ENGINEER of any responsibility for the fulfillment of THIS AGREEMENT.
9. For Preliminary Engineering Contracts:
   (a) To attend meetings and visit the site of the proposed improvement when requested to do so by representatives of the LPA, as defined in Exhibit A (Scope of Services).
   (b) That all plans and other documents furnished by the ENGINEER pursuant to THIS AGREEMENT will be endorsed by the ENGINEER and affixed the ENGINEER's professional seal when such seal is required by law. Such endorsements must be made by a person, duly licensed or registered in the appropriate category by the Department of Professional Regulation of the State of Illinois. It will be the ENGINEER's responsibility to affix the proper seal as required by the Bureau of Local Roads and Streets manual published by the State Department of Transportation, hereinafter called the “DEPARTMENT”.
   (c) That the ENGINEER is qualified technically and is thoroughly conversant with the design standards and policies applicable for the PROJECT; and that the ENGINEER has sufficient properly trained, organized and experienced personnel to perform the services enumerated in Exhibit A (Scope of Services).
10. For Construction Engineering Contracts:
   (a) For Quality Assurance services, provide personnel who have completed the appropriate DEPARTMENT’s Bureau of Materials QC/QA trained technical classes.
   (b) For all projects where testing is required, the ENGINEER shall obtain samples according to the DEPARTMENT’s Bureau of Materials "Manual of Test Procedures for Materials," submit DEPARTMENT’s Bureau of Materials inspection reports; and verify compliance with contract specifications.
11. That the engineering services shall include all equipment, instruments, supplies, transportation and personnel required to perform the duties of the ENGINEER in connection with THIS AGREEMENT (See DIRECT COSTS tab in BLR 05513 or BLR 05514).

II. THE LPA AGREES,

1. To certify by execution of THIS AGREEMENT that the selection of the ENGINEER was performed in accordance with the Professional Services Selection Act (50 ILCS 510) (Exhibit C).
2. To furnish the ENGINEER all presently available survey data, plans, specifications and project information.
3. For Construction Engineering Contracts:
   (a) To furnish a full time LPA employee to be In Responsible Charge authorized to administer inherently governmental PROJECT activities.
   (b) To prepare and approve forms BC 775 and BC 776 as necessary.
4. To pay the ENGINEER:
   (a) For progressive payments - Upon receipt of monthly invoices from the ENGINEER and the approval thereof by the LPA, monthly payments for the work performed shall be due and payable to the ENGINEER, such payments to be equal to the value of the partially completed work minus all previous partial payments made to the ENGINEER.
   (b) Final Payment - Upon approval of the work by the LPA but not later than 60 days after the work is completed and reports have been made and accepted by the LPA, a sum of money equal to the basic fee as determined in THIS AGREEMENT less the total of the amount of partial payments previously paid to the ENGINEER shall be due and payable to the ENGINEER.
   (c) For Non-Federal County Projects - (605 ILCS 5/5-409)
      (1) For progressive payments - Upon receipt of monthly invoices from the ENGINEER and the approval thereof by the LPA, monthly payments for the work performed shall be due and payable to the ENGINEER. Such payments to be equal to the value of the partially completed work in all previous partial payments made to the ENGINEER.
      (2) Final payment - Upon approval of the work by the LPA but not later than 60 days after the work is completed and reports have been made and accepted by the LPA (and STATE as required), a sum of money equal to the basic fee as determined in THIS AGREEMENT less the total of the amount of partial payments previously paid to the ENGINEER shall be due and payable to the ENGINEER.
5. To pay the ENGINEER as compensation for all services rendered in accordance with THIS AGREEMENT on the basis of the following compensation method as discussed in 5-5.10 of the BLR Manual.

   Method of Compensation

   ☐ Percent

   ☐ Lump Sum

   ☐ Specific Rate

   ■ Cost plus Fixed Fee: Fixed

   Total Compensation = DL + DC + OH + FF

   Where:
   DL is the total Direct Labor,
   DC is the total Direct Cost,
   OH is the firm's overhead rate applied to their DL and
   FF is the Fixed Fee.

   Where FF = (0.33 + R) DL + %SubDL, where R is the advertised Complexity Factor and %SubDL is 10% profit allowed on the direct labor of the subconsultants.

   The Fixed Fee cannot exceed 15% of the DL + OH.

   Field Office Overhead Rates: Field rates must be used for construction engineering projects expected to exceed one year in duration or if the construction engineering contract exceeds $1,000,000 for any project duration.
6. The recipient shall not discriminate on the basis of race, color, national original or sex in the award and performance of any US DOT-assisted contract or in the administration of its DBE program or the requirements of 49 CFR part 26. The recipient shall take all necessary and reasonable steps under 49 CFR part 26 to ensure nondiscrimination in the award and administration of US DOT-assisted contracts. The recipient's DBE program, as required by 49 CFR part 26 and as approved by US DOT, is incorporated by reference in THIS AGREEMENT. Implementation of this program is a legal obligation and failure to carry out its terms shall be treated as violation of THIS AGREEMENT. Upon notification to the recipient of its failure to carry out its approved program, the LPA may impose sanctions as provided for under part 26 and may, in appropriate cases, refer the matter for enforcement under 18 U.S.C. 1001 and/or the Program Fraud Civil Remedies Act of 1986 (31 U.S.C 3801 et seq.).

III. IT IS MUTUALLY AGREED,

1. No work shall be commenced by the ENGINEER prior to issuance by the LPA of a written Notice to Proceed.
2. To maintain, for a minimum of 3 years after the completion of the contract, adequate books, records and supporting documents to verify the amount, recipients and uses of all disbursements of funds passing in conjunction with the contract; the contract and all books, records and supporting documents related to the contract shall be available for review and audit by the LPA or its

authorized representative, and to provide full access to all relevant materials. Failure to maintain the books, records and supporting documents required by this section shall establish a presumption in favor of the LPA for the recovery of any funds paid by the LPA under the contract for which adequate books, records and supporting documentation are not available to support their purported disbursement.

3. That the ENGINEER shall be responsible for any and all damages to property or persons arising out of an error, omission and/or negligent act in the prosecution of the ENGINEER's work and shall indemnify and save harmless the LPA and their officers, agents and employees from all suits, claims, actions or damages liabilities, costs or damages of any nature whatsoever resulting there from. These indemnities shall not be limited by the listing of any insurance policy. The LPA will notify the ENGINEER of any error or omission believed by the LPA to be caused by the negligence of the ENGINEER as soon as practicable after the discovery. The LPA reserves the right to take immediate action to remedy any error or omission if notification is not successful; if the ENGINEER fails to reply to a notification; or if the conditions created by the error or omission are in need of urgent correction to avoid accumulation of additional construction costs or damages to property and reasonable notice is not practicable.

4. THIS AGREEMENT may be terminated by the LPA upon giving notice in writing to the ENGINEER at the ENGINEER's last known post office address. Upon such termination, the ENGINEER shall cause to be delivered to the LPA all drawings, plats, surveys, reports, permits, agreements, soils and foundation analysis, provisions, specifications, partial and completed estimates and data, if any from soil survey and subsurface investigation with the understanding that all such materials become the property of the LPA. The LPA will be responsible for reimbursement of all eligible expenses incurred under the terms of THIS AGREEMENT up to the date of the written notice of termination.

5. The LPA may suspend work on the project. If THIS AGREEMENT is suspended by the LPA for more than thirty (30) calendar days, consecutive or in aggregate, over the term of THIS AGREEMENT, the ENGINEER shall be compensated for all services performed and reimbursable expenses incurred prior to receipt of notice of suspension. In addition, upon the resumption of services the LPA shall compensate the ENGINEER, for expenses incurred as a result of the suspension and resumption of its services, and the ENGINEER's schedule and fees for the remainder of the project shall be equitably adjusted.

6. THIS AGREEMENT shall continue as an open contract and the obligations created herein shall remain in full force and effect until the completion of construction of any phase of professional services performed by others based upon the service provided herein. All obligations of the ENGINEER accepted under THIS AGREEMENT shall cease if construction or subsequent professional services are not commenced within 5 years after final payment by the LPA.

7. The ENGINEER and LPA certify that their respective firm or agency:

   (a) has not employed or retained for commission, percentage, brokerage, contingent fee or other considerations, any firm or person (other than a bona fide employee working solely for the LPA or the ENGINEER) to solicit or secure THIS AGREEMENT,
   (b) has not agreed, as an express or implied condition for obtaining THIS AGREEMENT, to employ or retain the services of any firm or person in connection with carrying out THIS AGREEMENT or
   (c) has not paid, or agreed to pay any firm, organization or person (other than a bona fide employee working solely for the LPA or the ENGINEER) any fee, contribution, donation or consideration of any kind for, or in connection with, procuring or carrying out THIS AGREEMENT.
   (d) that neither the ENGINEER nor the LPA is/are not presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from covered transactions by any Federal department or agency,
   (e) has not within a three-year period preceding THIS AGREEMENT been convicted of or had a civil judgment rendered against them for commission of fraud or criminal offense in connection with obtaining, attempting to obtain or performing a public (Federal, State or local) transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements or receiving stolen property.
   (f) are not presently indicated for or otherwise criminally or civilly charged by a government entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (e) and
   (g) has not within a three-year period preceding THIS AGREEMENT had one or more public transaction (Federal, State, local) terminated for cause or default.

8. Where the ENGINEER or LPA is unable to certify to any of the above statements in this clarification, an explanation shall be attached to THIS AGREEMENT.

9. In the event of delays due to unforeseeable causes beyond the control of and without fault or negligence of the ENGINEER no claim for damages shall be made by either party. Termination of THIS AGREEMENT or adjustment of the fee for the remaining services may be requested by either party if the overall delay from the unforeseen causes prevents completion of the work within six months after the specified completion date. Examples of unforeseen causes included but are not limited to: acts of God or a public enemy; acts of the LPA, DEPARTMENT or other approving party not resulting from the ENGINEER's unacceptable services; fire; strikes; and floods.

   If delays occur due to any cause preventing compliance with the PROJECT SCHEDULE, as defined in Exhibit B, the ENGINEER shall apply in writing to the LPA for an extension of time. If approved, the PROJECT SCHEDULE shall be revised accordingly.

10. The LPA elects to enforce the certification and requirements of the Drug Free Workplace Act (30 ILCS 580) in THIS AGREEMENT, as modified herein. No grantee or contractor shall receive a grant or be considered for the purpose of being awarded a contract for the procurement of any property or service from the LPA unless that 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 a contract or grant and debarment of the contracting or grant opportunities with the LPA for at least one (1) year but not more than (5) years.

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

    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, dispensing, 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 employee that, as a condition of employment on such contract or grant, the employee will:

            (a) abide by the terms of the statement; and
            (b) notify the employer of any criminal drug statute conviction for a violation occurring in the workplace no later than five (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 to maintain a drug free workplace;
        (3) Any available drug counseling, rehabilitation and employee assistance program; and
        (4) The penalties that may be imposed upon an employee 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) paragraph (3) of subsection (a) above 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.
    (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.

    Making a good faith effort to continue to maintain a drug free workplace through implementation of the Drug Free Workplace Act, the ENGINEER and the LPA agree to meet the PROJECT SCHEDULE. Time is of the essence on this project and the ENGINEER's ability to meet the PROJECT SCHEDULE will be a factor in the LPA selecting the ENGINEER for future projects. The ENGINEER will submit progress reports with each invoice showing work that was completed during the last reporting period and work they expect to accomplish during the following period.

11. Due to the physical location of the project, certain work classifications may be subject to the Prevailing Wage Act (820 ILCS 130/0.01 et seq.).

12. For Preliminary Engineering Contracts:

    (a) That tracing, plans, specifications, estimates, maps and other documents prepared by the ENGINEER in accordance with THIS AGREEMENT shall be delivered to and become the property of the LPA and that basic survey notes, sketches, charts, CADD files, related electronic files, and other data prepared or obtained in accordance with THIS AGREEMENT shall be made available upon request to the LPA without restriction or limitation as to their use. Any re-use of these documents without the ENGINEER involvement shall be at the LPA's sole risk and will not impose liability upon the ENGINEER.

    (b) That all reports, plans, estimates and special provisions furnished by the ENGINEER shall conform to the DEPARTMENT's current Standard Specifications for Road and Bridge Construction, Bureau of Local Roads and Streets Manual or any other applicable requirements of the LPA, it being understood that all such furnished documents shall be approved by the LPA before final acceptance. During the performance of the engineering services herein provided for, the ENGINEER shall be responsible for any loss or damage to the documents herein enumerated while they are in the ENGINEER's possession and any such loss or damage shall be restored at the ENGINEER's expense.

    For Construction Engineering Contracts:

    (a) That all services are to be furnished as required by construction progress and as determined by the LPA employee In Responsible Charge. The ENGINEER shall complete all services herein within a time considered reasonable to the LPA, after the CONTRACTOR has completed the construction contract.
    (b) That all field notes, test records and reports shall be turned over to and become the property of the LPA and that during the performance of the engineering services herein provide for, the ENGINEER shall be responsible for any loss or damage to the documents herein enumerated while they are in the ENGINEER's possession and any such loss or damage shall be restored at the ENGINEER's expense.

(c) That any differences between the ENGINEER and the LPA concerning the interpretation of the provisions of THIS AGREEMENT shall be referred to a committee of disinterested parties consisting of one member appointed by the ENGINEER, one member appointed by the LPA, and a third member appointed by the two other members for disposition and that the committee's decision shall be final.

(d) That in the event that engineering and inspection services to be furnished and performed by the ENGINEER (including personnel furnished by the ENGINEER's subconsultants) shall, in the opinion of the LPA be incompetent or inadequate, the LPA shall have the right to supplement the engineering and inspection force, or to replace the engineers or inspectors employed on such work, at the expense of the ENGINEER. This may be done through services of LPA staff or require the procurement of supplemental engineering services.

(e) Inspection of all materials, when inspection is not provided by the LPA's selected material inspection consultant, shall have inspection reports submitted to the LPA in accordance with the DEPARTMENT's Central Bureau of Materials "Project Procedures Guide" and the policies of the STATE.

AGREEMENT SUMMARY

Prime Consultant (Firm) Name	TIN/FEIN/SS Number	Agreement Amount
Crawford, Murphy & Tilly, Inc.	37-0844662	$1,714,821.00

Subconsultants	TIN/FEIN/SS Number	Agreement Amount
Peralte-Clark, LLC	81-4901924	$671,585.00
American Surveying & Engineering, LTD	36-3307274	$96,092.00
Fehr Graham	36-2780335	$44,072.00
Rubino	80-0450719	$25,558.00
	Subconsultant Total	$837,307.00
	Prime Consultant Total	$1,714,821.00
	Total for all work	$2,552,128.00

AGREEMENT SIGNATURES

Executed by the LPA:

Attest: The County of McHenry

By (Signature & Date)

By (Signature & Date)

County of McHenry | County Clerk

County Board Chairman

(SEAL)

Executed by the ENGINEER:

Prime Consultant (Firm) Name

Attest: Crawford, Murphy & Tilly, Inc.

By (Signature & Date)

By (Signature & Date)

Title

Title

Local Public Agency	Prime Consultant (Firm) Name	County	Section Number
County of McHenry	Crawford, Murphy & Tilly, Inc.	McHenry	18-00491-00-ES

EXHIBIT A
SCOPE OF SERVICES

To perform or be responsible for the performance of the engineering services for the LPA, in connection with the PROJECT herein before described and enumerated below:

See attached.

Route	FAU 3870 (Lakewood Road)
Local Agency	County of McHenry
Section No.	18-00491-00-ES
Job No.	N/A
Project No.	N/A
Type of Funding	Local

PHASE II ENGINEERING FOR THE LAKEWOOD ROAD CORRIDOR PROJECT

MCHENRY COUNTY DIVISION OF TRANSPORTATION

EXHIBIT A - SCOPE OF SERVICES

The McHenry County Division of Transportation, hereafter referred to as Local Public Agency (***LPA***), has initiated a project requiring professional engineering services by Crawford, Murphy & Tilly, Inc. (***ENGINEER***) for Phase II - Design Engineering of the subject project.

UNDERSTANDING OF THE PROJECT

Project Scope and Limits. The scope of services is based on the approved Project Development Report (PDR) which includes construction of a multi-use path along both the east and west sides of Lakewood Road from Algonquin Road to Ackman Road in the Village of Lake in the Hills, widening of Lakewood Road to provide median refuge islands at multiple intersections, constructing two new pedestrian structures over Kishwaukee Creek located just north of the Miller Road intersection, and the construction of a roundabout at the Lakewood Road and Miller Road intersection. The improvement limits are Station 980+07 to Station 1084+77, a distance of 2.0 miles.

Schedule. Phase II design is anticipated to begin in May 2026 and be completed for submission to the Illinois Department of Transportation ***(DEPARTMENT)*** to be eligible for the March 2028 letting. This project has a date commitment that trees three (3) inches or greater in diameter at breast height shall not be cleared from April 1st through September 30th of any given year.

Submittals. All project submittals shall be submitted to the ***LPA*** for review and comment prior to being submitted to the ***DEPARTMENT*** and other agencies. The ***LPA*** may elect to perform concurrent reviews for pre-final and final submittals if previous comments are addressed to ***LPA's*** satisfaction. An electronic copy of all deliverables shall be provided to the ***LPA***. The ***ENGINEER*** shall copy the ***LPA*** on all submittals to the ***DEPARTMENT*** and other agencies.

Accessibility of Web Content. All digital and printed public-facing materials and engagement events produced for this project must meet the requirements of Title II of the Americans with Disabilities Act and the Web Content Accessibility Guide (WCAG) 2.1, Level AA.

Collaboration. Microsoft Teams should be the primary means of electronic communication with the ***LPA***. The ***LPA*** will host the team and setup various channels to organize project discussions. The ***LPA*** will provide the ***ENGINEER*** a file transfer location on Bentley ProjectWise to exchange data.

Correspondence. The ***ENGINEER*** shall maintain for a minimum of three (3) years after acceptance of Affidavit of Completion and the last action on the contract all project correspondence to the ***LPA*** and other outside agencies.

Subconsultants. The following subconsultants are anticipated to be used for the following services:

- Peralte-Clark
  - Drainage design and storm water permitting including the following task numbers:
  - Task 1 – Early Coordination and Data Review
  - Task 3 – Utility Coordination
  - Task 5 – Roadway Plans
  - Task 7 – Quantity Calculations
  - Task 8 – Specs and Special Provisions
  - Task 10 – PS&E Submittals
  - Task 11 – Permitting & Environmental Coordination
  - Task 12 – Phase III Activities
  - Task 13 – Meetings & Coordination
  - Task 14 – Project Admin and Management
  - Task 15 – QA/QC
  - Task 17 – Design Modifications

- American Survey & Engineering
  - Task 3 - Utility Conflict Analysis, Coordination, and SUE

- Fehr Graham
  - Task 4 - Special Waste Evaluation - Local PSI and CCDD

- Rubino
  - Task 18 – Supplemental Geotechnical Studies – Additional Bridge Borings

Summary. The *Scope of Services* for Phase II engineering involves the preparation of contract plans and documents to be let for construction by the ***DEPARTMENT***. Included in this scope are the following tasks:

1. Early Coordination and Data Review
2. Supplemental Surveys
3. Utility Coordination
4. Special Waste Evaluation
5. Roadway Plans
6. Structural Plans
7. Quantity Calculations
8. Specifications and Special Provisions
9. Construction Estimate of Cost and Estimate of Time
10. PS&E Submittals
11. Permitting and Environmental Coordination
12. Phase III Activities
13. Meetings and Coordination
14. Project Administration and Management
15. Quality Assurance/Quality Control
16. Right-of-Way and Easement Plats
17. Design Modifications
18. Supplemental Geotechnical Studies
19. Lighting Analysis

TASK 1 – EARLY COORDINATION AND DATA REVIEW

Review Existing Data. The following Phase I documents and existing data will be reviewed:

- Project Development Report and associated technical reports
- Utility atlases and base drawings
- Preliminary Environmental Site Assessment (PESA)
- Additional information acquired post-Phase I through coordination with stakeholders

Site Visit. A field check of the Phase I drawings will be performed with ***LPA's*** project manager and Maintenance Section to review existing conditions.

TASK 2 - SUPPLEMENTAL SURVEYS

Horizontal and Vertical Control. Re-establish vertical and horizontal control points for supplemental surveys and for reference on Alignment, Ties and Benchmark sheet. Relocation of utilities will be considered when re-establishing control points for use during construction.

- Horizontal control will be based on McHenry County Geodetic Monuments jointly established by the ***LPA*** and the ***DEPARTMENT***. These coordinates are referenced to NAD 83.

- Vertical control will be based on McHenry County Benchmarks and orthometric elevations derived from GPS observations, based on NAVD 88. The correlation of the nearest Elevation Reference Marks that have been established in the Federal Emergency Management Agency (FEMA) Flood Insurance Study (FIS) and Flood Insurance Rate Maps with NGVD 88 datum will be referenced.

Topographic Survey. A new topographic survey will be performed since the Phase I survey is outdated. This survey will include benchmarks with references, visible utilities, driveways and field entrances, drainage structures, landscaping elements including trees (per tree inventory requirements), fences, pavement location and type.

- Roadway cross sections will be taken at 50-foot intervals and critical locations beyond anticipated proposed right-of-way or easements. These cross sections shall identify the right-of-way, centerline of the roadway, edges of pavement, edges of shoulders, visible structures and the slope of the embankment on each side. Additional survey will be taken as determined in the field.

- Wetland and water delineations performed as part of this study will be surveyed.

- A JULIE field locate will be called in before the survey so that existing in-ground and aerial utility locations can be surveyed.

- Geotechnical soil boring locations and elevations will be located and surveyed.

Preliminary Right-of-Way Staking. Temporary field staking of right-of-way, permanent easement, and temporary easement on an as-needed/requested basis by property owners during negotiations. Includes mobilization, site setup and preparation, staking calculations and coordination with land acquisition staff. Assume half of the properties impacted (17 parcels).

Right-of-Way Staking. Stake right-of-way per approved plats. Existing right-of-way may need to be re-established in areas where there are temporary easements and no proposed right-of-way.

TASK 3 - UTILITY COORDINATION

Conflict Identification. Contact JULIE to assess whether utilities have changed since Phase I. Prepare an exhibit showing the location of potential conflicts (based on best available information provided by local agencies and utility companies during Phase I), plot existing utilities in cross sections, summarize in a spreadsheet, prepare a photo log of the utilities, and submit with a ***LPA*** template cover letter to utility companies.

Relocation Assistance. Coordinate with local agencies and utility companies for resolution of conflicts through project completion. Review utility relocation plans and permits for compatibility with proposed improvement. Permit authorization will come from ***LPA.*** Show proposed utilities on plans and cross sections. Preliminary, pre-final, and final plans will be sent to the utility companies.

Subsurface Utility Engineering (SUE) Investigation. Provide reliable underground utility information for plan preparation and conflict mitigation.

- Traffic control will be required for safety and protection of personnel and the public. Any required local agency permit(s) related to this task will be obtained by the ***ENGINEER*** or their subconsultant(s). Ten days of traffic control assumed.

- SUE Quality Level A – Test holes and 3D modelling. Assumed 20 locations. Perform SUE Quality Level B in support of SUE Quality Level A test holes. Assume 500 feet per hole.

- SUE Report including plan sheets in accordance with ASCE 38-22 requirements as well as 3D georeferenced CAD file, raw survey data, and field book

TASK 4 – SPECIAL WASTE EVALUATION

A Preliminary Site Investigation (PSI) is required based on the Preliminary Environmental Site Assessment (PESA) performed in the Phase I study. The PSI shall be performed in accordance with ***DEPARTMENT***/BLRS Manual Section 20-12.05.

Investigation. An updated database search will be performed to identify potentially impacted properties. Up to 30 soil borings will be completed to a depth up to 10 feet below ground surface for analytical testing.

Traffic Control. Traffic control will be required for safety and protection of the drilling personnel and the public. Any required local agency permit(s) for performing field sampling related to this task will be obtained by the ***ENGINEER*** or their subconsultant(s).

PESA Update. Prepare an updated PESA to be valid for letting including a site visit and records review.

PSI Report. The results of the PSI will be documented in a report and will include conclusions and recommendations.

LPC-663 Documentation. An LPC-663 form will be prepared and will include a project area map of regulated substance and clean zones. The database search and soil sampling results will be attached for documentation.

TASK 5 - ROADWAY PLANS

The roadway plans will be developed and included in the submittals outlined in Task 10. The roadway plans will be prepared under the supervision of a Professional Engineer and will consist of the following drawings. See workhour summary for additional information.

- Cover Sheet
- Index of Sheets, Highway Standards and Commitments
- General Notes
- Summary of Quantities
- Schedule of Quantities
- Typical Sections
- Alignment, Ties and Benchmarks
- Roundabout Baselines
- Removal Plan
- Plan and Profile
- Roundabout Curb Profiles
- Drainage Related General Notes
- Drainage Removal Plans
- Drainage Plan and Profile
- Miscellaneous Drainage Details
- Temporary Drainage for MOT Staging
- Drainage Schedules
- Maintenance of Traffic
- Detour Plan and Notes
- Stormwater Pollution Prevention Plan and Notes
- Soil Erosion and Sediment Control Plan and Details
- Grading Plans
- Plat of Highways
- Pavement Marking and Signing Plans
- Traffic Signal Plans
- Lighting Plans
- Landscaping Plans
- Detail Sheets
- District One Details
- Cross Sections – Roadway
- Cross Sections – Kishwaukee Creek (Compensatory Storage)

Pavement Design. Develop a pavement design for full-depth HMA pavement in accordance with ***DEPARTMENT***/BLRS procedures.

Compensatory Storage Design. Perform drainage and compensatory storage calculations to satisfy the McHenry County Stormwater Management Ordinance requirements.

Transportation Management Plan. Not applicable.

Phase II Drainage Calculations. IDOT Drainage Manual and the April 2024 ACEC IL and IDOT District 1 Drainage Seminary will be consulted to determine approved drainage software packages and methods for hydraulic calculations. A Preliminary Waterway Structure Design and Hydraulic Report, dated July 2021 and a Location Drainage Technical Memorandum dated July 13, 3021 were prepared in Phase I for this project. The following calculations will be provided.

