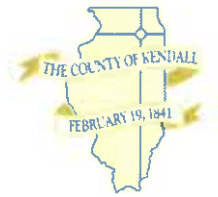


COUNTY OF KENDALL, ILLINOIS

Admin & HR Committee

County Office Building
County Board Rooms 209-210



Tuesday, September 27, 2016 ~ 5:30p.m.

MEETING AGENDA

1. **Call to Order**
2. **Roll Call:** Lynn Cullick (Chair), John A. Shaw (Vice Chair), Judy Gilmour, Dan Koukol, John Purcell
3. **Approval of Agenda**
4. **Approval of Minutes from September 8, 2016 Meeting**
5. **Public Comment**
6. **Department Heads and Elected Official Reports**
7. **Committee Business**
 - *Approve Amendment to the Intergovernmental Agreement by and between the County of Kendall, Jill Ferko, in her capacity as Kendall County Treasurer, and Kendall County Emergency Telephone Systems Board (KenCom) for Administrative and Treasury Services*
 - *Discussion of Transfer of Funds from Kendall County Circuit Clerk Court Automation fund to the General Fund (Technology) for providing additional support of the JANO Justice System*
 - *Discussion and recommendations regarding 2017 Property Liability Workers Compensation coverage – Rich Ryan, Wine Sergi*
 - *2017 Insurance Coverage Update – Jim Pajauskas, CBIZ*
 - *Approve low bid from Current Technologies for Dell EqualLogic PS6610X SAN in the amount of \$41,945.81. Amount to be paid from both capital and Technology Services funds*
8. **Action Items for County Board**
9. **Public Comment**
10. **Executive Session**
11. **Adjournment**

COUNTY OF KENDALL, ILLINOIS
ADMINISTRATION HUMAN RESOURCES COMMITTEE
Meeting Minutes
Thursday, September 8, 2016

CALL TO ORDER

The meeting was called to order by Admin HR Committee Chair Lynn Cullick at 9:00a.m.

ROLL CALL

Committee Members Present: John A. Shaw – here, Judy Gilmour – here, Lynn Cullick – here. With three members present, a quorum was established to conduct committee business.

Member Purcell arrived at 9:12a.m.

Member Shaw left the meeting at 9:25a.m.

Committee Members Absent: Dan Koukol

Others present: Glenn Campos, Jill Ferko, Scott Koeppel, Tracy Page, Tina Varney, Jeff Wilkins

APPROVAL OF AGENDA: Member Gilmour made a motion to approve the agenda, second by Member Shaw. With all in agreement, the motion carried.

APPROVAL OF MINUTES: Member Gilmour made a motion to approve the CORRECTED August 23, 2016 meeting minutes, second by Member Shaw. With all in agreement, the motion carried.

DEPARTMENT HEAD AND ELECTED OFFICIAL REPORTS

Technology – Scott Koeppel, Technology Services Director stated that the State’s Attorney’s Office has made the recommendation amending the KenCom agreement to include the payment of a new Technology Support staff.

PUBLIC COMMENT - None

COMMITTEE BUSINESS

- *Approval of request to provide copies of all documentation, information and emails pertaining to any County Employee Leave of Absence, including FMLA, PEDA, Worker’s Compensation, COBRA and Disability from each Elected Official and Department Head as well as the Admin Services Human Resources Coordinator to the County Treasurer, effective August 12, 2016* – Jill Ferko informed the committee that the Treasurer’s office is not being notified of employee leaves, updates during the leave, and their return. Ms. Ferko said it is imperative that her office receive copies of all documentation so that they can notify IMRF, ensure that employees are being paid when they return, and the coordination of employee benefits.

Ms. Ferko explained the Personnel Action Notice form (PAN sheet), and said that this form is required when any action is taken, but any other forms, reports, and dates are essential for her office so they can process documentation to IMRF and coordinate benefits. Ms. Ferko stated that she will begin requiring a PAN sheet for every pay period so that her office is up-to-date on the employee leave status. Ms. Ferko stated that the PAN sheet and the FMLA form are used for different purposes, the PAN sheet is for payroll purposes, and the FMLA Certification Form is for tracking benefits regarding medical leaves, and that her office just wants the dates of any leave, routine updates on the employee leaves, and that she does not want any type of information regarding an employee's medical health. Mr. Wilkins expressed concern about confidentiality and sharing employee information with other offices. Ms. Ferko reminded the committee that her office handles confidential documentation on a daily basis, and that upholding confidentiality is not an issue for her office.

Discussion on the lack of communication, coordination of benefits, failure to notify the Treasurer's Office/Payroll Office about employees on leave, forms that are given to the Treasurer's Office, forms that should be given to the Treasurer's Office, and the difference between the PAN sheet and the FMLA Certification Form.

