



MARK A. KERN  
CHAIRMAN

# ST. CLAIR COUNTY BOARD

10 PUBLIC SQUARE, ROOM B-561, BELLEVILLE, ILLINOIS 62220-1623

(618) 825-2203 • FAX: (618) 825-2740

District 5  
LONNIE MOSLEY  
VICE-CHAIRMAN

## BOARD MEMBERS

District 1  
ROBERT L. ALLEN, JR.

District 2  
GW SCOTT, JR.

District 3  
ROY MOSLEY, JR.

District 4  
HARRY HOLLINGSWORTH

District 6  
MARTY T. CRAWFORD

District 7  
COURTNEY D. MOORE

District 8  
STEVEN GOMRIC

District 9  
KEN EASTERLEY

District 10  
SCOTT GREENWALD

District 11  
KENNETH G. SHARKEY

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C. RICHARD VERNIER

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STEPHEN E. REEB

District 14  
BOB TRENTMAN

District 15  
JERRY J. DINGES

District 16  
CJ BARICEVIC

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SCOTT TIEMAN

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MICHAEL O'DONNELL

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PHIL HENNING

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ED COCKRELL

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ANDY BITTLE

District 22  
SUSAN GRUBERMAN

District 23  
JANA MOLL

District 24  
KEVIN DAWSON

District 25  
RICHIE MEILE

District 26  
ROBERT WILHELM

District 27  
MATT SMALLHEER

District 28  
JOHN COERS

## COUNTY BOARD MEETING – January 26, 2026

7:30 p.m.

1. Invocation
2. Pledge of Allegiance
3. Call to Order
4. Roll Call
5. Public Participation
6. Approval of Minutes of December 15, 2025
7. Reports & Communications from the Chairman
  - a. Appointment - Vice-Chairman, St. Clair County Board – Lonnie Mosley
  - b. Appointment – Privacy Official – Ann Barnum
  - c. Reappointment – Member, 9-1-1 Emergency Telephone System Board – Ken Easterley
  - d. Reappointment - Member, Metro East Park and Recreation Board – Randy Randolph
  - e. Reappointment – Commissioner, Bi-State Development Agency – Terry Beach
  - f. Reappointment – ADA Coordinator – Ann Barnum
  - g. Appointment – Member, Zoning Board of Appeals – Paul Bergkoetter
  - h. Appointment – Member, Zoning Board of Appeals – Dennis Muyleart to Complete the Unexpired Term of George Meister Due to His Resignation Effective Immediately and Expiring on December 31, 2026
  - i. Appointment – Trustee, Emerald Mound – Lebanon Fire Prot. District – Nicholas Schmitt to Complete the Unexpired Term of Dean Zurliene Due to His Resignation Effective Immediately and Expiring on May 1, 2027
  - j. Appointment – Appointed Officials  
Herbert Simmons, Director, Emergency Management Agency





Rick Stubblefield, Director, Intergovernmental Grants and  
Director, Economic Development  
Anne Markezich, Manager, Zoning/Mapping and Platting  
Jeffrey Sandusky, Director, Information Technology  
Ann Barnum, Manager, Human Resources  
Brian Buehlhorn, Superintendent, St. Clair County Parks  
Ashley Jett, Superintendent, Animal Services  
Kimberly Huth, Director, Military Affairs  
Jann Severit, Director, Belle-Clair Fairgrounds Park

8. Miscellaneous Reports

9. Committee Reports

a. Environment Committee:

1. Report
2. Res. #3098-26-RZ – Centreville Township – Request for a Special Use Permit to Allow a 3.5 MW Commercial Solar Energy Facility in an Agricultural Industry Zone at XXXX Camp Jackson in Cahokia – Applicants, Sugarberry Solar Project, LLC – Owners, Allen Stumpf, Gene Stumpf, Cheryl Stumpf and Lori Stumpf – Grant
3. Res. #3099-26-RZ – St. Clair Township – Request for a Special Use Permit to Allow a 3.6 MW Commercial Solar Energy Facility in an Agricultural Industry Zone at 2403 S. Illinois Street in Belleville – Applicants, NFE Belleville A, LLC – Owner, Steven Lindauer – Grant
4. Res. #3100-26-RZ – St. Clair Township – Request for a Special Use Permit to Allow a 3.3 MW Commercial Solar Energy Facility in an Agricultural Industry Zone at 2403 S. Illinois Street in Belleville – Applicants, NFE Belleville B, LLC – Owner, Steven Lindauer – Grant
5. Res. #3101-26-RZ – O’Fallon Township – Request for a Special Use Permit to Allow a 5.0 MW Commercial Energy Facility in an Agricultural Industry Zone at XXXX Rieder Road in Lebanon – Applicants, Umbria Solar, LLC – Owner, Mary Jane Dietz, Shari Dietz, Michael Dietz, Mary Jean Dietz, Katherine Joseph and Michelle Miller – Grant
6. Res. #3102-26-RZ – Caseyville Township – Request for a Special Use Permit to Allow a 4.99 MW Commercial Solar Energy Facility in an Agricultural Industry Zone at 1621 Pausch Road in O’Fallon – Applicants, Caseyville IL 1, LLC – Owners, Dennis & Brenda Kombrink and Darrell Kombrink – Grant
7. Authorizing Hayes Contracting, Inc. to Conduct the Demolition of Structures for Project #26-01-SCC in the Amount of \$157,164



- b. Finance Committee:
  - 1. Treasurer's Report of Funds Invested
  - 2. Approval of an Operating Agreement Between St. Clair County and Aramark Correctional Services, LLC for County Jail Food Services
  - 3. Approval of a Contract Amendment Between St. Clair County and Wexford Health Sources, Inc. for a One Year Extension from January 1, 2026 to December 31, 2026
  - 4. Salary Claims
  - 5. Expense Claims – Claims Subcommittee
- c. Judiciary Committee:
  - 1. Ord. #26-1317 - Amending Chapter 28 of the Revised Code of Ordinances - Personnel Code
- d. Management Information Committee:
  - 1. Approval of a Contract with Tyler Technologies for a Case Management System for the St. Clair County Probation Department in the Amount of \$463,193
- e. Transportation Committee:
  - 1. Res. #3103-26-RT – Authorizing Charter Communications Inc. to Install a Communication Line Along the East Side of Davis Street Ferry for the Length of the Road to East Carondelet Road
  - 2. Res. #3104-26-RT – Authorizing Charter Communications Inc. to Install a Communication Line Along the South Side of East Carondelet Road for the Length of the Road to State Street
  - 3. Res. #3105-26-RT – Authorizing Charter Communications Inc. to Install a Communication Line Along the South Side of State Street for the Length of the Road
  - 4. Res. #3106-26-RT – Authorizing an Agreement Letter with the City of Fairview Heights to Split the Costs Associated with the Improvements to Ashland Avenue from Old Collinsville Road to Joseph Drive
  - 5. Res. #3107-26-RT – Authorizing a Joint Funding Agreement with IDOT for Improvements to Widen North Green Mount Road
  - 6. Res. #3108-26-RT – Awarding a Contract to the Suppliers for a Set Price for Supplying Corrugated Steel Culvert Pipe and Bands for the Calendar Year 2026
  - 7. Res. #3109-26-RT – Awarding a Contract to the Low Bidder, Piasa Road Oil, LLC to Provide Bituminous Road Oil Materials for the Calendar Year 2026 in the Amount of \$1,472,721.30





8. Res. #3110-26-RT – Awarding a Contract to the Suppliers for a Set Price for Supplying Seal Coat Aggregate, Rip Rap, CA02 and CA06 for the Calendar Year 2026
9. Res. #3111-26-RT – Awarding a Contract to the Suppliers for a Set Price for Supplying HMA and Bituminous Materials for the Calendar Year 2026
10. Res. #3112-26-RT – Authorizing an Engineering Agreement with Gonzalez Companies LLC for the Improvement of Ashland Avenue from Old Collinsville Road to Joseph Drive in the Amount of \$99,730
11. Res. #3113-26-RT – Authorizing an Agreement Letter with the City of Fairview Heights to Apply for Grant Funding for Improvements to Ashland Avenue from Joseph Drive to Easterly of IL 159

f. Trustee Committee:

1. Res. #3114-26-R – Delinquent Taxes
2. Approval of Extensions

10. Grants Payroll and Expenses
11. County Health Department Report
12. Department of Revenue Reports
13. Comments by the Chairman
  - a. Executive Session – Pending Litigation / Workers Compensation / Personnel
14. Any other Pertinent Business
15. Adjournment



January 26, 2026

Honorable Mark A. Kern, Chairman  
St. Clair County Board  
#10 Public Square, Room B-561  
Belleville, IL 62220

County Board Members:

We, the Judiciary Committee, wish to report that the Minutes from the December 15, 2025 County Board meeting have been entered on record.

The Committee has checked the minutes and recommend they be approved by this Honorable Body.

Respectfully submitted,

JUDICIARY COMMITTEE  
St. Clair County Board



MARK A. KERN  
CHAIRMAN

# ST. CLAIR COUNTY BOARD

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**January 26, 2026**

**St. Clair County Board  
#10 Public Square  
Belleville, IL 62220**

## Members of the Board:

Since the following appointment shall be made by the Chairman of the St. Clair County Board with the approval of the Members of the County Board, I respectively submit the following appointment for your consideration and approval:

- Vice-Chairman, St. Clair County Board:**  
Appointment of **LONNIE MOSLEY** as Vice-Chairman of the St. Clair County Board effective February 1, 2026 and expiring on February 1, 2027
- Privacy Official:**  
Reappointment of **ANN BARNUM** effective February 1, 2026 and expiring on February 1, 2027
- Member – 9-1-1 Emergency Telephone System Board:**  
Reappointment of **KEN EASTERLEY** to a three (4) year term effective immediately and expiring February 1, 2030
- Member – Metro East Park and Recreation Board:**  
Reappointment of **RANDY RANDOLPH** to a three (3) year term effective immediately and expiring February 1, 2029
- Commissioner – Bi-State Development Agency:**  
Reappointment of **TERRY BEACH** to a five (5) year term effective immediately and expiring January 18, 2031
- ADA Coordinator:**  
Reappointment of **ANN BARNUM** effective February 1, 2026 and expiring on February 1, 2027
- Member – Zoning Board of Appeals:**  
Appointment of **PAUL BERGKOETTER** effective immediately and expiring on December 31, 2028



8. **Member – Zoning Board of Appeals:**

Appointment of **DENNIS MUYLEART** to complete the unexpired term of George Meister due to his resignation effective immediately and expiring on December 31, 2026

9. **Trustee – Emerald Mound – Lebanon Fire Prot. District:**

Appointment of **NICHOLAS SCHMITT** to complete the unexpired term of Dean Zurliene due to his resignation effective immediately and expiring May 1, 2027

10. **Appointed Officials:**

Reappointment of **HERBERT SIMMONS** as Director, Emergency Management Agency

Reappointment of **RICK STUBBLEFIELD** as Director, Intergovernmental Grants and Director, Economic Development

Reappointment of **ANNE MARKEZICH** as Manager, Zoning Department/ Mapping and Platting

Reappointment of **JEFFREY SANDUSKY** as Director, Information Technology

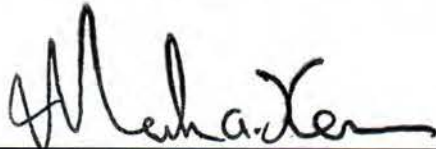
Reappointment of **ANN BARNUM** as Manager, Human Resources

Reappointment of **BRIAN BUEHLHORN** as Superintendent, St. Clair County Parks

Reappointment of **ASHLEY JETT** as Superintendent, Animal Services

Reappointment of **KIMBERLY HUTH** as Director, Military Affairs

Reappointment of **JANN SEVERIT** as Director, Belle-Clair Fairgrounds Park



**MARK A. KERN, Chairman**  
**St. Clair County Board**

**MAK/sg**

# Paul Bergkoetter

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## Contact

735 Darmstadt Street  
PO Box 351  
St. Libory, IL 62282  
618 768 4336  
paulb@bergkoettters.com

## Education

Southern Illinois University  
Carbondale, IL  
Bachelor's Degree Education  
Master's Degree Accountancy

## Key Skills

Certified Public Accountant

## Objective

Receive and accept an appointment to the St. Clair County Zoning Board. Then perform the duties of that office with integrity.

## Experience

1996 - PRESENT

**Business Manager** | Bergkoetter Incorporated

1996 – 2000

**Board Member** | St. Libory School District 30

1997 – 2001

**Trustee** | Fayetteville Township

2001 – 2013

**Supervisor** | Fayetteville Township

2008 – 2018

**Board Member** | Southwestern Illinois Flood Prevention District

2015 – 2016

**Board Member** | Village of St. Libory

## **Dennis Muyleart**

**O'Fallon, Illinois**

Phone: (618) 363-8203

### **Professional Summary**

Public servant, union leader, and transportation professional with experience in local government, labor leadership, public safety, and engineering. Served as an elected City Council member, General Chairman of the SMART Union, and career railroad conductor. Brings a practical, analytical, and ethical approach to public decision-making and oversight.

### **Public Service Experience**

#### **City Council Member (Elected)**

**City of O'Fallon, Illinois | 6 Years**

- Elected by residents to serve in a legislative and oversight role
- Reviewed, debated, and voted on ordinances, resolutions, and municipal policies
- Participated in annual budget review and approval
- Worked collaboratively with the mayor, city administration, and department heads
- Represented constituent concerns at public meetings
- Contributed to decisions involving public safety, infrastructure, planning, and city services
- Upheld transparency, accountability, and ethical standards in public office

### **Labor Leadership Experience**

#### **General Chairman**

**SMART Union | 6 Years**

- Served as chief representative for union members
- Interpreted and enforced collective bargaining agreements
- Represented members in disciplinary hearings, investigations, and grievance proceedings
- Worked with management to resolve disputes and maintain effective labor relations
- Ensured compliance with labor laws and union governance procedures
- Applied negotiation, mediation, and leadership skills to resolve complex issues

### **Professional Experience**

#### **Train Conductor**

**Terminal Railroad | 20 Years**

- Coordinated rail operations in compliance with federal, state, and local regulations
- Made responsible decisions in high-risk, time-sensitive environments
- Maintained strict safety standards protecting employees, infrastructure, and the public

- Collaborated with dispatchers, engineers, supervisors, and maintenance personnel
- Identified hazards, reported incidents, and completed required documentation
- Mentored newer employees and reinforced a strong safety culture

### **Education**

#### **Bachelor of Science in Metallurgical Engineering**

**Missouri University of Science and Technology (Missouri S&T)**

#### **Althoff Catholic High School**

**Belleville, Illinois**

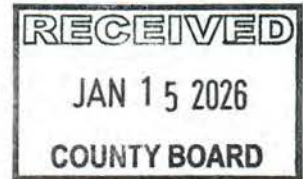
**High School Diploma**

### **Key Skills & Qualifications**

- Public Governance & Policy Review
- Budget Oversight & Fiscal Responsibility
- Engineering & Technical Analysis
- Public Safety & Risk Management
- Labor Relations & Negotiation
- Regulatory & Contract Compliance
- Infrastructure & Transportation Systems
- Ethical Leadership & Accountability



EMERALD MOUND/LEBANON  
FIRE PROTECTION DISTRICT



January 15, 2026

Mark A. Kern, Chairman

Dear Chairman Kern:

On behalf of the Emerald Mound-Lebanon Fire Protection District the following member Dean Zurliene has resigned his position because of family obligations. We're suggesting Nicholas R. Schmitt to fill the rest of Dean's term which expires May 3, 2027. Thank-you for your consideration of this matter.

Nicholas R. Schmitt

P. O. Box 112

Summerfield, Il. 62289

Sincerely,

A handwritten signature in dark ink, appearing to read "Don L. Mueller". The signature is fluid and cursive.

Don L. Mueller, President

Emerald Mound-Lebanon Fire Protection District

Cc: Kevin Dawson County Board Member

Robert Wilhelm County Board Member

James S. Sinclair Fire District Attorney

**TO:** ST. CLAIR COUNTY BOARD

**FROM:** MARK A. KERN, Chairman  
ST. CLAIR COUNTY BOARD

**SUBJ:** Miscellaneous Reports

**DATE:** January 26, 2026

The following routine informational reports are by various department heads for you to receive and to have placed on file by voice vote; no other action being necessary:

**Juvenile Detention Center**

The population from December 7, 2025 to January 6, 2026 consisted of 339 juveniles: 336 boys and 3 girls. The report of same will be placed on file in the County Board office.

**County Jail**

The Jailer reports that prisoners from the period of December 10, 2025 through January 20, 2026 are an average of 425 prisoners per day. The report of same will be placed on file in the County Board office.

**This Miscellaneous Report will become a part of the County Board Meeting Minutes.**



# St. Clair County Juvenile Detention Center

**GREGORY F. NORKUS**  
**DIRECTOR**

COURT SERVICES AND PROBATION DEPARTMENT  
20TH JUDICIAL CIRCUIT

9006 Lebanon Rd.  
Belleville, IL 62223-1503  
Phone: (618) 397.0766  
Fax: (618) 397.5284

**LAWRENCE BRAZIL**  
SUPERINTENDENT

**LISA K. BRENNAN-FLEMING**  
ASSISTANT SUPERINTENDENT

January 06, 2026

Public Safety Committee  
St. Clair County Building  
10 Public Square  
Belleville, IL. 62220

Dear Committee Members,

Please be advised, as indicated by my Population Report, that we did not exceed the D.O.C. rate capacity of 38 for the reporting period of December 07, 2025 through January 06, 2026.

If you have any questions about this matter, please contact me.

Sincerely,

Lawrence Brazil  
Superintendent

St. Clair County  
Illinois

Population Report  
December 07, 2025 - January 06, 2026

	<i><b>Boys</b></i>	<i><b>Girls</b></i>	<i><b>Daily Totals</b></i>	<i><b>31 days</b></i>
12/07/25	13	0	13	
12/08/25	13	0	13	
12/09/25	14	0	14	
12/10/25	12	0	12	
12/11/25	12	0	12	
12/12/25	12	0	12	
12/13/25	12	0	12	
12/14/25	12	0	12	
12/15/25	12	0	12	
12/16/25	10	0	10	
12/17/25	10	0	10	
12/18/25	10	0	10	
12/19/25	9	0	9	
12/20/25	10	0	10	
12/21/25	10	0	10	
12/22/25	10	0	10	
12/23/25	10	0	10	
12/24/25	10	0	10	
12/25/25	9	0	9	
12/26/25	9	0	9	
12/27/25	8	0	8	
12/28/25	8	0	8	
12/29/25	9	0	9	
12/30/25	9	0	9	
12/31/25	10	0	10	
01/01/26	11	0	11	
01/02/26	11	0	11	
01/03/26	11	0	11	
01/04/26	14	1	15	
01/05/26	13	1	14	
01/06/26	13	1	14	
Totals	336	3		
Grand Totals			339	





St. Clair County Sheriff Department  
ST. CLAIR COUNTY, ILLINOIS  
JAIL MANAGEMENT INFORMATION SYSTEM  
As of Wednesday January 21, 2026 at 02:57 PM

## Daily Peak Population Report

For Period Beginning on Wednesday December 10, 2025 Through Tuesday January 20, 2026

Date	Population	Over/Under	Status
Wednesday, December 10, 2025	437	-19	Over Capacity
Thursday, December 11, 2025	431	-13	Over Capacity
Friday, December 12, 2025	429	-11	Over Capacity
Saturday, December 13, 2025	427	-9	Over Capacity
Sunday, December 14, 2025	427	-9	Over Capacity
Monday, December 15, 2025	435	-17	Over Capacity
Tuesday, December 16, 2025	428	-10	Over Capacity
Wednesday, December 17, 2025	418	0	At Capacity
Thursday, December 18, 2025	425	-7	Over Capacity
Friday, December 19, 2025	430	-12	Over Capacity
Saturday, December 20, 2025	407	11	Under Capacity
Sunday, December 21, 2025	414	4	Under Capacity
Monday, December 22, 2025	421	-3	Over Capacity
Tuesday, December 23, 2025	418	0	At Capacity
Wednesday, December 24, 2025	412	6	Under Capacity
Thursday, December 25, 2025	415	3	Under Capacity
Friday, December 26, 2025	417	1	Under Capacity
Saturday, December 27, 2025	428	-10	Over Capacity
Sunday, December 28, 2025	435	-17	Over Capacity
Monday, December 29, 2025	439	-21	Over Capacity
Tuesday, December 30, 2025	425	-7	Over Capacity
Wednesday, December 31, 2025	423	-5	Over Capacity
Thursday, January 01, 2026	421	-3	Over Capacity
Friday, January 02, 2026	435	-17	Over Capacity
Saturday, January 03, 2026	414	4	Under Capacity
Sunday, January 04, 2026	417	1	Under Capacity
Monday, January 05, 2026	423	-5	Over Capacity
Tuesday, January 06, 2026	433	-15	Over Capacity
Wednesday, January 07, 2026	433	-15	Over Capacity
Thursday, January 08, 2026	434	-16	Over Capacity
Friday, January 09, 2026	427	-9	Over Capacity
Saturday, January 10, 2026	420	-2	Over Capacity
Sunday, January 11, 2026	420	-2	Over Capacity
Monday, January 12, 2026	433	-15	Over Capacity
Tuesday, January 13, 2026	435	-17	Over Capacity

Wednesday, January 14, 2026	430	-12	Over Capacity
Thursday, January 15, 2026	435	-17	Over Capacity
Friday, January 16, 2026	439	-21	Over Capacity
Saturday, January 17, 2026	406	12	Under Capacity
Sunday, January 18, 2026	418	0	At Capacity
Monday, January 19, 2026	418	0	At Capacity
Tuesday, January 20, 2026	426	-8	Over Capacity

**Current Capacity :** 418  
**Avg. Daily Population :** 425  
**Days in Reporting Period :** 42



# DECEMBER 2025 FEE REPORT

Payment Date Range 12/01/25 - 12/31/25

Summary Listing

Payment Code	Default Bank Account	Number of Transactions	Total Amount Collected
<b>Payment Category Zoning - Zoning &amp; Mapping</b>			
ZB100 - AZC-APP Zoing Compliance Permit	BOE-Investment Pool	41	1,230.00
ZB100-3 - Plan Review Residence	BOE-Investment Pool	3	225.00
ZB100-4 - Plan Review Commercial	BOE-Investment Pool	2	200.00
ZB101 - Commercial & Industrial Permit	BOE-Investment Pool	3	1,515.49
ZB102 - Demolition permit	BOE-Investment Pool	1	100.00
ZB103-1 - Electrical Permit 1 Insp	BOE-Investment Pool	9	675.00
ZB103-2 - Electrical Permit 2 Insp	BOE-Investment Pool	1	100.00
ZB104-2 - Garage/Pole Barn Addition Permit	BOE-Investment Pool	1	175.00
ZB104-5 - Pole Barn Permit	BOE-Investment Pool	4	700.00
ZB105-1 - Deck Permit	BOE-Investment Pool	4	500.00
ZB105-2 - Carport Permit	BOE-Investment Pool	2	250.00
ZB106-1 - Modular/Manuf Home Permit	BOE-Investment Pool	5	750.00
ZB108 - Reinspection fee - new constr	BOE-Investment Pool	22	1,650.00
ZB109-1 - B/P Renewal	BOE-Investment Pool	2	150.00
ZB110 - Res Additions Permit	BOE-Investment Pool	1	300.00
ZB113-1 - Single Fam Res Permit <2500 sqft	BOE-Investment Pool	3	1,900.00
ZB115-1 - Swimming Pool Permit-In Ground	BOE-Investment Pool	1	200.00
ZB117 - Solar Energy System-Residential	BOE-Investment Pool	15	3,750.00
ZCB103 - B/P Village of Freeburg	BOE-Investment Pool	1	221.50
ZCB105 - B/P Village of Marissa	BOE-Investment Pool	3	663.00
ZCB106 - B/P Village of Millstadt	BOE-Investment Pool	6	5,439.00
ZCB107 - B/P Village of New Athens	BOE-Investment Pool	3	5,299.00
ZCB109 - B/P Village of Smithton	BOE-Investment Pool	1	339.00
ZCO100 - OCC Village of East Carondelet	BOE-Investment Pool	1	100.00
ZCO102 - OCC Village of Millstadt	BOE-Investment Pool	3	375.00
ZH100 - ABV-Area/bulk Variance	BOE-Investment Pool	1	300.00
ZM100 - Sanitary Landfill license	BOE-Investment Pool	2	1,000.00
ZO100 - OCC Multi-family	BOE-Investment Pool	24	1,800.00
ZO101 - OCC Single Family	BOE-Investment Pool	42	5,250.00
ZO102 - OCC Manuf/Mobile Home Insp	BOE-Investment Pool	12	1,200.00
ZO103 - Reinspection Fee-Occupancy	BOE-Investment Pool	13	650.00
ZO104 - Certification of Occupancy	BOE-Investment Pool	68	2,380.00
ZO105 - Certification of Occupancy-Mod	BOE-Investment Pool	3	75.00
ZO106-1 - Occupancy Duplex Inspections	BOE-Investment Pool	9	900.00
ZO106-2 - Occupancy Condominium Inspection	BOE-Investment Pool	6	600.00
ZVE100 - Village Electrical 1 Inspection	BOE-Investment Pool	1	75.00
Payment Category Zoning - Zoning & Mapping Totals		319	\$41,036.99
Grand Totals		319	\$41,036.99

**Value of Construction on which permits were issued for December, 2025: \$4,914,031.03**

**Total Fee Report for the month of December, 2024: \$43,708.45**



**A RESOLUTION GRANTING A REQUEST FOR A SPECIAL USE PERMIT BY ALLEN STUMPF, GENE STUMPF, CHERYL STUMPF & LORI STUMPF, OWNERS AND SUGARBERRY SOLAR PROJECT, LLC, APPLICANTS, FOR PROPERTY LOCATED AT XXXX CAMP JACKSON ROAD, CAHOKIA, ILLINOIS, IN CENTREVILLE TOWNSHIP. (CASE #2025-14-SP)**

**WHEREAS**, a public hearing was held in the County Board Room, 5<sup>th</sup> Floor, St. Clair County Building, #10 Public Square, Belleville, Illinois, on January 7, 2026 at 6:15 P.M., before the Zoning Board and notice of said hearing was duly given; and,

**WHEREAS**, on January 7, 2026 the Zoning Board of Appeals after hearing the testimony and evidence presented; after considering all relevant sections of the St. Clair County Zoning Code, and after further consideration of the matter, granted the applicant's a Special Use Permit to allow a 3.5 MW Commerical Solar Energy System, with an approximate project size of 40.0-acres on a combined 66.19-acre parcel in an "A" Agricultural Industry Zone District due to the following:

1. The land in question is located in an "A" Agricultural Industry Zone District. The proposed facility is bordered by a drainage canal, vacant land and an auto-repair shop, a car and tire junkyard along Camp Jackson Road to the north; a drainage canal, MESD levee and a large limestone quarry to the west; a drainage canal, Ameren utility line corridor and agricultural land to the south; and agricultural land to the east which serves as a buffer to the residential properties over 1000 ft. away. The setbacks from the nonparticipating residential properties (east side) exceed County and State requirements. All other required setbacks are met or exceeded per the plans submitted.
2. The Applicant is requesting a special use permit to construct a 3.5 MW Commercial Solar Energy Facility (which is a Community Solar Project) on a footprint of approximately 40.0 acres. Construction will take approximately 12 months to complete once commenced. Anticipated construction start date is Summer 2026 with commercial operation in 2027. The roadway to be utilized by construction traffic, Triple Lakes Road and a private drive Metro-East Levee Trail, is sufficiently adequate to handle the temporary increase in traffic. However, the Applicant shall secure all roadway permits/agreements prior to obtaining a building permit as well as a required easement on the MESD Levee.

3. The project will include typical photovoltaic panels placed on a single axis tracking system, with inverters, transformer(s), battery storage, with interconnection to Ameren via power poles near the south of the proposed facility.
4. Access to the project will come from Triple Lakes Road and a private drive Metro-East Levee Trail via an approved entrance by the appropriate road authority and by MESD.
5. Areas will be covered with a pollinator-friendly seed mix and maintained throughout the life of the project by the Applicant/owner of the facility. There will be no vegetative screening/buffer planted per the site plans. Additionally, the Applicant will submit a revised maintenance plan/schedule that differentiates between the maintenance of plantings inside the fence as compared to outside the fence. Ground cover outside the fence shall be more regularly maintained to keep them free of noxious weed growth and excess grass/weed height.
6. Once the project has been constructed there will be little added traffic on a daily basis. The only additional traffic will be for monitoring and operations which will be partially remote and partially on-site. Personnel will regularly visit the site but there will be no full-time employees at the site.
7. Any sound created by the completed Commercial Solar Energy Facility will be minimal and within the limits as provided by the State of Illinois and the St. Clair County Zoning Code.
8. The perimeter of the project site will be fenced with an 8 foot-tall, chain link style fence, with metal-galvanized posts.
9. The proposed setbacks of the project area will either meet or exceed County requirements and comply with current state statutes regarding nonparticipating residential properties, and property line borders per the site plan submitted.
10. The Applicant has submitted a decommissioning plan and has voluntarily agreed to post the full amount of the bond when a building permit is first applied for. Additionally, the decommissioning plan and bond does not include or deduct for salvage.
11. The LESA value for the parcel in question is 157 (low for agricultural retention).

**WHEREAS**, the Zoning Board of Appeals further concluded as follows:

- (1) The proposed design, location, development, and the operation of the proposed Commercial Solar Energy Facility adequately protects the public's health, safety and welfare, and physical environment. There will be a thorough and approved decommissioning plan in place with financing for the decommissioning of the project, in which the Applicant volunteered to post the full amount of the bond, without salvage value deduction, at the time of issuance of a building permit and such will be maintained for the life of the facility; the site will be fenced with a chain link fence with galvanized metal posts (as described above); the Applicant will be required to coordinate with applicable emergency personnel to provide for proper planning and access during an emergency event; the site will be seeded with a pollinator-friendly seed mix per site plan submitted; and the site will be appropriately and continuously maintained throughout its life span pursuant to a vegetation maintenance/management plan to be approved by the Zoning Administrator.
- (2) The proposed Special Use will not have an adverse impact on the County's Comprehensive Plan as the site is rural in nature, contains agricultural ground, and per the Comprehensive Plan the parcel is slated for agricultural development and such zoning designation is compatible with commercial solar energy facilities. Therefore, the development and transition of this parcel into a Commercial Solar Energy Facility would be consistent with the County's Zoning Code and state law.



- (3) The proposed Special Use will have a positive impact on the County's overall tax base. The neighboring properties consist of farm fields, and MESD property. The residences to the east should not be adversely impacted as they are over 1000 ft. away, and agricultural land to the east serves as a buffer to the residential properties. Thus, the proposed project will have minimal impact on the value of neighboring properties.
- (4) The proposed Special Use will enhance the supply of electric utilities to the area and would allow people to subscribe and purchase power at a lower cost. Further, the proposed Special Use will create no burden on existing utilities and provide a needed clean and renewable energy alternative. In addition, the proposed Special Use will not lead to an increase in traffic after it is constructed, as the only additional traffic will consist of vehicles visiting the site for periodic maintenance and inspection, and Triple Lakes Road, the private drive Metro-East Levee Trail and the connecting roadway system is adequate to support the increase in temporary traffic.
- (5) There are no facilities near the proposed Special Use that require special consideration.
- (6) The adjacent uses are largely agricultural, in most directions. There are single-family residences to the far east and said current uses have been taken into account in appropriately designing this facility (i.e., setbacks). Thus, the proposed Special Use, based upon the site plan, is compatible with adjacent uses and uses in the general vicinity.

**WHEREAS**, the Board placed the following additional conditions on the Special Use Permit:

- (a) The Applicant/operator of the facility will continuously maintain the ground cover (including but not limited to mowing and cutting brush and trees and keeping the same free of noxious weeds and invasive plants) throughout the life of the facility. Applicant/operator shall also continuously maintain the fence throughout the life of the facility. The Applicant shall submit a revised vegetative maintenance plan/schedule, for approval, which differentiates between maintenance of the ground cover inside the fence, and the plantings outside the fence of the facility, with the Applicant providing for maintenance outside the fence on a more regular basis.
- (b) No overweight or oversized loads shall be delivered to the site, unless permitted by the proper road use authority.
- (c) Construction hours shall be limited to Monday through Friday, 7:00 a.m. to 5:00 p.m.; however, upon written approval by the St. Clair County Building and Zoning Department Administrator the hours and days during the week may be varied. No construction work is to be done on Saturdays, Sundays, evenings, or holidays unless written approval is obtained from the St. Clair County Building and Zoning Department Administrator.
- (d) During excavation, site prep, or disturbance of soil onsite, any top soil shall be preserved and returned to its prior condition upon decommissioning of the facility, and all required and necessary erosion and storm water measures shall be undertaken by the Applicant at all times. The Applicant shall submit a storm water plan to the County's Highway Engineer for approval, and if a NPDES permit is required, Applicant shall obtain the appropriate NPDES permit from the proper governmental agency.
- (e) The Applicant and all other subsequent owners, agents, assigns, persons or entities that have any interest in, control over, or rights to the proposed Commercial Solar Energy Facility shall adhere to all applicable requirements of the St. Clair County Zoning Code, including but not limited to Section 40-5-30, and all conditions placed on this Special Use, as well as state law. If the Applicant/owner sells or transfers any interest in the Commercial Solar Energy Facility it shall give the St. Clair County Zoning Department Administrator prompt notice of any transfer or sale and provide updated contact information on any new owner of the facility.
- (f) The Applicant shall post with the County all applicable bond amounts as required by the AIMA and the State of Illinois, and in such acceptable form required by the County; however, the Applicant has volunteered to post the full amount of the bond, without deduction of salvage

value, at the time of requesting/applying for the building permit. Applicant shall submit all finalized documentation and provide the appropriate and approved bond form in the proper agreed upon amount prior to being issued a building permit. The bond shall be maintained for the life of the facility.

- (g) The Applicant shall coordinate with all applicable first responders to make sure that they are aware of any measures to be taken if/when responding to an emergency event onsite, including but not limited to the providing of a "Knox Box", appropriate safety signage, response plan, and any necessary training to local first responders.

**WHEREAS**, the County Board of St. Clair, Illinois, concur with the aforesaid findings, conditions and recommendations of the Zoning Board of Appeals;

**NOW, THEREFORE BE IT RESOLVED**, by the County Board of St. Clair County, Illinois, that the request for a **SPECIAL USE PERMIT** be granted.

**ADOPTED**, this 26<sup>th</sup> day of January 2026.

COUNTY BOARD  
ST. CLAIR COUNTY, ILLINOIS

BY: \_\_\_\_\_  
MARK KERN, CHAIRMAN

ATTEST:

\_\_\_\_\_  
THOMAS HOLBROOK, COUNTY CLERK





# St. Clair County Zoning Board of Appeals ADVISORY REPORT TO THE ST. CLAIR COUNTY BOARD

## ADVISORY REPORT 2025-14-SP

**Application By:** Sugarberry Solar Project, LLC, 30 W Hubbard Street, Suite 400, Chicago, Illinois 60654

**Owner:** Allen Stumpf, Gene Stumpf, Cheryl Stumpf & Lori Stumpf, 503 Gilmore Lake Road, Columbia, IL

**Application Filed:** 08/11/2025

**Publication Date:** 12/21/2025

**Hearing Dates:** 01/07/2026@ 6:15 p.m.

**Request:** A Special Use Permit to allow a 3.5 MW Commercial Solar Energy Facility with an approximate project size of 40.0-acres, to be situated on a combined 66.19 +/- acres, in an Agricultural Industry Zone District, on property commonly known as XXXX Camp Jackson Road, Cahokia, Illinois (PPNs: 06-12.0-403-045 & 06-12.0-403-058).

**Zoning Board of Appeals Members Present:** S. Penny, A. Edwards, K. Heberer, S. Howell & S. Lindauer

**County Board Members Present at Hearing:** None.

**Other Comments:** *[list general comments from the public for or against the proposal or any other relevant matter]*

Applicant was represented by Attorney Sean Puluta, Dylan Haber Senior Development Manager with Cultivate Power, and Calvin Carlson engineer with Kimley Horn. Mr. Haber presented the majority of the application. Mr. Haber presented the materials submitted and gave a summary. Sugarberry Solar Project, LLC ("Sugarberry") is a single member limited liability company formed by Cultivate Power to hold and own this solar project. Cultivate Power is a renewable energy company developing, financing, installing, owning or operating solar power generation since 2022. Cultivate Power has developed, financed, or constructed 50 to 100 projects, with one fully built in northwest Illinois and 2-3 currently under construction.

The project at issue is a 3.5 MW Commercial Solar Energy Facility situated on a combined 66.19 +/- acre parcel commonly known as XXXX Camp Jackson Road, Cahokia, Illinois (PPNs: 06-12.0-403-045 & 06-12.0-403-058), in an agricultural industry zoned district. Access to the project is to be off of Triple Lakes Road and then to a private drive Metro-East Levee Trail. The facility will consist of a ground-mounted array of approximately 11,575 photovoltaic solar panels, single axis tracking, step-up transformers, equipment pad, interconnection equipment and invertors. The facility will interconnect with Ameren near the road access point via power poles. Additionally, the project will have battery/energy storage on site, which will be located in the middle of the project in storage type containers with fire safety measures. The Applicant will work with the fire department to prepare them for any needed emergency response. The facility will be surrounded by a 7-foot-tall chain link fence with galvanized metal posts. There are no residences nearby, therefore there is no need for any vegetative screening. Inside the fence of the facility will be planted with native grasses and flowers.

Mr. Haber stated as per the plans all County and State required setbacks are met. The nearby nonparticipating residences are over 650 ft. from the solar panels or any solar equipment. The facility is also 50 ft. from the nearest edge of a public road right-of-way and 50 ft. from the nearest point on the property line of a nonparticipating property. The lifespan of the facility is approximately 25 to 40 years. The facility will be routinely monitored both in person and via remote access. After the facility's lifecycle the facility will be decommissioned pursuant to local and state laws and regulations. The Applicant will post the appropriate decommissioning financial assurance. The Zoning Board and the Applicant discussed whether its decommissioning plan would contain a deduction in salvage value as the Zoning Board does not subrogate such. The Applicant indicated that it was agreeable to not deduct the salvage value from the decommissioning estimate and is willing to post a full decommissioning bond at the time of its application for a building permit.



Additionally, the Applicant discussed that it would have in place a vegetative maintenance plan that was agreeable to the County. The ZBA discussed with the Applicant the need to maintain outside the fence more frequently so as not to allow such to grow up in weeds. The Applicant agreed to submit a vegetative maintenance plan that was more frequent for those areas outside of the fence.

If approved, the Applicant expects to start construction in the summer of 2026 and such would take at least 4-6 months for site work, and a total of 12 months to complete. There will be an increase in traffic at that time with workers present on site during construction. The Applicant will enter into a formal road use agreement with St. Clair County Highway Department. The Applicant commented that there will be no excessive noise when the facility is operating and the inverters and transformers are designed to operate at low decibel levels. Additionally, the battery storage will be located in the middle of the project to minimize potential noise levels, and will therefore, be in compliance with the required sound levels.

The Applicant has completed an initial consultation with SHPO as required by IL SHPO and are in the process of the phase I study. If necessary, the Applicant advised that it would not develop areas determined to be sensitive per IL SHPO. Other reports such as the IDNR EcoCAT, USFWS, and INPC came back as negative or no adverse effects. Both the AIMA and the interconnect agreement have been entered into.

There was one member of the public in attendance, Jaun Mena, Fairmount Park, Illinois, had a question regarding the Applicant's proposal, regarding whether the entity known as Sugarberry Solar Projects, LLC was registered with the State of Illinois. A certificate of good standing was requested by the Zoning Board. The owner Gene Stumpf was also present who discussed the potential of the area to flood with the Zoning Board Members who were concerned regarding the property being in the 100-year flood plain. Mr. Stumpf has owned the property since 1992 and there has never been a flood on the property. The Applicant confirmed that the area is protected by a levee and the panels and battery storage will be placed at a level above the 100-year flood level.

The Zoning Board of Appeals discussed at length with the Applicant and those present the general development of the project, the selected location, interconnect to Ameren and the location thereof, setbacks, fencing, drainage (storm water), maintenance of the facility both inside and outside of the fence, approvals from IDNR, SHPO, USFWS, as well as various other matters pertaining to the operation of the solar facility.

A LESA report was received regarding the parcel in question, and the LESA value is 157 (low for agricultural rention).

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***Witnesses having been sworn, testimony and evidence presented, and the Zoning Board of Appeals being fully advised in the premises, and the Board having considered the following in conjunction therewith, and found:***

The Board made the following findings of fact:

1. The land in question is located in an "A" Agricultural Industry Zone District. The proposed facility is bordered by a drainage canal, vacant land and an auto-repair shop, a car and tire junkyard along Camp Jackson Road to the north; a drainage canal, MESD levee and a large limestone quarry to the west; a drainage canal, Ameren utility line corridor and agricultural land to the south; and agricultural land to the east which serves as a buffer to the residential properties over 1000 ft. away. The setbacks from the nonparticipating residential properties (east side) exceed County and State requirements. All other required setbacks are met or exceeded per the plans submitted.
2. The Applicant is requesting a special use permit to construct a 3.5 MW Commercial Solar Energy Facility (which is a Community Solar Project) on a footprint of approximately 40.0 acres. Construction will take approximately 12 months to complete once commenced. Anticipated construction start date is Summer 2026 with commercial



operation in 2027. The roadway to be utilized by construction traffic, Triple Lakes Road and a private drive Metro-East Levee Trail, is sufficiently adequate to handle the temporary increase in traffic. However, the Applicant shall secure all roadway permits/agreements prior to obtaining a building permit as well as a required easement on the MESD Levee.

3. The project will include typical photovoltaic panels placed on a single axis tracking system, with inverters, transformer(s), battery storage, with interconnection to Ameren via power poles near the south of the proposed facility.
4. Access to the project will come from Triple Lakes Road and a private drive Metro-East Levee Trail via an approved entrance by the appropriate road authority and by MESD.
5. Areas will be covered with a pollinator-friendly seed mix and maintained throughout the life of the project by the Applicant/owner of the facility. There will be no vegetative screening/buffer planted per the site plans. Additionally, the Applicant will submit a revised maintenance plan/schedule that differentiates between the maintenance of plantings inside the fence as compared to outside the fence. Ground cover outside the fence shall be more regularly maintained to keep them free of noxious weed growth and excess grass/weed height.
6. Once the project has been constructed there will be little added traffic on a daily basis. The only additional traffic will be for monitoring and operations which will be partially remote and partially on-site. Personnel will regularly visit the site but there will be no full-time employees at the site.
7. Any sound created by the completed Commercial Solar Energy Facility will be minimal and within the limits as provided by the State of Illinois and the St. Clair County Zoning Code.
8. The perimeter of the project site will be fenced with an 8 foot-tall, chain link style fence, with metal-galvanized posts.
9. The proposed setbacks of the project area will either meet or exceed County requirements and comply with current state statutes regarding nonparticipating residential properties, and property line borders per the site plan submitted.
10. The Applicant has submitted a decommissioning plan and has voluntarily agreed to post the full amount of the bond when a building permit is first applied for. Additionally, the decommissioning plan and bond does not include or deduct for salvage.
11. The LESA value for the parcel in question is 157 (low for agricultural retention).

The Board found and concluded as follows:

- (1) Whether the proposed design, location, development and operation of the proposed Special Use will adequately protect the public health, safety, and welfare and the physical environment. **The Board found as follows:** The proposed design, location, development, and the operation of the proposed Commercial Solar Energy Facility adequately protects the public's health, safety and welfare, and physical environment. There will be a thorough and approved decommissioning plan in place with financing for the decommissioning of the project, in which the Applicant volunteered to post the full amount of the bond, without salvage value deduction, at the time of issuance of a building permit and such will be maintained for the life of the facility; the site will be fenced with a chain link



fence with galvanized metal posts (as described above); the Applicant will be required to coordinate with applicable emergency personnel to provide for proper planning and access during an emergency event; the site will be seeded with a pollinator-friendly seed mix per site plan submitted; and the site will be appropriately and continuously maintained throughout its life span pursuant to a vegetation maintenance/management plan to be approved by the Zoning Administrator.

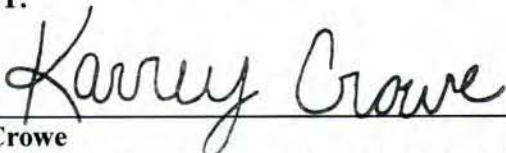
- (2) Whether the proposed Special Use is consistent with the County's Comprehensive Plan. **The Board found as follows:** The proposed Special Use will not have an adverse impact on the County's Comprehensive Plan as the site is rural in nature, contains agricultural ground, and per the Comprehensive Plan the parcel is slated for agricultural development and such zoning designation is compatible with commercial solar energy facilities. Therefore, the development and transition of this parcel into a Commercial Solar Energy Facility would be consistent with the County's Zoning Code and state law.
- (3) The effect the proposed Special Use may have on the value of the neighboring property and on the County's overall tax base. **The Board found as follows:** The proposed Special Use will have a positive impact on the County's overall tax base. The neighboring properties consist of farm fields, and MESD property. The residences to the east should not be adversely impacted as they are over 1000 ft. away, and agricultural land to the east serves as a buffer to the residential properties. Thus, the proposed project will have minimal impact on the value of neighboring properties.
- (4) The availability and the effect the proposed Special Use would have on the public utilities and on traffic circulation on nearby streets. **The Board found as follows:** The proposed Special Use will enhance the supply of electric utilities to the area and would allow people to subscribe and purchase power at a lower cost. Further, the proposed Special Use will create no burden on existing utilities and provide a needed clean and renewable energy alternative. In addition, the proposed Special Use will not lead to an increase in traffic after it is constructed, as the only additional traffic will consist of vehicles visiting the site for periodic maintenance and inspection, and Triple Lakes Road, the private drive Metro-East Levee Trail and the connecting roadway system is adequate to support the increase in temporary traffic.
- (5) Whether there are any facilities near the proposed Special Use (such as schools or hospitals) that require special consideration. **The Board found as follows:** There are no facilities near the proposed Special Use that require special consideration.
- (6) Whether the proposed Special Use is compatible to adjacent uses and uses in the general vicinity. **The Board found as follows:** The adjacent uses are largely agricultural, in most directions. There are single-family residences to the far east and said current uses have been taken into account in appropriately designing this facility (i.e., setbacks). Thus, the proposed Special Use, based upon the site plan, is compatible with adjacent uses and uses in the general vicinity.
- (7) The time period for which the Special Use Permit should be granted or any special requirements for certification of continued compliance with the terms of approval. **The Board found as follows:** The Board placed the following additional conditions on the Special Use Permit:
- (a) The Applicant/operator of the facility will continuously maintain the ground cover (including but not limited to mowing and cutting brush and trees and keeping the same free of noxious weeds and invasive plants) throughout the life of the facility. Applicant/operator shall also continuously maintain the fence throughout the life of the facility. The Applicant shall submit a revised vegetative maintenance plan/schedule, for approval, which differentiates between maintenance of the ground cover inside the fence, and the plantings outside the fence of the facility, with the Applicant providing for maintenance outside the fence on a more regular basis.



- (b) No overweight or oversized loads shall be delivered to the site, unless permitted by the proper road use authority.
- (c) Construction hours shall be limited to Monday through Friday, 7:00 a.m. to 5:00 p.m.; however, upon written approval by the St. Clair County Building and Zoning Department Administrator the hours and days during the week may be varied. No construction work is to be done on Saturdays, Sundays, evenings, or holidays unless written approval is obtained from the St. Clair County Building and Zoning Department Administrator.
- (d) During excavation, site prep, or disturbance of soil onsite, any top soil shall be preserved and returned to its prior condition upon decommissioning of the facility, and all required and necessary erosion and storm water measures shall be undertaken by the Applicant at all times. The Applicant shall submit a storm water plan to the County's Highway Engineer for approval, and if a NPDES permit is required, Applicant shall obtain the appropriate NPDES permit from the proper governmental agency.
- (e) The Applicant and all other subsequent owners, agents, assigns, persons or entities that have any interest in, control over, or rights to the proposed Commercial Solar Energy Facility shall adhere to all applicable requirements of the St. Clair County Zoning Code, including but not limited to Section 40-5-30, and all conditions placed on this Special Use, as well as state law. If the Applicant/owner sells or transfers any interest in the Commercial Solar Energy Facility it shall give the St. Clair County Zoning Department Administrator prompt notice of any transfer or sale and provide updated contact information on any new owner of the facility.
- (f) The Applicant shall post with the County all applicable bond amounts as required by the AIMA and the State of Illinois, and in such acceptable form required by the County; however, the Applicant has volunteered to post the full amount of the bond, without deduction of salvage value, at the time of requesting/applying for the building permit. Applicant shall submit all finalized documentation and provide the appropriate and approved bond form in the proper agreed upon amount prior to being issued a building permit. The bond shall be maintained for the life of the facility.
- (g) The Applicant shall coordinate with all applicable first responders to make sure that they are aware of any measures to be taken if/when responding to an emergency event onsite, including but not limited to the providing of a "Knox Box", appropriate safety signage, response plan, and any necessary training to local first responders.

**A motion was made by S. Howell, to *GRANT* the request, with the above conditions. The motion was seconded by K. Heberer. The members of the Board voted as follows: S. Penny-Yes, A. Edwards-Yes, K. Heberer-Yes, S. Howell-Yes, and S. Lindauer-Yes. The motion carried (5 to 0).**

**IT IS THEREFORE THE RECOMMENDATION OF THE ST. CLAIR COUNTY ZONING BOARD OF APPEALS THAT THE REQUESTED SPECIAL USE PERMIT BE *GRANTED* FOR THE AFOREMENTIONED REASONS AND WITH THE AFOREMENTIONED CONDITIONS BY A MAJORITY OF ALL MEMBERS PRESENT.**

  
\_\_\_\_\_  
**Karrey Crowe**  
**Secretary pro tem, St. Clair County Zoning Board of Appeals**

01/15/2026  
**Date**

Res. #3098-26-RZ

**A RESOLUTION GRANTING A REQUEST FOR A SPECIAL USE PERMIT BY STEVEN W. LINDAUER, OWNER AND NFE BELLEVILLE A, LLC, APPLICANTS, FOR PROPERTY LOCATED AT 2403 S ILLINOIS STREET, BELLEVILLE, ILLINOIS, IN ST. CLAIR TOWNSHIP. (CASE #2025-15-SP)**

**WHEREAS**, a public hearing was held in the County Board Room, 5<sup>th</sup> Floor, St. Clair County Building, #10 Public Square, Belleville, Illinois, on January 6, 2026 at 6:15 P.M., before the Zoning Board and notice of said hearing was duly given; and,

**WHEREAS**, on January 6, 2026 the Zoning Board of Appeals after hearing the testimony and evidence presented; after considering all relevant sections of the St. Clair County Zoning Code, and after further consideration of the matter, granted the applicant's a Special Use Permit to allow a 3.6 MW Commerical Solar Energy System, with an approximate project size of 16.97-acres, on a 47.28-acre parcel in an "A" Agricultural Industry Zone District due to the following:

1. The land in question is located in an "A" Agricultural Industry Zone District. The proposed facility is bordered by 3 to 4 residences on the north on the north side of Park Road, and farm fields, other solar developments and an Ameren substation on the west, east and south sides. The setbacks from the nonparticipating residential properties (north side) meet County and State requirements. All other required setbacks are met or are exceeded per the plans submitted.
2. The Applicant is requesting a special use permit to construct a 3.6 MW Commercial Solar Energy Facility (which is a Community Solar Project) on a footprint of approximately 16.97 +/- acres. Construction will take approximately 6 months to complete once commenced. Anticipated construction start date is spring 2026 with a complete date sometime in November 2026. The roadway to be utilized by construction traffic is IL State Route 15 to S. Illinois Street/159, and then a short distance on Park Road. Illinois State Route 15 and S. Illinois Street/159 are sufficiently adequate to handle the temporary increase in traffic. The Applicant shall enter into any road use and entrance agreements required by the proper road district authority, and Applicant shall secure all roadway, and entrance permits prior to commencing construction.
3. The project will include typical photovoltaic panels placed on a single axis tracking system, with inverters, transformer(s), no battery storage, with a shared interconnection to Ameren via power poles being installed near the entrance of the facility on the northern boundary of the proposed facility.



4. Access to the project will come from Park Road along the northern boundary of the parcel and towards the middle of the parcel. This access will be approximately 20 feet in width and will be shared with an adjacent similar solar project (if approved).
5. Areas of bare ground will be covered with a pollinator-friendly seed mix and maintained throughout the life of the project by the Applicant/owner of the facility. Ground cover outside the fence shall be more regularly maintained to keep such free of noxious weed growth and excess grass/weed height. The Applicant shall submit a vegetation maintenance/management plan with schedule at the time of application for a building permit and said plan shall be subject to the Zoning Administrator's approval.
6. Once the project has been constructed there will be no added traffic on a daily basis. The only additional traffic will be for periodic inspection and maintenance.
7. Any sound created by the completed Commercial Solar Energy Facility will be minimal and within the limits as provided by the State of Illinois and the St. Clair County Zoning Code. The Applicant has placed equipment pads near the middle of the facility, thus, assisting with noise mitigation.
8. The perimeter of the project site will be fenced with an 8 foot-tall, fixed knot agricultural styled fence with 2 ½ inch metal-galvanized posts.
9. The proposed setbacks of the project area will either meet or exceed County requirements and comply with current state statutes regarding nonparticipating residential properties, and right-of-way and property line borders per the site plan submitted.
10. The Applicant has submitted a decommissioning plan and has voluntarily agreed to post the full amount of the bond when a building permit is first applied for. Additionally, the decommissioning plan and bond shall not include a deduction for salvage value.
11. The LESA value for the parcel in question is 183 (moderate for agricultural retention).

**WHEREAS**, the Zoning Board of Appeals further concluded as follows:

(A) The proposed design, location, development, and the operation of the proposed Commercial Solar Energy Facility adequately protects the public's health, safety and welfare, and physical environment. There will be a thorough and approved decommissioning plan in place with financing for the decommissioning of the project, in which the Applicant volunteered to post the full amount of the bond, without salvage value deduction, at the time of issuance of a building permit; the site will be fenced with an 8 foot-tall fixed knot agricultural styled fence with 2 ½ inch metal-galvanized posts; the Applicant will be required to coordinate with applicable emergency personnel to provide for proper planning and access during an emergency event; the site will be seeded with a pollinator-friendly seed mix; and the site will be appropriately and continuously maintained throughout its life span pursuant to a vegetation maintenance/management plan to be approved by the Zoning Administrator.

(B) The proposed Special Use will not have an adverse impact on the County's Comprehensive Plan as the site is semi-rural in nature, contains agricultural ground, and is adjacent to other ground that is either zoned and/or used for agricultural purposes or solar purposes. While the Comprehensive Plan calls for residential and commercial use, there is no currently proposed residential development on this parcel or the vacant parcels to west, east or south of the property. Additionally, to the south there is a currently existing Commercial Solar Energy Facility and to the immediate south-west is an Ameren substation. Therefore, the development and transition of this parcel into a Commercial Solar Energy Facility would be consistent with the County's Zoning Code and state law.



(C) The proposed Special Use will have a positive impact on the County's overall tax base. The neighboring properties consist of farm fields, and 3 to 4 residences to the north. The residences to the north should not be adversely impacted as they are over 150 ft. away, and no residential property owner appeared at the hearing to voice any concern. Thus, the proposed project will have minimal impact on the value of neighboring properties.

(D) The proposed Special Use will enhance the supply of electric utilities to the area and would allow people to subscribe and purchase power at a lower cost. Further, the proposed Special Use will create no burden on existing utilities and provide a needed clean and renewable energy alternative. In addition, the proposed Special Use will not lead to an increase in traffic after it is constructed, as the only additional traffic will consist of vehicles visiting the site for periodic maintenance and inspection, and Park Road and the connecting roadway system is adequate to support the temporary increase in traffic.

(E) There are no facilities near the proposed Special Use that require special consideration.

(F) Other than the 3 to 4 residences to the immediate north across Park Road, development in the other directions consists of farm fields, other solar developments and an Ameren substation. The Applicant has taken those current uses into account in appropriately designing this facility (i.e., setbacks). Therefore, the proposed Special Use, based upon the revised site plan, is compatible with adjacent uses and uses in the general vicinity.

The Board placed the following additional conditions on the Special Use Permit:

- (a) The Applicant/operator of the facility will continuously maintain the ground cover (including but not limited to mowing and cutting brush and trees and keeping the same free of noxious weeds and invasive plants) throughout the life of the facility. Applicant/operator shall also continuously maintain the fence throughout the life of the facility. The Applicant shall submit a revised vegetation management/maintenance plan for approval, which differentiates between maintenance of the ground cover inside the fence and outside the fence of the facility, with the Applicant providing for maintenance outside of the fence on a more regular basis.
- (b) No overweight or oversized loads shall be delivered to the site, unless approval is obtained from the proper road use authority.
- (c) Construction hours shall be limited to Monday through Friday, 7:00 a.m. to 5:00 p.m.; however, upon written approval by the St. Clair County Building and Zoning Department Administrator the hours and days during the week may be varied. No construction work is to be done on Saturdays, Sundays, evenings, or holidays unless written approval is obtained from the St. Clair County Building and Zoning Department Administrator.
- (d) During excavation, site prep, or disturbance of soil onsite, any top soil shall be preserved and returned to its prior condition upon decommissioning of the facility, and all required and necessary erosion and storm water measures shall be undertaken by the Applicant at all times. The Applicant shall submit a storm water plan to the County's Highway Engineer for approval, and if a NPDES permit is required, Applicant shall obtain the appropriate NPDES permit from the proper governmental agency.
- (e) The Applicant and all other subsequent owners, agents, assigns, persons or entities that have any interest in, control over, or rights to the proposed Commercial Solar Energy Facility shall adhere to all applicable requirements of the St. Clair County Zoning Code, including but not



limited to Section 40-5-30, and all conditions placed on this Special Use, as well as state law. If the Applicant/owner sells or transfers any interest in the Commercial Solar Energy Facility it shall give the St. Clair County Zoning Department Administrator prompt notice of any transfer or sale and provide updated contact information on any new owner of the facility.

- (f) The Applicant shall post with the County all applicable bond amounts as required by the AIMA and the State of Illinois, and in such acceptable form required by the County; however, the Applicant has volunteered to post the full amount of the bond, without deduction of salvage value, at the time of requesting/applying for the building permit. Applicant shall submit all finalized documentation and provide the appropriate and approved bond form in the proper agreed upon amount prior to being issued a building permit.
- (g) The Applicant shall coordinate with all applicable first responders to make sure that they are aware of any measures to be taken if/when responding to an emergency event onsite, including but not limited to the providing of a "Knox Box", appropriate safety signage, response plan, and any necessary training to local first responders.

**WHEREAS**, the County Board of St. Clair, Illinois, concur with the aforesaid findings, conditions and recommendations of the Zoning Board of Appeals;

**NOW, THEREFORE BE IT RESOLVED**, by the County Board of St. Clair County, Illinois, that the request for a **SPECIAL USE PERMIT** be Granted.

**ADOPTED**, this 26<sup>th</sup> day of January 2026.

COUNTY BOARD  
ST. CLAIR COUNTY, ILLINOIS

BY: \_\_\_\_\_  
MARK KERN, CHAIRMAN

ATTEST:

\_\_\_\_\_  
THOMAS HOLBROOK, COUNTY CLERK



# St. Clair County Zoning Board of Appeals ADVISORY REPORT TO THE ST. CLAIR COUNTY BOARD

## ADVISORY REPORT 2025-15-SP

**Application By:** NFE Belleville A, LLC, 181 Dudley Road, Newton, Massachusetts

**Owner:** Steven W. Lindauer, 5600 Douglas Road, Belleville, IL

**Application Filed:** 11/06/2025

**Publication Date:** 12/07/2025

**Hearing Dates:** 01/06/26 @ 6:15 p.m.

**Request:** A Special Use Permit to allow a 3.6 MW Commercial Solar Energy Facility with an approximate project size of 16.97-acres, to be situated on a parcel containing 47.28+/- acres, in an Agricultural Industry Zone District, on property commonly known as 2403 S. Illinois Street, Belleville, St. Clair Township, Illinois (PPN: 08-33.0-403-002).

**Zoning Board of Appeals Members Present:** S. Penny, A. Edwards, K. Heberer, S. Howell & S. Lindauer\* (\*Abstained from participating due to conflict.)

**County Board Members Present at Hearing:** Bob Trentman

**Other Comments:** *[list general comments from the public for or against the proposal or any other relevant matter]*

Applicant was represented by Thomas Londrigan, Jr. of the law firm McGuire Woods, Springfield, IL, as well as Andrew Click of the engineering firm of Kimbley Horn, Nashville, TN. Also, present for the applicant was Johnathan Miller of Triad Alpha Energy. The Applicant's representatives presented the materials submitted and gave a summary of the project from start to decommissioning.

The Applicant is a subsidiary of Triad Alpha Energy Partners, LLC ("Triad"). Triad is a community solar developer founded in 2022, that is focused on distributed generation projects between 2MW and 10 MW. Triad is focused on Community Solar Projects in the select markets of Illinois and Maryland. Triad's leadership has a strong background in permitting and constructing solar projects, as well as other commercial and industrial developments. The Applicant described the benefits of Community Solar projects, and the savings subscribers could see on average. Community Solar also helps reduce peak demand and can improve overall grid reliability.

The project at issue is a 3.6 MW commercial solar energy facility situated on 16.97+/- acres on a parcel of total size 47.28 +/- acres (the balance of the parcel is the subject of another solar development 2025-16-SP) commonly known as 2403 S. Illinois Street, Belleville, IL, PPN: 08-33.0-403-002, in an agricultural industry zoned district. Access to the project is to be via Park Road, near the middle of the parcel on its north side, by a 20 ft. wide entrance, gravel or other surface as approved by the proper road district. The facility will consist of a ground-mounted solar array of approximately 8,268 photovoltaic solar panels, single axis tracking, inverters, transformers, equipment pads, and interconnection equipment. The facility will interconnect with Ameren near the access point via power poles (approx. 10 new poles) and this facility will share its interconnect point with an adjacent Community Solar facility (2025-16-SP), if approved. The facility will be surrounded by an 8-foot-tall fixed-knot agricultural type fence with 2 ½ inch galvanized metal posts. No vegetative screening is planned for this facility. The facility will be planted with a pollinator friendly vegetation mix.

Mr. Click stated as per the plans all County and State required setbacks are met, as well as all height requirements will be met. The nearby nonparticipating residences are over 150 ft. from the solar panels or any solar equipment. The facility is 50 ft. from the nearest edge of a public road right-of-way and/or where applicable 50 ft. from the property line. The lifespan of the facility is approximately 25-35 years. The facility will be routinely monitored both in person (maintenance as



scheduled) and via remote access. After the facility's lifecycle the facility will be decommissioned pursuant to local and state laws and regulations. The Applicant has executed an ALMA agreement and will post the appropriate decommissioning financial assurance. The Zoning Board and the Applicant discussed whether its decommissioning plan would contain a deduction in salvage value as the Zoning Board does not subrogate such. The Applicant indicated that it was agreeable to not deduct the salvage value from the decommissioning cost estimate and is also willing to post a full decommissioning bond at the time of its application for a building permit.

Also discussed was the Applicant's vegetation management plan, which will be further solidified at time of building permit and in a form that is agreeable to the County. The ZBA discussed with the Applicant the need to maintain outside the fence more frequently so as not to allow such to grow up in weeds and/or weed growth. The predicted noise levels generated by the facility are below the Illinois Pollution Control Board octave band sound pressure level limits.

If approved, the Applicant expects to start construction in the spring of 2026 and would take approximately six months to construct, and plans are to be operational by November 2026. There will be an increase in traffic during construction due to deliveries and workers traveling to the site. Deliveries typically occur between months 2 to 4 of the construction period and taper off dramatically by the end of the 4<sup>th</sup> month. Peak for construction workers on site will occur around month 5 and taper off by month 6. Once the site is fully operational, it is anticipated that no more than four vehicles will visit the site on quarterly basis for routine maintenance. The Applicant will enter into a formal road use agreement with the appropriate road authority.

The Applicant has completed an environmental overview of the project—Environmental Constraints Study—as part of its project siting and design process. The project is not within the 100-year floodplain, and no wetlands are involved. The Applicant consulted with and obtained reports from IDNR EcoCAT, ILSHPO, USFWS, and the FAA and all came back as negative or no adverse effects. Additionally, an interconnect agreement between the Applicant and Ameren has been executed.

There were no members of the public present to testify for or against the application.

County Board Member Bob Trentman discussed his concerns with the entrance to the facility and questioned why it wasn't located off of State Street Road. The Applicant's representatives advised that they had been numerous conversations with the City of Belleville regarding the entrance. Additionally, Mr. Trentman mentioned that he favored a concrete apron entrance. Mr. Trentman also inquired where the work force came from to construct the facility. Mr. Trentman further advised that he has a list of approved contractors.

The Zoning Board of Appeals discussed at length with the Applicant and those present the general development of the project, the selected location, interconnect to Ameren and the location thereof, setbacks, fencing, drainage (storm water), maintenance of the facility both inside and outside of the fence, approvals from IDNR, SHPO, USFWS, as well as various other matters pertaining to the operation of the solar facility.

A LESA report was received regarding the parcel in question, and the LESA value is 183 (moderate for agricultural retention).

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***Witnesses having been sworn, testimony and evidence presented, and the Zoning Board of Appeals being fully advised in the premises, and the Board having considered the following in conjunction therewith, and found:***

The Board made the following findings of fact:



1. The land in question is located in an "A" Agricultural Industry Zone District. The proposed facility is bordered by 3 to 4 residences on the north on the north side of Park Road, and farm fields, other solar developments and an Ameren substation on the west, east and south sides. The setbacks from the nonparticipating residential properties (north side) meet County and State requirements. All other required setbacks are met or are exceeded per the plans submitted.
2. The Applicant is requesting a special use permit to construct a 3.6 MW Commercial Solar Energy Facility (which is a Community Solar Project) on a footprint of approximately 16.97 +/- acres. Construction will take approximately 6 months to complete once commenced. Anticipated construction start date is spring 2026 with a complete date sometime in November 2026. The roadway to be utilized by construction traffic is IL State Route 15 to S. Illinois Street/159, and then a short distance on Park Road. Illinois State Route 15 and S. Illinois Street/159 are sufficiently adequate to handle the temporary increase in traffic. The Applicant shall enter into any road use and entrance agreements required by the proper road district authority, and Applicant shall secure all roadway, and entrance permits prior to commencing construction.
3. The project will include typical photovoltaic panels placed on a single axis tracking system, with inverters, transformer(s), no battery storage, with a shared interconnection to Ameren via power poles being installed near the entrance of the facility on the northern boundary of the proposed facility.
4. Access to the project will come from Park Road along the northern boundary of the parcel and towards the middle of the parcel. This access will be approximately 20 feet in width and will be shared with an adjacent similar solar project (if approved).
5. Areas of bare ground will be covered with a pollinator-friendly seed mix and maintained throughout the life of the project by the Applicant/owner of the facility. Ground cover outside the fence shall be more regularly maintained to keep such free of noxious weed growth and excess grass/weed height. The Applicant shall submit a vegetation maintenance/management plan with schedule at the time of application for a building permit and said plan shall be subject to the Zoning Administrator's approval.
6. Once the project has been constructed there will be no added traffic on a daily basis. The only additional traffic will be for periodic inspection and maintenance.
7. Any sound created by the completed Commercial Solar Energy Facility will be minimal and within the limits as provided by the State of Illinois and the St. Clair County Zoning Code. The Applicant has placed equipment pads near the middle of the facility, thus, assisting with noise mitigation.
8. The perimeter of the project site will be fenced with an 8 foot-tall, fixed knot agricultural styled fence with 2 ½ inch metal-galvanized posts.
9. The proposed setbacks of the project area will either meet or exceed County requirements and comply with current state statutes regarding nonparticipating residential properties, and right-of-way and property line borders per the site plan submitted.



10. The Applicant has submitted a decommissioning plan and has voluntarily agreed to post the full amount of the bond when a building permit is first applied for. Additionally, the decommissioning plan and bond shall not include a deduction for salvage value.
11. The LESA value for the parcel in question is 183 (moderate for agricultural retention).

The Board found and concluded as follows:

- (1) Whether the proposed design, location, development and operation of the proposed Special Use will adequately protect the public health, safety, and welfare and the physical environment. **The Board found as follows:** The proposed design, location, development, and the operation of the proposed Commercial Solar Energy Facility adequately protects the public's health, safety and welfare, and physical environment. There will be a thorough and approved decommissioning plan in place with financing for the decommissioning of the project, in which the Applicant volunteered to post the full amount of the bond, without salvage value deduction, at the time of issuance of a building permit; the site will be fenced with an 8 foot-tall fixed knot agricultural styled fence with 2 ½ inch metal-galvanized posts; the Applicant will be required to coordinate with applicable emergency personnel to provide for proper planning and access during an emergency event; the site will be seeded with a pollinator-friendly seed mix; and the site will be appropriately and continuously maintained throughout its life span pursuant to a vegetation maintenance/management plan to be approved by the Zoning Administrator.
- (2) Whether the proposed Special Use is consistent with the County's Comprehensive Plan. **The Board found as follows:** The proposed Special Use will not have an adverse impact on the County's Comprehensive Plan as the site is semi-rural in nature, contains agricultural ground, and is adjacent to other ground that is either zoned and/or used for agricultural purposes or solar purposes. While the Comprehensive Plan calls for residential and commercial use, there is no currently proposed residential development on this parcel or the vacant parcels to west, east or south of the property. Additionally, to the south there is a currently existing Commercial Solar Energy Facility and to the immediate south-west is an Ameren substation. Therefore, the development and transition of this parcel into a Commercial Solar Energy Facility would be consistent with the County's Zoning Code and state law.
- (3) The effect the proposed Special Use may have on the value of the neighboring property and on the County's overall tax base. **The Board found as follows:** The proposed Special Use will have a positive impact on the County's overall tax base. The neighboring properties consist of farm fields, and 3 to 4 residences to the north. The residences to the north should not be adversely impacted as they are over 150 ft. away, and no residential property owner appeared at the hearing to voice any concern. Thus, the proposed project will have minimal impact on the value of neighboring properties.
- (4) The availability and the effect the proposed Special Use would have on the public utilities and on traffic circulation on nearby streets. **The Board found as follows:** The proposed Special Use will enhance the supply of electric utilities to the area and would allow people to subscribe and purchase power at a lower cost. Further, the proposed Special Use will create no burden on existing utilities and provide a needed clean and renewable energy alternative. In addition, the proposed Special Use will not lead to an increase in traffic after it is constructed, as the only additional traffic will consist of vehicles visiting the site for periodic maintenance and inspection, and Park Road and the connecting roadway system is adequate to support the temporary increase in traffic.
- (5) Whether there are any facilities near the proposed Special Use (such as schools or hospitals) that require special consideration. **The Board found as follows:** There are no facilities near the proposed Special Use that require special consideration.
- (6) Whether the proposed Special Use is compatible to adjacent uses and uses in the general vicinity. **The Board found as follows:** Other than the 3 to 4 residences to the immediate north across Park Road, development in the



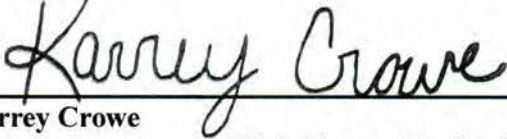
other directions consists of farm fields, other solar developments and an Ameren substation. The Applicant has taken those current uses into account in appropriately designing this facility (i.e., setbacks). Therefore, the proposed Special Use, based upon the revised site plan, is compatible with adjacent uses and uses in the general vicinity.

(7) The time period for which the Special Use Permit should be granted or any special requirements for certification of continued compliance with the terms of approval. **The Board found as follows:** The Board placed the following additional conditions on the Special Use Permit:

- (a) The Applicant/operator of the facility will continuously maintain the ground cover (including but not limited to mowing and cutting brush and trees and keeping the same free of noxious weeds and invasive plants) throughout the life of the facility. Applicant/operator shall also continuously maintain the fence throughout the life of the facility. The Applicant shall submit a revised vegetation management/maintenance plan for approval, which differentiates between maintenance of the ground cover inside the fence and outside the fence of the facility, with the Applicant providing for maintenance outside of the fence on a more regular basis.
- (b) No overweight or oversized loads shall be delivered to the site, unless approval is obtained from the proper road use authority.
- (c) Construction hours shall be limited to Monday through Friday, 7:00 a.m. to 5:00 p.m.; however, upon written approval by the St. Clair County Building and Zoning Department Administrator the hours and days during the week may be varied. No construction work is to be done on Saturdays, Sundays, evenings, or holidays unless written approval is obtained from the St. Clair County Building and Zoning Department Administrator.
- (d) During excavation, site prep, or disturbance of soil onsite, any top soil shall be preserved and returned to its prior condition upon decommissioning of the facility, and all required and necessary erosion and storm water measures shall be undertaken by the Applicant at all times. The Applicant shall submit a storm water plan to the County's Highway Engineer for approval, and if a NPDES permit is required, Applicant shall obtain the appropriate NPDES permit from the proper governmental agency.
- (e) The Applicant and all other subsequent owners, agents, assigns, persons or entities that have any interest in, control over, or rights to the proposed Commercial Solar Energy Facility shall adhere to all applicable requirements of the St. Clair County Zoning Code, including but not limited to Section 40-5-30, and all conditions placed on this Special Use, as well as state law. If the Applicant/owner sells or transfers any interest in the Commercial Solar Energy Facility it shall give the St. Clair County Zoning Department Administrator prompt notice of any transfer or sale and provide updated contact information on any new owner of the facility.
- (f) The Applicant shall post with the County all applicable bond amounts as required by the AIMA and the State of Illinois, and in such acceptable form required by the County; however, the Applicant has volunteered to post the full amount of the bond, without deduction of salvage value, at the time of requesting/applying for the building permit. Applicant shall submit all finalized documentation and provide the appropriate and approved bond form in the proper agreed upon amount prior to being issued a building permit.
- (g) The Applicant shall coordinate with all applicable first responders to make sure that they are aware of any measures to be taken if/when responding to an emergency event onsite, including but not limited to the providing of a "Knox Box", appropriate safety signage, response plan, and any necessary training to local first responders.

**A motion was made by A. Edwards, to GRANT the request, with the above conditions. The motion was seconded by K. Heberer. The members of the Board voted as follows: S. Penny -Yes, A. Edwards-Yes, K. Heberer-Yes, S. Howell-Yes, and S. Lindauer-Abstain. The motion carried (4 to 0, with 1 abstain vote due to conflict of interest).**

IT IS THEREFORE THE RECOMMENDATION OF THE ST. CLAIR COUNTY ZONING BOARD OF APPEALS THAT THE REQUESTED SPECIAL USE PERMIT BE *GRANTED* FOR THE AFOREMENTIONED REASONS AND WITH THE AFOREMENTIONED CONDITIONS BY A MAJORITY OF ALL MEMBERS PRESENT.



Karrey Crowe

Secretary *pro tem*, St. Clair County Zoning Board of Appeals

01/15/2026

Date

Res. #3099-26-RZ



**A RESOLUTION GRANTING A REQUEST FOR A SPECIAL USE PERMIT BY STEVEN W. LINDAUER, OWNER AND NFE BELLEVILLE B, LLC, APPLICANTS, FOR PROPERTY LOCATED AT 2403 S ILLINOIS STREET, BELLEVILLE, ILLINOIS, IN ST. CLAIR TOWNSHIP. (CASE #2025-16-SP)**

**WHEREAS**, a public hearing was held in the County Board Room, 5<sup>th</sup> Floor, St. Clair County Building, #10 Public Square, Belleville, Illinois, on January 6, 2026 at 6:30 P.M., before the Zoning Board and notice of said hearing was duly given; and,

**WHEREAS**, on January 6, 2026 the Zoning Board of Appeals after hearing the testimony and evidence presented; after considering all relevant sections of the St. Clair County Zoning Code, and after further consideration of the matter, granted the applicant's a Special Use Permit to allow a 3.3 MW Commerical Solar Energy System, with an approximate project size of 16.14-acres on a 47.28-acre parcel in an "A" Agricultural Industry Zone District due to the following:

1. The land in question is located in an "A" Agricultural Industry Zone District. The proposed facility is bordered by Park Road and a farm field on the north, a farm field on the south, a proposed solar development on the west (2025-15-SP), and S. Illinois Street/IL Rt. 159 on the east. The setbacks from the nearest nonparticipating residential properties (north west of the site) meet County and State requirements. All other required setbacks are met or are exceeded per the plans submitted.
2. The Applicant is requesting a special use permit to construct a 3.3 MW Commercial Solar Energy Facility (which is a Community Solar Project) on a footprint of approximately 16.14 +/- acres. Construction will take approximately 6 months to complete once commenced. Anticipated construction start date is spring 2026 with a complete date sometime in November 2026. The roadway to be utilized by construction traffic is IL State Route 15 to S. Illinois Street/159, and then a short distance on Park Road. Illinois State Route 15 and S. Illinois Street/159 are sufficiently adequate to handle the temporary increase in traffic. The Applicant shall enter into any road use and entrance agreements required by the proper road district authority, and Applicant shall secure all roadway, and entrance permits prior to commencing construction.
3. The project will include typical photovoltaic panels placed on a single axis tracking system, with inverters, transformer(s), no battery storage, with a shared interconnection to Ameren via power poles being installed near the entrance of the facility on the northern boundary of the proposed facility.