- Culvert Analysis of minor culverts less than 36 inches in diameter per the LDTM
- Inlet Spacing
- Detention Volume Sizing and Layout
- Water Quality Basin Design
- 3D Model Development Coordination
- Provide alignments and inverts of proposed storm sewers and ditches
- Drainage constructability review for MOT staging

TASK 6 – STRUCTURAL PLANS

The structural plans will be developed and included in the submittals outlined in Task 10. The structural plans will be prepared by, or under the supervision of, an Illinois Licensed Structural Engineer and will consist of the following drawings. See workhour summary for additional information.

Prefabricated Bridges as follows:

- General Plan and Elevation
- General Data
- Abutment Details
- Pile Details
- Soil Borings

Retaining Walls as follows:

- Low Height (<3')
  - Standard Detail
  - Plan and Elevation

- Retaining Walls (3' to 7')
  - General Plan and Elevation
  - General Data
  - Reinforcement Plan and Elevation Details
  - Wall Details
  - Soil Borings

Load Rating Analysis. Not applicable.

TASK 7 - QUANTITY CALCULATIONS

Quantity calculations will be prepared and included in the submittals outlined in Task 10. Calculations shall be independently reviewed and understandable. The computed quantities will serve as the basis for the Summary of Quantities plan sheets and the ***ENGINEER's*** Estimate of Cost. Final calculations will be printed and organized in a binder for ***LPA*** reference

- Earthwork computations, pavement computations and other quantity calculations will conform to the requirements of Section 11-5 of the *BLRS Manual* and *Chapter 64* of the ***DEPARTMENT*** *Bureau of Design and Environment* (*BDE) Manual.*

- The *Standard Specifications for Road and Bridge Construction, Supplemental Specifications* and the *Recurring Special Provisions* will be cross checked to ensure that the appropriate pay items, methods of measurement and basis of payment are used. For each quantity, the IDOT coded pay item number will be used. These coded pay items will be determined from the *IDOT Coded Pay Items* on the ***DEPARTMENT*** website.

TASK 8 - SPECIFICATIONS AND SPECIAL PROVISIONS

The specifications and special provisions will be developed and included in the submittals outlined in Task 10.

- The *IDOT Standard Specifications* and *Supplemental Specifications* are included by reference in the first paragraph of the project Special Provisions. Applicable *IDOT Recurring Special Provisions, Recurring Local Roads and Streets Special Provisions,* and *Guide Bridge Special Provisions* will be included by reference by use of ***DEPARTMENT*** check sheets.

- Where a project item contains work, material, unique sequence of operations or any other requirements that are not included in the *Standard Specifications*, *Supplemental Specifications, Recurring Special Provisions, BDE Special Provisions, Guide Bridge Special Provisions or MCDOT Special Provisions*, a project specific Special Provision will be written. These Special Provisions will conform to the requirements of Section 11-3 of the *BLRS Manual* and *Chapter 66* of the *BDE Manual.*

TASK 9 - CONSTRUCTION ESTIMATE OF COST AND ESTIMATE OF TIME

Estimate of Cost. Utilizing the pay items and quantities, the Estimate of Cost will be generated. Itemized costs will be determined using available guides and bid tabulations from similar projects. In addition, the pay item reports with awarded prices from the ***DEPARTMENT's*** website will be used to approximate current unit costs. BDE Form 213 will be used to prepare the cost estimate. A detailed breakdown of lump sum costs will be provided.

Schedule. Prepare a bar schedule of the anticipated construction timeline.

Estimate of Time. BDE Form 220A will be used to prepare the estimate of time. Itemized production rates will be determined using established guideline shown in the Chapter 66 of the *BDE Manual*.

TASK 10 – PS&E SUBMITTALS

The services under this task include time associated with preparing plot files, coordination of printing and distribution of plans. Submittals will be prepared and assembled in accordance with ***DEPARTMENT***/BLRS *Phase 2 Plans and Specifications Guidelines.* The final number of copies will be as directed by the ***DEPARTMENT.***

Preliminary. This submittal will be considered 85% complete and will include plans, specifications, cost estimate, estimate of time and quantity calculations. PDF's of these documents will be submitted to the ***LPA,*** local agencies and utility companies.

Pre-final. This submittal will be considered 95% complete and will include plans, specifications, cost estimate, estimate of time, and quantity calculations. PDFs of these documents will be submitted to the ***LPA***, ***DEPARTMENT,*** local agencies, permitting agencies and utility companies.

Final. This submittal will be considered 100% complete and will include plans, specifications, cost estimate, estimate of time, and quantity calculations. These documents will be submitted to the ***LPA***, ***DEPARTMENT,*** local agencies, permitting agencies and utility companies.

Central Office. This is the bid set submittal and will include plans, specifications, cost estimate, estimate of time, and final documents/calculations.

Electronic files including (dgn, pdf, word and excel files) will be included in submittal to ***LPA*** for the preliminary, pre-final, final and Central Office submittals. The following printed sets are estimated.

Agency	Plans	Documents
LPA	4 copies (11"x17"), 2 copies (22"x34")	4 copies
DEPARTMENT/BLRS	PDF	PDF
Local agencies	2 copies (11"x17")	2 copies
MCP&D	2 copies (11"x17")	2 copies
MLSWCD	1 copy (22"x34")	PDF
USACE	PDF	N/A
Utilities	PDF	N/A

Disposition of Comments. Each submittal will include a formal disposition of comments that addresses all review comments from the ***DEPARTMENT*** and any other agencies. Dispositions to ***LPA*** comments will be through Bluebeam.

Grading Surface Models. Provide existing surface, and proposed subgrade and final surface 3D models for use in earthwork calculations and construction layout. Models will be identified as "Optional Information" for bidding and construction.

Advance Tree Removal Plan. Prepare a separate tree removal plan with quantity schedule for a contract to be let by the ***LPA*** in advance of project construction.

TASK 11 - PERMITTING AND ENVIRONMENTAL COORDINATION

Wetland and Stream Mitigation. Wetland mitigation is anticipated. ***LPA*** has credits held at School Springs Wetland and Stream Mitigation Bank for this project. Coordinate final mitigation ratio and required credits with McHenry County Conservation District (MCCD) to complete mitigation agreement and payment. Fees will be paid by the ***LPA***.

Section 404 Permit. Prepare and submit the joint application. This application packet is designed to simplify the approval process from the (USACE), Illinois Department of Natural Resources/Office of Water Resources (IDNR/OWR) and the Illinois Environmental Protection Agency (IEPA). It is assumed that the project will be permitted as Nationwide Permit 14 for Linear Transportation Projects.

McHenry County Stormwater Management Permit Application. Prepare the necessary documentation to submit a permit application to McHenry County Planning and Development (MCP&D) or certified community for the McHenry County Stormwater Management Ordinance. Provide revisions as necessary until permit application has been approved.

McHenry County Stormwater Management Permit Certification. Prepare as-built plans (record drawings) by a licensed land surveyor or licensed professional engineer. Submit to MCP&D at the completion of construction. Provide revisions as necessary until approved.

- Preliminary as-built compensatory storage verification during construction using contractor/***LPA*** finished grade survey.

- Topographic survey of the final construction project. The topographic survey will include the project limits with roadway cross sections taken at 50-foot intervals. Cross sections shall identify the right-of-way, centerline of roadway, edge of pavement, edge of shoulder, visible structures and the slope of the embankments. An as-built digital terrain model (DTM) will be used for preparing the cross sections. Drainage structures will also be surveyed and annotated.

- A certificate stating that compensatory storage areas/stormwater management facilities were constructed in substantial conformance with the approved development plans. Submittal shall include:
  - A tabular summary of fill and excavation volumes between 0 and 10-year, 10-year and 100-year.
  - As-built cross sections showing the areas of fill and excavation (noted above) overlaid on the existing and Phase II cross sections.
  - As-built plan with the location of cross sections, contours, and drainage structures with inverts, rims and sizes labeled.

McHenry-Lake County Soil and Water Conservation District (MLSWCD) Review. Prepare the necessary submittals required for MLSWCD's soil erosion and sediment control review and approval. Fees, if required, will be paid by the ***LPA***.

IDNR-OWR Floodway Construction Permit. Complete and submit a floodway construction permit for the Illinois Department of Natural Resources – Office of Water Resources (IDNR-OWR). The review fee will be paid by the ***ENGINEER***.

NPDES Permit. Complete and submit the National Pollutant Discharge Elimination System (NPDES) Permit, Stormwater Pollution Prevention Plan (SWPPP), Notice of Intent (NOI) and Erosion and Sediment Control Plans to IEPA. Complete BDE Forms 2342 and 2342A for inclusion into the Special Provisions. A review fee is not required since the ***LPA*** is an MS4 community.

Environmental Survey Request Addendum/Update. Prepare ESR addendum or request updates from ***DEPARTMENT*** to ensure environmental clearances are valid.

Bridge Bat Assessment. Conduct bat assessment according to ***DEPARTMENT*** procedures. The Bridge/Structure Bat Assessment form, with photographs, will be submitted to the ***DEPARTMENT***.

Aquatic Resource Delineation Update. Aquatic delineations are valid for five years. A delineation update will be completed due to the age of the original delineation according to USACE and McHenry County standards. An Aquatic Resource Delineation Report will be prepared.

Tree Survey. Trees three inches DHB and greater within project limits will be assessed according to ***DEPARTMENT*** procedures. A Tree Survey Report will be prepared.

- Trees will be tagged, surveyed, identified, and evaluated for condition and form.
- The data should be in table format and the table headings should include tag number, tree species, size (DBH), station, offset, health, structure, impact status, and suitability for preservation.

TASK 12 - PHASE III ACTIVITIES

Request for Information. Provide direction and clarification on Request for Information (RFI's) from contractor questions during the bidding process and respond to RFI's, which may include plan revisions during construction.

Shop Drawing Review. Provide shop drawing review on all items where review is required by the contract specifications and ***DEPARTMENT*** documentation procedures. Assumed reviews include, but are not limited to, the following:

- Prefabricated bridge plans
- Traffic signal equipment
- Lighting equipment

TASK 13 - MEETINGS AND COORDINATION

Meetings. Meetings will serve to discuss and resolve issues in the design engineering process. Agendas and exhibits will be prepared and distributed prior to meetings. Draft minutes will be prepared and distributed no later than five working days after the meeting. Final minutes will be distributed no later than five working days after the review period. A list of action items will be maintained and updated at each meeting. The following meetings are anticipated:

- One (1) project initiation meeting with the ***LPA***
- One (1) project initiation meeting with the ***DEPARTMENT***
- One (1) plan-in-hand field meeting with the ***LPA***
- One (1) meeting with McHenry County P&D
- One (1) meeting with U.S. Army Corps of Engineers
- One (1) pre-construction meeting with the MLSWCD
- One (1) meeting with IDOT District One Detour Committee

- One (1) pre-construction meeting with the ***DEPARTMENT***
- Three (3) meetings with McHenry County Conservation District and/or Lake in the Hills
- Three (3) property owner meetings and exhibits

TASK 14 - PROJECT ADMINISTRATION AND MANAGEMENT

Project Setup. Provide tasks including contract administration, budget control, internal project team meetings, and project close out.

Monthly Invoices and Progress Reports. Prepare and submit monthly invoices and progress reports during months when engineering activities occur, and invoices are due. Progress reports are due by the first of the month.

Project Coordination. Provide phone and email updates and general project coordination with the ***LPA*** as necessary to advance the progress of the project.

Project Schedule Monitoring. Prepare and monitor a project schedule and update quarterly as tasks or project scheduling change, as well as perform scope of services reviews, resource planning, internal team coordination and contract administration and invoicing. The schedule assumes 23 months for Phase II services and 18 months for Phase III activities.

TASK 15 – QUALITY ASSURANCE/QUALITY CONTROL

QA/QC. Establish and adhere to an approved project QA/QC plan. Submit certification of QA/QC for each submittal attesting the QA/QC plan has been implemented on the contract documents. Perform an independent peer review and constructability review of the preliminary, pre-final and final plans and documents.

TASK 16 – RIGHT-OF-WAY AND EASEMENT PLATS

Plat of Highways and legal descriptions will be prepared in accordance with ***DEPARTMENT*** and ***LPA*** standards. Right-of-way acquisition and/or easements will potentially impact 35 parcels.

Title Commitments. Title commitments for impacted parcels will be provided by the ***LPA***.

ROW Document Research. Necessary courthouse research will be performed that will include all the plats, deeds, and right-of-way documents for each parcel within the project limits and adjoining the project.

Boundary Survey and Analysis. Perform a boundary survey and analysis to determine property lines and property corners of impacted parcels.

Legal Descriptions. Legal descriptions will be prepared for the right-of-way acquisitions and easements, as determined by ownership.

Plat of Highway. A plat of highway will be prepared according to ***DEPARTMENT*** requirements for the right-of-way acquisitions and easements, as determined by ownership. The proposed right-of-way will consider proposed improvement and utility relocation.

Individual Plats. Not applicable.

Plat of Resolution. Not applicable.

Plat of Highways and legal descriptions will be submitted to the ***DEPARTMENT*** for approval.

TASK 17 – PHASE 1 DESIGN MODIFICATIONS

Re-evaluation and design of the following Phase I elements will be performed.

Existing Phase I Design Review and ORD Modeling (Subtask 1). Model the approved Phase I design in OpenRoads Designer (ORD) to establish a baseline understanding of the currently approved concept. Modeling will focus on the proposed finished ground line and key geometric elements, including the following. This effort will be limited to reproducing the approved Phase I concept and will not include redesign or optimization at this stage.

- Verify the extent of approved Phase I right-of-way (ROW) and easement impacts
- Confirm typical section limits, curb locations, median widths, and drainage footprints
- Identify locations where the approved design is driving significant ROW impacts or constructability constraints

Identification of Phase I Constraints and Parameters (Subtask 2). Based on review of the approved Phase I, identify and document design constraints that will guide all subsequent design refinement efforts, including the following. This task will establish the design parameters within which refinement alternatives will be developed and evaluated.

- Limits on vertical profile modification to maintain 3R classification and avoid reconstruction
- Constraints on horizontal geometry, intersection type, and channelization consistent with the approved Phase I
- Environmental, drainage, and ROW assumptions embedded in the approved Phase I design

Drainage Concept Evaluation Within Phase I Framework (Subtask 3). Evaluate drainage concepts within the established Phase I constraints with the objective of reducing ROW impacts while maintaining or improving system performance. This will include the following. Drainage concepts will remain conceptual and will not include detailed hydraulic design at this stage.

- Assessment of open drainage versus closed drainage opportunities where profile allows
- Identification of locations where closed drainage systems could reduce ditch widths and associated ROW needs
- Evaluation of detention requirements based on refined impervious area assumptions for up to three alternatives
- Preliminary evaluation of detention reduction strategies, including median type, median width, and surface treatment adjustments
- Evaluate changes to the proposed Phase I storm sewer design to minimize ROW impacts for up to three alternatives. Changes to the design will be evaluated conceptually. The development of updated sewer sizing calculations, profiles and details will be deferred to Subtask 10, once a preferred alternative has been identified.
- Prepare preliminary detention basin grading designs to accommodate required detention volumes and identify ROW needs for a single preferred "reduced impact" alternative. Updates to five proposed detention basins identified in Phase I anticipated.
- Update ditch sizing and ditch slopes for a single preferred "reduced impact" alternative for updated ROW needs analysis.

- Prepare concept drainage exhibits for ***LPA*** review.
- Concept drainage analysis will be summarized in a white paper memorandum for LPA review.
- No updates to the Phase I documentation including LDS or Hydraulic Study included and/or anticipated for this task.
- Hydrologic calculations from Phase I will be utilized in updated analysis.
- No roadway reconstruction alternatives will be evaluated.
- Estimated hours do not include the analysis of additional sub-alternatives or design variations of the same alternative. Ditch sizing and detention basin grading tasks noted above will only occur after the selection of a single preferred "reduced impact" alternative.

Typical Section Refinement Concepts (Subtask 4). Typical section concepts will be evaluated for feasibility, ROW impacts, and compatibility with the approved Phase I design. Develop and evaluate hybrid typical section concepts that remain consistent with the approved Phase I profile and alignment while advancing project goals. This may include:

- Evaluation of curb and gutter sections in select locations to reduce ROW impacts
- Evaluation of flush versus curbed medians, including turf medians, to reduce impervious area
- Consideration of operational needs such as disabled vehicle bypass areas where median modifications are proposed

The Drainage Concepts (Subtask 3) and Typical Section Concepts (Subtask 4) will be developed in conjunction and evaluated as integrated corridor concepts. It is anticipated that up to three overall concepts may be developed for evaluation, including the following. It is anticipated that one or more of these concepts may ultimately be applied at different segments of the corridor, depending on local conditions, constraints, and design objectives.

- Combination concrete curb and gutter at the edge of pavement (EOP) with a closed drainage system (storm sewer) in locations where the roadway profile exceeds 0.5 percent
- Shoulders with an open drainage system (ditches) in locations where the roadway profile is flatter than 0.5 percent
- A hybrid option, such as shoulders with a wide, traversable concrete gutter between the shoulder and pedestrian accommodations.

Pedestrian and Bicycle Safety Refinement Concepts (Subtask 5). Evaluate pedestrian and bicycle safety enhancements along Lakewood Road that address identified safety concerns while minimizing Phase I risk, including the following. All concepts will be developed to remain consistent with the approved Phase I roadway geometry to the greatest extent practicable.

- Evaluation of relocating pedestrian crossings at two-way stop-controlled intersections
- Evaluation of RRFB and HAWK signal applications
- Evaluation of pedestrian crossing consolidation or reduction at intersections where crossings remain
- Evaluation of refuge island modifications to address negative offset and sight-distance concerns for left-turning vehicles

Roundabout Concept Confirmation (Subtask 6). Confirm the roundabout concept consistent with the approved Phase I, including the following. This task will focus on confirming compatibility with adjacent design refinements rather than introducing new roundabout geometry

- Maintaining the previously approved location and inscribed circle diameter
- Excluding bypass lanes as part of the current scope
- Refinement of pedestrian and bicycle accommodations at the roundabout

Preliminary ROW and Easement Impact Reassessment (Subtask 7). Based on the refined concepts developed in previous subtasks, the following will be performed. This task will remain conceptual and is intended to inform decision-making, not finalize ROW limits.

- Reassess anticipated ROW and easement impacts
- Identify locations where impacts may be reduced compared to the approved Phase I
- Prepare a high-level comparison of anticipated ROW impacts relative to the approved Phase I design

Concept Screening and Recommendation (Subtask 8). Prepare a consolidated design refinement concept that best balances the following. The recommended concept will be documented at a level sufficient to support ***LPA*** review and direction.

- ROW impact reduction
- Pedestrian and bicycle safety improvements
- Drainage performance
- Consistency with the approved Phase I design and minimization of Phase I reevaluation risk

LPA Coordination and Decision Support (Subtask 9). Support County review of the refined concept, including:

- One round of review comments
- Targeted supplemental analysis to support ***LPA*** decision-making
- Incorporation of ***LPA*** direction into the preferred concept

Phase II Readiness Documentation (Subtask 10). Document the final preferred concept in a manner suitable to serve as the basis for Phase II design, including:

- Update Phase I hydrologic calculations for the Preferred Alternative.
    - Update Subarea delineation
    - Update Time of Concentration calculations
    - Update Composite “C”
    - Update Rational Method Runoff calculations using Bulletin 75 rainfall intensities
- Prepare Kishwaukee Creek updated cross sections
- Update the Kishwaukee Creek compensatory storage analysis using the updated creek cross sections and average end area calculations

- Kishwaukee Creek Hydraulic Study update
  - Recreate Natural and Existing HEC-RAS Models
  - Update Proposed HEC-RAS Permit Model and Proposed HEC-RAS Design Model
  - Update the Permit and Design Waterway Information Table (WITs)
  - No scour analysis is anticipated per the original Location Drainage Technical Memorandum (LDTM)
- Re-evaluate BMP requirements due to design adjustments
- Identify water quality treatment basins / ditch locations & concepts (Phase I design)
- The design of rain gardens or bioswales for water quality is not anticipated
- No update to EDP is anticipated
- Prepare 30% D&U sheets for Preferred Alternative, including storm sewer plan and profile
- No updates to the existing PDP sheets are anticipated
- Update Phase I LDTM

Phase I Re-Evaluation (Subtask 11). The Village has requested the scope of bicycle and pedestrian accommodations change from dual multi-use paths to a single multi-use path and a single sidewalk. In anticipation of ***DEPARTMENT*** comments the following tasks have been scoped:

- ***DEPARTMENT*** Form – Re-evaluation of Environmental Decisions for Local Public Agency Projects
- Prepare Exhibits for the ***DEPARTMENT*** Form
- Public Information Meeting – Prepare a handout, preferred improvement roll plots (2), boards (5), attendance (2 staff members), documentation of meeting. ***LPA*** shall handle notifications, newspaper advertisement and venue.
- FHWA Coordination Meeting – Prepare forms and content in advance of the meeting, attendance (2 staff members).

TASK 18 – SUPPLEMENTAL GEOTECHNICAL STUDIES

Supplemental geotechnical studies will be performed for bridge design. Geotechnical services and report will conform to the requirements of the **DEPARTMENT** *Geotechnical Manual*.

Facility Installation Permit. Prior to performing borings, a no cost ***LPA*** Facility Installation Permit is required. Exhibits showing boring locations, proposed improvements and ROW will be provided on aerial and soil map backgrounds and will be submitted to the ***LPA*** for review.

Structure Borings. Provide three structure borings to depth required for design each at the proposed bridges over Kishwaukee Creek.

Laboratory Testing. The scope will include laboratory testing per AASHTO/ASTM guidelines testing for soil index, particle size distribution, Atterberg limits, soil settlement and collapse potential, shear strength of soil and soil classification.

Geotechnical Memorandum. A memorandum report will be prepared to document the findings and recommendations including topsoil depths, undercut locations, and design recommendations. These will be used as the basis for contract plan pay items and quantities.

TASK 19– LIGHTING ANALYSIS

Provide intersection lighting plans for the proposed roundabout. Photometric calculations will be submitted with the initial 25% lighting layout, followed by preliminary plans, pre-final and final plan submittals. The work will include the following items:

- Photometric Calculations
- Voltage Drop Calculations
- Coordination with ComEd

EXCLUSIONS TO THE SCOPE OF SERVICES

The following tasks or items were deemed unnecessary and would be considered as additional services if required:

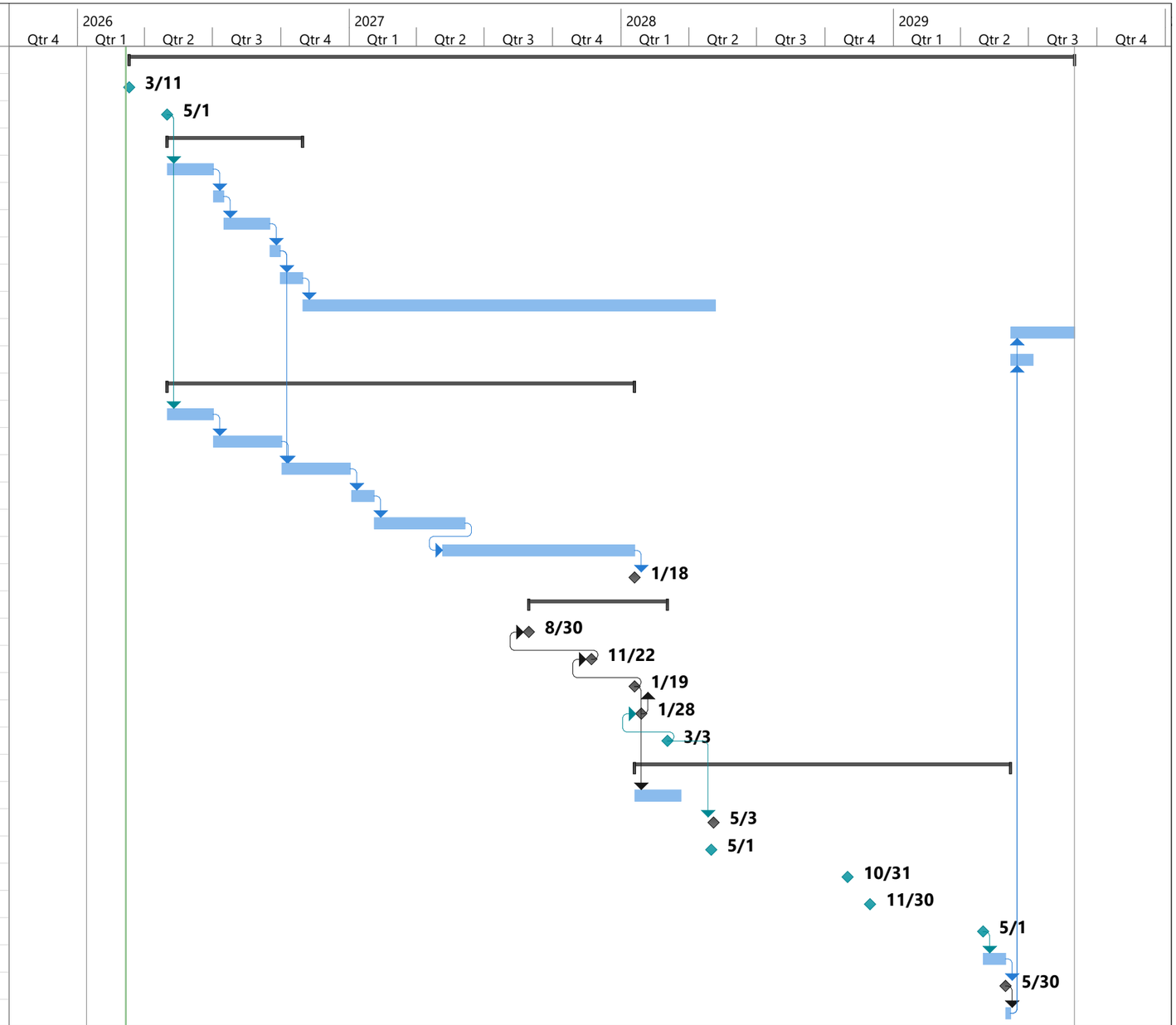
- Public hearing
- Public notices
- Wetland and stream mitigation fee
- Title commitments (By ***LPA***)
- Land acquisition services (appraisals, negotiations, closings, and certification) (By ***LPA***)
- Conditional Letter of Map Revision (CLOMR) or Letter of Map Revision (LOMR)
- Building Information Modeling (BIM), excluding grading surface models

Local Public Agency	Prime Consultant (Firm) Name	County	Section Number
County of McHenry	Crawford, Murphy & Tilly, Inc.	McHenry	18-00491-00-ES

EXHIBIT B
PROJECT SCHEDULE

See attached.