Jeff Wilkins suggested that Administrative Services coordinate a meeting with the Treasurer and the other County HR personnel to discuss the PAN sheet, the FMLA Designation Form and resolution for County Board approval. Ms. Ferko left the meeting prior to this discussion, and wasn't able to provide her input.

- *Technology – Recommend Approval of Credit Card Limit Increase* – Scott Koeppel stated that Technology is increasingly using the department credit card for purchases, and requested an increase in the credit card limit to \$5000.

Member Purcell made a motion to increase the Technology Services Credit Card limit to \$5000, second by Member Cullick. **With four members voting aye, the motion carried.**

Member Gilmour requested that the County research the 2% cash back for credit card use instead of the points system. Member Gilmour will discuss with Jill Ferko, County Treasurer.

- *Recommend Cable Television Franchise Agreement by and Between the County of Kendall, Illinois and CMN-RUS, Inc.* – Member Purcell made a motion to forward the Cable Television Franchise Agreement by and Between the County of Kendall, Illinois and CMN-RUS, Inc. to the County Board for approval, second by Member Cullick. **With four members voting aye, the motion carried.**
- *Recommend Public Hearing under New Business portion of the County Board meeting agenda at 9:00a.m. on September 20, 2016 to consider an additional cable franchise* – Member Purcell made a motion to forward the Public Hearing under New Business portion of the County Board meeting agenda at 9:00a.m. on September 20, 2016 to consider an additional cable franchise for approval at the County Board meeting, second by Member Cullick. **With three members voting aye, the motion carried.**

- *Recommend Approval of GIS Job Descriptions* – Discussion on the GIS department job descriptions that have been reviewed by the Technology Director and the State’s Attorney’s Office. There was consensus by the committee to change the GIS Coordinator Education Requirement to 7 years. Member Purcell made a motion to forward the GIS Job Descriptions to the County Board for approval, second by Member Gilmour. **With three members voting aye, the motion carried.**
- *County Employee Picnic* – Member Cullick asked Mr. Wilkins about the survey that the committee requested sent out to employees asking about their preferences for an employee appreciation event. Discussion on the survey results, other options for employee appreciation. Member Cullick requested that this item be added to the October 6th Committee agenda.

ITEMS FOR COMMITTEE OF THE WHOLE - None

ACTION ITEMS FOR COUNTY BOARD

- *Recommend Approval to Increase the Technology Services Credit Card limit to \$5000*
- *Recommend Cable Television Franchise Agreement by and Between the County of Kendall, Illinois and CMN-RUS, Inc*
- *Recommend Public Hearing under New Business portion of the County Board meeting agenda at 9:00a.m. on September 20, 2016 to consider an additional cable franchise*
- *Recommend Approval of GIS Job Descriptions*

PUBLIC COMMENT – None

ADJOURNMENT – Member Gilmour moved to adjourn the meeting at 10:35a.m., second by Member Cullick. **The motion was unanimously approved by a voice vote.**

Respectfully Submitted,

Valarie McClain
Administrative Assistant/Recording Secretary

**AMENDMENT TO THE INTERGOVERNMENTAL AGREEMENT FOR
ADMINISTRATIVE AND TREASURY SERVICES**

THIS AMENDMENT TO THE INTERGOVERNMENTAL AGREEMENT FOR ADMINISTRATIVE AND TREASURY SERVICES is by and between the County of Kendall, a unit of local government of the State of Illinois ("*Kendall County*"), Jill Ferko, in her official capacity as Kendall County Treasurer ("*Treasurer*") and the Kendall County Emergency Telephone Systems Board ("*KenCom*").

WITNESSETH:

WHEREAS, the Constitution of the State of Illinois of 1970, Article VII, Section 10, provides that units of local government may contract or otherwise associate among themselves to obtain or share services and to exercise, combine, or transfer any power or function in any manner not prohibited by law or by ordinance and may use their credit, revenues, and other resources to pay costs related to intergovernmental activities; and

WHEREAS, Kendall County and KenCom (the "*parties*") are units of local government within the meaning of Article VII, Section 1 of the Illinois Constitution of 1970 who are authorized to enter into intergovernmental agreements pursuant to the Intergovernmental Cooperation Act, 5 ILCS 220/1 *et seq.*; and

WHEREAS, the Treasurer is a county officer within the meaning of Article VII, Section 4 of the Illinois Constitution of 1970 who is authorized to act as treasurer of any unit of local government in her county when requested by any such unit; and

WHEREAS, the Intergovernmental Cooperation Act, 5 ILCS 220/1 *et seq.*, provides that any county may participate in an intergovernmental agreement under this Act notwithstanding the absence of specific authority under the State law to perform the service involved, provided

that the unit of local government contracting with Kendall County has authority to perform the service; and

WHEREAS, in an effort to reduce costs to the taxpayers of Kendall County, the parties entered into an Intergovernmental Agreement on or about November 29, 2012, wherein Kendall County and the Treasurer shall provide various administrative services for KenCom including, but not limited to, payroll, accounting and treasurer services by the Treasurer and insurance, administration and recordkeeping by Kendall County; and

WHEREAS, the parties now wish to amend the prior agreement to take into account special needs regarding technology assistance, and Paragraph 9 of the above named IGA allows for such modification of the Agreement if prepared in writing and approved by the parties.