4. Access to the project will come from Park Road along the northern boundary of the parcel and towards the middle of the parcel. This access will be approximately 20 feet in width and will be shared with an adjacent similar solar project (if approved).
5. Areas of bare ground will be covered with a pollinator-friendly seed mix and maintained throughout the life of the project by the Applicant/owner of the facility. Ground cover outside the fence shall be more regularly maintained to keep such free of noxious weed growth and excess grass/weed height. The Applicant shall submit a vegetation maintenance/management plan with schedule at the time of application for a building permit and said plan shall be subject to the Zoning Administrator's approval.
6. Once the project has been constructed there will be no added traffic on a daily basis. The only additional traffic will be for periodic inspection and maintenance.
7. Any sound created by the completed Commercial Solar Energy Facility will be minimal and within the limits as provided by the State of Illinois and the St. Clair County Zoning Code. The Applicant has placed equipment pads near the middle of the facility, thus, assisting with noise mitigation.
8. The perimeter of the project site will be fenced with an 8 foot-tall, fixed knot agricultural styled fence with 2 ½ inch metal-galvanized posts.
9. The proposed setbacks of the project area will either meet or exceed County requirements and comply with current state statutes regarding nonparticipating residential properties, and right-of-way and property line borders per the site plan submitted.
10. The Applicant has submitted a decommissioning plan and has voluntarily agreed to post the full amount of the bond when a building permit is first applied for. Additionally, the decommissioning plan and bond shall not include a deduction for salvage value.
11. The LESA value for the parcel in question is 183 (moderate for agricultural retention).

**WHEREAS**, the Zoning Board of Appeals further concluded as follows:

- (1) The proposed design, location, development, and the operation of the proposed Commercial Solar Energy Facility adequately protects the public's health, safety and welfare, and physical environment. There will be a thorough and approved decommissioning plan in place with financing for the decommissioning of the project, in which the Applicant volunteered to post the full amount of the bond, without salvage value deduction, at the time of issuance of a building permit; the site will be fenced with an 8 foot-tall fixed knot agricultural styled fence with 2 ½ inch metal-galvanized posts; the Applicant will be required to coordinate with applicable emergency personnel to provide for proper planning and access during an emergency event; the site will be seeded with a pollinator-friendly seed mix; and the site will be appropriately and continuously maintained throughout its life span pursuant to a vegetation maintenance/management plan to be approved by the Zoning Administrator.
- (2) The proposed Special Use will not have an adverse impact on the County's Comprehensive Plan as the site is semi-rural in nature, contains agricultural ground, and is adjacent to other ground that is either zoned and/or used for agricultural or solar purposes. While the Comprehensive Plan calls for residential and commercial use, there is no currently proposed residential development on this parcel or the vacant parcel to the north of the property. Additionally, to the south there is a currently existing Commercial Solar Energy Facility and to the west is another proposed Commercial Solar Energy Facility (2025-15-SP). Therefore, the development and transition of this parcel into a Commercial Solar Energy Facility would be consistent with the County's Zoning Code and state law.



- (3) The proposed Special Use will have a positive impact on the County's overall tax base. The neighboring properties consist of farm fields, solar facilities, an IL State Route roadway, and 3 to 4 residences to the north-west. The residences to the north-west should not be adversely impacted as they are over 150 ft. away, and no residential property owner appeared at the hearing to voice any concern. Thus, the proposed project will have minimal impact on the value of neighboring properties.
- (4) The proposed Special Use will enhance the supply of electric utilities to the area and would allow people to subscribe and purchase power at a lower cost. Further, the proposed Special Use will create no burden on existing utilities and provide a needed clean and renewable energy alternative. In addition, the proposed Special Use will not lead to an increase in traffic after it is constructed, as the only additional traffic will consist of vehicles visiting the site for periodic maintenance and inspection, and Park Road and the connecting roadway system is adequate to support the temporary increase in traffic.
- (5) There are no facilities near the proposed Special Use that require special consideration.
- (6) Other than the 3 to 4 residences to the north-west across Park Road, development in the other directions consists of farm fields and other solar developments. The Applicant has taken those current uses into account in appropriately designing this facility (i.e., setbacks). Therefore, the proposed Special Use, based upon the revised site plan, is compatible with adjacent uses and uses in the general vicinity.

**WHEREAS,** The Board placed the following additional conditions on the Special Use Permit:

- (a) The Applicant/operator of the facility will continuously maintain the ground cover (including but not limited to mowing and cutting brush and trees and keeping the same free of noxious weeds and invasive plants) throughout the life of the facility. Applicant/operator shall also continuously maintain the fence throughout the life of the facility. The Applicant shall submit a revised vegetation management/maintenance plan for approval, which differentiates between maintenance of the ground cover inside the fence and outside the fence of the facility, with the Applicant providing for maintenance outside of the fence on a more regular basis.
- (b) No overweight or oversized loads shall be delivered to the site, unless approval is obtained from the proper road use authority.
- (c) Construction hours shall be limited to Monday through Friday, 7:00 a.m. to 5:00 p.m.; however, upon written approval by the St. Clair County Building and Zoning Department Administrator the hours and days during the week may be varied. No construction work is to be done on Saturdays, Sundays, evenings, or holidays unless written approval is obtained from the St. Clair County Building and Zoning Department Administrator.
- (d) During excavation, site prep, or disturbance of soil onsite, any top soil shall be preserved and returned to its prior condition upon decommissioning of the facility, and all required and necessary erosion and storm water measures shall be undertaken by the Applicant at all times. The Applicant shall submit a storm water plan to the County's Highway Engineer for approval, and if a NPDES permit is required, Applicant shall obtain the appropriate NPDES permit from the proper governmental agency.
- (e) The Applicant and all other subsequent owners, agents, assigns, persons or entities that have any interest in, control over, or rights to the proposed Commercial Solar Energy Facility shall adhere to all applicable requirements of the St. Clair County Zoning Code, including but not limited to Section 40-5-30, and all conditions placed on this Special Use, as well as state law. If the Applicant/owner sells or transfers any interest in the Commercial Solar Energy Facility it shall give the St. Clair County Zoning Department Administrator prompt notice of any transfer or sale and provide updated contact information on any new owner of the facility.
- (f) The Applicant shall post with the County all applicable bond amounts as required by the AIMA and the State of Illinois, and in such acceptable form required by the County; however, the

Applicant has volunteered to post the full amount of the bond, without deduction of salvage value, at the time of requesting/applying for the building permit. Applicant shall submit all finalized documentation and provide the appropriate and approved bond form in the proper agreed upon amount prior to being issued a building permit.

- (g) The Applicant shall coordinate with all applicable first responders to make sure that they are aware of any measures to be taken if/when responding to an emergency event onsite, including but not limited to the providing of a “Knox Box”, appropriate safety signage, response plan, and any necessary training to local first responders.

**WHEREAS**, the County Board of St. Clair, Illinois, concur with the aforesaid findings, conditions and recommendations of the Zoning Board of Appeals;

**NOW, THEREFORE BE IT RESOLVED**, by the County Board of St. Clair County, Illinois, that the request for a **SPECIAL USE PERMIT** be granted.

**ADOPTED**, this 26<sup>th</sup> day of January 2026.

COUNTY BOARD  
ST. CLAIR COUNTY, ILLINOIS

BY: \_\_\_\_\_  
MARK KERN, CHAIRMAN

ATTEST:

\_\_\_\_\_  
THOMAS HOLBROOK, COUNTY CLERK





# St. Clair County Zoning Board of Appeals ADVISORY REPORT TO THE ST. CLAIR COUNTY BOARD

## ADVISORY REPORT 2025-16-SP

**Application By:** NFE Belleville B, LLC, 181 Dudley Road, Newton, Massachusetts

**Owner:** Steven W. Lindauer, 5600 Douglas Road, Belleville, IL

**Application Filed:** 11/06/2025

**Publication Date:** 12/07/2025

**Hearing Dates:** 01/06/26 @ 6:30 p.m.

**Request:** A Special Use Permit to allow a 3.3 MW Commercial Solar Energy Facility with an approximate project size of 16.14+/- acres, to be situated on a parcel containing 47.28+/- acres, in an Agricultural Industry Zone District, on property commonly known as 2403 S. Illinois Street, Belleville, St. Clair Township, Illinois (PPN: 08-33.0-403-002).

**Zoning Board of Appeals Members Present:** S. Penny, A. Edwards, K. Heberer, S. Howell & S. Lindauer\* (\*Abstained from participating due to conflict.)

**County Board Members Present at Hearing:** Bob Trentman

**Other Comments:** *[list general comments from the public for or against the proposal or any other relevant matter]*

Applicant was represented by Thomas Londrigan, Jr. of the law firm McGuire Woods, Springfield, IL, as well as Andrew Click of the engineering firm of Kimbley Horn, Nashville, TN. Also, present for the applicant was Johnathan Miller of Triad Alpha Energy. The Applicant's representatives presented the materials submitted and gave a summary of the project from start to decommissioning.

The Applicant is a subsidiary of Triad Alpha Energy Partners, LLC ("Triad"). Triad is a community solar developer founded in 2022, that is focused on distributed generation projects between 2MW and 10 MW. Triad is focused on Community Solar Projects in the select markets of Illinois and Maryland. Triad's leadership has a strong background in permitting and constructing solar projects, as well as other commercial and industrial developments. The Applicant described the benefits of Community Solar projects, and the savings subscribers could see on average. Community Solar also helps reduce peak demand and can improve overall grid reliability.

The project at issue is a 3.3 MW commercial solar energy facility situated on 16.14+/- acres on a parcel of total size 47.28 +/- acres (the balance of the parcel is the subject of another solar development 2025-15-SP) commonly known as 2403 S. Illinois Street, Belleville, IL, PPN: 08-33.0-403-002, in an agricultural industry zoned district. Access to the project is to be via Park Road, near the middle of the parcel on its north side, by a 20 ft. wide entrance, gravel or other surface as approved by the proper road district. The facility will consist of a ground-mounted solar array of approximately 7,590 photovoltaic solar panels, single axis tracking, inverters, transformers, equipment pads, and interconnection equipment. The facility will interconnect with Ameren near the access point via power poles (approx. 10 new poles) and this facility will share its interconnect point with an adjacent Community Solar facility (2025-15-SP), if approved. The facility will be surrounded by an 8-foot-tall fixed-knot agricultural type fence with 2 ½ inch galvanized metal posts. No vegetative screening is planned for this facility. The facility will be planted with a pollinator friendly vegetation mix.

Mr. Click stated as per the plans all County and State required setbacks are met, as well as all height requirements will be met. Nearby nonparticipating residences are well over 150 ft. from the solar panels or any solar equipment. The facility is 50 ft. from the nearest edge of a public road right-of-way and/or where applicable 50 ft. from the property line. The lifespan of the facility is approximately 25-35 years. The facility will be routinely monitored both in person (maintenance as



scheduled) and via remote access. After the facility's lifecycle the facility will be decommissioned pursuant to local and state laws and regulations. The Applicant has executed an AIMA agreement and will post the appropriate decommissioning financial assurance. The Zoning Board and the Applicant discussed whether its decommissioning plan would contain a deduction in salvage value as the Zoning Board does not subrogate such. The Applicant indicated that it was agreeable to not deduct the salvage value from the decommissioning cost estimate and is also willing to post a full decommissioning bond at the time of its application for a building permit.

Also discussed was the Applicant's vegetation management plan, which will be further solidified at time of building permit and in a form that is agreeable to the County. The ZBA discussed with the Applicant the need to maintain outside the fence more frequently so as not to allow such to grow up in weeds and/or weed growth. The predicted noise levels generated by the facility are below the Illinois Pollution Control Board octave band sound pressure level limits.

If approved, the Applicant expects to start construction in the spring of 2026 and would take approximately six months to construct, and plans are to be operational by November 2026. There will be an increase in traffic during construction due to deliveries and workers traveling to the site. Deliveries typically occur between months 2 to 4 of the construction period and taper off dramatically by the end of the 4<sup>th</sup> month. Peak for construction workers on site will occur around month 5 and taper off by month 6. Once the site is fully operational, it is anticipated that no more than four vehicles will visit the site on quarterly basis for routine maintenance. The Applicant will enter into a formal road use agreement with the appropriate road authority.

The Applicant has completed an environmental overview of the project—Environmental Constraints Study—as part of its project siting and design process. The project is not within the 100-year floodplain, and no wetlands are involved. The Applicant consulted with and obtained reports from IDNR EcoCAT, ILSHPO, USFWS, and the FAA and all came back as negative or no adverse effects. Additionally, an interconnect agreement between the Applicant and Ameren has been executed.

There were no members of the public present to testify for or against the application.

County Board Member Bob Trentman discussed his concerns with the entrance to the facility and questioned why it wasn't located off of State Street Road. The Applicant's representatives advised that they had been numerous conversations with the City of Belleville regarding the entrance. Additionally, Mr. Trentman mentioned that he favored a concrete apron entrance. Mr. Trentman also inquired where the work force came from to construct the facility. Mr. Trentman further advised that he has a list of approved contractors.

The Zoning Board of Appeals discussed at length with the Applicant and those present the general development of the project, the selected location, interconnect to Ameren and the location thereof, setbacks, fencing, drainage (storm water), maintenance of the facility both inside and outside of the fence, approvals from IDNR, SHPO, USFWS, as well as various other matters pertaining to the operation of the solar facility.

A LESA report was received regarding the parcel in question, and the LESA value is 183 (moderate for agricultural retention).

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***Witnesses having been sworn, testimony and evidence presented, and the Zoning Board of Appeals being fully advised in the premises, and the Board having considered the following in conjunction therewith, and found:***

The Board made the following findings of fact:



1. The land in question is located in an "A" Agricultural Industry Zone District. The proposed facility is bordered by Park Road and a farm field on the north, a farm field on the south, a proposed solar development on the west (2025-15-SP), and S. Illinois Street/IL Rt. 159 on the east. The setbacks from the nearest nonparticipating residential properties (north west of the site) meet County and State requirements. All other required setbacks are met or are exceeded per the plans submitted.
2. The Applicant is requesting a special use permit to construct a 3.3 MW Commercial Solar Energy Facility (which is a Community Solar Project) on a footprint of approximately 16.14 +/- acres. Construction will take approximately 6 months to complete once commenced. Anticipated construction start date is spring 2026 with a complete date sometime in November 2026. The roadway to be utilized by construction traffic is IL State Route 15 to S. Illinois Street/159, and then a short distance on Park Road. Illinois State Route 15 and S. Illinois Street/159 are sufficiently adequate to handle the temporary increase in traffic. The Applicant shall enter into any road use and entrance agreements required by the proper road district authority, and Applicant shall secure all roadway, and entrance permits prior to commencing construction.
3. The project will include typical photovoltaic panels placed on a single axis tracking system, with inverters, transformer(s), no battery storage, with a shared interconnection to Ameren via power poles being installed near the entrance of the facility on the northern boundary of the proposed facility.
4. Access to the project will come from Park Road along the northern boundary of the parcel and towards the middle of the parcel. This access will be approximately 20 feet in width and will be shared with an adjacent similar solar project (if approved).
5. Areas of bare ground will be covered with a pollinator-friendly seed mix and maintained throughout the life of the project by the Applicant/owner of the facility. Ground cover outside the fence shall be more regularly maintained to keep such free of noxious weed growth and excess grass/weed height. The Applicant shall submit a vegetation maintenance/management plan with schedule at the time of application for a building permit and said plan shall be subject to the Zoning Administrator's approval.
6. Once the project has been constructed there will be no added traffic on a daily basis. The only additional traffic will be for periodic inspection and maintenance.
7. Any sound created by the completed Commercial Solar Energy Facility will be minimal and within the limits as provided by the State of Illinois and the St. Clair County Zoning Code. The Applicant has placed equipment pads near the middle of the facility, thus, assisting with noise mitigation.
8. The perimeter of the project site will be fenced with an 8 foot-tall, fixed knot agricultural styled fence with 2 ½ inch metal-galvanized posts.
9. The proposed setbacks of the project area will either meet or exceed County requirements and comply with current state statutes regarding nonparticipating residential properties, and right-of-way and property line borders per the site plan submitted.



10. The Applicant has submitted a decommissioning plan and has voluntarily agreed to post the full amount of the bond when a building permit is first applied for. Additionally, the decommissioning plan and bond shall not include a deduction for salvage value.
11. The LESA value for the parcel in question is 183 (moderate for agricultural retention).

The Board found and concluded as follows:

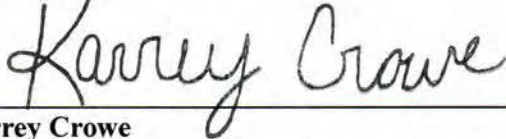
- (1) Whether the proposed design, location, development and operation of the proposed Special Use will adequately protect the public health, safety, and welfare and the physical environment. **The Board found as follows:** The proposed design, location, development, and the operation of the proposed Commercial Solar Energy Facility adequately protects the public's health, safety and welfare, and physical environment. There will be a thorough and approved decommissioning plan in place with financing for the decommissioning of the project, in which the Applicant volunteered to post the full amount of the bond, without salvage value deduction, at the time of issuance of a building permit; the site will be fenced with an 8 foot-tall fixed knot agricultural styled fence with 2 ½ inch metal-galvanized posts; the Applicant will be required to coordinate with applicable emergency personnel to provide for proper planning and access during an emergency event; the site will be seeded with a pollinator-friendly seed mix; and the site will be appropriately and continuously maintained throughout its life span pursuant to a vegetation maintenance/management plan to be approved by the Zoning Administrator.
- (2) Whether the proposed Special Use is consistent with the County's Comprehensive Plan. **The Board found as follows:** The proposed Special Use will not have an adverse impact on the County's Comprehensive Plan as the site is semi-rural in nature, contains agricultural ground, and is adjacent to other ground that is either zoned and/or used for agricultural or solar purposes. While the Comprehensive Plan calls for residential and commercial use, there is no currently proposed residential development on this parcel or the vacant parcel to the north of the property. Additionally, to the south there is a currently existing Commercial Solar Energy Facility and to the west is another proposed Commercial Solar Energy Facility (2025-15-SP). Therefore, the development and transition of this parcel into a Commercial Solar Energy Facility would be consistent with the County's Zoning Code and state law.
- (3) The effect the proposed Special Use may have on the value of the neighboring property and on the County's overall tax base. **The Board found as follows:** The proposed Special Use will have a positive impact on the County's overall tax base. The neighboring properties consist of farm fields, solar facilities, an IL State Route roadway, and 3 to 4 residences to the north-west. The residences to the north-west should not be adversely impacted as they are over 150 ft. away, and no residential property owner appeared at the hearing to voice any concern. Thus, the proposed project will have minimal impact on the value of neighboring properties.
- (4) The availability and the effect the proposed Special Use would have on the public utilities and on traffic circulation on nearby streets. **The Board found as follows:** The proposed Special Use will enhance the supply of electric utilities to the area and would allow people to subscribe and purchase power at a lower cost. Further, the proposed Special Use will create no burden on existing utilities and provide a needed clean and renewable energy alternative. In addition, the proposed Special Use will not lead to an increase in traffic after it is constructed, as the only additional traffic will consist of vehicles visiting the site for periodic maintenance and inspection, and Park Road and the connecting roadway system is adequate to support the temporary increase in traffic.
- (5) Whether there are any facilities near the proposed Special Use (such as schools or hospitals) that require special consideration. **The Board found as follows:** There are no facilities near the proposed Special Use that require special consideration.



- (6) Whether the proposed Special Use is compatible to adjacent uses and uses in the general vicinity. **The Board found as follows:** Other than the 3 to 4 residences to the north-west across Park Road, development in the other directions consists of farm fields and other solar developments. The Applicant has taken those current uses into account in appropriately designing this facility (i.e., setbacks). Therefore, the proposed Special Use, based upon the revised site plan, is compatible with adjacent uses and uses in the general vicinity.
- (7) The time period for which the Special Use Permit should be granted or any special requirements for certification of continued compliance with the terms of approval. **The Board found as follows:** The Board placed the following additional conditions on the Special Use Permit:
- (a) The Applicant/operator of the facility will continuously maintain the ground cover (including but not limited to mowing and cutting brush and trees and keeping the same free of noxious weeds and invasive plants) throughout the life of the facility. Applicant/operator shall also continuously maintain the fence throughout the life of the facility. The Applicant shall submit a revised vegetation management/maintenance plan for approval, which differentiates between maintenance of the ground cover inside the fence and outside the fence of the facility, with the Applicant providing for maintenance outside of the fence on a more regular basis.
  - (b) No overweight or oversized loads shall be delivered to the site, unless approval is obtained from the proper road use authority.
  - (c) Construction hours shall be limited to Monday through Friday, 7:00 a.m. to 5:00 p.m.; however, upon written approval by the St. Clair County Building and Zoning Department Administrator the hours and days during the week may be varied. No construction work is to be done on Saturdays, Sundays, evenings, or holidays unless written approval is obtained from the St. Clair County Building and Zoning Department Administrator.
  - (d) During excavation, site prep, or disturbance of soil onsite, any top soil shall be preserved and returned to its prior condition upon decommissioning of the facility, and all required and necessary erosion and storm water measures shall be undertaken by the Applicant at all times. The Applicant shall submit a storm water plan to the County's Highway Engineer for approval, and if a NPDES permit is required, Applicant shall obtain the appropriate NPDES permit from the proper governmental agency.
  - (e) The Applicant and all other subsequent owners, agents, assigns, persons or entities that have any interest in, control over, or rights to the proposed Commercial Solar Energy Facility shall adhere to all applicable requirements of the St. Clair County Zoning Code, including but not limited to Section 40-5-30, and all conditions placed on this Special Use, as well as state law. If the Applicant/owner sells or transfers any interest in the Commercial Solar Energy Facility it shall give the St. Clair County Zoning Department Administrator prompt notice of any transfer or sale and provide updated contact information on any new owner of the facility.
  - (f) The Applicant shall post with the County all applicable bond amounts as required by the AIMA and the State of Illinois, and in such acceptable form required by the County; however, the Applicant has volunteered to post the full amount of the bond, without deduction of salvage value, at the time of requesting/applying for the building permit. Applicant shall submit all finalized documentation and provide the appropriate and approved bond form in the proper agreed upon amount prior to being issued a building permit.
  - (g) The Applicant shall coordinate with all applicable first responders to make sure that they are aware of any measures to be taken if/when responding to an emergency event onsite, including but not limited to the providing of a "Knox Box", appropriate safety signage, response plan, and any necessary training to local first responders.

A motion was made by K. Heberer to *GRANT* the request, with the above conditions. The motion was seconded by S. Howell. The members of the Board voted as follows: S. Penny -Yes, A. Edwards-Yes, K. Heberer-Yes, S. Howell-Yes, and S. Lindauer-Abstain. The motion carried (4 to 0, with 1 abstain vote due to conflict of interest).

IT IS THEREFORE THE RECOMMENDATION OF THE ST. CLAIR COUNTY ZONING BOARD OF APPEALS THAT THE REQUESTED SPECIAL USE PERMIT BE *GRANTED* FOR THE AFOREMENTIONED REASONS AND WITH THE AFOREMENTIONED CONDITIONS BY A MAJORITY OF ALL MEMBERS PRESENT,



Karrey Crowe  
Secretary *pro tem*, St. Clair County Zoning Board of Appeals

01/15/2026  
Date

Res. #3100-26-RZ



**A RESOLUTION GRANTING A REQUEST FOR A SPECIAL USE PERMIT BY MARY JANE DIETZ, SHARI DIETZ, MICHAEL DIETZ, MARY JEAN DIETZ, KATHERINE JOSEPH & MICHELLE J. MILLER, OWNERS AND UMBRIA SOLAR, LLC, APPLICANTS, FOR PROPERTY LOCATED AT XXXX RIEDER ROAD, LEBANON, ILLINOIS, IN O'FALLON TOWNSHIP. (CASE #2025-17-SP)**

**WHEREAS**, a public hearing was held in the County Board Room, 5<sup>th</sup> Floor, St. Clair County Building, #10 Public Square, Belleville, Illinois, on January 7, 2026 at 6:00 P.M., before the Zoning Board and notice of said hearing was duly given; and,

**WHEREAS**, on January 7, 2026 the Zoning Board of Appeals after hearing the testimony and evidence presented; after considering all relevant sections of the St. Clair County Zoning Code, and after further consideration of the matter, granted the applicant's a Special Use Permit to allow a 5.0 MW Commerical Solar Energy System, with an approximate project size of 55.33-acres on an 84.22-acre parcel in an "A" Agricultural Industry Zone District due to the following:

1. The land in question is located in an "A" Agricultural Industry Zone District. The proposed facility is bordered by 1 residence on the northwest corner of Rieder Road, 1 residence to the west of Rieder Road, a residence to the south of Rieder Road and farm fields to the east and south sides. The setbacks from the nonparticipating residential properties meet County and State requirements. All other required setbacks are met or are exceeded per the plans submitted.
2. The Applicant is requesting a special use permit to construct a 4.95 MW Commercial Solar Energy Facility (which is a Community Solar Project) on a footprint of approximately 55.33 +/- acres. Construction will take approximately 6 months to complete once commenced. Anticipated construction start date is July 2026 with a complete date sometime in February 2027. The roadway to be utilized by construction traffic is Rieder Road, which is sufficiently adequate to handle the temporary increase in traffic. The Applicant shall enter into any road use and entrance agreements required by the proper road district authority, and Applicant shall secure all roadway, and entrance permits prior to commencing construction.
3. The project will include typical photovoltaic panels placed on a single axis tracking system, with inverters, transformer(s), no battery storage, with interconnection to Ameren via power poles (approximately five (5) new power poles) being installed along the proposed access roadway.

4. Access to the project will come from Rieder Road to a private drive off Rieder Road along the northwestern boundary of the parcel. The Applicant shall secure all roadway permits/agreements prior to obtaining a building permit.
5. Areas of bare ground will be covered with a pollinator-friendly seed mix and maintained throughout the life of the project by the Applicant/owner of the facility. Ground cover as well as vegetative screening plants outside the fence shall be more regularly maintained to keep such free of noxious weed growth and excess grass/weed height. The Applicant shall submit a vegetation maintenance/management plan with schedule which makes clear the ownership of the property from Rieder Road to the fence at the time of application for a building permit and said plan shall be subject to the Zoning Administrator's approval.
6. Once the project has been constructed there will be no added traffic on a daily basis. The only additional traffic will be for periodic inspection and maintenance.
7. Any sound created by the completed Commercial Solar Energy Facility will be minimal and within the limits as provided by the State of Illinois and the St. Clair County Zoning Code.
8. The perimeter of the project site will be fenced with an 7 foot-tall, fixed knot agricultural styled fence with 2 ½ inch metal-galvanized posts.
9. The proposed setbacks of the project area will either meet or exceed County requirements and comply with current state statutes regarding nonparticipating residential properties, and right-of-way and property line borders per the site plan submitted.
10. The Applicant has submitted a decommissioning plan and has voluntarily agreed to post the full amount of the bond when a building permit is first applied for. Additionally, the decommissioning plan and bond shall not include a deduction for salvage value.
11. The LESA value for the parcel in question is 158 (low for agricultural retention).

**WHEREAS**, the Zoning Board of Appeals further concluded as follows:

- (1) The proposed design, location, development, and the operation of the proposed Commercial Solar Energy Facility adequately protects the public's health, safety and welfare, and physical environment. There will be a thorough and approved decommissioning plan in place with financing for the decommissioning of the project, in which the Applicant volunteered to post the full amount of the bond, without salvage value deduction, at the time of issuance of a building permit; the site will be fenced with an 7 foot-tall fixed knot agricultural styled fence with 2 ½ inch metal-galvanized posts; the Applicant will be required to coordinate with applicable emergency personnel to provide for proper planning and access during an emergency event; the site will be seeded with a pollinator-friendly seed mix; and the site will be appropriately and continuously maintained throughout its life span pursuant to a vegetation maintenance/management plan to be approved by the Zoning Administrator.
- (2) The proposed Special Use will not have an adverse impact on the County's Comprehensive Plan as the site is semi-rural in nature, contains agricultural ground, and is adjacent to other ground that is either zoned and/or used for agricultural purposes. While the Comprehensive Plan calls for residential and commercial use, there is no currently proposed residential development on this parcel or the vacant parcels in immediate close proximity of the property. Therefore, the development and transition of this parcel into a Commercial Solar Energy Facility would be consistent with the County's Zoning Code and state law.



- (3) The proposed Special Use will have a positive impact on the County's overall tax base. The neighboring properties consist of farm fields, and residences to the northwest and southwest. The residences should not be adversely impacted as they are all over 150 ft. away. Thus, the proposed project will have minimal impact on the value of neighboring properties.
- (4) The proposed Special Use will enhance the supply of electric utilities to the area and would allow people to subscribe and purchase power at a lower cost. Further, the proposed Special Use will create no burden on existing utilities and provide a needed clean and renewable energy alternative. In addition, the proposed Special Use will not lead to an increase in traffic after it is constructed, as the only additional traffic will consist of vehicles visiting the site for periodic maintenance and inspection, and Rieder Road and the connecting roadway system is adequate to support the temporary increase in traffic.
- (5) There are no facilities near the proposed Special Use that require special consideration. Scott AFB and MidAmerican were consulted, and no negative effect/concerns were determined by their authorities.
- (6) Other than the residences to the northwest and southwest of Rieder Road, development in the other directions consists of farm fields. The Applicant has taken those current uses into account in appropriately designing this facility (i.e., setbacks). Therefore, the proposed Special Use, based upon the revised site plan, is compatible with adjacent uses and uses in the general vicinity.

**WHEREAS**, the Board placed the following additional conditions on the Special Use Permit:

- (a) The Applicant/operator of the facility will continuously maintain the ground cover and planting for screening purposes (including but not limited to mowing and cutting brush and trees and keeping the same free of noxious weeds and invasive plants) throughout the life of the facility. The Applicant shall establish plant screening on the east side of the project as well as for the participating property owner's home off Reider Road. Applicant/operator shall also continuously maintain the fence throughout the life of the facility. The Applicant shall submit a revised vegetation management/maintenance plan for approval, which differentiates between maintenance of the ground cover inside the fence and outside the fence of the facility, with the Applicant providing for maintenance outside of the fence on a more regular basis.
- (b) No overweight or oversized loads shall be delivered to the site, unless approval is obtained from the proper road use authority.
- (c) Construction hours shall be limited to Monday through Friday, 7:00 a.m. to 5:00 p.m.; however, upon written approval by the St. Clair County Building and Zoning Department Administrator the hours and days during the week may be varied. No construction work is to be done on Saturdays, Sundays, evenings, or holidays unless written approval is obtained from the St. Clair County Building and Zoning Department Administrator.
- (d) During excavation, site prep, or disturbance of soil onsite, any top soil shall be preserved and returned to its prior condition upon decommissioning of the facility, and all required and necessary erosion and storm water measures shall be undertaken by the Applicant at all times. The Applicant shall submit a storm water plan to the County's Highway Engineer for approval, and if a NPDES permit is required, Applicant shall obtain the appropriate NPDES permit from the proper governmental agency.
- (e) The Applicant and all other subsequent owners, agents, assigns, persons or entities that have any interest in, control over, or rights to the proposed Commercial Solar Energy Facility shall adhere to all applicable requirements of the St. Clair County Zoning Code, including but not limited to Section 40-5-30, and all conditions placed on this Special Use, as well as state law. If the Applicant/owner sells or transfers any interest in the Commercial Solar Energy Facility it shall give the St. Clair County Zoning Department Administrator prompt notice of any transfer or sale and provide updated contact information on any new owner of the facility.

- (f) The Applicant shall post with the County all applicable bond amounts as required by the AIMA and the State of Illinois, and in such acceptable form required by the County; however, the Applicant has volunteered to post the full amount of the bond, without deduction of salvage value, at the time of requesting/applying for the building permit. Applicant shall submit all finalized documentation and provide the appropriate and approved bond form in the proper agreed upon amount prior to being issued a building permit.
- (g) The Applicant shall coordinate with all applicable first responders to make sure that they are aware of any measures to be taken if/when responding to an emergency event onsite, including but not limited to the providing of a "Knox Box", appropriate safety signage, response plan, and any necessary training to local first responders.

**WHEREAS**, the County Board of St. Clair, Illinois, concur with the aforesaid findings, conditions and recommendations of the Zoning Board of Appeals;

**NOW, THEREFORE BE IT RESOLVED**, by the County Board of St. Clair County, Illinois, that the request for a **SPECIAL USE PERMIT** be granted.

**ADOPTED**, this 26<sup>th</sup> day of January 2026.

COUNTY BOARD  
ST. CLAIR COUNTY, ILLINOIS

BY: \_\_\_\_\_  
MARK KERN, CHAIRMAN

ATTEST:

\_\_\_\_\_  
THOMAS HOLBROOK, COUNTY CLERK





# St. Clair County Zoning Board of Appeals ADVISORY REPORT TO THE ST. CLAIR COUNTY BOARD

## ADVISORY REPORT 2025-17-SP

**Application By:** Umbria Solar, LLC, 910 Harding Street, Lafayette, Louisiana 70503

**Owner:** Mary Jane Dietz, 10034 Rieder Road, Lebanon, Illinois; Shari Dietz, 9804 Rieder Road, Lebanon, Illinois; Michael Dietz, 9920 Rieder Road, Lebanon, Illinois; Mary Jean Dietz, 10104 Rieder Road, Lebanon, Illinois; Katherine Joseph, 9805 Rieder Road, Lebanon, Illinois; and Michelle J. Miller, 34 Trails End Lane, Fredericksburg, Virginia.

**Application Filed:** 09/18/2025

**Publication Date:** 12/10/2025

**Hearing Dates:** 01/07/26 @ 6:00 p.m.

**Request:** A Special Use Permit to allow a 5.0 MW Commercial Solar Energy Facility with an approximate project size of 55.33-acres, to be situated on a parcel containing 84.22+/- acres, in an Agricultural Industry Zone District, on property commonly known as XXXX Rieder Road, Lebanon, O'Fallon Township, Illinois (PPN: 04-35.0-200-006).

**Zoning Board of Appeals Members Present:** S. Penny, A. Edwards, K. Heberer, S. Howell & S. Lindauer

**County Board Members Present at Hearing:** Bob Trentman

**Other Comments:** [list general comments from the public for or against the proposal or any other relevant matter]

Applicant was represented by Keith Morel, with Iron Renewables, as well as Michael Keith of the engineering firm of Atwell, Naperville, Illinois. The Applicant's representatives presented the materials submitted and gave a summary of the project from start to decommissioning.

The Applicant Umbria Solar is a subsidiary of Ironwood Renewables for this site only. Ironwood Renewables is a community solar developer founded in 2015. Ironwood Renewables works with Ironwood Projects to provide financial and technical support and split development 50/50. Ironwood Renewables currently has 10-20 sites in Illinois, with 4-5 of them being operational. After building a solar project it is typically sold to another entity to own and operate. The Applicant described the benefits of Community Solar projects, and the savings subscribers could see on average. Community Solar also helps reduce peak demand and can improve overall grid reliability.

The project at issue is a 4.95 MW (as amended by the Applicant at the hearing) commercial solar energy facility situated on 55.33 +/- acres (with 32 acres to be within the fence) on a parcel of total size 84.22 +/- acres commonly known as XXXX Rieder Road, Lebanon, O'Fallon Township, Illinois, PPN: 04-35.0-200-006, in an agricultural industry zoned district. Access to the project is to be via Rieder Road, near the northwest end, the entrance will be gravel or other surface as approved by the proper road district. The facility will consist of a ground-mounted solar array of approximately 12,000 photovoltaic solar panels, single axis tracking, inverters, transformers, equipment pads, and interconnection equipment. The facility will interconnect with Ameren near the access point via existing power poles, 5 new poles will be added. The facility will be surrounded by a 7-foot-tall chain link type fence with 2 ½ inch galvanized metal posts. When asked about the chain link fence, the Applicant indicated agricultural fencing can be used if requested. The Applicant discussed no vegetative screening verse using green opaque mesh over the fencing, such as seen on tennis courts. The Applicant prefers mesh as it saves maintenance, however it does not last the life of the project and will have to be replaced. However, there will be screening placed for the participating property owner. The ZBA discussed its preference of vegetative screening over mesh. The facility will be planted with a pollinator friendly vegetation mix.



The Applicant stated as per the plans all County and State required setbacks are met, as well as all height requirements will be met. The nearby nonparticipating residences are over 274 ft. from the solar panels or any solar equipment. The facility is 50 ft. from the nearest edge of a public road right-of-way and/or where applicable 50 ft. from the property line. The lifespan of the facility is approximately 40 years. The facility will be routinely monitored both in person (maintenance as scheduled) and via remote access. After the facility's lifecycle the facility will be decommissioned pursuant to local and state laws and regulations. The Applicant has executed an AIMA agreement and will post the appropriate decommissioning financial assurance. The Zoning Board and the Applicant discussed whether its decommissioning plan would contain a deduction in salvage value as the Zoning Board does not subrogate such. The Applicant indicated that it was agreeable to not deduct the salvage value from the decommissioning cost estimate and is also willing to post a full decommissioning bond at the time of its application for a building permit.

Also discussed was the Applicant's vegetation management plan, which will be further solidified at time of building permit and in a form that is agreeable to the County. The ZBA discussed with the Applicant the need to maintain outside the fence more frequently so as not to allow such to grow up in weeds. The ZBA noted specifically that there is a gap between the road and the project which needs to be maintained. The Applicant believes that space will be the responsibly of the property owner once the fence is established. The ZBA wants this to be made clear in the final design so the appropriate party can be contacted if an issue arises regarding the maintenance of that space. The predicted noise levels generated by the facility are below the Illinois Pollution Control Board octave band sound pressure level limits.

If approved, the Applicant expects to start construction in July 2026 and the facility would take approximately 4-6 months to construct, and the facility is anticipated to be operational by February 2027. There will be an increase in traffic during construction due to deliveries and workers traveling to the site. The Applicant agreed to working hours of Monday through Friday, 7 am to 5 pm. Once the site is fully operational, it is anticipated that there will be vehicles on the site on quarterly basis for routine maintenance. The Applicant will enter into a formal road use agreement with the appropriate road authority.

The Applicant has completed an environmental overview of the project—Environmental Constraints Study—as part of its project siting and design process. The project is not within the 100-year floodplain, and no wetlands are involved. The Applicant consulted with and obtained reports from IDNR EcoCAT, ILSHPO, USFWS, and the FAA and all came back as negative or no adverse effects. Additionally, an interconnect agreement between the Applicant and Ameren has been executed. No stormwater management evaluation has been completed, but it will be done as required. The anticipated pollinator friendly vegetation mix is expected to improve the curve number (surface water runoff) by 10 points, from a 86 to a 76.

There were several members of the public present to testify. Kenneth Landreth appeared as well as provided written explanation to the ZBA. Mr. Landreth is a neighboring property owner to the east, approximately 400 ft. from the project. Mr. Landreth was concerned about screening around the project, especially on the east side. The ZBA indicated that they were sympathetic to the surrounding owners and are in favor of requiring screening when necessary to protect the neighbors.

Lynette Schaeffer appeared as a neighbor to the north and northwest of the project. She is an O'Fallon Township Planning Committee Member and wanted to voice the concerns of the community regarding traffic on Rieder Road, the impact the project will have on the waterway and wanted to note that many neighbors appose solar projects. The O'Fallon Township Planning Committee did approve a special use permit to allow the project.

County Board Member Bob Trentman discussed his concerns with the entrance to the facility mentioned that he favored a concrete apron entrance. Mr. Trentman also inquired where the work force came from to construct the facility. Mr. Trentman further advised that he has a list of approved contractors.

The Zoning Board of Appeals discussed at length with the Applicant and those present the general development of the project, the selected location, interconnect to Ameren and the location thereof, setbacks, fencing, drainage (storm water),



maintenance of the facility both inside and outside of the fence, approvals from IDNR, SHPO, USFWS, FAA/SAFB as well as various other matters pertaining to the operation of the solar facility.

A LESA report was received regarding the parcel in question, and the LESA value is 158 (low for agricultural retention).

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***Witnesses having been sworn, testimony and evidence presented, and the Zoning Board of Appeals being fully advised in the premises, and the Board having considered the following in conjunction therewith, and found:***

The Board made the following findings of fact:

1. The land in question is located in an "A" Agricultural Industry Zone District. The proposed facility is bordered by 1 residence on the northwest corner of Rieder Road, 1 residence to the west of Rieder Road, a residence to the south of Rieder Road and farm fields to the east and south sides. The setbacks from the nonparticipating residential properties meet County and State requirements. All other required setbacks are met or are exceeded per the plans submitted.
2. The Applicant is requesting a special use permit to construct a 4.95 MW Commercial Solar Energy Facility (which is a Community Solar Project) on a footprint of approximately 55.33 +/- acres. Construction will take approximately 6 months to complete once commenced. Anticipated construction start date is July 2026 with a complete date sometime in February 2027. The roadway to be utilized by construction traffic is Rieder Road, which is sufficiently adequate to handle the temporary increase in traffic. The Applicant shall enter into any road use and entrance agreements required by the proper road district authority, and Applicant shall secure all roadway, and entrance permits prior to commencing construction.
3. The project will include typical photovoltaic panels placed on a single axis tracking system, with inverters, transformer(s), no battery storage, with interconnection to Ameren via power poles (approximately five (5) new power poles) being installed along the proposed access roadway.
4. Access to the project will come from Rieder Road to a private drive off Rieder Road along the northwestern boundary of the parcel. The Applicant shall secure all roadway permits/agreements prior to obtaining a building permit.
5. Areas of bare ground will be covered with a pollinator-friendly seed mix and maintained throughout the life of the project by the Applicant/owner of the facility. Ground cover as well as vegetative screening plants outside the fence shall be more regularly maintained to keep such free of noxious weed growth and excess grass/weed height. The Applicant shall submit a vegetation maintenance/management plan with schedule which makes clear the ownership of the property from Rieder Road to the fence at the time of application for a building permit and said plan shall be subject to the Zoning Administrator's approval.
6. Once the project has been constructed there will be no added traffic on a daily basis. The only additional traffic will be for periodic inspection and maintenance.
7. Any sound created by the completed Commercial Solar Energy Facility will be minimal and within the limits as provided by the State of Illinois and the St. Clair County Zoning Code.



8. The perimeter of the project site will be fenced with an 7 foot-tall, fixed knot agricultural styled fence with 2 ½ inch metal-galvanized posts.
9. The proposed setbacks of the project area will either meet or exceed County requirements and comply with current state statutes regarding nonparticipating residential properties, and right-of-way and property line borders per the site plan submitted.
10. The Applicant has submitted a decommissioning plan and has voluntarily agreed to post the full amount of the bond when a building permit is first applied for. Additionally, the decommissioning plan and bond shall not include a deduction for salvage value.
11. The LESA value for the parcel in question is 158 (low for agricultural retention).

The Board found and concluded as follows:

- (1) Whether the proposed design, location, development and operation of the proposed Special Use will adequately protect the public health, safety, and welfare and the physical environment. **The Board found as follows:** The proposed design, location, development, and the operation of the proposed Commercial Solar Energy Facility adequately protects the public's health, safety and welfare, and physical environment. There will be a thorough and approved decommissioning plan in place with financing for the decommissioning of the project, in which the Applicant volunteered to post the full amount of the bond, without salvage value deduction, at the time of issuance of a building permit; the site will be fenced with an 7 foot-tall fixed knot agricultural styled fence with 2 ½ inch metal-galvanized posts; the Applicant will be required to coordinate with applicable emergency personnel to provide for proper planning and access during an emergency event; the site will be seeded with a pollinator-friendly seed mix; and the site will be appropriately and continuously maintained throughout its life span pursuant to a vegetation maintenance/management plan to be approved by the Zoning Administrator.
- (2) Whether the proposed Special Use is consistent with the County's Comprehensive Plan. **The Board found as follows:** The proposed Special Use will not have an adverse impact on the County's Comprehensive Plan as the site is semi-rural in nature, contains agricultural ground, and is adjacent to other ground that is either zoned and/or used for agricultural purposes. While the Comprehensive Plan calls for residential and commercial use, there is no currently proposed residential development on this parcel or the vacant parcels in immediate close proximity of the property. Therefore, the development and transition of this parcel into a Commercial Solar Energy Facility would be consistent with the County's Zoning Code and state law.
- (3) The effect the proposed Special Use may have on the value of the neighboring property and on the County's overall tax base. **The Board found as follows:** The proposed Special Use will have a positive impact on the County's overall tax base. The neighboring properties consist of farm fields, and residences to the northwest and southwest. The residences should not be adversely impacted as they are all over 150 ft. away. Thus, the proposed project will have minimal impact on the value of neighboring properties.
- (4) The availability and the effect the proposed Special Use would have on the public utilities and on traffic circulation on nearby streets. **The Board found as follows:** The proposed Special Use will enhance the supply of electric utilities to the area and would allow people to subscribe and purchase power at a lower cost. Further, the proposed Special Use will create no burden on existing utilities and provide a needed clean and renewable energy alternative. In addition, the proposed Special Use will not lead to an increase in traffic after it is constructed, as the only



additional traffic will consist of vehicles visiting the site for periodic maintenance and inspection, and Rieder Road and the connecting roadway system is adequate to support the temporary increase in traffic.

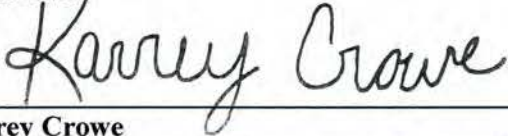
- (5) Whether there are any facilities near the proposed Special Use (such as schools or hospitals) that require special consideration. **The Board found as follows:** There are no facilities near the proposed Special Use that require special consideration. Scott AFB and MidAmerican were consulted, and no negative effect/concerns were determined by their authorities.
- (6) Whether the proposed Special Use is compatible to adjacent uses and uses in the general vicinity. **The Board found as follows:** Other than the residences to the northwest and southwest of Rieder Road, development in the other directions consists of farm fields. The Applicant has taken those current uses into account in appropriately designing this facility (i.e., setbacks). Therefore, the proposed Special Use, based upon the revised site plan, is compatible with adjacent uses and uses in the general vicinity.
- (7) The time period for which the Special Use Permit should be granted or any special requirements for certification of continued compliance with the terms of approval. **The Board found as follows:** The Board placed the following additional conditions on the Special Use Permit:
- (a) The Applicant/operator of the facility will continuously maintain the ground cover and planting for screening purposes (including but not limited to mowing and cutting brush and trees and keeping the same free of noxious weeds and invasive plants) throughout the life of the facility. The Applicant shall establish plant screening on the east side of the project as well as for the participating property owner's home off Reider Road. Applicant/operator shall also continuously maintain the fence throughout the life of the facility. The Applicant shall submit a revised vegetation management/maintenance plan for approval, which differentiates between maintenance of the ground cover inside the fence and outside the fence of the facility, with the Applicant providing for maintenance outside of the fence on a more regular basis.
  - (b) No overweight or oversized loads shall be delivered to the site, unless approval is obtained from the proper road use authority.
  - (c) Construction hours shall be limited to Monday through Friday, 7:00 a.m. to 5:00 p.m.; however, upon written approval by the St. Clair County Building and Zoning Department Administrator the hours and days during the week may be varied. No construction work is to be done on Saturdays, Sundays, evenings, or holidays unless written approval is obtained from the St. Clair County Building and Zoning Department Administrator.
  - (d) During excavation, site prep, or disturbance of soil onsite, any top soil shall be preserved and returned to its prior condition upon decommissioning of the facility, and all required and necessary erosion and storm water measures shall be undertaken by the Applicant at all times. The Applicant shall submit a storm water plan to the County's Highway Engineer for approval, and if a NPDES permit is required, Applicant shall obtain the appropriate NPDES permit from the proper governmental agency.
  - (e) The Applicant and all other subsequent owners, agents, assigns, persons or entities that have any interest in, control over, or rights to the proposed Commercial Solar Energy Facility shall adhere to all applicable requirements of the St. Clair County Zoning Code, including but not limited to Section 40-5-30, and all conditions placed on this Special Use, as well as state law. If the Applicant/owner sells or transfers any interest in the Commercial Solar Energy Facility it shall give the St. Clair County Zoning Department Administrator prompt notice of any transfer or sale and provide updated contact information on any new owner of the facility.
  - (f) The Applicant shall post with the County all applicable bond amounts as required by the AIMA and the State of Illinois, and in such acceptable form required by the County; however, the Applicant has volunteered to post

the full amount of the bond, without deduction of salvage value, at the time of requesting/applying for the building permit. Applicant shall submit all finalized documentation and provide the appropriate and approved bond form in the proper agreed upon amount prior to being issued a building permit.

- (g) The Applicant shall coordinate with all applicable first responders to make sure that they are aware of any measures to be taken if/when responding to an emergency event onsite, including but not limited to the providing of a "Knox Box", appropriate safety signage, response plan, and any necessary training to local first responders.

A motion was made by S. Lindauer, to **GRANT** the request, with the above conditions. The motion was seconded by S. Howell. The members of the Board voted as follows: S. Penny -Yes, A. Edwards-Yes, K. Heberer-Yes, S. Howell-Yes, and S. Lindauer-Yes. The motion carried (5 to 0).

**IT IS THEREFORE THE RECOMMENDATION OF THE ST. CLAIR COUNTY ZONING BOARD OF APPEALS THAT THE REQUESTED SPECIAL USE PERMIT BE *GRANTED* FOR THE AFOREMENTIONED REASONS AND WITH THE AFOREMENTIONED CONDITIONS BY A MAJORITY OF ALL MEMBERS PRESENT.**



Karrey Crowe  
Secretary *pro tem*, St. Clair County Zoning Board of Appeals

01/15/2026

Date

Res. #3101-26-RZ



**A RESOLUTION GRANTING A REQUEST FOR A SPECIAL USE PERMIT BY DENNIS & BRENDA KOMBRINK AND DARRELL W. KOMBRINK, OWNERS AND CASEYVILLE IL 1, LLC, APPLICANTS, FOR PROPERTY LOCATED AT 1621 PAUSCH ROAD, O'FALLON, ILLINOIS, IN CASEYVILLE TOWNSHIP. (CASE #2025-18-SP)**

**WHEREAS**, a public hearing was held in the County Board Room, 5<sup>th</sup> Floor, St. Clair County Building, #10 Public Square, Belleville, Illinois, on January 6<sup>th</sup>, 2026 at 6:00 P.M., before the Zoning Board and notice of said hearing was duly given; and,

**WHEREAS**, on January 6<sup>th</sup> 2026 the Zoning Board of Appeals after hearing the testimony and evidence presented; after considering all relevant sections of the St. Clair County Zoning Code, and after further consideration of the matter, granted the applicant's a Special Use Permit to allow a 4.99 MW Commerical Solar Energy System, with an approximate project size of 33.98-acres, on a 96.28-acre parcel in an "A" Agricultural Industry Zone District due to the following:

The Board made the following findings of fact:

1. The land in question is located in an "A" Agricultural Industry Zone District. The proposed facility is bordered by farm fields on the east and south. On the west side of the facility the property line of the parcel is bordered by a natural buffer, and residential homes and Bethel Road to the north. The setbacks from the non-participating residential properties meet County and State requirements, plus, the Applicant is installing a vegetative buffer (i.e., shrubs) on the east, south and north sides of the facility. All other required setbacks are met or exceeded per the plans submitted.
2. The Applicant is requesting a special use permit to construct a 4.99 MW Commercial Solar Energy Facility (which is a Community Solar Project) on a footprint of approximately 33.98 acres. Construction will take approximately 4 months once commenced. Anticipated construction start date will be before July 2026. The roadways to be utilized by construction traffic are adequate to handle the temporary traffic.
3. The project will include typical photovoltaic panels placed on a single axis tracking system, with inverters, transformer(s), no battery storage, with interconnection to Ameren via power poles (approximately five (5) new power poles) being installed on the southwest corner of the proposed facility and continuing along the proposed access roadway.

4. Access to the project will come from the existing private access road from Pausch Road near the southwest corner of the property via an approved entrance by the appropriate road authority and a completed easement with GDO Farms.
5. Areas will be planted with a pollinator-friendly seed mix and maintained throughout the life of the project by the Applicant/owner of the facility. There will be a vegetative screening/buffer planted on the entire east, south and north fence line of the facility per the site plans. Such vegetative screening/buffer shall be plantings of evergreens, arborvitaes or similar and shall be properly maintained throughout the life of the project. Additionally, the Applicant will submit a revised vegetation maintenance plan/schedule that differentiates between the maintenance of plantings inside the fence as compared to outside the fence. The plantings and ground cover outside the fence shall be more regularly maintained to keep such free of noxious weed growth and excess grass/weed height, as well as expeditiously replacing dead plantings.
6. Once the project has been constructed there will be no added traffic on a daily basis. The only additional traffic will be for periodic inspection and maintenance.
7. Any sound created by the completed Commercial Solar Energy Facility will be minimal and within the limits as provided by the State of Illinois and the St. Clair County Zoning Code.
8. The perimeter of the project site will be fenced with a 7 foot-tall, agricultural style fence with 2.5-inch metal-galvanized posts.
9. The proposed setbacks of the project area will either meet or exceed County requirements and comply with current state statutes regarding non-participating residential properties, and property line borders per the site plan submitted.
10. The Applicant has submitted a decommissioning plan and has voluntarily agreed to post the full amount of the bond when a building permit is first applied for. Additionally, the decommissioning plan and bond does not include or deduct for salvage.
11. The LESA value for the parcel in question is 170 (low for agricultural retention).

**WHEREAS**, the Zoning Board of Appeals further concluded as follows:

- (1) The proposed design, location, development, and the operation of the proposed Commercial Solar Energy Facility adequately protects the public's health, safety and welfare, and physical environment. There will be a thorough and approved decommissioning plan in place with financing for the decommissioning of the project, in which the Applicant volunteered to post the full amount of the bond, without salvage value deduction, at the time of issuance of a building permit; the site will be fenced with an agricultural style fence with galvanized metal posts; the Applicant will be required to coordinate with applicable emergency personnel to provide for proper planning and access during an emergency event; the site will be seeded with a pollinator-friendly seed mix; a vegetative screening will be installed as per site plan submitted with additional screening added to the south; and the site will be appropriately and continuously maintained throughout its life span pursuant to a revised vegetation maintenance plan/schedule.
- (2) The proposed Special Use will not have an adverse impact on the County's Comprehensive Plan as the site is rural in nature, contains agricultural ground, and per the Comprehensive Plan the parcel is slated for agricultural development and such zoning designation is compatible with commercial solar energy facilities. Therefore, the development and transition of this parcel into a Commercial Solar Energy Facility would be consistent with the County's Zoning Code and state law.



- (3) The proposed Special Use will have a positive impact on the County's overall tax base. The majority of the neighboring properties consist of farm fields, and with single-family residences to the west and north. The residences should not be adversely impacted as the residence to the north is 171 ft. away, residents to the northwest are over 922 ft. away, the nearest residence to the west is 756 ft. away, and there will be a natural treeline and a farm field as an additional buffer between the residences to the northwest and west and the facility, coupled with vegetative screening along the east, south and north fence lines of the facility. Thus, the proposed project will have minimal impact on the value of neighboring properties.
- (4) The proposed Special Use will enhance the supply of electric utilities to the area and would allow people to subscribe and purchase power at a lower cost. Further, the proposed Special Use will create no burden on existing utilities and provide a needed clean and renewable energy alternative. In addition, the proposed Special Use will not lead to an increase in traffic after it is constructed, as the only additional traffic will consist of vehicles visiting the site for periodic maintenance and inspection, and Pausch Road and the connecting roadway system is adequate to support the increase in temporary traffic.
- (5) There are no facilities near the proposed Special Use that require special consideration.
- (6) The adjacent uses are largely agricultural, in most directions. There are single-family residences to the north and west and said current uses have been taken into account in appropriately designing this facility (i.e., setbacks and vegetative screening). Thus, the proposed Special Use, based upon the site plan, is compatible with adjacent uses and uses in the general vicinity.

**WHEREAS**, the Board placed the following additional conditions on the Special Use Permit:

- (a) The Applicant/operator of the facility will continuously maintain the ground cover and any planting/vegetative screening (including but not limited to mowing and cutting brush and trees and keeping the same free of noxious weeds and invasive plants) throughout the life of the facility. Applicant/operator shall also continuously maintain the fence throughout the life of the facility. The Applicant shall submit a revised vegetative maintenance plan/schedule, for approval, which differentiates between maintenance of the ground cover and plantings outside the fence of the facility versus inside, with the Applicant providing for maintenance outside of the fence on a more regular basis.
- (b) No overweight or oversized loads shall be delivered to the site, unless permitted by the proper road use authority.
- (c) Construction hours shall be limited to Monday through Friday, 7:00 a.m. to 5:00 p.m.; however, upon written approval by the St. Clair County Building and Zoning Department Administrator the hours and days during the week may be varied. No construction work is to be done on Saturdays, Sundays, evenings, or holidays unless written approval is obtained from the St. Clair County Building and Zoning Department Administrator.
- (d) During excavation, site prep, or disturbance of soil onsite, any top soil shall be preserved and returned to its prior condition upon decommissioning of the facility, and all required and necessary erosion and storm water measures shall be undertaken by the Applicant at all times. The Applicant shall submit a storm water plan to the County's Highway Engineer for approval, and if a NPDES permit is required, Applicant shall obtain the appropriate NPDES permit from the proper governmental agency.
- (e) The Applicant and all other subsequent owners, agents, assigns, persons or entities that have any interest in, control over, or rights to the proposed Commercial Solar Energy Facility shall adhere to all applicable requirements of the St. Clair County Zoning Code, including but not limited to Section 40-5-30, and all conditions placed on this Special Use, as well as state law. If the Applicant/owner sells or transfers any interest in the Commercial Solar Energy Facility

it shall give the St. Clair County Zoning Department Administrator prompt notice of any transfer or sale and provide updated contact information on any new owner of the facility.

- (f) The Applicant shall post with the County all applicable bond amounts as required by the AIMA and the State of Illinois, and in such acceptable form required by the County; however, the Applicant has volunteered to post the full amount of the bond, without deduction of salvage value, at the time of requesting/applying for the building permit. Applicant shall submit all finalized documentation and provide the appropriate and approved bond form in the proper agreed upon amount prior to being issued a building permit.
- (g) The Applicant shall coordinate with all applicable first responders to make sure that they are aware of any measures to be taken if/when responding to an emergency event onsite, including but not limited to the providing of a “Knox Box”, appropriate safety signage, response plan, and any necessary training to local first responders.

**WHEREAS**, the County Board of St. Clair, Illinois, concur with the aforesaid findings, conditions and recommendations of the Zoning Board of Appeals;

**NOW, THEREFORE BE IT RESOLVED**, by the County Board of St. Clair County, Illinois, that the request for a **SPECIAL USE PERMIT** be granted.

**ADOPTED**, this 26<sup>th</sup> day of January 2026.

COUNTY BOARD  
ST. CLAIR COUNTY, ILLINOIS

BY: \_\_\_\_\_  
          MARK KERN, CHAIRMAN

ATTEST:

\_\_\_\_\_  
THOMAS HOLBROOK, COUNTY CLERK





# St. Clair County Zoning Board of Appeals' ADVISORY REPORT TO THE ST. CLAIR COUNTY BOARD

## ADVISORY REPORT 2025-18-SP

**Application By:** Caseyville IL 1, LLC 1000 Wilson Boulevard, #2400; Arlington, VA 22209 **Case #:** 2025-18-SP  
**Owner:** Dennis and Brenda Kombrink, 1145 Milburn School Road, Caseyville, Illinois 62232  
Darrell W. Kombrink, 745 Milburn School Road, O'Fallon, Illinois 62269

**Application Filed:** 09/05/2025 **Publication Date:** 12/07/2025 **Hearing Dates:** 01/06/2026 @6:00 PM

**Request:** A Special Use Permit to allow a 4.99-megawatt Commercial Solar Energy Facility with an approximate project size of 33.98 acres on a combined 96.28-acres in an Agricultural Industry Zone District, on property commonly known as 1621 Pausch Road, O'Fallon, Illinois, Caseyville Township (PPNs: 03-11.0-100-032).

**Zoning Board of Appeals Members Present:** S. Penny, A. Edwards, S. Howell, S. Lindauer & K. Heberer

**County Board Members Present at Hearing:** John Waldron and Bob Trentman.

**Other Comments:** [list general comments from the public for or against the proposal or any other relevant matter]

Applicant representative Chase Wittich Sr. Manager, Project Development presented the application. Brenden Irvin also appeared on behalf of the applicant. Mr. Wittich advised that the applicant Caseyville IL 1, LLC is a subsidiary of Summer Ridge Energy. Summer Ridge Energy is a developer, owner, and operator of solar projects in Illinois. It currently has 278 MW across Illinois made up of 134 solar farms in 39 counties in Illinois. Summer Ridge Energy coordinates all project details—site acquisition, development, interconnection, permitting, finance, construction, operations, and maintenance.

Overall the total site acreage will be 33.98 acres inside the fence plus the access road, the remainder of the land will be farmed. The project is bordered by agricultural property to the south and east and residential properties to the north on Bethal Road and to the west. The proposed project will be 4.99 Megawatts single-axis tracker ground mount solar energy system. There will be approximately 12,648 panels that will be no more than 20 ft in height. There will be 2 transformers located in the middle of the array and 40 inverters located throughout. The estimated generating capacity can generate power for 1,000 residential homes per year. The project will interconnect through 5 poles with existing utility to the west of the site per an executed agreement with Ameren. The project will be surrounded by a 7-foot agricultural style fence with 2.5-inch steel galvanized posts. The solar array will be setback at least 50 feet from all property boundaries and is over 174 feet from the nearest non-participating residential structure. There will be one access road as required and as approved by Caseyville Township which requires a road use agreement and a completed easement with GDO Farms. The project's lifespan is anticipated to be 25 to 40 years. There will be no battery storage on site.

Project construction is expected to begin in the second quarter of 2026, last proximately 6 to 8 months and be operational by 2027. During this time, delivery trucks will arrive on site to drop off equipment. At peak constructions there will be max 50 employees on site. The Board discussed with the Applicant the typical days and hours that construction would be allowed if approved—Monday – Friday 7:00 a.m. to 5:00 p.m. Applicant did not have any objections to those conditions.

Regarding vegetative cover and landscaping, the Applicant advised that the facility once constructed will be planted in pollinator-friendly seed mix pursuant to the Agricultural Impact Mitigation Agreement ("AIMA"), and there will be a vegetative buffer (evergreen or Leyland cypress) planted along the entire northern and eastern fence lines as indicated in the site plan submitted. It was then discussed between the Board, Zoning Administrator, staff and Applicant regarding



maintenance of the landscaping onsite. It was discussed that more frequent visits and maintenance of the vegetative buffer on the outside of the fence will be required to keep noxious weed growth to a minimum and maintenance of the same. The Applicant agreed and if approved, that it will provide an updated vegetative maintenance plan/schedule at the time of applying for building permit, which shall be reviewed and approved by the Zoning Administrator.

After the operational life of the facility, approximately 40 years, the Applicant will decommission the facility and restore the land to its original condition. The Applicant has executed an AIMA and submitted a proposed decommissioning plan that sets forth the decommissioning cost of the facility. The Applicant advised that it would post a bond with the County, and such bond will not include any deduction for salvage value. Applicant during further discussion of the decommissioning and bonding agreed to post the full amount of the bond at the time the Applicant applies for a building permit.

The Applicant's submittal contained responses from IDNR, USFWS, FAA, and ISHPO showing no adverse impacts/concerns. Applicant provided correspondence from the U.S. Army Corps of Engineers, which indicated that no section 404 permit is required. Additionally, Scott AFB was consulted and indicated that the project is in an AO-3 and no negative effect/concerns were determined by their authorities.

Numerous people appeared at the hearing, however, only one individual from the public provided testimony. Jeremi Savin a neighbor to the west of the property provided public comment regarding concerns over the stormwater and flooding, screening to the south, sound level concerns and fire department access in such a rural area. The Applicant provided responses indicating that the vegetation to be installed will protect the soil, the plants will actually help with rain absorption and studies show that panels do not change water absorption. There will be further stormwater testing and if a detention pond is required it will be added. The sound level was noted to be within the statute's requirements. The Applicant is also willing to plant screening along the southern fence line if requested.

Bob Trentman appeared on behalf of the St. Clair County Township Highway Commission. Mr. Trentman requested the utilization of local union craftsman if possible and requested that the Applicant work with the Township Road Commissioner to ensure the road is installed as required with the right transition to protect the road.

The Zoning Board of Appeals discussed at length with the Applicant and those present the general development of the project, the selected location, interconnect to Ameren and the location thereof, setbacks, fencing, drainage (storm water), maintenance of the facility both inside and outside of the fence, approvals from IDNR, SHPO, SAFB, FAA, and U.S. Army Corps of Engineers, as well as various other matters pertaining to the operation of the solar facility.

A LESA report was received regarding the parcel in question, and the LESA value is 170 (low for agricultural retention).

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***Witnesses having been sworn, testimony and evidence presented, and the Zoning Board of Appeals being fully advised in the premises, and the Board having considered the following in conjunction therewith, and found:***

The Board made the following findings of fact:

1. The land in question is located in an "A" Agricultural Industry Zone District. The proposed facility is bordered by farm fields on the east and south. On the west side of the facility the property line of the parcel is bordered by a natural buffer, and residential homes and Bethel Road to the north. The setbacks from the non-participating residential properties meet County and State requirements, plus, the Applicant is installing a vegetative buffer (i.e., shrubs) on the east, south and north sides of the facility. All other required setbacks are met or exceeded per the plans submitted.



2. The Applicant is requesting a special use permit to construct a 4.99 MW Commercial Solar Energy Facility (which is a Community Solar Project) on a footprint of approximately 33.98 acres. Construction will take approximately 4 months once commenced. Anticipated construction start date will be before July 2026. The roadways to be utilized by construction traffic are adequate to handle the temporary traffic.
3. The project will include typical photovoltaic panels placed on a single axis tracking system, with inverters, transformer(s), no battery storage, with interconnection to Ameren via power poles (approximately five (5) new power poles) being installed on the southwest corner of the proposed facility and continuing along the proposed access roadway.
4. Access to the project will come from the existing private access road from Pausch Road near the southwest corner of the property via an approved entrance by the appropriate road authority and a completed easement with GDO Farms.
5. Areas will be planted with a pollinator-friendly seed mix and maintained throughout the life of the project by the Applicant/owner of the facility. There will be a vegetative screening/buffer planted on the entire east, south and north fence line of the facility per the site plans. Such vegetative screening/buffer shall be plantings of evergreens, arborvitaes or similar and shall be properly maintained throughout the life of the project. Additionally, the Applicant will submit a revised vegetation maintenance plan/schedule that differentiates between the maintenance of plantings inside the fence as compared to outside the fence. The plantings and ground cover outside the fence shall be more regularly maintained to keep such free of noxious weed growth and excess grass/weed height, as well as expeditiously replacing dead plantings.
6. Once the project has been constructed there will be no added traffic on a daily basis. The only additional traffic will be for periodic inspection and maintenance.
7. Any sound created by the completed Commercial Solar Energy Facility will be minimal and within the limits as provided by the State of Illinois and the St. Clair County Zoning Code.
8. The perimeter of the project site will be fenced with a 7 foot-tall, agricultural style fence with 2.5-inch metal-galvanized posts.
9. The proposed setbacks of the project area will either meet or exceed County requirements and comply with current state statutes regarding non-participating residential properties, and property line borders per the site plan submitted.
10. The Applicant has submitted a decommissioning plan and has voluntarily agreed to post the full amount of the bond when a building permit is first applied for. Additionally, the decommissioning plan and bond does not include or deduct for salvage.
11. The LESA value for the parcel in question is 170 (low for agricultural retention).



The Board found and concluded as follows:

- (1) Whether the proposed design, location, development and operation of the proposed Special Use will adequately protect the public health, safety, and welfare and the physical environment. **The Board found as follows:** The proposed design, location, development, and the operation of the proposed Commercial Solar Energy Facility adequately protects the public's health, safety and welfare, and physical environment. There will be a thorough and approved decommissioning plan in place with financing for the decommissioning of the project, in which the Applicant volunteered to post the full amount of the bond, without salvage value deduction, at the time of issuance of a building permit; the site will be fenced with an agricultural style fence with galvanized metal posts; the Applicant will be required to coordinate with applicable emergency personnel to provide for proper planning and access during an emergency event; the site will be seeded with a pollinator-friendly seed mix; a vegetative screening will be installed as per site plan submitted with additional screening added to the south; and the site will be appropriately and continuously maintained throughout its life span pursuant to a revised vegetation maintenance plan/schedule.
- (2) Whether the proposed Special Use is consistent with the County's Comprehensive Plan. **The Board found as follows:** The proposed Special Use will not have an adverse impact on the County's Comprehensive Plan as the site is rural in nature, contains agricultural ground, and per the Comprehensive Plan the parcel is slated for agricultural development and such zoning designation is compatible with commercial solar energy facilities. Therefore, the development and transition of this parcel into a Commercial Solar Energy Facility would be consistent with the County's Zoning Code and state law.
- (3) The effect the proposed Special Use may have on the value of the neighboring property and on the County's overall tax base. **The Board found as follows:** The proposed Special Use will have a positive impact on the County's overall tax base. The majority of the neighboring properties consist of farm fields, and with single-family residences to the west and north. The residences should not be adversely impacted as the residence to the north is 171 ft. away, residents to the northwest are over 922 ft. away, the nearest residence to the west is 756 ft. away, and there will be a natural treeline and a farm field as an additional buffer between the residences to the northwest and west and the facility, coupled with vegetative screening along the east, south and north fence lines of the facility. Thus, the proposed project will have minimal impact on the value of neighboring properties.
- (4) The availability and the effect the proposed Special Use would have on the public utilities and on traffic circulation on nearby streets. **The Board found as follows:** The proposed Special Use will enhance the supply of electric utilities to the area and would allow people to subscribe and purchase power at a lower cost. Further, the proposed Special Use will create no burden on existing utilities and provide a needed clean and renewable energy alternative. In addition, the proposed Special Use will not lead to an increase in traffic after it is constructed, as the only additional traffic will consist of vehicles visiting the site for periodic maintenance and inspection, and Pausch Road and the connecting roadway system is adequate to support the increase in temporary traffic.
- (5) Whether there are any facilities near the proposed Special Use (such as schools or hospitals) that require special consideration. **The Board found as follows:** There are no facilities near the proposed Special Use that require special consideration.
- (6) Whether the proposed Special Use is compatible to adjacent uses and uses in the general vicinity. **The Board found as follows:** The adjacent uses are largely agricultural, in most directions. There are single-family residences to the north and west and said current uses have been taken into account in appropriately designing this facility (i.e., setbacks and vegetative screening). Thus, the proposed Special Use, based upon the site plan, is compatible with adjacent uses and uses in the general vicinity.



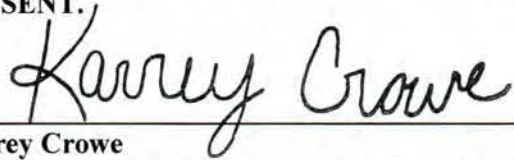
(7) The time period for which the Special Use Permit should be granted or any special requirements for certification of continued compliance with the terms of approval. **The Board found as follows:** The Board placed the following additional conditions on the Special Use Permit:

- (a) The Applicant/operator of the facility will continuously maintain the ground cover and any planting/vegetative screening (including but not limited to mowing and cutting brush and trees and keeping the same free of noxious weeds and invasive plants) throughout the life of the facility. Applicant/operator shall also continuously maintain the fence throughout the life of the facility. The Applicant shall submit a revised vegetative maintenance plan/schedule, for approval, which differentiates between maintenance of the ground cover and plantings outside the fence of the facility versus inside, with the Applicant providing for maintenance outside of the fence on a more regular basis.
- (b) No overweight or oversized loads shall be delivered to the site, unless permitted by the proper road use authority.
- (c) Construction hours shall be limited to Monday through Friday, 7:00 a.m. to 5:00 p.m.; however, upon written approval by the St. Clair County Building and Zoning Department Administrator the hours and days during the week may be varied. No construction work is to be done on Saturdays, Sundays, evenings, or holidays unless written approval is obtained from the St. Clair County Building and Zoning Department Administrator.
- (d) During excavation, site prep, or disturbance of soil onsite, any top soil shall be preserved and returned to its prior condition upon decommissioning of the facility, and all required and necessary erosion and storm water measures shall be undertaken by the Applicant at all times. The Applicant shall submit a storm water plan to the County's Highway Engineer for approval, and if a NPDES permit is required, Applicant shall obtain the appropriate NPDES permit from the proper governmental agency.
- (e) The Applicant and all other subsequent owners, agents, assigns, persons or entities that have any interest in, control over, or rights to the proposed Commercial Solar Energy Facility shall adhere to all applicable requirements of the St. Clair County Zoning Code, including but not limited to Section 40-5-30, and all conditions placed on this Special Use, as well as state law. If the Applicant/owner sells or transfers any interest in the Commercial Solar Energy Facility it shall give the St. Clair County Zoning Department Administrator prompt notice of any transfer or sale and provide updated contact information on any new owner of the facility.
- (f) The Applicant shall post with the County all applicable bond amounts as required by the AIMA and the State of Illinois, and in such acceptable form required by the County; however, the Applicant has volunteered to post the full amount of the bond, without deduction of salvage value, at the time of requesting/applying for the building permit. Applicant shall submit all finalized documentation and provide the appropriate and approved bond form in the proper agreed upon amount prior to being issued a building permit.
- (g) The Applicant shall coordinate with all applicable first responders to make sure that they are aware of any measures to be taken if/when responding to an emergency event onsite, including but not limited to the providing of a "Knox Box", appropriate safety signage, response plan, and any necessary training to local first responders.

**A motion was made by A. Edwards, to GRANT the request, with the above conditions. The motion was seconded by S. Lindauer. The members of the Board voted as follows: S. Penny-Yes, A. Edwards-Yes, K. Heberer-Yes, S. Howell-Yes, and S. Lindauer-Yes. The motion carried (5 to 0).**

**IT IS THEREFORE THE RECOMMENDATION OF THE ST. CLAIR COUNTY ZONING BOARD OF APPEALS THAT THE REQUESTED SPECIAL USE PERMIT BE GRANTED FOR THE AFOREMENTIONED**

REASONS AND WITH THE AFOREMENTIONED CONDITIONS BY A MAJORITY OF ALL MEMBERS  
PRESENT.



Karrey Crowe

Secretary *pro tem*, St. Clair County Zoning Board of Appeals

01/15/2026

Date

Res. #3102-26-RZ





26-01-SCC  
St Clair County, Illinois  
Trustee Demolition Bid Project

January 7, 2026

	Bid Amount	Certificate of Insurance	Itemized Bid Sheet	Bid Proposal	Non-Collusion Affidavit	Prevailing Wage Affidavit	Apprenticeship & Training Program Affidavit	Asbestos Abatement Affidavit	Bidders Qualification Affidavit	Qualified	Disqualified
1) <u>HANK'S EXCAVATING</u> <u>&amp; LANDSCAPING</u>	\$220,000.00										
2) <u>HAYES CONTRACTING</u>	157,164.00	✓	✓	✓	✓	✓	✓	✓	✓	✓	
3) <u>SSHAFFER EXCAVATING</u>	288,000.00										
4) <u>MIDWEST</u> <u>INDUSTRIAL CONTRACTORS</u>	280,000.00										
5) <u>MURPHY EXCAVATION</u>	439,615.00										
6) <u>STUTZ EXCAVATING</u>	193,675.00										
7) <u></u>											
8) <u></u>											
9) <u></u>											
10) <u></u>											
11) <u></u>											
12) <u></u>											
13) <u></u>											

**ST. CLAIR COUNTY, ILLINOIS**  
**DEMOLITION CONTRACT 26-01-SCC**

- 1) **THIS AGREEMENT made and executed this 27<sup>TH</sup> day of January 2026**, between St. Clair County, Illinois, hereinafter known as the County, and Hayes Contracting, Inc. his/their executors, administrators, successors or assigns hereinafter known as the CONTRACTOR.
- 2) WITNESSETH: That for and in consideration of the payments to be made by the COUNTY, and according to the terms stipulated by the CONTRACTOR'S work proposal/bid package, the CONTRACTOR agrees to perform all work, furnish all labor and materials necessary and required to completed the demolition work in accordance with the plans, specifications, work proposal/bid package and/or other proper requirements hereinafter described, and in full compliance with all documents hereto attached being a part of the AGREEMENT, for the sum of **\$ 157,164.00.** Said demolition work shall occur at property identified on the attached (Attachment A).
- 3) It is further understood that the following special conditions/provisions are all essential parts of this AGREEMENT and must be complied with in total.
  - A. All work must be done in a workmanlike manner consistent with required standards of quality of material and workmanship. Failure to comply with this requirement and/or bid specifications shall at the discretion of the COUNTY, result in the cancellation of this AGREEMENT, CONTRACTOR expressly acknowledges and agrees that County reserves the right to cancel this agreement and all the rights of CONTRACTOR hereunder in the event of any change in the condition of any of the structures located upon any parcel prior to the commencement of work.
  - B. All work, on each parcel, must be completed within 90 days calendar days from the date of CONTRACTOR'S receipt of Notice to Proceed. Failure to meet this requirement shall result in \$100.00 per day being assessed for liquidated damages. Delays due to weather will be considered for an extension to this requirement.
  - C. The CONTRACTOR shall submit a performance bond in the amount of **\$ 157,164.00.**
  - D. The CONTRACTOR shall purchase and maintain such insurance as will protect the CONTRACTOR and the COUNTY against any and all claims and demands that may arise from the operation of the demolition work, and the executed AGREEMENT. This includes \$1,000,000.00 bodily injury and \$1,000,000.00 property damage. Certificates of insurance and prod of Worker's Compensation Insurance are required.
  - E. The CONTRACTOR shall, at all times, observe and comply with Federal and State law, local ordinances, and regulations which affect the conduct of this work. The CONTRACTOR shall obtain the necessary demolition permits, including all public utility notifications, and perform all work in strict conformity therewith and produce evidence of all local permits prior to work commencement. The CONTRACTOR shall be solely responsible for all claims and liabilities arising from or based upon the violation of any such laws, ordinances or regulations, whether by himself or his employees. The CONTRACTOR shall exercise proper caution at all times for the protection of persons or property either on or off the site, which occur as a result of his fault, negligence or contributing negligence in connection with demolition work. The CONTRACTOR shall indemnify and hold harmless the COUNTY.
  - F. The CONTRACTOR shall completely dismantle or demolish all structures and existing buildings on the site and removal all material and debris from it. Any salvageable material found at the site as a result of demolition shall become the property of the CONTRACTOR. Upon completion of work, the CONTRACTOR shall remove any and



all temporary construction equipment, salvaged materials, trash debris of all kinds leaving the site or sites in a neat condition. All materials to be disposed of shall be disposed of at a State of Illinois approved landfill. Landfill dump tickets shall be retained and presented to St. Clair County before final payment will be made.