ID	Task Mode	Task Name	Duration	Start	Finish	Predecessors
1		**Phase 2 Contract**	**908 days**	**Wed 3/11/26**	**Fri 8/31/29**	
2		Contract Completion	0 days	Wed 3/11/26	Wed 3/11/26	
3		NTP	0 days	Fri 5/1/26	Fri 5/1/26	
4		**Design Modifications**	**130 days**	**Fri 5/1/26**	**Thu 10/29/26**	
5		Concept 1	44 days	Fri 5/1/26	Wed 7/1/26	3
6		Review	10 days	Thu 7/2/26	Wed 7/15/26	5
7		Concept 2	44 days	Thu 7/16/26	Tue 9/15/26	6
8		Review	10 days	Wed 9/16/26	Tue 9/29/26	7
9		Final Concept	22 days	Wed 9/30/26	Thu 10/29/26	8
10		Phase 2 Activities	396 days	Fri 10/30/26	Fri 5/5/28	9
11		As-Built Survey	62 days	Thu 6/7/29	Fri 8/31/29	36
12		ROW Monumentation	22 days	Thu 6/7/29	Fri 7/6/29	36
13		**Land Acquisition**	**448 days**	**Fri 5/1/26**	**Tue 1/18/28**	
14		Title Commitments	44 days	Fri 5/1/26	Wed 7/1/26	3
15		Existing ROW	66 days	Thu 7/2/26	Thu 10/1/26	14
16		POH & Legals	66 days	Fri 10/2/26	Fri 1/1/27	15,8
17		Review and Approval	22 days	Mon 1/4/27	Tue 2/2/27	16
18		Appraisals	88 days	Wed 2/3/27	Fri 6/4/27	17
19		Negotiations	184 days	Thu 5/6/27	Tue 1/18/28	18FS-22 days
20		ROW Attained	0 days	Tue 1/18/28	Tue 1/18/28	19
21		**State Letting**	**134 days**	**Mon 8/30/27**	**Fri 3/3/28**	
22		Prefinal PS&E	0 days	Mon 8/30/27	Mon 8/30/27	23FS-60 days
23		Final PS&E	0 days	Mon 11/22/27	Mon 11/22/27	24FS-42 days
24		ROW Certification	0 days	Wed 1/19/28	Wed 1/19/28	25FS-7 days
25		Bulletin	0 days	Fri 1/28/28	Fri 1/28/28	26FS-25 days
26		Letting	0 days	Fri 3/3/28	Fri 3/3/28	
27		**Phase 3**	**361 days**	**Wed 1/19/28**	**Wed 6/6/29**	
28		Tree Removal by McDOT	44 days	Wed 1/19/28	Mon 3/20/28	24
29		NTP	0 days	Wed 5/3/28	Wed 5/3/28	26FS+44 days
30		'28 BDE Working Day Start	0 days	Mon 5/1/28	Mon 5/1/28	
31		Interim Completion Date	0 days	Tue 10/31/28	Tue 10/31/28	
32		'28 BDE Working Day Finish	0 days	Thu 11/30/28	Thu 11/30/28	
33		'29 BDE Working Day Start	0 days	Tue 5/1/29	Tue 5/1/29	
34		Landscaping	22 days	Tue 5/1/29	Wed 5/30/29	33
35		Substantial Completion	0 days	Wed 5/30/29	Wed 5/30/29	34
36		Completion	5 days	Thu 5/31/29	Wed 6/6/29	35



Project: 2026-01-13 Schedule C
Date: Sat 3/7/26

Task	Project Summary	Manual Task	Start-only	Deadline
Split	Inactive Task	Duration-only	Finish-only	Progress
Milestone	Inactive Milestone	Manual Summary Rollup	External Tasks	Manual Progress
Summary	Inactive Summary	Manual Summary	External Milestone	

Local Public Agency	Prime Consultant (Firm) Name	County	Section Number
County of McHenry	Crawford, Murphy & Tilly, Inc.	McHenry	18-00491-00-ES

Exhibit C
Qualification Based Selection (QBS) Checklist

The LPA must complete Exhibit D. If the value meets or will exceed the threshold in 50 ILCS 510, QBS requirements must be followed. Under the threshold, QBS requirements do not apply. The threshold is adjusted annually. If the value is under the threshold with federal funds being used, federal small purchase guidelines must be followed.

☐ Form Not Applicable (engineering services less than the threshold)

Items 1-13 are required when using federal funds and QBS process is applicable. Items 14-16 are required when using State funds and the QBS process is applicable.

		No	Yes
1	Do the written QBS policies and procedures discuss the initial administration (procurement, management and administration) concerning engineering and design related consultant services?	☐	☑
2	Do the written QBS policies and procedures follow the requirements as outlined in Section 5-5 and specifically Section 5-5.06 (e) of the BLRS Manual?	☐	☑
3	Was the scope of services for this project clearly defined?	☐	☑
4	Was public notice given for this project?	☐	☑

If yes due date of submittal 11/12/25

Method(s) and dates: McHenry County Purchasing website (10/28/25 to 11/12/25 Daily Herald Classified (10/29/25)

5	Do the written QBS policies and procedures cover conflicts of interest?	☐	☑
6	Do the written QBS policies and procedures use covered methods of verification for suspension and debarment?	☐	☑
7	Do the written QBS policies and procedures discuss the methods of evaluation?	☐	☑

Project Criteria	Weighting
Technical Approach	30%
Firm Experience	20%
Specialized Expertise	20%
Staff Capabilities	10%
Workload Capacity	10%
Past Performance	10%

8	Do the written QBS policies and procedures discuss the method of selection?	☐	☑

Selection committee (titles) for this project

Design Manager, Design Engineer IV, Design Engineer II

Top three consultants ranked for this project in order	
1	Crawford, Murphy & Tilly, Inc.
2	RS&H, Inc.
3	Patrick Engineering Inc.

9	Was an estimated cost of engineering for this project developed in-house prior to contract negotiation?	☐	☑
10	Were negotiations for this project performed in accordance with federal requirements.	☐	☑
11	Were acceptable costs for this project verified?	☐	☑
12	Do the written QBS policies and procedures cover review and approving for payment, before forwarding the request for reimbursement to IDOT for further review and approval?	☐	☑
13	Do the written QBS policies and procedures cover ongoing and finalizing administration of the project (monitoring, evaluation, closing-out a contract, records retention, responsibility, remedies to violations or breaches to a contract, and resolution of disputes)?	☐	☑
14	QBS according to State requirements used?	☐	☑
15	Existing relationship used in lieu of QBS process?	☑	☐
16	LPA is a home rule community (Exempt from QBS).	☑	☐

Illinois Department of Transportation

EXHIBIT D

COST ESTIMATE OF CONSULTANT SERVICES (CECS) WORKSHEET

FIXED RAISE

Local Public Agency	County	Section Number
County of McHenry	McHenry	18-00491-00-ES

Prime Consultant (Firm) Name	Prepared By	Date
Crawford, Murphy & Tilly, Inc.	Charles "Tice" Cole	3/11/2026

Consultant / Subconsultant Name	Job Number
Crawford, Murphy & Tilly, Inc.	N/A

Note: This is name of the consultant the CECS is being completed for. This name appears at the top of each tab.

Remarks

Phase 2 for the Lakewood Road Corridor between Algonquin Road and Ackman Road

PAYROLL ESCALATION TABLE

CONTRACT TERM	**40**	**MONTHS**	**OVERHEAD RATE**	**165.15%**
START DATE	**5/1/2026**		**COMPLEXITY FACTOR**	**0**
RAISE DATE	**1/1/2027**		**% OF RAISE**	**3.00%**
END DATE	8/31/2029			

ESCALATION PER YEAR

Year	First Date	Last Date	Months	% of Contract
0	5/1/2026	1/1/2027	8	20.00%
1	1/2/2027	1/1/2028	12	30.90%
2	1/2/2028	1/1/2029	12	31.83%
3	1/2/2029	9/1/2029	8	21.85%

The total escalation = 4.58%

Local Public Agency	County	Section Number
County of McHenry	McHenry	18-00491-00-ES

Consultant / Subconsultant Name	Job Number
Crawford, Murphy & Tilly, Inc.	N/A

PAYROLL RATES

EXHIBIT D COST ESTIMATE OF CONSULTANT SERVICES (CECS) WORKSHEET FIXED RAISE

MAXIMUM PAYROLL RATE	**90.00**
ESCALATION FACTOR	**4.58%**

JOB SPECIFIC - Classifications and Average Payrates need to match current payrolls submitted to the Department.

CLASSIFICATION	IDOT AVG PAYROLL RATES ON FILE	CALCULATED RATE
Principal	$85.76	$89.69
Project Manager	$58.66	$61.35
Civil Engineer	$38.80	$40.58
Project Civil Engineer	$47.76	$49.95
Senior Civil Engineer	$59.28	$62.00
Structural Engineer	$40.89	$42.76
Project Structural Engr	$50.10	$52.40
Senior Structural Engr	$65.13	$68.11
Senior Structural Engr 2	$75.31	$78.76
Specialty Engineer	$39.73	$41.55
Senior Specialty Engr 2	$81.68	$85.42
Specialty Professional	$38.16	$39.91
Project Specialty Prof	$48.53	$50.75
Senior Specialty Prof	$53.40	$55.85
Senior Specialty Prof 2	$70.58	$73.81
Planner	$38.18	$39.93
Project Planner	$49.21	$51.46
Senior Planner	$60.22	$62.98
Senior Planner 2	$81.00	$84.71
Environmental Scientist	$33.49	$35.02
Project Env Scientist	$49.50	$51.77
Senior Env Scientist	$58.37	$61.04
Senior Env Scientist 2	$74.42	$77.83
Admin	$32.07	$33.54
Project Technician	$39.99	$41.82
Senior Technician	$52.16	$54.55
Admin Specialist	$41.13	$43.01

Local Public Agency	County	Section Number
County of McHenry	McHenry	18-00491-00-ES

Consultant / Subconsultant Name	Job Number
Crawford, Murphy & Tilly, Inc.	N/A

SUBCONSULTANTS

EXHIBIT D COST ESTIMATE OF CONSULTANT SERVICES (CECS) WORKSHEET

NAME	Direct Labor Total (Payroll Only)	Contribution to Prime Consultant
Peralte Clark	221,570.00	22,157.00
American Surveying & Engineering, Ltd.	24,816.00	2,481.60
Fehr Graham	5,597.00	559.70
Rubino	4,005.00	400.50

Total	255,988.00	25,598.80

NOTE: Only subconsultants who fill out a cost estimate that splits out direct labor may be listed on this sheet.

Local Public Agency	County	Section Number
County of McHenry	McHenry	18-00491-00-ES

Consultant / Subconsultant Name	Job Number
Crawford, Murphy & Tilly, Inc.	N/A

DIRECT COSTS WORKSHEET

List ALL direct costs required for this project. Those not listed on the form will not be eligible for reimbursement by the LPA on this project.

EXHIBIT D COST ESTIMATE OF CONSULTANT SERVICES (CECS) WORKSHEET

ITEM	ALLOWABLE	QUANTITY	CONTRACT RATE	TOTAL
Per Diem (per Federal GSA)	Up to federal maximum			$0.00
Lodging (per Federal GSA)	Actual Cost (Up to Federal rate maximum)			$0.00
Lodging Taxes and Fees (per Federal GSA)	Actual Cost			$0.00
Air Fare	Coach rate, actual cost, requires minimum two weeks' notice, with prior IDOT approval			$0.00
Vehicle Mileage (per Federal GSA)	Up to Federal rate maximum	8900	$0.73	$6,452.50
Vehicle Owned or Leased (no mileage charge allowed)	$45.00/half day (4 hours or less) or $90/full day			$0.00
Vehicle Rental	Actual Cost (Up to $55/day)			$0.00
Tolls	Actual Cost			$0.00
Parking	Actual Cost			$0.00
Overtime	Premium portion (Submit supporting documentation)			$0.00
Shift Differential	Actual Cost (Based on firm's policy)			$0.00
Overnight Delivery/Postage/Courier Service	Actual Cost (Submit supporting documentation)	1	$30.00	$30.00
Copies of Deliverables/Mylars (In-house)	Actual Cost (Submit supporting documentation)			$0.00
Copies of Deliverables/Mylars (Outside)	Actual Cost (Submit supporting documentation)	3072	$0.17	$522.24
Project Specific Insurance	Actual Cost			$0.00
Monuments (Permanent)	Actual Cost			$0.00
Photo Processing	Actual Cost			$0.00
2-Way Radio (Survey or Phase III Only)	Actual Cost			$0.00
Telephone Usage (Traffic System Monitoring Only)	Actual Cost			$0.00
CADD	Actual Cost (Max $15/hour)			$0.00
Web Site	Actual Cost (Submit supporting documentation)			$0.00
Advertisements	Actual Cost (Submit supporting documentation)			$0.00
Public Meeting Facility Rental	Actual Cost (Submit supporting documentation)			$0.00
Public Meeting Exhibits/Renderings & Equipment	Actual Cost (Submit supporting documentation)	5	$100.00	$500.00
Recording Fees	Actual Cost			$0.00
Transcriptions (specific to project)	Actual Cost			$0.00
Courthouse Fees	Actual Cost			$0.00
Storm Sewer Cleaning and Televising	Actual Cost (Requires 2-3 quotes with IDOT approval)			$0.00
Traffic Control and Protection	Actual Cost (Requires 2-3 quotes with IDOT approval)			$0.00
Aerial Photography and Mapping	Actual Cost (Requires 2-3 quotes with IDOT approval)			$0.00
Utliity Exploratory Trenching	Actual Cost (Requires 2-3 quotes with IDOT approval)			$0.00
Testing of Soil Samples	Actual Cost			$0.00
Lab Services	Actual Cost (Provide breakdown of each cost)			$0.00
Equipment and/or Specialized Equipment Rental	Actual Cost (Requires 2-3 quotes with IDOT approval)			$0.00
Roll Plots (sq ft)	Actual Cost	50	$1.10	$55.00
Copies of Specs (page)	Actual Cost	1200	$0.15	$180.00
Binding (per set)	Actual Cost	6	$9.50	$57.00
			TOTAL DIRECT COSTS:	**$7,796.74**

Lakewood Corridor from Algonquin Rd to Ackman Rd
McHenry County Division of Transportation

Estimate of Direct Costs

Crawford, Murphy, and Tilly, Inc.

1 Early Coordination and Data Review

a Site Visits

	miles	$/mi	total	
1 trip x 100 miles round trip x $0.725	100	$ 0.725	$	72.50

Sub - total **$72.50**

2 Supplemental Surveys

Mileage

a Topographic Surveys for Base Mapping

	miles	$/mi	total	
43 trips x 100 miles round trip x $0.725	4300	$ 0.725	$	3,117.50

b Geotechnical Layout and Survey

	miles	$/mi	total	
1 trip x 100 miles round trip x $0.725	100	$ 0.725	$	72.50

d Preliminary Staking Right-of-Way / Easement Limits for Negotiation Purposes

	miles	$/mi	total	
4 trips x 100 miles round trip x $0.725	400	$ 0.725	$	290.00

e Final Staking of ROW / Permanent Easement Limits

	miles	$/mi	total	
7 trips x 100 miles round trip x $0.725	700	$ 0.725	$	507.50

Sub - total **$3,987.50**

3 Utility Coordination

a None

Sub - total **$0.00**

4 Special Waste Evaluation

a None

Sub - total **$0.00**

Lakewood Corridor from Algonquin Rd to Ackman Rd
McHenry County Division of Transportation

Estimate of Direct Costs

Crawford, Murphy, and Tilly, Inc.

5 Roadway Plans

a None - See Task 10

Sub - total **$0.00**

6 Structural Plans

a None - See Task 10

Sub - total **$0.00**

7 Quantity Calculations

a None - no printed copies anticipated (.pdf only)

Sub - total **$0.00**

8 Specifications and Special Provisions

a None - no printed copies anticipated (.pdf only)

Sub - total **$0.00**

9 Construction Estimate and Estimate of Time

a None - no printed copies anticipated (.pdf only)

Sub - total **$0.00**

10 PS&E Submittals

a Printing

	pages	sets	$/page	total
512 sheets (11x17) x 6 sets	512	6	$0.17	$522.24
200 pages (8.5x11) x 6 sets	200	6	$0.15	$180.00

	each	$/each	total
spec GBC binding	6	$4.00	$24.00
spec clear cover	6	$1.00	$6.00
binding screw post	18	$1.50	$27.00

b Mailing

UPS or Fed Ex package for IDNR permit $30.00

Sub - total **$789.24**

Estimate of Direct Costs

Crawford, Murphy, and Tilly, Inc.

11 Permitting and Environmental Coordination

d As-Built Field Surveys

	miles	$/mi		total
10 trips x 100 miles round trip x $0.725	1000	$	0.725	$ 725.00

i Bridge Bat Assessment - Site Visit

	miles	$/mi		total
1 trip x 100 miles round trip x $0.725	100	$	0.725	$ 72.50

j Wetland Delineation Update - Site Visit

	miles	$/mi		total
1 trip x 100 miles round trip x $0.725	100	$	0.725	$ 72.50

k Tree Survey and Mitigation Plan - Site Visit

	miles	$/mi		total
1 trip x 100 miles round trip x $0.725	100	$	0.725	$ 72.50

Sub - total **$942.50**

12 Phase III Activities

a None

Sub - total **$0.00**

13 Meetings and Coordination

a General Project Travel:

	miles	$/mi		total
5 trips x 100 miles round trip x $0.725 Assume most meetings are virtual	500	$	0.725	$ 362.50

Sub - total **$362.50**

14 Project Administration and Management

a None

Sub - total **$0.00**

15 Quality Assurance/Quality Control

a None

Sub - total **$0.00**

Lakewood Corridor from Algonquin Rd to Ackman Rd
McHenry County Division of Transportation

Estimate of Direct Costs

Crawford, Murphy, and Tilly, Inc.

16 Right-of-Way and Easement Plats

Mileage

b Land Survey Field Work Boundary/Property/ROW lines

	miles	$/mi	total
15 trips x 100 miles round trip x $0.725	1500	$ 0.725	$ 1,087.50

Sub - total **$1,087.50**

17 Design Modifications

a Printing

	each	sqft each	$/sqft	total
Roll Plots	2	25	$1.10	$55.00
	each		$/each	
Boards	5		$100.00	$500.00

Sub - total **$555.00**

18 Supplemental Geotechnical Studies

a None

Sub - total **$0.00**

19 Lighting Analysis

a None

Sub - total **$0.00**

TOTAL **$7,796.74**

Local Public Agency
County of McHenry

County
McHenry

Section Number
18-00491-00-ES

Consultant / Subconsultant Name
Crawford, Murphy & Tilly, Inc.

Job Number
N/A

COST ESTIMATE WORKSHEET

EXHIBIT D COST ESTIMATE OF CONSULTANT SERVICES (CECS) WORKSHEET

OVERHEAD RATE 165.15%

COMPLEXITY FACTOR 0

TASK	DIRECT COSTS (not included in row totals)	MANHOURS	PAYROLL	OVERHEAD & FRINGE BENEFITS	FIXED FEE	SERVICES BY OTHERS	TOTAL	% OF GRAND TOTAL
1. Early Coord. and Data Review	73	76	4,906	8,103	1,619	4,147	18,848	0.74%
2. Supplemental Surveys	3,988	1371	65,527	108,218	21,624		199,357	7.81%
3. Utility Coordination		16	992	1,638	327	98,314	101,271	3.97%
4. Special Waste Evaluation		18	1,077	1,778	355	44,072	47,282	1.85%
5. Roadway Plans		3675	189,413	312,816	62,506	223,575	788,310	30.89%
6. Structural Plans		944	44,596	73,650	14,717		132,963	5.21%
7. Quantity Calculations		408	18,198	30,054	6,005	20,919	75,176	2.95%
8. Specs and Special Provisions		148	8,840	14,600	2,917	4,873	31,230	1.22%
9. Construction Estimate and EOT		112	6,578	10,863	2,171		19,612	0.77%
10. PS&E Submittals	789	432	21,224	35,052	7,004	4,605	68,674	2.69%
11. Permitting and Env Coord.	943	643	33,598	55,487	11,087	45,503	146,618	5.74%
12. Phase III Activities		152	8,125	13,419	2,681	3,333	27,558	1.08%
13. Meetings and Coordination	363	106	6,853	11,318	2,262	18,681	39,477	1.55%
14. Project Admin and Management		167	13,614	22,483	4,493	44,713	85,303	3.34%
15. QA/QC		439	28,024	46,281	9,248	35,669	119,222	4.67%
16. ROW and Easement Plats	1,088	1173	56,456	93,238	18,631		169,413	6.64%
17. Design Modifications	555	991	51,939	85,777	17,140	263,345	418,756	16.41%
18. Supplemental Geotech Studies		25	1,647	2,720	544	25,558	30,469	1.19%
19. Lighting Analysis		48	2,345	3,873	774		6,992	0.27%
			-	-	-		-	
			-	-	-		-	
			-	-	-		-	
			-	-	-		-	
			-	-	-		-	
			-	-	-		-	
			-	-	-		-	
			-	-	-		-	
			-	-	-		-	
			-	-	-		-	
Subconsultant DL					25,598.80		25,599	1.00%
TOTALS	7,797	10944	563,952	931,368	211,704	837,307	2,552,128	100.00%

BLR 05514 (Rev. 1/24/26)
COST EST

Local Public Agency
County of McHenry

County
McHenry

Section Number
18-00491-00-ES

Consultant / Subconsultant Name
Crawford, Murphy & Tilly, Inc.

Job Number
N/A

AVERAGE HOURLY PROJECT RATES

EXHIBIT D COST ESTIMATE OF CONSULTANT SERVICES (CECS) WORKSHEET

SHEET 1 OF 4

PAYROLL CLASSIFICATION	AVG HOURLY RATES	TOTAL PROJ. RATES			1. Early Coord. and Data Review			2. Supplemental Surveys			3. Utility Coordination			4. Special Waste Evaluation			5. Roadway Plans		
		Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg
Principal	89.69	400.0	3.65%	3.28	16	21.05%	18.88	5	0.36%	0.33							40	1.09%	0.98
Project Manager	61.35	785.0	7.17%	4.40	32	42.11%	25.83										160	4.35%	2.67
Civil Engineer	40.58	2,228.0	20.36%	8.26				10	0.73%	0.30							1067	29.03%	11.78
Project Civil Engineer	49.95	1,543.0	14.10%	7.04	16	21.05%	10.52	44	3.21%	1.60				2	11.11%	5.55	1014	27.59%	13.78
Senior Civil Engineer	62.00	1,406.0	12.85%	7.96							16	100.00%	62.00				926	25.20%	15.62
Structural Engineer	42.76	586.0	5.35%	2.29															
Project Structural Engr	52.40	121.0	1.11%	0.58															
Senior Structural Engr	68.11	100.0	0.91%	0.62	4	5.26%	3.58												
Senior Structural Engr 2	78.76	0.0																	
Specialty Engineer	41.55	188.0	1.72%	0.71													124	3.37%	1.40
Senior Specialty Engr 2	85.42	245.0	2.24%	1.91				60	4.38%	3.74							24	0.65%	0.56
Specialty Professional	39.91	571.0	5.22%	2.08				44	3.21%	1.28									
Project Specialty Prof	50.75	2.0	0.02%	0.01				2	0.15%	0.07									
Senior Specialty Prof	55.85	0.0																	
Senior Specialty Prof 2	73.81	214.0	1.96%	1.44				158	11.52%	8.51									
Planner	39.93	0.0																	
Project Planner	51.46	0.0																	
Senior Planner	62.98	0.0																	
Senior Planner 2	84.71	0.0																	
Environmental Scientist	35.02	0.0																	
Project Env Scientist	51.77	217.0	1.98%	1.03															
Senior Env Scientist	61.04	16.0	0.15%	0.09										16	88.89%	54.26			
Senior Env Scientist 2	77.83	0.0																	
Admin	33.54	0.0																	
Project Technician	41.82	1,504.0	13.74%	5.75				1048	76.44%	31.97									
Senior Technician	54.55	810.0	7.40%	4.04	8	10.53%	5.74										320	8.71%	4.75
Admin Specialist	43.01	8.0	0.07%	0.03															
TOTALS		10944.0	100%	$51.53	76.0	100.00%	$64.55	1371.0	100%	$47.79	16.0	100%	$62.00	18.0	100%	$59.81	3675.0	100%	$51.54

Local Public Agency
County of McHenry

County
McHenry

Section Number
18-00491-00-ES

Consultant / Subconsultant Name
Crawford, Murphy & Tilly, Inc.

Job Number
N/A

AVERAGE HOURLY PROJECT RATES

EXHIBIT D COST ESTIMATE OF CONSULTANT SERVICES (CECS) WORKSHEET

PAYROLL CLASSIFICATION	AVG HOURLY RATES	6. Structural Plans			7. Quantity Calculations			8. Specs and Special Provisions			9. Construction Estimate and EOT			10. PS&E Submittals			11. Permitting and Env Coord.		
		Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg
Principal	89.69	28	2.97%	2.66							7	6.25%	5.61						
Project Manager	61.35	7	0.74%	0.45				12	8.11%	4.97	7	6.25%	3.83				110	17.11%	10.49
Civil Engineer	40.58	110	11.65%	4.73	260	63.73%	25.86							192	44.44%	18.03			
Project Civil Engineer	49.95	100	10.59%	5.29	120	29.41%	14.69				16	14.29%	7.14	120	27.78%	13.87			
Senior Civil Engineer	62.00	8	0.85%	0.53	24	5.88%	3.65	120	81.08%	50.27	32	28.57%	17.71	120	27.78%	17.22	8	1.24%	0.77
Structural Engineer	42.76	546	57.84%	24.73															
Project Structural Engr	52.40	97	10.28%	5.38															
Senior Structural Engr	68.11	48	5.08%	3.46															
Senior Structural Engr 2	78.76																		
Specialty Engineer	41.55				4	0.98%	0.41	16	10.81%	4.49	4	3.57%	1.48						
Senior Specialty Engr 2	85.42										2	1.79%	1.53				28	4.35%	3.72
Specialty Professional	39.91																		
Project Specialty Prof	50.75																		
Senior Specialty Prof	55.85																		
Senior Specialty Prof 2	73.81																		
Planner	39.93																		
Project Planner	51.46																		
Senior Planner	62.98																		
Senior Planner 2	84.71																		
Environmental Scientist	35.02																		
Project Env Scientist	51.77																217	33.75%	17.47
Senior Env Scientist	61.04																		
Senior Env Scientist 2	77.83																		
Admin	33.54																		
Project Technician	41.82																200	31.10%	13.01
Senior Technician	54.55										44	39.29%	21.43				80	12.44%	6.79
Admin Specialist	43.01																		
TOTALS		944.0	100%	$47.24	408.0	100%	$44.60	148.0	100%	$59.73	112.0	100%	$58.73	432.0	100%	$49.13	643.0	100%	$52.25

Local Public Agency
County of McHenry

County
McHenry

Section Number
18-00491-00-ES

Consultant / Subconsultant Name
Crawford, Murphy & Tilly, Inc.