NOW, THEREFORE, in consideration of the premises and the mutual covenants hereafter set forth, the parties agree as follows:

1. The foregoing preambles are hereby incorporated into this Amendment as if fully restated in this paragraph 1.

2. The Intergovernmental Agreement for Administrative and Treasury Services entered into on or about November 29, 2012, is hereby amended to include the following modifications:

a. The following provision is added to Paragraph 2:

“m. Kendall County will provide operation and maintenance of all KenCom PCs, Servers, Software, Network, and all other technology systems. KenCom is still responsible for the purchasing of all such equipment (with the exception of paper and toner).

b. The following is added as the last sentence in Paragraph 4:

“Notwithstanding anything to the contrary above, KenCom agrees that it will transfer a base amount of \$45,000.00 per year, with an annual increase of three percent (3%) to be calculated and added, to Kendall County as reimbursement for the costs and services that Technology Services is taking on pursuant to the terms of this agreement. The three percent (3%) annual increase shall be cumulative.”

3. The remaining provisions of the Intergovernmental Agreement for Administrative and Treasury Services entered into on or about November 29, 2012 remain unchanged with only the above new provisions being added at this time.

4. Kendall County, the Treasurer and KenCom each hereby warrant and represent that their respective signatures set forth below have been, and are on the date of this Agreement, duly authorized by all necessary and appropriate corporate and/or governmental action to execute this Agreement;

IN WITNESS WHEREOF, the parties hereto have caused this Amendment to the Intergovernmental Agreement for Administrative and Treasury Services to be executed by their duly authorized officers on the last date below.

County of Kendall, Illinois

**Kendall County Emergency Telephone
Systems Board**

By: _____
Chair, Kendall County Board

By: _____
Chair, KenCom Executive Board

Attest:

Attest:

County Clerk

Secretary

Date

Date

Kendall County Treasurer

By: _____
Kendall County Treasurer

Attest:

County Clerk

Date

**Robyn Ingemunson
Kendall County Circuit Court Clerk**



23rd Judicial Circuit
County of Kendall

Kendall County Courthouse
807 W John St.
Yorkville, IL 60560
630-553-4183

9/19/16


John Purcell-Finance Chair,

As part of the budget process I am going to transfer funds from the Court Automation Fund to the General Fund (Technology Services). The Technology Services Department will provide additional assistance to the Circuit Clerk's Office. Technology Services will become more involved in administration of the Jano Justice system. They will also assist with other technology needs in the Circuit Clerk's Office. The amounts listed below will be transferred in FY 2017 and FY 2018. I would like to evaluate and discuss the arrangement with Technology Services and the County Board before the FY 2019 budget is submitted.

FY 2017 amount: \$45,000

FY 2018 amount: \$46,350

Sincerely,


Robyn Ingemunson
Kendall County Circuit Court Clerk

Date 09/20/16
Quote # CTCQ16628
Quoted By MRhodes

Current Technologies
1423 Centre Circle
Downers Grove, IL 60515
630.388.0240
fax: 630.388.0241
currenttech.net



Quote | Order Form

Sold To:

Kendall County
Scott Koeppel
811 West John Street
Yorkville, IL 60560
United States
Phone: (630) 553-8881
Fax:
skoeppel@co.kendall.il.us

Ship To:

Kendall County
Scott Koeppel
811 West John Street
Yorkville, IL 60560
United States
Phone: (630) 553-8881
Fax:
skoeppel@co.kendall.il.us

2016 SAN REPLACEMENT RFP

Line #	Description	Qty	Unit Price	Ext. Price
1	Dell EqualLogic PS6610X, Mainstream Performance 10K SAS 2.5" Drives 84x 900GB 10K SAS 2.5" 75TB Capacity (56.9 TB Estimated Usable Capacity using RAID 6) Dual Controllers, 10Gb, High Availability with Failover Static Rails for 4-Post Racks Redundant Power Supplies, 2800W, AC (2) C19 to C20, PDU Style, 16 AMP, Power Cord Dell Hardware Limited Warranty Extended Year Dell Hardware Limited Warranty Initial Year EqualLogic Advanced Software Warranty and Service, 7x24 Access, 3 Years ProSupport: Next Business Day Onsite Service After Problem Diagnosis, 2Years Extended ProSupport: Next Business Day Onsite Service After Problem Diagnosis, Initial Year ProSupport: 7x24 HW / SW Tech Support and Assistance, 3 Years	1	\$41,945.81	\$41,945.81
2	***FREE SHIPPING***			
			Total	\$41,945.81