- G. The CONTRACTOR shall completely demolish and remove the residence building including all of the foundation, footings and basement floors; he shall also remove all fences and appurtenances located on the premises. All basements, excavations, or ruts no matter what the cause shall be filled with earth; such fill to be secured by the CONTRACTOR and subject to the following:

1. In accordance with Section 106 of the National Historic Preservation Act of 1966, as amended and it's implementing regulation's 36 CFR part 800, "Protection of Historic Properties".
2. Concrete blocks, masonry or other rubble from the demolished structures or any organic material may not be used as fill on the lots.
3. Excavation areas, shall be filled with legal permissible fill materials. All lots will be graded level with the remaining lot area, and compaction is required. Care shall be taken to prevent the occurrence of voids-in the fill or undue settlement after fill has been placed. All basements or other depression, holes, excavations or ruts shall be cleared of all debris before filling operations are undertaken and the floors of basements, cisterns or similar installations shall be removed.

- H. The CONTRACTOR is responsible to first notify all utility companies of the demolition prior to beginning the project. All rules and regulations of the utility companies, the City of County codes must be complied with before, during, and after demolition project.

As noted before, all structures of any nature shall be demolished on the sites and the rubbish and debris there from removed from the sites for disposal there from to a legally approved disposal site. All foundations, footings and concrete must be removed completely. Septic tanks, cesspools, pit privies, aerobic treatment Units and seepage pits that are no longer in use shall be completely pumped and filled. The floor walls shall be cracked or crumbled so the tank will not hold water and the tank shall be filled with sand or soil. If the tank is removed from the ground the excavation shall be filled with soil.

Removal of such demolition material, equipment, rubbish and debris shall be done as orderly and rapidly as conditions will permit. In compliance with ILCS 5/9, all trucks will be covered to prevent dust or falling litter. The CONTRACTOR shall execute the work in such a manner to avoid unnecessary interference with the use of the general public of the adjacent sidewalks, streets, alleys and other public right-of-ways. If dust is raised from the demolition, a stream of water shall be sprayed on the structures during the demolition. The CONTRACTOR shall be responsible for obtaining the consent of the appropriate agency if a fire hydrant is utilized to supply water.

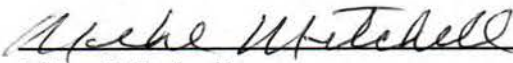
- I. It is further understood and agreed that the COUNTY will pay the CONTRACTOR directly, within thirty (30) working days after demolition completion. This payment or payments will be made and finalized only after inspection by the County to determine if said work has been completed according to CONTRACTOR'S work proposal/bid and in accordance with all special provisions and conditions. At this time a lien waiver showing payment to all sub-contractors will be required from the CONTRACTOR. Not less than the prevailing rate of wages established by the IL Dept. of Labor for St. Clair County shall be paid to all workmen performing work under any contract for this project.

IN WITNESS WHEREOF, the said parties have executed these presents on the date mentioned below.

ATTEST/NOTARY

\_\_\_\_\_

DATE: \_\_\_\_\_



Mike Mitchell,  
County of St. Clair Demolition Coordinator

\_\_\_\_\_

Mark Kern, Chairman  
County of St. Clair Board



Authorized Signature  
(CONTRACTOR)



Title  
(CONTRACTOR)



ADDRESS

CITY

STATE

PARCEL

AMOUNT

6355 Hilgard Memorial Dr

Freeburg

IL

14-15.0-100-004

14-15.0-200-002

14-15.0-200-011

\$157,164.00

**TOTAL CONTRACTED AMOUNT**

**\$157,164.00**

Recommendation to Approve Demolition Contract 26-01-SCC with Hayes Contracting, Inc. in the Amount of \$157,164

**REVIEWED BY:**

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**State's Attorney's Office**

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**Director of Administration**

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**ENVIRONMENT COMMITTEE**

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**FINANCE COMMITTEE**





## *Andrew Lopinot, St. Clair County Treasurer*

St. Clair County Bldg.  
10 Public Square  
Belleville, IL 62220-1623

<http://www.scctreasurer.com>  
[treasurer@co.st-clair.il.us](mailto:treasurer@co.st-clair.il.us)  
P: (618) 825-2707 F: (618) 825-2274

January 20, 2025

Honorable Mark A. Kern, Chairman  
St. Clair County Board  
10 Public Sq.  
Belleville, IL 62220

Re: December Funds Invested

Attached is a report of funds invested as of December 31, 2025.

Respectfully,

A handwritten signature in cursive script, appearing to read "Andrew Lopinot".

Andrew Lopinot  
St. Clair County Treasurer



**Investment Pool #1**  
**Investments by All Types**  
**Active Investments**  
**December 31, 2025**

CUSIP	Investment #	Pool	Issuer	Par Value	Purchase Price	Book Value	Current Rate	Maturity Date	Call Date	Call Price
<b>Certificates of Deposit</b>										
4756	15083	1	First Federal Savings Bank	386,000.00	100.0000000	386,000.00	4.330	02/15/2026		
4749A	15590	1	First Federal Savings Bank	330,036.16	100.0000000	330,036.16	4.000	01/08/2026		
4962A	15591	1	First Federal Savings Bank	205,000.00	100.0000000	205,000.00	4.000	01/18/2026		
5720A	15592	1	First Federal Savings Bank	115,009.45	100.0000000	115,009.45	4.000	01/26/2026		
0320A	15692	1	First Federal Savings Bank	1,000,000.00	100.0000000	1,000,000.00	4.000	03/23/2026		
4764A	16121	1	First Federal Savings Bank	250,000.00	100.0000000	250,000.00	3.500	09/13/2026		
4913A	16122	1	First Federal Savings Bank	279,000.00	100.0000000	279,000.00	3.500	09/14/2026		
2132.3	16257	1	First Federal Savings Bank	100,014.79	100.0000000	100,014.79	3.850	12/24/2026		
32082BGH6	15758	1	1st Merchants Bank	245,000.00	100.0000000	245,000.00	4.000	10/12/2027		
4156-A	16051	1	1st National Bank of Waterloo	10,000.00	100.0000000	10,000.00	4.050	01/20/2026		
0183A	16120	1	1st National Bank of Waterloo	72,000.00	100.0000000	72,000.00	3.850	09/10/2026		
02589AH39	15756	1	AMERICAN EXPRES	245,000.00	100.0000000	245,000.00	4.000	04/09/2027		
06051XM74	16195	1	Bank of America	245,215.99	100.0000000	245,215.99	3.454	11/05/2027		
06654BGY1	15761	1	BANKWELL BK NEW CANAAN CONN	245,000.00	100.0000000	245,000.00	4.000	04/10/2026		
16514QBY2	15755	1	CHESAPEAKE BK KILMARNOCK VA	245,000.00	100.0000000	245,000.00	4.000	04/09/2027		
20367GBZ1	16255	1	COMMUNITY COMMERCE BANK	249,702.02	100.0000000	249,702.02	3.454	12/30/2027		
22209WAS1	15759	1	COULEE BK LA CROSEE WIS CD	245,000.00	100.0000000	245,000.00	3.950	04/09/2027		
27002YHN9	15767	1	Eaglebank	245,000.00	100.0000000	245,000.00	4.050	04/17/2028		
37149CBJ5	15764	1	GENERATIONS BK ROGERS ARK CD	245,000.00	100.0000000	245,000.00	4.350	04/17/2030		
38151PEE7	16239	1	Goldman Sachs Bank	245,680.02	100.0000000	245,680.02	3.555	12/17/2027		
396916AC2	15732	1	GREENWAY BK VAN WERT OHIO	245,000.00	100.0000000	245,000.00	4.350	04/03/2028		
45906AET0	16254	1	INTERNATIONAL BANK OF CHICAGO	249,701.92	100.0000000	249,701.92	3.404	12/30/2027		
58958PQD9	15763	1	Meridian Bank	245,000.00	100.0000000	245,000.00	4.000	10/09/2026		
59013LEK6	16196	1	Merrick Bank	249,571.66	100.0000000	249,571.66	3.481	11/10/2027		
61778EHT1	16194	1	MORGAN STAN	245,680.43	100.0000000	245,680.43	3.505	11/05/2027		
70322NAL7	15757	1	PATHWAY BK CAIRO NEB CD CLL	245,000.00	100.0000000	245,000.00	4.200	04/09/2027		
897926BF7	15762	1	TRUIST BANK	245,000.00	100.0000000	245,000.00	4.450	04/10/2030		
90355GD94	16240	1	UBS BK USA	249,700.79	100.0000000	249,700.79	3.554	12/17/2027		
90355UMJ1	15754	1	USBKKNAT ASSOC	245,000.00	100.0000000	245,000.00	4.100	04/08/2026		
92644MAC4	15760	1	VICTORY BK LUBBOCK TEX	245,000.00	100.0000000	245,000.00	4.200	04/09/2027		
<b>Subtotal</b>				<b>7,667,313.23</b>		<b>7,667,313.23</b>				

**Brokered CD**



Investment Pool #1  
Investments by All Types  
December 31, 2025

Page 2

CUSIP	Investment #	Pool	Issuer	Par Value	Purchase Price	Book Value	Current Rate	Maturity Date	Call Date	Call Price
<b>Brokered CD</b>										
9450	15170	1	First Bank of Ohio	227,000.00	100.00000000	227,000.00	5.000	05/28/2026		
34966-1	16253	1	1st Capital Bank	234,200.00	100.00000000	234,200.00	3.361	12/22/2027		
32026U2W5	14936	1	First Fndtn Bk	240,000.00	100.00000000	240,000.00	5.050	10/29/2027		
32114VCL9	14900	1	FIRST NATL BK OF MI KALAMAZOO	240,000.00	100.00000000	240,000.00	4.500	09/15/2028		
320110YF93	14912	1	FIRST NATL BK AMER EAST LANS	240,000.00	100.00000000	240,000.00	4.500	09/28/2027		
02357PAG4	15066	1	Amerasis Bk Flushing NY	245,000.00	100.00000000	245,000.00	4.000	02/15/2029		
021519ACK1	15065	1	American Coml Bk & Tr	245,000.00	99.74600000	244,613.40	3.900	02/09/2029		
02589AGT3	15670	1	AMERICAN EXPRES	245,000.00	100.00000000	245,000.00	4.250	03/06/2028		
228	16000	1	AMERICAN STATE BANK	249,000.00	100.2122570	249,332.99	3.954	12/11/2026		
9923	15999	1	ANDERSON BROS BANK	249,000.00	100.2134016	249,305.44	4.003	12/11/2026		
061785FL0	14913	1	BANK DEERFIELD WIS	240,000.00	100.00000000	240,000.00	4.850	09/25/2026		
062119BU5	14744	1	BANK FIVE NINE OCONOMOWIC WIS	245,000.00	100.00000000	245,000.00	4.400	05/12/2027		
3178	15220	1	BANK OF HOUSTON	227,900.00	100.00000000	227,900.00	4.297	10/05/2026		
09070LAX7	15667	1	BIPPUS ST BK HUNTINGTON	245,000.00	100.00000000	245,000.00	4.500	03/06/2028		
21805-1	16246	1	FIRST STATE BANK OF DEQUEEN	240,800.00	100.00000000	240,800.00	3.767	12/18/2026		
33686	16243	1	Bank Hapoalim BM	241,200.00	100.00000000	241,200.00	3.550	12/18/2026		
05600XQB9	14751	1	BMO Harris Bank	245,000.00	100.00000000	245,000.00	4.600	05/08/2026		
05580A3F9	14897	1	BMW Bank of N. America	240,000.00	100.00000000	240,000.00	4.700	09/15/2027		
05584CJR8*	14885	1	BNY MELLON	240,000.00	100.00000000	240,000.00	4.900	09/28/2026		
1373	16245	1	BOM BANK	241,000.00	100.00000000	241,000.00	3.664	12/18/2026		
15118RH91	14904	1	Celtic Bank	240,000.00	100.00000000	240,000.00	4.850	09/21/2026		
152577CT7	15679	1	CENTRAL BK LITTLE ROCK ARK	245,000.00	100.00000000	245,000.00	4.550	03/08/2030		
12527CKD3	15685	1	CFG Community Bank	245,000.00	100.00000000	245,000.00	4.450	03/14/2029		
12547CBF4	14749	1	CIBC BK USA	245,000.00	100.00000000	245,000.00	4.450	05/14/2027		
33306	15221	1	CIBC BK USA	227,800.00	100.00000000	227,800.00	4.321	10/05/2026		
501798UY6	14881	1	LCA BK CORP PK CITY UTAH	240,000.00	100.00000000	240,000.00	4.750	03/18/2027		
19674	15222	1	THE CITIZENS BANK OF WESTON	227,150.00	100.00000000	227,150.00	4.600	08/28/2026		
30246AGQ5	14892	1	F&M CLARKSVILLE TENN	240,000.00	100.00000000	240,000.00	4.850	09/29/2027		
20056QVK6	14932	1	Commerce Bank	240,000.00	100.00000000	240,000.00	5.000	10/29/2027		
202291AM2	14898	1	COMMERCIAL SVGS BK CARROLL	240,000.00	100.00000000	240,000.00	4.850	09/22/2026		
68588-1	16244	1	CONSUMERS CREDIT UNION	240,800.00	100.00000000	240,800.00	3.769	12/18/2026		
PFM5496	15193	1	CORNERSTONE BANK, NEBRASKA,	227,000.00	100.00000000	227,000.00	5.050	06/05/2026		
58410	16249	1	CROSS RIVER BANK	234,200.00	100.00000000	234,200.00	3.360	12/22/2027		
23204HPE2	14931	1	Customers Bank	240,000.00	100.00000000	240,000.00	4.950	10/27/2028		
34444	16001	1	Customers Bank	249,936.76	94.3438652	241,009.66	4.052	12/08/2026		
32022RVV6*	14888	1	1ST FINL BK USA DAKOTA DUNES	240,000.00	100.00000000	240,000.00	5.100	03/27/2026		
2546734U7	14750	1	Discover Bank	245,000.00	100.00000000	245,000.00	4.450	05/10/2027		
14769	15095	1	Dmb Community Bank, De Forest,	227,000.00	100.00000000	227,000.00	4.980	02/26/2026		

Data Updated: ~REPORT~: 01/20/2026 16:45

Run Date: 01/20/2026 - 16:45

Portfolio CINV

AP

AT (PRF\_DT) 7.3.11

Report Ver. 7.3.11

Investment Pool #1  
Investments by All Types  
December 31, 2025

Page 3

CUSIP	Investment #	Pool	Issuer	Par Value	Purchase Price	Book Value	Current Rate	Maturity Date	Call Date	Call Price
<b>Brokered CD</b>										
33380	15998	1	Enterprise Bank	244,000.00	100.2105984	244,321.63	3.954	12/10/2026		
31840	15195	1	FINANCIAL FEDERAL SAVINGS BANK	139,000.00	100.0000000	139,000.00	4.900	06/05/2026		
31840-1	15219	1	FINANCIAL FEDERAL SAVINGS BANK	225,350.00	100.0000000	225,350.00	4.850	10/05/2026		
14028	16158	1	FIRST GUARANTY BANK	233,600.00	100.0000000	233,600.00	3.502	10/29/2027		
32065RAN5	14903	1	FIRST KEYSTONE CMNTY BK	240,000.00	100.0000000	240,000.00	5.500	09/21/2028		
3330	15191	1	FIRST NATIONAL BANK MCGREGOR	226,000.00	100.0000000	226,000.00	5.100	06/05/2026		
4185	16005	1	FIRST PRYORITY BANK	249,886.23	94.4029609	240,691.58	4.008	12/22/2026		
28533	16003	1	FIRST BANK OF RICHMOND	244,000.00	100.1485820	244,234.78	4.047	12/18/2026		
33647BAG0	15671	1	FIRST SOUTHWEST BK ALAMOSA	245,000.00	100.0000000	245,000.00	4.550	03/08/2030		
58626-1	16241	1	GBANK	240,700.00	100.0000000	240,700.00	3.761	12/18/2026		
22366-1	16251	1	GBC INTERNATIONAL	234,200.00	100.0000000	234,200.00	3.361	12/22/2027		
38150VR35	15674	1	Goldman Sachs Bank	245,000.00	100.0000000	245,000.00	4.250	03/13/2028		
57922	15190	1	Harmony Bank	227,000.00	100.0000000	227,000.00	4.980	06/05/2026		
41939HCV2*	14894	1	HAVEN SVGS BK HOBOKEN NJ	240,000.00	100.0000000	240,000.00	5.000	10/06/2026		
42237HAH2	14018	1	Heartland Bank	245,000.00	100.0000000	245,000.00	0.850	10/29/2026		
428548CF6	15668	1	HIWATHA NATL	245,000.00	100.0000000	245,000.00	4.600	03/04/2030		
XXXXXX8AN8	14022	1	IDABEL NATIONAL BANK	245,000.00	100.0000000	245,000.00	0.850	10/26/2026		
XXXXXX0PAZ8	14035	1	INSTITUTION FOR SAVINGS	245,000.00	100.0000000	245,000.00	1.000	10/28/2026		
1382696	16004	1	IPRIME PMA	573,696.15	96.2301821	563,300.71	3.950	06/24/2026		
XXXXXXWBX2	14026	1	JP Morgan Chase	245,000.00	100.0000000	245,000.00	1.050	10/29/2026		
16471	15192	1	KENDALL BANK, OVERLAND PARK,KS	227,000.00	100.0000000	227,000.00	5.000	06/05/2026		
19899	16252	1	KS STATE BANK	233,100.00	100.0000000	233,100.00	3.607	12/22/2027		
85508VAM1*	14890	1	STAR BK MAPLE LAKE MINN	240,000.00	100.0000000	240,000.00	4.700	09/29/2027		
253	16250	1	Luana Savings Bank	234,000.00	100.0000000	234,000.00	3.400	12/22/2027		
56035JBB4	14934	1	Mainstreet Community Bank	240,000.00	100.0000000	240,000.00	5.000	11/01/2027		
XXXXXXABH8	14016	1	MALAGA BANK	245,000.00	100.0000000	245,000.00	0.800	10/29/2026		
XXXXXXDLWA	14023	1	Medallion Bank	245,000.00	100.0000000	245,000.00	1.000	10/28/2026		
15873	15194	1	MILLEDGEVILLE STATE BANK,IL	227,000.00	100.0000000	227,000.00	4.950	06/05/2026		
60425SKC2	14746	1	Minnwest Bank	245,000.00	100.0000000	245,000.00	4.400	11/09/2026		
61768ETD5	14748	1	MORGAN STANLEY	245,000.00	100.0000000	245,000.00	4.600	05/10/2027		
619OU5T3	14747	1	MORGAN STAN	245,000.00	100.0000000	245,000.00	4.600	05/10/2027		
34221	16002	1	MORGAN STAN	244,000.00	100.2100697	244,328.31	4.104	12/18/2026		
46091MAM6*	14889	1	INVESTAR BANK NATIONAL ASSN	240,000.00	100.0000000	240,000.00	5.050	03/30/2026		
XXXXXXKAY7A	14076	1	NELNET BK DRAPER UTAH	245,000.00	100.0000000	245,000.00	1.750	03/02/2026		
34860	16238	1	NEW REPUBLIC BANK	237,300.00	100.0000000	237,300.00	3.586	06/03/2027		
677721DF6	14937	1	OHIO VALLEY BK	240,000.00	100.0000000	240,000.00	5.100	11/03/2026		
682325JFJ9	15666	1	ONE COMNTY BK ORE WIS	245,000.00	100.0000000	245,000.00	4.200	02/28/2030		
06424QDT1*	14887	1	BANK OF MO PERRYVILLE	240,000.00	100.0000000	240,000.00	4.800	09/28/2027		

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Brokered CD										
XXXXXXFBG3	14010	1	POPPY BANK	245,000.00	100.0000000	245,000.00	0.650	04/22/2026		
73317ACL4	14896	1	POPULAR BK NEW YORK BRH	240,000.00	100.0000000	240,000.00	4.950	09/17/2026		
33539-1	16006	1	Preferred Bank LA Calif	249,000.00	100.1410602	249,232.66	4.053	12/30/2026		
758876AV8	15665	1	REGENT BK TULSA OKLA	245,000.00	100.0000000	245,000.00	4.600	02/22/2030		
78011KCN6	15684	1	ROYAL BUSINESS BK	245,000.00	100.0000000	245,000.00	4.150	03/13/2026		
57993-2025	16157	1	SERVIS FIRST BANK	240,800.00	100.0000000	240,800.00	3.769	10/16/2026		
58534-1	16247	1	SOLERA NATIONAL BANK	240,900.00	100.0000000	240,900.00	3.686	12/18/2026		
84223QAU1*	14893	1	SOUTHERN BANKCORP BK ARK	240,000.00	100.0000000	240,000.00	4.900	10/05/2026		
843879GT8	15677	1	SOUTHERN STS BK ANNISTON AL	245,000.00	100.0000000	245,000.00	4.150	03/22/2027		
XXXXXX3U87	14008	1	State Bank of India	245,000.00	100.0000000	245,000.00	1.100	10/19/2026		
8562853E9	14895	1	State Bank of India	240,000.00	100.0000000	240,000.00	4.900	09/15/2026		
27074-1	16248	1	STATE BANK OF TEXAS	241,300.00	100.0000000	241,300.00	3.542	12/18/2026		
57703-1	16242	1	T BANK NATIONAL	240,800.00	100.0000000	240,800.00	3.723	12/18/2026		
35518	15218	1	THE FEDERAL SAVINGS BANK	226,700.00	100.0000000	226,700.00	4.448	10/05/2026		
58716	16156	1	THIRD COAST BANK	241,200.00	100.0000000	241,200.00	3.608	10/16/2026		
XXXMLY5	14025	1	Toyota Financial Savings	245,000.00	100.0000000	245,000.00	1.050	10/28/2026		
89846HEA7	15675	1	TRUXTON TR CO NASHVILLE TENN	245,000.00	100.0000000	245,000.00	4.050	03/14/2030		
57825	15217	1	TRUXTON TRUST COMPANY	226,300.00	100.0000000	226,300.00	4.532	10/05/2026		
XXXXXXJU99	14009	1	UBS BK USA	245,000.00	100.0000000	245,000.00	1.000	10/20/2026		
909242BZ1	15672	1	UNITED REP BK OMAHA NEB	245,000.00	100.0000000	245,000.00	4.050	03/19/2027		
91527PBX4	14745	1	UNIVEST NATL BK TR SOUDERTON	245,000.00	100.0000000	245,000.00	4.450	05/12/2027		
949764HD9	14933	1	Wells Fargo Bank	240,000.00	100.0000000	240,000.00	5.050	11/01/2027		
57512-2025	16155	1	WESTERN ALLIANCE	241,100.00	100.0000000	241,100.00	3.660	10/16/2026		
Subtotal				24,021,919.14		23,994,771.16				
Federal Agency Coupon Securities										
31424WK50	16028	1	FED AGRICULT	45,000.00	99.7950000	44,910.35	5.920	07/16/2040		
31424WK50	16040	1	FED AGRICULT	25,000.00	99.7950000	24,950.20	5.920	07/16/2040		
31424WK50	16053	1	FED AGRICULT	225,000.00	99.8700000	224,715.49	5.920	07/16/2040		
31424WK50	16064	1	FED AGRICULT	225,000.00	99.8700000	224,715.49	5.920	07/16/2040		
3133ENRG7	14104	1	Federal Farm Credit Bank	3,500,000.00	100.0000000	3,500,000.00	2.220	03/10/2026		
3133EREB3	15185	1	Federal Farm Credit Bank	12,000,000.00	100.2850500	12,020,853.12	4.500	05/09/2028		
3133ETKR7	16007	1	Federal Farm Credit Bank	3,500,000.00	100.0000000	3,500,000.00	4.640	06/10/2030		
3133ETPD3	16047	1	Federal Farm Credit Bank	1,800,000.00	100.0000000	1,800,000.00	4.660	07/08/2030	01/08/2026	100.0000000
3133ETYE1	16116	1	Federal Farm Credit Bank	60,000.00	99.7500000	59,852.56	5.440	09/17/2040	03/17/2026	100.0000000
3133ETYE1	16150	1	Federal Farm Credit Bank	95,000.00	99.7500000	94,766.56	5.440	09/17/2040	03/17/2026	100.0000000
3133ER6H9	16202	1	Federal Farm Credit Bank	60,000.00	99.9900000	59,994.03	5.625	03/12/2040		

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<b>Federal Agency Coupon Securities</b>										
3133ER6H9	16222	1	Federal Farm Credit Bank	60,000.00	99.9900000	59,994.03	5.625	03/12/2040		
XXXXXXNJT8	13978	1	Federal Home Loan Bank	2,600,000.00	100.0000000	2,600,000.00	0.900	08/26/2026		
3130B2LK9	15282	1	Federal Home Loan Bank	20,000.00	100.0000000	20,000.00	5.600	09/12/2039		
3130B2N92	15283	1	Federal Home Loan Bank	200,000.00	100.0000000	200,000.00	5.550	09/12/2039		
3130B2UT0	15339	1	Federal Home Loan Bank	3,022,727.28	99.7001100	3,015,819.50	4.300	09/26/2029		
3130B4ET4	15541	1	Federal Home Loan Bank	200,000.00	100.0000000	200,000.00	5.000	12/30/2033	12/30/2027	100.0000000
3130B2N92	16080	1	Federal Home Loan Bank	100,000.00	99.6700000	99,677.58	5.550	09/12/2039		
3130B2N92	16096	1	Federal Home Loan Bank	100,000.00	99.6700000	99,677.58	5.550	09/12/2039		
3130B8HL9	16175	1	Federal Home Loan Bank	100,000.00	100.0000000	100,000.00	5.500	11/26/2041	05/26/2026	100.0000000
3130B8HL9	16190	1	Federal Home Loan Bank	100,000.00	100.0000000	100,000.00	5.500	11/26/2041	05/26/2026	100.0000000
3130B8QQ8	16205	1	Federal Home Loan Bank	100,000.00	100.0000000	100,000.00	5.550	12/05/2040	03/05/2026	100.0000000
3130B8QQ8	16206	1	Federal Home Loan Bank	100,000.00	100.0000000	100,000.00	5.550	12/05/2040	03/05/2026	100.0000000
3130B8QQ8	16211	1	Federal Home Loan Bank	40,000.00	99.9950000	39,998.01	5.550	12/05/2040	03/05/2026	100.0000000
3130B8QQ8	16225	1	Federal Home Loan Bank	100,000.00	100.0000000	100,000.00	5.550	12/05/2040	03/05/2026	100.0000000
3134HBLR0	15766	1	Federal Home Loan Mtge	3,165,000.00	99.6251896	3,154,726.42	4.000	04/29/2030	04/29/2026	100.0000000
3135GAUX7	15296	1	Federal National Mtg Assn	6,750,000.00	99.8000889	6,739,996.09	4.000	09/11/2029	03/11/2026	100.0000000
3136GAK73	16048	1	Federal National Mtg Assn	1,300,000.00	99.8500000	1,298,229.83	4.250	07/15/2030	01/15/2026	100.0000000
3136GAPR4	16073	1	Federal National Mtg Assn	1,800,000.00	99.8000000	1,796,650.00	4.000	08/26/2030	02/26/2026	100.0000000
3136GASX8	16119	1	Federal National Mtg Assn	1,600,000.00	100.0000000	1,600,000.00	3.750	09/18/2030	09/18/2026	100.0000000
3136GCCJ2	16233	1	Federal National Mtg Assn	3,350,000.00	100.0000000	3,350,000.00	4.000	12/24/2030	06/24/2026	100.0000000
3134HBKA8	15765	1	FREDDIE MAC	1,000,000.00	99.3750000	994,631.94	4.000	04/17/2030		
3134HB7C9	16197	1	FREDDIE MAC	8,600,000.00	99.8450698	8,586,994.30	4.000	11/18/2030	05/18/2026	100.0000000
<b>Subtotal</b>				<b>55,942,727.28</b>		<b>55,911,153.08</b>				
<b>Treasury Coupon Securities</b>										
91282CNP2	16078	1	Commerce Bank	250,000.00	100.2695320	250,541.32	3.875	07/31/2027		
91282CPL9	16237	1	Commerce Bank	250,000.00	99.6875000	249,227.60	3.375	11/30/2027		
912810TT5	14923	1	U.S. Treasury	10,000.00	86.3789000	8,738.55	4.125	08/15/2053		
912810TT5	14924	1	U.S. Treasury	10,000.00	86.2539000	8,726.97	4.125	08/15/2053		
912810TT5	14925	1	U.S. Treasury	10,000.00	86.0710000	8,709.92	4.125	08/15/2053		
912810TT5	14926	1	U.S. Treasury	10,000.00	85.1960000	8,628.88	4.125	08/15/2053		
912810TT5	14927	1	U.S. Treasury	10,000.00	84.9617000	8,607.18	4.125	08/15/2053		
912810TT5	15093	1	U.S. Treasury	5,000.00	94.4504000	4,740.07	4.125	08/15/2053		
912810TT5	15132	1	U.S. Treasury	5,000.00	91.1560000	4,583.75	4.125	08/15/2053		
912810TT5	15155	1	U.S. Treasury	5,000.00	90.6078000	4,555.96	4.125	08/15/2053		
912810TT5	15353	1	U.S. Treasury	2,000.00	91.6810000	1,840.10	4.125	08/15/2053		
912810TT5	15355	1	U.S. Treasury	3,000.00	91.7166667	2,761.09	4.125	08/15/2053		

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<b>Treasury Coupon Securities</b>										
912810UE6	15443	1	U.S. Treasury	29,000.00	96.4870000	28,016.40	4.500	11/15/2054		
912810UE6	15463	1	U.S. Treasury	25,000.00	96.5468800	24,166.29	4.500	11/15/2054		
912810UE6	15520	1	U.S. Treasury	25,000.00	95.1406400	23,826.45	4.500	11/15/2054		
912810UE6	15663	1	U.S. Treasury	5,000.00	97.4754000	4,877.06	4.500	11/15/2054		
912810UG1	15777	1	U.S. Treasury	2,000.00	100.5680000	2,011.08	4.625	02/15/2055		
912810UG1	15811	1	U.S. Treasury	50,000.00	97.0078200	48,540.41	4.625	02/15/2055		
912810UG1	15812	1	U.S. Treasury	50,000.00	95.9589800	48,028.78	4.625	02/15/2055		
912810UG1	15916	1	U.S. Treasury	5,000.00	96.5933000	4,833.81	4.625	02/15/2055		
912810UG1	15923	1	U.S. Treasury	10,000.00	95.5897500	9,569.27	4.625	02/15/2055		
912810UG1	15924	1	U.S. Treasury	8,000.00	95.4840000	7,647.15	4.625	02/15/2055		
912810UG1	16037	1	U.S. Treasury	14,000.00	93.5625000	13,112.76	4.625	02/15/2055		
912810UG1	16178	1	U.S. Treasury	10,000.00	98.8835000	9,888.96	4.625	02/15/2055		
912810UG1	16181	1	U.S. Treasury	4,000.00	98.1430000	3,926.11	4.625	02/15/2055		
9128CEV9-IG	14327	1	US TREASURY	25,000.00	102.6710000	25,337.71	3.250	06/30/2029		
IG9182CEV9	14388	1	US TREASURY	50,000.00	94.0254000	48,440.98	3.250	06/30/2029		
IG-91282CEV9A	14406	1	US TREASURY	25,000.00	93.7337200	24,181.27	3.250	06/30/2029		
IG-91282CEV9B	14407	1	US TREASURY	25,000.00	93.3590000	24,133.19	3.250	06/30/2029		
IG91282CFB2A	14432	1	US TREASURY	50,000.00	93.4910000	48,923.99	2.750	07/31/2027		
IG-91282CEV9	14434	1	US TREASURY	50,000.00	94.4210000	48,544.81	3.250	06/30/2029		
9128CDY4	14714	1	US TREASURY	20,000.00	87.7715000	18,299.04	1.875	02/15/2032		
91282CDY4	14762	1	US TREASURY	5,000.00	86.9835000	4,544.39	1.875	02/15/2032		
91282CDY4-GC	14764	1	US TREASURY	25,000.00	85.6710000	22,486.69	1.875	02/15/2032		
91282CDY4	14776	1	US TREASURY	8,000.00	85.8563750	7,202.89	1.875	02/15/2032		
91282CDY4	14777	1	US TREASURY	5,000.00	85.7398000	4,495.32	1.875	02/15/2032		
91282CDY4	14778	1	US TREASURY	12,000.00	85.6510000	10,778.51	1.875	02/15/2032		
91282CHC8	14822	1	US TREASURY	8,000.00	94.6443000	7,677.40	3.375	05/15/2033		
91282CHC8	14825	1	US TREASURY	10,000.00	94.2906500	9,570.00	3.375	05/15/2033		
91282CHC8	14861	1	US TREASURY	10,000.00	91.4851000	9,349.60	3.375	05/15/2033		
91282CHC8	14862	1	US TREASURY	90,000.00	91.2280000	83,962.80	3.375	05/15/2033		
91282CHC8	14921	1	US TREASURY	20,000.00	89.7969000	18,435.97	3.375	05/15/2033		
91282CHC8	15059	1	US TREASURY	12,000.00	94.4843900	11,476.92	3.375	05/15/2033		
91282CJV4*	15126	1	US TREASURY	250,000.00	98.6562520	249,843.02	4.250	01/31/2026		
91282CKK6*	15127	1	US TREASURY	250,000.00	99.7773440	249,909.26	4.875	04/30/2026		
91282CLB5	15258	1	US TREASURY	250,000.00	100.6640000	250,487.83	4.375	07/31/2026		
91282CMA6	15439	1	US TREASURY	50,000.00	98.8125000	49,530.19	4.125	11/30/2029		
91282CLZ2	15440	1	US TREASURY	50,000.00	97.7497200	49,042.12	4.125	11/30/2031		
91282CLW9	15442	1	US TREASURY	40,000.00	97.5859400	39,135.03	4.250	11/15/2034		
91282CLW9	15462	1	US TREASURY	25,000.00	97.9062400	24,530.73	4.250	11/15/2034		

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<b>Treasury Coupon Securities</b>										
91282CLY5	15498	1	US TREASURY	250,000.00	99.9495000	249,940.54	4.250	11/30/2026		
91282CMA6	15517	1	US TREASURY	25,000.00	98.5240800	24,707.07	4.125	11/30/2029		
91282CLZ2	15518	1	US TREASURY	25,000.00	97.5153600	24,469.93	4.125	11/30/2031		
91282CLW9	15519	1	US TREASURY	25,000.00	97.1250000	24,355.10	4.250	11/15/2034		
91281OUE6	15576	1	US TREASURY	1,000.00	93.2890000	935.06	4.500	11/15/2054		
91281OUE6	15577	1	US TREASURY	15,000.00	92.3906000	13,895.56	4.500	11/15/2054		
91282CMH1	15640	1	US TREASURY	250,000.00	99.6992200	249,581.66	4.125	01/31/2027		
91282CDY4	15801	1	US TREASURY	75,000.00	85.8864533	65,540.20	1.875	02/15/2032		
91282CDY4	15802	1	US TREASURY	25,000.00	85.9489600	21,860.70	1.875	02/15/2032		
91282CHC8	15804	1	US TREASURY	75,000.00	93.3490000	70,460.47	3.375	05/15/2033		
91282CMA6	15805	1	US TREASURY	100,000.00	100.5070000	100,427.44	4.125	11/30/2029		
91282CLZ2	15806	1	US TREASURY	75,000.00	99.3747333	74,582.49	4.125	11/30/2031		
91282CLW9	15810	1	US TREASURY	75,000.00	98.5000000	73,960.35	4.250	11/15/2034		
91282CLW9	15922	1	US TREASURY	10,000.00	98.8125000	9,889.88	4.250	11/15/2034		
91282CDY4	15931	1	US TREASURY	8,000.00	86.2850000	7,013.93	1.875	02/15/2032		
91282CLZ2	15965	1	US TREASURY	20,000.00	99.2958000	19,872.88	4.125	11/30/2031		
91282CDY4	15969	1	US TREASURY	17,000.00	85.6970000	14,791.69	1.875	02/15/2032		
91282CLZ2	15970	1	US TREASURY	10,000.00	98.7730000	9,888.83	4.125	11/30/2031		
91282CLW9	15972	1	US TREASURY	9,000.00	98.0700000	8,837.58	4.250	11/15/2034		
91282CLW9	15973	1	US TREASURY	16,000.00	97.4785000	15,622.65	4.250	11/15/2034		
91282CMY4	15980	1	US TREASURY	250,000.00	99.5507800	249,240.84	3.750	04/30/2027		
912810UP1	16221	1	US TREASURY	10,000.00	98.2148000	9,821.97	4.625	11/15/2055		
912810UQ9	16224	1	US TREASURY	5,000.00	98.6798000	4,934.25	4.625	11/15/2045		
912810UQ9	16226	1	US TREASURY	1,000.00	98.5230000	985.28	4.625	11/15/2045		
<b>Subtotal</b>				<b>3,544,000.00</b>		<b>3,476,041.93</b>				

**CORPORATE NOTE**

90131HBC8	15366	1	21ST CENTURY FO	10,000.00	108.5350000	10,624.35	7.625	11/30/2028		
31677AAB0	15946	1	FIFTH THIRD BANK	400,000.00	98.9670000	399,087.26	3.850	03/15/2026		
00507VAK5	14944	1	Activision Blizza	25,000.00	94.1000000	24,627.21	3.400	09/15/2026		
008252AR9	16089	1	AFFILIATED MANAGE	4,000.00	103.3270000	4,128.81	5.500	08/20/2034		
008252AR9	16092	1	AFFILIATED MANAGE	5,000.00	102.4790000	5,120.27	5.500	08/20/2034		
008252AR9	16097	1	AFFILIATED MANAGE	5,000.00	102.4790000	5,120.27	5.500	08/20/2034		
008252AR9	16107	1	AFFILIATED MANAGE	8,000.00	103.3270000	8,257.62	5.500	08/20/2034		
008252AR9	16108	1	AFFILIATED MANAGE	20,000.00	103.2420000	20,627.80	5.500	08/20/2034		
008252AR9	16207	1	AFFILIATED MANAGE	25,000.00	101.8780000	25,466.35	5.500	08/20/2034		
001055BK7	15120	1	AFLAC Inc	100,000.00	92.2730000	99,174.89	1.125	03/15/2026		

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<b>CORPORATE NOTE</b>										
02209SBS1	15618	1	ALTRIA GROUP, INC	13,000.00	100.2590000	13,023.54	4.875	02/04/2028	01/04/2028	100.0000000
02209SBS1	15619	1	ALTRIA GROUP, INC	50,000.00	100.1120000	50,039.34	4.875	02/04/2028	01/04/2028	100.0000000
02209SBV4	16093	1	ALTRIA GROUP, INC	9,000.00	100.8810000	9,077.17	5.250	08/06/2035	05/06/2035	100.0000000
02209SBV4	16098	1	ALTRIA GROUP, INC	9,000.00	100.8810000	9,077.17	5.250	08/06/2035	05/06/2035	100.0000000
025816CS6	16074	1	American Express Centurion Ban	100,000.00	97.6680000	98,241.65	2.550	03/04/2027	02/01/2027	100.0000000
04686JAA9	15555	1	ATHENE HOLDING	50,000.00	97.2960000	49,082.35	4.125	01/12/2028		
04686JAA9	15578	1	ATHENE HOLDING	50,000.00	97.2960000	49,082.35	4.125	01/12/2028		
04686JAA9	15611	1	ATHENE HOLDING	25,000.00	98.0360000	24,660.43	4.125	01/12/2028		
04686JAA9	15703	1	ATHENE HOLDING	47,000.00	97.7520000	46,218.27	4.125	01/12/2028		
04686JAA9	15704	1	ATHENE HOLDING	92,000.00	97.4880000	90,290.11	4.125	01/12/2028		
04686JAA9	15917	1	ATHENE HOLDING	68,000.00	97.7520000	66,868.99	4.125	01/12/2028		
04686JAA9	15918	1	ATHENE HOLDING	23,000.00	97.4880000	22,572.53	4.125	01/12/2028		
04775HCJ4	15615	1	ATLANTA GAS LIGHT	25,000.00	105.6000000	25,882.37	7.300	07/15/2027		
05464HAC4	15375	1	AXIS SPECIALTY FIN	10,000.00	97.2856000	9,821.86	4.000	12/06/2027		
05464HAC4	15382	1	AXIS SPECIALTY FIN	200,000.00	97.3460000	196,539.34	4.000	12/06/2027		
05464HAC4	15556	1	AXIS SPECIALTY FIN	100,000.00	96.8323000	97,885.16	4.000	12/06/2027		
05464HAC4	15579	1	AXIS SPECIALTY FIN	100,000.00	96.8323000	97,885.16	4.000	12/06/2027		
05464HAC4	15819	1	AXIS SPECIALTY FIN	30,000.00	97.6610000	29,489.87	4.000	12/06/2027		
63305L2J1	16177	1	NATL BANK CANADA	6,000.00	100.0971667	6,005.64	5.250	11/21/2029		
06051GFX2	15256	1	Bank of America	100,000.00	98.0870000	99,659.63	3.500	04/19/2026		
06051GGC7	15260	1	Bank of America	125,000.00	98.1000000	123,632.58	4.183	11/25/2027		
06051GGC7	15319	1	Bank of America	10,000.00	98.3770000	9,899.63	4.183	11/25/2027		
06051GGC7	15332	1	Bank of America	27,000.00	98.3770000	26,728.99	4.183	11/25/2027		
06051GGC7	15345	1	Bank of America	12,000.00	98.2230000	11,867.52	4.183	11/25/2027		
06051GGC7	15350	1	Bank of America	5,000.00	98.2870000	4,946.25	4.183	11/25/2027		
06051GGC7	15352	1	Bank of America	5,000.00	98.2230000	4,944.80	4.183	11/25/2027		
06051GGC7	15575	1	Bank of America	35,000.00	98.0000000	34,536.05	4.183	11/25/2027		
06051GGC7	15820	1	Bank of America	100,000.00	98.0900000	98,617.52	4.183	11/25/2027		
06747QM61	15824	1	Barclays Bank	28,000.00	92.5690000	26,653.18	1.100	04/30/2027		
06744CK26	15825	1	Barclays Bank	28,000.00	98.2490000	27,645.27	4.250	11/24/2027		
06747QB89	16142	1	Barclays Bank	29,000.00	88.6000000	25,835.82	2.000	08/02/2030		
06747QJ32	16214	1	Barclays Bank	9,000.00	97.6868889	8,800.77	1.000	09/28/2026		
05556AHR8	16082	1	BBVA GLOBAL SECU	5,000.00	99.8500000	4,992.75	5.400	07/31/2035		
05554T4Q5	16086	1	BBVA GLOBAL SECU	36,000.00	99.7000000	35,895.33	5.200	08/20/2035		
05556AHR8	16101	1	BBVA GLOBAL SECU	5,000.00	99.8500000	4,992.75	5.400	07/31/2035		
08661UAA4	16172	1	BETH ISRAEL DEACONESS MED CTR	25,000.00	94.6202800	23,708.18	2.220	07/01/2028		
08661UAA4	16187	1	BETH ISRAEL DEACONESS MED CTR	25,000.00	94.6202800	23,708.18	2.220	07/01/2028		
055450AH3	15255	1	BHP BILLITON FINANCE	100,000.00	102.7060000	100,296.28	6.420	03/01/2026		

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CORPORATE NOTE										
06368LC53	15121	1	Bank of Montreal	100,000.00	99.7400000	99,907.82	5.266	12/11/2026		
06368ECG5	15602	1	Bank of Montreal	55,000.00	89.9750000	51,107.02	1.000	01/28/2028		
06368ECG5	15623	1	Bank of Montreal	100,000.00	89.9750000	92,921.86	1.000	01/28/2028		
06374VK21	15637	1	Bank of Montreal	10,000.00	99.9205000	9,994.31	5.050	02/15/2028		
06376D6L3	15697	1	Bank of Montreal	46,000.00	99.9216739	45,972.86	4.750	03/27/2028		
06376D6L3	15768	1	Bank of Montreal	17,000.00	99.9216471	16,989.97	4.750	03/27/2028		
06368G2A4	15823	1	Bank of Montreal	50,000.00	94.9310000	48,648.87	1.500	10/29/2026	01/29/2026	100.0000000
06367WZ89	16008	1	Bank of Montreal	100,000.00	97.8390000	99,646.57	1.000	02/06/2026		
06368ECG5	16039	1	Bank of Montreal	10,000.00	92.0460000	9,339.82	1.000	01/28/2028		
06376F2S7	16085	1	Bank of Montreal	9,000.00	99.9500000	8,995.77	4.500	09/12/2030	09/12/2027	100.0000000
06368LGV2	16152	1	Bank of Montreal	100,000.00	102.6100000	102,335.92	5.203	02/01/2028	01/01/2028	100.0000000
06376CHK5	16176	1	Bank of Montreal	16,000.00	100.1000625	16,015.66	5.250	02/11/2030	02/11/2026	100.0000000
06376CHK5	16193	1	Bank of Montreal	19,000.00	100.1000526	19,018.60	5.250	02/11/2030	02/11/2026	100.0000000
06376J2S9	16216	1	Bank of Montreal	100,000.00	100.0000000	100,000.00	4.600	12/23/2030	12/23/2026	100.0000000
06376J2S9	16229	1	Bank of Montreal	115,000.00	100.0000000	115,000.00	4.600	12/23/2030	12/23/2026	100.0000000
06148VGD0	15951	1	THE BANK OF NO	13,000.00	99.2968462	12,916.45	5.375	01/21/2033		
05565ECW3	15686	1	BMW US CAPITAL LLC	50,000.00	100.3810000	50,141.50	4.750	03/21/2028		
06051GFU8	14858	1	Bank of America	65,000.00	96.8890000	64,858.18	4.450	03/03/2026		
06051GFU8	14941	1	Bank of America	10,000.00	96.3750000	9,973.15	4.450	03/03/2026		
06051GFU8	14945	1	Bank of America	10,000.00	96.3580000	9,973.02	4.450	03/03/2026		
06051GFU8	14961	1	Bank of America	18,000.00	97.8890000	17,970.81	4.450	03/03/2026		
06051GFU8	14965	1	Bank of America	14,000.00	97.8890000	13,977.29	4.450	03/03/2026		
06051GFU8	15046	1	Bank of America	16,000.00	98.7880000	15,984.55	4.450	03/03/2026		
06051GFU8	15107	1	Bank of America	39,000.00	98.7000000	38,955.60	4.450	03/03/2026		
06051GFU8	15114	1	Bank of America	7,000.00	98.7000000	6,992.03	4.450	03/03/2026		
06051GFU8	15128	1	Bank of America	25,000.00	98.6110000	24,968.80	4.450	03/03/2026		
06051GFU8	15130	1	Bank of America	17,000.00	98.7080000	16,980.12	4.450	03/03/2026		
06051GFU8	15131	1	Bank of America	20,000.00	98.6956500	19,976.39	4.450	03/03/2026		
06051GFU8	15140	1	Bank of America	10,000.00	98.2260000	9,983.78	4.450	03/03/2026		
06051GFU8	15152	1	Bank of America	15,000.00	98.4490000	14,977.50	4.450	03/03/2026		
06051GFU8	15159	1	Bank of America	39,000.00	98.3150000	38,935.84	4.450	03/03/2026		
06051GFU8	15160	1	Bank of America	20,000.00	98.2760000	19,966.33	4.450	03/03/2026		
06051GFU8	15215	1	Bank of America	21,000.00	99.0380000	20,978.14	4.450	03/03/2026		
06051GFU8	15259	1	Bank of America	45,000.00	99.4000000	44,970.48	4.450	03/03/2026		
06051GFU8	15263	1	Bank of America	59,000.00	99.4000000	58,961.29	4.450	03/03/2026		
10373QAE0	16234	1	BP CAP MARKETS AMERICA	100,000.00	100.5640000	100,560.17	4.234	11/06/2028	08/06/2028	100.0000000
11271LAD4	15947	1	BROOKFIELD FINANCIAL INC	25,000.00	100.4490000	25,093.18	4.850	03/29/2029		
11271LAD4	15952	1	BROOKFIELD FINANCIAL INC	15,000.00	100.1170000	15,014.60	4.850	03/29/2029		

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CORPORATE NOTE										
11271LAD4	15953	1	BROOKFIELD FINANCIAL INC	15,000.00	99.9400000	14,992.47	4.850	03/29/2029		
11271LAD4	15954	1	BROOKFIELD FINANCIAL INC	15,000.00	99.8810000	14,985.07	4.850	03/29/2029		
11271LAD4	15964	1	BROOKFIELD FINANCIAL INC	15,000.00	99.9540000	14,994.23	4.850	03/29/2029		
11271LAD4	15975	1	BROOKFIELD FINANCIAL INC	5,000.00	99.9720000	4,998.82	4.850	03/29/2029		
113004AB1	16204	1	BROOKFIELD ASSET MAN	50,000.00	100.9650000	50,475.19	4.653	11/15/2030		
113004AB1	16208	1	BROOKFIELD ASSET MAN	25,000.00	100.4350000	25,107.46	4.653	11/15/2030		
122014AJ2	15241	1	BURLINGTON RESO	15,000.00	102.6530000	15,032.73	6.875	02/15/2026		
13605WYZ8	15376	1	CANADIAN IMPERIAL	15,000.00	95.6000000	14,783.65	1.800	06/29/2026		
13607X2D8	15598	1	CANADIAN IMPERIAL	16,000.00	94.3180625	15,549.01	1.600	11/17/2026		
13607XDB0	15838	1	CANADIAN IMPERIAL	1,000.00	98.3570000	990.99	6.000	11/18/2026		
13607XAW7	15839	1	CANADIAN IMPERIAL	41,000.00	98.7000000	40,631.44	4.500	08/16/2027	08/16/2026	100.0000000
13607XQJ9	16014	1	CANADIAN IMPERIAL	60,000.00	100.0150000	60,007.82	5.100	02/21/2029	02/21/2026	100.0000000
13607XQJ9	16035	1	CANADIAN IMPERIAL	60,000.00	100.0150000	60,007.82	5.100	02/21/2029	02/21/2026	100.0000000
14020AET7	15540	1	Capital Impact	25,000.00	100.1000000	25,015.10	5.500	07/15/2027		
14020AE34	15564	1	Capital Impact	42,000.00	100.0000000	42,000.00	5.000	01/15/2028		
14020AE34	15586	1	Capital Impact	44,000.00	100.0000000	44,000.00	5.000	01/15/2028		
14020AET7	15625	1	Capital Impact	5,000.00	100.2150000	5,006.89	5.500	07/15/2027		
14020AFA7	15985	1	Capital Impact	30,000.00	100.0000000	30,000.00	5.250	06/15/2028		
14020AFA7	15992	1	Capital Impact	70,000.00	100.0000000	70,000.00	5.250	06/15/2028		
140192AA3	16095	1	Capital Impact	15,000.00	102.0670000	15,292.67	5.335	08/01/2030		
140192AA3	16111	1	Capital Impact	10,000.00	102.0810000	10,196.43	5.335	08/01/2030		
140192AA3	16112	1	Capital Impact	40,000.00	102.0670000	40,780.45	5.335	08/01/2030		
140192AA3	16115	1	Capital Impact	40,000.00	101.9070000	40,722.51	5.335	08/01/2030		
14020ACQ5	16219	1	Capital Impact	29,000.00	91.9122759	26,656.12	2.550	02/15/2030		
14020ACQ5	16232	1	Capital Impact	88,000.00	91.9122955	80,887.54	2.550	02/15/2030		
14316JAA6	16094	1	THE CARLYLE GROU	10,000.00	99.2940000	9,931.27	5.050	09/19/2035		
14316JAA6	16099	1	THE CARLYLE GROU	7,000.00	99.2940000	6,951.89	5.050	09/19/2035		
14316JAA6	16170	1	THE CARLYLE GROU	9,000.00	97.9225556	8,815.25	5.050	09/19/2035		
14316JAA6	16186	1	THE CARLYLE GROU	11,000.00	97.9225455	10,774.19	5.050	09/19/2035		
14913UAS9	15494	1	CATERPILLAR FINANCIAL SE	50,000.00	100.0870000	50,028.14	4.600	11/15/2027		
15654VBR8	15984	1	CENTURY HOUSING	17,000.00	100.0000000	17,000.00	5.050	06/15/2028		
15654VBR8	15988	1	CENTURY HOUSING	20,000.00	100.0000000	20,000.00	5.050	06/15/2028		
15654VBS6	16020	1	CENTURY HOUSING	100,000.00	100.0000000	100,000.00	4.650	07/15/2026		
808513BF1	15103	1	CHARLES SCHWAB CORP	100,000.00	91.9830000	99,223.80	0.900	03/11/2026		
808513BF1	15125	1	CHARLES SCHWAB CORP	100,000.00	92.0700000	99,172.73	0.900	03/11/2026		
17290JDN8	15616	1	CITIGROUP GLOBAL STEP 27	20,000.00	98.9220000	19,862.95	4.000	07/28/2027		
172967KG5	14859	1	CITIGROUP INC.	100,000.00	95.5680000	99,941.47	3.700	01/12/2026		
172967KY6	15161	1	CITIGROUP INC.	25,000.00	95.0810000	24,586.76	3.200	10/21/2026	07/21/2026	100.0000000

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17290ALF5	15588	1	CITIGROUP INC.	13,000.00	99.0070000	12,922.15	4.500	05/27/2027	02/27/2026	100.0000000
17298CH35	15599	1	CITIGROUP INC.	1,000.00	94.9000000	964.74	3.000	12/31/2027	01/31/2026	100.0000000
17290AEL0	15609	1	CITIGROUP INC.	100,000.00	100.0000000	100,000.00	5.150	02/28/2028	02/28/2026	100.0000000
17290AEL0	15639	1	CITIGROUP INC.	100,000.00	100.0000000	100,000.00	5.150	02/28/2028	02/28/2026	100.0000000
17298CH35	15651	1	CITIGROUP INC.	3,000.00	95.2320000	2,898.47	3.000	12/31/2027	01/31/2026	100.0000000
17290ALF5	15846	1	CITIGROUP INC.	25,000.00	98.8000000	24,802.09	4.500	05/27/2027	02/27/2026	100.0000000
17290AAC4	15934	1	CITIGROUP INC.	25,000.00	84.3500000	21,494.98	2.500	11/17/2031	02/17/2026	100.0000000
17292GAA3	16012	1	CITIGROUP INC.	67,000.00	99.9900000	66,993.73	5.300	12/30/2032	09/30/2026	100.0000000
17298CJH2	16015	1	CITIGROUP INC.	15,000.00	86.1743333	13,068.63	2.750	06/09/2032	03/09/2026	100.0000000
17298CJ58	16081	1	CITIGROUP INC.	31,000.00	87.7500000	27,316.47	2.500	03/30/2035		
17290AFB1	16088	1	CITIGROUP INC.	25,000.00	90.0925600	22,682.25	2.000	03/16/2030	03/16/2026	100.0000000
17298CJ58	16100	1	CITIGROUP INC.	14,000.00	87.7500000	12,336.47	2.500	03/30/2035		
17290AFB1	16106	1	CITIGROUP INC.	25,000.00	90.0925600	22,682.25	2.000	03/16/2030	03/16/2026	100.0000000
20402CAA3	16011	1	THE COMMUNITY PRESER	23,000.00	90.8959565	21,126.55	2.867	02/01/2030		
20402CAA3	16130	1	THE COMMUNITY PRESER	75,000.00	93.4000000	70,329.59	2.867	02/01/2030		
20402CAA3	16133	1	THE COMMUNITY PRESER	10,000.00	93.6460000	9,390.71	2.867	02/01/2030		
20402CAA3	16136	1	THE COMMUNITY PRESER	16,000.00	93.2746250	14,966.14	2.867	02/01/2030		
20402CAA3	16140	1	THE COMMUNITY PRESER	60,000.00	93.4000000	56,263.67	2.867	02/01/2030		
20402CAA3	16146	1	THE COMMUNITY PRESER	10,000.00	93.6460000	9,390.71	2.867	02/01/2030		
20402CAA3	16149	1	THE COMMUNITY PRESER	25,000.00	93.2746000	23,384.59	2.867	02/01/2030		
20402CAA3	16151	1	THE COMMUNITY PRESER	8,000.00	93.2700000	7,492.66	2.867	02/01/2030		
20402CAA3	16165	1	THE COMMUNITY PRESER	7,000.00	93.2270000	6,542.99	2.867	02/01/2030		
20402CAA3	16171	1	THE COMMUNITY PRESER	5,000.00	93.3610000	4,676.84	2.867	02/01/2030		
20402CAA3	16180	1	THE COMMUNITY PRESER	9,000.00	93.2270000	8,412.41	2.867	02/01/2030		
209111FM0	16153	1	CONSOLIDATED EDISON CO NEW	100,000.00	98.4130000	98,596.28	3.125	11/15/2027		
229899AB5	15699	1	CULLEN/FROST BANK	35,000.00	99.3370000	34,855.26	4.500	03/17/2027		
229899AB5	15774	1	CULLEN/FROST BANK	35,000.00	99.3370000	34,855.26	4.500	03/17/2027		
229899AB5	16021	1	CULLEN/FROST BANK	3,000.00	99.3303333	2,985.40	4.500	03/17/2027		
26441YBB2	16070	1	DUKE REALTY	15,000.00	97.9470000	14,726.83	4.000	09/15/2028		
278265AE3	15495	1	EATON VANCE CORP	50,000.00	97.3090000	49,256.13	3.500	04/06/2027		
842400HQ9	15573	1	EDISON INTERNTL	18,000.00	99.3160000	17,927.07	4.700	06/01/2027	05/01/2027	100.0000000
29379VBH5	15208	1	Enterprise Bank	100,000.00	97.4880000	99,810.42	3.700	02/15/2026		
29379VCE1	15122	1	Enterprise Products Operating	100,000.00	98.4440000	99,407.09	4.600	01/11/2027		
26875PAX9	16235	1	EOG RESOURCES INCORPORATED	100,000.00	101.0400000	101,032.10	4.400	07/15/2028	06/15/2028	100.0000000
30219GAN8	15157	1	Evernorth Health	10,000.00	95.0850000	9,789.43	3.400	03/15/2027		
30219GAN8	15175	1	Evernorth Health	30,000.00	94.9290000	29,326.97	3.400	03/15/2027		
30219GAN8	15176	1	Evernorth Health	20,000.00	95.0320000	19,559.53	3.400	03/15/2027		
30219GAN8	15178	1	Evernorth Health	20,000.00	95.3630000	19,594.26	3.400	03/15/2027		

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CORPORATE NOTE										
30219GAN8	15200	1	Evernorth Health	20,000.00	95.7330000	19,610.54	3.400	03/15/2027		
30219GAN8	15203	1	Evernorth Health	14,000.00	95.7350000	13,727.51	3.400	03/15/2027		
30219GAN8	15270	1	Evernorth Health	10,000.00	98.0430000	9,905.31	3.400	03/15/2027		
30219GAN8	15273	1	Evernorth Health	32,000.00	97.9260000	31,678.53	3.400	03/15/2027		
30219GAN8	15287	1	Evernorth Health	10,000.00	98.0430000	9,905.31	3.400	03/15/2027		
30219GAN8	15289	1	Evernorth Health	18,000.00	97.9260000	17,819.17	3.400	03/15/2027		
30219GAN8	15351	1	Evernorth Health	18,000.00	96.6130000	17,680.83	3.400	03/15/2027		
30219GAN8	15354	1	Evernorth Health	32,000.00	96.5090000	31,418.67	3.400	03/15/2027		
30219GAN8	15356	1	Evernorth Health	10,000.00	96.5640000	9,820.33	3.400	03/15/2027		
30219GAN8	15357	1	Evernorth Health	18,000.00	96.6130000	17,680.83	3.400	03/15/2027		
30231GBD3	13916	1	EXXON MOBILE	100,000.00	105.1770000	100,607.63	2.275	08/16/2026		
38150ALA1	15147	1	Goldman Sachs Bank	100,000.00	93.0320000	97,069.66	3.150	03/15/2027		
38145GAH3	15162	1	Goldman Sachs Bank	25,000.00	95.6880000	24,617.60	3.500	11/16/2026		
38150AVF9	15245	1	Goldman Sachs Bank	30,000.00	101.4380000	30,160.43	6.150	10/30/2026		
38150ALA1	15569	1	Goldman Sachs Bank	18,000.00	96.3210000	17,637.12	3.150	03/15/2027		
38150A5D3	15791	1	Goldman Sachs Bank	10,000.00	95.8330000	9,699.62	3.250	11/15/2027	11/15/2026	100.0000000
38150AK20	15792	1	Goldman Sachs Bank	33,000.00	95.2040000	32,083.58	2.000	12/30/2026	03/30/2026	100.0000000
38150AHJ7	15793	1	Goldman Sachs Bank	45,000.00	95.4650000	44,022.57	1.500	08/30/2026	02/28/2026	100.0000000
38151F6E8	16023	1	Goldman Sachs Bank	12,000.00	99.3176667	11,951.80	4.300	08/20/2026		
38151FKM4	16034	1	Goldman Sachs Bank	250,000.00	99.8000000	249,531.52	5.300	06/13/2033	09/13/2026	100.0000000
38150AJM8	16084	1	Goldman Sachs Bank	3,000.00	97.2040000	2,938.28	2.125	11/24/2026	02/24/2026	100.0000000
38151FMT7	16087	1	Goldman Sachs Bank	2,000.00	100.0500000	2,000.97	5.100	09/14/2035	03/15/2027	100.0000000
38150AJM8	16103	1	Goldman Sachs Bank	3,000.00	97.2040000	2,938.28	2.125	11/24/2026	02/24/2026	100.0000000
38151FMT7	16105	1	Goldman Sachs Bank	9,000.00	100.0500000	9,004.37	5.100	09/14/2035	03/15/2027	100.0000000
38150AFJ9	16191	1	Goldman Sachs Bank	11,000.00	98.8071818	10,898.61	1.450	04/30/2026	01/30/2026	100.0000000
38150A3W3	16213	1	Goldman Sachs Bank	5,000.00	99.2932000	4,966.60	3.000	08/15/2026		
438516CE4	16075	1	HONEYWELL	100,000.00	95.5410000	96,643.76	1.100	03/01/2027	02/01/2027	100.0000000
442851AK7	15989	1	HOWARD UNIVERSITY	10,000.00	93.4580000	9,455.29	2.845	10/01/2028		
45686XCF8	15631	1	INGERSOLL RAND	21,000.00	102.8760000	21,431.24	6.015	02/15/2028		
46625HRV4	13919	1	JP Morgan Chase	100,000.00	107.3800000	101,010.45	2.950	10/01/2026		
48130CM51	15962	1	JP Morgan Chase	100,000.00	100.0000000	100,000.00	5.200	11/30/2033		
48130CJ48	15963	1	JP Morgan Chase	200,000.00	100.0000000	200,000.00	5.000	11/15/2033	05/15/2030	100.0000000
48130CJ48	15966	1	JP Morgan Chase	100,000.00	100.0000000	100,000.00	5.000	11/15/2033	05/15/2030	100.0000000
48130CJ48	15968	1	JP Morgan Chase	15,000.00	99.9000000	14,986.09	5.000	11/15/2033	05/15/2030	100.0000000
48130CM51	15976	1	JP Morgan Chase	100,000.00	100.0000000	100,000.00	5.200	11/30/2033		
53117CAS1	15310	1	LIBERTY PROPERTY	70,000.00	97.5930000	69,365.52	3.250	10/01/2026		
53117CAS1	15313	1	LIBERTY PROPERTY	32,000.00	97.2070000	31,654.77	3.250	10/01/2026		
53117CAS1	15314	1	LIBERTY PROPERTY	10,000.00	97.1310000	9,888.70	3.250	10/01/2026		

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53117CAS1	15316	1	LIBERTY PROPERTY	40,000.00	97.1390000	39,554.13	3.250	10/01/2026		
53117CAS1	15327	1	LIBERTY PROPERTY	25,000.00	97.2070000	24,730.29	3.250	10/01/2026		
53117CAS1	15328	1	LIBERTY PROPERTY	15,000.00	97.1350000	14,833.29	3.250	10/01/2026		
53117CAS1	15329	1	LIBERTY PROPERTY	85,000.00	97.1390000	84,052.53	3.250	10/01/2026		
53117CAT9	16019	1	LIBERTY PROPERTY	10,000.00	98.6540000	9,882.82	4.375	02/01/2029		
53117CAT9	16036	1	LIBERTY PROPERTY	10,000.00	98.6540000	9,882.82	4.375	02/01/2029		
53961LAK5	15771	1	LOCAL INITIATIVE	45,000.00	96.6850000	44,673.40	1.250	03/15/2026		
53961LB24	16031	1	LOCAL INITIATIVE	125,000.00	100.0000000	125,000.00	5.000	07/15/2030	07/15/2027	100.0000000
53961LB24	16044	1	LOCAL INITIATIVE	125,000.00	100.0000000	125,000.00	5.000	07/15/2030	07/15/2027	100.0000000
53961LB24	16045	1	LOCAL INITIATIVE	40,000.00	100.1500000	40,054.92	5.000	07/15/2030	07/15/2027	100.0000000
53961LB24	16046	1	LOCAL INITIATIVE	65,000.00	100.1500000	65,089.25	5.000	07/15/2030	07/15/2027	100.0000000
53961LB32	16062	1	LOCAL INITIATIVE	275,000.00	100.0000000	275,000.00	4.750	08/15/2028	08/15/2026	100.0000000
53961LB32	16071	1	LOCAL INITIATIVE	136,000.00	100.0000000	136,000.00	4.750	08/15/2028	08/15/2026	100.0000000
53961LB40	16091	1	LOCAL INITIATIVE	50,000.00	100.0000000	50,000.00	4.500	09/15/2030	09/15/2027	100.0000000
53961LB57	16147	1	LOCAL INITIATIVE	61,000.00	100.0000000	61,000.00	4.500	10/15/2030	10/15/2027	100.0000000
565849AP1	15563	1	MARATHON OIL CORP	9,000.00	98.8170000	8,933.87	4.400	07/15/2027		
565849AP1	15585	1	MARATHON OIL CORP	16,000.00	98.8170000	15,882.44	4.400	07/15/2027		
57636QAG9B	13920	1	MASTERCARD	100,000.00	108.4400000	101,335.71	2.950	11/21/2026		
58507LBB4	15977	1	MEDTRONIC GLOBAL HOLDINGS	100,000.00	99.8480000	99,881.31	4.250	03/30/2028		
59523UAT4	15294	1	MID AMERICA APARTMENTS	100,000.00	93.9750000	97,889.17	1.100	09/15/2026		
606822AV6	15978	1	ISHI UFJ FINANCIAL	100,000.00	98.4260000	98,780.46	3.961	03/02/2028		
61767BAA8	15363	1	MORGAN STAN	50,000.00	99.9470000	49,996.85	4.250	02/23/2026		
61766YEZ0	16173	1	MORGAN STAN	8,000.00	92.9110000	7,445.96	2.500	05/08/2030		
651639AE6	16189	1	NEWMONT CORP	8,000.00	106.0080000	8,475.50	5.875	04/01/2035		
651639AE6	16230	1	NEWMONT CORP	4,000.00	106.1940000	4,247.17	5.875	04/01/2035		
651639AE6	16231	1	NEWMONT CORP	10,000.00	105.5850000	10,557.16	5.875	04/01/2035		
665859AW4	15496	1	Northern Bank Trust	50,000.00	98.6490000	49,614.56	4.000	05/10/2027		
667274AB0	15627	1	NORTHWELL HEALTH	1,000.00	96.0970000	973.36	3.391	11/01/2027		
67021CAM9	15497	1	NSTAR ELECTRIC CO.	50,000.00	96.6260000	49,033.20	3.200	05/15/2027		
695114CW6	16164	1	PACIFICORP	10,000.00	91.8755000	9,213.10	2.700	09/15/2030		
695114CW6	16167	1	PACIFICORP	47,000.00	91.3335106	43,036.71	2.700	09/15/2030		
695114CW6	16168	1	PACIFICORP	20,000.00	91.2640000	18,296.05	2.700	09/15/2030		
695114CW6	16179	1	PACIFICORP	5,000.00	91.8756000	4,606.55	2.700	09/15/2030		
695114CW6	16183	1	PACIFICORP	20,000.00	91.2640000	18,296.05	2.700	09/15/2030		
70450YAS2	15979	1	PAYPAL HOLDINGS INC	100,000.00	100.2190000	100,169.88	4.450	03/06/2028		
693475AX3	13922	1	PNC BANK	100,000.00	106.6000000	100,703.91	2.600	07/23/2026		
743315AY9	16076	1	PROGRESSIVE CORPORATION	100,000.00	97.5630000	98,150.95	2.500	03/15/2027		
743756AB4	16201	1	PROVIDENCE ST. JOSEPH	50,000.00	98.8640000	49,487.09	2.746	10/01/2026		



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743756AB4	16220	1	PROVIDENCE ST. JOSEPH	50,000.00	98.8640000	49,487.09	2.746	10/01/2026		
74460WAA5	15124	1	Public Storage	100,000.00	92.1940000	99,481.95	0.875	02/15/2026		
756109BY9	15087	1	Realty Income Co	7,000.00	97.8668571	6,958.73	4.450	09/15/2026		
756109BY9	15090	1	Realty Income Co	14,000.00	97.9800000	13,922.18	4.450	09/15/2026		
756109BY9	15102	1	Realty Income Co	100,000.00	97.9680000	99,430.95	4.450	09/15/2026		
756109BY9	15105	1	Realty Income Co	13,000.00	97.8560000	12,922.12	4.450	09/15/2026		
756109BZ6	15163	1	Realty Income Co	25,000.00	94.6790000	24,474.64	3.200	01/15/2027		
756109BZ6	15164	1	Realty Income Co	15,000.00	94.6040000	14,680.34	3.200	01/15/2027		
756109BQ6	15372	1	Realty Income Co	30,000.00	99.9850000	29,999.86	5.050	01/13/2026		
756109BQ6	15425	1	Realty Income Co	100,000.00	99.6786700	99,989.93	5.050	01/13/2026		
756109BQ6	15458	1	Realty Income Co	40,000.00	99.9850000	39,999.81	5.050	01/13/2026		
756109BQ6	15545	1	Realty Income Co	118,000.00	99.9165000	117,996.83	5.050	01/13/2026		
778296AC7	15547	1	ROSS STORES INC.	25,000.00	98.8370000	24,836.28	4.700	04/15/2027		
78016FZT4	15212	1	ROYAL BANK OF CANADA	100,000.00	99.3050000	99,986.10	4.875	01/12/2026		
78016FZT4	16154	1	ROYAL BANK OF CANADA	100,000.00	102.1600000	100,240.00	4.875	01/12/2026		
828807DP9	15994	1	SIMON PROPERTY GROUP INC	100,000.00	95.7830000	97,153.14	1.375	01/15/2027		
828807CW5	15101	1	Simon Property Group LP	100,000.00	96.7610000	99,932.01	3.300	01/15/2026		
61746BDZ6	14703	1	Morgan Stanley Smith Barney	100,000.00	96.3380000	99,908.98	3.875	01/27/2026		
61746BDZ6	14917	1	Morgan Stanley Smith Barney	100,000.00	95.9620000	99,877.21	3.875	01/27/2026		
833034AK7	16077	1	SNAP-ON INC	100,000.00	98.6930000	99,016.24	3.250	03/01/2027		
83369MR38	15705	1	SOCIETE GENERALE	7,000.00	93.6327143	6,754.25	1.000	11/19/2026		
83369MR38	15919	1	SOCIETE GENERALE	10,000.00	93.6327000	9,648.93	1.000	11/19/2026		
84861TAE8	15061	1	Spirit Realty	10,000.00	95.1680000	9,830.15	3.200	01/15/2027	11/15/2026	100.0000000
84861TAE8	15109	1	Spirit Realty	19,000.00	94.7590000	18,631.26	3.200	01/15/2027	11/15/2026	100.0000000
84861TAE8	15110	1	Spirit Realty	14,000.00	94.5570000	13,716.99	3.200	01/15/2027	11/15/2026	100.0000000
84861TAE8	15149	1	Spirit Realty	16,000.00	94.0110000	15,630.15	3.200	01/15/2027	11/15/2026	100.0000000
84861TAE8	15153	1	Spirit Realty	10,000.00	94.4160000	9,780.86	3.200	01/15/2027	11/15/2026	100.0000000
84861TAC2	15154	1	Spirit Realty	10,000.00	97.2300000	9,914.82	4.450	09/15/2026	06/15/2026	100.0000000
84861TAE8	15158	1	Spirit Realty	15,000.00	94.4100000	14,670.93	3.200	01/15/2027	11/15/2026	100.0000000
84861TAE8	15165	1	Spirit Realty	20,000.00	94.2700000	19,547.41	3.200	01/15/2027	11/15/2026	100.0000000
84861TAE8	15202	1	Spirit Realty	10,000.00	95.0180000	9,792.51	3.200	01/15/2027	11/15/2026	100.0000000
84861TAE8	15249	1	Spirit Realty	9,000.00	96.5960000	8,866.46	3.200	01/15/2027	11/15/2026	100.0000000
84861TAC2	15268	1	Spirit Realty	13,000.00	99.9110000	12,995.94	4.450	09/15/2026	06/15/2026	100.0000000
84861TAC2	15281	1	Spirit Realty	14,000.00	100.1840000	14,009.15	4.450	09/15/2026	06/15/2026	100.0000000
84861TAC2	15317	1	Spirit Realty	5,000.00	99.5030000	4,990.68	4.450	09/15/2026	06/15/2026	100.0000000
84861TAE8	15318	1	Spirit Realty	25,000.00	96.8560000	24,631.16	3.200	01/15/2027	11/15/2026	100.0000000
84861TAC2	15330	1	Spirit Realty	5,000.00	99.4880000	4,990.40	4.450	09/15/2026	06/15/2026	100.0000000
84861TAE8	15331	1	Spirit Realty	25,000.00	96.8560000	24,631.16	3.200	01/15/2027	11/15/2026	100.0000000