Job Number

AVERAGE HOURLY PROJECT RATES

EXHIBIT D COST ESTIMATE OF CONSULTANT SERVICES (CECS) WORKSHEET

SHEET 3 **OF** 4

PAYROLL CLASSIFICATION	AVG HOURLY RATES	12. Phase III Activities			13. Meetings and Coordination			14. Project Admin and Management			15. QA/QC			16. ROW and Easement Plats			17. Design Modifications		
		Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg
Principal	89.69				34	32.08%	28.77	120	71.86%	64.45	56	12.76%	11.44	14	1.19%	1.07	80	8.07%	7.24
Project Manager	61.35				30	28.30%	17.36	41	24.55%	15.06	20	4.56%	2.79				365	36.83%	22.60
Civil Engineer	40.58				26	24.53%	9.95				16	3.64%	1.48	30	2.56%	1.04	517	52.17%	21.17
Project Civil Engineer	49.95	32	21.05%	10.52	10	9.43%	4.71	4	2.40%	1.20	16	3.64%	1.82	28	2.39%	1.19	21	2.12%	1.06
Senior Civil Engineer	62.00	24	15.79%	9.79							120	27.33%	16.95						
Structural Engineer	42.76	40	26.32%	11.25															
Project Structural Engr	52.40	24	15.79%	8.27															
Senior Structural Engr	68.11	24	15.79%	10.75	6	5.66%	3.86	2	1.20%	0.82									
Senior Structural Engr 2	78.76																		
Specialty Engineer	41.55																		
Senior Specialty Engr 2	85.42										14	3.19%	2.72	109	9.29%	7.94			
Specialty Professional	39.91													527	44.93%	17.93			
Project Specialty Prof	50.75																		
Senior Specialty Prof	55.85																		
Senior Specialty Prof 2	73.81										49	11.16%	8.24	7	0.60%	0.44			
Planner	39.93																		
Project Planner	51.46																		
Senior Planner	62.98																		
Senior Planner 2	84.71																		
Environmental Scientist	35.02																		
Project Env Scientist	51.77																		
Senior Env Scientist	61.04																		
Senior Env Scientist 2	77.83																		
Admin	33.54																		
Project Technician	41.82													256	21.82%	9.13			
Senior Technician	54.55	8	5.26%	2.87							148	33.71%	18.39	202	17.22%	9.39			
Admin Specialist	43.01																8	0.81%	0.35
TOTALS		152.0	100%	$53.46	106.0	100%	$64.65	167.0	100%	$81.52	439.0	100%	$63.84	1173.0	100%	$48.13	991.0	100%	$52.41

Local Public Agency
County of McHenry

County
McHenry

Section Number
18-00491-00-ES

Consultant / Subconsultant Name
Crawford, Murphy & Tilly, Inc.

Job Number

AVERAGE HOURLY PROJECT RATES

EXHIBIT D COST ESTIMATE OF CONSULTANT SERVICES (CECS) WORKSHEET

SHEET 4 **OF** 4

PAYROLL CLASSIFICATION	AVG HOURLY RATES	18. Supplemental Geotech Studies			19. Lighting Analysis														
		Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg
Principal	89.69																		
Project Manager	61.35	1	4.00%	2.45															
Civil Engineer	40.58																		
Project Civil Engineer	49.95																		
Senior Civil Engineer	62.00	8	32.00%	19.84															
Structural Engineer	42.76																		
Project Structural Engr	52.40																		
Senior Structural Engr	68.11	16	64.00%	43.59															
Senior Structural Engr 2	78.76																		
Specialty Engineer	41.55				40	83.33%	34.63												
Senior Specialty Engr 2	85.42				8	16.67%	14.24												
Specialty Professional	39.91																		
Project Specialty Prof	50.75																		
Senior Specialty Prof	55.85																		
Senior Specialty Prof 2	73.81																		
Planner	39.93																		
Project Planner	51.46																		
Senior Planner	62.98																		
Senior Planner 2	84.71																		
Environmental Scientist	35.02																		
Project Env Scientist	51.77																		
Senior Env Scientist	61.04																		
Senior Env Scientist 2	77.83																		
Admin	33.54																		
Project Technician	41.82																		
Senior Technician	54.55																		
Admin Specialist	43.01																		
TOTALS		25.0	100%	$65.89	48.0	100%	$48.86	0.0	0%	$0.00	0.0	0%	$0.00	0.0	0%	$0.00	0.0	0%	$0.00

Illinois Department of Transportation

EXHIBIT D

COST ESTIMATE OF CONSULTANT SERVICES (CECS) WORKSHEET

FIXED RAISE

Local Public Agency	County	Section Number
McHenry County DOT	McHenry County	18-00491-00-ES

Prime Consultant (Firm) Name	Prepared By	Date
CMT	John A. Clark	3/9/2026

Consultant / Subconsultant Name	Job Number
Peralte-Clark, LLC	

Note: This is name of the consultant the CECS is being completed for. This name appears at the top of each tab.

Remarks

PAYROLL ESCALATION TABLE

CONTRACT TERM	**24**	**MONTHS**	**OVERHEAD RATE**	**167.25%**
START DATE	**4/1/2026**		**COMPLEXITY FACTOR**	**0**
RAISE DATE	**1/1/2027**		**% OF RAISE**	**3.00%**
END DATE	3/31/2028			

ESCALATION PER YEAR

Year	First Date	Last Date	Months	% of Contract
0	4/1/2026	1/1/2027	9	37.50%
1	1/2/2027	1/1/2028	12	51.50%
2	1/2/2028	4/1/2028	3	13.26%

The total escalation = 2.26%

Local Public Agency	County	Section Number
McHenry County DOT	McHenry County	18-00491-00-ES

Consultant / Subconsultant Name	Job Number
Peralte-Clark, LLC	

PAYROLL RATES

EXHIBIT D COST ESTIMATE OF CONSULTANT SERVICES (CECS) WORKSHEET FIXED RAISE

MAXIMUM PAYROLL RATE	**90.00**
ESCALATION FACTOR	**2.26%**

JOB SPECIFIC - Classifications and Average Payrates need to match current payrolls submitted to the Department.

CLASSIFICATION	IDOT AVG PAYROLL RATES ON FILE	CALCULATED RATE
Business Unit Leader	$90.00	$90.00
Engineering Chief - 4	$90.00	$90.00
Engineering Operations Sr. Manager	$90.00	$90.00
Engineering Director - 3	$90.00	$90.00
Senior Project Manager - 4	$84.48	$86.39
Assistant Project Manager - 1	$66.59	$68.10
Senior Project Engineer - 6	$83.53	$85.42
Project Engineer - 5	$65.30	$66.78
Senior Design Enginer - 4	$63.40	$64.83
Design Engineer - 3	$52.68	$53.87
Design Engineer - 2	$48.73	$49.83
Design Engineer - 1	$42.17	$43.12
Construction Engineer - 4	$61.46	$62.85
Construction Engineer - 3	$56.49	$57.77
Administrative Coordinator	$46.88	$47.94
Engineering Co-op	$23.00	$23.52

Local Public Agency	County	Section Number
McHenry County DOT	McHenry County	18-00491-00-ES
Consultant / Subconsultant Name		**Job Number**
Peralte-Clark, LLC		

SUBCONSULTANTS

EXHIBIT D COST ESTIMATE OF CONSULTANT SERVICES (CECS) WORKSHEET

NAME	Direct Labor Total (Payroll Only)	Contribution to Prime Consultant

Local Public Agency	County	Section Number
McHenry County DOT	McHenry County	18-00491-00-ES
Consultant / Subconsultant Name		**Job Number**
Peralte-Clark, LLC		

DIRECT COSTS WORKSHEET

List ALL direct costs required for this project. Those not listed on the form will not be eligible for reimbursement by the LPA on this project.

EXHIBIT D COST ESTIMATE OF CONSULTANT SERVICES (CECS) WORKSHEET

ITEM	ALLOWABLE	QUANTITY	CONTRACT RATE	TOTAL
Per Diem (per Federal GSA)	Up to federal maximum			$0.00
Lodging (per Federal GSA)	Actual Cost (Up to Federal rate maximum)			$0.00
Lodging Taxes and Fees (per Federal GSA)	Actual Cost			$0.00
Air Fare	Coach rate, actual cost, requires minimum two weeks' notice, with prior IDOT approval			$0.00
Vehicle Mileage (per Federal GSA)	Up to Federal rate maximum	750	$0.73	$543.75
Vehicle Owned or Leased (no mileage charge allowed)	$45.00/half day (4 hours or less) or $90/full day			$0.00
Vehicle Rental	Actual Cost (Up to $55/day)	2	$55.00	$110.00
Tolls	Actual Cost	1	$50.00	$50.00
Parking	Actual Cost			$0.00
Overtime	Premium portion (Submit supporting documentation)			$0.00
Shift Differential	Actual Cost (Based on firm's policy)			$0.00
Overnight Delivery/Postage/Courier Service	Actual Cost (Submit supporting documentation)	4	$30.00	$120.00
Copies of Deliverables/Mylars (In-house)	Actual Cost (Submit supporting documentation)			$0.00
Copies of Deliverables/Mylars (Outside)	Actual Cost (Submit supporting documentation)	1	$500.00	$500.00
Project Specific Insurance	Actual Cost			$0.00
Monuments (Permanent)	Actual Cost			$0.00
Photo Processing	Actual Cost			$0.00
2-Way Radio (Survey or Phase III Only)	Actual Cost			$0.00
Telephone Usage (Traffic System Monitoring Only)	Actual Cost			$0.00
CADD	Actual Cost (Max $15/hour)			$0.00
Web Site	Actual Cost (Submit supporting documentation)			$0.00
Advertisements	Actual Cost (Submit supporting documentation)			$0.00
Public Meeting Facility Rental	Actual Cost (Submit supporting documentation)			$0.00
Public Meeting Exhibits/Renderings & Equipment	Actual Cost (Submit supporting documentation)			$0.00
Recording Fees	Actual Cost			$0.00
Transcriptions (specific to project)	Actual Cost			$0.00
Courthouse Fees	Actual Cost			$0.00
Storm Sewer Cleaning and Televising	Actual Cost (Requires 2-3 quotes with IDOT approval)			$0.00
Traffic Control and Protection	Actual Cost (Requires 2-3 quotes with IDOT approval)			$0.00
Aerial Photography and Mapping	Actual Cost (Requires 2-3 quotes with IDOT approval)			$0.00
Utliity Exploratory Trenching	Actual Cost (Requires 2-3 quotes with IDOT approval)			$0.00
Testing of Soil Samples	Actual Cost			$0.00
Lab Services	Actual Cost (Provide breakdown of each cost)			$0.00
Equipment and/or Specialized Equipment Rental	Actual Cost (Requires 2-3 quotes with IDOT approval)			$0.00
IDNR-OWR Fee	Actual Cost	1	$5,000.00	$5,000.00
				$0.00
				$0.00
			TOTAL DIRECT COSTS:	**$6,323.75**

July 1, 2025 thru June 30, 2026

OFFICE OF WATER RESOURCES PERMIT APPLICATION FEE NOTICE

Effective July 1, 2025, the IDNR Office of Water Resources base principal review fees have been adjusted to account for inflation. The U.S. Bureau of Labor Statistics' Consumer Price Index Table for all urban consumers (CPI-U), U.S. city average, all items, base period 1982-1984=100 (Series ID: CUUR0000SA0) has been used to calculate the adjustment factor. The adjustment factor for fiscal year 2026 (July 1, 2025 – June 30, 2026) is: [CPI for May 2025 (321.465) ÷ CPI for June 2013 (233.504)] = 1.377. In accordance with the Part 3700 Floodway Construction, Part 3702 Dam Safety, Part 3704 Public Waters, and Part 3708 Floodway Construction in Northeastern Illinois administrative rules, the base fee amounts in those rules have been multiplied by this factor and rounded to the nearest $10 to compute the fiscal year 2025 review fees. **A summary of the July 1, 2025, through June 30, 2026, application review fees follows**:

1) **PERMIT REQUIRED DETERMINATION: $0**

All applications and written inquiries received will be reviewed free of charge to determine whether or not the dam and/or floodway work proposed requires authorization by the Department, so long as sufficient information is provided for the Department to make that determination. If a permit authorization is not required for the activity proposed, or is already covered by Statewide Permit authorization, the applicant will be notified of such determination. If a permit is required for the activity proposed and is not already permitted by Statewide Permit authorization, permit applicants must pay a non-refundable permit application review fee determined by the Department to allow review of the permit application to continue. The applicant shall be notified of that determination in writing, immediately after this initial review of the application. Applications will be deemed withdrawn if the review fee is not received within 90 days after the applicant is notified of the amount of the fee**.**

2) **REVIEW FEE:** $ varies

Application processing shall not be initiated until the review fee is received.

$280 for Department documentation of construction activities that occur within the floodway boundaries of an approved delegated community. This fee must be provided to the Department prior to delegation of the application for review;

$280 for previously permitted appropriate uses or floodway construction activities requiring new permit authorization in accordance with provisions in the rules preventing the transfer of permits, and not involving any changes from the previously permitted activity;

$690 for construction activities that meet the terms and conditions of a general permit;

$1,380 for construction activities that the Department determines would not require review of a hydrologic and/or hydraulic analysis to demonstrate compliance with the rules;

$2,070 for operating authorization for an existing dam (Class I, II, and III);

$3,440 for construction activities such as levees, certain bridge/culvert crossings, and major floodway filling that the Department determines will require review of a hydrologic and/or hydraulic analysis to demonstrate compliance with the **Part 3700 rules**. The review fee will be **capped at $5,000 for applications requiring public notice;**

$3,440 for **Public Water** construction activities that the Department determines would not likely cause any of the impacts listed in Section 3704.80(a);

$3,440 for removal of a dam (Class I, II, and III);

$3,440 for major modification of an existing Class III Dam;

$4,130 for construction activities in Northeastern Illinois (**3708 rules area**) such as levees, bridges, culverts, channel modifications, and public flood control projects that the Department determines will require review of a hydrologic and/or hydraulic analysis to demonstrate compliance with departmental standards. The review fee will be **capped at $5,000 for applications requiring public notice;**

$4,820 for major modification of an existing Class I or Class II Dam;

$5,000 for **Public Water** construction activities such as new barge terminals, marinas and water level management structures that would likely cause one or more of the impacts listed in Section 3704.80(a);

$5,000 for construction of a new Class I, Class II, or Class III Dam;

If the construction activity being applied for also requires authorization under other IDNR/OWR regulations, the review fee for each authorization shall be added to calculate the total review fee. The total review fee shall continue to be capped at $5,000.

In accordance with the Rivers, Lakes and Streams Act, the collected fees will be deposited into the State Boating Act Fund for use by the IDNR alone to help defray a portion of the ordinary and contingent expenses of the IDNR.

Thank you for your cooperation in this matter.

Local Public Agency
McHenry County DOT

County
McHenry County

Section Number
18-00491-00-ES

Consultant / Subconsultant Name
Peralte-Clark, LLC

Job Number

COST ESTIMATE WORKSHEET

EXHIBIT D COST ESTIMATE OF CONSULTANT SERVICES (CECS) WORKSHEET

OVERHEAD RATE 167.25%

COMPLEXITY FACTOR 0

TASK	DIRECT COSTS (not included in row totals)	MANHOURS	PAYROLL	OVERHEAD & FRINGE BENEFITS	FIXED FEE	SERVICES BY OTHERS	TOTAL	% OF GRAND TOTAL
Task 1 – Early Coord.& Data Review		22	1,381	2,310	456		4,147	0.62%
Task 3 - Utility Coord.		12	740	1,238	244		2,222	0.33%
Task 5 - Roadway Plans		1203	74,463	124,539	24,573		223,575	33.29%
Task 7 - Quantity Calculations		120	6,967	11,653	2,299		20,919	3.11%
Task 8 - Specs. & Special Provisions		24	1,623	2,714	536		4,873	0.73%
Task 10 - PS&E Submittals		24	1,534	2,565	506		4,605	0.69%
Task 11 - Permitting & Env. Coord.		232	15,155	25,347	5,001		45,503	6.78%
Task 12 - Phase III Activities		18	1,110	1,857	366		3,333	0.50%
Task 13 - Meetings & Coord.		92	6,222	10,406	2,053		18,681	2.78%
Task 14 - Project Admin. & Mgmt.	6,324	148	12,786	21,384	4,219		44,713	6.66%
Task 15 - QA/QC		132	11,880	19,869	3,920		35,669	5.31%
Task 17-03 - Drainage Concept Eval.		796	49,764	83,230	16,422		149,416	22.25%
Task 17-10 - Phase II Readiness Doc.		612	37,945	63,462	12,522		113,929	16.96%
			-	-	-		-	
			-	-	-		-	
			-	-	-		-	
			-	-	-		-	
			-	-	-		-	
			-	-	-		-	
			-	-	-		-	
			-	-	-		-	
			-	-	-		-	
			-	-	-		-	
			-	-	-		-	
			-	-	-		-	
			-	-	-		-	
			-	-	-		-	
			-	-	-		-	
			-	-	-		-	
Subconsultant DL					0.00			
TOTALS	6,324	3435	221,570	370,574	73,117	-	671,585	100.00%

Local Public Agency
McHenry County DOT

County
McHenry County

Section Number
18-00491-00-ES

Consultant / Subconsultant Name
Peralte-Clark, LLC

Job Number

AVERAGE HOURLY PROJECT RATES

EXHIBIT D COST ESTIMATE OF CONSULTANT SERVICES (CECS) WORKSHEET

SHEET 1 OF 3

PAYROLL CLASSIFICATION	AVG HOURLY RATES	TOTAL PROJ. RATES			Task 1 – Early Coord.& Data Review			Task 3 - Utility Coord.			Task 5 - Roadway Plans			Task 7 - Quantity Calculations			Task 8 - Specs. & Special Provisions		
		Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg
Business Unit Leader	90.00	0.0																	
Engineering Chief - 4	90.00	132.0	3.84%	3.46															
Engineering Operations Sr. Manager	90.00	0.0																	
Engineering Director - 3	90.00	0.0																	
Senior Project Manager - 4	86.39	428.0	12.46%	10.76							120	9.98%	8.62						
Assistant Project Manager - 1	68.10	0.0																	
Senior Project Engineer - 6	85.42	786.0	22.88%	19.55	8	36.36%	31.06	4	33.33%	28.47	220	18.29%	15.62	30	25.00%	21.35	12	50.00%	42.71
Project Engineer - 5	66.78	183.0	5.33%	3.56							183	15.21%	10.16						
Senior Design Enginer - 4	64.83	4.0	0.12%	0.08															
Design Engineer - 3	53.87	802.0	23.35%	12.58							200	16.63%	8.96	30	25.00%	13.47			
Design Engineer - 2	49.83	366.0	10.66%	5.31	14	63.64%	31.71	8	66.67%	33.22	240	19.95%	9.94	30	25.00%	12.46	12	50.00%	24.92
Design Engineer - 1	43.12	734.0	21.37%	9.21							240	19.95%	8.60	30	25.00%	10.78			
Construction Engineer - 4	62.85	0.0																	
Construction Engineer - 3	57.77	0.0																	
Administrative Coordinator	47.94	0.0																	
Engineering Co-op	23.52	0.0																	
		0.0																	
		0.0																	
		0.0																	
		0.0																	
		0.0																	
		0.0																	
		0.0																	
		0.0																	
		0.0																	
		0.0																	
		0.0																	
TOTALS		3435.0	100%	$64.50	22.0	100.00%	$62.77	12.0	100%	$61.69	1203.0	100%	$61.90	120.0	100%	$58.06	24.0	100%	$67.63

Local Public Agency
McHenry County DOT

County
McHenry County

Section Number
18-00491-00-ES

Consultant / Subconsultant Name
Peralte-Clark, LLC

Job Number

AVERAGE HOURLY PROJECT RATES

EXHIBIT D COST ESTIMATE OF CONSULTANT SERVICES (CECS) WORKSHEET

SHEET 2 **OF** 3

PAYROLL CLASSIFICATION	AVG HOURLY RATES	Task 10 - PS&E Submittals			Task 11 - Permitting & Env. Coord.			Task 12 - Phase III Activities			Task 13 - Meetings & Coord.			Task 14 - Project Admin. & Mgmt.			Task 15 - QA/QC		
		Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg
Business Unit Leader	90.00																		
Engineering Chief - 4	90.00																132	100.00%	90.00
Engineering Operations Sr. M	90.00																		
Engineering Director - 3	90.00																		
Senior Project Manager - 4	86.39	4	16.67%	14.40	16	6.90%	5.96							148	100.00%	86.39			
Assistant Project Manager - 1	68.10																		
Senior Project Engineer - 6	85.42	4	16.67%	14.24	80	34.48%	29.45	6	33.33%	28.47	46	50.00%	42.71						
Project Engineer - 5	66.78																		
Senior Design Enginer - 4	64.83	4	16.67%	10.81															
Design Engineer - 3	53.87	4	16.67%	8.98	100	43.10%	23.22												
Design Engineer - 2	49.83	4	16.67%	8.31				12	66.67%	33.22	46	50.00%	24.92						
Design Engineer - 1	43.12	4	16.67%	7.19	36	15.52%	6.69												
Construction Engineer - 4	62.85																		
Construction Engineer - 3	57.77																		
Administrative Coordinator	47.94																		
Engineering Co-op	23.52																		
TOTALS		24.0	100%	$63.91	232.0	100%	$65.32	18.0	100%	$61.69	92.0	100%	$67.63	148.0	100%	$86.39	132.0	100%	$90.00

Local Public Agency
McHenry County DOT

County
McHenry County

Section Number
18-00491-00-ES

Consultant / Subconsultant Name
Peralte-Clark, LLC

Job Number

AVERAGE HOURLY PROJECT RATES

EXHIBIT D COST ESTIMATE OF CONSULTANT SERVICES (CECS) WORKSHEET

SHEET 3 **OF** 3

PAYROLL CLASSIFICATION	AVG HOURLY RATES	Task 17-03 - Drainage Concept Eval.			Task 17-10 - Phase II Readiness Doc.														
		Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg
Business Unit Leader	90.00																		
Engineering Chief - 4	90.00																		
Engineering Operations Sr. M	90.00																		
Engineering Director - 3	90.00																		
Senior Project Manager - 4	86.39	80	10.05%	8.68	60	9.80%	8.47												
Assistant Project Manager - 1	68.10																		
Senior Project Engineer - 6	85.42	212	26.63%	22.75	164	26.80%	22.89												
Project Engineer - 5	66.78																		
Senior Design Enginer - 4	64.83																		
Design Engineer - 3	53.87	280	35.18%	18.95	188	30.72%	16.55												
Design Engineer - 2	49.83																		
Design Engineer - 1	43.12	224	28.14%	12.14	200	32.68%	14.09												
Construction Engineer - 4	62.85																		
Construction Engineer - 3	57.77																		
Administrative Coordinator	47.94																		
Engineering Co-op	23.52																		
TOTALS		796.0	100%	$62.52	612.0	100%	$62.00	0.0	0%	$0.00	0.0	0%	$0.00	0.0	0%	$0.00	0.0	0%	$0.00

Illinois Department of Transportation

EXHIBIT D

COST ESTIMATE OF CONSULTANT SERVICES (CECS) WORKSHEET

FIXED RAISE

Local Public Agency	County	Section Number
County of McHenry	McHenry	18-00491-00-ES

Prime Consultant (Firm) Name	Prepared By	Date
CMT	Dan Woessner	3/2/2026

Consultant / Subconsultant Name	Job Number
American Surveying & Engineering, Ltd.	

Note: This is name of the consultant the CECS is being completed for. This name appears at the top of each tab.

Remarks

PAYROLL ESCALATION TABLE

CONTRACT TERM	24	MONTHS	OVERHEAD RATE	183.30%
START DATE	4/1/2026		COMPLEXITY FACTOR	
RAISE DATE	1/1/2027		% OF RAISE	3.00%
END DATE	3/31/2028			

ESCALATION PER YEAR

Year	First Date	Last Date	Months	% of Contract
0	4/1/2026	1/1/2027	9	37.50%
1	1/2/2027	1/1/2028	12	51.50%
2	1/2/2028	4/1/2028	3	13.26%

The total escalation = 2.26%

Local Public Agency	County	Section Number
County of McHenry	McHenry	18-00491-00-ES

Consultant / Subconsultant Name	Job Number
American Surveying & Engineering, Ltd.	

PAYROLL RATES

EXHIBIT D COST ESTIMATE OF CONSULTANT SERVICES (CECS) WORKSHEET FIXED RAISE

MAXIMUM PAYROLL RATE	**90.00**
ESCALATION FACTOR	**2.26%**

JOB SPECIFIC - Classifications and Average Payrates need to match current payrolls submitted to the Department.