Any lease payments shown are estimates only and final figures will be provided by third party lender subject to credit approval. The purchase of products and/or services from Current Technologies are subject to the standard terms and conditions located at the following URL: <http://www.currenttech.net/terms> By signing this Quote/Order Form you are agreeing that you have read and agreed to the terms and conditions.

All software renewals require prepayment. Hardware/Software orders over \$2,500 require 50% payment up front, 50% due within 15 days of receipt. Pricing valid for 30 days from date of quotation. Labor not included unless explicitly stated in writing.

Shipping/Handling & applicable sales tax are not included in this quote and will be invoiced.

Quote # CTCQ16628

Agreed and Accepted:

Kendall County

Date

PO #

Ordering Instructions: Email to: orders@currenttech.net or Fax to: 630-388-0241

Kendall County, IL
Property and Liability Insurance Proposals
December 1, 2016 to December 1, 2017

Coverages	Current Program 2015/2016	2016/2017 Renewal Proposal	2016/2017 Optional Proposal	2016/2017 Optional Proposal	2016/2017 Optional Proposal	2016/2017 Optional Proposal
<i>COMPANY:</i>	ICRMT	ICRMT	ICRMT Larger Retention	Travelers	Argonaut	Illinois Public Risk Fund
Premium Summary						
Workers' Compensation Total	\$ 131,080	\$139,096	\$139,096	\$ 222,236	only Property & Liability	\$ 773,425
Property, Liability and Excess Total	\$ 613,451	\$545,092	\$406,177	\$ 535,031	\$ 506,085	Workers Comp
Premium Totals	\$ 744,531	\$ 684,188	\$ 545,273	\$ 757,267		\$ 1,208,310
Difference/ Savings		\$ (60,343)	\$ (199,258)	\$ 12,736		\$ 463,779
		SIR's same as current except Public Official SIR increased from \$25K to \$50K	Increase all SIR's to \$250,000	SIR's same as current	SIR's same as current	First Dollar Workers Compensation

COUNTY OF KENDALL, ILLINOIS

RESOLUTION 2016-__

**RESOLUTION REPEALING RESOLUTION 2015-31 AND ADOPTING A
NEW AMENDED FEE SCHEDULE FOR THE KENDALL COUNTY
CIRCUIT COURT CLERK**

WHEREAS, 705 ILCS 105/27.1a permits a county board to set certain fees, in accordance with the statute, to be charged by the circuit clerk; and

WHEREAS, the Kendall County Board had previously approved a fee schedule ("Fee Schedule") consistent with the authority granted under 705 ILCS 105/27.1a and that Fee Schedule set numerous fees including the fee required for a civil jury; and

WHEREAS, on July 7, 2015 the Kendall County Board passed Resolution 2015-31 in which it amended its Fee Schedule in accordance with Illinois Public Act 98-1132 ("Public Act"), which had amended 55 ILCS 5/4-11001 by increasing the fee paid to jurors to \$25 for the first day and \$50 for each additional day and amended 735 ILCS 5/2-1105 by reducing the size of a civil jury from twelve (12) to six (6), while also allowing a county to establish an additional charge for each alternate juror requested; and

WHEREAS, on September 22, 2016 the Illinois Supreme Court held in the case of *Kakos v. Butler*, 2016 IL 120377, that a twelve (12) person jury is an essential element of the right of trial by jury and that Public Act 98-1132's limit on the size of a civil jury to six (6) persons is facially unconstitutional, in violation of Article I, Section 13 of the Illinois Constitution and therefore void *ab initio*; and

WHEREAS, The Illinois Supreme Court further held that the remainder of the Public Act was not severable and is thus invalid; as raising the amount to be paid to each juror while no longer decreasing the size of a jury would frustrate the legislative purpose of the Public Act and dramatically increase jury trial costs; and

WHEREAS, the Kendall County Board now finds it necessary to comply with the Supreme Court's holding and repeal Resolution 2015-31, and adopt a new Amended Fee Schedule that comports with current law.

NOW, THEREFORE, BE IT RESOLVED that the Kendall County Board hereby repeals Resolution 2015-31 adopted on July 7, 2015 and hereby adopts the Amended Fee Schedule attached as Exhibit A.