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CORPORATE NOTE										
84861TAC2	15333	1	Spirit Realty	5,000.00	99.4540000	4,989.74	4.450	09/15/2026	06/15/2026	100.0000000
84861TAE8	15365	1	Spirit Realty	8,000.00	96.7830000	7,873.18	3.200	01/15/2027	11/15/2026	100.0000000
84861TAC2	15604	1	Spirit Realty	8,000.00	99.1621250	7,969.81	4.450	09/15/2026	06/15/2026	100.0000000
84861TAE8	15613	1	Spirit Realty	8,000.00	96.8280000	7,864.42	3.200	01/15/2027	11/15/2026	100.0000000
91159XAC9	15614	1	Spirit Realty	32,000.00	98.1000000	31,601.08	4.000	09/23/2027		
84861TAC2	15617	1	Spirit Realty	10,000.00	99.3106000	9,969.76	4.450	09/15/2026	06/15/2026	100.0000000
84861TAC2	15626	1	Spirit Realty	5,000.00	99.1622000	4,981.13	4.450	09/15/2026	06/15/2026	100.0000000
84861TAC2	15636	1	Spirit Realty	15,000.00	99.2490000	14,948.81	4.450	09/15/2026	06/15/2026	100.0000000
84861TAH1	15657	1	Spirit Realty	2,000.00	92.1600000	1,883.54	2.100	03/15/2028	01/15/2028	100.0000000
84861TAE8	15950	1	Spirit Realty	6,000.00	97.5876667	5,911.69	3.200	01/15/2027	11/15/2026	100.0000000
84861TAF5	15959	1	Spirit Realty	25,000.00	92.1340000	23,290.92	3.400	01/15/2030	10/15/2029	100.0000000
84861TAF5	15971	1	Spirit Realty	25,000.00	92.1340000	23,290.92	3.400	01/15/2030	10/15/2029	100.0000000
91159XDB8	15987	1	Spirit Realty	22,000.00	99.7500000	21,948.56	5.250	06/23/2033	06/23/2028	100.0000000
91159XDB8	15993	1	Spirit Realty	24,000.00	99.7500000	23,943.88	5.250	06/23/2033	06/23/2028	100.0000000
84861TAF5	16083	1	Spirit Realty	24,000.00	95.2380000	22,941.56	3.400	01/15/2030	10/15/2029	100.0000000
84861TAF5	16102	1	Spirit Realty	70,000.00	95.2380000	66,912.89	3.400	01/15/2030	10/15/2029	100.0000000
84861TAE8	16114	1	Spirit Realty	14,000.00	98.0299286	13,781.46	3.200	01/15/2027	11/15/2026	100.0000000
84861TAF5	16129	1	Spirit Realty	9,000.00	95.1454444	8,588.02	3.400	01/15/2030	10/15/2029	100.0000000
84861TAH1	16218	1	Spirit Realty	1,000.00	94.5780000	946.25	2.100	03/15/2028	01/15/2028	100.0000000
857477CD3	15257	1	STATE STREET CORP	100,000.00	101.2570000	100,374.80	5.272	08/03/2026	07/04/2026	100.0000000
86787GAJ1	15051	1	SUNTRUST	200,000.00	95.6600000	198,610.37	3.300	05/15/2026		
867914AN3	15943	1	SUNTRUST	25,000.00	102.5400000	25,468.43	6.000	01/15/2028		
89115A2S0	15213	1	TORONTO DOMINION BANK	100,000.00	100.3300000	100,088.00	5.532	07/17/2026		
89115KAD2	15995	1	TH TORONTO-DOMI	100,000.00	100.7790000	100,646.20	4.574	06/02/2028		
89115KAD2	16236	1	TH TORONTO-DOMI	100,000.00	101.2050000	101,195.39	4.574	06/02/2028		
892331AM1	13923	1	Toyota Financial Savings	100,000.00	100.6860000	100,032.45	1.339	03/25/2026		
91412NAE0	16192	1	THE UNIVERSITY OF CH	10,000.00	100.6290000	10,055.68	5.060	10/01/2026		
91324PDE9	15689	1	UNITED HEALTH GROUP	50,000.00	96.6550000	48,830.52	2.950	10/15/2027		
91324PDK5	15997	1	UNITED HEALTH GROUP INC	150,000.00	99.0650000	148,834.77	3.850	06/15/2028		
91159HHM5	14860	1	U.S. Bancorp Investments Inc.	48,000.00	93.5880000	47,619.38	3.100	04/27/2026		
91159HHM5	14918	1	U.S. Bancorp Investments Inc.	28,000.00	92.6140000	27,739.81	3.100	04/27/2026		
91159HHM5	14920	1	U.S. Bancorp Investments Inc.	23,000.00	92.1380000	22,766.94	3.100	04/27/2026		
91159HHN3	15100	1	U.S. Bancorp Investments Inc.	100,000.00	94.0310000	98,595.12	2.375	07/22/2026		
91159HHM5	15166	1	U.S. Bancorp Investments Inc.	20,000.00	95.8640000	19,860.73	3.100	04/27/2026		
91159HHR4	15996	1	U.S. Bancorp Investments Inc.	100,000.00	98.3100000	98,773.72	3.150	04/27/2027		
91159XDD4	16030	1	U.S. Bancorp Investments Inc.	125,000.00	100.0000000	125,000.00	5.450	07/30/2035	07/30/2027	100.0000000
91159XDD4	16042	1	U.S. Bancorp Investments Inc.	125,000.00	100.0000000	125,000.00	5.450	07/30/2035	07/30/2027	100.0000000
91159XAE5	16126	1	U.S. Bancorp Investments Inc.	15,000.00	99.8430000	14,977.68	4.500	10/30/2029		

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CORPORATE NOTE										
91159XAE5	16138	1	U.S. Bancorp Investments Inc.	15,000.00	99.8430000	14,977.68	4.500	10/30/2029		
92340LAC3	15715	1	VEREIT OPERATING	15,000.00	97.7550000	14,768.90	3.950	08/15/2027		
92340LAA7	15939	1	VEREIT OPERATING	25,000.00	99.2350000	24,926.82	4.875	06/01/2026	03/01/2026	100.0000000
95001DCS7	14964	1	Wells Fargo Bank	16,000.00	99.8590000	15,999.27	5.050	01/25/2026		
95001DBA7	15244	1	Wells Fargo Bank	10,000.00	91.3720000	9,690.67	1.050	11/30/2026	02/28/2026	100.0000000
95001DBA7	15707	1	Wells Fargo Bank	7,000.00	93.8000000	6,755.92	1.050	11/30/2026	02/28/2026	100.0000000
95001DBA7	15920	1	Wells Fargo Bank	1,000.00	93.8000000	965.13	1.050	11/30/2026	02/28/2026	100.0000000
95001DJY7	15940	1	Wells Fargo Bank	14,000.00	98.9400000	13,866.05	5.100	03/25/2032	03/25/2026	100.0000000
95001DJY7	15941	1	Wells Fargo Bank	15,000.00	98.9500000	14,857.77	5.100	03/25/2032	03/25/2026	100.0000000
95001DL65	16026	1	Wells Fargo Bank	100,000.00	100.0000000	100,000.00	5.250	07/22/2035	07/22/2027	100.0000000
95001DL65	16038	1	Wells Fargo Bank	50,000.00	100.0000000	50,000.00	5.250	07/22/2035	07/22/2027	100.0000000
95001DAZ3	16200	1	Wells Fargo Bank	39,000.00	98.0000000	38,257.26	1.300	10/31/2026	01/31/2026	100.0000000
Subtotal				14,060,000.00		13,921,680.47				
Municipal-amortizing-no interest										
010869JB2	14863	1	ALAMEDA CORRIDOR CA	20,000.00	62.2299997	14,581.05	4.647	10/01/2031		
010869JB2	15057	1	ALAMEDA CORRIDOR CA	10,000.00	67.2699996	7,568.99	4.169	10/01/2031		
010869HT5	15264	1	ALAMEDA CORRIDOR CA	10,000.00	82.3640000	8,828.16	4.202	10/01/2028		
010869CE3	15932	1	ALAMEDA CORRIDOR TR	20,000.00	74.9310000	15,620.19	4.547	10/01/2030		
018340HJ1	14671	1	Allentown PA	15,000.00	67.3220002	11,962.28	4.204	10/01/2030		
018340HL6	15499	1	Allentown PA	10,000.00	66.5210000	7,090.07	4.250	10/01/2032		
018340HQ5IG	15659	1	Allentown PA	10,000.00	54.6880002	5,792.46	3.858	10/01/2036		
13080SL85	15335	1	CALIFORNIA STATEWID	30,000.00	74.1950000	23,709.43	3.818	06/01/2031		
13080SK86	15769	1	CALIFORNIA STATEWID	10,000.00	65.9110000	6,899.13	4.122	06/01/2033		
13080SK78	15933	1	CALIFORNIA STATEWID	10,000.00	67.3360000	7,049.66	4.533	06/01/2032		
143735YP7	14205	1	CAROL STREAM	10,000.00	72.7810004	8,561.47	3.699	11/01/2029		
143735YN2	15266	1	CAROL STREAM IL PK	5,000.00	81.8600000	4,390.43	4.241	11/01/2028		
143735YN2	15467	1	CAROL STREAM IL PK	15,000.00	82.3840000	13,057.61	4.504	11/01/2028		
13080SL51	15089	1	CA Stwd Comnty Dev	25,000.00	72.3850000	20,178.14	4.307	06/01/2030		
13080SD86	15135	1	CA Stwd Comnty Dev	10,000.00	60.3510005	6,791.11	4.266	06/01/2033		
13080SL51	15292	1	CA Stwd Comnty Dev	10,000.00	77.3430000	8,238.15	3.935	06/01/2030		
190684PY0	15390	1	COATESVILLE PA AREA	15,000.00	66.8210000	10,780.93	4.824	10/01/2031		
214183PL3A	14166	1	COOK COUNTY	10,000.00	76.9360002	8,939.87	3.584	12/01/2028		
414763DC3	15571	1	HARRISBURG PA	10,000.00	62.5280000	6,693.72	4.446	05/01/2033		
432272GC0	15862	1	HILLSBOROUGH CALIF	125,000.00	54.3770000	71,610.80	3.941	09/07/2036		
49579SGL4	15476	1	KINGS CANYON CALIF	10,000.00	60.6120000	6,480.13	4.043	08/01/2034		
596567CD7	14195	1	MIDDLESEX CN	10,000.00	69.5640000	8,233.14	3.668	10/01/2030		

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<b>Municipal-amortizing-no interest</b>										
596567CD7	15169	1	MIDDLESEX CN	40,000.00	71.1740000	31,363.41	4.483	10/01/2030		
596567CF2	15262	1	MIDDLESEX CN	5,000.00	65.6970000	3,576.48	4.158	10/01/2032		
596567CF2	15935	1	MIDDLESEX CN	20,000.00	67.3000000	14,064.40	4.334	10/01/2032		
596567CH8	15926	1	MIDDLESEX CNTY NJ	15,000.00	60.0000000	9,438.64	4.178	10/01/2034		
596567CH8	15936	1	MIDDLESEX CNTY NJ	15,000.00	60.0000000	9,437.03	4.179	10/01/2034		
596567CB1	16055	1	MIDDLESEX CNTY NJ	20,000.00	86.8700000	17,707.39	4.110	10/01/2028		
60242NDM0	15958	1	MILWAUKEE REDEVELOPMENT	100,000.00	51.8790000	54,367.25	3.999	04/01/2037		
6503668B6	14868	1	NEWARK NJ	30,000.00	63.9499998	22,445.67	4.731	04/01/2031		
6503667Z4	15050	1	NEWARK NJ	45,000.00	77.1299998	38,575.94	4.333	04/01/2029		
645913BE3	15533	1	NJ ECON DEV	20,000.00	94.1000000	19,872.05	5.118	02/15/2026		
61834BM0	15724	1	OAK VIEW CALIF UN S	100,000.00	64.3300000	67,456.27	4.231	08/01/2033		
767032HT5	15427	1	RIO CALIF ELEM SCH	10,000.00	83.7390000	8,838.32	4.435	08/01/2028		
796711UK3	15510	1	SAN BERNARDINO C	10,000.00	66.9800000	7,139.46		08/01/2032		
796711UL1	15511	1	SAN BERNARDINO C	10,000.00	62.8210000	6,721.38	4.263	08/01/2033		
796711UN7IG	15664	1	SAN BERNARDINO C	10,000.00	58.0080000	6,112.96	3.999	08/01/2035		
796711UL1	15937	1	SAN BERNARDINO C	50,000.00	64.7600000	33,828.38	4.205	08/01/2033		
79771PF67	15513	1	SAN FRAN CALIF C	40,000.00	54.3100000	23,324.66		08/01/2036		
79771PF67	15560	1	SAN FRAN CALIF C	20,000.00	52.9630000	11,373.76	4.017	08/01/2036		
79771PF67	15583	1	SAN FRAN CALIF C	25,000.00	52.9630000	14,217.20	4.017	08/01/2036		
80641LBK5	15116	1	Schell-Vista CA	25,000.00	71.0299997	19,750.65	4.436	09/01/2030		
96081RBB5	14177	1	WESTMONT ILLINOIS	10,000.00	72.6499997	8,539.02	3.678	12/01/2029		
969078QN7	14178	1	WILL CN	35,000.00	77.8599999	31,485.44	3.493	11/01/2028		
969078QN7	14218	1	WILL CN	25,000.00	77.7740001	22,482.06	3.503	11/01/2028		
969078QN7	14622	1	WILL CN	10,000.00	74.0520003	8,737.37	4.392	11/01/2028		
969078QN7	14791	1	WILL CN	25,000.00	76.6160001	21,855.19	4.375	11/01/2028		
<b>Subtotal</b>				<b>1,115,000.00</b>		<b>795,767.30</b>				
<b>MBS</b>										
3136BPPZ8	14665	1	FEDERAL NATIONAL MTG ASSOC.	97,154.27	101.2498994	98,372.04	6.000	06/25/2042		
3136BPPZ8	14674	1	FEDERAL NATIONAL MTG ASSOC.	64,769.51	101.2499968	65,582.57	6.000	06/25/2042		
3137HBU85	15118	1	Federal Home Loan Mtge	19,658.98	99.6561740	19,591.39	5.500	05/25/2049		
3137HBU85	15119	1	Federal Home Loan Mtge	26,416.77	99.6561836	26,325.94	5.500	05/25/2049		
GC-3137H9CG2	14503	1	Federal Home Loan Mtg Corp	140,913.67	100.3750000	141,447.73	5.500	01/25/2040		
IG3137H9CG2	14572	1	Federal Home Loan Mtg Corp	141,281.56	100.3750000	141,817.02	5.500	01/25/2040		
GC3137H93K3B	14580	1	Federal Home Loan Mtg Corp	173,612.49	98.8749939	171,666.30	5.000	09/25/2050		
IG3137H93K3B	14583	1	Federal Home Loan Mtg Corp	173,520.65	98.8749939	171,575.49	5.000	09/25/2050		
3137H9BT5GC	14619	1	Federal Home Loan Mtg Corp	190,298.26	100.0000000	190,304.82	5.000	07/25/2047		



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MBS										
3137H9BT5-IG	14620	1	Federal Home Loan Mtg Corp	285,447.43	100.0000000	285,453.99	5.000	07/25/2047		
3137HD2T6	15227	1	Federal Home Loan Mtg Corp	95,325.91	99.6250008	94,968.44	5.500	09/25/2049		
3137BRZF5	15312	1	Federal Home Loan Mtg Corp	26,266.20	93.0625032	24,443.98	3.000	02/15/2046		
3137BRZF5	15325	1	Federal Home Loan Mtg Corp	86,057.34	93.0624994	80,087.11	3.000	02/15/2046		
3132DWLL5	15945	1	Federal Home Loan Mtg Corp	202,835.69	99.6249978	202,075.05	5.500	05/01/2054		
GC31416WHF2A	14577	1	Federal National Mtg Assn	30,260.87	100.0000000	30,265.23	4.500	06/01/2030		
31418FDA2	16109	1	Federal National Mtg Assn	136,727.57	100.3125006	137,154.84	5.000	10/01/2054		
3136BXRC0	16118	1	Federal National Mtg Assn	390,375.30	98.1560000	383,176.78	5.000	10/25/2055		
38383TWE9	14300	1	Government National Mortgage A	71,160.24	100.9999995	71,876.60	4.000	09/20/2044		
IG-38383TWE9	14352	1	Government National Mortgage A	71,982.56	100.9999995	72,707.20	4.000	09/20/2044		
38383X6P4	14765	1	Government National Mortgage A	103,206.27	100.4062000	103,629.62	5.500	09/20/2044		
38383X6P4	14773	1	Government National Mortgage A	103,206.27	100.4062000	103,629.62	5.500	09/20/2044		
36179X6Z4	14874	1	Government National Mortgage A	67,773.25	99.7500023	67,603.82	6.000	08/20/2038		
38384ETG0	14875	1	Government National Mortgage A	59,124.38	99.9374980	59,087.43	6.000	03/20/2050		
38384EA39	15064	1	Government National Mortgage A	32,839.13	100.5000059	33,003.33	6.000	05/20/2050		
3618N5CR8	15525	1	Government National Mortgage A	156,866.24	99.3750000	155,885.83	5.500	12/20/2054		
38385CB72	15610	1	Government National Mortgage A	40,119.76	98.5000000	39,517.96	5.000	02/20/2055		
3618N5KH1	15955	1	Government National Mortgage A	46,328.65	99.5000036	46,097.01	5.500	04/20/2055		
3618N5VB2	16090	1	Government National Mortgage A	99,644.42	100.0937000	99,737.79	5.000	09/20/2055		
38381Q2V2	16063	1	GOV NATL MTG ASSN G	173,892.95	97.1875028	169,002.22	5.000	08/20/2055		
38381Q2V2	16072	1	GOV NATL MTG ASSN G	173,892.95	97.1875028	169,002.22	5.000	08/20/2055		
Subtotal				3,480,959.54		3,455,089.37				
Municipal Bonds										
IG-010047FL7	14393	1	AKRON OH	10,000.00	81.2500000	8,862.27	3.010	12/01/2030		
010053BW5	14460	1	AKRON OH	40,000.00	93.1400000	39,388.58	3.625	12/01/2026		
010053BL9	15274	1	AKRON OH	20,000.00	99.6000000	19,930.05	4.750	12/01/2034		
010047FL7	15815	1	AKRON OH	15,000.00	88.4300000	13,487.53	3.010	12/01/2030		
010604CY0	15465	1	ALABAMA ST PORT	15,000.00	96.7300000	14,690.06	3.679	10/01/2027		
010604CZ7	15816	1	ALABAMA ST PORT	15,000.00	96.0970000	14,536.69	3.829	10/01/2028	10/01/2027	100.0000000
023362SP2	15500	1	AMBRIDGE PA ARE	25,000.00	77.2780000	19,850.46	2.593	11/01/2035		
040484YQ4	15817	1	ARIZONA BRD REG	25,000.00	94.2372000	24,047.01	1.393	06/01/2027		
040484XP7	15818	1	ARIZONA BRD REG	110,000.00	96.4650000	108,266.27	2.212	08/01/2026		
04108NW65	15084	1	AR S DEV FA ED	10,000.00	99.8540000	9,990.32	5.320	10/01/2029		
05028XAN4	15183	1	Auburn California	15,000.00	79.7000000	12,385.37	2.776	06/01/2035		
055022AL1	14864	1	AZUSA CALIF PEN	10,000.00	80.3900000	8,604.25	2.785	08/01/2031		
055022AL1	15174	1	AZUSA CALIF PEN	10,000.00	86.6200000	8,955.58	2.785	08/01/2031		

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<b>Municipal Bonds</b>										
055022AH0	15522	1	AZUSA CALIF PEN	25,000.00	91.6530000	23,500.25	2.435	08/01/2028		
059189E30	15552	1	BALTIMORE MD	15,000.00	72.7520000	11,257.74	2.200	10/15/2036		
072024XK3	15826	1	BAY AREA TOLL A	10,000.00	80.0650000	8,187.73	2.319	04/01/2033		
074429BM2	15148	1	Beaumont California	10,000.00	78.3500000	8,265.11	2.397	09/01/2032		
074429BM2	15304	1	Beaumont California	15,000.00	84.1340000	12,995.17	2.397	09/01/2032		
074429AZ4	15827	1	Beaumont California	115,000.00	78.4100000	91,903.72	2.645	09/01/2035	09/01/2030	100.0000000
078010NT8	16139	1	BELL CNTY KY SCH	40,000.00	98.2930000	39,326.52	5.300	09/01/2043		
078671GW8	15828	1	BELLEFONTAINE O	5,000.00	94.0000000	4,832.49	1.286	12/01/2026		
088006JP7	15230	1	BEVERLY HILLS C	10,000.00	95.8180000	9,903.34	2.355	06/01/2026		
088006KC4	15565	1	BEVERLY HILLS C	10,000.00	89.6330000	9,250.89	1.514	06/01/2028		
097552UL5	15829	1	BOLINGBROOK ILL	10,000.00	72.5890000	7,444.20	2.568	01/01/2036		
099032GT5	15830	1	BOONE MCHENRY	15,000.00	91.3000000	13,948.99	2.562	01/01/2029		
105710AK3	15367	1	BRAWLEY CALIF P	10,000.00	94.4740000	9,549.77	3.919	09/01/2030		
105710AL1	15539	1	BRAWLEY CALIF P	80,000.00	92.2600000	74,738.99	4.019	09/01/2031		
10623ACC5	15925	1	BRAZOS TEX HIGH	5,000.00	91.8000000	4,661.71	2.714	04/01/2029		
1098533J8	15831	1	BRISTOL CONN	10,000.00	90.5200000	9,143.47	3.850	10/15/2032		
IG-110290NC3	14416	1	BRISTOL TWP	30,000.00	83.5700000	27,140.78	3.050	06/01/2030		
111746JK0	15384	1	BROCKTON MASS	20,000.00	81.0000000	16,560.47	3.038	11/01/2035		
116093RF4	15184	1	Brownsburg IN RD	10,000.00	85.1000000	8,717.44	3.650	08/01/2035		
116093RF4	15197	1	Brownsburg IN RD	10,000.00	87.0400000	8,876.30	3.650	08/01/2035		
116093RF4	15385	1	Brownsburg IN RD	15,000.00	86.2000000	13,130.99	3.650	08/01/2035		
11870PAL2	15832	1	BUCKSKIN FIRE DI	50,000.00	81.3100000	41,389.43	3.150	07/01/2034		
118217CG1	15346	1	BUCKEYE OHIO TOB SE	20,000.00	92.8190000	19,209.86	2.000	06/01/2027		
12022GAN3	15833	1	BULLHEAD CITY A	15,000.00	78.4700000	12,024.31	2.682	07/01/2034		
IG-12022GAH6	14417	1	BULLHEAD CITY	10,000.00	79.2000000	8,912.98	2.052	07/01/2029		
13032UXN3	15272	1	CALIFORNIA HEAL	10,000.00	93.9840000	9,852.55	1.168	06/01/2026		
13032UXP8	15835	1	CALIFORNIA HEAL	35,000.00	92.6400000	33,296.03	1.368	06/01/2027		
13034AN71	15836	1	CALIFORNIA HEAL	20,000.00	93.1000000	19,069.66	1.809	07/01/2027		
13034ANF3	15837	1	CALIFORNIA HEAL	5,000.00	95.2200000	4,838.88	2.870	07/01/2027		
GC-13077DQES	14529	1	CALIFORNIA ST UNI	45,000.00	85.3200000	43,621.84	1.142	11/01/2026		
GC13077DQESC	14563	1	CALIFORNIA ST UNI	280,000.00	85.7000000	271,723.64	1.142	11/01/2026		
13077DQP0	15386	1	CALIFORNIA ST UNI	10,000.00	75.8160000	7,811.01	2.374	11/01/2035	11/01/2031	100.0000000
13063DRT7	15557	1	CALIFORNIA ST UNI	25,000.00	83.4020000	21,191.04	3.500	10/01/2036	10/01/2029	100.0000000
13063DRT7	15580	1	CALIFORNIA ST UNI	25,000.00	83.4020000	21,191.04	3.500	10/01/2036	10/01/2029	100.0000000
130179KW3	15603	1	CALIFORNIA EDL UNIV EDUC	5,000.00	96.2900000	4,890.16	3.181	04/01/2027		
130179LA0	15834	1	CALIFORNIA EDL UNIV EDUC	15,000.00	89.8640000	13,664.08	3.561	04/01/2031	04/01/2027	100.0000000
14055RCF0	15388	1	CAPITOL AREA DE	15,000.00	91.4390000	14,065.90	2.458	10/01/2028		
143287DN7	15841	1	CARMEL IND LOC	10,000.00	88.4800000	8,962.98	3.491	07/15/2032		

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<b>Municipal Bonds</b>										
14329NFK5	15842	1	CARMEL IND REDE	15,000.00	93.8000000	14,442.86	1.409	02/01/2027		
13080SE26	15053	1	California Stew Comnty Dev	320,000.00	85.0000000	289,887.40	2.040	04/01/2029		
13080SE26	15060	1	California Stew Comnty Dev	240,000.00	85.0000000	217,415.55	2.040	04/01/2029		
13080SD92	15387	1	California Stew Comnty Dev	30,000.00	90.5560000	28,056.82	1.905	04/01/2028		
13080SZS6	15501	1	California Stew Comnty Dev	10,000.00	82.2300000	8,518.49	1.877	02/01/2031		
13080SD84	15502	1	California Stew Comnty Dev	15,000.00	92.1740000	14,351.83	1.730	04/01/2027		
13080SE34	15503	1	California Stew Comnty Dev	10,000.00	84.9180000	8,782.30	2.140	04/01/2030		
13080SD84	15572	1	California Stew Comnty Dev	5,000.00	92.3020000	4,783.76	1.730	04/01/2027		
13080SD92	15638	1	California Stew Comnty Dev	5,000.00	90.8520000	4,667.12	1.905	04/01/2028		
13080SE83	16144	1	California Stew Comnty Dev	15,000.00	81.4950000	12,276.59	2.590	04/01/2035		
GC-14915TAY7	14231	1	CATHEDRAL CITY	155,000.00	98.9280000	154,403.79	3.755	12/01/2027		
154070AQ9	15303	1	CENTRAL MARIN P	10,000.00	84.2080000	8,594.63	2.798	02/01/2036		
154070AR7	15658	1	CENTRAL MARIN P	20,000.00	79.9700000	16,271.53	2.898	02/01/2037	02/01/2031	100.0000000
156792KR3	15389	1	CERRITOS CALIF	10,000.00	79.7420000	8,170.90	2.768	08/01/2035		
167393NQ6	14672	1	Chicago Heights	15,000.00	95.7070000	14,845.79	3.855	12/01/2026		
167393NS2	15608	1	Chicago Heights	10,000.00	95.9380000	9,625.68	4.716	12/01/2035	12/01/2029	100.0000000
167393NS2	16134	1	Chicago Heights	15,000.00	97.8890000	14,688.67	4.716	12/01/2035	12/01/2029	100.0000000
167505QK5	15237	1	CHICAGO IL BRD	15,000.00	105.0430000	15,556.15	6.319	11/01/2029		
170473AD4	15558	1	CHOWCHILLA CALF	15,000.00	92.5400000	14,080.99	3.930	06/01/2030		
16557HGA7	15523	1	CHESTER CNTY PA	15,000.00	81.1650000	12,513.71	2.574	06/01/2033		
17132EBP8	15843	1	CHULA VISTA CAL	25,000.00	88.7400000	22,421.17	3.775	12/01/2033		
171646TA0	15238	1	CICERO IL	10,000.00	91.1690000	9,477.54	1.850	01/01/2028		
19648GG55	15974	1	COLORADO HSG & FIN	45,000.00	100.0000000	45,000.00	5.337	11/01/2033		
19951ABE5	16174	1	COLUMBUS OHIO ME	40,000.00	100.5000000	40,198.89	5.950	12/01/2043		
19951ABE5	16188	1	COLUMBUS OHIO ME	40,000.00	100.5000000	40,198.89	5.950	12/01/2043		
196711QA6	15847	1	COLORADO ST CTF	10,000.00	90.2700000	9,111.06	3.969	09/01/2033		
197036PW0	15848	1	COLTON CALIF JT	30,000.00	77.1900000	23,638.28	2.571	08/01/2035		
GC-20281PMK5	14347	1	COMMONWEALTH	70,000.00	95.1040000	69,628.57	2.319	06/01/2026		
20775JFE4	16166	1	CONNECTICUT HOUSING FINANCE	25,000.00	100.0000000	25,000.00	4.983	11/15/2036		
20775JFE4	16182	1	CONNECTICUT HOUSING FINANCE	75,000.00	100.0000000	75,000.00	4.983	11/15/2036		
213471HK4	14206	1	COOK COUNTY	35,000.00	82.3390000	31,353.00	1.700	12/01/2030		
215219ND4	14852	1	COOK COUNTY	10,000.00	76.4800000	8,231.74	2.375	12/01/2032		
215219ND4	14962	1	COOK COUNTY	10,000.00	79.9900000	8,452.64	2.375	12/01/2032		
215219ND4	15048	1	COOK COUNTY	10,000.00	81.5600000	8,561.99	2.375	12/01/2032		
215021SB3	15136	1	COOK COUNTY	5,000.00	99.6100000	4,984.02	5.250	12/01/2033		
215219ND4	15177	1	COOK COUNTY	15,000.00	81.5800000	12,742.08	2.375	12/01/2032		
215219ND4	15199	1	COOK COUNTY	10,000.00	82.3400000	8,541.03	2.375	12/01/2032		
215260MP2	15446	1	COOK COUNTY	10,000.00	83.0600000	8,480.23	3.037	12/01/2034		

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<b>Municipal Bonds</b>										
214183MJ1	15570	1	COOK COUNTY	10,000.00	87.2200000	8,836.70	4.000	12/01/2035	12/01/2027	100.0000000
214291FE1	15646	1	COOK COUNTY	10,000.00	93.4870000	9,394.46	4.375	12/01/2036		
215260ML1	15849	1	COOK COUNTY	10,000.00	85.2200000	8,683.34	2.737	12/01/2031	12/01/2030	100.0000000
220228BV1	15269	1	CORPUS CHRISTI	5,000.00	87.7210000	4,463.59	3.067	12/01/2034		
220228BV1	15286	1	CORPUS CHRISTI	5,000.00	87.7210000	4,463.59	3.067	12/01/2034		
220113TY0	16104	1	CORPUS CHRISTI	75,000.00	101.1010000	75,809.09	5.450	03/01/2040		
IG-21969AAH5	14419	1	CORONA CALIFORNIA	30,000.00	80.7400000	27,050.79	2.042	05/01/2029		
GC-21969AAH5	14538	1	CORONA CALIFORNIA	55,000.00	80.3740000	49,459.73	2.042	05/01/2029		
22162ABN4	15850	1	COSUMNES CMNTY	20,000.00	84.9800000	17,187.18	3.625	09/01/2036		
223047AJ0	14767	1	COVINA CALIFORNIA	35,000.00	81.2980000	30,858.74	2.066	08/01/2030		
223047AJ0	14789	1	COVINA CALIFORNIA	65,000.00	81.8270000	57,305.35	2.066	08/01/2030		
392397CJ2	15137	1	Gtr Wenatchee W	30,000.00	91.7500000	29,315.67	1.695	09/01/2026		
22973PAH4	14232	1	CUDAHY CALIFORNIA	10,000.00	99.3200000	9,987.78	3.779	10/01/2026		
230614QD4	15851	1	CUMBERLAND CNTY PA	35,000.00	80.0500000	28,547.12	3.000	11/01/2034		
234596AE4	15233	1	DALLAS COUNTY ARK	45,000.00	100.5550000	45,170.93	5.200	01/01/2029	01/01/2026	102.0000000
234596AF1	15234	1	DALLAS COUNTY ARK	60,000.00	101.1440000	60,510.02	5.300	01/01/2030	01/01/2026	102.0000000
2350366Y1	15629	1	DALLAS FORT WOR	5,000.00	78.8000000	4,017.12	2.896	11/01/2036		
235839DY0	15293	1	DANA POINT CALI	15,000.00	80.3990000	12,399.16	2.493	09/01/2035		
254841AH2	15231	1	DISTRICT ENERGY ST PA	10,000.00	90.4700000	9,366.37	2.300	10/01/2028		
258864AQ0	15265	1	DOUGLAS ARIZONA	40,000.00	79.3400000	32,742.03	2.686	01/01/2036	01/01/2031	100.0000000
258864AQ0	15447	1	DOUGLAS ARIZONA	25,000.00	77.7750000	19,959.05	2.686	01/01/2036	01/01/2031	100.0000000
273695XA9	15246	1	EAST MOLINE IL	15,000.00	86.0980000	13,256.63	3.122	01/15/2033		
282659BE0	15088	1	El Cajon Calif	20,000.00	81.5500000	17,149.85	2.390	04/01/2032		
282659BE0	15156	1	El Cajon Calif	10,000.00	81.5270000	8,536.99	2.390	04/01/2032		
282659BE0	15229	1	El Cajon Calif	10,000.00	86.1400000	8,867.65	2.390	04/01/2032		
282659BF7	15347	1	El Cajon Calif	10,000.00	82.9150000	8,526.86	2.490	04/01/2033	04/01/2030	100.0000000
282659BE0	15391	1	El Cajon Calif	10,000.00	82.7100000	8,515.74	2.390	04/01/2032		
283062EQ6	15852	1	EL DORADO CALIF	35,000.00	79.6300000	28,620.52	1.827	03/01/2032		
284035AL6	15853	1	EL SEGUNDO CALI	10,000.00	82.2400000	8,402.21	2.417	07/01/2032		
291180AM9	15581	1	EMERYVILLE CALIF MULT HSG	10,000.00	93.1700000	9,379.25	4.610	08/01/2035		
292521GZ8	16010	1	ENCINITAS CALIF	35,000.00	78.0360000	27,673.70	2.375	10/01/2035		
292528CM6	14845	1	ENCINITAS CA SPL	15,000.00	79.2170000	12,912.59	1.940	09/01/2030		
293430CC6	15854	1	ENNIS TEX ECONOMI	5,000.00	92.9200000	4,673.57	4.500	08/01/2034		
299228DD5	15216	1	EVANSTON ILL	15,000.00	86.1140000	13,187.68	3.650	12/01/2035		
341271AH7	15472	1	FLORIDA ST BRD	90,000.00	101.3620000	91,094.53	5.526	07/01/2034		
341271AH7	15524	1	FLORIDA ST BRD	50,000.00	101.2020000	50,537.11	5.526	07/01/2034		
341271AH7	15601	1	FLORIDA ST BRD	25,000.00	101.6573200	25,375.99	5.526	07/01/2034		
341271AH7	15622	1	FLORIDA ST BRD	25,000.00	101.6573200	25,375.99	5.526	07/01/2034		

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<b>Municipal Bonds</b>										
341271AH7	16018	1	FLORIDA ST BRD	50,000.00	102.3300000	51,103.68	5.526	07/01/2034		
348188BG7	14263	1	fort ordinary califo	60,000.00	92.7100000	58,569.81	2.410	09/01/2027		
348188BR3	15305	1	fort ordinary califo	10,000.00	89.2600000	9,076.27	3.044	09/01/2033		
356640JP8	14853	1	FREEPORT IL	25,000.00	92.3720000	23,785.99	4.125	01/01/2030		
358233CE2	15857	1	FRESNO CALIF UN	30,000.00	79.6520000	24,286.97	2.997	08/01/2036		
36005FBM6	15393	1	FULTON CNTY GA	85,000.00	97.3500000	83,464.82	4.071	03/15/2028		
367074BM2	15291	1	GARZA CNTY TEX	15,000.00	101.4170000	15,170.00	4.950	02/01/2031		
IG-365471AL5	14556	1	GARDENA CALIF	40,000.00	83.2000000	35,731.44	2.963	04/01/2031		
GC-365471AL5B	14558	1	GARDENA CALIF	30,000.00	83.2000000	26,800.17	2.963	04/01/2031		
365471AL5	14967	1	GARDENA CALIF	15,000.00	87.5700000	13,650.88	2.963	04/01/2031		
365471AL5	15049	1	GARDENA CALIF	20,000.00	88.0600000	18,259.42	2.963	04/01/2031		
365471AL5	15201	1	GARDENA CALIF	10,000.00	87.6900000	9,039.39	2.963	04/01/2031		
365471AG6	15394	1	GARDENA CALIF	10,000.00	94.3100000	9,688.12	2.366	04/01/2027		
365471AL5	15449	1	GARDENA CALIF	20,000.00	87.8900000	17,972.73	2.963	04/01/2031		
365471AJ0	15858	1	GARDENA CALIF	5,000.00	91.1900000	4,639.84	2.763	04/01/2029		
371784HY8	15309	1	GENESEO ILL	50,000.00	81.5530100	41,789.77	2.550	02/01/2036		
371784HY8	15323	1	GENESEO ILL	50,000.00	81.5530000	41,789.77	2.550	02/01/2036		
IG-37736QY5	14394	1	GLASSBORO	10,000.00	77.0100000	8,714.82	1.942	01/15/2030		
3788612AN5	14168	1	GLENDORA CALIF PENSI	15,000.00	87.6600000	13,957.09	2.395	06/01/2030		
378612AN5A	14169	1	GLENDORA CALIF PENSI	15,000.00	87.9240000	13,979.40	2.395	06/01/2030		
878612AN5-IG	14621	1	GLENDORA CALIF PENSI	5,000.00	81.7650000	4,456.23	2.395	06/01/2030		
38122NB27	14180	1	GOLDEN ST TOBACCO	135,000.00	89.4800000	129,130.29	2.086	06/01/2028		
GC-38122NC75	14203	1	GOLDEN ST TOBACCO	30,000.00	90.4800000	28,811.71	2.532	06/01/2028		
38122NC75	14311	1	GOLDEN ST TOBACCO	15,000.00	90.4800000	14,405.85	2.532	06/01/2028		
IG-38122NC83	14421	1	GOLDEN ST TOBACCO	20,000.00	82.8100000	18,223.96	2.587	06/01/2029		
IG38122NC59	14443	1	GOLDEN ST TOBACCO	25,000.00	88.7700000	24,676.06	2.158	06/01/2026		
GC-38122NC75	14539	1	GOLDEN ST TOBACCO	25,000.00	83.3100000	23,192.19	2.532	06/01/2028		
GC-38122NC59X	14557	1	GOLDEN ST TOBACCO	10,000.00	90.8200000	9,890.19	2.158	06/01/2026		
38122NB27	14756	1	GOLDEN ST TOBACCO	5,000.00	88.2700000	4,721.17	2.086	06/01/2028		
38122NC83	14757	1	GOLDEN ST TOBACCO	10,000.00	87.2860000	9,285.93	2.587	06/01/2029		
38122NC59	15086	1	GOLDEN ST TOBACCO	10,000.00	93.3300000	9,877.84	2.158	06/01/2026		
38122NB27	15395	1	GOLDEN ST TOBACCO	10,000.00	90.8600000	9,359.24	2.086	06/01/2028		
38122NC67	15396	1	GOLDEN ST TOBACCO	10,000.00	93.7500000	9,638.20	2.332	06/01/2027		
38122NC75	15397	1	GOLDEN ST TOBACCO	10,000.00	91.8300000	9,427.24	2.532	06/01/2028		
38122ND33	15398	1	GOLDEN ST TOBACCO	200,000.00	85.4480000	174,923.45	3.037	06/01/2032	12/01/2031	100.0000000
38122NC75	15450	1	GOLDEN ST TOBACCO	10,000.00	92.1400000	9,447.64	2.532	06/01/2028		
38122ND33	15473	1	GOLDEN ST TOBACCO	170,000.00	85.4000000	148,582.67	3.037	06/01/2032	12/01/2031	100.0000000
38122NC59	15505	1	GOLDEN ST TOBACCO	10,000.00	96.1100000	9,886.70	2.158	06/01/2026		

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<b>Municipal Bonds</b>										
38122NC75	15506	1	GOLDEN ST TOBACCO	20,000.00	92.0800000	18,884.15	2.532	06/01/2028		
384712EW1	14179	1	GRAHAM TX GO	95,000.00	89.6150000	89,906.99	2.420	08/15/2029		
387244DE3	15647	1	GRANITE CITY ILL	15,000.00	94.7220000	14,262.77	4.580	03/01/2037		
387244DE3	15650	1	GRANITE CITY ILL	15,000.00	95.0730000	14,311.64	4.580	03/01/2037		
387244DE3	16227	1	GRANITE CITY ILL	20,000.00	95.7240000	19,147.35	4.580	03/01/2037		
408431CH5	15859	1	HAMMOND IND SAN	20,000.00	80.4000000	16,471.25	2.100	07/15/2032		
408431CK8	15860	1	HAMMOND IND SAN	15,000.00	77.8400000	11,967.62	2.200	07/15/2033	07/15/2030	100.0000000
414792LP4	15451	1	HARRISBURG PA	15,000.00	78.3910000	12,061.55	2.729	12/01/2035		
414792LP4	15861	1	HARRISBURG PA	105,000.00	77.0200000	82,514.87	2.729	12/01/2035		
412882WY4	15909	1	HARLINGEN TEX	20,000.00	89.9020000	18,108.97	4.140	08/15/2036		
419792ZB5	15474	1	HAWAII ST ARPTS	10,000.00	73.0130000	7,538.41	2.145	08/01/2036	08/01/2030	100.0000000
428061EM3	15559	1	HESPERIA CALIF	10,000.00	81.0930000	8,335.19	2.539	02/01/2033		
428061EM3	15582	1	HESPERIA CALIF	10,000.00	81.0930000	8,335.19	2.539	02/01/2033		
430034BB3	15712	1	HIGHLAND CALIF	15,000.00	96.7900000	14,711.54	3.125	02/01/2027		
432275AJ4	15863	1	HILLSBOROUGH CN	10,000.00	98.7250000	9,935.17	4.151	10/01/2026		
IG-43232VVJ7	14395	1	HILLSBORO	40,000.00	85.9000000	38,194.67	2.191	07/01/2027		
432094AC4	15526	1	HILLSBORO	40,000.00	100.2870000	40,066.99	5.146	06/01/2027		
43233AGD2	15648	1	HILLSBORO	10,000.00	87.4980000	8,848.90	3.584	08/01/2035		
43233AGD2	16017	1	HILLSBORO	15,000.00	86.3550000	13,049.91	3.584	08/01/2035		
438687EQ4	15527	1	HONOLULU HAWAII	10,000.00	88.7200000	8,969.67	4.004	09/01/2036		
443730PD2	15528	1	HUDSON CNTY N J	15,000.00	77.1880000	11,909.99	2.479	06/01/2035		
45203ML25	15864	1	ILLINOIS HSG DE	10,000.00	97.3500000	9,783.33	4.452	04/01/2029		
452153GR4	15452	1	ILLINOIS ST	10,000.00	100.1600000	10,003.93	5.213	05/01/2026		
452152QT1	15562	1	ILLINOIS ST	10,000.00	99.6700000	9,993.16	4.760	04/01/2026		
452152HK0	16215	1	ILLINOIS ST	10,000.00	100.2900000	10,024.17	6.750	03/01/2026		
45506DK53	15276	1	INDIANA ST FIN AU	5,000.00	97.7580000	4,993.11	3.300	02/01/2026		
457074BL5	15453	1	INGLEWOOD CALIF	15,000.00	88.3800000	13,523.37	3.182	09/01/2031		
484062MD3	15173	1	KANE ETC IL CCD	10,000.00	77.3510000	8,274.73	1.125	12/15/2030		
491196Z53	15868	1	KENTUCKY ASSN OF COUNTIES FIN	15,000.00	84.0100000	12,856.91	2.700	02/01/2032		
491034AM6	15182	1	Kenton County	15,000.00	92.1240000	14,035.28	4.226	01/01/2033		
491034AM6	15867	1	Kenton County	45,000.00	91.0600000	41,354.56	4.226	01/01/2033		
494242SQ4	15869	1	KILLINGLY CONN	45,000.00	86.1300000	39,167.70	3.750	05/01/2036		
495731BD2	15870	1	KINGMAN ARIX EXC	20,000.00	77.3200000	15,818.99	2.490	07/15/2034		
485321CY7	15949	1	KANSAS PWR POOL	10,000.00	94.8600000	9,701.90	1.480	12/01/2026		
503433AH7	14208	1	LAHABRA CALIF PENSI	10,000.00	90.1200000	9,494.24	2.473	08/01/2029		
509262FN6	15284	1	LAKE CNTY ILL CM	25,000.00	99.4000000	24,870.31	4.450	01/01/2034		
86459ADQ2	14182	1	LAKE ELSINORE	50,000.00	89.7260000	48,011.48	2.023	03/01/2028		
50962CBH6	14946	1	Lake Elsinore CA	250,000.00	77.2340000	208,651.50	2.330	09/01/2031		

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<b>Municipal Bonds</b>										
512246NN5	15401	1	LAKEVIEW MICH CMN	100,000.00	73.0000000	75,082.10	2.400	05/01/2038		
513802BC1	15402	1	LANCASTER CALIF	10,000.00	95.0700000	9,554.87	4.750	08/01/2035		
513802BC1	15403	1	LANCASTER CALIF	100,000.00	95.2830000	95,741.00	4.750	08/01/2035		
516447CX5	14207	1	LANSING MI	15,000.00	96.7300000	14,757.78	3.450	05/01/2029		
IG- 516447CX5	14365	1	LANSING MI	15,000.00	89.1800000	14,171.94	3.450	05/01/2029		
516447CX5	14824	1	LANSING MI	5,000.00	91.6500000	4,757.74	3.450	05/01/2029		
516447CZ0	14855	1	LANSING MI	20,000.00	86.6300000	18,122.14	3.680	05/01/2031	05/01/2029	100.0000000
50420BDF6	14170	1	LA QUINTA CA	45,000.00	90.7790000	44,323.46	1.418	09/01/2026		
IG-50420BDF6	14364	1	LA QUINTA CA	20,000.00	86.6850000	19,540.86	1.418	09/01/2026		
50420BDG4	15399	1	LA QUINTA CA	10,000.00	91.9300000	9,501.34	1.728	09/01/2027		
50420BCX8	15400	1	LA QUINTA CA	15,000.00	93.1870000	14,114.88	4.217	09/01/2032	09/01/2026	100.0000000
504516EU5	14181	1	LASALLE CNTY	100,000.00	89.2390000	95,019.70	2.150	12/15/2028		
546462EP3	14826	1	LA ST ENGY & PW	10,000.00	77.0630000	8,324.87	2.332	06/01/2032		
546462EP3	14827	1	LA ST ENGY & PW	15,000.00	77.0980000	12,491.13	2.332	06/01/2032		
546462EP3	14839	1	LA ST ENGY & PW	15,000.00	77.0980000	12,491.13	2.332	06/01/2032		
546462EP3	14840	1	LA ST ENGY & PW	10,000.00	76.5530000	8,284.37	2.332	06/01/2032		
546462EN8	14948	1	LA ST ENGY & PW	15,000.00	77.7350000	12,588.85	2.182	06/01/2031	06/01/2030	100.0000000
518481AS5	14237	1	LAUDERDALE COUNTY	15,000.00	92.8200000	14,862.80	1.900	07/01/2026		
518481AS5	15143	1	LAUDERDALE COUNTY	15,000.00	92.9250000	14,755.41	1.900	07/01/2026		
518481AS5	15196	1	LAUDERDALE COUNTY	10,000.00	93.9700000	9,847.56	1.900	07/01/2026		
525641BR6	15404	1	LEMON GROVE CAL	10,000.00	87.5100000	8,884.89	3.631	08/01/2034		
527300LC9	16113	1	LEVELLAND TEX	30,000.00	101.1710000	30,339.19	4.880	08/15/2033		
534272N21	15204	1	LINCOLN NE ELEC	15,000.00	76.6760000	12,047.96	1.799	09/01/2033		
53820AAL8	15871	1	LIVERMORE CALIF	10,000.00	82.2200000	8,411.33	2.365	02/01/2032		
543573EB1	15656	1	LORAIN CNTY OHI	5,000.00	78.8800000	4,019.53	2.638	12/01/2035		
54465AGS5	15179	1	LOS ANGELES CAL	35,000.00	93.8600000	34,353.68	2.375	09/01/2026		
544646A69	15405	1	LOS ANGELES CAL	100,000.00	101.9440000	101,096.50	5.981	05/01/2027		
544445U72	15872	1	LOS ANGELES CAL	10,000.00	92.6800000	9,521.05	1.425	05/15/2027		
53945CLA6	15873	1	LOS ANGELES CAL	15,000.00	91.0490000	13,776.91	4.040	06/01/2033		
5445872W7	16022	1	LOS ANGELES CAL	10,000.00	90.0540000	9,142.44	1.648	11/01/2028		
54660DAG4	15477	1	LOUISVILLE & JE	10,000.00	95.9100000	9,713.93	3.711	05/15/2028		
IG-546399MQ6	14423	1	LOUISIANA PUBLIC FAC	15,000.00	82.4300000	13,638.53	2.410	06/01/2029		
546850CC0	15408	1	LOUISVILLE KY R	15,000.00	97.4400000	14,728.09	4.133	07/01/2028		
5462827E8	15874	1	LOUISIANA LOC GO	10,000.00	90.6200000	9,161.88	3.750	02/01/2032		
546540SJ5	15530	1	LOUISIANA ST UN	25,000.00	77.4190000	19,850.62	2.711	07/01/2036		
550802LB6	14846	1	LYCOMING CON PA	15,000.00	82.7900000	13,292.35	2.464	07/01/2030		
551537AH6	15875	1	LYNN HAVEN FLA RE	10,000.00	91.9500000	9,371.41	2.500	08/01/2028		
551785DN5	15876	1	LYNWOOD CALIF	70,000.00	84.5400000	59,927.02	3.810	10/01/2035		

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<b>Municipal Bonds</b>										
555512JL7	16041	1	MACON & MOULTRIE	75,000.00	79.8430000	60,445.18	2.650	12/01/2036		
555512JP8	16060	1	MACON & MOULTRIE	50,000.00	76.6620000	38,628.34	2.950	12/01/2039		
555512JL7	16065	1	MACON & MOULTRIE	50,000.00	79.8430000	40,284.89	2.650	12/01/2036		
555512JP8	16069	1	MACON & MOULTRIE	50,000.00	76.6620000	38,628.34	2.950	12/01/2039		
56042RZ47	15531	1	MAINE HEALTH & UNIV EDUC	10,000.00	84.9980000	8,732.77	2.546	07/01/2031		
56453RBF0	14796	1	Manteca Califor	135,000.00	82.6800000	118,609.64	2.493	10/01/2031		
56453RBC7	14472	1	MANTECA CALIFORNIA	40,000.00	83.4600000	36,940.76	2.213	10/01/2028		
56453RBG8	14854	1	MANTECA CALIFORNIA	115,000.00	79.0200000	96,971.52	2.593	10/01/2032		
56453RBG8	14866	1	MANTECA CALIFORNIA	80,000.00	77.5600000	66,552.60	2.593	10/01/2032		
56453RBH6	15379	1	MANTECA CALIFORNIA	10,000.00	83.8100000	8,575.97	2.713	10/01/2033	04/01/2030	100.0000000
56453RBG8	15406	1	MANTECA CALIFORNIA	20,000.00	83.2900000	17,100.66	2.593	10/01/2032		
574348CR7	16009	1	MARYSVILLE CALI	10,000.00	79.5600000	8,041.31	2.966	06/01/2037		
574348CR7	16228	1	MARYSVILLE CALI	10,000.00	82.5900000	8,264.07	2.966	06/01/2037		
566027AV0	15288	1	MARBLE FALLS TEX	20,000.00	99.5000000	19,910.84	4.750	08/01/2036		
566027BD9	15877	1	MARBLE FALLS TEX	15,000.00	95.9000000	14,502.08	4.000	02/01/2029		
57419UUV8	15991	1	MARYLAND ST CMN	25,000.00	100.0000000	25,000.00	5.413	09/01/2033		
57143YCD3	15180	1	MARQUETTE BROWN	25,000.00	84.7330000	21,681.09	3.670	05/01/2036		
57143YCD3	15181	1	MARQUETTE BROWN	5,000.00	86.0600000	4,392.21	3.670	05/01/2036		
5742183K7	15546	1	MARYLAND ST HEA	25,000.00	95.9680000	24,395.20	3.309	07/01/2027		
57583UXX1	15407	1	MASSACHUSETTS S	35,000.00	101.1000000	35,284.48	5.353	12/01/2028		
584556GM0	15878	1	MEDICAL CTR EDL	5,000.00	92.4200000	4,749.30	1.425	06/01/2027		
58612HAP5	15409	1	MEMPHIS-SHELBY C	15,000.00	77.7060000	11,944.36	2.680	12/01/2036		
58612HAN0	15454	1	MEMPHIS-SHELBY C	40,000.00	77.6790000	31,905.95	2.530	12/01/2035	12/01/2029	100.0000000
592643DY3	14171	1	MET WA DC ARPT	175,000.00	89.2980000	165,207.79	2.471	10/01/2029		
59333P3R7	14176	1	MIAMI DADE	15,000.00	98.4100000	14,875.11	3.862	10/01/2029		
59333NU68	14183	1	MIAMI DADE	50,000.00	86.8000000	46,553.19	2.036	10/01/2029		
59333P6U7	15410	1	MIAMI DADE	10,000.00	83.6900000	8,585.03	2.649	10/01/2032	10/01/2029	100.0000000
IG-59447TWG4	14425	1	MICHIGAN FIN	15,000.00	83.8900000	13,545.59	3.210	11/01/2030		
594654PZ2	15368	1	MICHIGAN ST HSG	15,000.00	76.8000000	11,828.29	2.444	12/01/2036		
594654UY9	15411	1	MICHIGAN ST HSG	15,000.00	101.9700000	15,218.35	5.552	12/01/2028		
594654PU3	15455	1	MICHIGAN ST HSG	10,000.00	81.5300000	8,425.10	2.114	12/01/2031	12/01/2030	100.0000000
594654PJ8	15879	1	MICHIGAN ST HSG	5,000.00	94.0300000	4,833.32	1.198	12/01/2026		
597502BQ5	16212	1	MILAND CNTY TE	10,000.00	98.7900000	9,890.45	1.126	05/15/2026		
59830RAH5	15532	1	MIDWEST CITY OKLA	10,000.00	97.3950000	9,814.52	4.200	07/01/2028		
IG-602366VP8	14424	1	MILWAUKEE WI	60,000.00	83.5500000	54,415.31	2.870	03/01/2030		
603827YC4	15880	1	MINNEAPOLIS & S	15,000.00	91.7900000	13,884.08	4.196	01/01/2033		
60416UHR9	15261	1	MINNESOTA ST HS	85,000.00	100.0000000	85,000.00	5.223	07/01/2035		
60416UHR9	15267	1	MINNESOTA ST HS	110,000.00	100.0000000	110,000.00	5.223	07/01/2035		

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60416UNG6	15369	1	MINNESOTA ST HS	60,000.00	100.0000000	60,000.00	4.977	07/01/2035	01/01/2033	100.0000000
60416T2B3	15478	1	MINNESOTA ST HS	10,000.00	100.9500000	10,062.93	5.364	01/01/2028		
60416URA5	15660	1	MINNESOTA ST HS	100,000.00	100.0000000	100,000.00	5.846	07/01/2045	01/01/2034	100.0000000
60416UXT7	16131	1	MINNESOTA ST HS	50,000.00	100.0000000	50,000.00	5.644	07/01/2045	07/01/2033	100.0000000
60416UXT7	16141	1	MINNESOTA ST HS	75,000.00	100.0000000	75,000.00	5.644	07/01/2045	07/01/2033	100.0000000
613357CF7	14239	1	MNTGRY CN MD LTD	10,000.00	90.9190000	9,683.39	2.000	11/01/2027		
GC613357CF7	14537	1	MNTGRY CN MD LTD	15,000.00	87.1000000	14,278.88	2.000	11/01/2027		
608557C51	15456	1	MOLINE ILL	15,000.00	80.1800000	12,281.55	3.056	12/01/2036		
612193AJ1	14867	1	MONTCLAIR CALIF	10,000.00	79.0800000	8,524.10	2.499	06/01/2031		
612193AK8	15412	1	MONTCLAIR CALIF	20,000.00	83.5600000	17,167.00	2.649	06/01/2032	06/01/2031	100.0000000
611101MQ6	15881	1	MONROE MICHIGAN	5,000.00	88.4900000	4,470.56	3.840	05/01/2034		
612043KM0	15882	1	MONTANA FAC FIN	25,000.00	99.2200000	24,920.41	4.785	07/01/2026		
612496AZ2	14196	1	MONTEREY CA	15,000.00	95.2500000	14,766.78	2.900	09/01/2027		
61255QAH9	14792	1	MONTEREY CA	135,000.00	81.8900000	120,855.29	1.793	06/01/2029		
61255QAH9	14928	1	MONTEREY CA	25,000.00	79.6200000	21,888.36	1.793	06/01/2029		
612496BC2	15279	1	MONTEREY CA	10,000.00	90.7240000	9,190.46	3.450	09/01/2034	09/01/2029	100.0000000
612496BC2	15883	1	MONTEREY CA	50,000.00	85.7100000	43,406.57	3.450	09/01/2034	09/01/2029	100.0000000
61255QAM8	15884	1	MONTEREY CA	390,000.00	78.4340000	313,382.20	2.193	06/01/2033	06/01/2031	100.0000000
613601DK6	14209	1	MONTGOMERY COUNTY	105,000.00	87.4200000	97,614.32	2.180	05/01/2030		
IG-613601DK6	14542	1	MONTGOMERY COUNTY	70,000.00	79.3310000	61,631.24	2.180	05/01/2030		
612254CC4	15413	1	MONTE VISTA CALI	10,000.00	84.1190000	8,622.25	2.810	10/01/2032		
61685PEQ7	15414	1	MORENO VALLEY C	10,000.00	82.7200000	8,513.83	2.354	05/01/2032		
61685PER5	15415	1	MORENO VALLEY C	10,000.00	81.6800000	8,393.73	2.504	05/01/2033	05/01/2026	100.0000000
620191AR7	15885	1	MOULTON ALA UTILS	50,000.00	78.3100000	39,825.59	2.900	01/01/2037		
624148NT5	16027	1	MOUNTAIN LAKE MINN	50,000.00	100.0000000	50,000.00	5.000	02/01/2035		
624410HQ2	15886	1	MOUNTAIN VIEW C	5,000.00	97.7200000	4,921.81	3.985	08/01/2027		
62620HCNOA	14163	1	MUNICIPAL ELECTRIC	50,000.00	88.5900000	47,324.62	2.257	01/01/2029		
62620HCM2	14184	1	MUNICIPAL ELECTRIC	105,000.00	88.9400000	100,723.09	2.117	01/01/2028		
627679JL8	15416	1	MUSKOGON CNTY M	10,000.00	91.0500000	9,222.29	3.858	11/01/2032		
63968MM55	15479	1	NEBRASKA INVT FI	15,000.00	98.6280000	14,851.12	4.560	09/01/2028		
63968XCF0	15986	1	NEBRASKA INVT FI	40,000.00	100.0000000	40,000.00	5.682	03/01/2037		
64084FNU1	15507	1	NESHAMMY PA SCH	25,000.00	73.9820000	19,052.16	2.370	11/01/2036		
641279E59	15653	1	NEVADA HSG DIV	100,000.00	100.0000000	100,000.00	5.149	10/01/2035		
641279E91	15661	1	NEVADA HSG DIV	100,000.00	100.0000000	100,000.00	5.269	10/01/2037	04/01/2034	100.0000000
64990FY65	14185	1	NEW YORK	10,000.00	94.0650000	9,713.31	3.159	03/15/2029		
IG-650367RB3	14396	1	NEWARK NJ	110,000.00	64.9380000	87,956.91	0.100	04/01/2030		
645021CF1	14856	1	NEW HAVEN CONN	10,000.00	80.3800000	8,546.89	2.862	08/01/2032		
64469MFK2	15887	1	NEW HAMPSHIRE ST	20,000.00	79.1200000	16,120.10	2.720	07/01/2035		

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<b>Municipal Bonds</b>										
64542WBH2	15888	1	NEW HOPE CULTUR	10,000.00	86.4500000	8,734.51	3.782	04/01/2036		
64613CEZ7	15417	1	NEW JERSEY ST T	10,000.00	99.4300000	9,982.53	4.608	06/15/2026		
646066YY0	15889	1	NEW JERSEY ST T	5,000.00	95.6700000	4,854.04	2.979	07/01/2027		
646066ZE3	15927	1	NEW JERSEY ST T	30,000.00	86.7500000	26,321.89	3.640	07/01/2034		
6460665R7	15967	1	NEW JERSEY ST T	10,000.00	86.1220000	8,689.02	3.836	09/01/2036	09/01/2027	100.0000000
650468LM1	15721	1	NEWARK OHIO CITY	5,000.00	94.1900000	4,837.79	1.299	12/01/2026		
647719QL0	15248	1	NEW ORLEANS LA	30,000.00	76.2100000	23,684.82	2.291	06/01/2036		
647753ML3	15418	1	NEW ORLEANS LA	10,000.00	74.5810000	7,697.39	2.291	12/01/2035		
64763FUM9	15928	1	NEW ORLEANS LA	10,000.00	87.8300000	8,854.97	4.000	12/01/2036		
64988YLC9	14248	1	NEW YORK STATE	20,000.00	91.3550000	19,882.02	1.221	04/01/2026		
IG-64990FY65	14367	1	NEW YORK STATE	35,000.00	88.3400000	32,957.73	3.159	03/15/2029		
64990G4Z2	15649	1	New York Community Bank	15,000.00	80.4390000	12,300.30	2.692	07/01/2035		
64990GTX0	15719	1	New York Community Bank	15,000.00	94.8400000	14,478.20	2.604	07/01/2027		
64988YN94	16054	1	New York Community Bank	50,000.00	99.3750000	49,695.86	5.786	10/01/2040	04/01/2033	100.0000000
64966QCG3	14210	1	NEW YORK NY	30,000.00	91.2910000	28,503.14	2.800	08/01/2030		
IG-64966QCG3	14366	1	NEW YORK NY	125,000.00	83.5900000	112,920.90	2.800	08/01/2030		
IG-64966QCG3A	14381	1	NEW YORK NY	145,000.00	82.5000000	130,046.88	2.800	08/01/2030		
64972H5H1	15716	1	NEW YORK NY	10,000.00	90.8200000	9,285.91	1.570	07/15/2028		
64971XEQ7	15717	1	NEW YORK NY	50,000.00	92.0080000	46,463.25	3.880	08/01/2031		
64971Q7L1	15718	1	NEW YORK NY	20,000.00	98.2900000	19,817.11	3.900	11/01/2026		
653369W61	15280	1	NIAGARA FALLS NY	5,000.00	101.2200000	5,041.15	5.000	08/15/2028		
64577B8D9	14247	1	NJ ECON DEV	85,000.00	97.6000000	84,390.21	3.470	06/15/2027		
64577B8D9	14819	1	NJ ECON DEV	5,000.00	94.5010000	4,896.42	3.470	06/15/2027		
655505BT1	15722	1	NORCO CALIF CMN	55,000.00	86.3500000	47,992.23	3.752	03/01/2036	03/01/2028	100.0000000
658564BD0	15723	1	NORTH CHARLESTON	10,000.00	92.8600000	9,527.70	1.583	06/01/2027		
IG-656457NN4	14600	1	NORRISTOWN	20,000.00	89.2300000	18,825.56	3.709	11/01/2029		
646108G95	15890	1	NEW JERSEY ST HSG	5,000.00	84.2100000	4,270.38	3.300	11/01/2034		
667728BA6	14942	1	NW Open Accss WA	185,000.00	77.2400000	155,588.94	2.120	12/01/2030		
64966WFZ5	15542	1	NEW YORK N Y CITY	20,000.00	83.1000000	17,039.16	2.700	02/01/2033		
64971PLL7	15633	1	NEW YORK N Y CITY	10,000.00	78.1270000	8,022.78	2.236	01/01/2034		
64966LYY1	15891	1	NEW YORK N Y CITY	5,000.00	95.4500000	4,822.36	3.600	08/01/2028		
64966MGQ6	15892	1	NEW YORK N Y CITY	10,000.00	95.0300000	9,601.95	3.550	12/01/2028	12/01/2026	100.0000000
650009V34	15480	1	NEW YORK ST	10,000.00	93.1460000	9,546.01	2.550	01/01/2028		
64990CJV4	15606	1	NEW YORK ST	5,000.00	97.8500000	4,960.19	3.270	07/01/2026		
650116BA3	15320	1	NEW YORK TRANSN	5,000.00	98.0220000	5,000.00	3.273	01/01/2026		
650116BU9	15508	1	NEW YORK TRANSN	10,000.00	92.3110000	9,372.48	3.673	07/01/2030		
650116BC9	15720	1	NEW YORK TRANSN	20,000.00	96.3700000	19,510.56	3.423	07/01/2027		
671409G53	15654	1	OAK LAWN ILL	10,000.00	91.8090000	9,239.88	4.512	12/01/2035		

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<b>Municipal Bonds</b>										
671409G53	16135	1	OAK LAWN ILL	10,000.00	96.4200000	9,648.01	4.512	12/01/2035		
671409G53	16148	1	OAK LAWN ILL	10,000.00	96.4200000	9,648.01	4.512	12/01/2035		
677561JN3	15725	1	OHIO ST HOSP FA	5,000.00	96.4600000	4,897.39	2.919	01/01/2027		
677704E61	15481	1	OHIO UNIVERSITY GEN RCPTS	10,000.00	89.5300000	9,224.17	2.000	12/01/2028		
678505FX1	15726	1	OKLAHOMA AGRICULTURE	95,000.00	87.6400000	84,010.80	3.926	08/01/2036		
679225BW1	14240	1	OLMULGEE COUNTY	10,000.00	90.8900000	9,807.66	1.650	12/01/2026		
GC679225BW1	14533	1	OLMULGEE COUNTY	10,000.00	86.0900000	9,687.31	1.650	12/01/2026		
682832GV6	15419	1	ONONDAGA N Y CI	10,000.00	75.5000000	7,780.64	2.691	12/01/2035		
682832GV6	15482	1	ONONDAGA N Y CI	10,000.00	76.9330000	7,908.33	2.691	12/01/2035		
682832GT1	15621	1	ONONDAGA N Y CI	10,000.00	80.7200000	8,262.79	2.541	12/01/2033	12/01/2030	100.0000000
684100AM2	15326	1	ORANGE CALIF PEN	10,000.00	83.8800000	8,613.84	2.550	06/01/2033		
686087X51	14769	1	OREGAN STATE	110,000.00	100.0820000	110,059.04	5.202	01/01/2031		
688028KU2	15420	1	OSCEOLA CNTY FL	20,000.00	103.3600000	20,368.33	6.658	04/01/2027		
688028KU2	16058	1	OSCEOLA CNTY FL	10,000.00	103.3450000	10,256.43	6.658	04/01/2027		
68803PDD9	14241	1	OSCEOLA CO	10,000.00	95.6310000	9,771.66	3.632	10/01/2029		
IG-688664PU9	14427	1	OSWEGO IL GO	20,000.00	78.2900000	17,598.83	1.800	12/15/2029		
688664PU9	14758	1	OSWEGO IL GO	10,000.00	83.3570000	9,005.89	1.800	12/15/2029		
688664PK1	16143	1	OSWEGO IL GO	5,000.00	84.6100000	4,240.93	3.672	12/15/2040	12/15/2027	100.0000000
692160SJ4	15306	1	OYSTER BAY N Y	10,000.00	80.6960000	8,291.11	2.250	08/15/2035		
GC70869PMR5	14445	1	PA ECO DEV FA	150,000.00	86.2210000	147,420.37	1.364	06/15/2026		
70869PNB9	15509	1	PA ECO DEV FA	10,000.00	78.4960000	8,039.69	2.852	06/15/2036		
696624BB0	14188	1	PALM DESERT	145,000.00	97.6300000	143,470.95	3.625	10/01/2028		
704621AG6	15727	1	PEACH CNTY & WARNER	5,000.00	98.8100000	4,978.28	4.000	06/01/2026		
70643UCV9	15311	1	PEMBROKE PINES	10,000.00	99.1410000	9,925.69	4.706	10/01/2033		
708292KH9	15728	1	PENNINGTON CNTY	15,000.00	92.4600000	14,251.87	1.250	06/01/2027		
IG-707487GT5	14397	1	PENN HILLS	10,000.00	90.9640000	9,459.17	4.750	10/01/2030		
70917TBE0	15483	1	PENNSYLVANIA ST	25,000.00	85.3850000	21,932.58	2.577	05/01/2031		
709224V30	15624	1	PENNSYLVANIA ST	25,000.00	82.3700000	20,915.71	3.293	12/01/2036		
70869HBE4	15421	1	PENNSYLVANIA EC	10,000.00	86.6600000	8,857.01	2.972	03/01/2032		
70869HBE4	15729	1	PENNSYLVANIA EC	5,000.00	85.8100000	4,365.14	2.972	03/01/2032		
714369EQ4	15730	1	PERRIS CALIF ELE	20,000.00	76.8700000	15,734.31	2.280	08/01/2034		
717904JP2	15544	1	PHILADELPHIA PA	15,000.00	99.5790000	14,966.43	5.087	03/15/2028		
721901LB0	15371	1	PIMA CNTY ARIZ	5,000.00	90.5600000	4,677.37	1.813	04/01/2028		
721901LB0	15422	1	PIMA CNTY ARIZ	100,000.00	90.4400000	93,443.18	1.813	04/01/2028		
72205RFX5	15734	1	PINAL CNTY ARIZONA	40,000.00	96.5930000	38,935.85	4.041	08/01/2028		
72212CAE6	15731	1	PINAL & MARICOP	25,000.00	92.8300000	23,791.57	1.604	07/01/2027		
73208PBM2	14801	1	Pomona CA Pen O	15,000.00	85.6690000	13,512.63	3.153	08/01/2031		
73208PBL4	14847	1	Pomona CA Pen O	40,000.00	84.9300000	35,987.82	3.003	08/01/2030		

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73208PBM2	14966	1	Pomona CA Pen O	10,000.00	87.5100000	9,083.43	3.153	08/01/2031		
73208PBP5	15205	1	Pomona CA Pen O	10,000.00	87.7500000	8,968.14	3.353	08/01/2033	08/01/2030	100.0000000
73208PBM2	15584	1	Pomona CA Pen O	10,000.00	88.4600000	9,012.54	3.153	08/01/2031		
735240R70	15735	1	PORT PORTLAND O	15,000.00	97.6000000	14,853.06	3.214	07/01/2026		
735240S61	15736	1	PORT PORTLAND O	5,000.00	87.2100000	4,410.76	3.915	07/01/2034	07/01/2029	100.0000000
IG-735240S38	14398	1	PORT	20,000.00	86.1800000	18,381.76	3.715	07/01/2030		
735000TN1	14197	1	PORT OAKLAND	145,000.00	91.8420000	143,966.14	1.517	05/01/2026		
735000TN1	15911	1	PORT OAKLAND	10,000.00	81.1919000	9,413.77	1.517	05/01/2026		
738769AK4	15423	1	POWAY CALIF PEN	15,000.00	83.2600000	12,836.48	2.499	06/01/2032		
744829EE8	15457	1	PUEBLO CNTY COL	15,000.00	74.0430000	11,445.82	2.307	09/15/2036		
752111PM0	15737	1	RANCHO CALIF WATER	10,000.00	76.4800000	7,853.24	1.850	08/01/2033		
753279GS1	15424	1	RANTOUL ILL	10,000.00	98.4250000	10,000.00	3.550	01/01/2026		
755553G32	14172	1	READING PA GO	10,000.00	89.1600000	9,427.29	2.399	11/01/2029		
IG-755553G32	14368	1	READING PA GO	5,000.00	82.7000000	4,528.55	2.399	11/01/2029		
755553ZG2	15324	1	READING PA GO	35,000.00	100.1700000	35,049.04	4.671	11/01/2031		
757710UK2	15534	1	REDONDO BEACH CA	10,000.00	74.5690000	7,699.61	2.110	08/01/2035		
75637PAK3	14795	1	Red Bluff Calif	15,000.00	81.2640000	13,059.58	2.476	07/15/2031		
75637PAK3	14919	1	Red Bluff Calif	10,000.00	77.1700000	8,363.66	2.476	07/15/2031		
75832AAL7	15738	1	REEDLEY CALIF R	20,000.00	78.8300000	16,031.58	2.912	11/01/2036		
7599115C0	15247	1	REGL TRANS AUTH I	10,000.00	81.6420000	8,396.87	2.700	06/01/2035		
76221TPA1	15426	1	RHODE ISLAND HSG	10,000.00	80.5680000	8,314.18	2.390	10/01/2032		
763721AH0	15535	1	RICHLAND FACS C	10,000.00	93.4300000	9,552.05	2.732	03/01/2028		
765531GA0	14199	1	RIGHTON PARK IL	15,000.00	90.7460000	14,181.84	2.950	12/01/2030		
769059YA8	15739	1	RIVERSIDE CALIFORNIA	20,000.00	89.7400000	18,079.56	4.250	08/01/2036		
IG-769036BN3	14399	1	RIVERSIDE	20,000.00	89.6200000	19,759.91	2.490	06/01/2026		
IG-76913CBD0	14428	1	RIVERSIDE	15,000.00	86.7600000	14,018.79	3.120	02/15/2029		
GC76913CBC2	14474	1	RIVERSIDE	20,000.00	88.3000000	19,066.44	3.070	02/15/2028		
GC-76913CBG2	14534	1	RIVERSIDE	15,000.00	88.1120000	14,283.72	3.070	02/15/2028		
IG-769036BN3AB	14544	1	RIVERSIDE	5,000.00	90.9100000	4,947.03	2.490	06/01/2026		
76913CBD0	14759	1	RIVERSIDE	10,000.00	91.8000000	9,557.74	3.120	02/15/2029		
76913CBC2	14817	1	RIVERSIDE	10,000.00	91.6300000	9,601.33	3.070	02/15/2028		
76913CBC2	14820	1	RIVERSIDE	5,000.00	92.1300000	4,815.68	3.070	02/15/2028		
76913CBC2	15141	1	RIVERSIDE	10,000.00	92.6400000	9,589.56	3.070	02/15/2028		
77316QG4	14200	1	ROCKFORD	15,000.00	91.0400000	14,279.69	2.847	12/15/2029		
77316QH44	14869	1	ROCKFORD	20,000.00	81.0460000	17,139.19	3.147	12/15/2032	12/15/2028	100.0000000
772487N34	16056	1	ROCK ISLAND ILL	110,000.00	87.7360000	97,336.03	3.700	12/01/2031		
7724872N3	16068	1	ROCK ISLAND ILL	110,000.00	87.7360000	96,970.44	3.700	12/01/2036	12/01/2027	100.0000000
777543YP8	15232	1	ROSEMONT IL	10,000.00	94.2430000	9,770.83	2.213	12/01/2026		

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<b>Municipal Bonds</b>										
777543YR4	15236	1	ROSEMONT IL	15,000.00	91.4560000	14,130.70	2.646	12/01/2028		
777543YQ6	15484	1	ROSEMONT IL	10,000.00	93.0470000	9,546.11	2.413	12/01/2027		
777543YR4	15553	1	ROSEMONT IL	10,000.00	91.4950000	9,365.75	2.646	12/01/2028		
79467BGA7	14668	1	Sales Tax IL	15,000.00	100.0000000	15,006.32	4.847	01/01/2031		
79467BGA7	14670	1	Sales Tax IL	15,000.00	100.0000000	15,006.32	4.847	01/01/2031		
79467BGA7	14694	1	Sales Tax IL	10,000.00	98.0980000	9,878.51	4.847	01/01/2031		
79467BGA7	14783	1	Sales Tax IL	10,000.00	99.3390000	9,955.97	4.847	01/01/2031		
79467BGA7	14821	1	Sales Tax IL	5,000.00	98.6900000	4,955.79	4.847	01/01/2031		
79467BJJ5	15740	1	Sales Tax IL	35,000.00	97.4600000	34,284.03	4.581	01/01/2029		
79467BDG7	15912	1	Sales Tax IL	15,000.00	85.1460000	12,980.28	3.007	01/01/2033		
799381AG3A	14165	1	SAN RAMON	55,000.00	88.5900000	52,339.64	1.870	07/01/2028		
IG799381AH1	14485	1	SAN RAMON	75,000.00	79.3800000	66,904.49	1.980	07/01/2029		
79625GNB5	16169	1	SAN ANTONIO TEX	60,000.00	100.5500000	60,327.99	5.469	02/01/2045		
79625GNB5	16184	1	SAN ANTONIO TEX	80,000.00	101.5000000	81,192.71	5.469	02/01/2045		
79625GNB5	16185	1	SAN ANTONIO TEX	65,000.00	100.5500000	65,355.33	5.469	02/01/2045		
79625GNB5	16203	1	SAN ANTONIO TEX	65,000.00	100.9310000	65,602.69	5.469	02/01/2045		
79625GNB5	16223	1	SAN ANTONIO TEX	100,000.00	100.9310000	100,927.22	5.469	02/01/2045		
IG-79687DBT1	14429	1	SAN BERNARDINO C	10,000.00	81.0400000	8,987.16	2.382	09/01/2029		
79687DBU8	14848	1	SAN BERNARDINO C	30,000.00	82.0700000	26,398.28	2.482	09/01/2030		
79687DBV6	15741	1	SAN BERNARDINO C	215,000.00	79.8300000	174,660.00	2.982	09/01/2035	09/01/2030	100.0000000
80083EAH4	14870	1	SANGER CALIFORNIA	10,000.00	81.0200000	8,841.93	2.012	07/15/2029		
80083EAL5	14963	1	SANGER CALIFORNIA	10,000.00	81.7600000	8,607.30	2.542	07/15/2032	07/15/2031	100.0000000
80182AAF6	15783	1	SANTA CRUZ CNTY	10,000.00	92.3900000	9,496.61	1.274	06/01/2027		
801809BL7	15929	1	SANTA CRUZ CNTY	40,000.00	80.1900000	32,562.03	3.050	07/01/2036		
79730WBW9	15742	1	SAN DIEGO CALIF RED	35,000.00	85.9200000	30,385.63	4.000	09/01/2036		
79758UAG6	15239	1	SAN FERNANDO CA	10,000.00	90.6400000	9,446.24	1.599	01/01/2028		
79758UAL5	15348	1	SAN FERNANDO CA	15,000.00	83.0700000	12,871.43	2.195	01/01/2032	01/01/2031	100.0000000
79770GGV2	15780	1	FIRST REP BK SAN FRANCISCO	40,000.00	94.1500000	38,172.80	3.125	08/01/2028	08/01/2027	100.0000000
79765RP37	15781	1	FIRST REP BK SAN FRANCISCO	15,000.00	94.0900000	14,294.12	3.250	11/01/2028	11/01/2026	100.0000000
79766DUT4	15743	1	SAN FRAN CALIFORNIA	15,000.00	81.2600000	12,413.98	3.053	05/01/2034		
79765RQ36	15428	1	SAN FRAN CALIF C	100,000.00	89.0390000	89,991.13	3.950	11/01/2036		
79770GJH0	15512	1	SAN FRAN CALIF C	10,000.00	85.2150000	8,748.72	2.643	08/01/2031		
797686EP3	16067	1	SAN FRAN CALIF C	10,000.00	94.7400000	9,607.60	1.102	03/01/2027		
79765DV56	16132	1	SAN FRAN CALIF C	15,000.00	88.9440000	13,367.00	3.800	04/01/2037		
79765DV56	16145	1	SAN FRAN CALIF C	15,000.00	88.9440000	13,367.00	3.800	04/01/2037		
798544BV3	14189	1	SAN LUIS	50,000.00	88.0000000	47,677.42	1.680	03/01/2028		
798544BW1	14212	1	SAN LUIS	10,000.00	87.2700000	9,387.67	1.900	03/01/2029		
798544BX9	14213	1	SAN LUIS	15,000.00	86.2800000	13,869.23	2.030	03/01/2030		