CLASSIFICATION	IDOT AVG PAYROLL RATES ON FILE	CALCULATED RATE
PRINCIPAL IN CHARGE	$90.00	$90.00
PROJECT MANAGER	$87.80	$89.79
PROJECT SURVEYOR/ENGINEER 4	$87.67	$89.65
PROJECT SURVEYOR/ENGINEER 3	$72.64	$74.28
PROJECT SURVEYOR/ENGINEER 2	$53.85	$55.07
PROJECT SURVEYOR/ENGINEER 1	$42.05	$43.00
CADD TECHNICIANS	$48.53	$49.63
ENGINEERING/SURVEY TECHNICIAN 4	$70.17	$71.76
ENGINEERING/SURVEY TECHNICIAN 3	$45.44	$46.47
ENGINEERING/SURVEY TECHNICIAN 2	$33.58	$34.34
ENGINEERING/SURVEY TECHNICIAN 1	$24.71	$25.27
RIGHT-OF-WAY SPECIALIST 4	$64.82	$66.29
RIGHT-OF-WAY SPECIALIST 3	$50.00	$51.13
RIGHT-OF-WAY SPECIALIST 2	$37.82	$38.68
RIGHT-OF-WAY SPECIALIST 1	$23.95	$24.49
SUBSURFACE UTILITY ENGINEER 4	$54.34	$55.57
SUBSURFACE UTILITY ENGINEER 3	$48.02	$49.11
SUBSURFACE UTILITY ENGINEER 2	$34.43	$35.21
SUBSURFACE UTILITY ENGINEER 1	$25.97	$26.56
ADMINISTRATIVE/CLERICAL 3	$36.00	$36.81
ADMINISTRATIVE/CLERICAL 2	$26.60	$27.20

Local Public Agency	County	Section Number
County of McHenry	McHenry	18-00491-00-ES

Consultant / Subconsultant Name	Job Number
American Surveying & Engineering, Ltd.	

DIRECT COSTS WORKSHEET

List ALL direct costs required for this project. Those not listed on the form will not be eligible for reimbursement by the LPA on this project.

EXHIBIT D COST ESTIMATE OF CONSULTANT SERVICES (CECS) WORKSHEET

ITEM	ALLOWABLE	QUANTITY	CONTRACT RATE	TOTAL
Per Diem (per Federal GSA)	Up to federal maximum			$0.00
Lodging (per Federal GSA)	Actual Cost (Up to Federal rate maximum)			$0.00
Lodging Taxes and Fees (per Federal GSA)	Actual Cost			$0.00
Air Fare	Coach rate, actual cost, requires minimum two weeks' notice, with prior IDOT approval			$0.00
Vehicle Mileage (per Federal GSA)	Up to Federal rate maximum			$0.00
Vehicle Owned or Leased (no mileage charge allowed)	$45.00/half day (4 hours or less) or $90/full day			$0.00
Vehicle Rental	Actual Cost (Up to $55/day)			$0.00
Tolls	Actual Cost			$0.00
Parking	Actual Cost			$0.00
Overtime	Premium portion (Submit supporting documentation)			$0.00
Shift Differential	Actual Cost (Based on firm's policy)			$0.00
Overnight Delivery/Postage/Courier Service	Actual Cost (Submit supporting documentation)			$0.00
Copies of Deliverables/Mylars (In-house)	Actual Cost (Submit supporting documentation)			$0.00
Copies of Deliverables/Mylars (Outside)	Actual Cost (Submit supporting documentation)			$0.00
Project Specific Insurance	Actual Cost			$0.00
Monuments (Permanent)	Actual Cost			$0.00
Photo Processing	Actual Cost			$0.00
2-Way Radio (Survey or Phase III Only)	Actual Cost			$0.00
Telephone Usage (Traffic System Monitoring Only)	Actual Cost			$0.00
CADD	Actual Cost (Max $15/hour)			$0.00
Web Site	Actual Cost (Submit supporting documentation)			$0.00
Advertisements	Actual Cost (Submit supporting documentation)			$0.00
Public Meeting Facility Rental	Actual Cost (Submit supporting documentation)			$0.00
Public Meeting Exhibits/Renderings & Equipment	Actual Cost (Submit supporting documentation)			$0.00
Recording Fees	Actual Cost			$0.00
Transcriptions (specific to project)	Actual Cost			$0.00
Courthouse Fees	Actual Cost			$0.00
Storm Sewer Cleaning and Televising	Actual Cost (Requires 2-3 quotes with IDOT approval)			$0.00
Traffic Control and Protection	Actual Cost (Requires 2-3 quotes with IDOT approval)	10	$1,760.00	$17,600.00
Aerial Photography and Mapping	Actual Cost (Requires 2-3 quotes with IDOT approval)			$0.00
Utliity Exploratory Trenching	Actual Cost (Requires 2-3 quotes with IDOT approval)			$0.00
Testing of Soil Samples	Actual Cost			$0.00
Lab Services	Actual Cost (Provide breakdown of each cost)			$0.00
Equipment and/or Specialized Equipment Rental	Actual Cost (Requires 2-3 quotes with IDOT approval)			$0.00
				$0.00
				$0.00
				$0.00
			TOTAL DIRECT COSTS:	$17,600.00

Local Public Agency
County of McHenry

County
McHenry

Section Number
18-00491-00-ES

Consultant / Subconsultant Name
American Surveying & Engineering, Ltd.

Job Number

COST ESTIMATE WORKSHEET

EXHIBIT D COST ESTIMATE OF CONSULTANT SERVICES (CECS) WORKSHEET

OVERHEAD RATE 183.30%

COMPLEXITY FACTOR 0

TASK	DIRECT COSTS (not included in row totals)	MANHOURS	PAYROLL	OVERHEAD & FRINGE BENEFITS	FIXED FEE	SERVICES BY OTHERS	TOTAL	% OF GRAND TOTAL
1.0 Administration		20	1,504	2,756	496		4,756	4.95%
2.0 Data Compilation		6	398	730	131		1,259	1.31%
3.0 Horizontal & Vertical Control		20	897	1,644	296		2,837	2.95%
4.0 Subsurface Utility Engineering	17,600	366	15,480	28,375	5,108		66,563	69.27%
5.0 Utility Company Coordination		58	3,027	5,548	999		9,574	9.96%
6.0 Conflict Analysis		32	1,714	3,142	566		5,422	5.64%
7.0 QA/QC		20	1,796	3,292	593		5,681	5.91%
8			-	-	-		-	0.00%
9			-	-	-		-	0.00%
10			-	-	-		-	0.00%
11			-	-	-		-	0.00%
12			-	-	-		-	0.00%
13			-	-	-		-	0.00%
14			-	-	-		-	0.00%
15			-	-	-		-	0.00%
16			-	-	-		-	0.00%
17			-	-	-		-	0.00%
18			-	-	-		-	0.00%
19			-	-	-		-	0.00%
20			-	-	-		-	0.00%
			-	-	-		-	
			-	-	-		-	
			-	-	-		-	
			-	-	-		-	
			-	-	-		-	
			-	-	-		-	
			-	-	-		-	
			-	-	-		-	
			-	-	-		-	
Subconsultant DL					0.00			
TOTALS	17,600	522	24,816	45,487	8,189	-	96,092	100.00%

BLR 05514 (Rev. 1/24/26)
COST EST

Local Public Agency
County of McHenry

County
McHenry

Section Number
18-00491-00-ES

Consultant / Subconsultant Name
American Surveying & Engineering, Ltd.

Job Number

AVERAGE HOURLY PROJECT RATES

EXHIBIT D COST ESTIMATE OF CONSULTANT SERVICES (CECS) WORKSHEET

PAYROLL CLASSIFICATION	AVG HOURLY RATES	TOTAL PROJ. RATES			1.0 Administration			2.0 Data Compilation			3.0 Horizontal & Vertical Control			4.0 Subsurface Utility Engineering			5.0 Utility Company Coordination		
		Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg
PRINCIPAL IN CHARGE	90.00	0.0			0			0			0			0			0		
PROJECT MANAGER	89.79	43.0	8.24%	7.40	6	30.00%	26.94	3	50.00%	44.89	0			8	2.19%	1.96	2	3.45%	3.10
PROJECT SURVEYOR/ENGINEER 4	89.65	10.0	1.92%	1.72	0			0			0			10	2.73%	2.45	0		
PROJECT SURVEYOR/ENGINEER 3	74.28	36.0	6.90%	5.12	12	60.00%	44.57	0			0			18	4.92%	3.65	6	10.34%	7.68
PROJECT SURVEYOR/ENGINEER 2	55.07	0.0			0			0			0			0			0		
PROJECT SURVEYOR/ENGINEER 1	43.00	67.0	12.84%	5.52	0			3	50.00%	21.50	0			18	4.92%	2.11	30	51.72%	22.24
CADD TECHNICIANS	49.63	0.0			0			0			0			0			0		
ENGINEERING/SURVEY TECHNICIAN 4	71.76	0.0			0			0			0			0			0		
ENGINEERING/SURVEY TECHNICIAN 3	46.47	0.0			0			0			0			0			0		
ENGINEERING/SURVEY TECHNICIAN 2	34.34	0.0			0			0			0			0			0		
ENGINEERING/SURVEY TECHNICIAN 1	25.27	0.0			0			0			0			0			0		
RIGHT-OF-WAY SPECIALIST 4	66.29	0.0			0			0			0			0			0		
RIGHT-OF-WAY SPECIALIST 3	51.13	0.0			0			0			0			0			0		
RIGHT-OF-WAY SPECIALIST 2	38.68	0.0			0			0			0			0			0		
RIGHT-OF-WAY SPECIALIST 1	24.49	0.0			0			0			0			0			0		
SUBSURFACE UTILITY ENGINEER 4	55.57	48.0	9.20%	5.11	0			0			4	20.00%	11.11	12	3.28%	1.82	20	34.48%	19.16
SUBSURFACE UTILITY ENGINEER 3	49.11	108.0	20.69%	10.16	0			0			8	40.00%	19.64	100	27.32%	13.42	0		
SUBSURFACE UTILITY ENGINEER 2	35.21	108.0	20.69%	7.28	0			0			8	40.00%	14.08	100	27.32%	9.62	0		
SUBSURFACE UTILITY ENGINEER 1	26.56	100.0	19.16%	5.09	0			0			0			100	27.32%	7.26	0		
ADMINISTRATIVE/CLERICAL 3	36.81	2.0	0.38%	0.14	2	10.00%	3.68	0			0			0			0		
ADMINISTRATIVE/CLERICAL 2	27.20	0.0			0			0			0			0			0		
		0.0																	
		0.0																	
		0.0																	
		0.0																	
		0.0																	
		0.0																	
TOTALS		522.0	100%	$47.54	20.0	100.00%	$75.19	6.0	100%	$66.39	20.0	100%	$44.84	366.0	100%	$42.29	58.0	100%	$52.18

Local Public Agency
County of McHenry

County
McHenry

Section Number
18-00491-00-ES

Consultant / Subconsultant Name
American Surveying & Engineering, Ltd.

Job Number

AVERAGE HOURLY PROJECT RATES

EXHIBIT D COST ESTIMATE OF CONSULTANT SERVICES (CECS) WORKSHEET

SHEET 2 **OF** 2

PAYROLL CLASSIFICATION	AVG HOURLY RATES	6.0 Conflict Analysis			7.0 QA/QC			8			9			10			11		
		Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg
PRINCIPAL IN CHARGE	90.00	0			0			0			0			0			0		
PROJECT MANAGER	89.79	4	12.50%	11.22	20	100.00%	89.79	0			0			0			0		
PROJECT SURVEYOR/ENGINEER 4	89.65	0			0			0			0			0			0		
PROJECT SURVEYOR/ENGINEER 3	74.28	0			0			0			0			0			0		
PROJECT SURVEYOR/ENGINEER 2	55.07	0			0			0			0			0			0		
PROJECT SURVEYOR/ENGINEER 1	43.00	16	50.00%	21.50	0			0			0			0			0		
CADD TECHNICIANS	49.63	0			0			0			0			0			0		
ENGINEERING/SURVEY TECHNICIAN 4	71.76	0			0			0			0			0			0		
ENGINEERING/SURVEY TECHNICIAN 3	46.47	0			0			0			0			0			0		
ENGINEERING/SURVEY TECHNICIAN 2	34.34	0			0			0			0			0			0		
ENGINEERING/SURVEY TECHNICIAN 1	25.27	0			0			0			0			0			0		
RIGHT-OF-WAY SPECIALIST 4	66.29	0			0			0			0			0			0		
RIGHT-OF-WAY SPECIALIST 3	51.13	0			0			0			0			0			0		
RIGHT-OF-WAY SPECIALIST 2	38.68	0			0			0			0			0			0		
RIGHT-OF-WAY SPECIALIST 1	24.49	0			0			0			0			0			0		
SUBSURFACE UTILITY ENGINEER 4	55.57	12	37.50%	20.84	0			0			0			0			0		
SUBSURFACE UTILITY ENGINEER 3	49.11	0			0			0			0			0			0		
SUBSURFACE UTILITY ENGINEER 2	35.21	0			0			0			0			0			0		
SUBSURFACE UTILITY ENGINEER 1	26.56	0			0			0			0			0			0		
ADMINISTRATIVE/CLERICAL 3	36.81	0			0			0			0			0			0		
ADMINISTRATIVE/CLERICAL 2	27.20	0			0			0			0			0			0		
TOTALS		32.0	100%	$53.56	20.0	100%	$89.79	0.0	0%	$0.00	0.0	0%	$0.00	0.0	0%	$0.00	0.0	0%	$0.00

Scope of Work

PROJECT SUMMARY

Project Name: Phase II Engineering for Lakewood Road Corridor Project ASE Proposal No.: 225109

Owner: McHenry County Division of Transportation Date: January 14, 2026

Agent: CMT Revision Date: January 21, 2026

March 2, 2026

Project Description – ASE will provide utility coordination, conflict analysis, and Subsurface Utility Engineering Services for the Phase II Engineering for the construction of a multi-use path along both the east and west sides of Lakewood Road, widening of the road to provide median refuge islands at multiple intersections, construction of two new pedestrian structures over the Kishwaukee Creek just north of Miller Road intersection, and the construction of a roundabout at Lakewood Road and Miller Road Intersection.

For utility coordination, ASE notes the following aspects of the project.

A. Conduct Design JULIE and collect Atlas (Level D) utility Data.

B. Coordinate with Roadway Designers.

C. Prepare Utility Conflict Matrix via designer coordination.

D. Submit proposed roadway plans, by others, depicting the existing utility data to each utility entity involved.

E. Solicit Utility company plan markups / responses.

F. Address Utility company comments / revise existing utility plans if required.

For Subsurface Utility Engineering (SUE) notes the following aspects of the project.

A. This proposal assumes 10 SUE Quality Level A Test Holes to be performed at locations directed by CMT and the County. We assume the test holes will not be in pavement. Each test hole will require 500 linear feet of SUE Quality Level B designating to confirm horizontal location of utility before exposure. A full SUE Quality Level B study of the project limits will not be performed.

Project Location – Lakewood Road, Lake in the Hills.

Project Limits – The Project Limits are Lakewood Road from Algonquin Road to Ackman Road. Those limits are shown in blue in the exhibit below. ASE's SUE Study's will be within the proposed right-of-way and temporary easements of Lakewood Road and the cross streets.



GENERAL CONDITIONS AND SCOPE ASSUMPTIONS

1. All previous and relevant survey information, such as Preliminary Surveys and construction plans, if available, will be provided to ASE at no cost prior to starting the work.
2. Subsurface Utility Engineering (SUE) standards referred to within this scope of work are in accordance with the CI/ASCE 38-22 Standard Guideline for Investigating and Documenting Existing Utilities.
3. American Surveying & Engineering shall not be responsible for any erroneous or missing information provided by underground utility providers.
4. Owner/Agent will provide a Letter of Introduction to facilitate field operations.
5. Hazardous Waste sites designated as requiring protective equipment of "Class D" or greater will not be entered unless provided for otherwise in the Scope of Work Tasks. ASE does not engage in the cleanup, handling, or disposal of biological waste, regulated medical waste, or sharps.
6. American Surveying & Engineering is not signatory to any organized labor agreements. We will not provide services in any capacity where labor disputes may exist. We will not be responsible for costs or delays associated with labor disputes relevant to work on this project.
7. Field work performed on this project is subject to the vagaries of weather. In the event weather impairs our ability to perform any specified professional services, we will contact the Owner/Agent to determine changes in schedule or cost. No additional work will be performed until the Owner/Agent has reviewed and approved a revised cost or schedule.
8. Manholes or other confined spaces (as defined by OSHA) will not be entered or cleaned. Invert elevation, pipe size/type were obtained from surface level and should be used as a check on plan information only. For design purposes field verification by below grade examination (SUE) should be performed.
9. This proposal assumes the flowlines of project drainage structures (culverts, manholes, inlets, etc.) will be surveyed as existing conditions by others. ASE will not clean, excavate, pump or otherwise remove debris, silt, trash or other material from project structures.
10. A no-cost Facility Installation Permit is required from MCDOT for work in ROW.
11. This proposal is based on 10 SUE Quality Level A test holes will be necessary, with zero of them being in the pavement.
12. A full SUE Quality Level B study of the project limits will not be performed.
13. ASE will commence work within 10 days of the Notice to Proceed.
14. This SOW shall become part of the contract between Owner/Agent and ASE.

SCHEDULE

1. This proposal assumes the contract will be executed within 6 months of the proposal date of March 3, 2026. If the contract is not approved, ASE reserves the right to adjust the proposed rates and fees to current rates before entering into a contract and beginning work.

PROPOSED TASKS

1. Administration

1.1. Meetings with Owner or Agent, including in-house meetings. Progress Reports, scheduling, invoicing and other project administrative tasks.
1.2. Technical direction of staff
1.3. Project Management, resource coordination.

2. Document Compilation
   2.1. Obtain relevant project documents from Owner/Agent and Courthouse.
   2.2. Compile, review and index information.
   2.3. Prepare compiled information for field and office tasks.

3. Horizontal and Vertical Control. Horizontal Control will use NAD 83 IL East Zone State Plane Coordinates – Vertical Control will be GPS derived NAVD88 values.
   3.1. Search and reconnaissance for record control points. Recover and verify previous control points.
   3.2. Traverse/GPS/level through found monuments to establish primary control.
   3.3. Office calculations, adjustment, tabulations of coordinates.

4. Subsurface Utility Engineering
   4.1. SUE Quality Level D
      4.1.1. Research and review existing utility information.
      4.1.2. Request Atlas information from One-Call system (JULIE). It is typically 30 days to receive all Atlases.
   4.2. SUE Quality Level C – **This task performed by others.**
      4.2.1. This task, when required, consists of the data acquisition of Sanitary Sewer, Storm Sewer, and other utility structures in order to develop surface and utility pipe locations & elevations
      4.2.2. A structure data sheet detailing the structure type and information will be recorded in the field and provided to the client.
      Structures that are locked, blocked, or full of debris will prevent data acquisition. Manholes or vaults filled with water will not be pumped.
      4.2.3. Designated SUE Quality Level C utilities are drawn up in a coordinate correct CADD model file environment for distribution to the client.
   4.3. SUE Quality Level A Test Holes
      4.3.1. Obtain Dig tickets as required for SUE Quality Level A Test Holes.
      4.3.2. Perform SUE Quality Level B in support of SUE Quality Level A test holes. Assume 500 feet per hole.
      4.3.3. Perform Hydro or Air vac excavation to expose specified utilities for accurate depiction of the utility location and subsequent backfill with excavation spoils or sand (billed as direct unit cost).
      4.3.4. Obtain X, Y, Z coordinates of top of utility locations and ground elevation.
      4.3.5. Provide a Test Hole Data Sheet for each Quality Level A Test Hole.

5. Utility Company Coordination
   5.1. ASE will submit the existing utility plan sheets prepared by others to the various utility

companies found in the project area.

5.2. ASE will solicit Utility company input on the plans submitted.

6. Conflict Analysis
   6.1. Proposed Improvement will be reviewed with respect to the existing utilities found to exist.
   6.2. A Conflict Analysis Matrix will be prepared. The Matrix will identify potential conflicts of the proposed design with respect to the existing utilities.
   6.3. Exhibits depicting the potential conflicts will be prepared to accompany the Conflict Matrix.
   6.4. The Conflict Matrix and Exhibits will be updated at the conclusion of the design process to represent those potential conflicts and design considerations needed for the Phase II designer to consider.

7. QA/QC
   7.1. Review contract documents and survey requirements to verify ASE project QA/QC requirements. Create project-specific QA/QC plan.
   7.2. Periodic project review to ensure compliance with policy and contract documents.

DELIVERABLES

- Once SUE Level A is completed, a geo-referenced .dwg CAD file in IL State Plane Coordinates containing the existing underground utilities and depth information where excavations were performed.
- PDF of any field drawings illustrating location of vacuum excavations, including any field notes.
- Raw survey data (.CVS file of all points)
- Survey field book (PDF)

DIRECT COST ITEMS

A. Traffic control – assume $1,760 per day – Assume 10 days.

ITEMS SUPPLIED BY OTHERS

A. Record plans, including any previous survey information (if available).
B. Any pertinent site information including, but not limited to, previous horizontal and vertical survey control survey information, boundary surveys, existing aerial photography, Right-of-Way plans, centerline alignment, construction plans and plats of highway will be furnished to ASE, at no cost to ASE, prior to commencement of field operations.
C. Permission and access to closed or locked areas requiring access to complete the survey.
D. Letter of Introduction and written authorization for access to subject property for ASE's services on subject site.

Illinois Department of Transportation

EXHIBIT D

COST ESTIMATE OF CONSULTANT SERVICES (CECS) WORKSHEET

FIXED RAISE

Local Public Agency	County	Section Number
McHenry County DOT	McHenry	18-00491-00-ES

Prime Consultant (Firm) Name	Prepared By	Date
CMT, Inc	Melissa Kupczyk	2/2/2026

Consultant / Subconsultant Name	Job Number
Fehr Graham Engineering & Environmental	N/A

Note: This is name of the consultant the CECS is being completed for. This name appears at the top of each tab.

Remarks

PAYROLL ESCALATION TABLE

CONTRACT TERM	**20**	**MONTHS**	**OVERHEAD RATE**	**128.35%**
START DATE	**3/2/2026**		**COMPLEXITY FACTOR**	**0**
RAISE DATE	**1/1/2027**		**% OF RAISE**	**3.00%**
END DATE	11/1/2027			

ESCALATION PER YEAR

Year	First Date	Last Date	Months	% of Contract
0	3/2/2026	1/1/2027	10	50.00%
1	1/2/2027	11/1/2027	10	51.50%

The total escalation = 1.50%

Local Public Agency	County	Section Number
McHenry County DOT	McHenry	18-00491-00-ES

Consultant / Subconsultant Name	Job Number
Fehr Graham Engineering & Environmental	N/A

PAYROLL RATES

EXHIBIT D COST ESTIMATE OF CONSULTANT SERVICES (CECS) WORKSHEET FIXED RAISE

MAXIMUM PAYROLL RATE	**90.00**
ESCALATION FACTOR	**1.50%**

JOB SPECIFIC - Classifications and Average Payrates need to match current payrolls submitted to the Department.

CLASSIFICATION	IDOT AVG PAYROLL RATES ON FILE	CALCULATED RATE
Senior Project Manager	$71.52	$72.59
Project Manager	$59.64	$60.53
EHS Scientist	$42.55	$43.19
Engineer	$35.90	$36.44
Project Administrator	$32.76	$33.25
Engineering Technician	$28.24	$28.66

Local Public Agency	County	Section Number
McHenry County DOT	McHenry	18-00491-00-ES

Consultant / Subconsultant Name	Job Number
Fehr Graham Engineering & Environmental	N/A

SUBCONSULTANTS

EXHIBIT D COST ESTIMATE OF CONSULTANT SERVICES (CECS) WORKSHEET

NAME	Direct Labor Total (Payroll Only)	Contribution to Prime Consultant

Local Public Agency	County	Section Number
McHenry County DOT	McHenry	18-00491-00-ES

Consultant / Subconsultant Name	Job Number
Fehr Graham Engineering & Environmental	N/A

DIRECT COSTS WORKSHEET

List ALL direct costs required for this project. Those not listed on the form will not be eligible for reimbursement by the LPA on this project.