This Fee Schedule repeals and replaces all previous fee schedules adopted by the Kendall County Board under the authority granted by 705 ILCS 105/27.1a and becomes effective immediately upon approval and adoption by the Kendall County Board.

Approved and adopted by the County Board of Kendall County, Illinois, this ____th day of October, 2016.

Board Chairman Signature:

Attest:

**John A. Shaw, Chairman
County Board**

**Debbie Gillette
County Clerk**

KENDALL COUNTY CIRCUIT COURT CLERK FILING FEE SCHEDULE
Pursuant to 705 ILCS 105/27.1a & other applicable fee provisions Effective Date: October 1, 2016

Filing Fee Total

---SMALL CLAIMS---

0-250	-----	104.00
251-500	-----	114.00
501-2500	-----	124.00
2501-10,000	-----	169.00
Appearance -- SC		
0-1500	-----	109.00
1501-10,000	-----	134.00
Jury Demand:		
6 person	-----	12.50
12 person	-----	25.00

---LAW MEDIUM---

10,000 – 50,000	-----	169.00
Appearance	-----	134.00
Jury Demand:		
6 Person	-----	106.25
12 Person	-----	212.50
Alternate Jurors (not to exceed 2)	-----	25.00 each

---FORCIBLE ENTRY AND DETAINER---

Possession only and/or claim for rent not to exceed 15,000	-----	134.00
Appearance	-----	134.00
Possession and rent exceeding 15,000	-----	244.00
Appearance	-----	144.00

---LAW---

Over 50,000	-----	244.00
Appearance	-----	144.00
Jury Demand	-----	212.50
Alternate Jurors (not to exceed 2)	-----	25.00 each

---CONFESSION OF JUDGEMENT---

1-1500	-----	144.00
1501-15,000	-----	209.00
Over 15,000	-----	294.00

---EMINENT DOMAIN---

All ED	-----	244.00
For each additional lot or tract of land subject to be condemned, the damages in respect to which require separate assessment by jury	-----	244.00
Appearance	-----	144.00

---CHANCERY---

General CH	-----	244.00
Foreclosure Complaint (\$50 added per 735 ILCS 5/15-1504.1)	-----	294.00
Appearance	-----	144.00

---MISC REMEDIES---

General MR -----	244.00
Petition for Writ of Habeas Corpus-----	172.00
Petition for Administrative Review (No Law Library, caf, or Doc fees charged) -----	201.00
Appearance -----	144.00

Exception: NO fees will be charged of a claimant proceeding under the Unemployment Insurance Act, 820 ILCS 405/1200

---COUNTERCLAIM OR JOINING THIRD PARTY DEFENDANT---

The amount equal to the fee he/she would have had to pay had he/she brought a separate action for the relief sought in the counterclaim or against third party defendant, less the amount of the appearance fee, if that was already paid.

---FAMILY---

Petition under the Juvenile Court Act of 1987 -----	134.00
Petition for reciprocal Non support -----	104.00
Petition for a Marriage License -----	104.00
Petition filed under Illinois Parentage Act of 1984-----	134.00
Marriage performed in court -----	10.00
Appearance -----	144.00

Exception: NO Fee will be charged when a Paternity action or Petition to Determine Parent Child Relationship is filed by the States Attorney or by the Illinois Department of Public Aid.

---ADOPTIONS---

General AD ----- **65.00**

Note: Upon good cause shown the court may waive the fee in a special needs adoption. The term "special needs adoption" shall have the meaning ascribed to it by the Illinois Department of Children and Family Services. No fee other than set forth in above shall be charged to any person in connection with an adoption preceding.

---DISSOLUTION OF MARRIAGE---

All D ----- **244.00**

**Petition to Enroll Judgment for Dissolution/Legal Separation/Invalidity for
Modification or enforcement pursuant to ILCS 5/511** ----- **244.00**

Appearance ----- **144.00**

**Fees for Deposit in Maintenance & Child Support Collection Fund
(Authorized by County Board Ordinance)**

In Child Support & Maintenance cases annual fee charged to obligor ----- **36.00**

Certifications to the Secretary of State under 625 ILCS 7-703 ----- **5.00**

---OP---

Petitions for Orders of Protection ----- **No Charge**

---MUNICIPAL CORPORATION---

All MC ----- **244.00**

Appearance ----- **144.00**

---MENTAL HEALTH---

Appearance ----- 144.00

---TAX---

Petition for Tax Deed ----- 244.00

For each Addt'l Parcel ----- 50.00

Tax Objection Complaint ----- 100.00

---GARNISHMENT, WAGE DEDUCTION, CITATION---

0-1000 ----- 10.00

1001-5000 ----- 10.00

Over 5000 ----- 10.00

Each Alias Summons or Citation ----- 4.00

---PETITION TO VACATE OR MODIFY---

Petition to vacate or modify any final judgment or order of the court except Small Claims,
Forcible Entry, and Child Support:

Before 30 days ----- 40.00

After 30 days ----- 60.00

Petition to vacate Order of Bond Forfeiture ----- 20.00

Mailing Notice ----- 6.00 + postage

Certified copies of Judgments, after the first copy
(except in Small Claims & Forcible Entry & Detainer) ----- 10.00

---CERTIFICATION, AUTHENTICATION, AND REPRODUCTION---

Each certification or authentication for taking acknowledgment of a deed or other instrument in writing with the seal of office ----- 4.00

Court Appeals when original documents are forwarded:

Under 100 pages----- 50.00*
 *Plus delivery and costs
 Over 100 pages----- 120.00*
 *Plus delivery and costs
 Over 200 pages---additional fee per page----- .20

Reproduction of any copy contained in the clerk's files

1st page ----- 2.00
 2-20 pages ----- .50
 20 + pages ----- .25

Hardcopy printout when case records are maintained on automated medium ----- 4.00

Remands from the Supreme Court or Appellate Court ----- No Charge

Transcript of Judgment – same fee as if it were commencement of a new suit.

Deed of Voluntary Assignment – each filing ----- 10.00

Deed of Voluntary Assignment – recording for each 100 words ----- .25

---CASE CORRECTIONS---

For correction of the following on any document filed in the clerk's office:

Case Number, Case Title, or ARDC number ----- 15.00

---CHANGE OF VENUE---

The filing fee to file under a change of venue is the same fee as if it were commencement of a new suit except the following fees are subtracted from the total: law library (\$13.00) caf (\$15.00) and doc storage fee (\$15.00)

Preparation & certification of a record on change of venue to another jurisdiction ----- 25.00

---FOREIGN JUDGMENTS---

Petition to Enroll a Judgment for modification or enforcement pursuant to 735 ILCS 5/12-652 would be the same fee as if you were filing a new suit.

---NSF---

For any check, draft or other bank instrument returned for NSF, account closed or payment stopped ----- 25.00

---EXPUNGEMENT PETITION---

Each Petition ----- 30.00
Add'l fee for each certified copy of order to expunge ----- 4.00 + postage
Illinois State Police Fee (Separate check payable to the Illinois State Police) ----- 60.00

---RECORD SEARCH---

For each search ----- 4.00

Exception: NO fee for a Pltf or Deft index or case record inquiry made in person, with no request for a hard copy print out, when records are maintained on an automated medium.

---PROBATE---

Administration Decedent's Estate:
Estate value 15,000 or more ----- 294.00
Estate value less than 15,000 ----- 119.00
Petitions for Proof of Heirship Only ----- 119.00
Will Admitted without Administration ----- 119.00
Petition for Letters of Office for a particular purpose without Administration ----- 119.00
Petition for Administration of the Estate of a ward (Guardianship):

Estate value \$15,000 or more -----	144.00
Estate value less than \$15,000 -----	119.00
Petition for Letters of Guardianship of person only or without administration -----	104.00
Wrongful Death:	
Estate value \$5,000 or more -----	144.00
Estate value less than \$5,000 -----	104.00
 Other Misc Probate Fees:	
Petition to Sell Real Estate -----	50.00
Each account & report other than one final account -----	15.00
For filing of a claim in the amount of the following:	
150-500 -----	10.00
500-10,000 -----	25.00
Over 10,000 -----	40.00
Claim, petition, or supplemental proceeding based on action seeking equitable relief including the construction or contest of a will -----	123.00
Appearance for purpose of consent or appearance of executor or administrator -----	No Fee
Appearance for any other person -----	104.00
Jury Demand -----	212.50
Alternate Jurors (not to exceed 2) -----	25.00
ea	
Certified copies of Letters of Office -----	2.00
Copies of Court Orders: First 3 pages -----	2.00
Each add'l page -----	.50
Exemplification -----	2.00 + fee for certification

Note: Other payables.

All postage charges incurred by the clerk in mailing petitions, orders, notices must be paid for by the requesting party.

All publication cost must be paid direct to the newspaper by executor, administrator, guardian, petitioner, or other interested person or his or her attorney.