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798544BX9	14693	1	SAN LUIS	15,000.00	81.7200000	13,367.86	2.030	03/01/2030		
798544BX9	14790	1	SAN LUIS	30,000.00	83.2530000	26,853.38	2.030	03/01/2030		
798544CC4	15307	1	SAN LUIS	10,000.00	82.8490000	8,490.31	2.630	03/01/2035	03/01/2031	100.0000000
798736AL8	15429	1	SAN LUIS	20,000.00	82.0200000	16,750.43	3.062	09/01/2035		
798544BZ4	15782	1	SAN LUIS	30,000.00	81.8600000	25,130.50	2.330	03/01/2032	03/01/2031	100.0000000
IG801139AJ	14403	1	SANTA ANA CALIF	50,000.00	76.0800000	42,944.58	2.089	08/01/2030		
801139AE6	14618	1	SANTA ANA CALIF	75,000.00	87.1420000	73,424.02	1.176	08/01/2026		
901139AK2	14871	1	SANTA ANA CALIF	30,000.00	77.1100000	25,112.37	2.189	08/01/2031		
801139AK2	14947	1	SANTA ANA CALIF	10,000.00	78.8300000	8,463.28	2.189	08/01/2031		
801139AK2	15129	1	SANTA ANA CALIF	10,000.00	82.9800000	8,703.18	2.189	08/01/2031		
803097CW2	15430	1	SAPULPA OKLA MU	35,000.00	90.4000000	32,695.51	1.858	04/01/2028		
799381AH1	14803	1	CHARLES SCHWAB 1	10,000.00	85.1200000	9,123.89	1.980	07/01/2029		
80168NHY8	14214	1	SANTA CLARA	80,000.00	84.3510000	73,060.01	1.622	04/01/2030		
IG-80168NHY8	14545	1	SANTA CLARA	115,000.00	77.5000000	100,156.07	1.622	04/01/2030		
80168NHY8	14713	1	SANTA CLARA	10,000.00	81.3600000	8,860.14	1.622	04/01/2030		
816459QY0	14252	1	SELMA AL GO	15,000.00	94.5710000	14,751.41	2.750	07/01/2027		
816459QZ7	16061	1	SELMA AL GO	20,000.00	95.6590000	19,237.68	2.900	07/01/2028		
81684LDU7	15612	1	SEMITROPIC IMPT	10,000.00	83.9460000	8,542.61	3.243	12/01/2034		
826239GD1	14174	1	SIERRA CA JT	30,000.00	84.0070000	27,545.88	1.445	08/01/2029		
83420FAY0	15785	1	SOLEDAD CALIF R	50,000.00	86.9300000	44,085.01	3.375	12/01/2032		
834775GZ5	15459	1	SOMERSET KY INDPT	10,000.00	85.2260000	8,660.66	3.700	12/01/2035		
834775GZ5	15694	1	SOMERSET KY INDPT	70,000.00	87.7860000	62,047.22	3.700	12/01/2035		
837151XH7	15431	1	SOUTH CAROLINA	15,000.00	90.3000000	13,924.88	2.329	12/01/2028		
837151FV6	15536	1	SOUTH CAROLINA	10,000.00	95.6920000	9,642.68	4.551	12/01/2030		
837151WJ4	15786	1	SOUTH CAROLINA	5,000.00	98.5000000	4,958.12	4.222	12/01/2026		
83755VQ72	15537	1	SOUTH DAKTOA ST	15,000.00	90.2700000	13,924.36	2.215	11/01/2028		
838536MY3	15634	1	SOUTH JERSEY TR	5,000.00	88.8500000	4,486.86	3.936	11/01/2035		
840058VJ7	15485	1	SOUTH SAN FRAN	10,000.00	79.3880000	8,118.61	2.944	09/01/2036		
840058VJ7	15787	1	SOUTH SAN FRAN	10,000.00	78.9950000	8,033.18	2.944	09/01/2036		
788250CLO	15334	1	ST CLAIR CNTY IL	25,000.00	82.0600000	21,088.19	2.630	01/01/2034		
790417AQ2	15250	1	ST JOHNS CN FL	10,000.00	87.5980000	9,033.39	2.538	10/01/2030		
861398CR4	15460	1	STOCKTON CALIF	10,000.00	86.9800000	8,869.24	3.188	10/01/2032		
79307TDB3	15349	1	ST PAUL MINN SA	10,000.00	89.8010000	9,087.58	3.887	11/01/2035		
85732M6S1	15930	1	STATE PUB SCH B	25,000.00	80.6890000	20,498.86	3.022	06/15/2035		
452227SU6	15198	1	ST SIS TAX REV	5,000.00	82.2480000	4,276.98	2.509	06/15/2032	06/15/2031	100.0000000
452227SU6	15865	1	ST SIS TAX REV	5,000.00	82.4900000	4,212.90	2.509	06/15/2032	06/15/2031	100.0000000
452227LF6	15866	1	ST SIS TAX REV	30,000.00	94.9650000	28,991.72	2.720	06/15/2027		
86476PE53	15432	1	SUFFOLK CNTY N	15,000.00	92.1600000	14,171.65	2.473	06/15/2028		

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<b>Municipal Bonds</b>										
875301HN6	15788	1	TAMPA-HILLSBOROU	5,000.00	92.9100000	4,761.01	1.640	07/01/2027		
87638QRD3	15433	1	TARRANT CNTY TE	15,000.00	82.7200000	12,755.03	2.571	09/01/2032		
87638QQZ5	15587	1	TARRANT CNTY TE	10,000.00	90.3200000	9,281.85	2.081	09/01/2028		
88278PVM3	15789	1	TEXAS ST UNIV S	15,000.00	90.2200000	13,640.10	4.123	03/15/2035		
886640JK8	15461	1	TIFT CNTY GA HO	100,000.00	76.9280000	78,903.45	2.699	12/01/2036		
88880LAJ2	15434	1	TOBACCO SETLLEME	130,000.00	93.2000000	124,882.63	2.020	06/01/2027		
88880LAH6	15514	1	TOBACCO SETLLEME	15,000.00	95.5100000	14,803.83	1.820	06/01/2026		
88880LAK9	15538	1	TOBACCO SETLLEME	50,000.00	90.8800000	46,785.09	2.351	06/01/2028		
891371AH9	15435	1	TORRANCE CALIF	10,000.00	91.3400000	9,370.07	2.422	10/01/2028		
898735UL7	15794	1	TUCSON ARIZ CTF	10,000.00	92.2800000	9,479.55	1.307	07/01/2027		
898735UA1	15795	1	TUCSON ARIZ CTF	10,000.00	92.8000000	9,514.61	1.598	07/01/2027		
899141BH7	15796	1	TULARE CNTY CALIFORNIA	10,000.00	86.0720000	8,732.51	3.313	05/01/2033		
899154AZ1	15797	1	TULARE CNTY CALIFORNIA	5,000.00	97.7000000	4,923.93	3.959	06/01/2027		
899154BB3	15798	1	TULARE CNTY CALIFORNIA	10,000.00	95.2200000	9,605.67	4.109	06/01/2029	06/01/2028	100.0000000
90350TBH5	16210	1	UCF STAD CORP FLA	10,000.00	99.4900000	9,949.70	4.700	03/01/2030		
903674BD0	14849	1	UKIAH CALIF PUB	75,000.00	86.1800000	68,277.47	3.076	04/01/2030		
903674BD0	15115	1	UKIAH CALIF PUB	15,000.00	89.1440000	13,851.87	3.076	04/01/2030		
903674BD0	15117	1	UKIAH CALIF PUB	10,000.00	89.3190000	9,244.48	3.076	04/01/2030		
903674BD0	15139	1	UKIAH CALIF PUB	25,000.00	89.3600000	23,113.21	3.076	04/01/2030		
903674BC0	15142	1	UKIAH CALIF PUB	5,000.00	88.5800000	4,591.00	3.076	04/01/2030		
903674BD0	15167	1	UKIAH CALIF PUB	10,000.00	88.7700000	9,182.98	3.076	04/01/2030		
91428LKV7	15800	1	UNIVERSITY HAWAII	20,000.00	94.7200000	19,164.32	3.380	10/01/2028		
91412HFB4	15799	1	UNIVERSITY CA	10,000.00	96.1000000	9,744.82	3.179	05/15/2027		
91412HFN8	16209	1	UNIVERSITY CA	10,000.00	98.7700000	9,894.35	1.266	05/15/2026		
91412HFN8	16217	1	UNIVERSITY CA	20,000.00	98.8500000	19,782.96	1.266	05/15/2026		
IG-914046N29	14430	1	UNIV AK	35,000.00	83.6500000	31,911.09	2.659	10/01/2029		
IG-914046N29X	14549	1	UNIV AK	15,000.00	85.7500000	13,827.46	2.659	10/01/2029		
916856HC4	14857	1	UPTOWN DEV AUTH	15,000.00	78.8200000	12,639.38	2.681	09/01/2032		
916856HG5	15515	1	UPTOWN DEV AUTH	10,000.00	78.4300000	8,030.23	3.081	09/01/2036	09/01/2031	100.0000000
917437TT2	15709	1	UTAH HSG CORP	150,000.00	100.0000000	150,000.00	5.346	01/01/2037		
917437TU9	15921	1	UTAH HSG CORP	150,000.00	100.0000000	150,000.00	5.366	07/01/2037	07/01/2033	100.0000000
917437XM2	16110	1	UTAH HSG CORP	100,000.00	100.0000000	100,000.00	5.708	07/01/2040	01/01/2034	100.0000000
923078DE6	15813	1	VENTURA CNTY CA	15,000.00	79.9080000	12,214.80	2.712	11/01/2034		
92812VT55	15290	1	VIRGINIA ST HSG	10,000.00	80.5910000	8,299.83	2.346	02/01/2035		
92812VT48	15321	1	VIRGINIA ST HSG	15,000.00	82.5800000	12,736.28	2.246	02/01/2034	02/01/2030	100.0000000
IG-931557BF9	14409	1	WALKER COUNTY	35,000.00	84.6600000	32,595.97	2.500	08/01/2028		
IG-931557BF8AB	14541	1	WALKER COUNTY	15,000.00	84.1670000	13,931.96	2.500	08/01/2028		
942813AK2	14175	1	WAUCONDIA ILL FIRE	30,000.00	86.5400000	27,603.31	2.358	12/30/2030		

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<b>Municipal Bonds</b>										
942813AK2	14343	1	WAUCONDIA ILL FIRE	10,000.00	79.4000000	8,746.72	2.358	12/30/2030		
IG-942813AK2	14392	1	WAUCONDIA ILL FIRE	10,000.00	82.3990000	8,926.27	2.358	12/30/2030		
9523472N1	15695	1	WEST CONTRA COS	10,000.00	84.8150000	8,635.77	2.612	08/01/2032		
947729ER6	15597	1	WEBSTER CITY IOWA	20,000.00	90.1650000	18,184.31	4.200	11/01/2036		
959215FV1	15464	1	WESTERN PLACER CA	10,000.00	92.6200000	9,457.67	2.900	11/01/2028		
956134AV2	14872	1	WEST STANISLAUS	20,000.00	77.9100000	16,957.77	2.130	01/01/2031		
956134AV2	15091	1	WEST STANISLAUS	10,000.00	83.1800000	8,773.75	2.130	01/01/2031		
956134AX8	15444	1	WEST STANISLAUS	10,000.00	81.0700000	8,349.93	2.410	01/01/2033	01/01/2031	100.0000000
956134AX8	15445	1	WEST STANISLAUS	10,000.00	80.7800000	8,324.65	2.410	01/01/2033	01/01/2031	100.0000000
966770AQ2	16066	1	WHITTIER CALIF	10,000.00	78.9910000	7,977.83	2.634	06/01/2036		
95332RDT3	15814	1	WEST HOLLYWOOD CA	5,000.00	76.7000000	3,919.67	2.500	04/01/2035		
976595GY8	15240	1	WI CTR DIST TAX	75,000.00	90.9490000	70,373.03	2.514	12/15/2028		
971252AM3	15150	1	Willows California	25,000.00	80.8400000	21,166.06	2.810	08/01/2032		
971252AM3	15151	1	Willows California	5,000.00	80.6400000	4,224.42	2.810	08/01/2032		
969080JN1	16024	1	WILL GRUNDY ETC	5,000.00	73.3800000	3,718.87	2.450	06/01/2037		
973891HM9	15138	1	Winfield IL	10,000.00	83.0300000	8,741.93	2.100	01/01/2031		
977100AC0	15893	1	WISCONSIN ST GEN	5,000.00	100.4600000	5,007.24	5.700	05/01/2026		
IG-979901GT6	14438	1	WOODRIDGE IL	45,000.00	74.1000000	37,892.43	1.750	12/30/2030		
95662NXS2	16029	1	WEST VIRGINIA ST	100,000.00	100.0000000	100,000.00	5.610	11/01/2037		
Subtotal				17,345,000.00		15,881,347.12				
<b>Illinois Funds</b>										
IF71-3914-7479	10052	1	Illinois Funds	77,536,085.08	100.0000000	77,536,085.08	0.016			
Subtotal				77,536,085.08		77,536,085.08				
<b>Interest Bearing Checking Accounts</b>										
CK#1514619001	11083	1	BUSEY BANK	17,715,114.66	100.0000000	17,715,114.66	1.000			
Subtotal				17,715,114.66		17,715,114.66				
<b>Money Market Accounts</b>										
5400000273	13990	1	1st National Bank of Waterloo	6,331,723.36	100.0000000	6,331,723.36	0.100			
5400001050	14280	1	1st National Bank of Waterloo	4,148,025.05	100.0000000	4,148,025.05	0.150			
XXXXXX3235	13906	1	Associated Bank	5,482,226.77	100.0000000	5,482,226.77	0.150			
903	15012	1	Bank of Belleville	3,178,206.90	100.0000000	3,178,206.90	1.490			
2004-7500	15075	1	Bank of Springfield	2,695,975.60	100.0000000	2,695,975.60	3.500			
680370012	13890	1	Commerce Bank	1,309,004.59	100.0000000	1,309,004.59	0.100			



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<b>Money Market Accounts</b>										
XXXXXX6975	13904	1	Carrollton Bank	1,803,828.33	100.0000000	1,803,828.33	0.750			
2213230184	13940	1	IMET	3,493,804.27	100.0000000	3,493,804.27				
80258	14972	1	IPRIME PMA	863,443.34	100.0000000	863,443.34	5.264			
450542	13778	1	PFM	7,536,385.39	100.0000000	7,536,385.39				
32275108	13771	1	RBC Capiatl Markets	190,309.05	100.0000000	190,309.05	0.010			
40553953	14158	1	CHARLES SCHWAB 1	48,202.43	100.0000000	48,202.43	3.770			
40553953B	14159	1	CHARLES SCHWAB	18,262.35	100.0000000	18,262.35	3.740			
5011623599	13498	1	SIMMONS BANK	8,556,229.38	100.0000000	8,556,229.38	1.750			
QAD3	15595	1	SVB FINANCIAL GROUP	100,000.00	100.0000000	100,000.00		01/19/2026		
QAD3IG	15596	1	SVB FINANCIAL GROUP	225,000.00	100.0000000	225,000.00		01/19/2026		
ACCT408001274	12631	1	U.S. Bank N.A.	0.00	100.0000000	0.00	0.300			
<b>Subtotal</b>				<b>45,980,626.81</b>		<b>45,980,626.81</b>				
<b>Compounding Int CD</b>										
0168-3	16259	1	First Federal Savings Bank	940,329.59	100.0000000	940,329.59	3.750	12/10/2026		
1092	15082	1	1st National Bank of Waterloo	4,550,077.77	100.0000000	4,550,077.77	4.250	02/20/2026		
5430000063	15223	1	1st National Bank of Waterloo	211,947.61	100.0000000	211,947.61	3.850	07/19/2026		
0553B	15642	1	1st National Bank of Waterloo	2,245,809.05	100.0000000	2,245,809.05	3.800	02/16/2027		
0056	16050	1	1st National Bank of Waterloo	220,004.29	100.0000000	220,004.29	3.910	07/19/2026		
4817	15982	1	Associated Bank	563,343.67	100.0000000	563,343.67	3.250	05/01/2026		
6836	16198	1	Bank of Belleville	428,077.24	100.0000000	428,077.24	4.162	05/07/2026		
6658	16199	1	Bank of Belleville	297,758.93	100.0000000	297,758.93	4.162	05/07/2026		
0537	16049	1	Bank of Springfield	117,255.20	100.0000000	117,255.20	0.410	07/09/2026		
7659	15690	1	BUSEY BANK	321,960.32	100.0000000	321,960.32	3.300	03/06/2026		
7234A	16125	1	BUSEY BANK	278,812.65	100.0000000	278,812.65	3.250	09/19/2026		
5625A	16123	1	Citizens Community Bank	1,148,481.45	100.0000000	1,148,481.45	3.850	03/17/2027		
5626-25	16159	1	Citizens Community Bank	379,061.02	100.0000000	379,061.02	3.750	07/06/2026		
5627-25	16160	1	Citizens Community Bank	155,473.71	100.0000000	155,473.71	3.750	07/07/2026		
1035	15693	1	Carrollton Bank	707,972.37	100.0000000	707,972.37	3.065	03/31/2026		
1059	16258	1	Carrollton Bank	566,558.65	100.0000000	566,558.65	3.065	12/05/2026		
9451	15641	1	Heartland Bank	1,181,476.72	100.0000000	1,181,476.72	3.700	02/05/2026		
1632	15942	1	Heartland Bank	445,125.84	100.0000000	445,125.84	3.750	04/03/2026		
6312	16163	1	Heartland Bank	430,828.66	100.0000000	430,828.66	3.550	10/01/2026		
5650	15643	1	Lindell Bank	257,032.22	100.0000000	257,032.22	3.750	03/12/2026		
5053	15074	1	SIMMONS BANK	1,321,971.98	100.0000000	1,321,971.98	4.330	01/28/2026		
09852	15081	1	SIMMONS BANK	585,143.68	100.0000000	585,143.68	4.330	02/26/2026		
9513	15226	1	SIMMONS BANK	529,599.45	100.0000000	529,599.45	4.620	01/05/2026		

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<b>Compounding Int CD</b>										
9065	16052	1	SIMMONS BANK	589,009.08	100.0000000	589,009.08	2.000	01/29/2027		
1737	16079	1	SIMMONS BANK	3,595,232.75	100.0000000	3,595,232.75	2.000	02/06/2027		
2317A	16124	1	SIMMONS BANK	302,415.37	100.0000000	302,415.37	2.250	09/05/2026		
9985-25	16161	1	SIMMONS BANK	2,748,330.13	100.0000000	2,748,330.13	3.940	10/11/2026		
1273-25	16162	1	SIMMONS BANK	3,188,130.47	100.0000000	3,188,130.47	3.940	10/16/2026		
1705	16256	1	SIMMONS BANK	562,075.30	100.0000000	562,075.30	2.250	12/06/2026		
<b>Subtotal</b>				<b>28,869,295.17</b>		<b>28,869,295.17</b>				
<b>Total</b>				<b>297,278,040.91</b>		<b>295,204,285.38</b>				



## **OPERATING AGREEMENT - FOOD SERVICE**

THIS OPERATING AGREEMENT (the "**Agreement**") is made as of January 27, 2026 (the "Effective Date") by and between the County of **St. Clair, Illinois** with offices at 700 North 5<sup>th</sup> Street, Belleville, IL 62220 (the "**County**"), and Aramark Correctional Services, LLC, a Delaware limited liability company, having a place of business at 2400 Market Street, Philadelphia, Pennsylvania 19103 ("**Aramark**").

### **WITNESSETH:**

1. **GRANT:** The County hereby grants to Aramark the exclusive right to provide food service (excluding vending machine operation) for the County's inmates, staff and visitors at the Saint Clair County Jail located at 700 North 5<sup>th</sup> Street, Belleville, IL 62220 (the "**Facility**"). Aramark hereby agrees to furnish nutritious, wholesome, and palatable food to such inmates, staff and visitors, as applicable, in accordance with this Agreement. The food service shall meet all current standards as established by:

- A. The American Correctional Association.
- B. The Food and Nutritional Board of the National Academy of Sciences as prescribed for inmates.
- C. The State of Illinois.

2. **OPERATIONAL RESPONSIBILITIES:**

A. **Facilities And Equipment:** The County shall, at its expense, provide Aramark with adequate preparation kitchen, office and storage facilities at the Facility, completely equipped and ready to operate, together with such heat, refrigeration and utilities services (including telephone and internet service) as may be reasonably required for Aramark's efficient performance of the Agreement.

The County shall furnish building maintenance services for the Facility and shall provide preventive maintenance and equipment repairs and replacements for the County-owned equipment. The County shall furnish and maintain an adequate inventory of serviceware, thermal tray and delivery equipment, pots, pans, beverage containers and utensils at the Facility.

Should the County fail to provide the equipment, repair, maintenance and replacement services or supplies described in this Section, after written notice from Aramark to do so, Aramark may, in its discretion and at its option, choose to provide, and bill the County for, such equipment, repair, maintenance and replacement services or supplies. In that event, the County shall pay for such equipment, repair, maintenance and replacement services or supplies at the prices billed by Aramark. Such prices shall be competitive with the cost of obtaining such products or services from an independent source in the open market.

**B. Emergency Plan:** Aramark shall submit a contingency emergency plan to provide for food service in the event of a Force Majeure (hereinafter defined) within 60 days after the commencement of operations. In the event of a Force Majeure, the County shall assist Aramark by permitting reasonable variations in Aramark's menu cycle, product offerings and service methods. However, Aramark shall not be relieved of its responsibility to provide meal service under the terms of this Agreement. Additional costs, if any, incurred in providing service in the event of a Force Majeure shall be borne by the County. The term "**Force Majeure**" means any war, riot, terrorism, warlike action (whether actual, impending or expected, and whether de jure or de facto), or other disorder, strike or other work stoppage, fire, explosion, earthquake, severe weather, landslides, sinkholes, lightning, hurricanes, storms, floods, washouts, earthquake, tornado, flood, acts of God or other natural disaster, or other casualty, or other restraint of government (civil or military), blockades, insurrections, acts of terrorists or vandals, epidemics, pandemics, civil commotion, any material interruption of the Facility utility systems, confiscation or seizure by any government or public authority, laws, rules and regulations of governmental authorities, or nuclear reaction or radiation, radioactive contamination, or other similar condition not within the reasonable control of the party whose performance is interfered with, and which, by reasonable diligence, such party is unable to prevent.

**C. Meal Delivery:** Facility personnel shall receive meals at the County kitchen, shall transport such meals to appropriate areas, and shall return all trays and delivery equipment to Aramark at the County kitchen, in a timely manner.

**D. Staff Dining:** Aramark will offer County staff working at the Facility a rotating menu of meals at the per meal price stated in Attachment A. Such rotating menus are set forth in Attachment B.

Pursuant to its Folgers Free Hot and Iced Coffee Program, Aramark will provide iced and hot coffee to County staff working at the Facility at no cost to the County.

Aramark will provide a Coca-Cola freestyle fountain soda machine in the Facility's staff dining area, offering various beverage options, including sodas, flavored sparkling waters, and zero-sugar choices. The costs for this service are included in the staff meal price set forth in Attachment A.

Aramark will provide real-time digital signage in the Facility's staff dining area to communicate daily menus, nutritional information, and special announcements. Additionally, Aramark will use stainless-steel serving pans and utensils when serving staff meals and will provide custom-designed mats in the Facility's staff dining area.

Aramark will own all hot and iced coffee machines, the Coca-Cola freestyle fountain soda machine, digital signage, stainless-steel serving pans and utensils, and custom-designed mats and will remove them from the Facility if the Agreement terminates for any reason whatsoever.



**E. Food Products And Cleaning Supplies:** Aramark shall purchase and pay for all food products and kitchen cleaning supplies, which purchases will be made through Aramark's purchasing programs. Products purchased for use in the food service operation shall be the property of Aramark. Aramark reserves the right, in its sole discretion, to determine specific brands, product lines and other purchasing decisions, subject to compliance with the standards for the services as set forth in this Agreement. Aramark may receive certain discounts, rebates, allowances and other payments from its manufacturers, suppliers and distributors (individually and collectively, the "**Vendors**"). County acknowledges and agrees that any prompt payment or 'cash' discounts, as well as all other discounts, rebates, allowances or other payments that Aramark receives from its Vendors shall be retained by Aramark. Aramark shall purchase all food products from USDA inspected plants that are approved as strictly complying with food safety standards. All food products purchased have a manufacturer's and distributor's assurance of safe handling. Food products are reviewed and approved by Aramark's registered dietitians to ensure that the food products meet resident acceptability and nutritional standards. The County shall be responsible for providing maintenance supplies and for maintaining kitchen appliances and equipment at the County's expense.

**F. Portion Size Requirements:** All entrée portions listed on the menu that are purchased fully cooked, within the manufacturer's tolerance specifications, are based on weight measurements prior to reheating. Casserole portions and entrée portions made from scratch are based upon weight measurements after the food has been cooked according to standardized recipes.

**G. Menu:** The menu served at the Facility may be modified in any way by mutual agreement of the parties.

**H. Sanitation:** Aramark shall be responsible for daily cleaning and housekeeping in the kitchen facilities, including, food preparation, service, receiving and storage areas, and shall, on a continuing basis, maintain high standards for sanitation. The County shall provide janitorial services outside such kitchen facilities provided to Aramark. The County shall clean the vents and ductwork leading to the roof from food preparation areas. The County shall be responsible for extermination services and the removal of trash and garbage from the designated food service area. In the event the County fails to provide sufficient extermination services that meet the requirements of the Local, State and FDA Food Code regulations for Pest Management, as Aramark determines appropriate for food service, Aramark shall have the right, upon five (5) days' notice to the County, to hire an extermination company to perform the necessary services, at the County's expense.

**I. Personnel:** Aramark shall provide on-site management and supervisory personnel, and from its regional and headquarters locations, administrative, dietetic, purchasing, equipment consulting and personnel advice and supervision. The County shall provide inmate workers at the Facility kitchen. Furthermore, it is the County's sole responsibility to ensure a security officer is in the kitchen at all times when an inmate is present. No inmate shall be allowed to enter the



kitchen unless and until a security officer is present. The number of inmates required shall be determined by the County liaison and Aramark's district manager prior to the commencement of operations pursuant to this Agreement. Such inmates shall be assigned duties in the food service operation that may include sanitation, food preparation and production, and storeroom functions. Inmates shall not be considered civilian employees of Aramark, shall not be part of any work release program where such inmates would have employee rights, and shall not receive wages from Aramark.

The County acknowledges that Aramark has invested considerable amounts of time and money in training its management and supervisory employees in systems, procedures, methods, forms, reports, formulas, computer programs, recipes, menus, plans, techniques and other valuable information which is proprietary and unique to Aramark's manner of conducting its business and that such information is available, on a confidential basis, to Aramark's management and supervisory employees. Therefore, the County agrees that management and supervisory employees of Aramark shall not be considered for positions, nor employed by the County for the term of this Agreement, nor for twelve (12) months thereafter, in a position which maintains the role or duties for which they were previously trained and employed with Aramark. For the purpose of this prohibition, "management and supervisory employees" shall be defined as those persons who have directly or indirectly performed management or professional services at the Facility at any time during the twelve (12) month period immediately preceding termination of this Agreement.

The County retains the right to thoroughly investigate any current or prospective employees assigned to the Facility, subject to applicable Federal, state and local laws and regulations, including but not limited to, the Federal Polygraph Protection Act, as amended. Aramark agrees to maintain a drug free workplace as provided for in the Drug Free Workplace Act, with consistent policies and enforcement expected by the Act. .

**J. Equal Employment Opportunity:** Aramark and the County mutually agree that they shall not discriminate against any employee or applicant for employment or on any matter directly or indirectly related to employment, because of race, color, religion, sex, sexual preference, national origin, ancestry, military status (including unfavorable military discharge), physical or mental handicap where not relevant to the job, height, weight, age, marital status, sexual orientation, gender identity, arrest or conviction record, citizenship status, pregnancy, or other criteria made illegal by state or federal law or the County policy. In addition, Aramark agrees to take affirmative steps to ensure that applicants are employed, and that employees are treated, during employment, without regard to the criteria listed above.

**K. Insurance and Indemnification:** Aramark shall provide and maintain the following insurance coverage from a carrier with an AM best rating of "A" or better and financial rating of not less than "VII" as follows:

Worker's Compensation insurance as required by law.



Automotive Liability for any automobile utilized by Aramark with a combined single limit of \$1,000,000.

Comprehensive General (Public) Liability to include (but not be limited to) the following: Premises/operation; independent contractors; bodily injury; products/completed operation; contractual liability with a combined single limit for bodily injury and property damage of \$1,000,000.00 per occurrence, and a general aggregate of \$2,000,000. Aramark shall additionally acquire an umbrella liability policy of \$1,000,000 per occurrence, and a general aggregate of \$1,000,000.

County and the Public Building Commission of St. Clair County, IL are to be named as additional insureds on a primary and non-contributory basis under general liability, automotive liability, and umbrella liability. Waiver of subrogation applies under general liability, automotive liability, umbrella liability, and workers' compensation policies. Notice of cancellation or non-renewal of any policy naming the County or Public Building Commission of St. Clair County shall be provided to County no less than 30 days before expiration of any such policy, with details naming a new carrier, and assurance of fulfillment of the requirements of this section.

The County and Aramark waive any and all right of recovery from each other for property damage or loss of use thereof, howsoever occurring. This waiver shall include, but not be limited to, losses covered by policies of fire, boiler explosion and sprinkler leakage. This waiver shall not apply to claims for personal injury or death.

Aramark agrees to defend, indemnify and hold harmless the County, its officers, employees, agents and servants for all third-party personal injuries caused by the negligence or a wrongful act of Aramark in its performance of the services defined in this Agreement, and to pay all claims, damages, judgments, legal costs, adjuster fees and attorney fees related thereto. If the damages, injury, loss or claim is caused by the negligence of both parties, the apportionment of said damages, injury, loss or claim shall be shared between both parties based upon the comparative degree of each party's negligence and each party shall be responsible for its own defense and its own costs including but not limited to the cost of defense, attorney's fees and witnesses' fees and expenses incident thereto. It is expressly understood that Aramark shall not be responsible for damages, injuries, losses or claims caused by inmates or the County, its officers, employees, agents, servants or other independent contractors. Neither any of the County's officers, employees, agents, servants or contractors, nor any inmates, are or will be deemed to be agents or employees of Aramark and no liability is or will be incurred by Aramark to such persons, except for bodily injury to such persons caused by Aramark's comparative negligence. Each party shall promptly notify the other of any claim for which indemnity is sought, and shall cooperate with the other party in the defense of such claim. The indemnifying party shall have the sole discretion to defend and settle such claim.

Any insurance coverage (additional insured or otherwise) that Aramark provides for the County, its officers, employees, agents and servants shall only cover liability assumed by Aramark in this Agreement; such insurance coverage shall not cover liability in connection with or arising

out of the wrongful or comparatively negligent acts or omissions of the County or its officers, employees, agents and servants.

**L. Hazardous Substances; Pre-Existing Conditions.** Aramark has no duty to investigate, detect, prevent, handle, encapsulate, remove, or dispose of, and will have no responsibility to the County or others for any exposure of persons or property to, asbestos, lead, fuel storage tanks or contents, indoor air pollutants or contaminants, poor air quality, or hazardous, toxic, or regulated waste substances, mold, fungi, mildew, pollutants, or contaminants (collectively, the “**Hazardous Substances**”) at the Facility or the surrounding premises. The County will comply with all applicable federal, state, and local laws and regulations, which have been or will be enacted during the term of this Agreement, regarding such Hazardous Substances on the County’s premises. The County will inform Aramark of the presence of such Hazardous Substances and acknowledges that Aramark employees will not be required to work in any location where they could be exposed to such Hazardous Substances. Aramark has advised the County that it does not provide or assume any responsibility to monitor or remediate mold, fungi, mildew, indoor air quality or any similar conditions, and that all determinations and corrective actions regarding mold, fungi, mildew, indoor air quality and any similar conditions shall be made by the County or a third party retained by the County. In no case will any Aramark employee act in the capacity of a “Designated Person” (within the meaning of the Asbestos Hazard Emergency Response Act, “AHERA”), which duties remain solely with the County.

Aramark will not be responsible for any conditions that existed in, on, or upon the Facility before the commencement date of this Agreement (“**Pre-Existing Conditions**”), including, without limitation, environmental impairments, and other conditions. Notwithstanding the general indemnity provision contained above in Section 2.K., the County shall indemnify and hold harmless Aramark, its subsidiaries and affiliated companies, and their respective directors, officers and employees, against any liability related to, or arising out of, any defective condition or the presence of Hazardous Substances or Pre-Existing Conditions on or at the Facility or the surrounding premises, or the claimed or actual release or threatened release or disposal of Hazardous Substances from or at the Facility, to the extent not caused by the willful misconduct or grossly negligent acts or omissions of Aramark, its employees or subcontractors, including, without limitation, fines, penalties, clean-up costs, or costs of other environmental remediation measures.

**M. Damages:** Aramark’s liability hereunder shall not under any circumstances exceed the greater of: (a) two (2) percent of the net revenue received by Aramark pursuant to this Agreement during the twelve (12) months prior to the applicable claim; or (b) the actual proceeds of insurance (not to exceed the maximum limits of insurance required by Section 2.K.), less any applicable deductible. In no event will either party be liable to the other party for any loss of business, business interruption, consequential, special, indirect or punitive damages.

**N. Compliance With Laws:** Each party hereto shall comply with all statutes, lawful ordinances, regulations and requirements, federal, state, and local applicable to their activities hereunder. The County shall provide reasonable and adequate physical security at all times for



Aramark employees, suppliers, management and other authorized visitors, which at a minimum requires that a security officer be present at all times when an inmate is in the kitchen with an Aramark employee, supplier, management and other authorized visitors.

**O. License, Fees, Permits, And Taxes:** Aramark shall secure and pay for all federal, state and local licenses, permits and fees required for the food service operation. The County represents and warrants that it is a tax-exempt entity and, further, agrees to provide evidence of its tax-exempt status to Aramark upon request. The County further agrees to notify Aramark promptly in the event of a change in its tax-exempt status. In the event that a determination is made by a government authority that any sales, purchases, payments or use of property made to or by Aramark under this Agreement, either in whole or in part, is subject to any sales, use, gross receipts, property or any similar tax which tax was not contemplated by the parties at the commencement of operations hereunder, the full amount of any such tax liability, together with any interest paid by Aramark, shall be invoiced by Aramark and shall be reimbursed by the County, notwithstanding the fact that this Agreement may have expired or been terminated for any reason by either party prior to the date of such determination.

### **3. FINANCIAL AND ACCOUNTING ARRANGEMENTS:**

**A. Meal Service and Prices:** Aramark shall provide meals to the County's inmates, staff and visitors at the per meal prices set forth in Attachment A. Aramark will provide all medical, religious (lacto-ovo vegetarian and/or vegan diet only), gluten-free, and other special diets (the "**Special Diets**") for ten percent (10%) or less of the total resident population at no additional cost. Special Diets for greater than ten percent (10%) of the total resident population and/or religious diets other than a lacto-ovo vegetarian and/or vegan diet meals, such as prepackaged meals, shall be charged to the County at a mutually agreed upon price. All Special Diets must be approved by the County's nursing service or religious authority, as applicable. Aramark will work with the County's nursing service for appropriate diabetic diets and snacks, as needed. The County shall notify Aramark of the actual number of all meals ordered each day, including Special Diets, at a mutually agreed upon time prior to meal service, and the County shall make additions or deletions to such order within a mutually agreed upon time prior to meal service. When the initial notice of meals ordered is not given timely, Aramark shall prepare and will be paid for the same number of meals as prepared for the previous day.

**B. Price Adjustments:** The per meal prices stated in this Agreement are firm for the period beginning on the Effective Date and ending on January 27, 2027. Per meal prices for each subsequent 12-month period shall be increased on each anniversary of the Effective Date by an amount to be mutually agreed upon and set forth in an amendment to this Agreement in the form attached hereto as Attachment C; provided, however, that in the event no agreement is reached with respect to such increase, per meal prices shall be increased as further set forth below by the greater of the (a) yearly percentage change in the Consumer Price Index, All Urban Consumers, U.S. City Average, Food Away From Home Index ("**CPI-FAH**"), published by the U.S. Department of Labor and (b) the yearly percentage change in the Market Basket of Products (as defined below) which approximate the products served at the Facility (the "**Client Menu**"). The



period for determining CPI-FAH and Market Basket of Products increases shall be October of the immediately preceding year to October of the then-current year (the “**Base Period**”).

As set forth on the sample client statement attached as Attachment D, a copy of which shall be provided prior to implementing any price adjustments pursuant to this section, the “**Market Basket of Products**” represents categories or types of products that are generally used in the Client Menu. Such products are classified into the following six (6) categories of food and beverage items (each, a “**Menu Category**”): (i) cereals and bakery products; (ii) meats, poultry, fish and eggs; (iii) dairy and related products; (iv) fruits and vegetables; (v) nonalcoholic beverages and beverage materials (includes juice, coffee, tea and other non-alcoholic drinks other than milk); and (vi) other food at home (composed of the food items in the menu that are not otherwise included in one of the preceding categories). Each Menu Category will be ascribed a percentage (the “**Category Weighting**”) representing the proportion of the Client Menu that such Menu Category approximately represents based on purchasing levels during the Base Period. Each Category Weighting will then be multiplied by the percentage change in the corresponding Bureau of Labor Statistics (“**BLS**”) category compiled by the U.S. Department of Labor and published at [www.bls.gov](http://www.bls.gov) for the Base Period, and the results of each such calculation will be added together to arrive at the overall percentage change which will represent the Market Basket of Products. For the avoidance of doubt, the BLS categories from Table 2 Detailed Expense Category from CPI-FAH to be multiplied by the Category Weightings are (1) Cereals and Bakery Products; (2) Meats, Poultry, Fish and Eggs; (3) Dairy and Related Products; (4) Fruits and Vegetables; (5) Nonalcoholic Beverages and Beverage Materials; and (6) Other Food at Home. In the event that there are any changes in the method in which the BLS reports its annual statistics, including any changes or modifications to any of the applicable BLS categories, Aramark shall propose a modification to the appropriate Market Basket of Products category or categories or the methodology described above (the “**BLS Modification**”). The BLS Modification shall be subject to Client’s approval, which shall not be unreasonably, withheld, conditioned or delayed. If the parties do not agree on such a modification, Aramark shall have the right to terminate the Agreement upon 90 days’ prior written notice. The Market Basket of Products is designed to approximate price adjustments with product cost increases at the Facility. The Market Basket of Products is an estimate of food and beverage costs only and actual costs may vary. While the Menu Categories attempt to approximate the products served at the Facility, they may not precisely parallel actual usage or the BLS categories listed above.

Please refer to Attachment D for an example of the Market Basket of Products calculation.

**C. Additional Services:** Food, beverage and other services required or desired by the Facility outside the scope of this Agreement shall be provided by Aramark upon written authorization by the County and/or Sheriff at mutually agreed upon prices for such services.

**D. Fresh Favorites:** Aramark shall implement its Fresh Favorites program. Aramark shall determine the prices at which Fresh Favorites items shall be sold. If Aramark sustains increases in its costs, including but not limited to, increases in its product, labor or equipment costs, Aramark may increase its Fresh Favorites prices to recover such increased costs, maintaining



its historical mark-up. No returns shall be accepted unless the inmate, who ordered a product, is released prior to such delivery. All sales shall be deemed made when a Fresh Favorite item purchased by an inmate is delivered.

Aramark shall pay to the County a commission in an amount equal to Fifteen Percent (15%) of Net Sales on the Fresh Favorite items. Within fifteen (15) days after the end of each month, Aramark shall deliver to the County a check covering commissions on Net Sales made during the prior month. For purposes of this Paragraph "**Net Sales**" means total Fresh Favorite products sales, less sales or use taxes and authorized returns.

**E. IN2WORK:** Aramark shall provide vocational training and classroom instruction regarding proper food production skills to qualified inmates at the Facility through its IN2WORK program ("I2W"). Notwithstanding the foregoing, Aramark's obligation to implement its IN2WORK program is contingent upon the Fresh Favorites and/or iCare Fresh program being offered at the Facility. Training will include deployment of Aramark's proprietary materials. The County acknowledges that Aramark's willingness to implement the I2W program under this Agreement does not give the County any right, title, license or interest in the program.

**F. Initial Four-Week Payment:** Prior to the commencement of operations hereunder, Aramark shall submit to the County an invoice for an amount equal to the estimate of Aramark's total meal billings for one (1) four-week accounting period (the "**Initial Payment**").

Prior to each anniversary of the commencement of operations hereunder, Aramark shall submit to the County an invoice in an amount equal to the increase, if any, or a credit memo for the decrease, if any, in such Initial Payment from the amount previously billed.

The foregoing payments shall be retained by Aramark and credited to the County at the time of the last billing made by Aramark to the County at the termination of this Agreement.

**G. Billing:** Aramark shall submit to the County on the first day of every week, for the preceding week an invoice for inmate/staff meals ordered or served, whichever is greater, and other goods or services provided by Aramark, if any. The invoice shall reflect the preceding week's food services detailing the greater of the number of meals served or ordered on a daily basis as follows:

1. Adult inmate meals
2. Staff/visitor meals
3. Any additional food, beverage or other services, as required

Aramark shall provide the County with a comprehensive monthly summary of meals, services and credits. This summary shall be forwarded to the County Administrator or his designee each month.



**H. Manner Of Payment:** Payment shall be made by check payable to Aramark Correctional Services, LLC within thirty (30) days after the invoice date. All payments shall be made to the address listed on the invoice.

If any invoices are not paid within thirty (30) days of the invoice date, interest shall be charged on each invoice at the Prime Interest Rate plus two percentage points per annum on the unpaid balance (or in the event local law prohibits the charging of such rate, interest shall be charged at the maximum legal rate permitted), computed from the invoice date until the date paid. The term "**Prime Interest Rate**" shall mean the interest rate published in The Wall Street Journal as the base rate on corporate loans posted by at least Seventy-Five Percent (75%) of the thirty (30) largest U.S. commercial banks, such rate to be adjusted on the last day of each Aramark accounting period.

The right of Aramark to charge interest for late payment shall not be construed as a waiver of Aramark's right to receive payment of invoices within thirty (30) days of the invoice date. In the event that Aramark incurs legal expense in enforcing its right to receive timely payment of invoices, the County agrees to pay reasonable attorney's fees and other costs.

**4. MATERIAL ADVERSE CHANGE:** The financial arrangements in this Agreement are based on conditions existing as of the Effective Date including any representations regarding existing and future conditions made by County in connection with the negotiation and execution of this Agreement. If such conditions change due to causes beyond Aramark's control, including, but not limited to, a change in the scope of Aramark's services; menu changes; a decrease in the Facility's inmate population or the availability of inmate labor; efforts to organize labor; increases in food/product costs, including due to imposition of tariffs, fuel, equipment, utilities, supply, and labor costs; Federal, State and local sales, and other taxes and other operation costs; a change in Federal, State and local standards, requirements recommendations, changes in phone service providers or a change in the way phone service is sold to inmates; or other unforeseen external market conditions outside Aramark's control, then Aramark shall give County written notice of such increase or change, and within thirty (30) calendar days after such notice, Aramark and County shall mutually agree upon modification(s) to offset the impact of the increase or change, which modifications may include any or a combination of the following: an adjustment to Aramark's price per meal or commission, modifications to the menu or product offerings, changes to product pricing or modifications to Aramark's scope of services. The foregoing shall be in addition to, and without limitation, of the parties' rights and obligations set forth herein in Section 2.B. with respect to continuation of services (and compensation for the same) in the event of a Force Majeure event, if applicable.

**5. ACCESS AND RECORDS:** Aramark will maintain accurate books and records in connection with the food service operation and shall retain such records for thirty-six (36) months after the close of the federal fiscal year (October 1, through September 30).

**6. TERM OF AGREEMENT:** The initial term of this Agreement shall commence on January 27, 2026, and shall continue through January 27, 2027. The County reserves the right to renew this Agreement for up to two (2) additional one (1) year periods. Contract extension is



subject to acceptable performance by Aramark as determined by the County and funding by the County Board and agreement by Aramark. At the end of any contract term, the County reserves the right to extend this contract for a period of one-hundred twenty (120) days for the purpose of getting a new contract in place. Thereafter, the County and Aramark may extend this Agreement for additional periods of twelve (12) months each, provided that the services to be provided, and the prices thereof, for the extension period, have been mutually agreed upon by the County and Aramark.

**7. TERMINATION:**

**A. Termination For Convenience:** Aramark may terminate contract by providing one hundred eighty (180) days' written notification. The County reserves the right to terminate this contract, or any part of this contract, upon thirty (30) days' written notice. In case of such termination, Aramark shall be entitled to receive payment from the County for work completed to the termination date in accordance with the terms and conditions of this contract. In the event that this Contract is terminated due to Aramark's default, the County shall be entitled to purchase substitute items and/or services elsewhere and charge Aramark with any or all losses incurred, including attorney's fees and expenses.

**B. Termination for Lack of Appropriation:** This Agreement is approved and funded contingent upon annual appropriations being established by the local governing body of St. Clair County to provide funding necessary to meet the requirements of the Agreement. Such funding is approved on a fiscal year basis with the fiscal year commencing January 1st and terminating December 31st of each year. In order for the Agreement to remain in effect, such appropriation must be approved on an annual basis throughout the term of the Agreement scheme. In the event that an annual appropriation is not approved, the County shall not be held responsible for any liabilities beyond the remaining annual term prior to the new budget year.

**C. Termination For Default:** Either party may terminate this Agreement upon a breach or default of this Agreement by the other party, which is not cured within thirty (30) days after receipt by the defaulting party of a notice from the non-defaulting party, specifying the nature of such breach or default.

**D. Consequences Of Termination:** If this Agreement is terminated under any circumstances, the County shall pay Aramark for all inmate and staff meals, and other services, provided by Aramark to and including the date of termination, at the prices and within the payment periods set forth in this Agreement. The County's obligation to pay for meals and services provided shall survive the termination or expiration of this Agreement.

Upon the expiration or any termination of this Agreement, the County agrees, if requested by Aramark, to purchase Aramark's usable inventory of food and supplies. The purchase price for such inventory shall be Aramark's invoice cost.



8. **NOTICE:** All notices or other communication hereunder shall be deemed to be duly given when made in writing and delivered in person or deposited in the United States mail, postage prepaid, certified mail, return receipt requested and addressed to the party at its respective address first set forth above, or such other address as it may designate, by notice given as aforesaid.

9. **CONFLICTS OF INTEREST:** Aramark covenants that it presently has no interest and shall not acquire any interest, direct or indirect, which would conflict in any manner or degree with performance of this Agreement and no person having any such interest shall be employed. In addition, no officer, agent or employee of the County and no member of its governing body shall participate in any decision relating to this Agreement which affects his/her personal interest or any corporation, partnership, association which he/she is directly or indirectly interested or has any personal or pecuniary interest.

10. **CONFIDENTIAL INFORMATION:** All financial, statistical, operating and personnel materials and information, including, but not limited to, software, technical manuals, recipes, menus and meal plans, policy and procedure manuals and computer programs relative to or utilized in Aramark's business (collectively, the "**Aramark Proprietary Information**") are and shall remain confidential and the sole property of Aramark and constitute trade secrets of Aramark. The County shall keep all Aramark Proprietary Information confidential and shall use the Aramark Proprietary Information only for the purpose of fulfilling the terms of this Agreement. The County shall not photocopy or otherwise duplicate any materials containing any Aramark Proprietary Information without the prior written consent of Aramark.

11. **ASSIGNMENT:** Aramark may use a disclosed sub-contractor; however, Aramark shall not transfer its rights or obligations under this Agreement or performance of this Agreement to another individual or firm; nor shall Aramark change or subcontract any portion of the Agreement, during the initial nor renewal terms without consent of the Sheriff.

12. **PRESS RELATIONS:** Aramark shall coordinate with the County Sheriff or Facility Administrator on any and all press or media releases.

13. **PUBLICITY RIGHTS:** Neither County nor Aramark and its Affiliates shall, without the other Party's consent, use the other Party's name, logo, trademark or otherwise refer to or identify the other Party in any publicity matters relating to the Services. Notwithstanding the foregoing, both Parties and their respective Affiliates may, without prior consent of the other Party, use that Party's name or logo and the existence of this Agreement in connection with earnings calls or similar matters with their respective investors or analysts as well as communications to prospective clients (if applicable) and for use in such Party's marketing materials.

14. **ENTIRE AGREEMENT:** This Agreement represents the entire agreement and understanding between the County and Aramark and supersedes all prior negotiations, representations or agreements, either written or oral. This Agreement may be amended only by written instrument signed by both the County and Aramark.



15. **SEVERABILITY**: If any provision hereof or the application thereof to any person or circumstance is held to any extent, to be void, invalid or unenforceable, the remainder of this Agreement, and the application of such provision to other persons or circumstances, shall not be affected thereby, and shall be valid and enforceable to the fullest extent permitted by law.

16. **WAIVER**: The failure of Aramark or the County to exercise any right or remedy available under this Agreement upon the other party's breach of the terms, covenants and conditions of this Agreement or the failure to demand the prompt performance of any obligation under this Agreement shall not be deemed a waiver of such right or remedy; or the requirement of punctual performance; or of any subsequent breach or default on the part of the other party.

**IN WITNESS WHEREOF**, the parties hereto have caused this Agreement to be signed by their duly authorized representatives as of the day and year first above written.

**Aramark Correctional Services, LLC**

**County of St. Clair  
State of Illinois**

By: \_\_\_\_\_  
Stephen Yarsinsky  
Vice President – Finance

By: \_\_\_\_\_

**Attachment A**  
**St. Clair County, Illinois**  
**Effective January 27, 2026 through January 27, 2027**

<b><u>Inmate Population*</u></b> <b><u>(Average Daily Population</u></b> <b><u>for applicable period)</u></b>	<b><u>Price Per Meal (\$)</u></b>
300 and below	To be negotiated
301-325	\$1.7400
326-350	\$1.6811
351-375	\$1.6319
376-400	\$1.5891
401-425	\$1.5516
426-450	\$1.5185
451-475	\$1.4890
476-500	\$1.4627
501 and above	\$1.4389
Staff Meals	\$3.49

\*The total number of inmate meals served per week is divided by 21 in order to determine the price point on the sliding scale.

\*\*In the event that the average daily inmate population for the applicable period drops below 301, the County and Aramark shall promptly negotiate in good faith to determine an equitable adjustment in the inmate meal rates to compensate Aramark for the effect of such decline, which shall be evidenced in a written amendment to this Agreement.

The parties acknowledge that the foregoing meal rate pricing scale assumes the availability of sufficient inmate labor to Aramark for use in the operations as contemplated in the Agreement, and accordingly, to the extent that such inmate labor is not made available to Aramark (as may be determined by County for any reason in its sole discretion), the County and Aramark shall promptly negotiate in good faith an equitable adjustment in the inmate price per meal rates to compensate Aramark for such decline in the availability of inmate labor, which shall be evidenced in a written amendment to this Agreement.



## Attachment B

### St. Clair County, IL Rotating Staff Menus

ST. CLAIR ROTATING MENU			
WEEK 1		WEEK 2	
MON	<b>HOT DOGS WRAPPED IN BACON</b> Chili Beans, Cheese Sauce, Curly Fries, and Diced Onions	MON	<b>CHIPOTLE CHICKEN BOWL</b> Cilantro Rice, Spicy Black Beans, Pico de Gallo, Black Beans, Sour Cream and Cheese
TUES	<b>BEEF TACO</b> Spanish Rice, Pinto Beans w/ Onions/Cilantro, and Pico de Gallo	TUES	<b>BEEF NACHO</b> Cheese Sauce, Pico de Gallo, Black Beans and Cheese
WED	<b>BEEF TRI TIP</b> Smashed Potatoes, Mix Vegetables (Squash, Zucchini, Mushroom, Onions, Broccoli, Saute)	WED	<b>CARNITAS</b> Spanish Rice, Pinto Beans, Saute Jalapenos and Onions, Cilantro/Onions, Green Salsa, and Guacamole
THURS	<b>ITALIAN SAUSAGE PENNE PASTA</b> Bell Peppers and Onions over Penne Pasta, Marinara or Alfredo Sauce w/ Texas Toast/Garlic Bread	THURS	<b>BUTTER CHICKEN</b> Yellow Rice, Potato, Garbanzo, Cauliflower, and Naan Bread
FRI	<b>BBQ PULLED PORK SANDWICH</b> Curly Fries and Coleslaw	FRI	<b>KFC BOWL</b> Fried Chicken Thigh or Drumstick, Mashed Potatoes, Gravy, Corn, and Biscuit
SAT	<b>SPICY CHICKEN SANDWICH</b> Curly Fries	SAT	<b>CHICKEN PARMESAN</b> Pastas, Marinara Sauce, and Vegetables
SUN	<b>POT ROAST OR SANDWICH</b> Vegetables, Gravy or Fries	SUN	<b>BBQ CHICKEN</b> Roasted Potatoes and Mexican Corn

ST. CLAIR ROTATING MENU			
WEEK 3		WEEK 4	
MON	<b>CAJUN ROASTED PORK LOIN</b> Smashed Potatoes, Mix Vegetables (Squash, Zucchini, Mushroom, Onions, Broccoli, Saute)	MON	<b>CHICKEN PARM SANDWICH</b> Crispy breaded chicken breast, Marinara sauce, and Melted Mozzarella
TUES	<b>NASHVILLE HOT CHICKEN SANDWICH</b> Curly Fries and Coleslaw	TUES	<b>KFC BOWL</b> Fried Chicken Thigh or Drumstick, Mashed Potatoes, Gravy, Corn, and Biscuit
WED	<b>SPICY SZECHUAN CHICKEN</b> Stir-fried vegetables and White Rice	WED	<b>HOMESTYLE MEATLOAF</b> Vegetables, Mashed Potatoes, Gravy
THURS	<b>SPAGHETTI WITH MEATBALLS</b> Spaghetti, Marinara Sauce, Vegetables, and Italian-style meatballs	THURS	<b>BUTTER CHICKEN</b> Yellow Rice, Potato, Garbanzo, Cauliflower, and Naan Bread
FRI	<b>BBQ RUBBED CHICKEN DRUMSTICKS</b> Curly Fries and Coleslaw	FRI	<b>ROAST TOP ROUND BEEF WITH GRAVY</b> Smashed Potatoes, Mix Vegetables (Squash, Zucchini, Mushroom, Onions, Broccoli, Saute)
SAT	<b>CHICKEN DACON RANCH SANDWICH</b> Curly Fries	SAT	<b>FIVE SPICE GRILLED CHICKEN</b> Stir-fried vegetables and White Rice
SUN	<b>HOT DOGS WRAPPED IN BACON</b> Chili Beans, Cheese Sauce, Curly Fries, and Diced Onions	SUN	<b>BBQ CHICKEN</b> Five Spice Chicken, Roasted Potatoes and White Rice

**Attachment C**

**FORM OF AMENDMENT FOR IMPLEMENTING MARKET BASKET INCREASES**

**Amendment No. \_\_ to Operating Agreement**

**THIS AMENDMENT NO. \_\_** (the "**Amendment**"), is entered into this \_\_\_\_ day of \_\_\_\_\_, 20\_\_ by and between \_\_\_\_\_, with offices at \_\_\_\_\_ ("**\_\_\_\_\_**"), and **Aramark Correctional Services, LLC**, a Delaware limited liability company, having its principal place of business located at the Aramark Tower, 2400 Market Street, Philadelphia PA 19103 ("**Aramark**").

**WHEREAS**, \_\_\_\_\_ and Aramark entered into an \_\_\_\_\_ dated \_\_\_\_\_ for the management of the food service operation at \_\_\_\_\_ (as amended, the "**Agreement**");

**WHEREAS**, the parties acknowledge the need to address volatility in the cost of food commodities; and

**WHEREAS**, the parties desire to amend the provisions of the Agreement as follows, effective \_\_\_\_\_.

**NOW, THEREFORE**, in consideration of the foregoing and of the mutual promises in the Agreement and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties agree as set forth below. Capitalized terms used but not defined in this Amendment have the meanings ascribed to such terms in the Agreement.

1. **Price Adjustment:** In accordance with [Paragraph \_\_ of Amendment No. \_\_ to the Agreement][Paragraph \_\_ of the Agreement], the parties agree that the price per meal charged to \_\_\_\_\_ by Aramark shall be changed as set forth on [Schedule 1] hereto as a result of [changes in the Consumer Price Index][changes in the Market Basket of Products][mutual agreement of the parties]. This price shall be effective from \_\_\_\_\_, 20\_\_ through \_\_\_\_\_, 20\_\_ , and shall supersede in all respects the price per meal set forth in [Paragraph \_\_\_\_] of the Agreement][and Attachment A of the Agreement] or in any other prior agreements between the parties.

2. **Release:** The methodology used to determine the price increase described above has been reviewed and accepted by the parties. By their execution of this Amendment, each party hereby waives and releases any and all claims it may have based upon or arising out of any such methodology (including the elements thereof) used to calculate the price per meal as set forth in this Amendment, and further agrees not to bring any action, suit or proceeding challenging such methodology or calculation.

3. **Ratification:** Except as specifically set forth herein, all other terms and provisions of the Agreement shall remain unaffected by this Amendment and continue in full force and effect

**IN WITNESS WHEREOF**, the parties hereto have caused this Amendment No. \_\_ to be signed by their duly authorized representatives the day and year first written above.

**Aramark Correctional Services, LLC**

[\_\_\_\_\_]

By: \_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_

By: \_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_



SCHEDULE 1

[attach updated price schedule for Amendment]

\_\_\_\_\_ County, \_\_\_\_\_  
Effective \_\_\_\_\_ through \_\_\_\_\_

<u>Inmate Population*</u> (Average Daily Population for applicable period)		<u>Price Per Meal (\$)</u>
<u>Low</u>	<u>High</u>	<u>Rate</u>
0		**TBD
	above	

\*The total number of inmate meals served per week is divided by 21 in order to determine the price point on the sliding scale.

\*\*In the event that the average daily inmate population for the applicable period drops below \_\_\_\_\_, the County and Aramark shall promptly negotiate in good faith to determine an equitable adjustment in the inmate meal rates to compensate Aramark for the effect of such decline, which shall be evidenced in a written amendment to this Agreement.

The parties acknowledge that the foregoing meal rate pricing scale assumes the availability of sufficient inmate labor to Aramark for use in the operations as contemplated in the Agreement, and accordingly, to the extent that such inmate labor is not made available to Aramark (as may be determined by County for any reason in its sole discretion), the County and Aramark shall promptly negotiate in good faith an equitable adjustment in the inmate price per meal rates to compensate Aramark for such decline in the availability of inmate labor, which shall be evidenced in a written amendment to this Agreement.

**Attachment D**

**Sample Client Statement - Market Basket of Products Calculation**

[INSERT CLIENT NAME] Exhibit

**Sample Market Basket Price Redetermination Statement**

<b>(All)</b>			
<b>Market Basket Price Redetermination Statement</b>			
<b>CATEGORY</b>	<b>Market Basket Weighting</b>	<b>August BLS Market Basket CPI Index</b>	<b>Weighted CPI %</b>
Cereals and Bakery Products	10.48%	5.99%	0.63%
Meats, Poultry, Fish and Eggs	20.41%	0.02%	0.00%
Dairy and Related Products	10.40%	0.31%	0.03%
Fruits and Vegetables	13.23%	2.10%	0.28%
Non-Alcoholic Beverages and Beverage Materials	5.41%	5.80%	0.31%
Other Food at Home	40.07%	4.49%	1.80%
<b>TOTAL</b>	<b>100.00%</b>		<b>3.06%</b>
<b>August FY 2023 CPI Food Away from Home Index</b>			<b>6.54%</b>
<b>Greater of Market Basket to August CPI - Food Away from Home</b>			<b>6.54%</b>

**Notes**

- \* This category includes all menu items that are not otherwise included in another Menu Category. ARAMARK applies the BLS CPI Food index to the "Grocery" Menu Category for the calculation. The "Food" index encompasses the items in all Menu Categories in addition to food items not used at the facility or facilities covered by this Agreement.



**COUNTY OF ST. CLAIR, ILLINOIS  
INMATE HEALTH CARE PROGRAM**

**CONTRACT AMENDMENT #7-EXTENSION**

THIS AGREEMENT by and between the County of St. Clair (hereafter referred to as "County") and Wexford Health Sources, Inc. (hereafter referred to as "Wexford"), is entered into as of the 1st day of January, 2026.

WITNESSETH:

WHEREAS, County is charged by law with responsibility for administering, managing, and supervising the healthcare delivery system of the St. Clair County Jail ("Jail"); and

WHEREAS, the objective of the County is to provide for the delivery of quality health care to inmates in accordance with applicable law; and

WHEREAS, Wexford is in the business of providing correctional healthcare services and desires to provide such services for the County under the terms and conditions hereof;

NOW, THEREFORE, with the intent to be legally bound, and in consideration of the covenants and promises hereinafter made, the parties hereto agree as follows:

**IT IS MUTUALLY AGREED BETWEEN THE PARTIES:**

To renew the following terms of the contract to reflect the planned operation of the St. Clair County Jail and service needs of the inmate population, and to initiate a one-year extension of the current contract term to commence January 1, 2026 through December 31, 2026.

**ARTICLE II : PERSONNEL**

- 2.1 Staffing. For the purposes of rendering health care services to inmates hereunder, Wexford will provide medical, dental, technical and support personnel as set forth herein. The healthcare staff will be at levels consistent with those described below:

<b>POSITION</b>	<b>FTE</b>	<b>HOURS/WEEK</b>
Clinical Site Manager	1.00	40.0
Director of Nursing	1.00	40.0
LPN	10.0	400.0
Medical NP/PA	0.8	32.0
Psychiatric NP	0.3	12.0
Mental Health Professional	1.0	40.0
Administrative Clerk	1.0	40.0
<b>Total</b>	<b>15.1</b>	<b>604.0</b>

The staffing plan in this extension amendment incorporates reductions of 1.0 FTE Mental Health Professional and 0.7 FTE LPN. If these reductions result in any operational issues, Wexford and the County will enter into negotiations to **reinstate** the positions, or the operationally necessary portion thereof.

- 2.9 Facility Expansion/Staffing. In the event that the Jail Facility is expanded, Wexford Health and the County will negotiate a suitable increase in staffing requirements that meet the operating needs of the facility. Staffing plan should reflect current clinical medical staff to inmate ratios. Base Compensation shall be adjusted to reflect any negotiated staffing increases.

#### **ARTICLE VII: TERM AND TERMINATION OF AGREEMENT**

- 7.1 Contract Term. This Agreement will be effective as of 12:01 A.M. on January 1, 2026 for a term of one year, expiring at 12:00 Midnight, December 31, 2026. This Agreement may extend on a year-to-year basis if mutually agreeable to by both parties.

#### **ARTICLE VIII: COMPENSATION**

- 8.1 Base Compensation. Wexford Health will bill the Jail one month in arrears for the actual cost of services, plus a fixed \$25,000 monthly management fee. This pricing model allows the County to only pay for actual services being provided while providing financial flexibility and meeting all relevant standards of care. Wexford's actual costs of services will include staffing and benefits, offsite care, pharmaceutical services and medications. IT expenses, medical and office supplies, insurances, and administrative expenses. The estimated total contract cost for the first extension year of the contract is between \$2,500,000 and \$2,750,000.

In the event this Agreement should terminate on a date other than the end of a calendar month, Wexford's actual costs incurred through the termination date will be reimbursed, and the fixed monthly management fee will be prorated accordingly for the shortened month.

- 8.4 Annual Adjustment. Annual adjustments in Wexford's fixed monthly management fee for subsequent years will be the previous year's contract price increased by a fixed rate of 0% for 2027 and a mutually negotiated increase for 2028 and 2029. Extension years beyond 2029 shall be negotiated between Wexford and the County.
- 8.5 Facility Expansion/Compensation. In the event that the St. Clair County Jail Facility is expanded, Wexford Health and the County will negotiate any relevant compensation terms based on the new increased population level according to the terms established in section 8.3, Increases in Inmate Population of the Agreement.

#### **ARTICLE VI: OFFICE SPACE AND EQUIPMENT**

- 6.4 Facility Expansion/Supplies and Equipment. In the event that the St. Clair County Jail Facility is expanded, Wexford Health and the County will negotiate necessary supply and equipment needs to meet the increased population. Wexford Health shall prepare recommended equipment and supply lists for approval by the County. Upon approval, Wexford Health shall work with the County on the purchase of all needed expansion start-up equipment and supplies.



All expansion start-up equipment and supplies purchased by Wexford Health shall be reimbursed by the County.


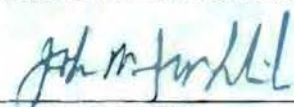
**ALL OTHER ARTICLES AND PROVISIONS OF THE CONTRACT REMAIN THE SAME**

**IN WITNESS, WHEREOF**, the parties have set their hands and seals hereto as of the \_\_\_\_ day of \_\_\_\_\_, 2026.

**ST. CLAIR COUNTY**

Attest: \_\_\_\_\_ By: \_\_\_\_\_  
Richard Watson, Sheriff

**WEXFORD HEALTH SOURCES, INC.**

Attest:  By:   
John M. Froehlich,  
Senior Vice President & CFO

This Agreement has been duly approved and the person executing this Agreement on behalf of St. Clair County has all requisite authority to do so.

By: \_\_\_\_\_  
Attorney for the County of St. Clair

January 26, 2026

Honorable Mark A. Kern, Chairman  
St. Clair County Board  
10 Public Square, Room B-561  
Belleville, IL 62220

County Board Members:

The Salary Claim Sheets for the month of January 2026 are hereby submitted to this Honorable Body for approval by unanimous vote.

Respectfully submitted,

FINANCE COMMITTEE  
St. Clair County Board



January 26, 2026

Honorable Mark A. Kern, Chairman  
St. Clair County Board  
#10 Public Square, Room B-561  
Belleville, IL 62220

County Board Members:

We, the Claims Subcommittee of the Finance Committee, submit to this Honorable Body the attached Expense Claim Sheet for the month of January 2026.

We have checked all claims charged against the county appearing on the Claim Sheet and believe them to be in order. If there are any changes, we will handle them verbally when the matter comes to the floor of the County Board.

Accordingly, we recommend they be allowed and approved by unanimous vote.

Respectfully submitted,

CLAIMS SUBCOMMITTEE OF THE  
FINANCE COMMITTEE

**AN ORDINANCE AMENDING CHAPTER 28 (PERSONNEL CODE) OF THE REVISED  
CODE OF ORDINANCES OF ST. CLAIR COUNTY, ILLINOIS**

WHEREAS, the Personnel Chapter of the St. Clair County Code reflects the written policies of St. Clair County for the mutual benefit and understanding of the County and its employees; and

WHEREAS, from time to time, amendment is necessary to update written policies to reflect changes in state and federal law, best practices, and prevailing sentiment; and

WHEREAS, the County Board finds it is in the best interest of all stakeholders to conform its Personnel Code to reflect the changes to written policies and procedures as presented in Exhibit A.

NOW THEREFORE, BE IT ORDAINED BY THE COUNTY BOARD OF ST. CLAIR COUNTY, ILLINOIS THAT:

**Section I: Amendment.** Chapter 28 – Personnel Code is hereby amended to read as follows:

See Exhibit A, attached hereto and incorporated by reference.

**Section II: Inconsistent Ordinances Repealed.** All ordinances or parts of other ordinances in conflict with the provisions of this Ordinance shall, to the extent of the conflict, be and are hereby repealed, provided that nothing herein shall in any way excuse or prevent prosecution of any previously existing violation of any ordinance superseded hereby.

**Section III: Savings Clause.** Nothing in this Ordinance shall be construed to affect any suit, legal proceeding, or cause of action in existence at the time of its passage, nor impact any rights acquired or liability incurred, under any act or ordinance hereby repealed by this Ordinance, nor shall any just or legal right or remedy of any character be lost, impaired, or affected by the Ordinance.

**Section IV: Passage and Publication.** This ordinance shall be in full force and effect from its passage by the County Board and publication by the County Clerk as provided by law and shall continue in effect and operation until lawfully repealed or amended by the County Board.

**Section V: Severability of Provisions.** Each section, paragraph, sentence, clause, and provision of this ordinance is severable, and if any provision is held unconstitutional or invalid for any reason, such decision shall not affect the remainder of the ordinance, other than that part affected by such a determination.



APPROVED AND ADOPTED at the regular meeting of the County Board of St. Clair  
County this 26<sup>th</sup> day of January 2026.

\_\_\_\_\_  
CHAIRMAN

ATTEST:

\_\_\_\_\_  
COUNTY CLERK

Reviewed by:

\_\_\_\_\_  
Director of Administration

\_\_\_\_\_  
State's Attorney

\_\_\_\_\_  
JUDICIARY COMMITTEE

Exhibit A

Personnel Code (69 Pages Including Index)



# ST. CLAIR COUNTY PERSONNEL CODE

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## **PREAMBLE**

The purpose of the Personnel Code is to implement and maintain a uniform system of employment within all departments of St. Clair County. The Personnel Code is designed to provide employees and management with information pertaining to the employment policies and procedures applicable to all County employees.

All policies and procedures in this Personnel Code originally went into effect May 1, 1991, and revisions to the Personnel Code go into effect immediately upon passage by the St. Clair County Board. St. Clair county reserves the right to modify this Personnel Code at any time.

Nothing in this Personnel Code shall be construed to invalidate, diminish, or otherwise interfere with any collective bargaining agreement nor shall it be construed to invalidate, diminish, or otherwise interfere with any party's power to collectively bargain such an agreement.

Employees are expected to read, understand, and follow the provisions of the policies and procedures as outlined in this Personnel Code and are responsible for knowing its contents. Nothing in this Code shall be interpreted to create a contract with the employee. Employees are "at will" and can be discharged at the discretion of the Employer.

Nothing in this Personnel Code shall in any way affect the Employer's right to develop and disseminate information concerning the operations of any department and the employee's job functions, duties and job position description.

Upon adoption by the St. Clair County Board, this Personnel Code shall be the exclusive policy of all departments of St. Clair County concerning terms and/or conditions of employment. All prior Personnel Codes established by St. Clair County or any departments of St. Clair County, shall be considered superseded except that any predecessor Personnel Code or part thereof that does not conflict with this revised code shall be considered in effect.

A copy of this policy shall be distributed by the Human Resources Department (also referred to as the Personnel and Fringe Benefits Department).



Section 1. DEFINITIONS

- A. **COUNTY.** The term “County,” as used in this Personnel Code, means the government of St. Clair County or a political subdivision thereof. For purpose of this Code, the term “County” is synonymous with the term “Employer.”
- B. **EMPLOYER.** The term “Employer,” as used in this Personnel Code, means the government of St. Clair County or a political subdivision thereof.
- C. **EMPLOYEE.** The term “employee,” as used in this Personnel Code, means a person rendering services for St. Clair County, or a political subdivision thereof, and the Public Building Commission, in exchange for payment. For purposes of this Code, an Elected Official or Independent Contractor is not an employee whose personal rights are affected by the Code.
- Some employees are considered union employees and thereby fall under additional parameters covered in their respective Collective Bargaining Agreement. It is important for all employees to understand that a Collective Bargaining Agreement may provide for greater protections than covered by this Personnel Code and that this may result in different employees receiving different treatment by the County. All treatment, whether from the Personnel Code or a supplemental Collective Bargaining Agreement will be non-discriminatory in compliance with all federal or state laws.
- D. **DEPARTMENT.** The term “Department,” as used in this Personnel Code, shall mean the governmental unit for whom the employee is directly working for and rendering services. (For example, Animal Services, Sheriff, Intergovernmental Grants Department are all considered separate departments). All Department Heads must abide by this Personnel Code.
- E. **ELECTED OFFICIAL.** The term “Elected Official,” as defined in this Personnel Code, means the one individual ultimately responsible for all operations of the department. The term “Elected Official” includes County elected public office holders such as Sheriff, State’s Attorney and County Clerk. The term “Elected Official” applies to individuals who are responsible for the operations of the Department and to County elected office holders unless specifically indicated otherwise in this Personnel Code. The Elected Official must abide by this Personnel Code and may designate a representative as being responsible for carrying out the immediate functions as enumerated in this Personnel Code, and that representative, upon designation, shall be considered the Elected Official.
- F. **IMMEDIATE SUPERVISOR.** The term “Immediate Supervisor,” as used in this Personnel Code, shall mean the individual to whom the employee shall immediately report and be responsible for their work. An Immediate Supervisor may be the Elected Official in some situations where there is no additional management structure. In most cases the term “Immediate Supervisor” refers to a management level job position in between the Elected Official/Department Head and an employee.



- G. COUNTY BOARD.** The term “County Board,” as used in this personnel manual, shall mean the elected public office holders of the St. Clair County Board.
- H. PROFESSIONAL.** The term “Professional” includes doctors, registered nurses, veterinarians, attorneys, certified public accountants, engineers, and employees who possess qualifications to fill positions classified by the Employer as Professional.
- I. UNAUTHORIZED LEAVE.** An “Unauthorized Leave” is defined as a leave taken without permission of the Employer.
- J. DEPENDENT UPON EMPLOYEE.** The term “Dependent Upon Employee” means financial dependence, normally in a live-in arrangement, and claimed as a dependent for federal income tax purposes.

Section 2. EQUAL EMPLOYMENT

- A. NONDISCRIMINATION.** St Clair County is an equal opportunity employer and adheres to the principles and practices outlined in applicable federal, state, and local laws and regulations that prohibit discrimination in employment and hiring. It is the policy and practice of the County to recruit, select, hire, train, promote, demote, terminate, compensate and administer all employment practices without regard to race, color, ancestry, national origin, citizenship or work authorization status, religion, age, sex, sexual orientation, gender identity, genetic information, marital status, parental status, military service or veteran status, housing status, medical condition, pregnancy, reproductive health decisions, family responsibilities, arrest and conviction record, military status, physical or mental disabilities unrelated to the ability to perform essential job functions with or without reasonable accommodations (except where a bona fide occupational qualification exists), or any other characteristic protected by federal, state, or local laws, regulations, and ordinances.

In accordance with applicable anti-discrimination laws and regulations, the purpose of the County EEO Policy is to ensure that the County provides a workplace free from discrimination and harassment and provide an effective means for the resolution of discrimination and harassment complaints by County employees and applicants for employment. The County encourages its employees and applicants to raise any concerns regarding the EEO Policy with Human Resources. Retaliation against any person who makes a report concerning potential violations of the Policy, is expressly forbidden pursuant to the terms of the Policy.

All employees shall adhere to this nondiscriminatory policy.

- B. AMERICANS WITH DISABILITIES ACT (ADA).** The County complies with the ADA and provides “reasonable accommodations” to qualified individuals with disabilities, in accordance with applicable law. The County shall not discriminate on the basis of disability in its hiring or employment practices. The Employer shall make reasonable accommodations for the known physical or mental limitations of a qualified applicant or employee with a disability upon request, unless the accommodation would cause an undue hardship on the operation of the County’s business. If an applicant for



employment or an employee requests a reasonable accommodation and the individual's disability and need for the accommodation are not readily apparent or otherwise known, the County may ask the individual for information necessary to determine if the individual has a disability-related need for accommodation. The Employer shall make an individualized assessment of whether a qualified individual with a disability meets the selection criteria for employment. To the extent the County's selection criteria have the effect of disqualifying an individual because of disability, those criteria shall be job-related and consistent with business necessity.

For a complaint procedure to address ADA complaints, please see the Human Resources Department.