EXHIBIT D COST ESTIMATE OF CONSULTANT SERVICES (CECS) WORKSHEET

ITEM	ALLOWABLE	QUANTITY	CONTRACT RATE	TOTAL
Per Diem (per Federal GSA)	Up to federal maximum			$0.00
Lodging (per Federal GSA)	Actual Cost (Up to Federal rate maximum)			$0.00
Lodging Taxes and Fees (per Federal GSA)	Actual Cost			$0.00
Air Fare	Coach rate, actual cost, requires minimum two weeks' notice, with prior IDOT approval			$0.00
Vehicle Mileage (per Federal GSA)	Up to Federal rate maximum			$0.00
Vehicle Owned or Leased (no mileage charge allowed)	$45.00/half day (4 hours or less) or $90/full day	4	$90.00	$360.00
Vehicle Rental	Actual Cost (Up to $55/day)			$0.00
Tolls	Actual Cost			$0.00
Parking	Actual Cost			$0.00
Overtime	Premium portion (Submit supporting documentation)			$0.00
Shift Differential	Actual Cost (Based on firm's policy)			$0.00
Overnight Delivery/Postage/Courier Service	Actual Cost (Submit supporting documentation)			$0.00
Copies of Deliverables/Mylars (In-house)	Actual Cost (Submit supporting documentation)			$0.00
Copies of Deliverables/Mylars (Outside)	Actual Cost (Submit supporting documentation)			$0.00
Project Specific Insurance	Actual Cost			$0.00
Monuments (Permanent)	Actual Cost			$0.00
Photo Processing	Actual Cost			$0.00
2-Way Radio (Survey or Phase III Only)	Actual Cost			$0.00
Telephone Usage (Traffic System Monitoring Only)	Actual Cost			$0.00
CADD	Actual Cost (Max $15/hour)	8	$15.00	$120.00
Web Site	Actual Cost (Submit supporting documentation)			$0.00
Advertisements	Actual Cost (Submit supporting documentation)			$0.00
Public Meeting Facility Rental	Actual Cost (Submit supporting documentation)			$0.00
Public Meeting Exhibits/Renderings & Equipment	Actual Cost (Submit supporting documentation)			$0.00
Recording Fees	Actual Cost			$0.00
Transcriptions (specific to project)	Actual Cost			$0.00
Courthouse Fees	Actual Cost			$0.00
Storm Sewer Cleaning and Televising	Actual Cost (Requires 2-3 quotes with IDOT approval)			$0.00
Traffic Control and Protection	Actual Cost (Requires 2-3 quotes with IDOT approval)	2	$1,978.00	$3,956.00
Aerial Photography and Mapping	Actual Cost (Requires 2-3 quotes with IDOT approval)			$0.00
Utliity Exploratory Trenching	Actual Cost (Requires 2-3 quotes with IDOT approval)			$0.00
Testing of Soil Samples	Actual Cost			$0.00
Lab Services	Actual Cost (Provide breakdown of each cost)	35	$467.00	$16,345.00
Equipment and/or Specialized Equipment Rental	Actual Cost (Requires 2-3 quotes with IDOT approval)	1	$827.00	$827.00
Environmental Database Report	Actual Cost	1	$362.00	$362.00
Environmental Driller	Actual Cost	2	$3,737.00	$7,474.00
				$0.00
			TOTAL DIRECT COSTS:	**$29,444.00**

Local Public Agency
McHenry County DOT

County
McHenry

Section Number
18-00491-00-ES

Consultant / Subconsultant Name
Fehr Graham Engineering & Environmental

Job Number
N/A

COST ESTIMATE WORKSHEET

EXHIBIT D COST ESTIMATE OF CONSULTANT SERVICES (CECS) WORKSHEET

OVERHEAD RATE 128.35%

COMPLEXITY FACTOR 0

TASK	DIRECT COSTS (not included in row totals)	MANHOURS	PAYROLL	OVERHEAD & FRINGE BENEFITS	FIXED FEE	SERVICES BY OTHERS	TOTAL	% OF GRAND TOTAL
PSI - Field	28,872	29	1,226	1,574	405		32,077	72.78%
PSI - Reporting	60	53.5	2,436	3,126	804		6,426	14.58%
PESA Update	512	38.5	1,711	2,196	565		4,984	11.31%
Project Admin/Mngmt		3.5	224	287	74		585	1.33%
			-	-	-		-	
			-	-	-		-	
			-	-	-		-	
			-	-	-		-	
			-	-	-		-	
			-	-	-		-	
			-	-	-		-	
			-	-	-		-	
			-	-	-		-	
			-	-	-		-	
			-	-	-		-	
			-	-	-		-	
			-	-	-		-	
			-	-	-		-	
			-	-	-		-	
			-	-	-		-	
			-	-	-		-	
			-	-	-		-	
			-	-	-		-	
			-	-	-		-	
			-	-	-		-	
			-	-	-		-	
			-	-	-		-	
			-	-	-		-	
			-	-	-		-	
			-	-	-		-	
			-	-	-		-	
			-	-	-		-	
Subconsultant DL					0.00			
TOTALS	29,444	124.5	5,597	7,183	1,848	-	44,072	100.00%

Local Public Agency
McHenry County DOT

County
McHenry

Section Number
18-00491-00-ES

Consultant / Subconsultant Name
Fehr Graham Engineering & Environmental

Job Number
N/A

AVERAGE HOURLY PROJECT RATES

EXHIBIT D COST ESTIMATE OF CONSULTANT SERVICES (CECS) WORKSHEET

SHEET 1 OF 1

PAYROLL CLASSIFICATION	AVG HOURLY RATES	TOTAL PROJ. RATES			PSI - Field			PSI - Reporting			PESA Update			Project Admin/Mngmt					
		Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg
Senior Project Manager	72.59	1.0	0.80%	0.58										1	28.57%	20.74			
Project Manager	60.53	22.5	18.07%	10.94	1	3.45%	2.09	12	22.43%	13.58	7	18.18%	11.01	2.5	71.43%	43.24			
EHS Scientist	43.19	82.5	66.27%	28.62	22	75.86%	32.76	35	65.42%	28.25	25.5	66.23%	28.61						
Engineer	36.44	5.0	4.02%	1.46	5	17.24%	6.28												
Project Administrator	33.25	6.5	5.22%	1.74	1	3.45%	1.15	2.5	4.67%	1.55	3	7.79%	2.59						
Engineering Technician	28.66	7.0	5.62%	1.61				4	7.48%	2.14	3	7.79%	2.23						
		0.0																	
		0.0																	
		0.0																	
		0.0																	
		0.0																	
		0.0																	
		0.0																	
		0.0																	
		0.0																	
		0.0																	
		0.0																	
		0.0																	
		0.0																	
		0.0																	
		0.0																	
		0.0																	
		0.0																	
		0.0																	
		0.0																	
		0.0																	
TOTALS		124.5	100%	$44.95	29.0	100.00%	$42.28	53.5	100%	$45.53	38.5	100%	$44.44	3.5	100%	$63.98	0.0	0%	$0.00

FEHR GRAHAM
ENGINEERING & ENVIRONMENTAL

March 5, 2026

Charles “Tice” Cole, PE
Crawford, Murphy & Tilly, Inc. (CMT)
550 North Commons Drive, Suite 116
Aurora, Illinois 60504

RE: Phase II Environmental Services
McHenry County Lakewood Rd 3R
Lakewood Road Multi-Use Path
Lake in the Hills, Illinois

Dear Tice,

Fehr Graham is pleased to provide this proposal for environmental services, including a Preliminary Environmental Site Assessment (PESA) Update and a Preliminary Site Investigation (PSI) for the project in Lake in the Hills, McHenry County, Illinois. Fehr Graham understands this project involves roadway modifications, culvert replacement, and the development of pedestrian and bicycle accommodations. The attached location map defines the Project Area. The following scope of work is proposed:

SCOPE OF SERVICES

Updated Preliminary Environmental Site Assessment (PESA)

PESA aims to identify, to the extent feasible, Recognized Environmental Conditions (RECs) in connection with the properties abutting the project area. A PESA was completed by HDR on January 8, 2021. As such, a PESA update is necessary to establish if site conditions have changed. The PESA update will be conducted as a reasonable and prudent investigation of the Project Area and adjacent properties to provide the client with the information necessary to base decisions concerning the environmental conditions along the right-of-way and adjacent sites within the proposed Project Area. Although the PESA follows many of the same principles and methodologies of an ASTM E1527-21 Phase I Environmental Site Assessment, it is not designed to fulfill the All-Appropriate Inquiry requirements of the Small Business Liability Relief and Revitalization Act (SBLRRA), a 2001 amendment to the Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA). The PESA, in relation to highway projects, is utilized to identify environmental risks to protect human life, health, and liability and reduce unexpected delays and construction considerations. The scope of work items that will be included in this assessment are as follows:

- Identify the “sites” contained within the Project Area. For simpler reporting, these sites may be combined with adjoining, similar-use properties.
- Conduct site reconnaissance to observe and evaluate exterior areas of the Subject Property. Observe surrounding properties from public right-of-way areas.
- Evaluate physical setting sources (site geology and hydrology) to assess the impact of potential contaminant migration as related to RECs at the Property and surrounding sites.
- Evaluate natural features and hazards that may encumber the project.
- Review readily available historical data sources to develop a history of the previous use(s) of the Property and surrounding sites in an attempt to identify the likelihood of past uses having led to

RECs. Historical data sources include historical aerial images, available Sanborn Fire Insurance maps, and historical topographic maps.

- Review the ASTM E1527-21 Standard Environmental Record Sources available through a database record search to identify RECs connected with the Project Area and the general vicinity. Record requests to local, state, and federal regulators are not included in the scope of the PESA, unless deemed necessary by the Environmental Professional conducting the assessment.
- Fehr Graham will prepare a PESA report that documents RECs and other environmental concerns that may impact the Project Area.

PRELIMINARY SITE INVESTIGATION (PSI)

The purpose of the PSI is to verify and investigate RECs identified in the PESA and pre-determine the appropriate handling and disposal of materials generated during right-of-way construction activities. Per the PESA completed by HDR on January 8, 2021, one (1) REC was identified in connection with the Project Area.

- 7-Eleven/Mobil Gas Station (4500 Algonquin Road) – two (2) in-use gasoline Underground Storage Tanks (USTs) on the site.

Additionally, the following adjacent sites were identified in Fehr Graham's review of the PESA documentation.

- Commercial Buildings (9401 and 9441-9531 Ackman Road) – historic drycleaner on the site.
- 4570 Algonquin Road – historic drycleaner on the site.

Based on the current Project Area, identified RECs, as well as soil management considerations, a preliminary scope of work has been prepared for the PSI.

- Prior to any intrusive activity, a public utility clearance will be requested to identify subsurface utilities in public right-of-ways (ROWs).
- Direct-push drilling at up to 30 soil boring locations, up to 10 feet below ground surface (bgs) to evaluate PESA sites and determine if soil meets the acceptance criteria for off-site disposal at a Clean Construction or Demolition Debris (CCDD) facility or Uncontaminated Soil Fill Operation (USFO) .
- One (1) soil sample will be collected from each direct-push boring. Prior to collection, drilling-derived soils will be described and logged by Fehr Graham staff. Soils will also be screened with a photoionization detector (PID) to screen for volatile contaminant impacts in 1-foot intervals. The sample depth interval will be selected based on the following screening priority:
    1) Depth of highest PID screening result, or
    2) Observed visual/olfactory evidence (staining and/or odor) of contamination, or
    3) Directly above the observed groundwater interface, or
    4) From a representative depth if groundwater is not encountered.

  Coarse aggregate fill will not be sampled for laboratory analysis.

- To determine if soil contamination exists and to what magnitude, soil samples will be sent to a certified laboratory for analysis based on site history and documented operation. All samples will be analyzed for the following parameters:
    - Volatile Organic Compounds (VOCs) – *evaluated only in the four (4) samples collected adjacent to REC sites.*
    - Polynuclear Aromatic Hydrocarbons (PNAs)
    - Resource Conservation and Recovery Act (RCRA) 8 Metals
    - Soil pH
- If groundwater is encountered, up to two (2) soil borings will be converted to temporary monitoring wells by lowering 1-inch Schedule 40 PVC well screen and riser pipe into the borings. A single groundwater sample from each well will be collected using a peristaltic pump, disposable tubing, and/or a disposable bailer.
- To determine if groundwater contamination exists and to what magnitude, the groundwater sample will be sent to a certified laboratory for analysis of the following parameters:
    - VOCs
    - Polynuclear Aromatic Hydrocarbons (PNAs)
    - RCRA Metals
- Soil and groundwater analytical results will be compared and tabulated with the Maximum Allowable Concentrations (MAC) set forth in 35 IAC 1100, Subpart F, and the Illinois Environmental Protection Agency Tiered Approach to Corrective Action Objectives (TACO) Tier 1 Residential Soil Remediation Objectives and Class I Groundwater Remediation Objectives per 35 IAC Part 742.
- Fehr Graham will prepare a PSI report with field investigation results, analytical tabulation, and recommendations and conclusions for soil and groundwater handling and disposal during proposed construction activities. In addition, an LPC 663 form and certification will be provided for soils that qualify for CCDD acceptances, as defined in 35 Ill. Adm. Code 1100. The report will include figures for soil boring locations and PESA Sites. Project drawings will be required from the Client in AutoCAD format to allow for the overlay of PSI-derived information.
- Fehr Graham will prepare Project-Specific Regulated Substances Special Provisions to include with the bid documentation. Project stationing will be required from the Client to determine the locations of Regulated Substances within the Project Area.

EXCLUSIONS

The following items are **not** included in the proposed PSI scope of work. If these services are desired, Fehr Graham will provide a separate proposal and agreement for additional services:

- Evaluation of asbestos-containing building materials, biological agents, cultural and historic resources, ecological resources, endangered species, health and safety, indoor air quality unrelated to releases of hazardous substances or petroleum products into the environment, industrial hygiene, lead-based paint, lead/nitrates in drinking water, mold, radon, regulatory compliance, and wetland delineation.

- Phase I Environmental Site Assessment (ESA) in accordance with ASTM 1527-21.
- Geotechnical evaluation.
- On-site construction monitoring, inspection, or survey services.
- Landscape restoration as a result of drilling and sampling activities. Soil borings will be abandoned with cuttings and bentonite. Surfaces will be patched with similar materials.
- Utility repairs related to unmarked or undocumented subsurface utilities/conduits.
- Additional soil borings/monitoring wells/sampling/laboratory analysis unrelated to the proposed scope of work described above.
- Expedited laboratory analysis.
- Subsurface geophysical scans.

SCHEDULE

We will work diligently to complete the PESA Update within 30 days of authorization to proceed and the PSI within 40 days of completion of PESA update. The scheduling of PSI activities will be dependent on the availability of an environmental driller.

FEES

The following fixed fees have been established for the scope of work described above:

Preliminary Environmental Site Assessment (PESA) Update	$5,277.00
Preliminary Site Investigation (PSI) with Traffic Control	$38,795.00
Total	$44,072.00

Invoicing will be generated monthly based on the percentage of completion of each task.

We trust that the information we have provided meets your expectations. If you would like us to proceed, please contact us at your convenience, and we will forward the appropriate contract documents for your signature.

If you should have any questions, please do not hesitate to contact us at (630) 897-4651.

Sincerely,

Melissa Kupczyk
Project Manager

Ali Graczyk
Staff Environmental Scientist

MK:kk

Enclosures – Agreement for Professional Services, Lake in the Hills Location Map, BLR 05514

\\powervault\Business Development\Proposals\2026\Ali Graczyk\CMT PSI\Lakewood Rd PSI Proposal_REV3.doc

FEHR GRAHAM
ENGINEERING & ENVIRONMENTAL

Client Charles "Tice" Cole, PE
Crawford, Murphy & Tilly, Inc.
550 North Commons Drive, Suite 116
Aurora, Illinois 60504

Description of Services:

Phase II Environmental Services
McHenry County Lakewood Rd 3R
Lakewood Road Multi-Use Path
Lake in the Hills, Illinois

Fehr Graham will complete the scope of services as outlined in the proposal dated February 4, 2026, included herein.

COST:

The fixed fee for performing the above services is $44,072.

The attached General Conditions are incorporated into and made a part of this Agreement.

ACCEPTED AND AGREED TO:
I/we, the undersigned, authorize Fehr Graham to provide services as outlined above, and also agree that I/we are familiar with and **ACCEPT THE TERMS OF THE ATTACHED GENERAL CONDITIONS.**

CLIENT:		CONSULTANT:	
Signature	_____	By	_____
Name	_____	Name	Chris DeSilva, PE
Title	_____	Title	Business Unit Leader
Date Accepted	_____	Date Proposed	February 4, 2026
			405.0026227.000

GENERAL CONDITIONS TO AGREEMENT FOR PROFESSIONAL SERVICES

1. The Client requests the professional services of Fehr Graham hereinafter called "The Consultant" as described herein.

2. The Consultant agrees to furnish and perform the professional service described in this Agreement in accordance with accepted professional standards. Consultant agrees to provide said services in a timely manner, provided, however, that Consultant shall not be responsible for delays in completing said services that cannot reasonably be foreseen on date hereof or for delays which are caused by factors beyond his control or delays resulting from the actions or inaction of any governmental agency. Consultant makes no warranty, expressed or implied, as to his findings, recommendations, plans and specifications or professional advice except that they were made or prepared in accordance with the generally accepted engineering practices.

3. It is agreed that the professional services described in the Agreement shall be performed for Client's account and that Client will be billed monthly for said services. A 1½% per month service charge will be incurred by Client for any payment due herein and not paid within 30 days of such billing which is equal to an ANNUAL PERCENTAGE RATE OF 18%. Partial payments will be first credited to the accrued service charges and then to the principal.

4. The Client and the Consultant each binds himself, his partners, successors, executors, and assigns to the other party to this Agreement and to the partners, successor, executors, and assigns of such other party in respect to this Agreement.

5. The Client shall be responsible for payment of all costs and expenses incurred by the Consultant for his account, including any such monies that the Consultant may advance for Client's account for purposes consistent with this Agreement.

6. The Consultant reserves the right to withdraw this Agreement if not accepted within 30 days.

7. A claim for lien will be filed within 75 days of the date of an invoice for services (last day of services rendered) unless the account is paid in full or other prior arrangements have been made. All attorney fees incurred by the Consultant due to the filing of said lien or the foreclosure thereof shall be borne by the Client.

   In the event suit must be filed by Consultant for the collection of fees for services rendered, Client will pay all reasonable attorney's fees and court costs.

   If Client defaults in payment of fees or costs due under the terms of this Agreement and Consultant incurs legal expenses as a result of such failure, Client shall be responsible for payment for Consultant's reasonable attorney fees and costs so incurred.

8. The Consultant shall present, for the consideration of the Client, engineering and technical alternatives, based upon its knowledge and experience in accordance with accepted professional standards, with selection of alternatives and final decisions as requested by the client to be the sole responsibility of the Client.

9. Construction Phase Activities (When applicable) - In connection with observations of the work of the Contractor(s) while it is in progress the Consultant shall make visits to the site at intervals appropriate to the various stages of construction as the Consultant deems necessary in Agreement to observe as an experienced and qualified design professional the progress and quality of the various aspects of the Contractor(s)'s work. Based on information obtained during such visits and on such observation, the Consultant shall endeavor to determine in general if such work is proceeding in accordance with the Contract Documents and the Consultant shall keep the Client informed of the progress of the work.

   The purpose of the Consultant's visits to the site will be to enable the Consultant to better carry out the duties and responsibilities assigned to and undertaken by the Consultant during the Construction Phase, and, in addition, by exercise of the Consultant's efforts as an experienced and qualified design professional, to provide for the Client a greater degree of confidence that the completed work of the Contractor(s) will conform generally to the Contract Documents and that the integrity of the design concept as reflected in the Contract Documents has been implemented and preserved by the Contractor(s). The Consultant shall not, during such visits or as a result of such observations of Contractor(s)' work in progress, supervise, direct or have control over Contractor(s)' work nor shall the Consultant have authority over or responsibility for the means, methods, techniques, sequences, or procedures of construction selected by Contractor(s), for safety precautions and programs incident to the work of Contractor(s) or for any failure of Contractor(s) to comply with laws, rules, regulations, ordinances, codes, or orders applicable to Contractors(s) furnishing and performing their work. Accordingly, the Consultant can neither guarantee the performance of the construction contracts by Contractor(s) nor assume responsibility for Contractor(s)' failure to furnish and perform their work in accordance with the Contract Documents.

10. Estimates of Fees – When fees are on a time and material basis the estimated costs required to complete the services to be performed are made on the basis of the Consultant's experience, qualifications, and professional judgment, but are not guaranteed. If the costs appear likely to exceed the estimate in excess of 20%, the Consultant will notify the Client before proceeding. If the Client does not object to the additional costs within seven (7) days of notification, the increased costs shall be deemed approved by the Client.

11. The Consultant is responsible for the safety on site of his own employees. This provision shall not be construed to relieve the Client or the Contractor(s) from their responsibility for maintaining a safe work site. Neither the professional services of the Consultant, nor the presence of his employees or subcontractors shall be construed to imply that the Consultant has any responsibility for any activities on site performed by personnel other than the Consultant's employees or subcontractors.

12. Original survey data, field notes, maps, computations, studies, reports, drawings, specifications and other documents generated by the Consultant are instruments of service and shall remain the property of the Consultant. The Consultant shall provide copies to the Client of all documents specified in the Description of Services.

Any documents generated by the Consultant are for the exclusive use of the Client and any use by third parties or use beyond the intended purpose of the document shall be at the sole risk of the Client. To the fullest extent permitted by law, the Client shall indemnify, defend and hold harmless the Consultant for any loss or damage arising out of the unauthorized use of such documents.

13. No claim may be asserted by either party against the other party unless an action on the claim is commenced within two (2)years after the date of the Consultant's final invoice to the Client.

14. If a Client's Purchase Order form or acknowledgment or similar form is issued to identify the agreement, authorize work, open accounts for invoicing, provide notices, or document change orders, the preprinted terms and condition of said Purchase Order shall be superseded by the terms hereof.

15. Standard of Care – Services performed by Consultant under this agreement will be conducted in a manner consistent with that level of care and skill ordinarily exercised by members of the profession currently practicing under similar conditions. No other representation expressed or implied, and no warranty or guarantee is included or intended in any report, opinion or document under this agreement.

16. Liability Insurance – Consultant will maintain such liability insurance as is appropriate for the professional services rendered as described in this Agreement. Consultant shall provide Certificates of Insurance to Client, upon Client's request, in writing.

17. Indemnification and Limitation of Liability – Client and Consultant each agree to indemnify and hold the other harmless, including their respective officers, employees, agents, members, and representatives, from and against liability for all claims, costs, losses, damages and expense, including reasonable attorney's fees, to the extent such claims, losses, damages or expenses are caused by the indemnifying party's acts, errors or omissions.

The Client understands that for the compensation herein provided Consultant cannot expose itself to liabilities disproportionate to the nature and scope hereunder. Therefore, the Client agrees to limit Consultant's liability to the Client arising from Consultant's professional acts, errors or omissions, such that the total aggregate liability of Consultant shall not exceed $50,000 or Consultant's total fee for services rendered on this Project, whichever is less.

18. Allocation of Risk – Consultant and Client acknowledge that, prior to the start of this Agreement, Consultant has not generated, handled, stored, treated, transported, disposed of, or in any way whatsoever taken responsibility for any toxic substance or other material found, identified, or as yet unknown at the Project premises. Consultant and Client further acknowledge and understand that the evaluation, management, and other actions involving toxic or hazardous substances that may be undertaken as part of the Services to be performed by Consultant, including subsurface excavation or sampling, entails uncertainty and risk of injury or damage. Consultant and Client further acknowledge and understand that Consultant has not been retained to serve as an insurer of the safety of the Project to the Client, third parties, or the public.

Client acknowledges that the discovery of certain conditions and/or taking of preventative measures relative to these conditions may result in a reduction of the property's value. Accordingly, Client waives any claim against Consultant and agrees to indemnify, defend, and hold harmless Consultant and its subcontractors, consultants, agents, officers, directors, and employees from any claim or liability for injury or loss allegedly arising from procedures associated with environmental site assessment (ESA)activities or the discovery of actual or suspected hazardous materials or conditions. Client releases Consultant from any claim for damages resulting from or arising out of any pre-existing environmental conditions at the site where the work is being performed which was not directly or indirectly caused by and did not result from, in whole or in part, any act or omission of Consultant or subcontractor, their representatives, agents, employees, and invitees.

If, while performing the Services set forth in any Scope of Services, pollutants are discovered that pose unanticipated or extraordinary risks, it is hereby agreed that the Scope of Services, schedule, and costs will be reconsidered and that this Agreement shall immediately become subject to renegotiation or termination. Client further agrees that such discovery of unanticipated hazardous risks may require Consultant to take immediate measures to protect health and safety or report such discovery as may be required by law or regulation. Consultant shall promptly notify Client upon discovery of such risks. Client, however, hereby authorizes Consultant to take all measures Consultant believes necessary to protect Consultant and Client personnel and the public. Furthermore, Client agrees to compensate Consultant for any additional costs associated with such measures.

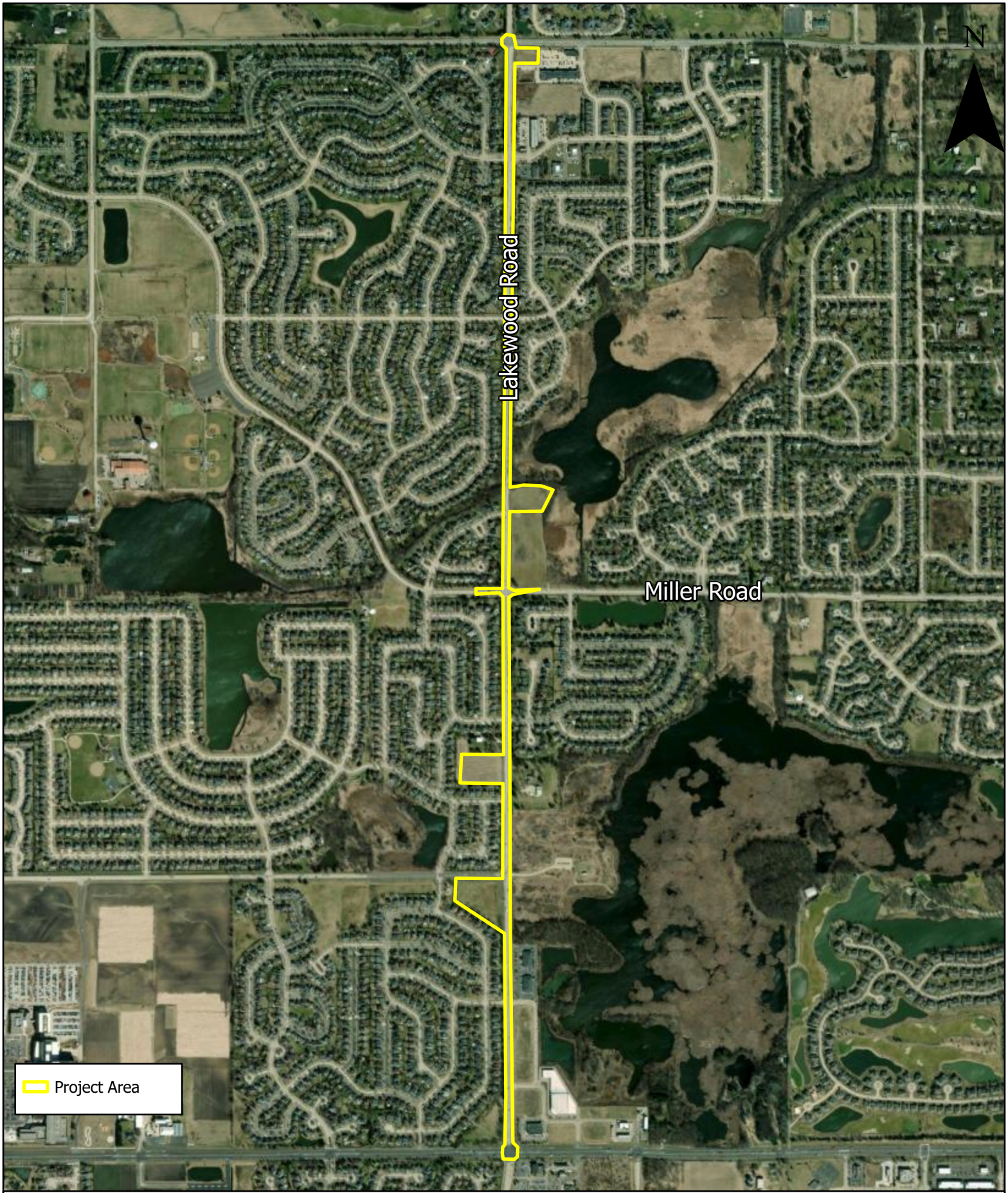
19. In the event of legal action to construe or enforce the provisions of this agreement, the prevailing party shall be entitled to collect reasonable attorney fees, court costs and related expenses from the losing party and the court having jurisdiction of the dispute shall be authorized to determine the amount of such fees, costs and expenses and enter judgment thereof.