---PROBATE SUB CASE TYPE CODES---
With Total Filing Fee Cost

1201	Decedent-Testate Independent Administration-----	294.00
1202	Decedent-Testate Supervised Administration-----	294.00
1203	Decedent-Intestate Independent Administration-----	294.00
1204	Decedent-Intestate Supervised Administration-----	294.00
1205	Decedent-Testate or Intestate of Missing Person-----	294.00
1206	Decedent-Small Estate-Real Estate and Personal-----	119.00
1207	Decedent-Proof of Heirship Alone-----	119.00
1208	Decedent-Domestic or Foreign Will Admitted w/out Admin-----	119.00
1209	Decedent-Letters of Office w/out Administration-----	119.00
1210	Decedent-Collection of Judgment of Settlement of Claim for Wrongful Death with no other Administration-----	144.00
1211	Decedent-Collection of Judgment of Settlement of Claim for Wrongful Death with No other Admin & does not exceed \$5000	104.00
1212	Guardian of Disabled Person-----	144.00
1213	Guardian of Estate of Disabled Person-----	144.00
1214	Guardian of Person and Estate of Disabled Person-----	144.00
1215	Guardian of Minor Person-----	144.00
1216	Guardian of Estate of Minor Person-----	144.00
1217	Guardian of Person and Estate of Minor Person-----	144.00
1218	Guardian-Small Estate and Personal-----	144.00
1219	Guardian-Letters issued in Estate to Guardian of Person But not Estate-----	104.00
1220	Guardian-Letters Issued in Estate of Ward w/out Admin-----	104.00
1221	Guardian-Collection of Judgment or Settlement of Claim For Wrongful Death with no other Administration-----	144.00
1222	Guardian-Collection of Judgment of Settlement of Claim for Wrongful Death w/ no Admin & does not exceed \$5000 -----	104.00
1224	Construction of Testamentary Trust (for Pending P Case)-----	194.00
1225	Structure Settlement-Administration of Estate of Ward -----	144.00
1230	Other (Specify) -----	194.00

---CRIMINAL AND QUASI-CRIMINAL COST AND FEES---

From each person convicted or sentenced to supervision clerks fee as follows:

Felony (CF) Complaints -----	80.00
Misdemeanor (CM) Complaints -----	50.00
Business Offence Complaints -----	50.00
Petty Offence Complaints -----	50.00
Minor Traffic or Ordinance Violations -----	10.00
When court appearance required -----	15.00
Motions to Vacate or Amend Final Orders -----	20.00
Motion to Vacate Bond Forfeiture Orders -----	20.00
Motion to Vacate Exparte Judgments, whenever filed -----	20.00
Motion to Vacate Judgments on Forfeitures, whenever filed -----	20.00
Motion to Vacate Failure to Appear/Comply Notices sent to Secretary of State -----	20.00
Jury Demand on Ordinance Violation Cases punishable by fine only -----	137.50



September 9, 2016

You must meet new requirements to continue participating in IMRF

Dear IMRF Member,

You are currently participating in IMRF as a County Board member. Recent legislation has changed the IMRF participation requirements for County Board members.

To continue participating in IMRF, **you must:**

1. Keep a detailed time-tracking record of all time you spend on official government business.

This record must include:

- Each date you conducted business for the County
 - The length of time you spent on County business, for *each* date
 - A description of the business you performed for the County on *each* date
2. File this detailed time-tracking record **every month** with your County's fiscal officer (or designee). This record:
 - Can be in electronic or paper format
 - Must be filed by the 10th of the month following the reporting month. (For example, September's record must be filed **no later** than October 10th.)
 - Must be filed for **every** month, even if you are reporting no hours worked that month.
 3. Prove you have met your IMRF hourly standard by working and documenting at least 600 hours for the County within each 12-month period.

New resolution needed after each election

In addition, your County Board must pass a resolution stating work done by County Board members will require at least 600 hours in a 12-month period. This resolution must be adopted and filed with IMRF within 90 days **after each election** where a member or members of your County Board are elected or reelected.

Your first detailed time tracking record must be filed no later than October 10, 2016, and must include all of your time for September 2016.

—Continued—

If you don't meet these requirements, you can't participate in IMRF

Your participation with IMRF will be terminated immediately if:

- You fail to file any of your reports
- You file your report late for more than two consecutive months. A report is considered late if it is filed after the 20th of the month following the reporting month.
- Your County Board fails to adopt the required resolution within 90 days after an election.
- You do not work and document at least 600 hours on official County business within each 12-month period. Your 12-month period will start over every September, and go through August of the next year.

If you are terminated for failing to file or filing late, you can never participate in IMRF again as a County Board member. If your County Board fails to adopt the required resolution within 90 days after an election, the **entire County Board** will become ineligible to participate in IMRF, and the termination of participation will be irrevocable.

What is considered official government business?

Official government business is defined as:

- Attendance at:
 - County Board and committee meetings
 - Official County functions
 - Meetings of other local governmental Boards related to County business
 - Meetings of civic and commercial organizations related to County business
- Meetings and communications with:
 - County staff
 - Constituents
 - Other elected officials
- Preparation for County Board and committee meetings
- Other activities related to County business, including office hours at the County administration building

Official government business does not include:

- Activities related to campaigning for public office;
- Activities defined as "prohibited political activity" at section 1-5 of the State Officials and Employees Ethics Act (5 ILCS 430/1-1 et seq.);
- Time spent "on-call" or informally available to constituents.