### **C. APPROPRIATE USE OF ARTIFICIAL INTELLIGENCE.**

This policy is designed to ensure that generative AI ("GenAI") is used in a productive manner that aligns with the County's values and goals while protecting its confidential and proprietary business information. The County defines GenAI broadly to include any form of artificial intelligence—such as ChatGPT, Gemini, DALL-E, and many others—that creates new content, data, or information based on patterns and information from existing data sets. The County recognizes that GenAI, like most technology, can be an effective tool for generating ideas, enabling productivity gains, assisting with product innovation, and reviewing data. This policy is designed to ensure that GenAI is used in a productive manner that aligns with the County's values and goals while protecting its confidential and proprietary business information.

**Guidelines.** The guidelines in this policy will continually evolve as new technologies and related tools emerge. You are expected to carefully review these guidelines and any updates to this policy that may be issued from time to time.

- **Know and Follow the Rules.** All use of GenAI must comply with applicable law and the County's other policies and procedures.
- **Maintain Confidentiality.** Users of GenAI are prohibited from disclosing confidential or proprietary information of the County ("Confidential Information") to programs that are unlicensed and unapproved by the County. Confidential Information includes information not known outside of the County including, for example, its trade secrets, strategies, financials, processes, products, know-how, technology and other internal business-related confidential information. Confidential Information also includes information that the County receives and holds in confidence from a third party. Keep in mind that information entered into a GenAI tool is archived and cannot be removed. If a user needs to input real data into a GenAI tool, they should ensure the data is properly anonymized to remove any Confidential Information.
- **Use Good Judgment.** Users must understand that GenAI is prone to "hallucinations," which is the production of inaccurate or false information.

Users must review all text or other materials produced by GenAI to verify that the content is accurate before using it for any business purpose, including sending any internal or external emails or sharing presentations, documents, or other materials. Users must use their own knowledge and expertise as the ultimate deciding factor on all work product and related decisions.

- **Acceptable Use.** Users may generally use GenAI for routine workplace activities such as generating internal work emails or presentations for co-workers. Any use of GenAI that may be client facing or otherwise visible outside the organization, such as code for the County's website, marketing, or public notices, ***must*** be authorized and reviewed before it is used or deployed. From time to time, the County may license GenAI programs to receive and protect inputs of the County's Confidential Information. Users will be notified of any GenAI programs that are licensed by the County and approved for such inputs. Use of GenAI programs must align with the County's legal, contractual, security, and privacy obligations.
- **Prohibited Use.** GenAI ***may not*** be used for work-related activities that:
  - contain or involve disclosure of Confidential Information to a GenAI program that is not licensed or approved by the County;
  - involve communications, such as emails, texts, or social media posts, with clients or other persons or companies outside of the County's business without appropriate human oversight, appropriate modifications, and advance approval;
  - create communications, such as emails, texts, or social media posts, to clients or other persons or companies outside of the County without appropriate human oversight, appropriate modifications, and advance approval;
  - result in any bias or discrimination against employees on the basis of any legally protected characteristics, including but not limited to race, gender, age, disability, and national origin;
  - involve any employment-related decisions, such as hiring, promotions, discipline, and terminations;
  - include creating publications, public announcements, or other publications or materials that could be considered plagiarized or to use inappropriately the protected intellectual property of others (GenAI is for idea generation, not content creation.); or
  - violate the County's policies and procedures or are otherwise prohibited under federal, state, or local law.
- **Be Honest and Accurate.** Never divulge to GenAI any information or rumors that you know to be false or have reason to believe are false about the County, fellow employees, clients, suppliers, consultants who work on behalf of the County, or competitors. Users are prohibited from defaming the County's products or services, or the products or services of its vendors or competitors.



**Enforcement.** Users should report any issues or concerns related to GenAI and potential violations of this policy to their supervisor or the IT department. This includes but is not limited to any knowledge or concerns that use of GenAI results in any biased or discriminatory outcomes against individuals on the basis of any characteristic protected by law.

Violations of this policy may result in disciplinary action, up to and including termination of employment. The County reserves the right to monitor the use of GenAI to ensure compliance with this policy.

#### **D. WHISTLEBLOWER POLICY STATEMENT.**

It is the policy of St. Clair County to comply with all applicable State and Federal Acts. In accordance with this policy the County is in compliance with the Illinois Whistleblower Act. A whistleblower as defined by this policy is an employee of the County who reports an activity that the employee considers to be illegal or dishonest to one or more of the parties specified in this policy. The whistleblower is not responsible for investigating the activity or for determining fault or corrective measures; appropriate management officials are charged with these responsibilities.

Examples of illegal or dishonest activities are: violations of federal, state, or local laws; billing for services not performed or for goods not delivered; and other fraudulent financial reporting.

**Resolution** - If an employee has knowledge of or a concern of illegal or dishonest fraudulent activity, the employee is to contact their immediate supervisor or Department Head to provide information directly or on an anonymous basis to afford the County a reasonable opportunity to review and correct the alleged illegal activity. The supervisor or Department Head should immediately communicate the situation to the Equal Opportunity Officer/ Human Resources Manager.

However, if an employee is not comfortable speaking with their supervisor or is not satisfied with the supervisor's response, they are encouraged to speak with the Department Head, or the Human Resources Manager/Equal Opportunity (EO) Officer. Management staff is required to report suspected violations of the Whistleblower's Act to the EO Officer, who has specific responsibility to investigate all reported violations. All reports shall be promptly investigated and appropriate corrective action shall be taken if warranted by the investigation.

The employee must exercise sound judgment to avoid baseless allegations. An employee who intentionally files a false report of wrongdoing will be subject to discipline up to and including termination.

**Confidentiality** - To the extent possible, all information received in connection with the filing, investigation, and resolution of allegations shall be treated as confidential except when it is necessary to disclose particulars in the course of the investigation or when compelled to do so by law.

**Report of Outcome** - The EO Officer shall notify the complainant and respondent of the outcome of any investigation. Corrective actions associated with the complaint shall be implemented by the respective department.

### Section 3. SEXUAL HARASSMENT POLICY

It is the policy of the County to provide all officials and employees a work environment free of sexual harassment. All employees will receive annual sexual harassment training.

The County believes that job applicants, our employees and our contractors should be treated with utmost dignity and respect by other employees, supervisors, vendors, and customers.

Any form of harassment or discrimination on the basis of race, color, sex, religion, disability, age, national origin, sexual orientation, or any other category protected by applicable law will not be tolerated and will result in disciplinary action, up to and including unpaid suspension and / or immediate termination of employment.

**Harassment Defined:** Harassment as defined in this policy is unwelcome verbal, visual or physical conduct creating an intimidating, offensive, or hostile work environment that interferes with work performance. Harassment can be verbal (including, but not limited to slurs, jokes, insults, epithets, gestures, or teasing), graphic (including, but limited to offensive posters, symbols, cartoons, drawings, computer displays or e-mails) or physical conduct (including, but not limited to physically threatening another, blocking someone's way, etc.) that denigrates or shows hostility or aversion towards an individual because of any protected characteristic. Such conduct violates this policy, even if it is not unlawful. Because it is difficult to define unlawful harassment, employees are expected to behave at all times in a professional and respectful manner.

**Sexual Harassment Defined:** Sexual harassment is unlawful. Sexual harassment can include all of the above actions, as well as other unwelcome conduct, such as unwelcome or unsolicited sexual advances, requests for sexual favors, conversations regarding sexual activities and other verbal or physical conduct of a sexual nature. Some examples of conduct that violate this policy include, but are not limited to:

- Unwelcome sexual advances, flirtations, advances, leering, whistling, touching, pinching, assault and blocking normal movement;
- Sexually explicit e-mails or voicemails;
- Obscene or vulgar gestures, posters, or comments; derogatory cartoons and drawings
- Sexual jokes or comments about a person's body, sexual orientation, sexual prowess, or sexual deficiencies.

In particular, sexual harassment includes, but is not limited to, making unwanted sexual advances and requests for sexual favors where either:



- Such conduct has the purpose or effect of interfering with an individual's work performance or creates an intimidating, hostile or offensive working environment; or
- Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting the individual; or
- Submission to the suggested conduct is explicitly, or by implication, made a term or condition of employment.

Any employee in a supervisory role who learns of an employee's concern about conduct in violation of this policy, whether in a formal complaint or informally, must immediately report the issues raised to senior management or to Human Resources. We also encourage any employee who feels that they have witnessed or been subject to prohibited harassment or discrimination on any basis to immediately report the matter to their supervisor, any other member of our management team or Human Resources. We support you in reporting harassment or discrimination even if you have not directly or indirectly been confronted. All reports of harassment or discrimination will be thoroughly and discreetly investigated by a member of our management team who is not involved in the alleged incident. The matter will be treated in confidence to the extent feasible.

No employee or job applicant will be disciplined or otherwise retaliated against as a result of making a complaint in good faith or participating in good faith in the investigation of a complaint.

The County will not tolerate any prohibited harassment or discrimination or retaliation and will comply with all applicable anti-discrimination and anti-harassment laws.

The sexual harassment policy shall be read and complied with by all officials and employees.

#### Section 4. PRE-EMPLOYMENT VERIFICATION POLICY

This policy is intended to serve as a guide relating to the hiring of employees. It is understood that individual Elected Officials are responsible for their hiring policies in accordance with the policies of the County and the needs of their particular office.

- A. **GENERAL POLICY.** The County has elected to institute a pre-employment testing and verification process. Although each elected official is responsible for their own hires, certain verifications and tests are required for each newly hired permanent full and part-time employee. The background check may include, among other things, credit reports, social security number verification, work eligibility verification, criminal records checks, public court records checks, driving records checks, educational records checks, employment verification, personal and professional references checks, and licensing and certification checks. Other information may also be gathered as part of the pre-employment verification and testing process for any employee, full or part time,

permanent or seasonal. Each employee is subject to a six-month probationary period and results of the pre-employment verification and testing process may impact employment.

Results of this process shall remain confidential.

Applicants are specifically informed in writing of any such reference and background checks as part of the hiring process when they apply for employment; and, certain applicants may be required to sign forms authorizing the release of such information in order to be considered for employment, pursuant to and in compliance with federal and state law. All reference and background checks are directly related to the candidate's potential job and necessary for the County's business. Pursuant to applicable federal and state law, the County performs these checks to verify information applicants provide during the hiring process.

The County shall not ask a job applicant about the existence, nature, or severity of a disability. Applicants may be asked about their ability to perform specific job functions. Medical examinations or inquiries may be made, but only after a conditional offer of employment is made and only if required of all applicants for the position. Genetic testing is not included in any medical examination required by the County. The County does not review, collect, or utilize genetic information gathered during medical examinations as a determining factor for the terms and conditions of employment.

Genetic information which may be derived from any medical examination required by the County will only be released to the Employee and any persons authorized in writing by the Employee.

The Company will follow all applicable Fair Credit Reporting Act requirements throughout the background check process. Any questions regarding the Fair Credit Reporting Act must be directed to the Human Resources Manager.

Background check information will be maintained in a file separate from employees' personnel files.

The County complies with all federal, state, and local background check laws and regulations, including all relevant equal employment opportunity laws and regulations. This policy addresses background checks for applicants and employees.

## **B. REQUIRED VERIFICATIONS.**

1. **Identity and Criminal Record Check:** The Human Resources Department shall verify the personal identity of each employee with the Social Security Administration to ensure valid social security numbers. Criminal record checks shall also be reviewed by the Human Resources Department except in the case of Airport employees. No applicant will be disqualified for employment based on their conviction record unless the requirements of the Employee Background Fairness Act are met. All Airport employees are subjected to FAA regulations and are screened and fingerprinted. This process is controlled at the Airport by the



Airport Security Coordinator designated by the Transportation Security Administration.

2. **Motor Vehicle**: A motor vehicle check is required for all employees who drive during working hours or drive County vehicles. This check includes the verification that the employee has a valid driver's license and other accident and conviction history. Motor vehicle information shall be reviewed annually as long as the employee's job duties include operating a motor vehicle.

**C. OPTIONAL VERIFICATIONS.(MAY TAKE THREE OR FOUR DAYS TO GET VERIFICATION RESULTS.)**

1. **Employment**: The Human Resources Department shall verify past employment, education, licenses, and degrees listed on the employment application at the request of the office/department head.
2. **Credit Report**: A credit report is required for all employees involved in accounting or cashing functions, the handling of money, or other positions that may involve responsibility for material value. Other employment positions susceptible to collusion or fraudulent activities may also be considered as a basis for a credit report. These positions requiring a credit report should be documented as part of an office's written policies and may be filed with the Human Resources Department. A credit report may also be requested if an employee changes their job duties to a position that requires a credit check.

A credit report request requires the approval of the employee or potential employee. The Request, Consent and Authorization for Release of Personal Information and the Disclosure document (all three) must include their signature, social security number, and date of birth.

If available, a job description should accompany the application and verification request.

**Section 5. HIRING POLICY**

- A. REQUIREMENTS.** Employment is based on each applicant's qualifications as compared with the requirements of the available position. Consideration is given to ability, experience, education, and training.

No consideration shall be given to the applicant's political party affiliation or support in regard to any decisions on hiring, promotion, transfer, or recall.

- B. DOCUMENTED WORKERS.** The Immigration Reform and Control Act of 1986 (IRCA) bars employers from hiring individuals, including undocumented aliens, who are not legally entitled to work in the United States. St Clair County verifies that individuals are eligible to work by obtaining an Employment Eligibility Verification Form, known as Form I-9.

Form I-9 is used for employees, both citizens and noncitizens, hired for employment after November 6, 1986.

When hired, or within three business days after being hired, employees must provide the County with documents, or a receipt for replacement documents (in the case of lost, stolen or destroyed documents), that show (1) identity and (2) employment eligibility.

Employees must also complete and sign Section 1 of Form I-9 attesting under penalty of perjury that they are either U.S. nationals or aliens authorized to work in the United States.

- C. **ST CLAIR COUNTY RESIDENCY.** A full-time employee is required to maintain a bona fide residence (otherwise known as domicile) within St Clair County and is required to live at the residence.

Residence is defined as an employee's actual permanent place of residence, where they normally eat and sleep, and maintain their normal personal and household effects; where the person intends to remain indefinitely; and from where income taxes are filed, and where they maintain a physical presence. An individual's immigration status does not impact residency determination under this policy if the individual has the legal capacity to establish domicile in St Clair County.

Owning or renting property or maintaining space at the residence of a friend or relative within St Clair County while actually residing elsewhere DOES NOT constitute residency within the meaning of this policy. In cases in which dual (or multiple) residency is an issue, the Employer is authorized to make a determination as to which location constitutes the actual residence.

Employees must submit proof of residency to the Human Resources Manager by the end of their probationary period. Employees found to be in non-compliance with this residency policy may be subject to immediate termination.

Employees have the burden of proving legal residency and domicile. The Employer reserves the right to request two or more acceptable documents to verify domicile, one of which must include a government issued photo identification such as a driver's license, military identification, or a passport. Photocopied identification is not acceptable.

Additional proof may include but is not limited to a lease, income tax returns, and utility bills.

All probationary full-time employees shall reside in St. Clair County by the end of their probationary period, and all employees who are past probationary period or who do not go through probation shall also reside in St. Clair County, Illinois, within six months of date of hire. Proof of legal residency and domicile shall be required by the end of any extension(s) that may have been granted. This residency requirement shall not apply to non-probationary employees who live outside of St., Clair County as of April 29, 1994, at 5:00 p.m. If, however, any employee living outside of St. Clair County shall change their residence subsequent to April 29, 1994, at 5:00 p.m., then the employee shall establish



residency in St. Clair County, Illinois. Any employee who is so required to establish residency in St. Clair County and who does not so reside within St. Clair County, may be terminated from employment.

The Elected Official, or in the case of the Departments without Elected Officials, the County Board Chair has the authority to extend by six additional months, for a total of twelve months, the time in which the employee must establish residency in St. Clair County, Illinois. In the case of probationary employees who are granted an extension of six additional months, the period of probation also extends the six additional months.

In the case of non-probationary full-time employees, further extensions may be granted at the County's discretion.

- D. APPLICATION FORMS.** Applications for positions with a department shall be filed on forms furnished by the Human Resources Department. Upon being offered employment - or promptly thereafter if the applicant does not have a social security number - all successful applicants shall produce an original social security card. If the applicant does not have a social security number at the time of hire, they must apply for one immediately upon being offered employment, or within seven calendar days, and show proof of such application to the Employer; once secured, the social security card shall be immediately presented to the Employer. The Employer may require certificates of competency, licenses, post-offer medical examination, including drug tests, background investigations, references, police checks, motor vehicle reports/driving history, oral interviews, credit checks for personnel in financially sensitive positions, or other evidence of special qualifications. Employees acknowledge and agree that credit and background checks may be done from time to time during their employment. The Employer may reject applications of persons who are found to lack any of the requirements established for the position. Elected Officials shall appoint all personnel to their department. Department Heads shall appoint personnel to their departments with the consent of the County Board Chairman. Selection techniques used shall be at the discretion of the Elected Official. Length of service may be considered among applicants who are County employees. All background investigations, references, police checks etc. shall be centralized and coordinated through the County Human Resources Department to improve quality and ensure compliance. No employee shall be hired and placed on the payroll to receive fringe benefits until all employment-related forms, including but not limited to the employment application forms and Form I-9, are properly completed, and forwarded to the Human Resources Department.
- E. PROMOTIONS.** Employees are encouraged to apply for job openings in higher classifications and shall be considered for promotion to job openings upon written application. All full-time employees may be considered for promotions. Probationary employees may apply, but do not have to be considered, at the discretion of the Employer.
- F. PROBATIONARY PERIOD.** A minimum of six (6) months of employment shall be designated as a probationary period for all employees. The probationary period does not guarantee employment as an employee's employment status is "at will" at all times and



the County maintains the right to discharge an employee at its discretion. To assure that new employees are aware of the expectations and functions of their job and to answer any questions the probationary employee may have, a formal evaluation may be made at the end of the probationary period by the employee's supervisor. The probationary period may be extended at the discretion of the Employer.

Vacation and sick leave shall accrue to an employee's record during their probationary period. If a leave is granted to a probationary employee, their probationary period shall be extended by the length of the leave, whether paid or unpaid.

The probationary period also applies to employees who are rehired after previously terminating their employment with the County. Previously accrued paid leave for any purpose pursuant to Section 8 A of this Code that had not been used by the employee shall be reinstated for employees rehired within twelve (12) months of their termination date. Employees rehired by the County within three (3) years of their termination date may be eligible for the accrual rate of benefits they earned at termination of their previous employment with the County. Eligibility for benefits lies within the discretion of the Employer.

An employee may be terminated at any time as determined solely by the Employer. Probationary employees who are dismissed do not have redress through the complaint procedure. In the event that employment is terminated during the probationary period, any accrued benefits, leave time, etc., with the exception of vacation, shall be lost.

All probationary employees not supplying proof of residency in St. Clair County by the end of the probationary period shall be terminated for failure to live within St. Clair County. For probationary employees who have been granted an extension of time to establish residency, the probationary period also is extended by the same time period.

## Section 6. WAGES AND CLASSIFICATIONS

### A. **EMPLOYMENT CLASSIFICATIONS.** Employees are classified according to the following guidelines:

Salaried Exempt: This classification includes all Elected Officials and may include certain employees if they meet certain job duty requirements (e.g., professional, executive, administrative, etc.). Salaried Exempt employees are paid at a fixed salary rate and earn more than the minimum amount required under the federal Fair Labor Standards Act. Salaried Exempt employees are not entitled to payment of overtime. The workload shall dictate the number of hours worked for Salaried Exempt employees.

Non-Exempt Employees: Employees are classified as "non-exempt" when they do not meet the criteria for being exempt, for example by being paid on an hourly basis or having job duties that do not meet the criteria for an exemption (e.g., most clerical, and non-management production and service positions). Non-exempt employees are entitled to payment of overtime at a premium rate as determined by applicable state and federal laws.



Full-Time Hourly: Those employees scheduled to work a minimum of thirty-seven and one-half (37.5) hours per workweek on a continuous basis. Full-time employees are eligible for overtime pay and compensatory time.

Part-Time Hourly: Those employees scheduled to work less than thirty-seven and one-half (37.5) hours per work week on a continual basis. Part-time employees are eligible for overtime pay and compensatory time.

Special Assignment, Professionals: Professionals and those employees hired for a specific project for a limited period may include those hired to fill in summer vacations, illness, and the like. Such employees are hired with the understanding that their employment is to terminate upon completion of the project or at the end of the period. Special Assignment may be either full time or part time as determined by the requirements of the job. Professional employees are not entitled to overtime and compensatory time, but may be entitled to other benefits.

Special Assignment, Nonprofessional: Nonprofessional employees are like the special assignment, professional employees except that nonprofessional are entitled to overtime and compensatory time, but not to benefits.

Volunteers: Those individuals who accept on an unpaid basis various work assignments for any department. These individuals receive no wages nor benefits.

## **B. SALARY BASIS SAFE HARBOR PROVISION.**

Exempt Employees: The County designates each employee as either exempt or nonexempt in compliance with applicable federal and state law. Employees who are designated as exempt are paid a fixed salary regardless of the number of hours worked each week and are not entitled to overtime pay, unless accounted for in an applicable Collective Bargaining Agreement. The County will not take any deductions from exempt employees' salaries except those allowed by applicable federal and state law.

Payroll Deductions: The County is required by applicable state and federal law to make certain deductions from your pay each pay period. For example, deductions from pay are permissible for federal and state income taxes, social security (FICA) taxes, deductions required by wage garnishment or child support orders, or for unpaid disciplinary suspensions of one or more full days imposed in good faith for workplace conduct rule infractions. Also, an employer is not required to pay the full salary in the initial or terminal week of employment, or for weeks in which an exempt employee takes unpaid leave under the Family and Medical Leave Act.

The County also may deduct from your pay your employee contribution to your insurance premiums and voluntary contributions to an applicable retirement plan.

The County prohibits deductions from an exempt salaried employees' pay except as allowed under the FLSA and applicable state law.



Complaints: You should review each paycheck for errors. If you have questions about any deductions from your pay, believe improper deductions have been made from your pay, or believe that your pay is otherwise incorrect, you must report your concern to the Human Resources Manager immediately in writing, preferably to the following email address: [hrms@co.st-clair.il.us](mailto:hrms@co.st-clair.il.us). The County will promptly investigate all complaints of paycheck errors. If the County has taken any improper deductions from your pay, or otherwise made any errors in paying you, it will promptly take corrective action, including reimbursing you for any improper deductions as soon as practicable. In addition, the County will take reasonable steps to ensure that the error does not recur in the future.

The County prohibits and will not tolerate retaliation against any employee because that employee filed a good faith complaint under this policy. Specifically, no one will be denied employment, promotion, or any other benefit of employment or be subjected to any adverse employment action based on that person's good faith complaint about an improper wage payment or deduction. In addition, no one will be disciplined, intimidated, or otherwise retaliated against because that person exercised rights under this policy or applicable law. If you believe you have been the victim of retaliation in violation of this policy, report your concerns to the Human Resources Manager, preferably to the following email address: [hrms@co.st-clair.il.us](mailto:hrms@co.st-clair.il.us).

- C. **PAYCHECKS.** Employees shall work at least two weeks before receiving their first paycheck, resulting in a two-week pay lag. Upon termination of employment, the employee will receive a final paycheck covering all worked days, including any unpaid time due to the two-week pay lag. Each paycheck issued reflects compensation for the preceding pay period.
- D. **COMPENSATION.** The basic rate of pay shall generally be set forth in the "Budget Ordinance" adopted by the County Board, and as periodically amended at the County's discretion
- E. **OVERTIME.** Overtime is available to employees who work more than forty (40) hours in a workweek. Overtime is compensated at one and one-half times the regular rate of compensation, based on hours actually worked, and not including leave time or other benefit time (jury/witness duty, bereavement). Employees covered by this code, except Salaried Exempt employees, shall receive compensatory time off for overtime worked, at the rate of one and one-half (1½) times the number of hours worked over forty (40) hours in a week. Overtime work must be authorized by an employee's supervisor.
- F. **COMPENSATORY TIME.** Employees may accumulate up to a maximum of 240 hours of compensatory time in one year. If the employee is working in a public safety activity, an emergency response activity, or seasonal activity, the employee may accumulate up to a maximum of 480 hours of compensatory time for hours worked per calendar year (January through December). Employees can carry a maximum of 80 hours of compensatory time to be used by July 1 of the following year. The Employer may schedule compensatory time off to ensure compliance with this policy. All requests for



accrual of compensatory time in excess of 240 hours or 480 hours as applicable is to be approved by the Human Resources Manager.

All employees who resign, retire, or are discharged and who have unused compensatory time, shall receive cash in lieu of compensatory time as part of their final pay, based on their regular rate of pay; length of service shall not be extended by unused compensatory time after termination of employment.

- G. SALARY INCREASES.** Employees are eligible for a salary increase after the completion of the probationary period. Salary increases lie within the sole discretion of the Elected Official or the County Board Chairman, whichever is appropriate, as set forth in the annual budget ordinance.

#### Section 7. HOURS OF WORK

- A. WORK WEEK.** Each Elected Official or Department Head shall determine the work week for their own department. Each Elected Official or Department Head must allow for continuous operation of the department or office.

No work shall be performed at home, without prior approval of the Employer.

Prior approval by the employee's immediate supervisor or Department Head is necessary for any employee to work early or stay late to do work-related activities. All overtime must be approved in advance by the Employer.

- B. LUNCH.** The following shall apply for lunches:

Each Elected Official or Department Head shall establish the lunch schedule for their own department.

Each Elected Official or Department Head shall stagger the hours of the department staff during the lunch period to allow for continuous operation of the department or office.

Employees who work for 7 1/2 continuous hours will have at least 20 minutes for a meal period no later than 5 hours after the start of the work period. An employee who works more than 7 1/2 continuous hours shall be entitled to an additional 20-minute meal period for every additional 4 1/2 continuous hours worked. Lunch periods may not be taken at the end of the day or in conjunction with a rest period. Travel time to and from any eating place is included in the lunch period. The lunch break cannot be used for compensatory time or as a substitute for tardiness.

- C. TIME AND ATTENDANCE.** Regular and punctual attendance at work is required. Each department shall maintain accurate daily attendance records. Tardiness or other abuse of regular attendance shall not be tolerated and shall result in disciplinary action up to and including dismissal and docking of pay. Tardiness includes an employee failing to be at their work station at the beginning of the shift or failing to return from break at the prescribed time. The attendance records shall indicate information in order to properly pay employees for actual work performed. An employee shall have the right to review



their attendance record on file in the department. Any employee reporting directly into a field operation at the beginning of the work shift shall be required to notify their immediate supervisor, preferably the day before or at the beginning of the work shift, and inform the supervisor of the estimated time of arrival at the site. An employee leaving the office on business during the workday shall record their time of departure and destination. Employees who fail to report back from the field by close of the business day would normally be required to call in within one hour before the close of the business day to receive any messages.

Sign-in sheets and time clocks are used for documenting time worked. An employee is not permitted to sign in or out for another employee, nor may one employee clock in or out for another employee, unless expressly directed to by a supervisor. Employees required to use a time clock shall clock in only when they begin to work. When an employee stops working, they shall clock out. Falsifying time worked is an offense for which an employee shall be disciplined, up to and including termination of employment. Other than waiting in line for another employee to use a time clock, clocking in earlier than the employee begins to work, or clocking out later than when work ends, are considered falsification of time worked. This time allowance does not excuse tardiness or leaving early; employees are expected to begin work at the beginning of their scheduled shift and remain on the job until the end of their shift. If the employee misses an entry into the timekeeping system, the employee shall notify the supervisor as soon as possible. The supervisor shall manually enter the employee's work hours. Employees who consistently miss time clock entries shall be subject to disciplinary action.

An employee shall, whenever possible, provide advance notice of absence from work. In the case of an emergency which requires the employee to leave work prior to receiving approval from their supervisor, the employee must make all reasonable efforts to request leave from their supervisor before leaving and in the case a supervisor cannot be reached, make all reasonable efforts to inform the supervisor as soon as possible.

When County offices and buildings are open, but inclement weather prevents employees from reaching the buildings, employees may account for such absences by using accrued time such as vacation and compensatory time earned, or the employee may elect to be docked for time off, subject to approval by the Employer. Sick leave may not be used to cover absence due to inclement weather.

If employees are sent home, or if County offices are closed due to no electricity, heat, water or other reasons and the employees are notified by the Employer not to come to work, then those employees shall be paid as a regular workday. However, if an employee has already scheduled the day off and is using sick, comp or vacation time, then this time shall stay as originally scheduled.

Employees have the right to decline attendance at employer-sponsored meetings or communications primarily focused on the County's religious or political views, including those concerning elections, legislation, or labor organizations. No employee will face retaliation, such as discipline, for choosing not to attend these meetings. This provision does not apply to limit the County from requiring attendance at employer-sponsored



events or participate any communications that (1) is necessary for the employees to perform their required job duties; (2) communicates the County's proposals to change legislation, proposals to change regulations, or proposals to change public policy; or (3) is aimed at promoting a respectful workplace and preventing harassment or discrimination.

- D. HOLIDAY PAY.** All full-time hourly and salaried exempt employees shall have time off with full pay on a day designated as a holiday by the St. Clair County Board.

If a designated holiday falls on an employee's regularly scheduled day off, the employee shall be entitled to an additional day off. When the holiday occurs during an employee's vacation, time off on the holiday shall count against holiday time instead of vacation time. For instance, if July 4 falls on a Monday of an employee's vacation week, that Monday shall be charged as a holiday, and Tuesday through Friday shall be charged to the employee's vacation leave; resulting in the employee using one holiday and four vacation days.

All employees covered by this Code who are required to work on an official Holiday shall receive compensatory time at straight-time rates on the Holiday, up until actual hours worked exceeds 40 hours per week, and then receive comp time at time and one-half for hours in excess of 40 hours per week, unless the Employer approves overtime compensation in the form of monetary pay. If the employee fails in a timely manner to request compensatory time off for a holiday accrued during vacation or a regular day off, the Employer reserves the right to assign the compensatory time off.

For an employee working on a board-designated holiday, the employee's paycheck shall reflect hour-for-hour comp time credit for the time worked, and the regular straight-time rate of pay for actual hours worked on the holiday. Effectively then, employees working on designated holidays receive double time (comp time credit plus payment for time worked on the holiday), or, if time worked on the holiday is in excess of 40 hours actually worked in a work week, then the rate is 2½ times pay (hour-for-hour comp time plus overtime rate of time and one-half).

The term "last scheduled workday" means the employee's full day of work.

To be eligible for holiday pay, the employee must work both the full day before and the full day after the holiday; with the exception of absences for good cause that are approved by the Employer. Examples of this exception include Department Head approving use of comp time or vacation time the day before or after the holiday, or the Department Head approving sick time off the day before or the day after a holiday. The Department Head shall exercise their judgment as to whether the time off for sickness or hospitalization is for "good cause" consistent with the sick leave policy.

- E. LACTATION BREAK.** The County provides reasonable break time to employees who need to express breast milk for their nursing infant for up to one (1) year following the child's birth. Employees will not be required to use paid leave for lactation breaks and will be compensated at their regular rate of pay for time spent expressing milk.

Employees seeking information about designated lactation break locations should contact Human Resources.

## Section 8. LEAVE

The County may require employees to use vacation, sick leave, comp time or any other types of accumulated or accrued benefits during the time the employee is on leave without pay status.

Any employee off from work more than three consecutive days shall complete Request for Leave forms.

- A. **VACATION.** Full-time hourly and salary exempt employees are entitled to annual vacation with pay. Vacation shall be granted to employees who have been employed by the County on a continuous basis. The twelve (12) month vacation year begins on the employee's date of employment, and on succeeding anniversary dates. It is highly recommended that each employee take at least one week continuous vacation. During said vacation, another employee shall perform the duties of the employee on vacation. This encourages cross-training and an appreciation of the duties of fellow employees.

Employees accrue ten days of vacation per year of continuous service, beginning on their first day of employment. New employees become eligible for paid leave under this section either ninety (90) days following the commencement of their employment, or March 31, 2024 – whichever is later. Fifteen days of vacation begins accruing after completion of five or more years of continuous service. Twenty days of vacation begins accruing after completion of twelve or more years of continuous service.

Forty (40) hours of paid leave may be used for any purpose. Seamless workflow is important to functionally maintain all County operations. To minimize disruption, leave requests are subject to County operational necessity and can be denied accordingly.

Scheduling: Scheduling and use of vacation must be approved by the Employer, subject to the details of this policy.

Accrued vacation will be capped at two times an employee's yearly potential accumulation of leave, and must be used within 24 months of posting, except for vacation accumulated prior to the first effective date of this Personnel Code. Such accumulated vacation may be retained by the employee.

Employees may determine how much paid leave they need to use; however, employees cannot use less than two (2) hours increment per day.

If use of the paid leave for any purpose is foreseeable, the employee must provide seven (7) calendar days' notice before the date the leave is to begin. For all other available leave, the County encourages employees to give as much notice as possible for the County to be able to ensure that scheduling needs can be met. If paid leave for any purpose is not foreseeable, the employee shall provide notice as soon as it is practicable after the employee becomes aware of the necessity of the leave. Unless the employee



notifies otherwise according to the procedure outlined below, leave for any purpose under this section shall be exhausted before any and all of the employee's other available paid leave. The employee must provide written notice to their direct supervisor, manager, or Department Head – depending on who the employee reports to.

Pay: Employees shall be entitled to full pay at the regular straight-time rate of compensation during the vacation period. No vacation pay shall be paid at the overtime rate nor shall vacation leave count as time worked for overtime purposes.

Termination: All employees who resign, retire, or are discharged, and who have unused vacation leave, shall receive cash in lieu of vacation time off as part of their final pay, based on their regular rate of pay. An employee's length of service shall not be extended by unused leave.

- B. PAID LEAVE FOR PART-TIME EMPLOYEES.** All employees not covered under the Vacation policy, including part-time employees, shall earn and be entitled to use up to forty (40) hours of paid leave over the course of a twelve (12) month period. The paid leave may be used for any purpose. Seamless workflow is important to functionally maintain all County operations. To minimize disruption, leave requests are subject to County operational necessity and can be denied accordingly.

Employees under this section accrue leave at the rate of one (1) hour for every forty (40) hours worked, up to a maximum of forty (40) hours per twelve (12) month period.

Employees may carry over all unused paid leave from year-to-year, but an employees' accrued leave shall never exceed forty (40) hours at any given time. Exempt employees are deemed to work forty (40) hours in each workweek unless their regular workweek is less than forty (40) hours, in which case paid leave accrues based on the employees' regular workweek. Employees may determine how much paid leave they need to use; however, employees cannot use less than a (2) hours increment per day.

Employees become eligible for paid leave under this section either ninety (90) days following the commencement of their employment, or March 31, 2024 – whichever is later.

If use of the paid leave is foreseeable, the employee must provide seven (7) calendar days' notice before the date the leave is to begin. If paid leave is not foreseeable, the employee shall provide notice as soon as it is practicable after the employee becomes aware of the necessity of the leave. Unless the employee notifies otherwise according to the procedure outlined below, leave under this section shall be exhausted before any and all of the employee's other available paid leave. The employee must provide written notice to their direct supervisor, manager, or Department Head – depending on who the employee reports to.

On termination of employment for any reason, employees forfeit any unused paid leave provided under this section.

Nothing in this Additional Paid Leave policy shall be deemed to affect the validity or change the terms of bona fide collective bargaining agreements in effect on January 1, 2024.

- C. **SICK LEAVE.** All full-time and salary-exempt employees shall earn sick leave at the rate of two-thirds (2/3) day for each month's service. Earned sick leave shall be posted bi-weekly. Employees shall be allowed to carry over from year to year any unused sick leave accumulating up to a maximum of 36 days. At retirement, any yearly carryover of unused sick leave plus any sick leave in excess of 36 days, may be used for contributions to Illinois Municipal Retirement Fund in accordance with IMRF Rules and Regulations.

Sick leave is intended for nonservice-connected illness or disability which renders an employee unable to perform their duties. Sick leave may be used for illness, disability, injury, quarantine, appointments with doctors, dentists, or other professional practitioners, of the employee or a member of the employee's covered family who is dependent upon employee. Covered family member includes an employee's child, stepchild, spouse, domestic partner, sibling, parent, mother-in-law, father-in-law, grandchild, grandparent, or stepparent.

Restrictions: Sick leave shall not be used for purposes of an extended vacation, weekend, or holiday. Sick leave cannot be used as a substitute for vacation leave. Employees shall not exercise use of earned sick leave until completion of a minimum of 25 continuous workdays of employment. Sick leave shall be accrued before it may be used.

Otherwise, time off shall be charged to the employee's accrued vacation leave time, or at the option of the Employer, shall be taken as leave without pay. Sick days are accrued during probation. No sick leave in excess of three consecutive days shall be authorized unless approved by the Employer.

The Employer **or individual Elected Officials** shall establish notification requirements for taking sick leave.

The employee shall state the location of confinement and the telephone number where the employee can be reached. The employee must also state whether the absence is claimed to be from a work-related injury. Supervisors are to be kept informed daily, whenever possible. Employees shall inform their supervisors of any work-related injury.

In order to continue active work assignments or to resume work after an illness, injury or disability, an employee **MUST** provide the department with a written physician's statement releasing the employee to assume activities and responsibilities of their job when:

1. returning to work after prolonged illness of more than three consecutive days;
2. returning to work from an extended leave of absence;
3. returning to work after a diagnosed communicable disease;



4. and when a potentially disabling illness, injury or condition has been incurred.

Illness or Injury at Work: Any employee who is ill or injured on the job shall immediately notify the supervisor, who may require the employee to be transported to a hospital for examination by a physician or surgeon.

Maternity: Pregnancy shall be considered the same as any short-term disability, and request for pregnancy leave shall be made through the disability leave clause. Request for parental leave following childbirth shall be made through the LEAVE OF ABSENCE clause, Subsection 10, Family and Medical Leave Act.

- D. BEREAVEMENT LEAVE.** Employees may take up to ten (10) days of unpaid leave eligible in the case of the death of a covered family member. For the purposes of this policy, an eligible employee means an employee who has been employed by the County for at least 12 months and for at least 1,250 hours of service within the preceding 12 months. For purposes of this policy, a covered family member includes an employee's child, stepchild, spouse, domestic partner, sibling, parent, mother-in-law, father-in-law, grandchild, grandparent, or stepparent. Covered employees may use up to 10 days of unpaid bereavement leave to:

- Attend the funeral of a covered family member.
- Make arrangements necessitated by the death of a covered family member.
- Grieve the death of a covered family member.
- Covered employees may also be absent from work for up to 10 days unpaid due to a following event:
  - An unsuccessful round of intrauterine insemination or of an assisted reproductive technology procedure.
  - A failed adoption match or an adoption that is not finalized because it is contested by another party.
  - A failed surrogacy agreement.
  - A diagnosis that negatively affects pregnancy or fertility.
  - A stillbirth.

If additional time is needed beyond the 10 days granted, employees may use accrued but unused any accrued sick leave. Bereavement leave for a non-covered family member will require the use of a vacation day or time off without pay. Bereavement leave beyond that provided for in this policy may be granted at the County's discretion and on a case- by- case basis.

Bereavement leave must be completed within 60 days after the date on which the employee receives notice of the qualifying event listed above. Employees must provide at least 48 hours advance notice of their intention to take bereavement leave unless providing notice is not reasonable and practicable.

Employees are responsible for requesting bereavement leave from their supervisor. The employee must provide reasonable documentation supporting the need for bereavement leave. The County will not require employees to identify which category of event the leave pertains to in order to grant leave. In the event of a death of a covered family member, reasonable documentation includes a death certificate, published obituary, or written verification of death, burial, or memorial services. Reasonable documentation for covered events related to pregnancy, adoption, surrogacy, and fertility includes a form provided by the Illinois Department of labor to be filled out by a healthcare practitioner.

- E. EXTENDED BEREAVEMENT LEAVE.** If a full-time employee who has worked for the County for at least 2 weeks experiences the loss of a child by suicide or homicide, the employee will be entitled to use up to 12 weeks of unpaid leave. Such leave may be taken in a single continuous period or intermittently in increments of no less than 4 hours, but leave must be completed within one year after the employee notifies the County of the loss. The County will require reasonable documentation supporting such leave. Employees must give reasonable advance notice of the employee's intention to take leave, unless providing such notice is not reasonable. This policy does not extend the maximum period of leave to which an employee is entitled under the FMLA or any other paid or unpaid leave.
- F. LEAVE OF ABSENCE.** An employee who is on an approved leave of absence does not earn vacation or sick time, unless they are using vacation, sick or comp time while on leave.

Any employee maintaining their employee benefits while on leave of absence from the County is strictly prohibited from engaging in any outside employment for compensation, unless authorized by the County. Any employee in violation of this provision shall be subject to immediate termination of all benefits, including health and life insurance; reimbursement of insurance premiums to the County; and suspension and/or termination from employment. (Nothing in this Section shall supersede or conflict with Section 8 C.2.)

Employee shall be granted an excused leave of absence for the following:

1. **Military:** Any full-time, salary-exempt or part-time employee who is a member of a Reserve component of the Armed Service, the Illinois National Guard, or the Illinois Naval Militia, shall be accorded benefits consistent with The Uniformed Services Employment and Reemployment Rights Act of 1994 as amended (USERRA 38 U.S.C. 4301, et seq.), including the Civilian Reservist Emergency Workforce Act of 2021 amendment, and/or the Illinois Service Member Employment and Reemployment Rights Act (ISERRA 330 ILCS 61/1-1, et seq.).



To be eligible for military reserve leave or emergency call up pay, including differential pay up to the minimum requirements of USERRA and/or ISERRA, the employee must complete the form, "St. Clair Military Leave Request Form" (available on the Human Resources website) and email it to Human Resources Department, along with a certificate from the commanding officer of the employee's unit confirming that the leave was taken for military service. Employee shall present Human Resources with pay stubs or a certification reflecting the amount of pay for differential pay calculation, and shall update Human Resources of any increase in pay while on military leave for recalculation of the amount of differential pay to be distributed.

Full-time employees entering military service as a result of voluntary enlistment, induction into the service by draft, or conscription shall be afforded all of the privileges provided by State and Federal Statutes.

Employees who are retired or active members of the U.S. Armed Forces, including members of the Reserves and the Illinois National Guard, and who are trained to serve and are called to serve on a military funeral honors detail, are entitled to up to eight (8) hours of paid leave, not to exceed forty (40) hours in a calendar year. The employee shall receive their regular pay. Employees must provide reasonable notice when practicable, and the County may request confirmation from the relevant veteran services organization or other official notice.

2. **Emergency Response Leave:** In accordance with Illinois law, the County will provide the necessary unpaid time off to employees who volunteer as emergency workers or Civil Air Patrol members.

**Volunteer Emergency Workers:** Employees who serve in a qualifying volunteer emergency role and are absent from or late to work due to responding to an emergency prior to their scheduled start time will not be subject to disciplinary action, in accordance with applicable law. Any missed time will be deducted from the employee's accrued vacation balance.

Employees must make a reasonable effort to notify the County as soon as possible regarding their need for leave under this policy. Within seven (7) working days following the emergency response or other qualifying event, the employee must submit documentation to Human Resources. This documentation must include a written statement from the appropriate private or governmental entity verifying the employee's participation, along with the date and time of the event.

**Civil Air Patrol:** Employees who are members of the Civil Air Patrol are entitled to up to thirty (30) days of unpaid leave per calendar year for Civil Air Patrol service. To be eligible, the employee must have been employed by the County for at least twelve (12) months and must have completed at least 1,250 hours of service during the twelve-month period preceding the leave.

Employees must provide at least fourteen (14) calendar days' notice if the requested leave will consist of five (5) or more consecutive workdays. For leave of fewer than five (5) consecutive workdays, employees shall provide as much advance notice as practicable.

The County may require certification from the appropriate Civil Air Patrol authority verifying the employee's eligibility and confirming that the requested leave is for authorized Civil Air Patrol service.

3. **Jury Duty**: An employee shall be excused from work for days in which the employee serves on Jury Duty. The employee shall receive their regular pay for jury service. The employee must present proof of jury service and the amount of pay received should be turned over to the County Treasurer. The employee shall also turn over to the County any expense allowances paid by the court, if the jury duty is located at the St. Clair County Courthouse. If an employee is given an early release from jury duty, the employee shall then report to their regular work assignment.
4. **Witness to Judicial Proceeding**: An employee shall be excused from work when lawfully subpoenaed to serve as a witness. The employee must present written proof of the summons to testify to qualify for an excused absence. Notice to the employee's supervisor should be made in advance of appearing in court. An employee's excused absence from work shall be on an unpaid basis, unless the employee's witness activity is work related and the witness activity is requested by the County. The employee shall turn over to the County any witness fee when the employee's witness activity is work related. The employee may choose to use a vacation day, if the witness activity is not work-related.
5. **Voting**: An employee may take paid voting leave for up to two (2) hours if the employee's working hours begin less than two (2) hours after the opening of the polls and end less than two (2) hours before the closing of the polls. The County may specify the hours from which the employee may be absent to vote. Employees must request voting leave prior to the day of the election to be eligible for voting leave.
6. **Election Judge Leave**: An employee who is appointed as an election judge is entitled to unpaid leave on election days. To request this, leave, the employee must submit a written request to the County at least twenty (20) calendar days in advance.
7. **School Visitation**: An employee may take up to eight (8) hours of unpaid leave per school year to attend school conferences or school-related activities. No more than four (4) hours may be taken on any single day. Before using unpaid leave for this purpose, the employee must first exhaust all accrued vacation time.
8. **Neonatal Intensive Care Visit**: Employees with a child admitted to a Neonatal Intensive Care Unit ("NICU") are entitled to up to twenty (20) days of unpaid



leave. Leave may be taken on a continuous or intermittent basis but must be used in increments of no less than two (2) hours. For purposes of this policy, "child" includes a biological, adopted, or foster child; a stepchild; a legal ward; or a child of a person standing in loco parentis.

Eligible employees must first exhaust their entitlement under the Family and Medical Leave Act (FMLA). If the child remains in the NICU after FMLA leave is exhausted, the employee may then utilize NICU leave. Employees may elect to use accrued paid time off during NICU leave but are not required to do so.

The County may request reasonable verification of the NICU stay, including confirmation of the duration or expected length of the hospitalization.

9. **Domestic or Crime of Violence Leave:** In accordance with the Illinois Victims' Economic Security and Safety Act (VESSA), the County offers eligible employees unpaid domestic, sexual, gender, or crime of violence leave, for a qualifying reason, with a guarantee of restoration to the same or an equivalent position on return from leave. Employees must comply with the terms and conditions set forth in this policy.

An employee is eligible for leave if you are the victim of domestic, sexual, or gender violence or have a family or household member who is the victim of domestic, sexual, gender, or a crime of violence. "Family or household member" means a spouse or party to a civil union, parent, grandparent, child, grandchild, sibling, or any other person related by blood or by present or prior marriage or civil union, other person who shares a relationship through a child, or any other individual whose close association with the employee is the equivalent of a family relationship as determined by the employee, and persons jointly residing in the same household.

Domestic violence leave is available to:

- Seek medical attention for, or recover from, physical or psychological injuries caused by domestic, sexual, or gender violence against you or your family or household member.
- Obtain victim services for you or your family or household member.
- Obtain psychological or other counseling for you or your family or household member.
- Participate in safety planning, including temporary or permanent relocation or other actions to increase your or your household or family member's safety from future domestic, sexual, or gender violence.
- Seek legal assistance to ensure the health and safety of you or your household or family member, including participating in court proceedings related to the violence.

- Take any other actions to increase your or your family member's or household member's safety from future domestic, sexual, or gender violence or ensure economic security.

Crime of violence leave is available to:

- Attend the funeral, an alternative to a funeral, or the wake of a family or household member killed in a crime of violence.
- Make arrangements for a family or household member killed in a crime of violence.
- Grieve a family or household member killed in a crime of violence.

Eligible employees may take up to twelve weeks of unpaid domestic violence leave within any 12-month period. Leave is based on a rolling 12-month period, looking back from the date the leave would begin. Leave under this policy may be taken intermittently (in separate blocks of time) or as reduced schedule leave.

Eligible employees may take up to two weeks of unpaid crime of violence leave, which must be completed within 60 days after the date on which the employee receives notice of the death of the victim. Employees eligible for unpaid bereavement leave pursuant to Section 8(D) of this Personnel Code as a result of the death of the victim are not entitled to take additional unpaid bereavement leave pursuant to this policy. The 12 weeks of domestic violence leave pursuant to this policy will not be diminished for employees taking unpaid leave pursuant to a crime of violence under this policy or unpaid bereavement leave pursuant to Section 8(D) of this Personnel Code. However, if an employee is not entitled to unpaid bereavement leave pursuant to Section 8(D), the two weeks of unpaid crime of violence leave will be deducted from the twelve weeks of domestic violence leave employees are otherwise entitled to under this policy.

Domestic and crime of violence leave is unpaid leave. However, you may substitute accrued and unused vacation time for the unpaid leave. The substitution of paid vacation does not extend the leave period, but runs concurrently with it.

Likewise, leave under this policy runs concurrently with any leave available under the federal Family and Medical Leave Act (FMLA).

Eligible employees must provide the County with at least 48 hours' advance notice of the need for leave. If 48-hour notice is not practicable, notice must be provided as soon as possible.

If the employee was provided with a company-issued electronic device, the employee may use the device to record domestic violence, sexual violence, gender violence, or any other crime of violence committed against the employee or a family or household member of the employee.

Certification of Need for Leave:



To request domestic or crime of violence leave, you must supply Human Resources with a sworn statement that you or a member of your family or household is a victim of domestic, sexual, gender, or a crime violence and that leave is necessary for a specific qualifying reason. In addition, the County may require the following supplemental information:

- Documents from a victim's services organization, member of the clergy, or medical professional from whom the employee or family or household member has sought assistance.
- A police report or court record.
- A death certificate, published obituary, or written verification of death, burial, or memorial services from a mortuary, funeral home, burial society, crematorium, religious institution, or government agency, documenting that a victim was killed in a crime of violence.
- Other corroborating evidence.

You must request this information within a reasonable time period and provide it to Human Resources as soon as you receive it. Your full cooperation to obtain this supplemental information is required under this policy.

During leave, where applicable, you must provide periodic reports (at least every 30 days) about your status and any change in your plans to return to work.

During an approved domestic or crime of violence leave, the County will maintain your health benefits as if you continue to be actively employed. If you choose not to return to work at the end of the leave period, you must reimburse the County for the cost of any health benefit premiums paid to maintain your coverage during the leave, unless you cannot return to work because of continuation, reoccurrence, or onset of domestic, sexual, gender, or a crime of violence against a family or household member, or other circumstances beyond your control.

10. **Family and Medical Leave Act:** An employee is eligible for a leave of absence through the Family and Medical Leave Act (FMLA) of 1993 if they have worked for the County at least twelve months and must have worked at least 1,250 hours over the previous twelve months immediately preceding the leave. Eligible employees are allowed up to twelve weeks of leave per twelve-month period following the birth of a child; the placement of a child for adoption or foster care; the serious health condition of the employee or an immediate family member (defined for purposes of this Family and Medical Leave Act situation as including the employee's child, spouse or parent); or for any qualifying exigency arising out of the fact that a covered military member (i.e., a member of the National Guard or Reserves who is the employee's son, daughter, parent or spouse) is on active-duty or call-to-active-duty status. The leave for birth or placement of the child must take place within twelve months of the birth or placement. Eligible employees are allowed up to twenty-six weeks of leave in accordance with the

military caregiver provisions of FMLA to care for a seriously ill or injured covered service member.

For all situations except military caregiver leave, eligible employees may take up to 12 weeks of unpaid leave in a 12-month period. The 12-month period is a rolling 12-month period measured backwards from the date the employee goes out or will go out on leave.

For military caregiver leave, eligible employees may take up to 26 weeks of unpaid leave during a single 12-month period; measured forward from the date the employee's first FMLA leave to care for the covered service member begins. During this single 12-month period, an eligible employee's FMLA leave entitlement is limited to a combined total of 26 workweeks of FMLA leave for any qualifying reason.

#### General Leave Provisions

The employee's leave shall be unpaid. All employees taking FMLA leave will first be required to use all accrued and unused paid sick leave and vacation time. Sick leave can be used only to the extent that it would otherwise be available pursuant to Section 8 C of this Code, which regulates the use of sick leave.

Employees on FMLA leave who are eligible for short- or long-term disability insurance or workers' compensation benefits will be required to use available accrued and unused paid time off during the waiting period before receiving disability or workers' compensation benefits. Unpaid leave will then commence for the period remaining. Where the employee is eligible, FMLA leave runs concurrently with any short or long term disability insurance payments and workers' compensation benefits. While on leave, employees shall not accrue vacation, sick and other paid time off. During the leave, the County shall continue to provide coverage under its group health plan, with the employee continuing to pay their regular health insurance contributions. Following return upon leave, the employee shall be returned to a position with equivalent pay, benefits and other terms and conditions of employment.

#### Certifications and Reporting a Request for Leave

Requests for FMLA leave shall be made through the Human Resources Department on the forms provided. Requests for FMLA leave will need appropriate medical certification from a licensed healthcare provider within 15 calendar days after the requested leave, if possible. Employees requesting leave with at least 30 days' notice should provide the medical certification before leave begins. Failure to provide medical certification in a timely manner may be grounds for delay of leave or render the employee ineligible for FMLA leave.

The County may require the employee to obtain the opinion of a second health care provider designated and paid for by the County before determining the



employee's qualification for leave. In the event of a conflict between the first and second opinions, the County may, again at its own expense, obtain a third opinion from a health care provider approved jointly by the County and the employee.

This third opinion will be final and binding.

Employees who take leave for their own serious health condition or to care for a covered family member will be required to report to the County on a regular basis. A reporting schedule will be worked out with Human Resources.

Employees are expected to provide the County with notice as soon as possible (within two business days if practicable) if the dates of leave change or are extended.

When ready to return to work, employees are required to provide medical certification that they are fit to resume work with or without reasonable accommodation or modified duty. Certification should be provided at least two

(2) business days in advance, or as soon as possible, prior to the expected return

date. Failure to submit such certification to return may be grounds for termination of employment from the Company.

#### Intermittent or Reduced Schedule Leave

Leave taken to care for a serious health condition (of the employee or covered family member) or military caregiver leave may be taken intermittently (in small blocks of time such as days or hours) or on a reduced work schedule if medically necessary. When such leave is unpaid, the Company may make salary deductions based on the amount of time actually worked. Leave time taken on an intermittent or reduced schedule is calculated as a percentage of the employee's normal work week.

As part of the certification process, employees seeking intermittent or reduced schedule leave are required to provide information regarding the duration and/or scheduling of leave. Intermittent or reduced schedule leave for the birth, adoption, or placement of a foster child is not permitted unless approved by the Human Resources Department and the employee's manager. If an employee requires intermittent or reduced schedule leave that is foreseeable based on planned medical treatment for the employee, a family member or a covered service member, the employee may be temporarily transferred to an available alternative position that has equivalent pay and benefits to better accommodate the leave requirements and so as not to unduly disrupt operations.

11. **Employee Blood and Organ Donation:** Employees may be granted paid leave for the purpose of donating blood or serving as organ donors, in accordance with applicable law.

- Blood Donation: Full-time employees are eligible for up to one (1) hour of paid leave every fifty-six (56) days to donate blood. Leave must be scheduled in advance and approved by the supervisor.
- Organ Donation: Full-time or Part-time employees who serve as organ donors may take up to ten (10) days of paid leave within a twelve (12)-month period.

Employees must provide reasonable advance notice and may be required to submit documentation verifying the donation appointment or procedure. Approval of leave is subject to operational needs and verification of eligibility.

12. **Expiration of Leave:** When an employee returns from an approved leave of six months or less, the Employer shall make every attempt to return the employee to the same or similar position in the same class in which the employee was incumbent prior to commencement of such leave. An employee's same or similar position shall not be protected from reductions in force or where the position has been eliminated. Employees are subject to termination if they are absent from work for more than six (6) months. Employees who shall fail to return to work within the time designated in the approved leave of absence, shall be terminated.

No employee may be absent without permission of the Employer to which assigned. In the absence of extenuating circumstances, an employee who is absent from work for any reason and fails to notify their supervisor within two working days shall be considered to have resigned.

No employee on leave of absence may earn vacation, or sick leave, except when the leave was for the purpose of accepting a temporary working assignment in another County office.

## Section 9. OTHER BENEFITS

- ILLINOIS MUNICIPAL RETIREMENT FUND.** The County will participate in contributions for all eligible employees to the Illinois Municipal Retirement Fund (IMRF). The County shall follow all guidelines of IMRF in order to protect the benefits of the employees. Retiring employees with at least fifteen (15) years' service may submit a Notice of Resignation (which is irrevocable) to Employer, and an Application for Retirement must be received by the Human Resources Department. Vacation and comp time can be spread out prior to last check to assure highest single month would be the 45<sup>th</sup> month (paid out over the last 4 months). (Resignation cannot be revoked after vacation or comp time payout has begun.) Any employee hired after December 31, 2011, shall not be entitled to the benefits set forth in this paragraph.
- INSURANCE.** Insurance shall be provided on the following basis:
  1. **Life, Medical and Dental Care Insurance:** All salaried exempt, full-time, special assignment employees and part-time nurses are covered by a



medical/dental/vision care plan funded by the County. If an employee is prepaid benefits shall be refunded.

If an employee takes an unauthorized leave, it shall result in immediate termination of all benefits including health and life insurance. Any prepaid insurance premiums shall be reimbursed by the County.

All salaried exempt, full-time and special assignment employees are covered by life insurance and accidental death and dismemberment policy. A manual is provided to employees at the time of hiring which further explains the policy.

The manual is obtained from the Human Resources Department of the County.

The Human Resources Department must be notified of a divorce or legal separation of the covered employee, and further must be notified when a child is no longer eligible as a covered dependent of the employee.

2. **Legal Defense and Liability Insurance:** In any claim or action instituted against an employee, or former employee, where such claim or action arises out of any act or omission, made in good faith, occurring within the scope of employment of the employee, or former employee, the County shall, upon written request of the employee or former employee, appear and defend the employee or former employee, against any such claim or action, including the process of appeal. The St. Clair County State's Attorney's Office shall provide an attorney to appear for and defend the employee. This section excludes disciplinary proceedings or criminal proceedings.
3. **Other Types of Insurance:** All classifications of employees shall be covered by the provisions of Social Security legislation, and salary deductions shall be made in accordance with the law.

Employees are covered by the Illinois Workers' Compensation Act, (820 ILCS 305/1 et seq.). Any work-related injury must be reported to the Elected Official/Department Head.

All employees are covered by unemployment insurance. All costs are paid by St. Clair County.

- C. **TRAINING.** For meetings and seminars, employees may be granted leave with pay to attend meetings, seminars, and conventions of professional and technical organizations, when such attendance would benefit the employee's ability to perform the job, and is approved in advance by the Employer.

For any training programs conducted after regular working hours, such training shall be voluntary unless required by the Employer. If required, such training may include the granting of overtime.

- D. TRAVEL.** County (or staff) vehicles are to be used only for activities directly related to the conduct of County business. Under no circumstances are the vehicles to be used for personal activities. Reimbursement is provided for the use of employee's private vehicles for official business at the rate designated by the State of Illinois for actual mileage traveled. Private vehicles shall only be used when County vehicles are not available and prior approval is given by the County. Use of staff vehicles is restricted to employees who have valid drivers' licenses with current liability insurance. Employees are not permitted to use County vehicles without the knowledge of their supervisor or Employer. All employees using private vehicles must record mileage on the expense log along with the destination and purpose of the trip. The log is to be returned with the vehicle's keys. Expense claims for private vehicle usage shall be honored only if the listed trip is initialed by the immediate supervisor. Any malfunctions or damages to County vehicles must be reported to the immediate supervisor. Travel in any vehicle shall always be by the most direct route unless otherwise approved by the immediate supervisor or Employer.

If an employee has a vehicle assigned to them, which allows the employee to take it home each day, the employee is the only authorized driver and the use of that vehicle shall be limited to that employee. Only the Sheriff and Coroner have 24-hour, unrestricted vehicle use. IRS rules and regulations govern usage of County vehicles.

County employees shall observe all traffic and safety regulations, including the use of seatbelts. No County employee shall use a cell phone, text, or otherwise participate in any distracting activity while operating a County vehicle.

An employee using their personal vehicle for County business should have prior approval from their supervisor or manager. The employee must have a valid driver's license and provide proof of insurance for their personal automobile van or truck to the County.

Evidence of a valid license and insurance coverage must be provided to the County prior to using your automobile for County business.

County employees shall observe all traffic and safety regulations, including the use of seatbelts. No County employee shall use a cell phone, text, or otherwise participate in any distracting activity while operating a vehicle on County business.

If the most economical means of travel available is by some type of transportation other than an automobile, the mode selected shall be approved by the employee's supervisor and Elected Official before departure. Travel by either airplane or train shall be by coach class.

Reimbursements for first-class accommodations may be permitted only when coach class is not available.

Employees who take County vehicles home are not considered on official business during the commute unless they must regularly perform official duties during that commute.



- E. REIMBURSEMENT OF OTHER TRAVEL EXPENSES.** An employee shall be allowed reimbursement for the actual cost of the employee's meals in accordance with these rules but not to exceed the rates indicated in the General Services Administration ("GSA") reimbursement schedule. If a meal is offered at the designated accommodation location, the employee is expected to accept that meal and County will not reimburse an employee for the actual cost of meal(s) unless the employee has any medical or dietary (including religious) restrictions that the accommodation location cannot accommodate. Per diem is only paid prior to travel. If per diem is not requested prior, reimbursement is based on actual detailed receipts not to exceed the GSA rates. It is not necessary for the traveler to submit receipts when receiving per diem. It is necessary to submit receipts when receiving reimbursement for individual meals. The County will not reimburse personal travel expenses, including the travel expenses of non-employees and for any extra-large ride-share vehicles intended to transport more passengers than the applicable County employee(s) (e.g., UberXL or Uber Black). The County further will not reimburse meals for any non-employees. If an employee chooses to not stay in the designated accommodation location, the County will not reimburse the employee for their alternate arrangement(s). The employee is expected to stay at the closest accommodation location to the designated venue.

For breakfast, an employee only shall receive reimbursement if the employee is on "travel status," which defined as travel in excess of 50 miles from the St. Clair County Courthouse, and leaves headquarters or residence at or before 7:00 a.m.

For all meals, travel within 50 miles of the St. Clair County Courthouse is not reimbursed.

For dinner, an employee must be on travel status and arrive back at the headquarters or residence at or after 8:00 p.m. For employees commencing travel after the close of business but before 6:00 p.m., reimbursement for dinner is allowed.

Advance per diem checks must be requested a minimum of three days in advance. A per diem allowance is available only when overnight lodging is obtained or when the employee is on official business at least 50 miles away from home between the hours of 7 a.m. to 8 p.m. A per diem allowance provided in the GSA reimbursement schedule represents the maximum daily amount allowable and is given in lieu of a meal allowance. Receipts must be submitted to support allowances other than meals when on per diem.

Other than transporting detainees, employees are prohibited from transporting any non-County employee in a County vehicle.

#### Reimbursement Schedule

Automobile Mileage – Federal or State of Illinois rate (proof of automobile liability insurance is required to obtain automobile mileage reimbursement: See Section 12).

Per diem allowance/IRS per diem rate for various cities, as published in the GSA Publication.

Breakfast -- 20% of GSA published rate  
Lunch -- 30% of GSA published rate  
Dinner -- 50% of GSA published rate

If a conference fee includes a meal, the per diem allowance shall be reduced by the amount of the particular meal included in the reimbursement schedule.

In order to be reimbursed for business expenses, the employee shall submit an expense log. This log must be signed by the employee submitting the expense claim and approved by the appropriate supervisor and division manager. An expense log shall be submitted to the accounts payable clerk and shall be paid on the appropriate disbursement date.

Covered expenses include but are not limited to meals, conference fees, hotel and motel accommodations, taxi fares, parking, and toll fees. Personal expenses, such as personal phone calls, in-room movies and bars, or other entertainment shall not be reimbursed.

Receipts shall accompany travel requests for reimbursement.

Non-reimbursable expenses include, but are not limited to, alcoholic beverages, personal entertainment, valet service, magazines, and newspapers.

Gratuities shall be reimbursed to a maximum of 15% except for those departments, programs, or projects which are prohibited by Federal or State rules or regulations from making reimbursements for gratuities.

Employees may be reimbursed for one telephone call per twenty-four (24) hour period on travel status and for emergency calls to notify of significant travel delays.

#### **F. REIMBURSEMENT OF OTHER EXPENSES.**

The County shall reimburse an employee for all necessary expenditures or losses incurred by the employee within the employee's scope of employment and directly related to services performed for the County. "Necessary expenditures" means all reasonable expenditures or losses required of the employee in the discharge of employment duties and that inure to the primary benefit of the employer. The County is not responsible for losses due to an employee's own negligence, losses due to normal wear, or losses due to theft unless the theft was a result of the County's negligence.

An employee shall submit any necessary expenditure with appropriate supporting documentation within 30 calendar days after incurring the expense, except that the County may provide additional time for submitting requests for reimbursement in a written expense reimbursement policy. Where supporting documentation is nonexistent, missing, or lost, the employee shall submit a signed statement regarding any such receipts. An employee is not entitled to reimbursement under this if the County has an established written expense reimbursement policy and the employee failed to comply with the written expense reimbursement policy. The County is not liable unless it authorized or required the employee to incur the necessary expenditure or the County failed to comply with its own written expense reimbursement policy. If the written



expense reimbursement policy of County establishes specifications or guidelines for necessary expenditures, it is not liable for the portion of the expenditure amount that exceeds the specifications or guidelines of the policy so long as the County does not institute a policy that provides for no reimbursement or minimal reimbursement.

- G. REPLACEMENT OF PERSONAL ITEMS LOST OR DAMAGED.** The Employer agrees to repair or replace as necessary an employee's eye glasses, contact lenses, prescription sun glasses up to a value of \$150.00, watches up to a value of \$75.00, and up to a total of \$150.00 for all other items of personal equipment as approved by the Board, if such are damaged or broken during the course of an employee's duties, or the employee is required to exert physical force, or is attacked by another person or animal. The incident is to be documented with the immediate supervisor. Proof of value shall be required.

This provision shall not apply to employees serving under the St. Clair County Sheriff's Department.

#### Section 10. REGULATIONS AND RESTRICTIONS

- A. ACCIDENTS/INJURIES.** Anytime an employee is involved in an automobile accident with a County automobile or in a personal automobile while on County business, the employee shall notify their supervisor immediately with all pertinent information, including whether personal injury is involved and whether any traffic citations were issued. All Elected Officials/Department Heads shall, within 24 hours, notify the State's Attorney's Office if any traffic citations were issued to a County employee on County business and shall provide the State's Attorney with a copy of the citations. The County employee is obligated to cooperate with the County and any of the County's legal representatives regarding the accident and any citations that may have been issued.
- B. APPEARANCE.** Neatness and good taste in dress, as well as care toward personal hygiene, are expected of all employees. For safety and hygienic purposes, employees may be required to comply with any appropriate dress code that is set forth by the Employer during the performance of their duties, which will be applied in a non-discriminatory manner.

Employees may be required to change inappropriate dress, and work lost while doing so shall not be compensated by the County. Employees may be evaluated on their dress and appearance. The Elected Official or Department Head is the only individual in a department who may make exceptions to the dress code.

- C. USE OF DEPARTMENT PROPERTY.** All department property and equipment entrusted to any employee shall be used in accordance with the property's prescribed function. All damage through recklessness, gross negligence, intentional act, deliberate misuse, or theft shall be replaced and paid for by the employee committing the violation.

Such replacement of property by the employee shall not be considered the exclusive remedy against the employee, and the employee may still be subject to discipline. All

department property, personal lockers, and personal offices are subject to search and seizure. All department property shall be inspected by the employee's immediate supervisor prior to issuance of the property.

No department property shall be used for private or unauthorized purposes. All employees are required to return all department property or equipment in their possession upon separation, promotion, and/or transfer.

- D. TELEPHONE USAGE.** Good telephone habits are an indication that the department is interested in serving the public. At all times, calls should be answered promptly and courteously. An employee should identify themselves by name and section, and be courteous, friendly, and helpful. An employee should write time and date of any message from the caller, transfer calls tactfully, be responsive and give accurate information, not keep the caller waiting, and hang up carefully.

All personal telephone usage, including personal cellular telephones, whether incoming or outgoing, shall be kept to a minimum. Employees shall be charged and accountable for personal usage of County telephones. Employees shall also be responsible for the care of Employer-issued cellular units to avoid misplacement and theft. All pagers and cell phones assigned to employees shall remain "on" during working hours.

Employees must keep incoming and outgoing personal calls to a minimum, including internet use, text messaging and any other use of personal cellular phones, and any use shall not interfere with the operation of the department/elected office as determined by the Department Head or Elected Official.

- E. USE OF CAMERAS.** Use of cameras or camera phones is prohibited in County buildings where security or restriction access is an issue, including but not limited to: secure areas of the Airport, 9-1-1 operations, secure areas of the Jail, courtrooms, holding cells and the Juvenile Detention Center. Cameras and camera phones are also prohibited in other areas as the County may dictate. Cameras and camera phones are not to be used in private areas or used to disrespect the privacy of fellow employees or the public. Violations of this policy may lead to immediate termination.
- F. MUSIC AND/OR VIDEO DEVICES.** Use of any music, electronic tablets such as iPads, and/or video devices is prohibited during work hours, unless specifically authorized by the County.
- G. CORRESPONDENCE AND COMMUNICATIONS.** No employee shall use their official position, nor engage in official transactions or business, to harass any individual or to secure a benefit for themselves or other individuals. Courtesy should be given in all communications and correspondence, and all employees should refrain from unnecessarily criticizing any individuals or agencies concerning official transactions or business.
- H. PHOTO IDENTIFICATION.** The County may issue a photo I.D. card for employees.



All employees who are issued a shield badge and/or photo I.D. are required to be in possession of the badge and/or photo I.D. while on duty. Employees shall not use their shield or identification card for personal business or personal gain, unless status as a government employee is afforded to any employee of a unit of government, such as hotel discounts to government employees. If a shield or Identification card is lost or stolen, it must be reported to the County immediately.

- I. SPEECH AND DISSEMINATION OF INFORMATION.** Employees are encouraged to appear before civic organizations, fraternal organizations, or any other group in an official capacity. Employees must notify the County prior to accepting such speaking engagements.

Employees are cautioned against making statements or giving impressions regarding official agency policy or position without prior expressed authority being granted.

Normally, the Elected Official has the sole right to adopt and interpret the policies of the organization. If in doubt, it is always preferable to consult the Elected Official before making any statements that might possibly be misinterpreted or misconstrued by the general public or press.

The Elected Official shall issue all news releases concerning the department.

The County shall comply with the Illinois Freedom of Information Act (FOIA), and employees are allowed to disseminate information pursuant to the Act. However, employees are not allowed to disclose any information that is exempted by the Illinois Freedom of Information Act or prevented from disclosure by any other state statutes. Employees who receive Freedom of Information Act requests shall notify the Elected Official and shall consult with the FOIA officer in the State's Attorney's Office to ensure timely compliance. In the case of FOIA requests to the Public Building Commission, PBC Counsel should be consulted.

- J. CONTACT WITH THE OFFICE FROM THE FIELD.** All employees working from a field position are required to contact the department once at the beginning of the workday and again at the end of the workday.
- K. RELATIONS WITH CREDITORS.** The County shall charge employees any authorized costs when making any wage deduction pursuant to court order or State or Federal statutes.
- L. POSSESSION OF FIREARMS.** Unless expressly authorized by the Sheriff, Coroner, State's Attorney or Probation Department Head, no employee of any department has legal authority to carry weapons while in the performance of their official duties.
- M. ETHICS.** Employees shall carry out their duties in an ethical manner, and uphold the laws and regulations of St Clair County, the State of Illinois, and the federal government. Employees shall not recommend or promote the sale of any specific brand name product or equipment.

Many employees in the course of their work have access to medical or personal identifying information about patients, clients, employees, or other individuals. This may be medical, legal, personal, or job-related information. Such information is not to be repeated or discussed outside the department or with other personnel unless such information is a necessary part of the employee's assigned duties. Employees shall follow all State and Federal Laws as amended from time to time to ensure confidentiality.

Disposal of paper records containing information of the nature herein described shall be by shredding.

Employees shall inform the Employer of any possible conflict-of-interest situations they may have. An employee is expected to report to their department head any wrongdoing, fraud, corruption, or waste.

An employee shall not use, nor attempt to use, their position with the Employer to secure unwarranted privileges, favors, or exemptions for themselves or others; and shall avoid the appearance of using their position to secure such privileges, favors, or exemptions for themselves or others. Employees are prohibited from accepting gifts, gratuities, or any item of value for work performed on behalf of the department.

Employees shall not borrow or loan money to patients, clients, probationers, or any of their family. No employee shall hire or provide services to patients, clients or probationers or members of their families and/or other considerations without approval of the Employer. Employees shall not enter into any business transactions with patients, clients or probationers or other families without the approval of the Employer.

Consultant fees and honoraria earned by employees during normal working hours must have approval granted by the Employer on a case-by-case basis with due consideration given to time availability, and the number of days involved and the frequency of such fees.

- N. **OTHER EMPLOYMENT.** Employees are prohibited from having conflicting employment while having a full-time position. An employee may not be paid by another employer for the same hours of work or work period that the employee is being paid by the Employer. If a full-time employee performs outside services or employment, such services or employment must be reported to the Elected Official/Department Head or appropriate board for prior approval, and advance notification must be given by the employee to the Human Resources Department.

Fees earned by an employee for serving as an instructor for a class during other than normal working hours, which is not sponsored by the department, may be retained by the employee.

Fees earned by an employee serving as an instructor for a class outside normal working hours, which is jointly sponsored by the department and another community agency, shall be dealt with as follows:

1. No overtime shall be earned, and the fee shall be retained, or;



2. Overtime shall be earned, and the fee surrendered to the County Treasurer and recorded as miscellaneous income.

Employees who are injured while engaging in other employment must notify the Employer and the Human Resources Department.

- O. PHYSICAL EXAMINATIONS.** Each applicant for employment may be required to successfully complete a post-offer physical examination by a doctor of the Employer's choice, including a drug screen, upon the request of the Human Resources Department. At any time, employees may be required to submit to a physical examination. A drug test shall be conducted before an individual is hired or contracted. Pre-employment drug testing occurs only after an offer of contingent employment has been made. A negative test result is required before performing assigned duties.

As a condition of their employment, the employees of the department must authorize the release of medical testing information including drug tests to the St. Clair County Human Resources department for departmental use only. Genetic testing is not included in any medical examination required by the County. The County does not review, collect, or utilize genetic information gathered during medical examinations as a determining factor for the terms and conditions of employment. Genetic information which may be derived from any medical examination required by the County will only be released to the Employee and any persons authorized in writing by the Employee.

Each employee authorized to carry and use a gun while at work for the County, and all employees engaging in heavy manual labor as their principal form of job activity for the County shall be required to submit to an annual physical exam by a doctor of the employer's choice.

The term "drug tests," as used throughout this personnel manual, shall be interpreted to mean screens for alcohol as well as drugs.

- P. COMPUTER USAGE.** Routinely all personnel shall have access to a computer. The following procedures must be adhered to:
1. All employees shall only use the "Log-in ID," "User ID" and "Token" assigned to them. Use is a privilege, not a right, which may be suspended or terminated by the Employer when, in its judgment, this policy has been violated by the user.
  2. No employee is authorized to share their "token" with anyone.
  3. It is not permissible to use County computers and equipment in any inappropriate manner, such as to disgrace the department or a fellow employee. It is forbidden to use profanity or vulgar language on any department computer equipment.
  4. Only disks or drives or other media which are requisitioned from the County storerooms and the Information Technology department, or purchased by authorization by a department head, are authorized to be used in department computers.

5. No employee shall be allowed to use their assigned County computer for personal reasons or in any manner that could constitute personal use.
6. No employee shall be allowed to copy any County or department document to a disk, drive, or other media, nor to email a document, and use it outside the office without permission by the department head.
7. No employee shall be allowed to have any unauthorized programs, utilities, games, or files on their County PC.
8. Any variance from the above procedures must have prior Employer permission.

Information and data maintained in the electronic media on the County computer system are protected by the same laws and policies, and are subject to the same limitations, as information and communications in other media. Said information and data are the property of the County.

Before storing or sending confidential or personal information, users should understand that most materials on the County system are, by definition, public records. As such, they are subject to laws and policies that may compel the County to disclose them. The privacy of the materials kept in electronic data storage and electronic mail is neither a right nor is it guaranteed.

#### **Q. ELECTRONIC COMMUNICATIONS.**

1. **Introduction/Purpose:** This policy is intended to serve as a guide on the proper use of the County electronic communication systems. This policy covers the use of all forms of electronic communications, including but not limited to e- mail, tweets, instant messages, texts, voice mail, fax machines, external bulletin boards, Intranet, and the Internet, and applies to all Users. Use of the County electronic communication system constitutes acceptance of this policy and its requirements.

The County provides electronic mail (e-mail) and/or Internet access to Elected Officials and employees who need it to perform the functions of their position. The purpose of this document is to communicate to all employees and Elected Officials their responsibility for acceptable use of the Internet and electronic communications (whether sent over the Internet or over the County's own network). Policies and procedures are also outlined for the disclosure and monitoring of the contents of electronic files and communications stored in the system when required.