20. Assignment - Neither party to this Agreement shall, without the prior written consent of the other party, which shall not be unreasonably withheld, assign the benefit or in any way transfer its obligations under this Agreement or any part hereof; provided, however, either Party may freely assign this Agreement to a parent, subsidiary or affiliate without the other party's consent. This Agreement shall inure to the benefit of and be binding upon the parties hereto, and except as otherwise provided herein, upon their executors, administrators, successors, and assigns.

21. Termination – The obligation to provide further services under this Agreement may be terminated by either party upon seven (7)days written notice in the event of substantial failure by the other party to perform in accordance with the terms hereof through no fault of the terminating party. In the event of any termination, Consultant will be paid for all services rendered to the date of receipt of written notice of termination, at Consultant's established chargeout rates, plus for all Reimbursable Expenses including a 15% markup.

22. Provision Severable – The unenforceability or invalidity of any provisions hereof shall not render any other provisions herein contained unenforceable or invalid.

23. Governing Law and Choice of Venue – Client and Consultant agree that this Agreement will be governed by, construed, and enforced in accordance with the laws of the State of Illinois. If there is a lawsuit, Client and Consultant agree that the dispute shall be submitted to the jurisdiction of the Illinois District Court in and for McHenry County, Illinois.



FEHR GRAHAM
ENGINEERING & ENVIRONMENTAL

Lakewood Survey Boundary

Lake in the Hills, Illinois

0 0.25 0.5 Miles

Illinois Department of Transportation

EXHIBIT D

COST ESTIMATE OF CONSULTANT SERVICES (CECS) WORKSHEET

FIXED RAISE

Local Public Agency	County	Section Number
McHenry County	McHenry	

Prime Consultant (Firm) Name	Prepared By	Date
Crawfor, Murphy & Tilly	A. Tomaras	3/3/2026

Consultant / Subconsultant Name	Job Number
Rubino Engineering, Inc.	Q26.013g_REV1

Note: This is name of the consultant the CECS is being completed for. This name appears at the top of each tab.

Remarks

3 Structure Borings

PAYROLL ESCALATION TABLE

CONTRACT TERM	**24**	**MONTHS**	**OVERHEAD RATE**	**159.87%**
START DATE	**2/1/2026**		**COMPLEXITY FACTOR**	**0**
RAISE DATE	**3/1/2026**		**% OF RAISE**	**3.00%**
END DATE	1/31/2028			

ESCALATION PER YEAR

Year	First Date	Last Date	Months	% of Contract
0	2/1/2026	3/1/2026	1	4.17%
1	3/2/2026	3/1/2027	12	51.50%
2	3/2/2027	2/1/2028	11	48.62%

The total escalation = 4.29%

Local Public Agency	County	Section Number
McHenry County	McHenry	

Consultant / Subconsultant Name	Job Number
Rubino Engineering, Inc.	Q26.013g_REV1

PAYROLL RATES

EXHIBIT D COST ESTIMATE OF CONSULTANT SERVICES (CECS) WORKSHEET FIXED RAISE

MAXIMUM PAYROLL RATE	**90.00**
ESCALATION FACTOR	**4.29%**

JOB SPECIFIC - Classifications and Average Payrates need to match current payrolls submitted to the Department.

CLASSIFICATION	IDOT AVG PAYROLL RATES ON FILE	CALCULATED RATE
Material Tester	$45.65	$47.61
Project Manager / Engineer	$59.72	$62.28
Staff Engineer / Geologist / Soil Scientist	$40.28	$42.01
Laboratory Staff	$32.61	$34.01
Principal	$78.00	$81.35

Local Public Agency	County	Section Number
McHenry County	McHenry	

Consultant / Subconsultant Name	Job Number
Rubino Engineering, Inc.	Q26.013g_REV1

SUBCONSULTANTS

EXHIBIT D COST ESTIMATE OF CONSULTANT SERVICES (CECS) WORKSHEET

NAME	Direct Labor Total (Payroll Only)	Contribution to Prime Consultant

Local Public Agency	County	Section Number
McHenry County	McHenry	

Consultant / Subconsultant Name	Job Number
Rubino Engineering, Inc.	Q26.013g_REV1

DIRECT COSTS WORKSHEET

List ALL direct costs required for this project. Those not listed on the form will not be eligible for reimbursement by the LPA on this project.

EXHIBIT D COST ESTIMATE OF CONSULTANT SERVICES (CECS) WORKSHEET

ITEM	ALLOWABLE	QUANTITY	CONTRACT RATE	TOTAL
Per Diem (per Federal GSA)	Up to federal maximum			$0.00
Lodging (per Federal GSA)	Actual Cost (Up to Federal rate maximum)			$0.00
Lodging Taxes and Fees (per Federal GSA)	Actual Cost			$0.00
Air Fare	Coach rate, actual cost, requires minimum two weeks' notice, with prior IDOT approval			$0.00
Vehicle Mileage (per Federal GSA)	Up to Federal rate maximum			$0.00
Vehicle Owned or Leased (no mileage charge allowed)	$45.00/half day (4 hours or less) or $90/full day	8	$90.00	$720.00
Vehicle Rental	Actual Cost (Up to $55/day)			$0.00
Tolls	Actual Cost			$0.00
Parking	Actual Cost			$0.00
Overtime	Premium portion (Submit supporting documentation)			$0.00
Shift Differential	Actual Cost (Based on firm's policy)			$0.00
Overnight Delivery/Postage/Courier Service	Actual Cost (Submit supporting documentation)			$0.00
Copies of Deliverables/Mylars (In-house)	Actual Cost (Submit supporting documentation)			$0.00
Copies of Deliverables/Mylars (Outside)	Actual Cost (Submit supporting documentation)			$0.00
Project Specific Insurance	Actual Cost			$0.00
Monuments (Permanent)	Actual Cost			$0.00
Photo Processing	Actual Cost			$0.00
2-Way Radio (Survey or Phase III Only)	Actual Cost			$0.00
Telephone Usage (Traffic System Monitoring Only)	Actual Cost			$0.00
CADD	Actual Cost (Max $15/hour)			$0.00
Web Site	Actual Cost (Submit supporting documentation)			$0.00
Advertisements	Actual Cost (Submit supporting documentation)			$0.00
Public Meeting Facility Rental	Actual Cost (Submit supporting documentation)			$0.00
Public Meeting Exhibits/Renderings & Equipment	Actual Cost (Submit supporting documentation)			$0.00
Recording Fees	Actual Cost			$0.00
Transcriptions (specific to project)	Actual Cost			$0.00
Courthouse Fees	Actual Cost			$0.00
Storm Sewer Cleaning and Televising	Actual Cost (Requires 2-3 quotes with IDOT approval)			$0.00
Traffic Control and Protection	Actual Cost (Requires 2-3 quotes with IDOT approval)	1	$2,200.00	$2,200.00
Aerial Photography and Mapping	Actual Cost (Requires 2-3 quotes with IDOT approval)			$0.00
Utliity Exploratory Trenching	Actual Cost (Requires 2-3 quotes with IDOT approval)			$0.00
Testing of Soil Samples	Actual Cost			$0.00
Lab Services	Actual Cost (Provide breakdown of each cost)	1	$1,317.21	$1,317.21
Equipment and/or Specialized Equipment Rental	Actual Cost (Requires 2-3 quotes with IDOT approval)			$0.00
Drill Rig Mobilization	In house direct cost	2	$550.00	$1,100.00
Drilling (Hourly)	In house direct cost	16	$410.00	$6,560.00
Drilling (Overtime)	In house direct cost	4	$483.00	$1,932.00
			TOTAL DIRECT COSTS:	**$13,829.21**

Lab Testing	Quanitity		Rate		Total
Moisture Content	48	$	8.90	$	427.20
Atterberg Limits	3	$	89.00	$	267.00
Hydrometer	3	$	178.00	$	534.00
Unconfined Compression Testing		$	95.00	$	-
Organic Content	3	$	29.67	$	89.01
Consolidation Testing		$	960.00	$	-
pH Testing		$	22.25	$	-
Triaxial Testing		$	1,800.00	$	-
			Grand Total	**$**	**1,317.21**

Local Public Agency
McHenry County

County
McHenry

Section Number

Consultant / Subconsultant Name
Rubino Engineering, Inc.

Job Number
Q26.013g_REV1

COST ESTIMATE WORKSHEET

EXHIBIT D COST ESTIMATE OF CONSULTANT SERVICES (CECS) WORKSHEET

OVERHEAD RATE 159.87%

COMPLEXITY FACTOR 0

TASK	DIRECT COSTS (not included in row totals)	MANHOURS	PAYROLL	OVERHEAD & FRINGE BENEFITS	FIXED FEE	SERVICES BY OTHERS	TOTAL	% OF GRAND TOTAL
Drilling, Coring, Lab, and Reporting	13,829	80	4,005	6,402	1,322		25,558	100.00%
			-	-	-		-	
			-	-	-		-	
			-	-	-		-	
			-	-	-		-	
			-	-	-		-	
			-	-	-		-	
			-	-	-		-	
			-	-	-		-	
			-	-	-		-	
			-	-	-		-	
			-	-	-		-	
			-	-	-		-	
			-	-	-		-	
			-	-	-		-	
			-	-	-		-	
			-	-	-		-	
			-	-	-		-	
			-	-	-		-	
			-	-	-		-	
			-	-	-		-	
			-	-	-		-	
			-	-	-		-	
			-	-	-		-	
			-	-	-		-	
			-	-	-		-	
			-	-	-		-	
			-	-	-		-	
			-	-	-		-	
			-	-	-		-	
			-	-	-		-	
			-	-	-		-	
			-	-	-		-	
Subconsultant DL					0.00			
TOTALS	13,829	80	4,005	6,402	1,322	-	25,558	100.00%

Local Public Agency
McHenry County

County
McHenry

Section Number

Consultant / Subconsultant Name
Rubino Engineering, Inc.

Job Number
Q26.013g_REV1

AVERAGE HOURLY PROJECT RATES

EXHIBIT D COST ESTIMATE OF CONSULTANT SERVICES (CECS) WORKSHEET

SHEET 1 OF 1

PAYROLL CLASSIFICATION	AVG HOURLY RATES	TOTAL PROJ. RATES			Drilling, Coring, Lab, and Reporting													
		Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg
Material Tester	47.61	0.0																
Project Manager / Engineer	62.28	24.0	30.00%	18.68	24	30.00%	18.68											
Staff Engineer / Geologist /	42.01	52.0	65.00%	27.31	52	65.00%	27.31											
Laboratory Staff	34.01	0.0																
Principal	81.35	4.0	5.00%	4.07	4	5.00%	4.07											
		0.0																
		0.0																
		0.0																
		0.0																
		0.0																
		0.0																
		0.0																
		0.0																
		0.0																
		0.0																
		0.0																
		0.0																
		0.0																
		0.0																
		0.0																
		0.0																
		0.0																
		0.0																
		0.0																
		0.0																
		0.0																
		0.0																
		0.0																
TOTALS		80.0	100%	$50.06	80.0	100.00%	$50.06	0.0	0%	$0.00	0.0	0%	$0.00	0.0	0%	$0.00	0.0	0%	$0.00

March 3, 2026

To: Charles Cole, P.E.
Crawford, Murphy & Tilly
550 North Commons Drive | Suite 116
Aurora, Illinois 60504
P: 630.907.7059

Re: Proposal - Geotechnical Exploration
Proposed Lakewood Road Corridor
Phase II in Lake in the Hills, Illinois

Proposal No. Q26.013g_REV1

Via email: ccole@cmtengr.com

Dear Mr. Cole,

Rubino Engineering, Inc. (Rubino) is pleased to submit the following proposal to provide geotechnical engineering services for the above referenced project. Rubino received a request for proposal from Charles Cole, P.E. of Crawford, Murphy & Tilly via email on January 8th, 2026.

PROJECT UNDERSTANDING

Rubino understands that Crawford, Murphy & Tilly is planning to aid McHenry County in Phase 2 of the Lakewood Road Corridor from Algonquin Road to Ackman Road in Lake in the Hills, Illinois. Rubino previously completed an Structure Geotechnical Report and a bike path report for HDR under Rubino project number G21.070 in 2021 and that the loads referenced in that report have not changed. Rubino understands that the County is willing to clear trees if necessary for access.

The Lakewood Road Corridor Improvements include the construction of a multi-use path along both the east and west sides of Lakewood Road from Algonquin Road to Ackman Road in the Village of Lake in the Hills, widening of Lakewood Road to provide median refuge islands at multiple intersections, constructing two new pedestrian structures over Kishwaukee Creek located just north of the Miller Road intersection, and the construction of a roundabout at the Lakewood Road and Miller Road intersection. The improvement limits are Station 980+07 to Station 1084+77, a distance of 2.0 miles

Information received:

- RFP email from Charles Cole, P.E. of Crawford, Murphy & Tilly on January 8th, 2026.
- Included in RFP email
  - Scope Document – “lakewood-rd-scope-20251222”
  - "lakewood-rd-hours-20251222”
  - Survey Boundary - “Lakewood Survey Boundary v1.kmz” (Shown Below)
- Revision comments from McHenry County via email from Charles Cole on February 26, 2026



Rubino understands that the TSL referenced in Rubino Report G21.070 has not been updated.

Field Services Scope of Services Summary Additional Scope discussion can be found in subsequent pages of this proposal	
Client Notification Needed prior to mobilization	Please notify Rubino if this is needed upon project authorization
Site Access	Tree clearance by county for pedestrian bridge borings
Drilling Permit Needs	County
Field Equipment Proposed	Track-mounted Geoprobe Drill Rig
Traffic Control Needs	Flaggers
Boring Location Plan	See below for aerial / KMZ
Pavement and Soil Sampling and Purpose	**Structure Borings:** • Drilling/SPT: 1 ft to 50 feet o 2 ½ to 30 ft; 5 ft thereafter o Moisture content on each sample
Backfill Needs	Cuttings, excess spoils remain on site
Patching	Concrete or cold patch asphalt
Site Protection or Restoration included	None
Groundwater Readings	During drilling and upon auger removal
Additional Field Equipment needed	Rimac – for AASHTO

Boring Depths

To obtain data to evaluate subsurface conditions within the proposed development/construction areas. Rubino proposes the drilling scope of work as detailed below:

NUMBER OF BORINGS	DEPTH (FEET BEG*)	LOCATION ON SITE	SPT SAMPLING INTERVALS	SOIL CLASSIFICATION METHOD
3	50	Pedestrian Bridge Structures	2 ½ ft to 30 ft, 5 ft intervals thereafter	AASHTO(Rimac)
3 Total Borings	**150 Total Lineal Feet**			

Should any of the information on which this proposal has been based, including as described above, be inconsistent with the planned construction, Rubino requests to be contacted immediately in order to make any necessary changes to this proposal and scope of work.

SCOPE OF SERVICES DISCUSSION

The following sections outline the scope of services developed based on the information provided by the client and the information listed above in order to provide a geotechnical exploration the planned project. The exploration will be performed in general accordance with both the requested proposal information and Rubino's current understanding of the project.

Site Access

Based on current site topography, surface conditions, and project discussions, Rubino anticipates that the project site will be accessible to track-mounted Geoprobe drilling equipment.

Rubino understands that the pedestrian bridge borings will require tree clearance that the county will provide prior to mobilization.

Traffic Control

Rubino anticipates that traffic control will be necessary along N Lakewood Road. Rubino will subcontract a traffic control company to provide flaggers.

Boring Locations

Rubino recommends that the borings be located and surveyed for elevation by others prior to drilling. If the borings cannot be surveyed, Rubino will locate the borings in the field by measuring distances from known, fixed site features.

SPT - Soil Sampling

Soil sampling will include split-barrel samples (ASTM D 1586) or thin-walled tube samples on cohesive soils (ASTM D 1587) at 2 ½ - foot intervals to a depth of 30 feet and 5 - foot intervals thereafter, as applicable.

Completion of Borings

Upon completion of drilling, the borings will be backfilled with soil cuttings and capped with asphalt cold patch. Some damage to ground surface may result from the drilling operations near the work areas and along ingress/egress pathways. Rubino will attempt to minimize such damage, but no restoration other than backfilling the soil test borings is included.

It should be noted that over time, some settlement may occur in the bore hole. If Rubino is requested to return to the site for the purpose of filling any bore holes that may have settled, additional time and material charges may apply.

Geotechnical Laboratory Testing

The soil samples obtained during the field exploration program will be transported to the laboratory for classification and a limited number of laboratory tests. The nature and extent of the laboratory testing program is at the discretion of Rubino Engineering, Inc. and will depend upon the subsurface conditions encountered during drilling.

Laboratory testing will be performed in accordance with AASHTO procedures and may include examination of selected samples to evaluate the soils' index properties and relative strength characteristics.

Based on the proposed quantity of soil borings, anticipated depths, and project type, a list of the anticipated laboratory tests are summarized below.

Laboratory Test	Estimated Quantity	Sample Type
Natural Moisture Content	48	Split spoon
Atterberg Limits	3	Split spoon
Hydrometer	3	Split spoon
Organic Content	3	Split spoon

PEDESTRIAN BRIDGE ADDENDUM LETTER

Upon completion of field and laboratory work, Rubino will prepare an addendum letter to Rubino Report No. G21.070 using the collected supplemental geotechnical data. The addendum letter will reference the loads from G21.070 and will also include the following:

G21.070 STRUCTURAL GEOTECHNICAL REPORT (SGR) ADDENDUM LETTER

- Project Description and Scope
- Field Exploration
- Foundation Recommendations as applicable
- Construction Considerations
- Appendices (Supporting Documentation): location map, boring plan and soil profile, boring logs, laboratory test results

An electronic copy of the report will be provided. The report will be addressed to Crawford, Murphy & Tilly.

PROJECT SCHEDULE

Rubino proposes to initiate work on this project within 5 working days after receiving written authorization to proceed and we will follow the schedule below in order to complete the project:

Task	Number of Working Days
Utility clearance and rig mobilization	5 – 10
Field work including site layout and drilling	2
Geo Laboratory Testing	5 – 10
Geo Reporting	5 - 15

Project schedules can be affected by weather conditions and changes in scope. If the report needs to be delivered by a specific day, please notify us as soon as possible. Preliminary verbal recommendations can be made to appropriate parties upon completion of the field investigation and laboratory testing. Rubino will need to receive a signed copy of this proposal intact prior to mobilizing the drill rig.

UTILITY LOCATE AND OUTSIDE SERVICES

Rubino will coordinate contacting the Utility “One-Call” for public utility clearance prior to the start of drilling activities. It is Rubino’s experience that this service does not mark the locations of privately owned utilities. This proposal is based on privately owned utility locates being coordinated by the owner prior to drill rig mobilization.

FEES

Rubino proposes to charge the fee for performance of the outlined scope of services on a cost plus fixed fee basis per the attached CECS. Based on the scope of services outlined above, the fee will be **$25,558**

Please see the attached fee schedule for additional unit rates for services requested after issuing the geotechnical report (drawing / spec review, scope or site layout change, etc.).

Scope Limitations

Project services do not include a site evaluation to determine the presence or absence of wetlands, hazardous substances, or toxic materials.

Rock coring is not included in the scope of this exploration, therefore, the character and continuity of refusal materials, if encountered, can be determined only with a more comprehensive scope of services. Therefore, the borings will be advanced to the depths referenced above, or to refusal, whichever is shallower.

Boring, sampling and testing requirements are a function of the subsurface conditions encountered. Should conditions be encountered which require a deepening of borings or additional investigation, Rubino will notify you to discuss modifying the outlined scope of services. Additional work beyond the fee will not be performed without your prior authorization.

AUTHORIZATION

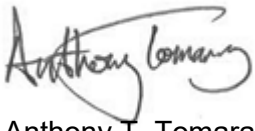
If this proposal is acceptable to you, Rubino will perform the work in accordance with the attached General Conditions that are incorporated into and made a part of this proposal. Please sign below as notice to proceed and return one copy of this proposal intact to our office. Rubino will proceed with the work upon receipt of authorization.

Rubino appreciates the opportunity to offer our services for this project and we look forward to working with your company. Please contact Rubino with questions pertaining to this proposal or requests for additional services.

Respectfully submitted,

RUBINO ENGINEERING, INC.





Michelle A. Lipinski, PE
President
michelle.lipinski@rubinoeng.com

Anthony T. Tomaras, PG
Project Manager
anthony@rubinoeng.com

Prepared By: Jonathan Ignarski jonathan@rubinoeng.com

Attachments: Fees, Sample COI, & General Conditions

**This is an electronic copy. Hard Copies of this proposal are available upon request.

FEE REMARKS

1) All fees and services are provided in accordance with the attached Rubino General Conditions.
2) Unit prices/rates are in effect for 12 months from the date of this proposal and are subject to change without notice thereafter.
3) Overtime rates are applicable for services performed in excess of 8 hours per day Monday through Friday, before 8:00 AM or after 5:00 PM, and for all hours worked on Saturdays, Sundays and holidays. The overtime rate is 1.5 times the applicable hourly rate.
4) All rates are billed on a portal-to-portal basis.
5) Standby time due to delays beyond Rubino's control will be charged at the applicable hourly rate.
6) Transportation and per diem are charged at the applicable rates.
7) Rates involving mileage (including transportation, mobilization, vehicle and trip charges) are subject to change based upon increases in the national average gasoline price.
8) A minimum charge of 4 hours applies to field testing and observation services.
9) Scheduling or cancellation of field testing and observation services is required no less than the working day prior to the date the services are to be performed. Services cancelled without advance and/or inadequate notice will be assessed a minimum charge of 4 hours.
10) For all Rubino services, a project management/engineering review charge will be billed for all reports issued for the scheduling/supervision of personnel and the evaluation/review of data and reports.
11) The minimum billing increment for time is a half hour.
12) A project set-up charge of a minimum of two hours applies to all projects.
13) Professional services rates are exclusive of expert deposition or testimony time.
14) Drilling and field service rates are based on OSHA Level D personnel protection.
15) For sites where drilling is to occur that are not readily accessible to a truck mounted drill rig, rates for rig mobility, site clearing, crew stand-by time, etc. will be charged as applicable.
16) If applicable the prevailing wage fees charged under this agreement will be adjusted if there is any change in the applicable prevailing wage rate established by the Illinois Department of Labor.
17) Services and fees not listed on this schedule may be quoted on request.

Client#: 1171577 RUBINENG

ACORD **CERTIFICATE OF LIABILITY INSURANCE**

DATE (MM/DD/YYYY): 10/02/2025

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer any rights to the certificate holder in lieu of such endorsement(s).

PRODUCER USI Insurance Services LLC 2001 Spring Road, Ste 200 Oak Brook, IL 60523 312 442-7200	CONTACT NAME: Laurie Cloninger PHONE (A/C, No, Ext): 630 625-5219 FAX (A/C, No): 610 537-4939 E-MAIL ADDRESS: AEcertificates@usi.com
INSURED Rubino Engineering, Inc. 425 Shepard Dr Elgin, IL 60123	INSURER(S) AFFORDING COVERAGE — NAIC # INSURER A : RLI Insurance Company — 13056 INSURER B : Pacific Insurance Company, Limited — 10046 INSURER C : INSURER D : INSURER E : INSURER F :

COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	X COMMERCIAL GENERAL LIABILITY CLAIMS-MADE X OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: POLICY X PRO-JECT LOC OTHER:			PSB0003777	09/01/2025	09/01/2026	EACH OCCURRENCE DAMAGE TO RENTED PREMISES (Ea occurrence) MED EXP (Any one person) PERSONAL & ADV INJURY GENERAL AGGREGATE PRODUCTS - COMP/OP AGG	$1,000,000 $1,000,000 $10,000 $1,000,000 $2,000,000 $2,000,000
A	AUTOMOBILE LIABILITY X ANY AUTO OWNED AUTOS ONLY SCHEDULED AUTOS X HIRED AUTOS ONLY X NON-OWNED AUTOS ONLY			PSA0001881	09/01/2025	09/01/2026	COMBINED SINGLE LIMIT (Ea accident) BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident)	$1,000,000 $ $ $
A	UMBRELLA LIAB X OCCUR X EXCESS LIAB CLAIMS-MADE DED RETENTION $			PSE0002142	09/01/2025	09/01/2026	EACH OCCURRENCE AGGREGATE	$5,000,000 $5,000,000
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? Y / N: Y (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	N / A		PSW0002789	09/01/2025	09/01/2026	X PER STATUTE OTH-ER E.L. EACH ACCIDENT E.L. DISEASE - EA EMPLOYEE E.L. DISEASE - POLICY LIMIT	$1,000,000 $1,000,000 $1,000,000
B	Professional Liability			83OH056719925	09/01/2025	09/01/2026	$2,000,000 each claim / $4,000,000 annual aggr.	

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Professional Liability is written on a 'claims made' policy form.

Some or all officers are excluded from Workers Compensation coverage.

THIS CERTIFICATE OF INSURANCE IS INTENDED AS A SPECIMEN COPY ONLY.

CERTIFICATE HOLDER	CANCELLATION
Rubino Engineering, Inc.	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE

© 1988-2015 ACORD CORPORATION. All rights reserved.

ACORD 25 (2016/03) 1 of 1 The ACORD name and logo are registered marks of ACORD
#S51133355/M50716566 SXNAB

GENERAL CONDITIONS

1. PARTIES AND SCOPE OF SERVICES: Rubino Engineering, Inc. shall include said company or its particular division, subsidiary or affiliate performing the services. "Services" means the specific geotechnical, analytical, testing or other service to be performed by Rubino Engineering, Inc. as set forth in Rubino Engineering, Inc.'s proposal, Client's acceptance thereof and these General Conditions. Additional services ordered by Client shall also be subject to these General Conditions. "Client" refers to the person or business entity ordering the services to be done by Rubino Engineering, Inc. If Client is ordering the services on behalf of another, Client represents and warrants that it is the duly authorized agent of said party for the purpose of ordering and directing said services. Unless otherwise stated in writing, Client assumes sole responsibility for determining whether the quantity and the nature of the services ordered by the client is adequate and sufficient for Client's intended purpose. Client shall communicate these General Conditions to each and every third party to whom Client transmits any part of Rubino Engineering, Inc.'s services. Rubino Engineering, Inc. shall have no duty or obligation to any third party greater than that set forth in Rubino Engineering, Inc.'s proposal, Client's acceptance thereof and these General Conditions. The ordering of services from Rubino Engineering, Inc., or the reliance on any of Rubino Engineering, Inc.'s work, shall constitute acceptance of the terms of Rubino Engineering, Inc.'s proposal and these General Conditions, regardless of the terms of any subsequently issued document.