—Continued—

ORDINANCE NO. _____

**AN ORDINANCE ESTABLISHING THE
REIMBURSEMENT OF ALL TRAVEL, MEAL, AND LODGING EXPENSES OF
OFFICERS AND EMPLOYEES IN THE COUNTY OF _____, ILLINOIS**

WHEREAS, _____ County, Illinois is a non-home rule unit of local government pursuant to Article VII, § 8 of the 1970 Illinois Constitution;

WHEREAS, the Local Government Travel Expense Control Act, Pub. Act 99-0604, requires all non-home rule local public agencies, including counties, to regulate, by ordinance or resolution, the reimbursement of all travel, meal, and lodging expenses of their officers and employees by the effective date of January 1, 2017; and

WHEREAS, the Board of Supervisors of _____ County has determined that it must comply with the Act by passage of this ordinance.

NOW, THEREFORE, BE IT ORDAINED BY THE BOARD OF SUPERVISORS OF _____ COUNTY, ILLINOIS, THAT THE FOLLOWING ORDINANCE TO REGULATE THE REIMBURSEMENT OF ALL TRAVEL, MEAL, AND LODGING EXPENSES OF THEIR OFFICERS AND EMPLOYEES BE AND HEREBY IS ADOPTED:

SECTION I.: Definitions.

The following words, terms and phrases, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

Entertainment: includes, but is not limited to, shows, amusements, theaters, circuses, sporting events, or any other place of public or private entertainment or amusement, unless ancillary to the purpose of the program or event.

Travel: any expenditure directly incident to official travel by employees and officers of the County or by wards or charges of the County involving reimbursement to travelers or direct payment to private agencies providing transportation or related services.

SECTION II: Official Business for which Expenses May Be Reimbursed.

- (1) An official of the County shall be entitled to reimbursement for travel, including meals or lodging, related to the following types of official business:
 - a. Education conferences related to the duties of the officer of the County;
 - b. Site visits to current or potential vendors of the County
 - c. [If desired, insert additional authorization(s)]
- (2) An employee shall be entitled to reimbursement for travel, including meals or lodging, related to the following types of official business:
 - a. Education conferences related to the duties of the employee of the County;
 - b. Site visits to current or potential vendors of the County
 - c. [If desired, insert additional authorization(s)]

SECTION III: Maximum Allowable Reimbursement for Expenses

- (1) Unless otherwise excepted herein, the maximum allowable reimbursement for an employee or officer of the County shall be those rates set by the Reimbursement Schedule of the Governor's Travel Control Board in effect at the time the expense was incurred.
- (2) The following exceptions shall not be controlled by the Reimbursement Schedule of the Governor's Travel Control Board and shall be limited as indicated:
 - a. [If desire to make exceptions, insert here].
 - b. [If desire to make exceptions, insert here].

SECTION IV: Approval of Expenses

The Board must approve the following reimbursements for travel, including meals or lodging, by a roll call vote at an open meeting of the Board:

- (1) Any expense of any officer or employee that exceeds the maximum permitted in Section III; or
- (2) Any expense of any member of the Board.

SECTION V: Documentation of Expenses

Before any reimbursement for travel, including meals or lodging, may be approved pursuant to Section IV, a standardized form for submission of travel, meal, and lodging expenses supported by the following minimum documentation shall first be submitted to the Board:

- (1) an estimate of the cost of travel, meals, or lodging if expenses have not been incurred or a receipt of the cost of the travel, meals, or lodging if the expenses have already been incurred;
- (2) the name of the individual who received or is requesting the travel, meal, or lodging expense;
- (3) the job title or office of the individual who received or is requesting the travel, meal, or lodging expense; and
- (4) the date or dates and nature of the official business in which the travel, meal, or lodging expense was or will be expended.

All documents and information submitted under this Section are public records subject to disclosure under the Freedom of Information Act, 5 ILCS 140/1 *et seq.*

SECTION VI: Entertainment Expenses

No employee or officer of the County shall be reimbursed by the County for any entertainment expense.

SECTION XII: Effective Date.

This Ordinance shall be in full force and effect from and after its passage.

Passed by the Board of Supervisors this _____ day of _____, 2016.

AYES: _____
NAYS: _____
PRESENT: _____
ABSTAIN/ABSENT: _____

COUNTY CLERK

Passed and Approved this _____ day of _____, 2016.

CHAIRMAN, _____ COUNTY

ATTEST:

COUNTY CLERK