The Employer's objectives for employees to use electronic communications and/or the Internet include:

- a. exchanging information efficiently
- b. gathering information and performing research for departments; and



- c. reducing the handling of paper copy.
2. **Policy Definitions:** As used in this Policy, the terms listed below shall be defined as follows:
- a. **Electronic Mail (e-mail):** Electronic mail may include non-interactive communication of text, data, image, or voice messages between a sender and designated recipient(s) by systems utilizing telecommunications links. It may also include correspondence transmitted and stored electronically using software facilities called "mail", "facsimile", "messaging" systems, or voice messages transmitted and stored for later retrieval from a computer system.
  - b. **Encryption Software:** Proprietary software that changes information from its native state to an unrecognizable coded state that can only be returned to its native state with special software.
  - c. **Internet:** A worldwide network of networks, connecting informational networks communicating through a common communications language or "Protocol."
  - d. **Intranet:** An in-house web site that serves the Users of the County. Although Intranet pages may link to the Internet, an Intranet is not a site accessed by the general public.
  - e. **World Wide Web:** An Internet client-server distributed information and retrieval system based upon hypertext transfer protocol (http) that transfers hypertext documents that can contain text, graphics, audio, video, and other multimedia file types across a varied array of computer systems.
  - f. **Users:** Elected Officials, Department Heads, employees, volunteers, contractors, and consultants.
  - g. **Firewall:** An electronic device used to protect private networks from unauthorized access from Users on the Internet.
3. **Ownership:** The electronic communication system is the property of the County. All computer equipment, computer hardware and computer software provided by the Employer are the property of the County. All communications and information transmitted by, received from, or stored in these systems are the property of St. Clair County.
4. **Use of Electronic Communications:** The County's electronic communication systems, including e-mail and the Internet, are intended for County business use only. The Employer reserves the right to use filtering software to block access to Internet sites that are considered inappropriate or non-productive.

Before using these systems, all Users shall understand that any information that is created, sent, received, accessed, or stored in these systems shall be the property of the County and shall not be private. If a User is permitted to use electronic communication systems, such use shall not violate County policy or interfere with User's work performance.

Users shall use the same care and discretion when writing e-mail and other electronic communications as they would with any formal, written business communication. Any messages or information sent by Users to other individuals via electronic communication systems, such as the Internet or e-mail, are statements identifiable and attributable to the County. Consequently, all electronic communications sent by Users shall be professional and comply with this policy.

5. **Prohibited Communications:** Under no circumstances may any User operate the County's electronic communications systems for creating, possessing, uploading, downloading, accessing, transmitting, or distributing material that is illegal, sexually explicit, discriminatory, defamatory or interferes with the productivity of coworkers. Specifically prohibited communications include, but are not limited to, communications that promote or transact the following: illegal activities; outside business interests; malicious use; personal activities (including chat rooms); jokes; political causes; football pools or other sorts of gambling; recreational games; the creation or distribution of chain letters; list servers for non-work purposes; "spams" (mailing to a large number of people that contain unwanted solicitations or information); sexual or any other form of harassment; discrimination on the basis of race, creed, color, gender, religion, national origin, color, ancestry, sex, sexual orientation, or disability; or for solicitations or advertisements for non-work purposes. Users may not engage in any use that violates copyright or trademark laws.

Also prohibited is any activity that could negatively impact public trust and confidence in the County or create the appearance of impropriety.

Users are also prohibited from posting information, opinions or comments to Internet discussion groups or social sites (for example: news groups, chat, list servers or electronic bulletin boards). Under no circumstances may any User represent their own views as those of the County.

Users may not disclose confidential or sensitive information. Personal information such as the home addresses, phone numbers, and social security numbers of Elected Officials or employees should never be disclosed on the Internet.

This Prohibited Communications policy shall not be applied or enforced in any way that would restrict, infringe upon, or otherwise limit an employee's right to engage in protected concerted activity under federal or state law, including the National Labor Relations Act, such as discussing wages and terms and conditions of employment, action for their mutual aid and protection, or otherwise working



together to improve working conditions. The County will enforce this policy in accordance with all applicable federal, state, and local laws.

6. **No Presumption of Privacy:** Although Users may use passwords to access some electronic communication systems, these communications should not be considered private. Users should always assume that any communications, whether business-related or personal, created, sent, received, or stored on the County's electronic communication systems, may be read, or heard by someone other than the intended recipient.

Users should also recognize that e-mail messages deleted from the system may still be retrieved from the computer's back-up system when requested by authorized personnel. Consequently, messages that were previously deleted may be recreated, printed out, or forwarded to someone else without the User's knowledge.

7. **Employer's Right to Monitor Use:** Under authorization of the County Board Chairman and/or Elected Officials, the County may monitor, intercept, access, and disclose, at any point, all information created, sent, received, or stored on its electronic communication systems at any time, with or without notice to the User, which is the sole property of the County. The contents of computers, voice mail, e-mail, and other electronic communications are subject to the provisions of FOIA. The contents of computers, voice mail, e-mail and other electronic communications shall be inspected when there are allegations that there have been breaches of confidentiality, security, or violations of this Electronic Communications Policy. These inspections shall also be conducted when it is necessary to locate substantive information that is not readily available by less intrusive means. Before providing access to stored electronic communications such as e-mail messages, written authorization shall be required from the Elected Official or Department Head.

The contents of the computers, voice mail, e-mail and other electronic communications may be turned over to the appropriate authority when there are allegations that there have been violations of law.

In addition, the County shall regularly monitor and maintain a log of the User's Internet access, including the type of sites accessed, the name of the server, and the time of day that access occurs. This information may be used as a basis for employee discipline.

The County Board Chairman and/or Elected Officials may authorize individuals, for investigative purposes, to engage in activities otherwise prohibited by this policy.

8. **Prohibited Activities:** Users shall not download software programs of any kind. No software is to be installed on County computers without the approval of the Director of Information Technology. Users may not upload, download, or

otherwise transmit copyrighted, trademarked, or patented material; trade secrets; or confidential, private, or proprietary information or materials. Users may not use the Employer's electronic communication systems to gain unauthorized access to remote computers or other systems or to damage, alter, or disrupt such computers or systems in any way, nor may Users use someone else's code or password or disclose anyone's code or password, including their own. It is a violation of this policy for Users to intentionally intercept, eavesdrop, record, or alter another person's Internet and e-mail messages. Users may not allow unauthorized individuals to have access to or use the Employer's electronic communication systems, or otherwise permit any use that would jeopardize the security of the County's electronic communication systems. Also, Users may not post an unauthorized home page or similar web site.

Users may not make unauthorized commitments or promises that might be perceived as binding the County. Users must use their real name when sending e-mail messages or other electronic communications and may not misrepresent, obscure or in any way attempt to subvert the information necessary to identify the actual person responsible for the electronic communication.

Sending an e-mail message under a fictitious or false name is a violation of this policy. Likewise, using another User's account or login ID constitutes a violation of this policy.

9. **Records Retained:** Certain significant types of e-mail messages or their attached files may be considered records and should be retained if required by the County's record-retention policies. Examples of messages sent by e-mail that may constitute records include:

- (1) policies and directives;
- (2) correspondence or memoranda related to official business;
- (3) work schedules and assignments;
- (4) agendas and minutes of meetings;
- (5) drafts of documents that are circulated for comment or approval;
- (6) any document that initiates, authorizes, or completes a business transaction; and
- (7) final reports or recommendations.

10. **Records Disposal:** The content and maintenance of a User's electronic mailbox are the User's responsibility. The content and maintenance of a User's disk storage area are the User's responsibility.

Employees should consult their Department Head and/or Elected Official in formulating what materials must be maintained and kept as public record and what materials may be disposed of pursuant to respective retention periods.

The County and its employees are required to comply with the record retention requirements of the Local Records Act, 50 ILCS 205/1 et seq.



11. **Firewalls and Network Protection:** Firewalls and other devices to ensure the safety of the County's private network shall be installed to protect all St Clair County Electronic Communication Systems. Local Governments are often targets of hackers and unauthorized intrusions because of the unique types of information stored on their systems. For this reason, St Clair County takes a very cautious approach to security regarding the Internet and e-mail. Policies to ensure the security of the system include, but are not limited to: blocking access to certain Internet sites; filtering out potentially threatening e-mail attachments; filtering out dangerous types of web pages including Java Script, and ActiveX programs. Other methods of security may be deployed as new threats are discovered.  
  
Any attempts to bypass or disable the security features installed by the County is in violation of this policy and may result in disciplinary action.
12. **Password Protection:** Users should use caution when using encryption software or password-protected files. Password-protected files cannot be retrieved without the necessary password. The County is not responsible for any lost, damaged, or inaccessible files that result from password protection.
13. **Viruses and Tampering:** All County computers contain active antivirus software. No attempts should be made to modify or circumvent the software. Never access any unexpected attachments without verifying the source and reason for it, even if you recognize the sender of the e-mail. It is common practice for hackers to alter the source of an e-mail in an attempt to spread a virus.
14. **Disclaimer of Liability for Use of the Internet:** The County is not responsible for material viewed or downloaded by Users for themselves from the Internet. The Internet provides access to a significant amount of information, some of which contains offensive, sexually explicit, and inappropriate material. Contact with this material may be unavoidable despite best efforts; therefore, users of the Internet do so at their own risk.
15. **Duty Not to Waste Electronic Communications Resources:** Users must not deliberately perform actions that waste electronic communication resources or unfairly monopolize resources to the exclusion of other Users. This includes, but is not limited to, subscribing to list servers, mailing lists or web sites not directly related to the User's job responsibilities; spending nonproductive time on the Internet; and doing large non-work related file downloads or mass mailings. Electronic communication resources are limited, and Users have a duty to conserve these resources.
16. **E-Mail Addresses:** The Employer reserves the right to keep a User's e-mail address active for a reasonable period of time following the User's departure to ensure that business communications reach their respective department.
17. **Use of Credit Cards on the Internet:** Before making purchases on the Internet, Users who are authorized to use the County credit cards must ensure that they are

using a secured site. The County recommends that Users do not use their credit cards over the Internet and expressly disclaims responsibility for any loss or damages that results from credit card usage over the Internet.

18. **Violations**: Violations of this policy may subject employees to disciplinary action ranging from the removal of electronic communication privileges to dismissal from employment. Employees who observe violations of this policy are obligated to report the violations to their Employer.
19. **Policy Changes**: The County reserves the right to change this policy at any time without notice. Nothing in this policy is intended or should be construed as an agreement and/or a contract expressed or implied.

#### Section 11. RIGHTS OF EMPLOYEES

- A. **PERSONNEL RECORDS.** Employees are allowed to inspect or receive copies of their own personnel files or other employment policies and procedures during normal business hours. Employees are entitled to access records used in employment decisions, legally binding employment agreements, employee handbooks and acknowledged policies, and written policies affecting employment qualifications or disciplinary actions. To initiate access, an employee must submit a written request to the County or its designated representative. This request must be made at reasonable intervals and must identify the specific records being requested or indicate that the employee is requesting all records permitted under applicable law. The request must also specify whether the employee wishes to inspect, copy, or receive copies of the records, and indicate the preferred format, either hardcopy or a reasonable electronic format.

If the request is to be fulfilled by a representative, such as a family member, attorney, union steward, or translator, this must be clearly stated. Additionally, if the records include medical information, the request must include a signed waiver authorizing the release of such information to the designated representative.

Records will be made available within thirty (30) calendar days of receiving the request, unless mutually agreed otherwise in writing.

A copy of said request shall be placed in the employee's personnel file. Nothing should be placed in an employee's personnel file, nor shall anything be removed from the file without the consent of the County. Records of prior complaints and discipline action shall be maintained in the employee's personnel file. The final decision to remove items lies within the discretion of the County and pursuant to applicable laws.

- B. **REFERENCES.** Employees or former employees have the right to obtain neutral references. Such references shall only provide the applicable date of hire and the last date employed, rate of pay if requested, and a general description of applicable job duties.
- C. **SAFETY.** The County shall implement any safety procedures adopted by the County, and employees shall comply with any and all of the safety procedures.



All department employees are directed to report any hazardous, or potentially hazardous, conditions to their supervisor immediately.

Due to the open-office design of many department buildings, it is impossible to provide security for personal belongings left unattended. Staff members are advised to keep their wallets, purses, and items of value in their possession at all times. The department cannot be responsible for losses due to theft.

## Section 12. RIGHTS OF EMPLOYER

The employee recognizes that the County possesses the exclusive right to operate and direct the employees of the County in all aspects, including, but not limited to, all rights and authority granted by law.

The employee further recognizes that this Code is not a binding contract between the County and the employee. Nothing contained in this Code shall be construed as creating an employment agreement between the County and its employees.

The County has the right to unilaterally create new employment policies and regulations not mentioned in this Code, and to change provisions of this Code without prior notice, approval, or consent of the employees of the County.

The County reserves the right to designate which employees shall be considered supervisors.

The County has the ultimate responsibility of management, including but not limited to responsibilities and rights for the following:

- a. To maintain executive management and administrative control of the department and its property, facilities, and staff.
- b. To hire all employees and to determine their qualifications and the conditions for their continued employment or their dismissal or demotion.
- c. To direct, supervise, promote, suspend, discipline, terminate, assign, and schedule employees.
- d. To relieve employees from duties because of a lack of work or funds, or under conditions where continued work would be inefficient or nonproductive, or under conditions as may be deemed necessary or advisable by the department head.
- e. To determine services to be rendered, operations to be performed, utilization of technology, and its budget.
- f. To determine the methods, processes, means, job classifications and personnel by which the operations of the County are to be conducted.

It is recognized that the County normally exercises most of the powers, rights, authorities, duties, and responsibilities through and with the cooperation of the administrative staff.

Section 13. LENGTH OF SERVICE

Length of service is defined as the length of continuous service of an employee since the employee's last date of hire with the County within the employee's department. In the event an employee is transferred from or to another department of the County, the employee's total continuous employment with the County shall be used as the basis for the rates of accrual of vacation and sick leave only.

An employee's continuous service record shall be broken by voluntary resignation or discharge. If such continuous service is broken due to curtailment of operation, said employee shall be considered on layoff.

Section 14. EXEMPTIONS

When a provision of this Code conflicts with a provision of a collective bargaining agreement, the provision of the collective bargaining agreement shall govern employees covered by the agreement.

Nothing contained in this Personnel Code shall in any way affect, abrogate, preempt, or exclude any rights of any employees granted pursuant to the affirmative action plan of the County, or the affirmative action plan of Intergovernmental Grants Department, for their respective employees.

All employees covered through St. Clair County Sheriff's Department Merit Commission are exempt from this Code as to hiring, promotion, discipline, or dismissal, but are otherwise covered by this Code.

Section 15. DISCIPLINE

The formal disciplinary process is normally progressive, but dismissal may occur at any time in the process. Elected Officials, Department Heads, supervisors, and/or anyone with managerial authority to issue discipline shall reach out to the Human Resources Department to obtain the necessary paperwork to conduct the disciplinary process. Measures of discipline include:

- A. **VERBAL REPRIMAND.** A verbal reprimand warns against unsatisfactory conduct, attitude, or performance, and warns that continuing such actions shall result in more severe disciplinary actions. The reprimand should be done in private, and should be documented in writing with the date and nature of the problem, with a copy given to the employee, and a copy placed in the employee's personnel file.
- B. **WRITTEN REPRIMAND.** A written reprimand warns an employee against unsatisfactory conduct, attitude, or performance. A written reprimand is more severe than a verbal reprimand, but serves the same purpose: to warn that further unsatisfactory conduct, attitude, or performance shall result in more severe disciplinary action. A copy



of the written reprimand shall be given to the employee, and a copy shall be placed in the employee's personnel file.

- C. **SUSPENSION.** A suspension is unpaid time off, up to 180 days, with a loss of benefits and seniority for the period of the suspension. At the end of a suspension, the employee shall be placed on probationary status for a period not to exceed six (6) months. The period of suspension may be up to but not exceed 180 days off in one calendar year, unless the employee is suspended for a criminal act; in which case their suspension shall last until the criminal matter is concluded. The suspension may include demotion.

In order to continue to receive medical and insurance benefits during a suspension, the employee shall contribute both the employee's and employer's share of IMRF and insurance costs.

If approved by the County Board, coverage under Illinois Municipal Retirement Fund may be maintained pursuant to IMRF rules and regulations.

- D. **DISMISSAL.** All employees are subject to discharge by the County at any of the disciplinary steps. Upon dismissal, all benefits are terminated immediately, and any employee copay shall be refunded.
- E. **PROBATION.** An employee may be placed on probation if their performance is substandard and/or the employee's conduct and behavior is inappropriate. Probation may occur in conjunction with other measures of discipline. An employee may be placed on probation for up to six months. At the end of three months, an evaluation of the employee's performance shall be conducted. At the end of the probationary period, the employee's performance shall again be evaluated. Evaluations shall determine if the employee should be retained. If the employee violates the conditions of the probation, they may be subject to immediate termination. Removal from probationary status is based upon satisfactory completion of the probationary period, recommendation from the employee's immediate supervisor, and approval of the Department Head.
- F. **ADMINISTRATIVE LEAVE.** An employee may be placed on administrative leave with or without pay and benefits pending an investigation. Administrative leave may be extended for the period of time the investigation continues, but an administrative leave shall last no longer than thirty (30) days.
- G. **CODE OF CONDUCT.** Disciplinary action may be brought against an employee for the following, including but not limited to:
1. Violating any provisions of this Personnel Code.
  2. Knowingly falsifying a report.
  3. Being insubordinate to or showing disrespect towards superiors.
  4. Neglecting to perform the job or performing the job inefficiently.

5. Engaging in any conduct unbecoming of a County employee or that discredits the County.
6. Leaving the assigned job without permission.
7. Absence from work without leave or permission.
8. Willfully destroying or damaging any property of the County.
9. Taking or giving bribes.
10. Being under the influence of intoxicating beverages while at work.
11. Using, manufacturing, distributing, dispensing, or possessing any statutorily defined illegal drugs, narcotics, or controlled substances, or failing to report to the employee's Elected Official/ Department Head any arrest or conviction for using, manufacturing, distributing, dispensing, or possessing any statutorily defined illegal drugs, narcotics, or controlled substance.
12. Failure of any employee (to the extent possible) to notify their Elected Official/Department Head within twenty-four hours after an arrest or conviction of a violation of any state or federal criminal statute.
13. Using a County vehicle without the knowledge of the immediate supervisor.
14. Improperly operating a County vehicle or permitting an unauthorized person to operate a County vehicle.
15. Excessive or unexcused absence from work, or tardiness.
16. Possession of explosives, firearms, or other dangerous weapons on County premises, unless authorized by the County.
17. Use of overtime for other than work purposes.
18. Failure to follow any safety rules, regulations, or manuals.
19. Gambling during working hours.
20. Sleeping on the job.
21. Being discourteous to the public.
22. Engaging in, instigating, or causing an interruption or impediment to work activities.
23. Substantial misrepresentation of facts in obtaining employment with the County.
24. The use or consumption of County property for personal or private purposes, or the use of County employees during working hours for such purposes.



25. Disorderly conduct during working time or on County premises, including fighting, interfering with work of another, or threatening or abusing any person by word or act.
26. Unauthorized use of County property such as County-owned vehicles, equipment, and materials.
27. Abuse of sick leave by misrepresentation of a leave request.
28. Violation of a written order of the County.
29. Releasing confidential information.
30. Using or attempting to use an official position to secure special privileges, exemptions, or personal gain except as may be otherwise provided by law.
31. Engaging in disreputable acts and not conducting themselves with "good moral character".
32. Abuse of telephone usage.
33. Theft of any County or employee property.
34. Discriminating against any person, individual, entity, or co-employee, on the bases outlined in Section 2, A. Nondiscrimination, or any other prohibited form of discrimination under federal or state law or government contract or grantee regulations.
35. Failure to perform essential functions of the position.
36. Abusing County computer equipment.
37. Allowing drugs and/or alcohol in or on County machinery and/or vehicles.
38. Unauthorized leave.

- H. POLITICAL ACTIVITIES.** No form of discipline can occur because of any employee's political beliefs or affiliation. This prohibition on discipline does not apply to individuals in policy-making or confidential positions or where an overriding interest of vital importance exists.

The County also recognizes that false accusations can have serious effects on innocent individuals. Employees are expected to act in a responsible and professional manner to establish a pleasant working environment free of discrimination.

#### Section 16. COMPLAINT PROCEDURE

Nothing in this Section 16 shall be construed to invalidate, diminish, or otherwise interfere with any procedure outlined in an employee's collective bargaining agreement.

The purpose of this complaint procedure is 1) to provide an expeditious means of resolving disputes over the application of the provisions of this personnel code, 2) to establish and maintain harmonious and cooperative working relationships between the County and its employees, and 3) to assure due process and equitable treatment for employees.

Strict adherence to this complaint procedure and its time limits is mandatory, except that time limits may be extended by mutual agreement of the employee and the County.

Any complaint shall be presented in writing and shall set forth the nature of the complaint, include the date or dates of the alleged occurrence, present a detailed description of the facts upon which it is based, specify the relief requested, and be signed and dated by the complainant. Any resolution of a complaint shall be consistent with the provisions of this personnel code, any governing laws, and County policies and procedures.

A complaint is defined as a dispute, disagreement or complaint concerning the application of an express provision of this personnel code as written. If a complaint involves an allegation by an employee of illegal discrimination based on race, color, or national origin, the employee should follow the steps set out in the Employer's Title VI plan, or the affirmative action plan of the department for which they work. If a complaint involves an allegation by an employee of illegal discrimination based on a disability, the employee should follow the steps provided under Section 2 B. Americans with Disabilities Act of this Personnel Code.

As used in this complaint procedure, the term "day" means a day on which the County is opened for regular business, Monday through Friday, and excepting holidays designated by the County Board.

If the Employer does not answer the complaint or appeal within the specified time limits, the employee may elect to treat the complaint as denied and immediately appeal the complaint to the next step.

In cases where a Department Head is disciplined, discharged, or not reappointed, such action shall constitute the final resolution and there shall be no recourse to this complaint procedure.

#### Complaint Steps:

Step 1 - Immediate Supervisor: The affected employee shall, within five days after the occurrence of the event giving rise to the complaint, or within five days of the date the employee reasonably should have knowledge of the occurrence, present the complaint in writing to their immediate supervisor.

Within five days after receipt of the written complaint, the immediate supervisor and the employee shall meet or hold other discussions in an attempt to resolve the complaint. The immediate supervisor shall give their response within five days following the meeting or discussion.



Step 2 – Department Head: If the complaint is not resolved to the employee's satisfaction, or if the supervisor fails to respond to the complainant within five days of meeting or discussions, the employee may submit the written complaint to the Department Head or Elected Official within five days of the supervisor's response in Step 1, or within five days of when the supervisor's response was due.

Within five days after receipt of the written complaint, the Department Head or Elected Official and the employee shall meet or hold other discussions in an attempt to resolve the complaint. The Department Head or Elected Official shall give their response within five days following the meeting or discussion. In the case of a department headed by an Elected Official other than the County Board Chairman, this Step shall constitute the final resolution of the complaint.

Step 3 – County Board Chairman: If the complaint is not resolved to the employee's satisfaction, or if the Department Head fails to respond to the complainant within five days of meeting or discussions, the employee may submit the written complaint to the office of the County Board Chairman within five days of the Department Head's response in Step 2, or within five days of when the Department Head's response was due.

Within ten (10) days after receipt of the written complaint, the County Board Chairman (or their designee) and the employee shall meet or hold other discussions in an attempt to resolve the complaint. The County Board Chairman, or their designee, shall give their response within ten (10) days following the meeting or discussion. This Step shall constitute the final resolution of the complaint.

For the Health Department, Mental Health Department and Public Building Commission, this Step 3 review shall be by the appropriate governing Board (Board of Health, Mental Health Board, and Public Building Commission, respectively), rather than the County Board Chairman. When the complaint is presented to one of these bodies at Step 3, its review may be made at a regular monthly meeting and a response may be issued at that same or a subsequent meeting.

## Section 17. LAYOFFS

In the event it becomes necessary to lay off employees for any reason, employees shall be laid off based on the following criteria: employee's knowledge, skills, and abilities in relation to positions available, the employee's work record including commendations as well as disciplinary action, the employee's attitude, and relations with other employees as well as other agencies, change in duties of the department, and the employee's length of service.

## Section 18. RESIGNATION

Sick leave, vacation, and retirement fund benefits cease at midnight on the date of termination. Life and health insurance shall cease at the end of the month of the termination. Employees may elect to continue participation in the plan on a self-pay basis as provided by federal statutes. The employee shall be paid for each day of accrued and unused compensatory time and vacation time. Monies accumulated in the employee's

retirement account may be refundable, according to IMRF Rules. Forms required to request this refund are available from the Human Resources Department.

Section 19. SEXUAL MISCONDUCT POLICY

- A. **SEXUAL MISCONDUCT POLICY STATEMENT.** The County shall not tolerate and shall seek to eradicate any behavior by its employees, volunteers or students which constitutes sexual misconduct toward another employee, official, volunteer or student. "Sexual misconduct" means any actual, attempted or alleged sexual molestation, assault, abuse, sexual exploitation, or sexual injury. "Sexual misconduct" does not include "sexual harassment."
- B. **REPORTING PROCEDURES AND DESIGNATED SEXUAL ABUSE COORDINATOR.** It is the express policy of the County to encourage victims of sexual misconduct, and their parents or guardians in the case of minors, to come forward with such claims. The County has designated a Sexual Abuse Coordinator who shall remain accountable for the implementation and monitoring of this policy. The identity of the Sexual Abuse Coordinator with the State's Attorney's office shall remain on file with the County. In order to conduct an immediate investigation, any incident of sexual misconduct must be reported as quickly as possible in confidence, as follows:
1. **Employees and Volunteers:** Employees and volunteers are required to report any known or suspected incidents of sexual misconduct. They must also report to their supervisor or the Sexual Abuse Coordinator. If the person to whom an employee or volunteer is directed to report is the offending person, the report should be made to the next higher level of administration or supervision.
  2. **Investigation & Confidentiality:** All formal complaints shall be given a full, impartial, and timely investigation. During such investigation, while every effort shall be made to protect the privacy rights of all parties, confidentiality cannot be guaranteed.
  3. **Discipline:** Any County employee or volunteer who is determined, after an

Section 20. EMPLOYEE PRIVACY NOTICE, HEALTH INSURANCE

investigation, to have engaged in sexual misconduct in violation of this policy shall be subject to disciplinary action up to and including discharge.

False accusations regarding sexual misconduct against employees, volunteers or Elected Officials shall not be tolerated, and any person knowingly making a false accusation shall likewise be subject to disciplinary action up to and including discharge.

The County shall discipline any individual who retaliates against any person who reports alleged sexual misconduct, or who retaliates against any person who testifies, assists, or participates in an investigation, a proceeding or a hearing relating to a sexual harassment complaint. Retaliation includes, but is not limited to, any form of intimidation, reprisal, or harassment.



St Clair County provides medical benefits to its employees using a self-funded health plan. The Health Insurance Portability and Accountability Act of 1996 (HIPAA) requires health plans to notify plan participants and beneficiaries about its policies and practices to protect the confidentiality of their health and genetic information or condition.

A notice of their privacy rights under HIPAA is given to each employee by the Employer upon hire and enrollment. Updates to HIPAA and plan information is issued to employees on a regular basis, usually quarterly. An employee's medical records are maintained in a secure, confidential file separate from an employee's personnel file.

## Section 21. DRUG TESTING POLICY

Drug testing is handled exclusively by the Human Resources Department before an individual is hired or contracted. This testing may include pre-employment testing.

The County shall ensure that its employees are physically and mentally fit to serve the public. A zero-tolerance drug policy is in effect for all County employees.

The County may discipline, including possible discharge, any person employed by the County who receives a verified positive test in accordance with these drug testing procedures for any substance prohibited by relevant state or federal law. Violations may be punished as provided for in the Personnel Code at the discretion of the Department Head or Elected Official.

### **A. DEFINITIONS.**

1. Accident. "Accident" means an incident caused, contributed to, or otherwise involving an employee that resulted in death, personal injury, or property damage and that occurred while the employee was performing work in the course of their employment by the County.
2. Collector. a medically trained technician knowledgeable in all steps necessary to correctly and properly complete a collection of urine and the custody and control form process.
3. CDL. a commercial driver's license
4. Drug Program. Administrator - a Human Resources Department employee with primary administrative responsibility for coordination of all drug testing and awareness program activities for the County.
5. Medical Review Officer. a certified physician with knowledge of substance abuse testing and addictions with contractual responsibility for interpreting and verifying drug testing results.
6. Prescription Drug Abuse. prescribed medication or over-the-counter medication intentionally ingested in amounts beyond the prescribed or recommended dosage

or non-compliance with recommended dosages, i.e., not taking what a physician has prescribed.

7. Split Sample. the separation of the urine specimen into two containers at the time of collection for making a primary testing sample and a secondary storage sample. The secondary storage sample may be used for independent testing.
8. Substance Abuse and Mental Health Services Administration (SAMHSA). a unit within the United States (U.S.) Department of Health and Human Services that oversees the federal drug testing program and certifies laboratories for testing of urine specimens for the presence of drugs.
9. Change-in-status testing. drug testing conducted because of a proposed change in personnel status or a permanent change in assignment, including promotion.
10. Confirmatory test. test of a urine specimen for the presence of drugs or classes of drugs using gas chromatography/mass spectrometry (GC/MS) or a more sensitive methodology by the U.S. Department of Health and Human Services. A "confirmed positive" test result means that concentrations of drugs exceed the cutoff levels for both the initial screening and confirmatory test.
11. Consensual drug testing. Any employee may volunteer or consent to drug testing at any time regardless of the presence or absence of otherwise required justification in accordance with the provisions of this Drug Testing Policy.
12. Initial screening. immunoassay test of urine specimens to detect the presence of drugs or classes of drugs.
13. Monitoring. periodic drug testing of an individual employee pursuant to an agreement of the parties or ordered by any Court in the State of Illinois.
14. Prescription drug testing. drug testing that can be ordered by the Department Head or Elected Official based upon reasonable suspicion when an employee's use/misuse of legally prescribed medication(s) or non-compliance with recommended dosage(s) may affect the employee's job performance.
15. Pre-employment testing. drug testing of applicants seeking permanent and contractual/temporary positions with the County. Applicants must complete a drug testing consent form and receive a negative drug test result before their effective date of appointment. Pre-employment drug testing occurs only after an offer of contingent employment has been made.
16. All arrangements for a pre-employment drug test shall be coordinated through the department head or their designee.
17. Reasonable suspicion testing. drug testing that can be ordered by the Department Head or Elected Official for an employee when there is reasonable suspicion to believe the employee may be affected by the use/misuse of any controlled



substance or cannabis either on or off duty or is noncompliant with recommended dosages of legally prescribed medications.

18. Verified Positive Test. certification by a Medical Review Officer that the specimen tested positive for the presence of one or more of the targeted drugs for which there was no valid medical explanation provided.
19. Employee. for purposes of the Drug Testing Policy in Section 23 of the Personnel Code only, volunteers and consultants are not employees.

## **B. DRUG TESTS.**

Drug Tests are required under the following classifications for covered employees:

1. Pre-employment and change-in-status. At the discretion of the Human Resources Department based on the applicant's potential job duties, a drug test must be conducted before an individual is hired or contracted. This applies to both applicants for initial employment and change-in-status positions. Pre-employment drug testing occurs only after an offer of contingent employment has been made. A negative test result is required before performing assigned duties. This provision covers all County employees.
2. Post-accident. An employee must have a post-accident drug test when the driver is involved in an accident on a public road and there is 1.) a fatality or injury that requires treatment of any person away from the scene or 2.) any vehicle is towed away from the scene of the accident and the employee receives a citation under state or local law. An employee must have a post-accident drug test when the employee is involved in an incident caused, contributed to, or otherwise involving the employee that resulted in death, personal injury, or property damage and that occurred while the employee was performing work in the course of their employment by the County.

Each employee involved in a workplace accident shall be drug tested as soon as possible and on the same day of the accident, but no later than within twenty-hour (24) hours after the accident.. If no test is given more than twenty-four (24) hours after the accident, then a record shall be maintained explaining why no test was administered within twenty-four (24) hours. For employees working second shift, drug testing should be completed within eight (8) hours following the end of their shift. Any employee who does not obtain a post-accident drug test may be subject to disciplinary action, up to and including termination.

The employee shall remain off work until the Drug Program Administrator obtains the test results from the Medical Review Officer and further action can be determined. The County must take all reasonable steps to obtain a urine specimen from an employee after an accident, but any injury should be treated first.

3. Reasonable cause. The County may drug test each employee when there is reasonable cause to believe the employee is under the influence of alcohol or a

prohibited drug. The decision to test must be based upon a reasonable and articulable belief that the employee is using a prohibited drug or alcohol on the basis of specific, contemporaneous physical, behavioral or performance indicators of probable drug or alcohol use. The decision to test for reasonable cause shall be made by a supervisor trained in detecting drug or alcohol use. The decision to test must be documented within twenty-four (24) hours of the observed behavior or before the test results are released, whichever is earlier. "Reasonable cause" testing applies to all County employees.

4. Consensual. Any employee may volunteer or consent to drug testing at any time regardless of the presence or absence of otherwise required justification.

If an employee volunteers or consents to drug testing, the County is not obligated to conduct a drug test. However, the County may proceed with drug testing based on an employee's volunteering or consenting and the County may conduct any of the tests described in this policy.

Before the test is conducted, the employee must sign a voluntary consent form.

The processing of the test or tests shall be consistent with the procedures of this directive except that the employee requesting the test agrees to pay for all of the costs of the drug tests, including independent testing.

Any verified positive test resulting from an employee volunteering or consenting to be tested shall be considered a positive test in accordance with established County drug testing procedures.

An employee who requests a consensual drug test shall be responsible for all costs of the drug test, including independent testing.

### Training

A supervisor with the authority to order an employee to undergo reasonable cause testing shall undergo at least sixty (60) minutes of training on controlled substances use. The training shall cover the physical, behavioral, and performance indicators of probable use of controlled substances or alcohol.

Return to duty: an employee who refuses to take or does not pass a drug test may not return to their employment until the employee passes a drug test administered under this section and the Medical Review Officer has determined that the employee may return to work.

### **C. RESPONSIBILITIES.**

The Human Resource Department shall administer drug testing.

1. Confidentiality.



Information regarding an individual's drug testing results or rehabilitation is confidential and may be released only with the written consent of the individual, except that such information must be released regardless of consent to the Administrator or representative of a state agency upon request as part of an accident investigation. Information regarding an individual's drug testing results may also be released to the staff of the Human Resources Department on a job-related need-to-know basis or the employee waives by overt action, their right to confidentiality by placing the information at issue in a formal dispute between the County and the employee.

2. **Transportation.**

In any instance where the County has reasonable suspicion that an employee may be under the influence of drugs or alcohol, the employee shall not operate a motor vehicle to travel to the designated drug testing facility. To ensure the safety of the employee and the public:

- Transportation may be arranged by the County, which may include direct transport by a supervisor or other designated personnel.
- Alternatively, the employee may utilize a third-party car service (e.g., taxi, Lyft, Uber) and seek reimbursement from the County for the cost of transportation.

Human Resources must be contacted immediately to initiate the testing process and coordinate transportation arrangements.

**D. USE OF LEAVE.**

1. **Substance Abuse Treatment.**

Time used for assessment, evaluation, counseling, and treatment of drug dependency may be charged against accrued and available sick and vacation leave in accordance with the same requirements which apply to another illness or injury and may be eligible for the Family Medical Leave Act (FMLA) in accordance with Section F.10. Granting of a leave of absence without pay for the above purposes shall be governed by the rules which apply to other requests for such leave under the Personnel Code.

2. **Reasonable Suspicion Testing.**

- a. **Positive Test Results:** If an employee tests positive for illegal drugs, time not worked while testing must be charged according to sick leave policies of the Personnel Code or labor agreement.
- b. **Negative Test Results:** If an employee tests negative, time spent testing shall be considered work time.

- c. **Time Spent Waiting for Results:** If an employee is tested based on reasonable suspicion of being under the influence of controlled substances and is not allowed to return to work pending the results of testing, the employee should be placed on paid administrative leave during the waiting period.

#### **E. LAST CHANCE AGREEMENT.**

Purpose: The purpose of a Last Chance Agreement is to offer a County employee who has violated the County's drug policy a final opportunity to correct the misconduct by obtaining treatment for their substance abuse problem. If the employee fails to comply with the requirements of the treatment plan as set forth by the substance abuse professional, the original discipline of termination shall be implemented.

1. When used: Last Chance Agreements may be used solely at the County's option when all of the following are present:
  - a. The employee's conduct is deemed by the Department Head or Elected Official to warrant termination but mitigating factors exist.
  - b. The employee cooperated fully with the administration of the County's drug testing policy, including fully responding to inquiries from the Medical Review Officer and the County.
  - c. There was no tainting, tampering, or substitution of urine samples.
  - d. There was no falsifying of information or other misconduct.
2. The employee agrees to be evaluated by a substance abuse professional selected by the County to determine whether there are dependency issues, and if there are dependency issues, agrees to participate in the recommended treatment program that the substance abuse professional outlines for the employee.
3. A Last Chance Agreement shall include, at a minimum, the following:
  - a. The employee agrees to successfully enroll, participate, and complete the treatment program if such is recommended by the substance abuse professional.
  - b. The employee agrees to the right of the County to administer drug testing pursuant to Provision 21 of the Personnel Code.
  - c. The employee agrees to termination for future violations of the County's drug policy and signs a written acknowledgement of such termination in the event of a future violation.

Signatures: All Last Chance Agreements must be signed by the employee and a supervisor with the authority to terminate the employee. Additional signatures may be



required from the recognized labor representative and the employee's immediate supervisor if the supervisor does not have the authority to terminate the employee.

After the Last Chance Agreement has been completed, the original shall be placed in the employee's personnel file, a copy shall be provided to the employee, and a copy shall be maintained by the Human Resource Department.

Section 22. SAVINGS CLAUSE

If any provision of this Code is subsequently declared by legislative or judicial authority to be unlawful, unenforceable, or not in accordance with applicable laws, statutes, ordinances and regulations of the United States of America or the State of Illinois, all other provisions of this Code shall remain in full force and effect.

St Clair County Personnel Code

Adopted February 25, 1991

Revised June 28, 1993

Revised April 29, 1994

Revised December 2002

Revised October 2007

Revised September 2010

Revised September 30, 2013

Revised February 1, 2024

Revised March 19, 2024

Revised February 1, 2025

Revised February 1, 2026

### EMPLOYEE PERSONNEL CODE ACKNOWLEDGMENT

I acknowledge that I have received a copy of the St. Clair County Personnel Code and that I have the responsibility to read and familiarize myself with its provisions. By signing this Acknowledgement, I agree to comply with the guidelines, policies, practices, and procedures of the County. If I have any questions about the contents of this Personnel Code or any other policies or procedures, I understand that I should contact a member of the Human Resources Department.

I understand that the County may modify or withdraw the policies, practices and procedures outlined in this Personnel Code at any time. I also acknowledge that this Personnel Code is not a contract of employment and that, absent any other written agreement with the County, or Collective Bargaining Agreement, there is no specified length of employment and my employment is at-will. Accordingly, and absent any other written agreement with the County or Collective Bargaining Agreement, either I or the County can terminate the employment relationship at any time, for any reason not prohibited by law, and without prior notice.

I understand that the County has adopted a policy not to discriminate against any employee or applicant for employment on the basis of any category protected by federal, state, or local law. I also understand that the County has a zero-tolerance policy for workplace harassment, including sexual harassment. I acknowledge that I am aware of the County's anti-discrimination, anti-harassment, and anti-retaliation policies, and I agree to abide by the terms of those policies. I understand that if I have any concerns about my work environment, I should report my concerns to my supervisor or a member of the Human Resources Department.

Finally, I understand that failure to follow the County's policies and/or procedures and/or a violation of the County's policies and/or procedures may result in disciplinary action, up to and including termination of my employment.

Employee Name: \_\_\_\_\_ Date: \_\_\_\_\_

Employee Signature: \_\_\_\_\_



**COURT SERVICES AND PROBATION DEPARTMENT**  
**TWENTIETH JUDICIAL CIRCUIT**  
**STATE OF ILLINOIS**

ST. CLAIR COUNTY ANNEX BUILDING  
11 WEST LINCOLN STREET  
BELLEVILLE, ILLINOIS 62220-2030

GREGORY F. NORKUS  
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January 13, 2026

**MEMO**

To: Jeff Sandusky, St. Clair County IT Director & St. Clair County Board

From: Greg Norkus, Director of Court Services and Probation 20<sup>th</sup> Judicial Circuit

Subj: Probation Case Management System

The St. Clair County Probation Department is in need of a new case management system. The request is a change to Enterprise Supervision Management System from Tyler Technologies. It is imperative for probation to obtain a new CMS system as is required in conjunction with all county department changes and sunset of ICJ. (SCCJ, Circuit Clerks Office, States Attorney Office, Judicial, Public Defender, etc.) This request stems from the original RFP and the multiple bids entered. Enterprise Supervisions allows Probation the technological advantages and the flexibility to keep up with developing requirements and standards from the Administrative Office of Illinois Courts. Enterprise Supervision is the best option for the future of the St. Clair County Probation Department. Thank you for your consideration, I am available for any questions, comments, or concerns.



Gregory F. Norkus  
Director  
20<sup>th</sup> Judicial Court Services and Probation  
State of Illinois  
(618) 277-5690 ext. 2231 Office  
(618) 277-1080 Fax  
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## SOFTWARE AS A SERVICE AGREEMENT

This Software as a Service Agreement is made between Tyler Technologies, Inc. and Client.

WHEREAS, Client selected Tyler to provide certain products and services set forth in the Investment Summary, including providing Client with access to Tyler's proprietary software products, and Tyler desires to provide such products and services under the terms of this Agreement;

WHEREAS, Client is a member of Sourcewell (formerly known as National Joint Powers Alliance) ("Sourcewell") under member number 15870.

WHEREAS, Tyler participated in the competitive bid process in response to Sourcewell RFP #060624 by submitting a proposal, on which Sourcewell awarded Tyler a Sourcewell contract, numbered 060624-TTI (hereinafter, the "Sourcewell Contract");

WHEREAS, documentation of the Sourcewell competitive bid process, as well as Tyler's contract with and pricing information for Sourcewell is available at <https://sourcewell-mn.gov/cooperative-purchasing/>; and

WHEREAS Client desires to purchase off the Sourcewell contract to procure Enterprise Supervision software functionality from Tyler, which Tyler agrees to deliver pursuant to the Sourcewell Contract and under the terms and conditions set forth below.

NOW THEREFORE, in consideration of the foregoing and of the mutual covenants and promises set forth in this Agreement, Tyler and Client agree as follows:

### SECTION A – DEFINITIONS

- **"Agreement"** means this Software as a Service Agreement.
- **"Business Travel Policy"** means our business travel policy. Our current Business Travel Policy is available here: <https://www.tylertech.com/portals/0/terms/Tyler-Business-Travel-Policy.pdf>.
- **"Client"** means the party indicated on the signature block or, in the absence of a signature block, the Investment Summary.
- **"Data"** means your data necessary to use the Tyler Software.
- **"Data Storage Capacity"** means the contracted amount of storage capacity for your Data, if any, identified in the Investment Summary.
- **"Defect"** means a failure of the Tyler Software to substantially conform to the functional descriptions set forth in our written proposal to you (or the Documentation in the absence of a written proposal), or their functional equivalent. Future functionality may be updated, modified, or otherwise enhanced through our maintenance and support services, and the governing functional descriptions for such future functionality will be set forth in our then-current Documentation.
- **"Defined Users"** means the number of users, if any, that are identified in the Investment



Summary.

- **"Developer"** means a third party who owns the intellectual property rights to a Third-Party Product.
- **"Documentation"** means any online or written documentation related to the use or functionality of the Tyler Software that we provide or otherwise make available to you, including instructions, user guides, manuals and other training or self-help documentation.
- **"Effective Date"** means the date by which both your and our authorized representatives have signed the Agreement. Notwithstanding the foregoing, if these terms are linked from an Order Form, the Effective Date is the date your authorized representative signed the Order Form.
- **"Force Majeure"** means an event beyond the reasonable control of you or us, including, without limitation, governmental action, war, riot or civil commotion, fire, natural disaster, or any other cause that could not with reasonable diligence be foreseen or prevented by you or us.
- **"Investment Summary"** means the agreed upon cost proposal for the products and services attached as Exhibit A.
- **"Order Form"** means an ordering document that includes a quote or investment summary and specifies the items to be provided by Tyler to Client, including any addenda and supplements thereto.
- **"Professional Services"** means those services provided by Tyler or a third party related to the scope of this Agreement and identified in the Investment Summary.
- **"SaaS Fees"** means the fees for the SaaS Services identified in the Investment Summary.
- **"SaaS Services"** means software as a service consisting of system administration, system management, and system monitoring activities that Tyler performs for the Tyler Software and includes the right to access and use the Tyler Software, receive maintenance and support on the Tyler Software, including Downtime resolution under the terms of the SLA, and Data storage and archiving. SaaS Services do not include support of an operating system or hardware, support outside of our normal business hours, or training, consulting, or other professional services.
- **"SLA"** means the service level agreement. A copy of our current SLA is attached hereto as Exhibit C.
- **"Statement of Work"** means the industry standard implementation plan describing how our professional services will be provided to implement the Tyler Software and outlining your and our roles and responsibilities in connection with that implementation. The Statement of Work is attached as Exhibit E.
- **"Support Call Process"** means the support call process applicable to all our customers who have a right to use the Tyler Software. Our current Support Call Process is available here: <https://www.tylertech.com/portals/0/terms/Tyler-Support-Call-Process.pdf>.
- **"Third-Party Hardware"** means the third-party hardware, if any, identified in the Investment Summary.
- **"Third-Party Products"** means the Third-Party Software and Third-Party Hardware.
- **"Third-Party SaaS Services"** means software as a service provided by a third party, if any, identified in the Investment Summary.
- **"Third-Party Services"** means the third-party services, if any, identified in the Investment Summary.
- **"Third-Party Software"** means the third-party software, if any, identified in the Investment Summary or included with the Tyler Software.
- **"Third-Party Terms"** means the end user license agreement(s) or other terms, if any, for the Third-Party Products or other parties' products or services, as applicable, and attached or indicated at

Exhibit D.

- “Tyler” means Tyler Technologies, Inc., a Delaware corporation.
- “Tyler Software” means our proprietary software, including any integrations, custom modifications, and/or other related interfaces identified in the Investment Summary and licensed by us to you through this Agreement.
- “we,” “us,” “our” and similar terms mean Tyler.
- “you” and similar terms mean Client.

## SECTION B – SAAS SERVICES

1. Rights Granted. We grant to you the non-exclusive, non-assignable limited right to use the SaaS Services solely for your governmental purposes, subject to any limits for Defined Users or Data Storage Capacity. You may add additional users or additional data storage capacity on the terms set forth in this Agreement. In the event you regularly and/or meaningfully exceed the Defined Users or Data Storage Capacity, we reserve the right to charge you additional fees commensurate with the overage(s). You acknowledge that we have no obligation to ship copies of the Tyler Software as part of the SaaS Services. Your right to use the SaaS Services applies to releases provided as part of our Maintenance and Support Services as further detailed in this Agreement.
2. Ownership.
  - 2.1. We retain all ownership and intellectual property rights to the SaaS Services, the Tyler Software, and anything developed by us under this Agreement. You do not acquire under this Agreement any license to use the Tyler Software in excess of the scope and/or duration of the SaaS Services.
  - 2.2. The Documentation is licensed to you and may be used and copied by your employees for internal, non-commercial reference purposes only.
3. Data.
  - 3.1. You retain all ownership and intellectual property rights to the Data. You expressly recognize that except to the extent necessary to fulfill our obligations contained in this Agreement, we do not create or endorse any Data used in connection with the SaaS Services.
  - 3.2. You expressly grant to us a limited, non-exclusive license to access, copy, transmit, download, display, and reproduce your Data to provide services pursuant to this Agreement. Additionally, you agree that Tyler may use deidentified Data for Client or third-party demonstrative or training purposes.
  - 3.3. Our access to and use of your Data necessary to use the Tyler Software or SaaS Services will comply with applicable provisions of our Privacy Statement (available at <https://www.tylertech.com/privacy>) and applicable law.
  - 3.4. Data Breach Notification. Tyler will provide notice of a breach of Client Data in accordance with applicable state and federal data breach notification laws.
4. Restrictions.
  - 4.1. You may not:
    - 4.1.1. make the Tyler Software or Documentation resulting from the SaaS Services available in any manner to any third party for use in the third party's business operations;
    - 4.1.2. modify, make derivative works of, disassemble, reverse compile, or reverse engineer any part of the SaaS Services;



- 4.1.3. access or use the SaaS Services to build or support, and/or assist a third party in building or supporting, products or services competitive to us; or
  - 4.1.4. license, sell, rent, lease, transfer, assign, distribute, display, host, outsource, disclose, permit timesharing or service bureau use, or otherwise commercially exploit or make the SaaS Services, Tyler Software, or Documentation available to any third party other than as expressly permitted by this Agreement.
  - 4.1.5. Notwithstanding anything to the contrary in this Section 4.1, you may disclose, with our written consent, not to be unreasonably withheld, the Tyler Software, SaaS Services, or Documentation to a third party you consult with regarding the implementation or use of the Tyler Software and SaaS Services. You must ensure that any such third-party's use is subject to the terms of this Agreement, and you acknowledge and agree that you are liable for any breach of the terms of this Agreement by such third party.
5. Software Warranty. We warrant that the Tyler Software will perform without Defects during the term of this Agreement. If the Tyler Software does not perform as warranted, we will use all reasonable efforts, consistent with industry standards, to cure the Defect in accordance with our then-current Support Call Process.
6. SaaS Services.
- 6.1. *Audit & Compliance.* Our SaaS Services are audited at least yearly in accordance with the AICPA's Statement on Standards for Attestation Engagements ("SSAE") No. 21. We have attained, and will maintain, SOC 1 and SOC 2 compliance, or their equivalent, for so long as you are timely paying for SaaS Services. The foregoing notwithstanding, you acknowledge that the scope of audit coverage varies depending on the specific Tyler Software solution. We will provide you with a summary of our current compliance report(s) or its equivalent, upon your request. For the avoidance of doubt, if our SaaS Services are provided using a third-party data center, the compliance report may be for that third-party provider and be subject to confidential treatment in accordance with applicable law. If you want us to provide our compliance reports to a third-party auditor or similar entity, we reserve the right to require execution of an NDA by that third party.
  - 6.2. *Service Levels.* The Tyler Software will be made available to you according to the terms of the SLA. Tyler SaaS Services will be provided via a third-party data center. Your Data will be inaccessible to our other customers.
  - 6.3. *Business Continuity.* Data centers used to deliver SaaS Services for this Agreement have redundant telecommunications access, electrical power, and the required hardware to provide access to the SaaS Services in the event of a disaster or component failure. We test our disaster recovery plan on an annual basis. The plan is not client specific and is detailed in Tyler's System & Organization Control reports or their equivalent. In the event of a data center failure, we reserve the right to employ our disaster recovery plan for resumption of the SaaS Services. In that event, we commit to a Recovery Point Objective ("RPO") of 24 hours and a Recovery Time Objective ("RTO") of 24 hours. RPO represents the maximum duration of time between the most recent recoverable copy of your hosted Data and subsequent data center failure. RTO represents the maximum duration of time following data center failure within which your access to the Tyler Software must be restored. If we employ our disaster recovery plan, we will be responsible for restoring your Data and ensuring that the SaaS Services are online, and you will be responsible for validating your Data and confirming the functioning of the SaaS Services, including any integrations.
  - 6.4. *Security Measures.* We provide secure Data transmission paths between your devices and the



data center used to provide SaaS Services to you. Data centers used to provide SaaS Services are accessible only by authorized personnel with a unique key entry or comparable security. We conduct annual penetration testing of either the production network and/or web application to be performed. We will maintain industry standard intrusion detection and prevention systems to monitor malicious activity in the network and to log and block any such activity. You may not attempt to bypass or subvert security restrictions in the SaaS Services or environments related to the Tyler Software. Unauthorized attempts to access files, passwords, or other confidential information, and vulnerability and penetration test scanning of our network and systems (hosted or otherwise) are prohibited. Where applicable with respect to our applications that take or process card payment data, we comply with applicable requirements of PCI DSS. We agree to supply the then-current status of our PCI DSS compliance program in the form of an official Attestation of Compliance, which can be found at <https://www.tylertech.com/about-us/compliance> and, in the event of any change in our status, we will comply with applicable notice requirements.

#### **SECTION C – PROFESSIONAL SERVICES**

1. Professional Services. We will provide you the various implementation-related services itemized in the Investment Summary and if applicable, described in the Statement of Work.
2. Professional Services Fees. You agree to pay us the services fees in the amounts set forth in the Investment Summary. Those amounts are payable in accordance with Exhibit B.
3. Additional Services. The Investment Summary contains, and the Statement of Work describes, the scope of services and related costs (including programming and/or interface estimates) required for the project based on our understanding of the specifications you supplied. If additional work is required, or if you use or request additional services, we will provide you with an addendum or change order, as applicable, outlining the costs for the additional work. The price quotes in the addendum or change order will be valid for thirty (30) days from the date of the quote.
4. Cancellation. If you cancel services less than four (4) weeks in advance (other than for Force Majeure or breach by us), you will be liable for all (i) daily fees associated with cancelled professional services if we are unable to reassign our personnel and (ii) any non-refundable travel expenses already incurred by us on your behalf. We will make all reasonable efforts to reassign personnel in the event you cancel within four (4) weeks of scheduled commitments.
5. Services Warranty. We will perform services in a professional, workmanlike manner, consistent with industry standards. In the event we provide services that do not conform to this warranty, we will re-perform such services at no additional cost to you.
6. Site Access and Requirements. At no cost to us, you agree to provide us with reasonable access to your personnel, facilities, and equipment as may be reasonably necessary for us to provide implementation services, subject to any reasonable security protocols or other written policies provided to us as of the Effective Date, and thereafter as mutually agreed to by you and us.
7. Background Checks. All of our employees undergo criminal background checks prior to hire. All employees sign our confidentiality agreement and security policies.



8. Client Assistance. You acknowledge that the implementation of the Tyler Software is a cooperative process requiring the time and resources of your personnel. You certify that you will use reasonable efforts to cooperate with us and make your resources available for the performance of the Agreement in accordance with its terms and the mutually agreed project schedule. Additionally, you agree to use all reasonable efforts to cooperate with and assist us as may be reasonably required to support the efficient execution of the activities required for this Agreement. Accordingly, you will provide notice of any known inability to timely meet a project commitment so that appropriate project adjustments can be made. We will not be liable for failure to meet any project deadlines or milestones when such failure is due to Force Majeure or to the failure by you to comply with the requirements of this paragraph.
9. Maintenance and Support Services.
  - 9.1. For the duration of this Agreement, consistent with the terms set forth in our then-current Support Call Process, we will:
    - 9.1.1. perform our maintenance and support obligations in a professional and workmanlike manner, consistent with industry standards, to provide support and resolve Defects in the Tyler Software (subject to any applicable release life cycle policy);
    - 9.1.2. provide telephone support during our established support hours as indicated in our then-current Support Call Process;
    - 9.1.3. maintain personnel that are sufficiently trained to be familiar with the Tyler Software and Third-Party Software, if any, in order to provide maintenance and support services;
    - 9.1.4. provide releases to the Tyler Software (including updates and enhancements) that we make generally available without additional charge to customers with a current SaaS Agreement.
  - 9.2. Your use of Tyler Software or SaaS Services requires that you remain current with supported releases of Tyler Software as indicated in any applicable release lifecycle policy. Our warranty and support commitments are contingent upon you using a supported version of the Tyler Software. Tyler may require you to update to a current version of the Tyler Software to address a critical issue (for example, to address an identified security vulnerability in the Tyler Software or a third-party component). Tyler will use commercially reasonable efforts to (i) minimize the number of such instances and (ii) provide as much advance notice as possible.
  - 9.3. We will use all reasonable efforts to perform support services remotely. We reserve the right to use secure third-party connectivity tools to deliver maintenance and support services. We also reserve the right to collect Tyler Software or SaaS Services telemetry for product evaluation, quality assurance, and security monitoring and enhancement purposes. You agree to reasonably cooperate with us in providing access to your environments and Data for the purposes of providing maintenance and support services and acknowledge that our warranty, support, and service level obligations under this Agreement are contingent upon receiving reasonable access to your Data and systems.
  - 9.4. For the avoidance of doubt, SaaS Fees do not include the following services: (a) onsite support; (b) application design; (c) other consulting services; or (d) telephone support outside our normal business hours as listed in our then-current Support Call Process.

10. Legislative Change Support. For county customers, we make available legislative change support as follows:

10.1. We will provide you with refinements, enhancements, or other modifications to the Tyler Software as necessary to comply with enacted statewide legislation or administrative regulation applicable to all our clients in your state pertaining to: (a) existing reports, exports, or data exchanges; (b) new reports; (c) new data entry fields for state reporting; (d) new fee calculations; (e) new disposition templates; (f) new sentence templates; or (g) new citation templates.

10.2. We will use commercially reasonable efforts to implement such changes within the time frames set in the applicable legislation or regulation, but in any event within the next version release of the Tyler Software.

10.3. For county customers, our responsibility for legislative change support in each annual term is limited to the number of hours of analysis, post-release data migration, and testing services, at our then-current hourly rates, equal to 20% of the total annual maintenance and support fees or 8% of the total annual SaaS fees paid by all customers within your state during that term.

10.4. You are responsible for any fees in excess of the applicable limits under Section 10.3 above, as well as the cost of any other services required to implement such changes, including, without limitation, training, configuration, project management, or data conversion from external sources. Prior to performing any services under this Section that would result in fees to you, we will provide you with a change order or addendum.

10.5. Business process changes, including usage of optional or new features and data fields, may be required to meet the needs of legislative changes. Tyler will document intended utilization of such new features or new fields, but it is the client's responsibility to enact process changes for compliance with new requirements.

10.6. Our legislative change support obligations do not apply to services required to support new duties or responsibilities that expand upon the scope of your internal business purposes disclosed to us as of the Effective Date.

#### **SECTION D – THIRD-PARTY PRODUCTS**

1. Third-Party Hardware. We will sell and deliver any Third-Party Hardware set forth in the Investment Summary for the price indicated therein. Unless otherwise indicated, installation of Third-Party Hardware will be performed by Tyler or identified third party installers.

2. Third-Party Software. Your rights under this Agreement may include rights to certain Third-Party Software. We certify that we have acquired the right to provide the Third-Party Software to you. Your rights to the Third-Party Software will be governed by the Third-Party Terms and, in the absence of such terms, this Agreement.

3. Third Party Products Warranties.

3.1 We are authorized by each Developer or its authorized reseller to sell or grant access, as



- applicable, to the Third-Party Products.
- 3.2 Unless otherwise expressly indicated, Third-Party Hardware will be new and unused. You will receive free and clear title to the Third-Party Hardware you purchase upon your payment in full of the purchase price.
  - 3.3 You acknowledge that we are not the manufacturer of Third-Party Products. We do not warrant or guarantee the performance of the Third-Party Products. However, we grant and pass through to you any warranty that we may receive from the Developer or supplier of the Third-Party Products.
4. Third-Party Services. If you have purchased Third-Party Services, those services will be provided independently of Tyler by such third party at the rates set forth in the Investment Summary and in accordance with Exhibit B.

#### **SECTION E – TERM AND TERMINATION**

1. Term. The initial term of this Agreement is three (3) years from the first day of the first month following the Effective Date. Upon expiration of the initial term, this Agreement will renew automatically for additional one (1) year renewal terms at our then-current SaaS Fees unless terminated in writing by either party at least sixty (60) days prior to the end of the then-current renewal term. Your right to access or use the Tyler Software and the SaaS Services will terminate at the end of this Agreement.
2. Termination. This Agreement may be terminated as set forth below. In the event of termination, you will pay us for all undisputed fees and expenses related to the software, products, and/or services you have received, or we have incurred or delivered, prior to the effective date of termination. Disputed fees and expenses in all terminations other than your termination for cause must have been submitted as invoice disputes in accordance with Section G(2).
  - 2.1. *Failure to Pay Fees.* You acknowledge that continued access to the SaaS Services is contingent upon your timely payment of fees. We may terminate this Agreement if you do not cure a failure to pay within sixty (60) days of our notice to you that you have overdue payments.
  - 2.2. *For Cause.* If you believe we have materially breached this Agreement, you will invoke the Dispute Resolution clause set forth in Section G(2). You may terminate this Agreement for cause after following the procedures set forth in Section G(2).
  - 2.3. *Force Majeure.* Either party has the right to terminate this Agreement if a Force Majeure event suspends performance of the SaaS Services for a period of forty-five (45) days or more.
  - 2.4. *Lack of Appropriations.* If you should not appropriate or otherwise make available funds sufficient to utilize the SaaS Services, you may unilaterally terminate this Agreement upon thirty (30) days written notice to us. You will not be entitled to a refund or offset of previously paid, but unused SaaS Fees. You agree not to use termination for lack of appropriations as a substitute for termination for convenience.

#### **SECTION F – INDEMNIFICATION, LIMITATION OF LIABILITY AND INSURANCE**

1. Intellectual Property Infringement Indemnification.
  - 1.1. We will defend you against any third-party claim(s) that the Tyler Software or Documentation infringes that third-party's patent, copyright, or trademark, or misappropriates its trade secrets, and will pay the amount of any resulting adverse final judgment (or settlement to which we

consent). You must notify us promptly in writing of the claim and give us sole control over its defense or settlement. You agree to provide us with reasonable assistance, cooperation, and information in defending the claim at our expense.

1.2. Our obligations under this Section F(1) will not apply to the extent the claim or adverse final judgment is based on your use of the Tyler Software in contradiction of this Agreement, including with non-licensed third parties.

1.3. If an infringement or misappropriation claim is fully litigated and your use of the Tyler Software is enjoined by a court of competent jurisdiction, in addition to paying any adverse final judgment (or settlement to which we consent), we will, at our option, either:

1.3.1. procure the right to continue its use;

1.3.2. modify it to make it non-infringing; or

1.3.3. replace it with a functional equivalent.

We may elect to employ these remedies in advance of litigation if we receive information concerning an infringement or misappropriation claim.

1.4. This section provides your exclusive remedy for third-party copyright, patent, or trademark infringement and trade secret misappropriation claims.

## 2. General Indemnification.

2.1. We will indemnify and hold harmless you and your agents, officials, and employees from and against any and all third-party claims, losses, liabilities, damages, costs, and expenses (including reasonable attorney's fees and costs) for (i) personal injury, death, or damage to tangible property, all to the extent caused by our negligence or willful misconduct; or (ii) our violation of law applicable to our performance under this Agreement. You must notify us promptly in writing of the claim and give us sole control over its defense or settlement. You agree to provide us with reasonable assistance, cooperation, and information in defending the claim at our expense.

2.2. To the extent permitted by applicable law, you will indemnify and hold harmless us and our agents, officials, and employees from and against any and all third-party claims, losses, liabilities, damages, costs, and expenses (including reasonable attorney's fees and costs) for (i) personal injury, death, or damage to tangible property, all to the extent caused by your negligence or willful misconduct; or (ii) your violation of a law applicable to your performance under this Agreement. We will notify you promptly in writing of the claim and will give you sole control over its defense or settlement. We agree to provide you with reasonable assistance, cooperation, and information in defending the claim at your expense.

## 3. DISCLAIMER. EXCEPT FOR THE EXPRESS WARRANTIES PROVIDED IN THIS AGREEMENT AND TO THE MAXIMUM EXTENT PERMITTED BY APPLICABLE LAW, WE HEREBY DISCLAIM ALL OTHER WARRANTIES AND CONDITIONS, WHETHER EXPRESS, IMPLIED, OR STATUTORY, INCLUDING, BUT NOT LIMITED TO, ANY IMPLIED WARRANTIES, DUTIES, OR CONDITIONS OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE. CLIENT UNDERSTANDS AND AGREES THAT TYLER DISCLAIMS ANY LIABILITY FOR ERRORS THAT RELATE TO USER ERROR.

## 4. LIMITATION OF LIABILITY. NOTWITHSTANDING ANYTHING TO THE CONTRARY SET FORTH IN THIS AGREEMENT, OUR LIABILITY FOR DAMAGES ARISING OUT OF THIS AGREEMENT, WHETHER BASED ON A THEORY OF CONTRACT OR TORT, INCLUDING NEGLIGENCE AND STRICT LIABILITY, SHALL BE LIMITED TO YOUR ACTUAL DIRECT DAMAGES, NOT TO EXCEED (i) DURING THE INITIAL TERM, AS SET FORTH IN SECTION E(1), TOTAL FEES PAID AS OF THE TIME OF THE CLAIM; OR (ii) DURING ANY RENEWAL TERM, THE THEN-CURRENT ANNUAL SAAS FEES PAYABLE IN THAT RENEWAL TERM. THE



PARTIES ACKNOWLEDGE AND AGREE THAT THE PRICES SET FORTH IN THIS AGREEMENT ARE SET IN RELIANCE UPON THIS LIMITATION OF LIABILITY AND TO THE MAXIMUM EXTENT ALLOWED UNDER APPLICABLE LAW, THE EXCLUSION OF CERTAIN DAMAGES, AND EACH SHALL APPLY REGARDLESS OF THE FAILURE OF AN ESSENTIAL PURPOSE OF ANY REMEDY. THE FOREGOING LIMITATION OF LIABILITY SHALL NOT APPLY TO CLAIMS THAT ARE SUBJECT TO SECTIONS F(1) AND F(2).

5. EXCLUSION OF CERTAIN DAMAGES. TO THE MAXIMUM EXTENT PERMITTED BY APPLICABLE LAW, IN NO EVENT SHALL WE BE LIABLE FOR ANY SPECIAL, INCIDENTAL, PUNITIVE, INDIRECT, OR CONSEQUENTIAL DAMAGES WHATSOEVER, EVEN IF WE HAVE BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES.
6. Insurance. During the course of performing services under this Agreement, we agree to maintain the following levels of insurance: (i) Commercial General Liability of at least \$1,000,000 per occurrence and \$2,000,000 aggregate; (ii) Automobile Liability of \$1,000,000 combined single limit; (iii) Professional Liability (inclusive of cyber protection) of \$1,000,000 per claim and in the aggregate; (iv) Workers Compensation complying with applicable statutory requirements; and (v) Excess/Umbrella Liability of \$5,000,000. We will add you as an additional insured to our Commercial General Liability and Automobile Liability policies, which will automatically add you as an additional insured to our Excess/Umbrella Liability policy as well. We will provide you with copies of certificates of insurance upon your written request.

#### SECTION G – GENERAL TERMS AND CONDITIONS

1. Additional Products and Services. You may purchase additional products and services at the rates set forth in the Investment Summary for twelve (12) months from the Effective Date by executing a mutually agreed addendum. If no rate is provided in the Investment Summary, or those twelve (12) months have expired, you may purchase additional products and services at our then-current pricing, also by executing a mutually agreed addendum. The terms of this Agreement will control any such additional purchase(s), unless otherwise specifically provided in the addendum.
2. Performance Issues and Dispute Resolution.
  - 2.1. Notice. You agree to provide us with written notice within thirty (30) days of receipt of an invoice (for invoice disputes) or, in the case of performance, becoming aware of an issue related to our performance under this Agreement.
  - 2.2. Invoice Issues.
    - 2.2.1. If the issue relates to an invoice, your notice must include the following: (i) the issue(s) with the invoice; (ii) the specific fee(s) at issue; and (iii) the corrective action(s) you are requesting of Tyler.
    - 2.2.2. We will provide a response to your notice that (i) supports the validity of the invoice as issued by us; (ii) adjusts the invoice; or (iii) describes our plan to address the issues identified in your notice.
    - 2.2.3. You agree to pay all undisputed fees by the due date. You acknowledge that you forfeit your right to dispute **any** fees under this Agreement when you fail to pay undisputed fees within sixty (60) days of our notice that the fees are overdue.
    - 2.2.4. In addition to any other remedies available to us under this Agreement or law for non-payment, we reserve the right to recover from you our reasonable costs of collection associated with your failure to timely pay amounts due under this Agreement.

2.2.5. WE RESERVE THE RIGHT TO SUSPEND PERFORMANCE OF ANY SERVICE, INCLUDING ACCESS TO SAAS SERVICES, FOR FAILURE TO TIMELY PAY UNDISPUTED FEES FIFTEEN (15) DAYS FOLLOWING OUR NOTICE OF INTENT TO DO SO.

2.3. *Dispute Resolution.* You agree to cooperate with us in trying to reasonably resolve all disputes, including, if requested by either party, appointing a senior representative to meet and engage in good faith negotiations with our appointed senior representative. Senior representatives will convene within thirty (30) days of the written dispute notice, unless otherwise agreed. All meetings and discussions between senior representatives will be deemed confidential settlement discussions not subject to disclosure under Federal Rule of Evidence 408 or any similar applicable state rule. If we fail to resolve the dispute, then the parties shall participate in mediation in an effort to resolve the dispute. If the dispute remains unresolved after mediation, then either of us may assert our respective rights and remedies in a court of competent jurisdiction. Nothing in this section shall prevent you or us from seeking necessary injunctive relief during the dispute resolution procedures.

3. Taxes. The fees in the Investment Summary do not include any taxes, including, without limitation, sales, use, or excise tax. If you are a tax-exempt entity, you agree to provide us with a tax-exempt certificate. Otherwise, we will pay all applicable taxes to the proper authorities, and you will reimburse us for such taxes. If you have a valid direct-pay permit, you agree to provide us with a copy. For clarity, we are responsible for paying our income taxes, both federal and state, as applicable, arising from our performance of this Agreement.
4. Nondiscrimination. We will not discriminate against any employee or applicant in our employment practices or the performance of our duties, responsibilities, and obligations under this Agreement because of race, color, religion, gender, age, disability, religious beliefs, national, or ethnic origin. We will post, where appropriate, all notices related to nondiscrimination as may be required by applicable law.
5. E-Verify. We use the U.S. Department of Homeland Security's E-Verify system to confirm the eligibility of all current employees and persons hired during the contract term to perform services within the United States under this Agreement.
6. Subcontractors. We will not subcontract any Professional Services specifically for this Agreement without your prior written consent, not to be unreasonably withheld.
7. Binding Effect; No Assignment. This Agreement shall be binding on, and shall be for the benefit of, either your or our successor(s) or permitted assign(s). Neither party may assign this Agreement without the prior written consent of the other party; provided, however, your consent is not required for an assignment by us as a result of a corporate reorganization, merger, acquisition, or purchase of substantially all of our assets.
8. Force Majeure. Except for your payment obligations, neither party will be liable for delays in performing its obligations under this Agreement to the extent that the delay is caused by Force Majeure; provided, however, that within ten (10) business days of the Force Majeure event, the party whose performance is delayed provides the other party with written notice explaining the cause and extent thereof, as well as a request for a reasonable time extension equal to the estimated duration of the Force Majeure event.



9. No Intended Third-Party Beneficiaries. This Agreement is entered into solely for the benefit of you and us. No third party will be deemed a beneficiary of this Agreement, and no third party will have the right to make any claim or assert any right under this Agreement. This provision does not affect the rights of third parties under any Third-Party Terms.
10. Entire Agreement; Amendment. This Agreement represents the entire agreement between you and us with respect to the subject matter hereof, and supersedes any prior agreements, understandings, and representations, whether written, oral, expressed, or implied. Purchase orders submitted by you, if any, are for your internal administrative purposes only, and the terms and conditions contained in those purchase orders will have no force or effect. This Agreement may only be modified in writing, signed by an authorized representative of the party against whom enforcement is sought.
11. Severability. If any term or provision of this Agreement is held invalid or unenforceable, the remainder of this Agreement will be considered valid and enforceable to the fullest extent permitted by law.
12. No Waiver. In the event that the terms and conditions of this Agreement are not strictly enforced by either party, such non-enforcement will not act as or be deemed to act as a waiver or modification of this Agreement, nor will such non-enforcement prevent such party from enforcing each and every term of this Agreement thereafter.
13. Independent Contractor. We are an independent contractor for all purposes under this Agreement.
14. Notices. All notices or communications required or permitted as a part of this Agreement, such as notice of an alleged material breach for a termination for cause or a dispute that must be submitted to dispute resolution, must be in writing and will be deemed delivered upon the earlier of the following: (i) actual receipt by the receiving party; or (ii) five (5) days following deposit with registered or certified mail with proper postage affixed and addressed to the other party at the address set forth in this Agreement or such other address as the party may have designated by proper notice. The consequences for the failure to receive a notice due to improper notification by the intended receiving party of a change in address will be borne by the intended receiving party.
15. Client Lists. You agree that we may identify you by name in client lists, marketing presentations, and promotional materials.
16. Confidentiality. Both parties recognize that their respective employees and agents, in the course of performance of this Agreement, may be exposed to confidential information and that disclosure of such information could violate rights to private individuals and entities, including the parties. Confidential information is nonpublic information that a reasonable person would believe to be confidential and includes, without limitation, personal identifying information (e.g., social security numbers) and trade secrets, each as defined by applicable state law. Each party agrees that it will not disclose any confidential information of the other party and further agrees to take all reasonable and appropriate action to prevent such disclosure by its employees or agents. The confidentiality covenants contained herein will survive the termination or cancellation of this Agreement. This obligation of confidentiality will not apply to information that:
  - i. is in the public domain, either at the time of disclosure or afterwards, except by breach of this Agreement by a party or its employees or agents;
  - ii. a party can establish by reasonable proof was in that party's possession at the time of initial

- disclosure;
- iii. a party receives from a third party who has a right to disclose it to the receiving party; or
  - iv. is the subject of a legitimate disclosure request under the open records laws or similar applicable public disclosure laws governing this Agreement; provided, however, that in the event you receive an open records or other similar applicable request, you will give us prompt notice and otherwise perform the functions required by applicable law.
17. Business License. In the event a local business license is required for us to perform services hereunder, you will promptly notify us and provide us with the necessary paperwork and/or contact information so that we may timely obtain such license.
18. Governing Law. This Agreement will be governed by and construed in accordance with the laws of your state or commonwealth of domicile, without regard to its rules on conflicts of law.
19. Multiple Originals and Authorized Signatures. This Agreement may be executed in multiple originals, any of which will be independently treated as an original document. Any electronic, faxed, scanned, photocopied, or similarly reproduced signature on this Agreement or any amendment hereto will be deemed an original signature and will be fully enforceable as if an original signature. Each party represents to the other that the signatory set forth below is duly authorized to bind that party to this Agreement.
20. Cooperative Procurement. To the maximum extent permitted by applicable law, we agree that this Agreement may be used as a cooperative procurement vehicle by eligible jurisdictions. In such cases, we reserve the right to negotiate and customize the terms and conditions set forth herein, including but not limited to pricing, to the scope and circumstances of that cooperative procurement.
21. Data & Insights Solution Terms. Your use of certain Tyler solutions includes Tyler's Data & Insights data platform. Your rights, and the rights of any of your end users, to use Tyler's Data & Insights data platform is subject to the Data & Insights SaaS Services Terms of Service, available at: <https://www.tylertech.com/terms/data-insights-saas-services-terms-of-service>. By signing a Tyler Agreement or Order Form, or accessing, installing, or using any of the Tyler solutions listed at the linked terms, you certify that you have reviewed, understand, and agree to said terms.
22. Contract Documents. This Agreement includes the following exhibits:
- |                  |                             |
|------------------|-----------------------------|
| <b>Exhibit A</b> | Investment Summary          |
| <b>Exhibit B</b> | Invoicing and Payment Terms |
| <b>Exhibit C</b> | Service Level Agreement     |
| <b>Exhibit D</b> | Third-Party Terms           |
| <b>Exhibit E</b> | Statement of Work           |

*Signature Page to Follow*



IN WITNESS WHEREOF, a duly authorized representative of each party has executed this Agreement as of the date(s) set forth below.

Tyler Technologies, Inc.

Saint Clair County, IL

By: \_\_\_\_\_

By: \_\_\_\_\_

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Title: \_\_\_\_\_

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

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

Address for Notices:

Tyler Technologies, Inc.  
7701 College Boulevard  
Overland Park, KS 66210  
Attention: Chief Legal Officer

Address for Notices:

Saint Clair County, IL  
\_\_\_\_\_  
\_\_\_\_\_  
Attention: \_\_\_\_\_

*With a copy to:*

Tyler Technologies, Inc.  
5101 Tennyson Parkway  
Plano, TX 75024  
Attention: Legal Department



**EXHIBIT A**  
**Investment Summary**

The following Investment Summary details the software and services to be delivered by us to you under the Agreement. This Investment Summary is effective as of the Effective Date. Capitalized terms not otherwise defined will have the meaning assigned to such terms in the Agreement.