2. TESTS AND INSPECTIONS: Client shall cause all tests and inspection of the site, materials and work performed by Rubino Engineering, Inc. or others to be timely and properly performed in accordance with the plans, specifications and contract documents and Rubino Engineering, Inc.'s recommendations. No claims for loss, damage or injury shall by brought against Rubino Engineering, Inc. by Client or any third party unless all tests and inspections have been so performed and unless Rubino Engineering, Inc.'s recommendations have been followed. Client agrees to indemnify, defend and hold Rubino Engineering, Inc., its officers, employees and agents harmless from any and all claims, suits, losses, costs and expenses, including, but not limited to, court costs and reasonable attorney's fees in the event that all such tests and inspections are not so performed or Rubino Engineering, Inc.'s recommendations are not so followed except to the extent that such failure is the result of the negligence, willful or wanton act of omission of Rubino Engineering, Inc., its officers, agents or employees, subject to the limitation contained in paragraph 9.

3. SCHEDULING OF SERVICES: The services set forth in Rubino Engineering, Inc.'s proposal and Client's acceptance will be accomplished in a timely, workmanlike and professional manner by RUBINO ENGINEERING, INC. personnel at the prices quoted. If Rubino Engineering, Inc. is required to delay commencement of the services or if, upon embarking upon its services, Rubino Engineering, Inc. is required to stop or interrupt the progress of its services as a result of changes in the scope of the services requested by Client, to fulfill the requirements of third parties, interruptions in the progress of construction, or other causes beyond the direct reasonable control of Rubino Engineering, Inc., additional charges will be applicable and payable by Client.

4. ACCESS TO SITE: Client will arrange and provide such access to the site as is necessary for Rubino Engineering, Inc. to perform the services. Rubino Engineering, Inc. shall take reasonable measures and precautions to minimize damage to the site and any improvements located thereon as the result of its services or the use of its equipment; however, Rubino Engineering, Inc. has not included in its fee the cost of restoration of damage which may occur. If Client desires or requires Rubino Engineering, Inc. to restore the site to its former condition, upon written request Rubino Engineering, Inc. will perform such additional services as is necessary to do so and Client agrees to pay Rubino Engineering, Inc. for the cost.

5. CLIENT'S DUTY TO NOTIFY ENGINEER: Client represents and warrants that it has advised Rubino Engineering, Inc. of any known or suspected hazardous materials, utility lines and pollutants at any site at which Rubino Engineering, Inc. is to perform services hereunder, and unless Rubino Engineering, Inc. has assumed in writing the responsibility of locating subsurface objects, structures, lines or conduits. Rubino Engineering, Inc. may use such information in performing its services and is entitled to rely upon the accuracy and completeness thereof. Client agrees to defend, indemnify and save Rubino Engineering, Inc. harmless from all claims, suits, loses costs and expenses, including reasonable attorney's fees as a result of personal injury, death or property damage occurring with respect to Rubino Engineering, Inc.'s performance of its work and resulting to or caused by contact with subsurface of latent objects, structures, lines or conduits where the actual or potential presence and location thereof were not revealed to Rubino Engineering, Inc. by Client and/or by any of Client's subcontractors or sub consultants

6. RESPONSIBILITY: Rubino Engineering, Inc.'s services shall not include determining, supervising or implementing the means, methods, techniques, sequences or procedures of construction. Rubino Engineering, Inc. shall not be responsible for evaluating, reporting or affecting job conditions concerning health, safety or welfare. Rubino Engineering, Inc.'s services or failure to perform same shall not in any way excuse any contractor, subcontractor or supplier from performance of its work in accordance with the contract documents. Rubino Engineering, Inc. has no right or duty to stop the contractor's work.

7. SAMPLE DISPOSAL: Unless otherwise agreed in writing, test specimens or samples will be disposed immediately upon completion of the test. All drilling samples or specimens will be disposed sixty (60) days after submission of Rubino Engineering, Inc.'s report.

8. PAYMENT: Client shall be invoiced once each month for services performed during the preceding period. Client agrees to pay each invoice within thirty (30) days of its receipt. Client further agrees to pay interest on all amounts invoiced and not paid or objected to for valid cause in writing with said thirty (30) day period at the rate of eighteen (18) percent per annum (or the maximum interest rate permitted under applicable law), until paid. Client agrees to pay Rubino Engineering, Inc.'s cost of collection of all amounts due and unpaid after sixty (60) days, including court costs and reasonable attorney's fees. Rubino Engineering, Inc. shall not be bound by any provision or agreement requiring or providing for arbitration or disputes or controversies arising out of this agreement, any provision wherein Rubino Engineering, Inc. waives any rights to a mechanics' lien, or any provision conditioning Rubino Engineering, Inc.'s right to receive payment for its services upon payment to Client by any third party. These General Conditions are notice, where required, that Rubino Engineering, Inc. shall file a lien whenever necessary to collect past due amounts. Release of such lien shall be given only when payment in full has been received for services duly rendered. Failure to make payment within thirty (30) days of invoice shall constitute a release of Rubino Engineering, Inc. from any and all claims which Client may have, whether in tort, contract or otherwise and whether known or unknown at the time.

9. STANDARD OF CARE: RUBINO ENGINEERING, INC.'S SERVICES WILL BE PERFORMED, ITS FINDINGS OBTAINED AND ITS REPORTS PREPARED IN ACCORDANCE WITH ITS PROPOSAL, CLIENT'S ACCEPTANCE THEREOF, THESE GENERAL CONDITIONS AND WITH GENERALLY ACCEPTED PRINCIPLES AND PRACTICES. IN PERFORMING ITS PROFESSIONAL SERVICES, RUBINO ENGINEERING, INC. WILL USE THAT DEGREE OF CARE AND SKILL ORDINARILY EXERCISED UNDER SIMILAR CIRCUMSTANCES BY MEMBERS OF ITS PROFESSION. RUBINO ENGINEERING, INC. MAKES NO WARRANTIES, EITHER EXPRESS OR IMPLIED, IN CONNECTION WITH ITS SERVICES PROVIDED AS SET FORTH IN ITS PROPOSAL, CLIENT'S ACCEPTANCE THEREOF, AND THESE GENERAL CONDITIONS. STATEMENTS MADE IN RUBINO ENGINEERING, INC. REPORTS ARE OPINIONS BASED UPON ENGINEERING JUDGMENT AND ARE NOT TO BE CONSTRUED AS REPRESENTATIONS OF FACT.

SHOULD RUBINO ENGINEERING, INC. OR ANY OF ITS PROFESSIONAL EMPLOYEES BE FOUND TO HAVE BEEN NEGLIGENT IN THE PERFORMANCE OF ITS WORK, OR TO HAVE MADE AND BREACHED ANY EXPRESSED OR IMPLIED WARRANTY, REPRESENTATION OR CONTRACT, CLIENT, ALL PARTIES CLAIMING THROUGH CLIENT AND ALL PARTIES CLAIMING TO HAVE IN ANY WAY RELIED UPON RUBINO ENGINEERING, INC.'S WORK, AGREE THAT THE MAXIMUM AGGREGATE AMOUNT OF THE LIABILITY OF RUBINO ENGINEERING, INC., ITS OFFICERS, EMPLOYEES AND AGENTS SHALL BE LIMITED TO $10,000.00 OR THE TOTAL AMOUNT OF THE FEE PAID TO RUBINO ENGINEERING, INC. FOR ITS WORK PERFORMED WITH RESPECT TO THE PROJECT, WHICHEVER AMOUNT IS GREATER.

NO ACTION OR CLAIM, WHETHER IN TORT, CONTRACT OR OTHERWISE, MAY BE BROUGHT AGAINST RUBINO ENGINEERING, INC., ARISING FROM OR RELATED TO RUBINO ENGINEERING, INC.'S WORK, MORE THAN TWO (2) YEARS AFTER THE CESSATION OF RUBINO ENGINEERING, INC.'S WORK HEREUNDER.

10. INDEMNITY: To the fullest extent permitted by law, Client and Rubino Engineering, Inc. each agree to indemnify the other party and the other party's officers, directors, partners, employees, and representatives, from and against losses, damages, and judgments arising from claims by third parties, including reasonable attorneys' fees and expenses recoverable under applicable law, but only to the extent they are found to be caused by a negligent act, error, or omission of the indemnifying party or any of the indemnifying party's officers, directors, members, partners, agents, employees, subcontractors, or subconsultants in the performance of services under this Agreement. If claims, losses, damages, and judgments are found to be caused by the joint or concurrent negligence of Client and Rubino Engineering, Inc., they shall be borne by each party in proportion to its negligence.

11. TERMINATION: This Agreement may be terminated by either party upon seven (7) days' prior written notice. In the event of termination, Rubino Engineering, Inc. shall be compensated by Client for all services performed up to and including the termination date, including reimbursable expenses and for the completion of such services and records as are necessary to place Rubino Engineering, Inc.'s files in order and/or protect its professional reputation. Failure of Client to make payments when due shall be cause for suspension of services or, ultimately, termination, unless and until Rubino Engineering Inc. has been paid in full all amounts due for services, expenses and other related changes.

12. DISPUTE RESOLUTION: In the event of a dispute arising out of or relating to this Agreement or the services to be rendered hereunder, the Client and Rubino Engineering, Inc. agree to attempt to resolve such disputes in the following manner: 1) The parties agree to attempt to resolve any and all unsettled claims, counterclaims, disputes and other matters in question through direct negotiations between the appropriate representatives of each party; 2) If such negotiations are not fully successful, the parties agree to submit any and all remaining unsettled claims, counterclaims, disputes and other matters in question to mediation in accordance with the Construction Industry Mediation Rules of the American Arbitration Association, effective as of the date of this Agreement.

13. WITNESS FEES: Rubino Engineering, Inc.'s employees shall not be retained as expert witnesses except by separate written agreement. Client agrees to pay Rubino Engineering, Inc.'s legal expenses, administrative costs and fees pursuant to Rubino Engineering, Inc.'s then current fee schedule for Rubino Engineering, Inc. to respond to any subpoena.

14. NO HIRE: Client agrees not to hire Rubino Engineering, Inc.'s employees except through Rubino Engineering, Inc. In the event Client hires a Rubino Engineering, Inc. employee, Client shall pay Rubino Engineering, Inc. an amount equal to one-half of the employee's annualized salary, with Rubino Engineering, Inc. waiving other remedies it may have.

15. HAZARDOUS MATERIALS: Nothing contained within this agreement shall be construed or interpreted as requiring Rubino Engineering, Inc. to assume the status of an owner, operator, generator, storer, transporter, treater or disposal facility as those terms appear within RCRA, CERCLA, or within any Federal or State statute or regulation governing the generation, transportation, treatment, storage and disposal of pollutants. Client assumes full responsibility for compliance with the provisions of RCRA, CERCLA, and any other Federal or State statute or regulation governing the handling, treatment, storage and disposal of pollutants.

16. PROVISIONS SEVERABLE: The parties have entered into this agreement in good faith and it is the specific intent of the parties that the terms of the General Conditions be enforced as written. In the event any of the provisions of these General Conditions should be found to be unenforceable, it shall be stricken and the remaining provisions shall be enforceable.

17. ENTIRE AGREEMENT: This agreement constitutes the entire understanding of the parties, and there are no representations, warranties or undertakings made other than as set forth herein. This agreement may be amended, modified or terminated only in writing, signed by each of the parties hereto.

Rubino Engineering, Inc.

Lakewood Road Corridor Project
EXHIBIT E - Workhour Summary

	Task and Description		Total	Prime - CMT	Peralte Clark	ASE	Fehr Graham	Rubino
Task 1	**Early Coordination and Data Review**							
	Review Existing Data		62	44	12	6	0	0
	Site Visit		42	32	10	0	0	0
		Subtotal:	**104**	**76**	**22**	**6**	**0**	**0**
Task 2	**Supplemental Surveys**							
	Horizontal and Vertical Control		94	94	0	0	0	0
	Topographic Survey		1,021	1,021	0	0	0	0
	Preliminary Right-of-Way Staking		69	69	0	0	0	0
	Right-of-Way Staking		187	187	0	0	0	0
		Subtotal:	**1,371**	**1,371**	**0**	**0**	**0**	**0**
Task 3	**Utility Coordination**							
	Conflict Identification		48	4	12	32	0	0
	Relocation Assistance		66	8	0	58	0	0
	SUE Investigation		390	4	0	386	0	0
		Subtotal:	**504**	**16**	**12**	**476**	**0**	**0**
Task 4	**Special Waste Evaluation**							
	Investigation		29	0	0	0	29.0	0
	Traffic Control		0	0	0	0	0.0	0
	PESA Update		47	8	0	0	38.5	0
	PSI Report		62	8	0	0	53.5	0
	LPC 662 or 663 Documentation		6	2	0	0	3.5	0
		Subtotal:	**143**	**18**	**0**	**0**	**125**	**0**
Task 5	**Roadway Plans**							
	Sheets (See Sheet Summary)		4,420	3,659	762	0	0	0
	Pavement Design		16	16	0	0	0	0
	Compensatory Storage Design		20	0	20	0	0	0
	Transportation Management Plan		0	0	0	0	0	0
	Phase II Drainage Calculations		-	-	-	-	-	-
	Culvert Analysis (minor culverts)		162	0	162	0	0	0
	Inlet Spacing		69	0	69	0	0	0
	Detention Volume Sizing and Layout		66	0	66	0	0	0
	Water Quality Analysis and Evaluation		36	0	36	0	0	0
	Temporary Drainage Design for MOT staging		80	0	80	0	0	0
	Drainage constructability review for MOT staging		8	0	8	0	0	0
		Subtotal:	**4,877**	**3,675**	**1,203**	**0**	**0**	**0**
Task 6	**Structural Plans**							
	Sheets (See Sheet Summary)		944	944	0	0	0	0
	Load Rating Analysis		0	0	0	0	0	0
		Subtotal:	**944**	**944**	**0**	**0**	**0**	**0**
Task 7	**Quantity Calculations**							
	Quantity Calculations		528	408	120	0	0	0
		Subtotal:	**528**	**408**	**120**	**0**	**0**	**0**
Task 8	**Specifications and Special Provisions**							
	Specifications and Special Provisions		172	148	24	0	0	0
		Subtotal:	**172**	**148**	**24**	**0**	**0**	**0**
Task 9	**Construction Estimate of Cost and Estimate of Time**							
	Estimate of Cost		52	52	0	0	0	0
	Schedule		18	18	0	0	0	0
	Estimate of Time		42	42	0	0	0	0
		Subtotal:	**112**	**112**	**0**	**0**	**0**	**0**

Lakewood Road Corridor Project
EXHIBIT E - Workhour Summary

	Task and Description	Total	Prime - CMT	Peralte Clark	ASE	Fehr Graham	Rubino
Task 10	**PS&E Submittals**						
	Preliminary	72	72	0	0	0	0
	Pre-final	48	48	0	0	0	0
	Final	96	96	0	0	0	0
	Central Office	24	24	0	0	0	0
	Disposition of Comments	132	120	12	0	0	0
	Grading Surface Models	20	16	4	0	0	0
	AdvanceTree Removal Plan	64	56	8	0	0	0
	Subtotal:	**456**	**432**	**24**	**0**	**0**	**0**
Task 11	**Permitting and Environmental Coordination**						
	Wetland and Stream Mitigation	4	4	0	0	0	0
	Section 404 Permit	60	60	0	0	0	0
	MCP&D Stormwater Management Permit Application	128	80	48	0	0	0
	MCP&D Stormwater Management Permit Certification						
	Preliminary Compensatory Storage Review	12	0	12	0	0	0
	As-Built Togographic Survey	308	308	0	0	0	0
	Compensatory Storage Evaluation and Submittal	48	0	48	0	0	0
	MLSWCD Review	24	0	24	0	0	0
	IDNR-OWR Floodway Construction Permit	80	20	60	0	0	0
	NPDES Permit	40	0	40	0	0	0
	ESR Addendum/Update	20	20	0	0	0	0
	Bridge Bat Assessment	3	3	0	0	0	0
	Aquatic Resource Delineation Update	40	40	0	0	0	0
	Tree Survey	108	108	0	0	0	0
	Subtotal:	**875**	**643**	**232**	**0**	**0**	**0**
Task 12	**Phase III Activities**						
	Request for Information	52	40	12	0	0	0
	Shop Drawing Review	118	112	6	0	0	0
	Subtotal:	**170**	**152**	**18**	**0**	**0**	**0**
Task 13	**Meetings and Coordination**						
	LPA Initiation Meeting	28	24	4	0	0	0
	IDOT Initiation Meeting	18	14	4	0	0	0
	LPA Plan-in-Hand Field Meeting	36	24	12	0	0	0
	McHenry County P&D Meeting	16	12	4	0	0	0
	USACE Meeting	12	8	4	0	0	0
	MLSWCD Meeting	8	4	4	0	0	0
	IDOT Detour Committee Meeting	0	0	0	0	0	0
	IDOT Pre-construction Meeting	14	8	6	0	0	0
	MCCD/LITH Meetings	12	6	6	0	0	0
	Property Owner Meetings	54	6	48	0	0	0
	Subtotal:	**198**	**106**	**92**	**0**	**0**	**0**
Task 14	**Project Administration and Management**						
	Project Setup	51	14	32	5	0	0
	Monthly Invoices and Progress Reports	82	41	36	5	0	0
	Project Coordination	147	82	60	5	0	0
	Project Schedule Monitoring	55	30	20	5	0	0
	Subtotal:	**335**	**167**	**148**	**20**	**0**	**0**
Task 15	**Quality Assurance/Quality Control**						
	QA/QC	591	439	132	20	0	0
	Subtotal:	**591**	**439**	**132**	**20**	**0**	**0**

Lakewood Road Corridor Project
EXHIBIT E - Workhour Summary

	Task and Description	Total	Prime - CMT	Peralte Clark	ASE	Fehr Graham	Rubino
Task 16	**Right-of-Way and Easement Plats**						
	Title Commitments	84	84	0	0	0	0
	ROW Document Research	122	122	0	0	0	0
	Boundary Survey and Analysis	564	564	0	0	0	0
	Legal Descriptions	53	53	0	0	0	0
	Plat of Highways	350	350	0	0	0	0
	Individual Plats	0	0	0	0	0	0
	Plat of Resolution	0	0	0	0	0	0
	Subtotal:	**1,173**	**1,173**	**0**	**0**	**0**	**0**
Task 17	**Design Modifications**						
	Ex PH1 Design Review & ORD Modeling	100	100	0	0	0	0
	Ident. of PH1 Constraints & Parameters	70	70	0	0	0	0
	Drainage Concept Eval. W/in PH1 Frame	20	20	-	0	0	0
	Assessment of open drainage vs. closed drainage	48	-	48	0	0	0
	Evaluate closed systems to eliminate ditches	48	-	48	0	0	0
	Evaluate detention reduction strategies	32	-	32	0	0	0
	Calculate detention requirements	96	-	96	0	0	0
	Assess concept changes to Phase I storm sewer	432	-	432	0	0	0
	Preliminary detention grading plans for Preferred alt.	20	-	20	0	0	0
	Prepare ditch sizing calculations for Preferred Alt.	80	-	80	0	0	0
	Prepare concept drainage exhibits for LPA review	16	-	16	0	0	0
	Prepare summary memo for LPA review	24	-	24	0	0	0
	Typical Section Refinement Concepts	200	200	0	0	0	0
	Ped and Bike Safety Refine. Concepts	175	175	0	0	0	0
	Roundabout Concept Confirmation	100	100	0	0	0	0
	Prelim. ROW & Ease. Impact Reassess.	30	30	0	0	0	0
	Concept Screening & Recommendation	170	170	0	0	0	0
	County Coordination & Decision Support	30	30	0	0	0	0
	Phase II Readiness Documentation	-	-	-	0	0	0
	Prepare a Summary of key assumptions and constraints	2	0	2	0	0	0
	Update Phase I hydrologic calculations for Preferred Alt.	108	0	108	0	0	0
	Prepare Kishwaukee Creek updated cross sections	72	0	72	0	0	0
	Kishwaukee Creek compensatory storage analysis	20	0	20	0	0	0
	Kishwaukee Creek Hydraulic Study update	0	0	-	0	0	0
	Natural HEC-RAS Model	8	0	8	0	0	0
	Existing HEC-RAS Model	8	0	8	0	0	0
	Proposed HEC-RAS Permit Model	8	0	8	0	0	0
	Proposed HEC-RAS Design Model	8	0	8	0	0	0
	Permit Waterway Information Table (WIT)	4	0	4	0	0	0
	Design Waterway Information Table (WIT)	4	0	4	0	0	0
	Scour analysis	0	0	0	0	0	0
	Re-evaluate BMP requirements due to ditch reduction	16	0	16	0	0	0
	Design water quality treatment basins/ditches	120	0	120	0	0	0
	Prepare updated EDP sheets for study area	0	0	0	0	0	0
	Prepare 30% D&U sheets for Preferred Alt.	210	0	210	0	0	0
	Update Phase I Location Drainage Tech Memo (LDTM)	24	0	24	0	0	0
	Phase 1 Reevaluation	-	-	-	-	-	-
	IDOT Form	8	8	0	0	0	0
	Exhibits for IDOT Form	16	16	0	0	0	0
	PIM	60	60	0	0	0	0
	FHWA Coordination Meeting	12	12	0	0	0	0
	Subtotal:	**2,399**	**991**	**1,408**	**0**	**0**	**0**
Task 18	**Supplemental Geotechnical Studies**						
	Facility Installation Permit	2	0	0	0	0	2
	Structure Borings	26	8	0	0	0	18
	Laboratory Testing	20	0	0	0	0	20
	Geotechnical Memorandum	57	17	0	0	0	40
	Subtotal:	**105**	**25**	**0**	**0**	**0**	**80**

Lakewood Road Corridor Project
EXHIBIT E - Workhour Summary

	Task and Description		Total	Prime - CMT	Peralte Clark	ASE	Fehr Graham	Rubino
Task 19	**Lighting Analysis**							
	Photometric Calculations		28	28	0	0	0	0
	Voltage Drop Calulations		8	8	0	0	0	0
	Coordination with ComEd		12	12	0	0	0	0
		Subtotal:	**48**	**48**	**0**	**0**	**0**	**0**
		Total:	**15,105**	**10,944**	**3,435**	**522**	**125**	**80**

Lakewood Road Corridor Project
EXHIBIT E - Roadway and Structural Sheet Summary

Task 5 - Roadway Plans	**# Shts**	**Hrs/Sht**	**Total Hrs**
Cover Sheet	1	8	8
Index of Sheets, Highway Standards and Commitments	1	10	10
General Notes	2	12	24
Summary of Quantities	12	2	24
Schedule of Quantities	9	8	72
Typical Sections	8	16	128
Alignment, Ties and Benchmarks (100 Scale)	5	16	80
Roundabout Baselines	2	16	32
Removal Plan (20 Scale - Dual Pane)	11	20	220
Plan and Profile (20 Scale - Plan Pane / Profile Pane)	21	28	588
Roundabout Curb Profiles	7	16	112
Drainage General Notes	1	6	6
Drainage Removal Plans	21	2	42
Drainage Plan and Profile (20 Scale - Plan Pane / Profile Pane)	21	12	252
Drainage Details	3	10	30
Temporary Drainage Plans for MOT Staging	42	2	84
Drainage Schedules	4	4	16
Water Relocation Plan and Profile (assume Village relocations by Village)	-	-	-
Sanitary Relocation Plan and Profile (assume Village relocations by Village)	-	-	-
Maintenance of Traffic Plans (20 Scale - Dual Pane) + Typ Sections + Notes	55	10	550
Detour Plan and Notes	3	8	24
Stormwater Pollution Prevention Plan and Notes	1	12	12
Soil Erosion and Sediment Control Plan	22	12	264
Soil Erosion and Sediment Control Details	6	3	18
Grading Plan – Bridge and Channel	4	16	64
Grading Plan - Detention Ponds	4	20	80
Grading Plan - Intersection Pavement	9	16	144
Grading Plan - ADA Ramps	11	16	176
Grading Plan - Driveways	2	16	32
Plat of Highways	20	0.25	5
Pavement Marking and Signing Plan (20 scale dual pane)	11	16	176
District One Signal Details	8	1	8
Temp Signal Plans (1 Intersection Reed Rd)	8	16	128
Signal Plans (1 Intersection Reed Rd)	2	24	48
** Miller Road Existing Temp Signal will be removed as part of detour for roundabout*	-	-	-
Lighting Plan (2 Intersections; Miller with Approach, Reed with Combo)	7	18	126
Lighting Details	5	1	5
Landscaping Plan (50 scale dual pane)	6	16	96
Landscaping Details (Drainage Features: 4 ponds, 1 creek (2 sheets))	6	20	120
Detail Sheets (Insert Standard Details by Others)	8	1	8
District One Details	8	1	8
Cross Sections - Roadway and Channel (Includes building ORD model)	75	8	600
Subtotal:	**452**	**-**	**4,420**

Page 8 of 16

Task 6 - Structural Plans - for 2 structures and 16 retaining walls

	Bridge 1		Bridge 2		
	# Shts	**Hrs/Sht**	**# Shts**	**Hrs/Sht**	**Total Hrs**
General Plan and Elevation	1	32	1	40	72
General Data	1	20	1	32	52
Abutment Details	1	70	1	120	190
Pile Details	1	2	1	4	6
Soil Borings	2	1	2	1	4
Subtotal:	**6**	**-**	**6**	**-**	**324**

	# Shts	**Hrs/Sht**	**Total Hrs**
Low Height (3' or Less) Retaining Walls (13 total)	-	-	-
Standard Detail	1	1	1
Plan and Elevation	14	16	224
Retaining Walls (between 3' and 7' high) (3 total)	-	-	-
General Plan and Elevation	4	24	96
General Data	3	16	48
Reinforcement Plan and Elevation Details	12	16	192
Wall Details	3	16	48
Soil Borings	11	1	11
Subtotal:	**48**	**-**	**620**
Total	**60**	**-**	**944**