Software Fees			
Annual SaaS Fees Payments	Year 1	Year 2	Year 3
Annual Enterprise Supervision Fee	\$77,400	\$81,270	\$85,334
Sourcewell Discount	-\$7,740	-\$8,127	-\$8,533
<b>Total Annual SaaS Fee Payments</b>	<b>\$69,660</b>	<b>\$73,143</b>	<b>\$76,801</b>
Software (SaaS)	Annual SaaS Fees		
Enterprise Supervision	\$77,400		
Total Annual SaaS Fees (Year 1)			\$77,400
Implementation Services			
Enterprise Supervision Professional Services (Fixed Costs)	Cost		
Project Management	\$58,155		
Setup & Configuration Consulting	\$46,585		
Data Conversion	\$91,760		
Product Development **	N/A		
Current & Future State Analysis	\$4,440		
Deployment	\$1,480		
Go-Live Assistance	\$13,440		
Training	\$5,040		
ESUP API Toolkit Training	N/A		
Total Fixed Professional Services Cost			\$220,900
Travel Expenses			
Fixed price travel budget included for Professional Services	\$ 14,949.00		
Total Project (Year 1)			\$313,249
Optional Implementation Services			
Enterprise Supervision Professional Services (Optional Development)	Hour	Rate	Cost
Product Development - Billed as delivered	40	\$210	\$8,400
Total Optional Professional Services			\$8,400
** Product Development to be billed monthly as delivered			

*[Remainder of page is intentionally left blank]*



Service/License Payment Milestone Billing Schedule			St Clair County, Illinois - St Clair County, Illinois - Belleville, Illinois			
WBS	Deliverable/Activity	Description	Amount	Stage Total		Comments
Multi-stage Deliverables						
Multi-stage	0.0. 12	Project Status Reports	33,135.00	33,135.00	12	monthly reports (approximate), submitted monthly, with the total cost divided evenly across the number of reports. Full amount to be billed regardless of number of reports produced.
Stage 1 - Initiate & Plan						
6.1.2 Project Phase Planning		6.1.2 Project Management Plan	6,627.00	33,135.00		
		6.1.2 Project Operational Plans	6,627.00			
		6.1.2 Initial Project Schedule	6,627.00			
6.1.3 Infrastructure Planning		6.1.3 Infrastructure Design Document (Client Connection Notes) (SaaS)	6,627.00			
6.1.4 Stakeholder Planning		6.1.4 Stakeholder Meeting Presentation	6,627.00			
Stage 2 - Assess & Define						
6.2.1 Solution Orientation		6.2.1 Solution Orientation	16,567.50	55,225.00		
6.2.2 Current & Future State Analysis		6.2.2 Current & Future State Analysis Report	16,567.50			
6.2.3 Conversion Assessment		6.2.3 Data Conversion Plan Built or Updated	22,090.00			
6.2.4 Modification Analysis		6.2.4 Modification Specifications (Project Definition Documentation built) PDD [as needed]	-	-		* See Exhibit B Section 2.1 Product Development
			-	-		
Stage 3 - Prepare Solution						
6.3.1 Initial System Deployment		6.3.1 Initial System Deployment [licensed software installed on servers]	5,964.30	59,643.00		
6.3.2 Configuration		6.3.2.1 Configuration Plan	5,964.30			
		6.3.2.2 Initial Configuration Complete	5,964.30			
		6.3.2.3 Security Workshop Complete	5,964.30			
		6.3.2.4 (i) Forms Workshop Completed	5,964.30			
		6.3.2.4 (ii) Configuration Tracking Workbook	14,910.75			
6.3.4 Conversion Delivery		6.3.4 (A) Conversion Pre-Production Iterations / Reviews Complete (Single Track)	14,910.75			
6.3 Modifications Delivery		6.3.5(i) Completed Modifications - Development Delivery, Including any Interface & Integration Consulting	-	-		* See Exhibit B Section 2.1 Product Development
Stage 4 - Production Readiness						
6.4.1 Solution Validation		6.4.1(A) Solution Validation Report (Single Track)	2,319.45	15,463.00		
6.4.2 Go Live Readiness		6.4.2(A) Updated Go-Live Checklist (Single Track)	1,546.30			
6.4.3 End User Training		6.4.3(A) End User Training (Single Track)	11,597.25			
Stage 5 - Production						
6.5.1 Go-Live		6.5.1(A) Data Available in Production Environment (Single Track)	14,689.85	15,463.00		
6.5.2 Transition to Client Services		6.5.2 Client Services Support Document	773.15			
Stage 6 - Close						
6.6.1 Phase Close Out		6.6.1(A) Post Track Review (Single Track)	4,418.00	8,836.00		
6.6.2 Project Close Out		6.6.2 Post Project Report	4,418.00			
Milestone Total			220,900	220,900		
Optional Product Development				8,400		* See Exhibit B Section 2.1 Product Development
Implementation Services Grand Total				229,300		



## Exhibit B Invoicing and Payment Terms

We will provide you with the software and services set forth in the Investment Summary of the Agreement. Capitalized terms not otherwise defined will have the meaning assigned to such terms in the Agreement.

**Invoicing:** We will invoice you for the applicable software and services in the Investment Summary as set forth below. Your rights to dispute any invoice are set forth in the Agreement.

1. Tyler Annual Services.
  - 1.1. *SaaS Services.* SaaS Fees are invoiced on an annual basis, beginning on the commencement of the initial term as set forth in Section E(1) of this Agreement. Your annual SaaS fees for the initial term are set forth in the Investment Summary. Upon expiration of the initial term, your annual SaaS fees will be at our then-current rates.
2. Tyler Services.
  - 2.1. *Professional Services Generally:* Unless otherwise indicated below, fees for Tyler services are invoiced in accordance with the milestone billing schedule set forth in the Investment Summary.
3. Hardware & Third-Party Products.
  - 3.1. *Hardware:* Hardware costs, if any, are invoiced upon delivery.
  - 3.2. *Hardware Maintenance:* The first year maintenance fee for hardware is invoiced upon delivery of the hardware. Subsequent annual maintenance fees for hardware are invoiced annually, in advance, at then-current rates, upon each anniversary thereof.
  - 3.3. *Third-Party Services:* Fees for Third-Party Services, if any, are invoiced as delivered, along with applicable expenses, at the rates set forth in the Investment Summary.
  - 3.4. *Third Party Software.* License Fees for Third Party Software, in any, are invoiced when the applicable Third Party Software is made available to you for download.
  - 3.5. *Third Party Software Maintenance:* The first year maintenance fee for the Third Party Software is invoiced when it is made available to you for downloading. Subsequent annual maintenance fees for Third Party Software are invoiced annually, in advance, at then-current rates, upon each anniversary thereof.
  - 3.6. *Third-Party SaaS Services.* Third-Party SaaS Services fees, if any, are invoiced on an annual basis, commencing with availability of the respective Third-Party SaaS Services. Pricing for the first year of Third-Party SaaS Services is indicated in the Investment Summary. Unless express stated otherwise, pricing for subsequent years will be at then-current rates.
4. Transaction Fees. Unless paid directly by an end user at the time of transaction, per transaction (call, message, etc.) fees are invoiced on a monthly basis. Fees are indicated in the Investment Summary and may be increased by Tyler upon notice of no less than thirty (30) days.
5. Expenses. The service rates in the Investment Summary include travel expenses. Expenses for Tyler



delivered services will be billed as incurred and only in accordance with our then-current Business Travel Policy.

**Payment.** Payment for undisputed invoices is due within forty-five (45) days of the invoice date. We prefer to receive payments electronically. Our electronic payment information is available by contacting [AR@tylertech.com](mailto:AR@tylertech.com).



## Exhibit C

# SERVICE LEVEL AGREEMENT

### I. Agreement Overview

This SLA operates in conjunction with, and does not supersede or replace any part of, the Agreement. It outlines the information technology service levels related to the availability of the Tyler SaaS Services that you have requested us to provide. All other support services are documented in the Support Call Process. This SLA does not apply to any Third-Party SaaS Services.

II. **Definitions.** Except as defined below, all defined terms have the meaning set forth in the Agreement.

*Actual Attainment:* The percentage of time the Tyler Software is available during a calendar month, calculated as follows:  $(\text{Service Availability} - \text{Downtime}) \div \text{Service Availability}$ .

*Client Error Incident:* Any service unavailability resulting from your applications, content or equipment, or the acts or omissions of any of your service users or third-party providers over whom we exercise no control.

*Downtime:* Those minutes during Service Availability, as defined below, when all users cannot launch, login, search or save primary data in the Tyler Software. Downtime does not include those instances in which only a Defect is present.

*Emergency Maintenance Window:* (1) maintenance that is required to patch a critical security vulnerability; (2) maintenance that is required to prevent an imminent outage of Service Availability; or (3) maintenance that is mutually agreed upon in writing by Tyler and the Client.

*Planned Downtime:* Downtime that occurs during a Standard or Emergency Maintenance window.

*Service Availability:* The total number of minutes in a calendar month that the Tyler Software is capable of receiving, processing, and responding to requests, excluding Planned Downtime, Client Error Incidents, denial of service attacks and Force Majeure. Service Availability only applies to Tyler Software being used in the production environment.

*Standard Maintenance:* Routine maintenance to the Tyler Software and infrastructure. Standard Maintenance is limited to five (5) hours per week.

### III. **Service Availability**

#### a. Your Responsibilities

Whenever you experience Downtime, you must make a support call according to the procedures outlined in the Support Call Process. You will receive a support case number.

#### b. Our Responsibilities

When our support team receives a call from you that Downtime has occurred or is occurring, we will work



with you to identify the cause of the Downtime (including whether it may be the result of Planned Downtime, a Client Error Incident, denial of service attack or Force Majeure). We will also work with you to resume normal operations.

c. Client Relief

Our targeted Attainment Goal is 100%. You may be entitled to credits as indicated in the Client Relief Schedule found below. Your relief credit is calculated as a percentage of the SaaS Fees paid for the calendar quarter.

In order to receive relief credits, you must submit a request through one of the channels listed in our Support Call Process within fifteen (15) days of the end of the applicable quarter. We will respond to your relief request within thirty (30) days of receipt.

The total credits confirmed by us will be applied to the SaaS Fee for the next billing cycle. Issuing of such credit does not relieve us of our obligations under the Agreement to correct the problem which created the service interruption.

Client Relief Schedule	
Actual Attainment	Client Relief
99.99% - 98.00%	Remedial action will be taken
97.99% - 95.00%	4%
Below 95.00%	5%

IV. **Maintenance Notifications**

We perform Standard Maintenance during limited windows that are historically known to be reliably low-traffic times. If and when maintenance is predicted to occur during periods of higher traffic, we will provide advance notice of those windows and will coordinate to the greatest extent possible with you.

Not all maintenance activities will cause application unavailability. However, if Tyler anticipates that activities during a Standard or Emergency Maintenance window may make the Tyler Software unavailable, we will provide advance notice, as reasonably practicable, that the Tyler Software will be unavailable during the maintenance window.



## **Exhibit D**

### **Third-Party Terms**

Twilio Acceptable Use Policy. Your use of the Tyler solutions listed below includes functionality provided by a Third-Party Developer, Twilio. Your rights, and the rights of any of your end users, to use said functionality are subject to the terms of the Twilio Acceptable Use Policy, available at <http://www.twilio.com/legal/aup>. By signing a Tyler Agreement or Order Form, or accessing, installing, or using any such Tyler solution, you certify that you have reviewed, understand, and agree to said terms. Tyler hereby disclaims any and all liability related to your or your end user's failure to abide by the terms of the Twilio Acceptable Use Policy. Any liability for failure to abide by said terms shall rest solely with the person or entity whose conduct violated said terms.

- Electronic Warrants
- Online Dispute Resolution
- Enterprise Justice Notifications Add On (text notifications)
- Absence & Substitute
- Notify
- Enterprise Jury Manager
- Enterprise Supervision
- Virtual Court
- Defendant Access





**Exhibit E**  
**Statement of Work**

# St. Clair County

## SOW from Tyler Technologies, Inc.

12/30/2025

Presented to:

11 W Lincoln St  
Belleville, Illinois 62220

Contact:

Vanessa Rogalla  
Email: [Vanessa.Rogalla@TylerTech.com](mailto:Vanessa.Rogalla@TylerTech.com)  
5101 Tennyson Parkway, Plano, TX 75024

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# Part 1: Executive Summary

## 1. Project Overview

### 1.1 Introduction

Tyler Technologies (“Tyler”) is the largest and most established provider of integrated software and technology services focused solely on the public sector. Tyler’s end-to-end solutions empower public sector entities including local, state, provincial and federal government, to operate more efficiently and connect more transparently with their constituents and with each other. By connecting data and processes across disparate systems, Tyler’s solutions transform how clients gain actionable insights that solve problems in their communities.

### 1.2 Project Goals

This Statement of Work (“SOW”) documents the methodology, implementation stages, activities, and roles and responsibilities, and project scope listed in the Investment Summary of the Agreement between Tyler and the County (collectively the “Project”).

The overall goals of the project are to:

- Successfully implement the contracted scope on time and on budget
- Increase operational efficiencies and empower users to be more productive
- Improve accessibility and responsiveness to external and internal customer needs
- Overcome current challenges and meet future goals
- Providing a single, comprehensive, and integrated solution to manage business functions
- Streamline business processes through automation, integration, and workflows
- Provide a user-friendly user interface to promote system use and productivity
- Eliminate redundant data entry

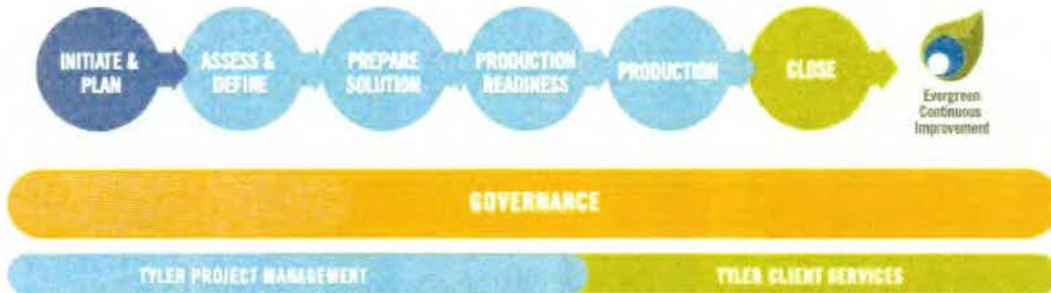
### 1.3 Methodology

This is accomplished by the County and Tyler working as a partnership and Tyler utilizing its depth of implementation experience. While each Project is unique, all will follow Tyler’s six-stage methodology. Each of the six stages is comprised of multiple work packages, and each work package includes a narrative description, objectives, tasks, inputs, outputs/deliverables, assumptions, and a responsibility matrix.

Tailored specifically for Tyler’s public sector clients, the project methodology contains Stage Acceptance Control Points throughout each Phase to ensure adherence to scope, budget, timeline controls, effective communications, and quality standards. Clearly defined, the project methodology repeats consistently across Phases, and is scaled to meet the County’s complexity and organizational needs.



## Tyler's Six Stage Project Methodology



The methodology adapts to both single-phase and multiple-phase projects.

To achieve Project success, it is imperative that both the County and Tyler commit to including the necessary leadership and governance. During each stage of the Project, it is expected that the County and Tyler Project teams work collaboratively to complete tasks. An underlying principle of Tyler's Implementation process is to employ an iterative model where the County's business processes are assessed, configured, validated, and refined cyclically in line with the project budget. This approach is used in multiple stages and work packages as illustrated in the graphic below.

## Iterative Project Model



The delivery approach is systematic, which reduces variability and mitigates risks to ensure Project success. As illustrated, some stages, along with work packages and tasks, are intended to be overlapping by nature to complete the Project efficiently and effectively.





# Part 2: Project Foundation

## 2. Project Governance

Project governance is the management framework within which Project decisions are made. The role of Project governance is to provide a decision-making approach that is logical, robust, and repeatable. This allows organizations to have a structured approach for conducting its daily business in addition to project related activities.

This section outlines the resources required to meet the business needs, objectives, and priorities for the Project, communicate the goals to other Project participants, and provide support and guidance to accomplish these goals. Project governance defines the structure for escalation of issues and risks, Change Control review and authority, and Organizational Change Management activities. Throughout the Statement of Work Tyler has provided RACI Matrices for activities to be completed throughout the implementation which will further outline responsibilities of different roles in each stage. Further refinement of the governance structure, related processes, and specific roles and responsibilities occurs during the Initiate & Plan Stage.

The chart below illustrates an overall team perspective where Tyler and the County collaborate to resolve Project challenges according to defined escalation paths. If project managers do not possess authority to determine a solution, resolve an issue, or mitigate a risk, Tyler implementation management and the County Steering Committee become the escalation points to triage responses prior to escalation to the County and Tyler executive sponsors. As part of the escalation process, each Project governance tier presents recommendations and supporting information to facilitate knowledge transfer and issue resolution. The County and Tyler executive sponsors serve as the final escalation point.

### Project Governance Relationships



### 3. Project Scope Control

#### 3.1 Managing Scope and Project Change

Project Management governance principles contend that there are three connected constraints on a Project: budget, timeline, and scope. These constraints, known as the “triple constraints” or project management triangle, define budget in terms of financial cost, labor costs, and other resource costs. Scope is defined as the work performed to deliver a product, service or result with the specified features and functions, while time is simply defined as the schedule. The Triple Constraint theory states that if you change one side of the triangle, the other two sides must be correspondingly adjusted. For example, if the scope of the Project is increased, cost and time to complete will also need to increase. The Project and executive teams will need to remain cognizant of these constraints when making impactful decisions to the Project. A simple illustration of this triangle is included here, showing the connection of each item and their relational impact to the overall Scope.



A pillar of any successful project is the ability to properly manage scope while allowing the appropriate level of flexibility to incorporate approved changes. Scope and changes within the project will be managed using the change control process outlined in the following section.

#### 3.2 Change Control

It may become necessary to change the scope of this Project due to unforeseeable circumstances (e.g., new constraints or opportunities are discovered). This Project is being undertaken with the understanding that Project scope, schedule, and/or cost may need to change to produce optimal results for stakeholders. Changes to contractual requirements will follow the change control process specified in the final contract, and as described below.

#### 3.3 Change Request Management

Should the need for a change to Project scope, schedule, and/or cost be identified during the Project, the change will be brought to the attention of the Steering Committee and an assessment of the change will occur. While such changes may result in additional costs and delays relative to the schedule, some changes may result in less cost to the County; for example, the County may decide it no longer needs a deliverable originally defined in the Project. The Change Request will include the following information:

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- The nature of the change.
- A good faith estimate of the additional cost or associated savings to the County, if any.
- The timetable for implementing the change.
- The effect on and/or risk to the schedule, resource needs or resource responsibilities.

The County will use its good faith efforts to either approve or disapprove any Change Request within ten (10) Business Days (or other period as mutually agreeable between Tyler and the County). Any changes to the Project scope, budget, or timeline must be documented and approved in writing using a Change Request form. These changes constitute a formal amendment to the Statement of Work and will supersede any conflicting term in the Statement of Work.

## Change Request Process



## 4. Acceptance Process

The implementation of a Project involves many decisions to be made throughout its lifecycle. Decisions will vary from higher level strategy decisions to smaller, detailed Project level decisions. It is critical to the success of the Project that each County office or department designates specific individuals for making decisions on behalf of their offices or departments.

Both Tyler and the County will identify representative project managers. These individuals will represent the interests of all stakeholders and serve as the primary contacts between the two organizations.

The coordination of gaining County feedback and approval on Project deliverables will be critical to the success of the Project. The County project manager will strive to gain deliverable and decision approvals from all authorized County representatives. Given that the designated decision-maker for each department may not always be available, there must be a designated proxy for each decision point in the Project. Assignment of each proxy will be the responsibility of the leadership from each County department. The proxies will be named individuals that have the authorization to make decisions on behalf of their department.

The following process will be used for accepting Deliverables and Control Points:

- The County shall have five (5) business days from the date of delivery, or as otherwise mutually agreed upon by the parties in writing, to accept each Deliverable or Control Point. If the County does not provide acceptance or acknowledgement within five (5) business days, or the otherwise agreed upon timeframe, not to be unreasonably withheld, Tyler deems the Deliverable or Control Point as accepted.
- If the County does not agree the Deliverable or Control Point meets requirements, the County shall notify Tyler project manager(s), in writing, with reasoning within five (5) business days, or the otherwise agreed-upon timeframe, not to be unreasonably withheld, of receipt of the Deliverable.
- Tyler shall address any deficiencies and redeliver the Deliverable or Control Point. The County shall then have two (2) business days from receipt of the redelivered Deliverable or Control Point to accept or again submit written notification of reasons for rejecting the milestone. If the County does not provide acceptance within two (2) business days, or the otherwise agreed upon timeframe, not to be unreasonably withheld, Tyler deems the Deliverable or Control Point as accepted.

## 5. Roles and Responsibilities

The following defines the roles and responsibilities of each Project resource for the County and Tyler. Roles and responsibilities may not follow the organizational chart or position descriptions at the County, but are roles defined within the Project. It is common for individual resources on both the Tyler and County project teams to fill multiple roles. Similarly, it is common for some roles to be filled by multiple people.

### 5.1 Tyler Roles & Responsibilities

Tyler assigns a project manager prior to the start of each Phase of the Project (some Projects may only be one Phase in duration). Additional Tyler resources are assigned as the schedule develops and as needs arise.





### 5.1.1 Tyler Executive Manager

Tyler executive management has indirect involvement with the Project and is part of the Tyler escalation process. This team member offers additional support to the Project team and collaborates with other Tyler department managers as needed to escalate and facilitate implementation Project tasks and decisions.

- Provides clear direction for Tyler staff on executing on the Project Deliverables to align with satisfying the County's overall organizational strategy.
- Authorizes required Project resources.
- Resolves all decisions and/or issues not resolved at the implementation management level as part of the escalation process.
- Acts as the counterpart to the County's executive sponsor.

### 5.1.2 Tyler Implementation Manager

- Tyler implementation management has indirect involvement with the Project and is part of the Tyler escalation process. The Tyler project managers consult implementation management on issues and outstanding decisions critical to the Project. Implementation management works toward a solution with the Tyler Project Manager or with County management as appropriate. Tyler executive management is the escalation point for any issues not resolved at this level.
- Assigns Tyler Project personnel.
- Provides support for the Project team.
- Provides management support for the Project to ensure it is staffed appropriately and staff have necessary resources.
- Monitors Project progress including progress towards agreed upon goals and objectives.

### 5.1.3 Tyler Project Manager

- The Tyler project manager(s) provides oversight of the Project, coordination of Tyler resources between departments, management of the Project budget and schedule, effective risk, and issue management, and is the primary point of contact for all Project related items. As requested by the County, the Tyler Project Manager provides regular updates to the County Steering Committee and other Tyler governance members. Tyler Project Manager's role includes responsibilities in the following areas:

#### 5.1.3.1 Contract Management

- Validates contract compliance throughout the Project.
- Ensures Deliverables meet contract requirements.
- Acts as primary point of contact for all contract and invoicing questions.
- Prepares and presents contract milestone sign-offs for acceptance by the County project manager(s).
- Coordinates Change Requests, if needed, to ensure proper Scope and budgetary compliance.

#### 5.1.3.2 Planning

- Delivers project planning documents.
- Defines Project tasks and resource requirements.
- Develops initial Project schedule and Project Management Plan.
- Collaborates with the County project manager(s) to plan and schedule Project timelines to achieve on-time implementation.

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#### 5.1.3.3 Implementation Management

- Tightly manages Scope and budget of Project to ensure Scope changes and budget planned versus actual are transparent and handled effectively and efficiently.
- Establishes and manages a schedule and Tyler resources that properly support the Project Schedule and are also in balance with Scope/budget.
- Establishes risk/issue tracking/reporting process between the County and Tyler and takes all necessary steps to proactively mitigate these items or communicate with transparency to the County any items that may impact the outcomes of the Project.
- Collaborates with the County 's project manager(s) to establish key business drivers and success indicators that will help to govern Project activities and key decisions to ensure a quality outcome of the project.
- Collaborates with the County 's project manager(s) to set a routine communication plan that will aide all Project team members, of both the County and Tyler, in understanding the goals, objectives, status, and health of the Project.

#### 5.1.3.4 Resource Management

- Acts as liaison between Project team and Tyler manager(s).
- Identifies and coordinates all Tyler resources across all applications, Phases, and activities including development, forms, installation, reports, implementation, and billing.
- Provides direction and support to Project team.
- Manages the appropriate assignment and timely completion of tasks as defined in the Project Schedule, task list, and Go-Live Checklist.
- Assesses team performance and adjusts as necessary.
- Consulted on in Scope 3rd party providers to align activities with ongoing Project tasks.

#### 5.1.4 Tyler Implementation Consultant

- Completes tasks as assigned by the Tyler project manager(s).
- Documents activities for services performed by Tyler.
- Guides the County through software validation process following configuration.
- Assists during Go-Live process and provides support until the County transitions to Client Services.
- Facilitates training sessions and discussions with the County and Tyler staff to ensure adequate discussion of the appropriate agenda topics during the allotted time.
- May provide conversion review and error resolution assistance.

#### 5.1.5 Tyler Sales

- Supports Sales to Implementation knowledge transfer during Initiate & Plan.
- Provides historical information, as needed, throughout implementation.
- Participates in pricing activities if additional licensing and/or services are needed.

#### 5.1.6 Tyler Technical Services

- Maintains Tyler infrastructure requirements and design document(s).
- Involved in system infrastructure planning/review(s).
- Provides first installation of licensed software with initial database on servers.
- Supports and assists the project team with technical/environmental issues/needs.
- Deploys Tyler products.





### 5.1.7 Tyler API Services

- Provides training in the use of the API Toolkit.
- Provides consulting services in the use of the API Toolkit to the County, as the County builds interfaces.

## 5.2 County Roles & Responsibilities

County resources will be assigned prior to the start of each Phase of the Project. One person may be assigned to multiple Project roles.

### 5.2.1 County Executive Sponsor

The County executive sponsor provides support to the Project by providing strategic direction and communicating key issues about the Project and its overall importance to the organization. When called upon, the executive sponsor also acts as the final authority on all escalated Project issues. The executive sponsor engages in the Project, as needed, to provide necessary support, oversight, guidance, and escalation, but does not participate in day-to-day Project activities. The executive sponsor empowers the County steering committee, project manager(s), and functional leads to make critical business decisions for the County.

- Champions the project at the executive level to secure buy-in.
- Authorizes required project resources.
- Actively participates in organizational change communications.

### 5.2.2 County Steering Committee

The County steering committee understands and supports the cultural change necessary for the Project and fosters an appreciation for the Project's value throughout the organization. The steering committee oversees the County project manager and Project through participation in regular internal meetings. The County steering committee remains updated on all Project progress, Project decisions, and achievement of Project milestones. The County steering committee also serves as primary level of issue resolution for the Project.

- Works to resolve all decisions and/or issues not resolved at the project manager level as part of the escalation process.
- Attends all scheduled steering committee meetings.
- Provides support for the project team.
- Assists with communicating key project messages throughout the organization.
- Prioritizes the project within the organization.
- Ensures the project staffed appropriately and that staff have necessary resources.
- Monitors project progress including progress towards agreed upon goals and objectives.
- Has the authority to approve or deny changes impacting the following areas:
  - Cost
  - Scope
  - Schedule
  - Project Goals
  - County Policies
  - Needs of other client projects

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### 5.2.3 County Project Manager

The County shall assign project manager(s) prior to the start of this project with overall responsibility and authority to make decisions related to Project Scope, scheduling, and task assignment. The County Project Manager should communicate decisions and commitments to the Tyler project manager(s) in a timely and efficient manner. When the County project manager(s) do not have the knowledge or authority to make decisions, he or she engages the necessary resources to participate in discussions and make decisions in a timely fashion to avoid Project delays. The County project manager(s) are responsible for reporting to the County steering committee and determining appropriate escalation points.

#### 5.2.3.1 Contract Management

- Validates contract compliance throughout the project.
- Ensures that invoicing and Deliverables meet contract requirements.
- Acts as primary point of contact for all contract and invoicing questions. Collaborates on and approves Change Requests, if needed, to ensure proper scope and budgetary compliance.

#### 5.2.3.2 Planning

- Reviews and accepts project planning documents.
- Defines project tasks and resource requirements for the County project team.
- Collaborates in the development and approval of the project schedule.
- Collaborates with Tyler project manager(s) to plan and schedule project timelines to achieve on-time implementation.

#### 5.2.3.3 Implementation Management

- Tightly manages project budget and scope.
- Collaborates with Tyler project manager(s) to establish a process and approval matrix to ensure that scope changes and budget (planned versus actual) are transparent and handled effectively and efficiently.
- Collaborates with Tyler project manager to establish and manage a schedule and resource plan that properly supports the project schedule as a whole and is also in balance with scope and budget.
- Collaborates with Tyler project manager(s) to establish risk and issue tracking and reporting process between the County and Tyler and takes all necessary steps to proactively mitigate these items or communicate with transparency to Tyler any items that may impact the outcomes of the project.
- Collaborates with Tyler project manager(s) to establish key business drivers and success indicators that will help to govern project activities and key decisions to ensure a quality outcome of the project.
- Routinely communicates with both the County staff and Tyler, aiding in the understanding of goals, objectives, current status, and health of the project by all team members.
- Manages the requirements gathering process and ensure timely and quality business requirements are being provided to Tyler.

#### 5.2.3.4 Resource Management

- Acts as liaison between project team and stakeholders.
- Identifies and coordinates all County resources across all modules, phases, and activities including data conversions, forms design, hardware and software installation, reports building, and satisfying invoices.
- Provides direction and support to project team.





- Builds partnerships among the various stakeholders, negotiating authority to move the project forward.
- Manages the appropriate assignment and timely completion of tasks as defined.
- Assesses team performance and takes corrective action, if needed.
- Provides guidance to County technical teams to ensure appropriate response and collaboration with Tyler Technical Support Teams to ensure timely response and appropriate resolution.
- Owns the relationship with in-Scope 3rd party providers and aligns activities with ongoing project tasks.
- Ensures that users have appropriate access to Tyler project toolsets as required.
- Conducts training on proper use of toolsets.
- Validates completion of required assignments using toolsets.

#### 5.2.4 County Functional Leads

- Makes business process change decisions under time sensitive conditions.
- Communicates existing business processes and procedures to Tyler consultants.
- Assists in identifying business process changes that may require escalation.
- Contributes business process expertise for Current & Future State Analysis.
- Identifies and includes additional subject matter experts to participate in Current & Future State Analysis.
- Validates that necessary skills have been retained by end users.
- Provides End Users with dedicated time to complete required homework tasks.
- Acts as an ambassador/champion of change for the new process and provide business process change support.
- Identifies and communicates any additional training needs or scheduling conflicts to the County project manager.
- Actively participates in all aspects of the implementation, including, but not limited to, the following key activities:
  - Task completion
  - Stakeholder Meeting
  - Project Management Plan development
  - Schedule development
  - Maintenance and monitoring of risk register
  - Escalation of issues
  - Communication with Tyler project team
  - Coordination of County resources
  - Attendance at scheduled sessions
  - Change management activities
  - Modification specification, demonstrations, testing and approval assistance
  - Data analysis assistance
  - Decentralized end user training
  - Process testing
  - Solution Validation

#### 5.2.5 County Power Users

- Participate in project activities as required by the project team and project manager(s).
- Provide subject matter expertise on the County business processes and requirements.
- Act as subject matter experts and attend Current & Future State Analysis sessions as needed.
- Attend all scheduled training sessions.



- Participate in all required post-training processes as needed throughout project.
- Test all application configuration to ensure it satisfies business process requirements.
- Become application experts.
- Participate in Solution Validation.
- Adopt and support changed procedures.
- Complete all deliverables by the due dates defined in the project schedule.
- Demonstrate competency with Tyler products processing prior to Go-live.
- Provide knowledge transfer to the County staff during and after implementation.
- Participate in conversion review and validation.

#### 5.2.6 County End Users

- Attend all scheduled training sessions.
- Become proficient in application functions related to job duties.
- Adopt and utilize changed procedures.
- Complete all deliverables by the due dates defined in the project schedule.
- Utilize software to perform job functions at and beyond Go-live.

#### 5.2.7 County Technical Lead

- Coordinates updates and releases with Tyler as needed.
- Coordinates the copying of source databases to training/testing databases as needed for training days.
- Coordinates and adds new users, printers and other peripherals as needed.
- Validates that all users understand log-on process and have necessary permission for all training sessions.
- Coordinates interface development for County third party interfaces.
- Develops or assists in creating reports as needed.
- Ensures on-site system meets specifications provided by Tyler.
- Assists with software installation as needed.
- Extracts and transmits conversion data and control reports from the County's legacy system per the conversion schedule set forth in the project schedule.

##### 5.2.7.1 County Upgrade Coordination

- Becomes familiar with the software upgrade process and required steps.
- Becomes familiar with Tyler's releases and updates.
- Utilizes Tyler resources to stay abreast of the latest Tyler releases and updates, as well as the latest helpful tools to manage the County's software upgrade process.
- Assists with the software upgrade process during implementation.
- Manages software upgrade activities post-implementation.
- Manages software upgrade plan activities.
- Coordinates software upgrade plan activities with County and Tyler resources.
- Communicates changes affecting users and department stakeholders.
- Obtains department stakeholder acceptance to upgrade production environment.

#### 5.2.8 County Change Management Lead

- Validates that users receive timely and thorough communication regarding process changes.
- Provides coaching to supervisors to prepare them to support users through the project changes.

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- Identifies the impact areas resulting from project activities and develops a plan to address them proactively.
- Identifies areas of resistance and develops a plan to reinforce the change.
- Monitors post-production performance and new process adherence.



# Part 3: Project Plan

## 6. Project Stages

### Work Breakdown Structure

The Work Breakdown Structure (WBS) is a hierarchical representation of a Project or Phase broken down into smaller, more manageable components. The top-level components are called “Stages” and the second level components are called “Work Packages”. The work packages, shown below each stage, contain the high-level work to be done. The detailed Project Schedule, developed during Project/Phase Planning and finalized during subsequent stages, lists the tasks to be completed within each work package. Each stage ends with a “Control Point”, confirming the work performed during that stage of the Project has been accepted by the County.

### Work Breakdown Structure (WBS)

1. Initiate & Plan	2. Assess & Define	3. Prepare Solution	4. Production Readiness	5. Production	6. Close
1.1 Initial Coordination	2.1 Solution Orientation	3.1 Initial System Deployment	4.1 Solution Validation	5.1 Go Live	6.1 Phase Close Out
1.2 Project/Phase Planning	2.2 Current & Future State Analysis	3.2 Configuration	4.2 Go Live Readiness	5.2 Transition to Client Services	6.2 Project Close Out
1.3 Infrastructure Planning	2.3 Modification Analysis	3.3 Process Refinement	4.3 End User Training	5.3 Post Go Live Activities	
1.4 Stakeholder Meeting	2.4 Conversion Assessment	3.4 Conversion Delivery			
1.5 GIS Planning*	2.5 Data Assessment	3.5 Data Delivery			
		3.6 Modifications*			

*\*Items noted with an asterisk in the graphic above relate to specific products and services. If those products and services are not included in the scope of the contract, these specific work packages will be noted as “This work package is not applicable” in Section 6 of the Statement of Work.*





## 6.1 Initiate and Plan

The Initiate and Plan stage involves Project initiation, infrastructure, and planning. This stage creates a foundation for the Project by identifying and establishing sequence and timing for each Phase as well as verifying scope for the Project. This stage will be conducted at the onset of the Project, with a few unique items being repeated for the additional Phases as needed.

### 6.1.1 Initial Coordination

Prior to Project commencement, Tyler management assigns project manager(s). Additional Project resources will be assigned later in the Project as a Project schedule is developed. Tyler provides the County with initial Project documents used to gather names of key personnel, their functional role as it pertains to the Project, as well as any blackout dates to consider for future planning. the County gathers the information requested by the provided deadline ensuring preliminary planning and scheduling can be conducted moving the Project forward in a timely fashion. Internally, the Tyler Project Manager(s) coordinate with sales to ensure transfer of vital information from the sales process prior to scheduling a Project Planning Meeting with the County's team. During this step, Tyler will work with the County to establish the date(s) for the Project and Phase Planning session.

#### Objectives:

- Formally launch the project.
- Establish project governance.
- Define and communicate governance for Tyler.
- Identify County project team.

STAGE 1	Initial Coordination																
	Tyler								County								
RACI MATRIX KEY: R = Responsible A = Accountable C = Consulted I = Informed	Executive Manager	Implementation Manager	Project Manager	Implementation Consultant	Data Experts	Modification Services	Technical Services	Client Services	Executive Sponsor	Steering Committee	Project Manager	Functional Leads	Change Management Leads	Subject Matter Experts (Power)	Department Heads	End Users	Technical Leads
Tyler project team is assigned	A	R	C	I	I	I	I		I		I						
County project team is assigned									A	I	R	I	I	I			
Provide initial project documents to the County		A	R	C			C		I		I						
Gather preliminary information requested			I						A		R	C		C		C	C
Sales to implementation knowledge transfer		A	R	I	I	I	I				I						
Create Project Portal to store project artifacts and facilitate communication		A	R								I						

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Inputs	Contract documents
	Statement of Work

Outputs/Deliverables	Working initial project documents
	Project portal

#### Work package assumptions:

- Project activities begin after the agreement has been fully executed.

### 6.1.2 Project/Phase Planning

Project and Phase planning provides an opportunity to review the contract, software, data conversions and services purchased, identify applications to implement in each Phase (if applicable), and discuss implementation timeframes.

During this work package Tyler will work with the County to coordinate and plan a formal Project planning meeting(s). This meeting signifies the start of the Project and should be attended by all County Project team members and the Tyler Project Manager. The meeting provides an opportunity for Tyler to introduce its implementation methodology, terminology, and Project management best practices to the County's Project Team. This will also present an opportunity for project managers and Project sponsors to begin to discuss Project communication, metrics, status reporting and tools to be used to measure Project progress and manage change.

Tyler will work with the County Project Team to prepare and deliver the Project Management Plan as an output of the planning meeting. This plan will continue to evolve and grow as the Project progresses and will describe how the project will be executed, monitored, and controlled.

During project planning, Tyler will introduce the tools that will be used throughout the implementation. Tyler will familiarize the County with these tools during project planning and make them available for review and maintenance as applicable throughout the project. Some examples are Solution validation plan, issue log, and go-live checklist.

STAGE 1	Project/Phase Planning																
	Tyler								County								
RACI MATRIX KEY: R = Responsible A = Accountable C = Consulted I = Informed	Executive Manager	Implementation Manager	Project Manager	Implementation Consultant	Data Experts	Modification Services	Technical Services	Client Services	Executive Sponsor	Steering Committee	Project Manager	Functional Leads	Change Management Leads	Subject Matter Experts (Power	Department Heads	End Users	Technical Leads
Schedule and conduct planning session(s)		A	R						I		C	C	I				
Develop Project Management Plan		A	R						I		C	C	I				





Develop initial project schedule		A	R	I	I	I	I		I	I	C	C	I	I	C		I
----------------------------------	--	---	---	---	---	---	---	--	---	---	---	---	---	---	---	--	---

Inputs	Contract documents
	Statement of Work
	Guide to Starting Your Project

Outputs / Deliverables		Acceptance Criteria [only] for Deliverables
	Project Management Plan	Delivery of document
	Project Operational Plan	Delivery of document
	Initial Project Schedule	County provides acceptance of schedule based on resource availability, project budget, and goals.

**Work package assumptions:**

- County has reviewed and completed the Guide to Starting Your Project document.

### 6.1.3 Infrastructure Planning

Procuring required hardware and setting it up properly is a critical part of a successful implementation. Tyler will be responsible for building the environments for a hosted/SaaS deployment, unless otherwise identified in the Agreement. . The County is responsible for the installation, setup and maintenance of all peripheral devices.

**Objectives:**

- Ensure the County's infrastructure meets Tyler's application requirements.
- Ensure the County's infrastructure is scheduled to be in place and available for use on time.

STAGE 1	Infrastructure Planning																
	Tyler							County									
RACI MATRIX KEY: R = Responsible A = Accountable C = Consulted I = Informed	Executive Manager	Implementation Manager	Project Manager	Implementation Consultant	Data Experts	Modification Services	Technical Services	Client Services	Executive Sponsor	Steering Committee	Project Manager	Functional Leads	Change Management Leads	Subject Matter Experts	Department Heads	End Users	Technical Leads
Initial Infrastructure Communication		A	R		C		C				C						C
Schedule Environment Availability		A	R				C				I						

Inputs	Initial Infrastructure Requirements
--------	-------------------------------------



Outputs / Deliverables		Acceptance Criteria [only] for Deliverables
	Completed Infrastructure Requirements	Delivery of Requirements

#### 6.1.4 Stakeholder Meeting

Communication of the Project planning outcomes to the County Project team, executives and other key stakeholders is vital to Project success. The Stakeholder meeting is a strategic activity to inform, engage, gain commitment, and instill confidence in the County team. During the meeting, the goals and objectives of the Project will be reviewed along with detail on Project scope, implementation methodology, roles and responsibilities, Project timeline and schedule, and keys to Project success.

##### Objectives:

- Formally present and communicate the project activities and timeline.
- Communicate project expectations.

STAGE 1	Stakeholder Meeting																
	Tyler								County								
RACI MATRIX KEY: R = Responsible A = Accountable C = Consulted I = Informed	Executive Manager	Implementation Manager	Project Manager	Implementation Consultant	Data Experts	Modification Services	Technical Services	Client Services	Executive Sponsor	Steering Committee	Project Manager	Functional Leads	Change Management Leads	Subject Matter Experts (Power	Department Heads	End Users	Technical Leads
Create Stakeholder Meeting Presentation	I	A	R	I	I				I	I	C		I				
Review Stakeholder Meeting Presentation		I	C						A		R		C				
Perform Stakeholder Meeting Presentation	I	A	R	I	I				I	I	C	I	I	I	I	I	I

Inputs	Agreement
	SOW
	Project Management Plan

Outputs / Deliverables		Acceptance Criteria [only] for Deliverables
	Stakeholder Meeting Presentation	

##### Work package assumptions:

- None





### 6.1.5 This work package is not applicable.

### 6.1.6 Control Point 1: Initiate & Plan Stage Acceptance

Acceptance criteria for this stage includes completion of all criteria listed below.

Note: Advancement to the Assess & Define stage is not dependent upon Tyler's receipt of this stage acceptance.

#### Initiate & Plan Stage Deliverables:

- Project Management Plan
- Initial Project Schedule

#### Initiate & Plan stage acceptance criteria:

- All stage deliverables accepted based on acceptance criteria previously defined
- Project governance defined
- Project portal made available to the County
- Stakeholder meeting complete

## 6.2 Assess & Define

The Assess & Define stage will provide an opportunity to gather information related to current County business processes. This information will be used to identify and define business processes utilized with Tyler software. The County collaborates with Tyler providing complete and accurate information to Tyler staff and assisting in analysis, understanding current workflows and business processes.

### 6.2.1 Solution Orientation

The Solution Orientation provides the Project stakeholders a high-level understanding of the solution functionality prior to beginning the current and future state analysis. The primary goal is to establish a foundation for upcoming conversations regarding the design and configuration of the solution.

Tyler utilizes a variety of tools for the Solution Orientation, focusing on County team knowledge transfer such as: eLearning, documentation, or walkthroughs. The County team will gain a better understanding of the major processes and focus on data flow, the connection between configuration options and outcome, integration, and terminology that may be unique to Tyler's solution.

#### Objectives:

- Provide a basic understanding of system functionality.
- Prepare the County for current and future state analysis.

STAGE 2	Solution Orientation	
	Tyler	County



RACI MATRIX KEY: R = Responsible A = Accountable C = Consulted I = Informed	Executive Manager	Implementation Manager	Project Manager	Implementation Consultant	Data Experts	Modification Services	Technical Services	Client Services	Executive Sponsor	Steering Committee	Project Manager	Functional Leads	Change Management Leads	Subject Matter Experts (Power	Department Heads	End Users	Technical Leads
Provide pre-requisites			A	R							I	I		I	I		I
Complete pre-requisites											A	R		C			C
Conduct orientation			A	R							I	I		I	I		I

Inputs	Solution orientation materials
	Training Plan

### 6.2.2 Current & Future State Analysis

The Current & Future State Analysis provides the Project stakeholders and Tyler an understanding of process changes that will be achieved with the new system.

The County and Tyler will evaluate current state processes, options within the new software, pros and cons of each based on current or desired state and make decisions about the future state configuration and processing. This may occur before or within the same timeframe as the configuration work package. The options within the new software will be limited to the scope of this implementation and will make use of standard Tyler functionality.

The County will adopt the existing Tyler solution wherever possible to avoid project schedule and quality risk from over customization of Tyler products. It is the County's responsibility to verify that in-scope requirements are being met throughout the implementation if functional requirements are defined as part of the contract. The following guidelines will be followed when evaluating if a modification to the product is required:

- A reasonable business process change is available.
- Functionality exists which satisfies the requirement.
- Configuration of the application satisfies the requirement.
- An in-scope modification satisfies the requirement.

Requirements that are not met will follow the agreed upon change control process and can have impacts on the project schedule, scope, budget, and resource availability.

STAGE 2	Current & Future State Analysis	
	Tyler	County





RACI MATRIX KEY: R = Responsible A = Accountable C = Consulted I = Informed	Executive Manager	Implementation Manager	Project Manager	Implementation Consultant	Data Experts	Modification Services	Technical Services	Client Services	Executive Sponsor	Steering Committee	Project Manager	Functional Leads	Change Management Leads	Subject Matter Experts (Power Users)	Department Heads	End Users	Technical Leads
Current State process review			A	R	I	I	I				C	C	C	C			C
Discuss future-state options			A	R	C	C	C				C	C	C	C			C
Make future-state decisions (non-COTS)			C	C	C	C	C				A	R	I	C			C
Document anticipated configuration options required to support future state			A	R	C	C	C				I	I	I	I			I

Inputs	County current state documentation
	Solution Orientation completion

Outputs / Deliverables		Acceptance Criteria [only] for Deliverables
	Documentation that describes future-state decisions and configuration options to support future-state decisions.	Delivery of document

#### Work package assumptions:

- County attendees possess sufficient knowledge and authority to make future state decisions.
- The County is responsible for any documentation of current state business processes.
- The County can effectively communicate current state processes.

### 6.2.3 This work package is not applicable.

### 6.2.4 Conversion Assessment

Data Conversions are a major effort in any software implementation. Tyler's conversion tools facilitate the predictable, repeatable conversion process that is necessary to support a successful transition to the Tyler system. The first step in this process is to perform an assessment of the existing ("legacy") system(s), to better understand the source data, risks, and options available. Once the data has been analyzed, the plan for data conversion is completed and communicated to the appropriate stakeholders.

#### Objectives:

- Communicate a common understanding of the project goals with respect to data.
- Ensure complete and accurate source data is available for review/transfer.
- Map the data from the source to the Tyler system.
- Document the data conversion/loading approach.

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STAGE 2	Data Conversion Assessment																
	Tyler								County								
RACI MATRIX KEY: R = Responsible A = Accountable C = Consulted I = Informed	Executive Manager	Implementation Manager	Project Manager	Implementation Consultant	Data Experts	Modification Services	Technical Services	Client Services	Executive Sponsor	Steering Committee	Project Manager	Functional Leads	Change Management Leads	Subject Matter Experts (Power	Department Heads	End Users	Technical Leads
Extract Data from Source Systems			I		C						A						R
Review and Scrub Source Data			I	I	I						A	R		C			I
Build/Update Data Conversion Plan			R	C	C						C	I	I	I			I

Inputs	County Source data
	County Source data Documentation (if available)

Outputs / Deliverables		Acceptance Criteria [only] for Deliverables
	Data Conversion Plan built/updated	County Acceptance of Data Conversion Plan, if Applicable

#### Work package assumptions:

- Tyler will be provided with data from the Legacy system(s) in a mutually agreed upon format.
- Tyler will work with the County representatives to identify business rules before writing the conversion.
- County subject matter experts and resources most familiar with the current data will be involved in the data conversion planning effort.

### 6.2.5 Control Point 2: Assess & Define Stage Acceptance

Acceptance criteria for this Stage includes completion of all criteria listed below.

Note: Advancement to the Prepare Solution Stage is dependent upon Tyler's receipt of the Stage Acceptance.

#### Assess & Define Stage Deliverables:

- Documentation of future state decisions and configuration options to support future state decisions.
- Modification specification document.

#### Assess & Define Stage Acceptance Criteria:

- All stage deliverables accepted based on criteria previously defined.
- Solution Orientation is delivered.
- Conversion data extracts are received by Tyler.





- Data conversion plan built.

## 6.3 Prepare Solution

During the Prepare Solution stage, information gathered during the Initiate & Plan and Assess & Define stages will be used to install and configure the Tyler software solution. Software configuration will be validated by the County against future state decisions defined in previous stages and processes refined as needed to ensure business requirements are met.

### 6.3.1 Initial System Deployment

The timely availability of the Tyler Solution is important to a successful Project implementation. The success and timeliness of subsequent work packages are contingent upon the initial system deployment of Tyler Licensed Software on an approved network and infrastructure. Delays in executing this work package can affect the project schedule.

#### Objectives:

- All licensed software is installed and operational.
- The County can access the software.

STAGE 3	Initial System Deployment (Hosted/SaaS)*																
	Tyler							County									
RACI MATRIX KEY: R = Responsible A = Accountable C = Consulted I = Informed	Executive Manager	Implementation Manager	Project Manager	Implementation Consultant	Data Experts	Modification Services	Technical Services	Client Services	Executive Sponsor	Steering Committee	Project Manager	Functional Leads	Change Management Leads	Subject Matter Experts (Power Users)	Department Heads	End Users	Technical Leads
Prepare hosted environment			A				R				I						C
Install Licensed Software for Included Environments			A				R				I						C
Install Licensed Software on County Devices (if applicable)			I				C				A						R
Tyler System Administration Training (if applicable)			A				R				I						C

Outputs / Deliverables	Acceptance Criteria [only] for Deliverables	
	Licensed Software is Installed on the Server(s)	Software is accessible



Licensed Software is Installed on County Devices (if applicable)	Software is accessible
Installation Checklist/System Document	

#### Work package assumptions:

- The most current available version of the Tyler Licensed Software will be installed.
- The County will provide network access for Tyler modules, printers, and Internet access to all applicable County and Tyler Project staff.

### 6.3.2 Configuration

The purpose of Configuration is to prepare the software product for validation.

Tyler staff collaborates with the County to complete software configuration based on the outputs of the future state analysis performed during the Assess and Define Stage. The County collaborates with Tyler staff iteratively to validate software configuration.

#### Objectives:

- Software is ready for validation.
- Educate the County Power User how to configure and maintain software.
- Prepare standard interfaces for process validation (if applicable).

STAGE 3	Configuration																
	Tyler								County								
RACI MATRIX KEY: R = Responsible A = Accountable C = Consulted I = Informed	Executive Manager	Implementation Manager	Project Manager	Implementation Consultant	Data Experts	Modification Services	Technical Services	Client Services	Executive Sponsor	Steering Committee	Project Manager	Functional Leads	Change Management Leads	Subject Matter Experts (Power	Department Heads	End Users	Technical Leads
Conduct configuration training			A	R							I	C		C			
Complete Tyler configuration tasks (where applicable)			A	R							I	I		I			
Complete County configuration tasks (where applicable)			I	C							A	R		C			
Standard interfaces configuration and training (if applicable)			A	R			C				I	C		C			C
Updates to Solution Validation testing plan			C	C							A	R		C			C





Inputs	Documentation that describes future state decisions and configuration options to support future state decisions.
--------	--

Outputs / Deliverables		Acceptance Criteria [only] for Deliverables
	Configured System	

#### Work package assumptions:

- Tyler provides guidance for configuration options available within the Tyler software. The County is responsible for making decisions when multiple options are available.

### 6.3.3 Process Refinement

Tyler will educate the County users on how to execute processes in the system to prepare them for the validation of the software. The County collaborates with Tyler staff iteratively to validate software configuration options to support future state.

#### Objectives:

- Ensure that the County understands future state processes and how to execute the processes in the software.
- Refine each process to meet the business requirements.
- Validate standard interfaces, where applicable.
- Validate forms and reports, where applicable.

STAGE 3	Process Refinement																
	Tyler								County								
RACI MATRIX KEY: R = Responsible A = Accountable C = Consulted I = Informed	Executive Manager	Implementation Manager	Project Manager	Implementation Consultant	Data Experts	Modification Services	Technical Services	Client Services	Executive Sponsor	Steering Committee	Project Manager	Functional Leads	Change Management Leads	Subject Matter Experts (Power)	Department Heads	End Users	Technical Leads
Conduct process training			A	R							I	C	I	C			
Confirm process decisions			I	C						A	R	C	I	C			
Test configuration			I	C							A	R		C			
Refine configuration (County Responsible)			I	C							A	R		C			
Refine configuration (Tyler Responsible)			A	R							I	I		I			



Validate interface process and results			I	C			C				A	R		C			C
Update County-specific process documentation (if applicable)			I	C							A	R		C			
Updates to Solution Validation testing plan			C	C							A	R		C			C

Inputs	Initial Configuration
	Documentation that describes future state decisions and configuration options to support future state decisions.
	Solution validation test plan

Outputs / Deliverables		Acceptance Criteria [only] for Deliverables
	Updated solution validation test plan	
	Completed County-specific process documentation (completed by County)	

#### Work package assumptions:

- None

### 6.3.4 Conversion Delivery

The purpose of this task is to transition the County's data from their source ("legacy") system(s) to the Tyler system(s). The data will need to be mapped from the legacy system into the new Tyler system format. A well-executed data conversion is key to a successful cutover to the new system(s).

With guidance from Tyler, the County will review specific data elements within the system and identify / report discrepancies. Iteratively, Tyler will collaborate with the County to address conversion discrepancies. This process will allow for clean, reconciled data to transfer from the source system(s) to the Tyler system(s). Reference Conversion Appendix for additional detail.



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## Objectives:

- Data is ready for production (Conversion).

STAGE 3	Data Delivery & Conversion																
	Tyler							County									
RACI MATRIX KEY: R = Responsible A = Accountable C = Consulted I = Informed	Executive Manager	Implementation Manager	Project Manager	Implementation Consultant	Data Experts	Modification Services	Technical Services	Client Services	Executive Sponsor	Steering Committee	Project Manager	Functional Leads	Change Management Leads	Subject Matter Experts (Power Users)	Department Heads	End Users	Technical Leads
Provide data crosswalks/code mapping tool			A	C	R						I	I		I			
Populate data crosswalks/code mapping tool			I	C	C						A	R		C			
Iterations: Conversion Development			A	C	R						I						I
Iterations: Deliver converted data			A		R		I				I						I
Iterations: Proof/Review data and reconcile to source system			C	C	C						A	R		C			C

Inputs	
	Data Conversion Plan
	Configuration

Outputs / Deliverables		Acceptance Criteria [only] for Deliverables
	Code Mapping Complete / Validated	
	Conversion Iterations / Reviews Complete	Conversion complete, verified, and ready for final pass

## Work package assumptions:

- The County will provide a single file layout per source system as identified in the investment summary.
- The County subject matter experts and resources most familiar with the current data will be involved in the data conversion effort.



- The County project team will be responsible for completing the code mapping activity, with assistance from Tyler.

### 6.3.5 This work package is not applicable.

### 6.3.6 Control Point 3: Prepare Solution Stage Acceptance

Acceptance criteria for this Stage includes all criteria listed below in each Work Package.

Note: Advancement to the Production Readiness Stage is dependent upon Tyler's receipt of the Stage Acceptance.

#### Prepare Solution Stage Deliverables:

- Licensed software is installed.
- Installation checklist/system document.
- Conversion iterations and reviews complete.

#### Prepare Solution Stage Acceptance Criteria:

- All stage deliverables accepted based on criteria previously defined.
- Software is configured.
- Solution validation test plan has been reviewed and updated if needed.

## 6.4 Production Readiness

Activities in the Production Readiness stage will prepare the County team for go-live through solution validation, the development of a detailed go-live plan and end user training. A readiness assessment will be conducted with the County to review the status of the project and the organizations readiness for go-live.

### 6.4.1 Solution Validation

Solution Validation is the end-to-end software testing activity to ensure that the County verifies all aspects of the Project (hardware, configuration, business processes, etc.) are functioning properly, and validates that all features and functions per the contract have been deployed for system use.

#### Objectives:

- Validate that the solution performs as indicated in the solution validation plan.
- Ensure the County organization is ready to move forward with go-live and training (if applicable).

STAGE 4	Solution Validation	
	Tyler	County





<b>RACI MATRIX KEY:</b> R = Responsible A = Accountable C = Consulted I = Informed	Executive Manager	Implementation Manager	Project Manager	Implementation Consultant	Data Experts	Modification Services	Technical Services	Client Services	Executive Sponsor	Steering Committee	Project Manager	Functional Leads	Change Management Leads	Subject Matter Experts (Power)	Department Heads	End Users	Technical Leads
Update Solution Validation plan			A	R	C						C	C		C			
Update test scripts (as applicable)			C	C	C						A	R		C			
Perform testing			C	C	C						A	R		C			
Document issues from testing			C	C	C						A	R		C			
Perform required follow-up on issues			A	R	C						C	C		C			

Inputs	Solution Validation plan
	Completed work product from prior stages (configuration, business process, etc.)

Outputs / Deliverables		Acceptance Criteria [only] for Deliverables
	Solution Validation Report	County updates report with testing results

#### Work package assumptions:

- Designated testing environment has been established.
- Testing includes current phase activities or deliverables only.

### 6.4.2 Go-Live Readiness

Tyler and the County will ensure that all requirements defined in Project planning have been completed and the Go-Live event can occur, as planned. A go-live readiness assessment will be completed identifying risks or actions items to be addressed to ensure the County has considered its ability to successfully Go-Live. Issues and concerns will be discussed, and mitigation options documented. Tyler and the County will jointly agree to move forward with transition to production. Expectations for final preparation and critical dates for the weeks leading into and during the Go-Live week will be planned in detail and communicated to Project teams.

#### Objectives:

- Action plan for go-live established.
- Assess go-live readiness.
- Stakeholders informed of go-live activities.

STAGE 4	Go-Live Readiness	
	Tyler	County

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RACI MATRIX KEY: R = Responsible A = Accountable C = Consulted I = Informed	Executive Manager	Implementation Manager	Project Manager	Implementation Consultant	Data Experts	Modification Services	Technical Services	Client Services	Executive Sponsor	Steering Committee	Project Manager	Functional Leads	Change Management Leads	Subject Matter Experts (Power)	Department Heads	End Users	Technical Leads
Perform Readiness Assessment	I	A	R	C	C	I	C	I	I	I	I		I				I
Conduct Go-Live planning session		A	R	C							C	C	C	C	C		C
Order peripheral hardware (if applicable)			I							A	R						C
Confirm procedures for Go-Live issue reporting & resolution		A	R	I	I	I	I				C	C	I	I	I	I	I
Develop Go-Live checklist		A	R	C	C						C	C	I	C			C
Final system infrastructure review (where applicable)			A				R				C						C

Inputs	Future state decisions
	Go-live checklist

Outputs / Deliverables		Acceptance Criteria [only] for Deliverables
	Updated go-live checklist	Updated Action plan and Checklist for go-live delivered to the County

Work package assumptions:

- None

### 6.4.3 End User Training

End User Training is a critical part of any successful software implementation. Using a training plan previously reviewed and approved, the Project team will organize and initiate the training activities.

Tyler Led: Tyler provides training for all applicable users. One or multiple occurrences of each scheduled training or implementation topic will be covered.

Tyler will provide standard application documentation for the general use of the software. It is not Tyler's responsibility to develop County specific business process documentation. County-led training labs using County specific business process documentation if created by the County can be added to the regular training curriculum, enhancing the training experiences of the end users.

Objectives:

- End users are trained on how to use the software prior to go-live.
- The County is prepared for on-going training and support of the application.





STAGE 4	End User Training																
	Tyler							County									
RACI MATRIX KEY: R = Responsible A = Accountable C = Consulted I = Informed	Executive Manager	Implementation Manager	Project Manager	Implementation Consultant	Data Experts	Modification Services	Technical Services	Client Services	Executive Sponsor	Steering Committee	Project Manager	Functional Leads	Change Management Leads	Subject Matter Experts (Power	Department Heads	End Users	Technical Leads
Update training plan		A	R	C							C		I		C		
End User training (Tyler-led)		A	R	C							C	C	I	C	C	C	
Train-the-trainer		A	R	C							C	C	I	C			
End User training (County-led)			C	C							A	R	I	C	C	C	

Inputs	Training Plan
	List of End Users and their Roles / Job Duties
	Configured Tyler System

Outputs / Deliverables		Acceptance Criteria [only] for Deliverables
	End User Training	County signoff that training was delivered

#### Work package assumptions:

- The County project team will work with Tyler to jointly develop a training curriculum that identifies the size, makeup, and subject-area of each of the training classes.
- Tyler will work with the County as much as possible to provide end-user training in a manner that minimizes the impact to the daily operations of County departments.
- The County will be responsible for training new users after go-live (exception—previously planned or regular training offerings by Tyler).

#### 6.4.4 Control Point 4: Production Readiness Stage Acceptance

Acceptance criteria for this stage includes all criteria listed below. Advancement to the Production stage is dependent upon Tyler's receipt of the stage acceptance.

#### Production Readiness stage deliverables:

- Solution Validation Report.
- Update go-live action plan and/or checklist.
- End user training.

#### Production Readiness stage acceptance criteria:

- All stage deliverables accepted based on criteria previously defined.
- Go-Live planning session conducted.



## 6.5 Production

Following end user training the production system will be fully enabled and made ready for daily operational use as of the scheduled date. Tyler and the County will follow the comprehensive action plan laid out during Go-Live Readiness to support go-live activities and minimize risk to the Project during go-live. Following go-live, Tyler will work with the County to verify that implementation work is concluded, post go-live activities are scheduled, and the transition to Client Services is complete for long-term operations and maintenance of the Tyler software.

### 6.5.1 Go-Live

Following the action plan for Go-Live, defined in the Production Readiness stage, the County and Tyler will complete work assigned to prepare for Go-Live.

The County provides final data extract and Reports from the Legacy System for data conversion and Tyler executes final conversion iteration, if applicable. If defined in the action plan, the County manually enters any data added to the Legacy System after final data extract into the Tyler system.

Tyler staff collaborates with the County during Go-Live activities. The County transitions to Tyler software for day-to-day business processing.

Some training topics are better addressed following Go-Live when additional data is available in the system or based on timing of applicable business processes and will be scheduled following Go-Live per the Project Schedule.

#### Objectives:

- Execute day to day processing in Tyler software.
- County data available in Production environment.

STAGE 5	Go-Live																
	Tyler								County								
RACI MATRIX KEY: R = Responsible A = Accountable C = Consulted I = Informed	Executive Manager	Implementation Manager	Project Manager	Implementation Consultant	Data Experts	Modification Services	Technical Services	Client Services	Executive Sponsor	Steering Committee	Project Manager	Functional Leads	Change Management Leads	Subject Matter Experts (Power	Department Heads	End Users	Technical Leads
Provide final source data extract, if applicable			C		C						A						R
Final source data pushed into production environment, if applicable			A	C	R						I	C		C			C
Proof final converted data, if applicable			C	C	C						A	R		C			

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Complete Go-Live activities as defined in the Go-Live action plan			C	C	C					A	R	C	I	C			
Provide Go-Live assistance			A	R	C	C		I			C	C	I	C		I	C

Inputs	Comprehensive Action Plan for Go-Live																
	Final source data (if applicable)																

Outputs / Deliverables									Acceptance Criteria [only] for Deliverables								
	Data is available in production environment								County confirms data is available in production environment								

#### Work package assumptions:

- The County will complete activities documented in the action plan for Go-Live as scheduled.
- External stakeholders will be available to assist in supporting the interfaces associated with the Go-Live live process.
- The County business processes required for Go-Live are fully documented and tested.
- The County Project team and subject matter experts are the primary point of contact for the end users when reporting issues during Go-Live.
- The County Project Team and Power User's provide business process context to the end users during Go-Live.

### 6.5.2 Transition to Client Services

This work package signals the conclusion of implementation activities for the Phase or Project with the exception of agreed-upon post Go-Live activities. The Tyler project manager(s) schedules a formal transition of the County onto the Tyler Client Services team, who provides the County with assistance following Go-Live, officially transitioning the County to operations and maintenance.

#### Objectives:

- Ensure no critical issues remain for the project teams to resolve.
- Confirm proper knowledge transfer to the County teams for key processes and subject areas.

STAGE 5	Transition to Client Services																
RACI MATRIX KEY: R = Responsible A = Accountable C = Consulted I = Informed	Tyler								County								
	Executive Manager	Implementation Manager	Project Manager	Implementation Consultant	Data Experts	Modification Services	Technical Services	Client Services	Executive Sponsor	Steering Committee	Project Manager	Functional Leads	Change Management Leads	Subject Matter Experts (Power	Department Heads	End Users	Technical Leads
	I	I	A	I	I			R	I	I	C	C		C			
Transfer County to Client Services and review																	



issue reporting and resolution processes																	
Review long term maintenance and continuous improvement			A					R			C	C		C			

Inputs	Open item/issues List
--------	-----------------------

Outputs / Deliverables		Acceptance Criteria [only] for Deliverables
	Client Services Support Document	

#### Work package assumptions:

- No material project issues remain without assignment and plan.

### 6.5.3 Post Go-Live Activities

Some implementation activities are provided post-production due to the timing of business processes, the requirement of actual production data to complete the activities, or the requirement of the system being used in a live production state.

#### Objectives:

- Schedule activities that are planned for after Go-Live.
- Ensure issues have been resolved or are planned for resolution before phase or project close.

STAGE 5	Post Go-Live Activities																
	Tyler								County								
RACI MATRIX KEY: R = Responsible A = Accountable C = Consulted I = Informed	Executive Manager	Implementation Manager	Project Manager	Implementation Consultant	Data Experts	Modification Services	Technical Services	Client Services	Executive Sponsor	Steering Committee	Project Manager	Functional Leads	Change Management Leads	Subject Matter Experts (Power	Department Heads	End Users	Technical Leads
Schedule contracted activities that are planned for delivery after go-live		A	R	C	C	C	C	I			C	C	I	C			C
Determine resolution plan in preparation for phase or project close out		A	R	C	C	C		I			C	C	I	C			

Inputs	List of post Go-Live activities
--------	---------------------------------





Outputs / Deliverables		Acceptance Criteria [only] for Deliverables
	Updated issues log	

Work package assumptions:

- System is being used in a live production state.

#### 6.5.4 Control Point 5: Production Stage Acceptance

Acceptance criteria for this Stage includes completion of all criteria listed below:

- Advancement to the Close stage is not dependent upon Tyler's receipt of this Stage Acceptance.
- Converted data is available in production environment.

Production Stage Acceptance Criteria:

- All stage deliverables accepted based on criteria previously defined.
- Go-Live activities defined in the Go-Live action plan completed.
- Client services support document is provided.

### 6.6 Close

The Close stage signifies full implementation of all products purchased and encompassed in the Phase or Project. The County transitions to the next cycle of their relationship with Tyler (next Phase of implementation or long-term relationship with Tyler Client Services).

#### 6.6.1 Phase Closeout

This work package represents Phase completion and signals the conclusion of implementation activities for the Phase. The Tyler Client Services team will assume ongoing support of the County for systems implemented in the Phase.

Objectives:

- Agreement from Tyler and the County teams that activities within this phase are complete.

STAGE 6	Phase Close Out																
RACI MATRIX KEY: R = Responsible A = Accountable C = Consulted I = Informed	Tyler								County								
	Executive Manager	Implementation Manager	Project Manager	Implementation Consultant	Data Experts	Modification Services	Technical Services	Client Services	Executive Sponsor	Steering Committee	Project Manager	Functional Leads	Change Management Leads	Subject Matter Experts (Power	Department Heads	End Users	Technical Leads



Reconcile project budget and status of contract Deliverables	I	A	R							I	I	C						
Hold post phase review meeting		A	R	C	C	C	C					C	C	C	C			C
Release phase-dependent Tyler project resources	A	R	I									I						

Participants	Tyler	County
	Project Leadership	Project Manager
	Project Manager	Project Sponsor(s)
	Implementation Consultants	Functional Leads, Power Users, Technical Leads
	Technical Consultants (Conversion, Deployment, Development)	
	Client Services	

Inputs	Contract
	Statement of Work
	Project artifacts

Outputs / Deliverables		Acceptance Criteria [only] for Deliverables
	Final action plan (for outstanding items)	
	Reconciliation Report	
	Post Phase Review	

#### Work package assumptions:

- Tyler deliverables for the phase have been completed.

### 6.6.2 Project Closeout

Completion of this work package signifies final acceptance and formal closing of the Project.

At this time the County may choose to begin working with Client Services to look at continuous improvement Projects, building on the completed solution.

#### Objectives:

- Confirm no critical issues remain for the project teams to resolve.
- Determine proper knowledge transfer to the County teams for key processes and subject areas has occurred.
- Verify all deliverables included in the Agreement are delivered.

STAGE 6	Project Close Out
	Tyler County





<b>RACI MATRIX KEY:</b> R = Responsible A = Accountable C = Consulted I = Informed	Executive Manager	Implementation Manager	Project Manager	Implementation Consultant	Data Experts	Modification Services	Technical Services	Client Services	Executive Sponsor	Steering Committee	Project Manager	Functional Leads	Change Management Leads	Subject Matter Experts (Power Users)	Department Heads	End Users	Technical Leads
Conduct post project review		A	R	C	C	C	C				C	C	C	C			C
Deliver post project report to County and Tyler leadership	I	A	R						I	I	C						
Release Tyler project resources	A	R	I								I						

Inputs	Contract
	Statement of Work

Outputs / Deliverables		Acceptance Criteria [only] for Deliverables
	Post Project Report	County acceptance; Completed report indicating all project Deliverables and milestones have been completed

#### Work package assumptions:

- All project implementation activities have been completed and approved.
- No critical project issues remain that have not been documented and assigned.
- Final project budget has been reconciled and invoiced.
- All Tyler deliverables have been completed.

### 6.6.3 Control Point 6: Close Stage Acceptance

Acceptance criteria for this Stage includes completion of all criteria listed below.

#### Close Stage Deliverables:

- Post Project Report.

#### Close Stage Acceptance Criteria:

- Completed report indicating all Project deliverables and milestones have been completed.

## 7. General Assumptions

Tyler and the County will use this SOW as a guide for managing the implementation of the Tyler Project as provided and described in the Agreement. There are a few assumptions which, when acknowledged and adhered to, will support a successful implementation. Assumptions related to specific work packages are

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documented throughout the SOW. Included here are general assumptions which should be considered throughout the overall implementation process.

## 7.1 Project

- Project activities will begin after the Agreement has been fully executed.
- The County Project Team will complete their necessary assignments in a mutually agreed upon timeframe to meet the scheduled go-live date, as outlined in the Project Schedule.
- Sessions will be scheduled and conducted at a mutually agreeable time.
- Additional services, software modules and modifications not described in the SOW or Agreement will be considered a change to this Project and will require a Change Request Form as previously referenced in the definition of the Change Control Process.
- Tyler will provide a written agenda and notice of any prerequisites to the County project manager(s) ten (10) business days or as otherwise mutually agreed upon time frame prior to any scheduled on-site or remote sessions, as applicable.
- Tyler will provide guidance for configuration and processing options available within the Tyler software. If multiple options are presented by Tyler, the County is responsible for making decisions based on the options available.
- Implementation of new software may require changes to existing processes, both business and technical, requiring the County to make process changes.
- The County is responsible for defining, documenting, and implementing their policies that result from any business process changes.

## 7.2 Organizational Change Management

Unless otherwise contracted by Tyler, County is responsible for managing Organizational Change. Impacted County resources will need consistent coaching and reassurance from their leadership team to embrace and accept the changes being imposed by the move to new software. An important part of change is ensuring that impacted County resources understand the value of the change, and why they are being asked to change.

## 7.3 Resources and Scheduling

- County resources will participate in scheduled activities as assigned in the Project Schedule.
- The County team will complete prerequisites prior to applicable scheduled activities. Failure to do so may affect the schedule.
- Tyler and the County will provide resources to support the efforts to complete the Project as scheduled and within the constraints of the Project budget.
- Abbreviated timelines and overlapped Phases require sufficient resources to complete all required work as scheduled.
- Changes to the Project Schedule, availability of resources or changes in Scope will be requested through a Change Request. Impacts to the triple constraints (scope, budget, and schedule) will be assessed and documented as part of the change control process.
- The County will ensure assigned resources will follow the change control process and possess the required business knowledge to complete their assigned tasks successfully. Should there be a change in resources, the replacement resource should have a comparable level of availability, change control process buy-in, and knowledge.
- The County makes timely Project related decisions to achieve scheduled due dates on tasks and prepare for subsequent training sessions. Failure to do so may affect the schedule, as each analysis and implementation session is dependent on the decisions made in prior sessions.





- The County will respond to information requests in a comprehensive and timely manner, in accordance with the Project Schedule.
- The County will provide adequate meeting space or facilities, including appropriate system connectivity, to the project teams including Tyler team members.
- For on-site visits, Tyler will identify a travel schedule that balances the needs of the project and the employee.

## 7.4 Data

- Data will be converted as provided and Tyler will not create data that does not exist.
- The County is responsible for the quality of legacy data and for cleaning or scrubbing erroneous legacy data.
- Tyler will work closely with the County representatives to identify business rules before writing the conversion. The County must confirm that all known data mapping from source to target have been identified and documented before Tyler writes the conversion.
- All in-scope source data is in data extract(s).
- Each legacy system data file submitted for conversion includes all associated records in a single approved file layout.
- The County will provide the legacy system data extract in the same format for each iteration unless changes are mutually agreed upon in advance. If not, negative impacts to the schedule, budget and resource availability may occur and/or data in the new system may be incorrect.
- The County Project Team is responsible for reviewing the converted data and reporting issues during each iteration, with assistance from Tyler.
- The County is responsible for providing or entering test data (e.g., data for training, testing interfaces, etc.)

## 7.5 Facilities

- The County will provide dedicated space for Tyler staff to work with County resources for both on-site and remote sessions. If Phases overlap, County will provide multiple training facilities to allow for independent sessions scheduling without conflict.
- The County will provide staff with a location to practice what they have learned without distraction.



## 8. Glossary

Word or Term	Definition
Acceptance	Confirming that the output or deliverable is suitable and conforms to the agreed upon criteria.
Accountable	The one who ultimately ensures a task or deliverable is completed; the one who ensures the prerequisites of the task are met and who delegates the work to those responsible. [Also see RACI]
Application	A computer program designed to perform a group of coordinated functions, tasks, or activities for the benefit of the user.
Application Programming Interface (API)	A defined set of tools/methods to pass data to and received data from Tyler software products
Agreement	This executed legal contract that defines the products and services to be implemented or performed.
Business Process	The practices, policy, procedure, guidelines, or functionality that the client uses to complete a specific job function.
Business Requirements Document	A specification document used to describe Client requirements for contracted software modifications.
Change Request	A form used as part of the Change Control process whereby changes in the scope of work, timeline, resources, and/or budget are documented and agreed upon by participating parties.
Change Management	Guides how we prepare, equip and support individuals to successfully adopt change in order to drive organizational success & outcomes
Code Mapping [where applicable]	An activity that occurs during the data conversion process whereby users equate data (field level) values from the old system to the values available in the new system. These may be one to one or many to one. Example: Old System [Field = eye color] [values = BL, Blu, Blue] maps to New Tyler System [Field = Eye Color] [value = Blue].
Consulted	Those whose opinions are sought, typically subject matter experts, and with whom there is two-way communication. [Also see RACI]
Control Point	This activity occurs at the end of each stage and serves as a formal and intentional opportunity to review stage deliverables and required acceptance criteria for the stage have been met.
Data Mapping [where applicable]	The activity determining and documenting where data from the legacy system will be placed in the new system; this typically involves prior data analysis to understand how the data is currently used in the legacy system and how it will be used in the new system.
Deliverable	A verifiable document or service produced as part of the Project, as defined in the work packages.





Go-Live	The point in time when the Client is using the Tyler software to conduct daily operations in Production.
Informed	Those who are kept up-to-date on progress, often only on completion of the task or deliverable, and with whom there is just one-way communication. [Also see RACI]
Infrastructure	The composite hardware, network resources and services required for the existence, operation, and management of the Tyler software.
Interface	A connection to and potential exchange of data with an external system or application. Interfaces may be one way, with data leaving the Tyler system to another system or data entering Tyler from another system, or they may be bi-directional with data both leaving and entering Tyler and another system.
Integration	A standard exchange or sharing of common data within the Tyler system or between Tyler applications
Legacy System	The software from which a client is converting.
Modification	Custom enhancement of Tyler's existing software to provide features or functions to meet individual client requirements documented within the scope of the Agreement.
On-site	Indicates the work location is at one or more of the client's physical office or work environments.
Organizational Change	The process of changing an organization's strategies, processes, procedures, technologies, and culture, as well as the effect of such changes on the organization.
Output	A product, result or service generated by a process.
Peripheral devices	An auxiliary device that connects to and works with the computer in some way. Some examples: scanner, digital camera, printer.
Phase	A portion of the Project in which specific set of related applications are typically implemented. Phases each have an independent start, Go-Live and closure dates but use the same Implementation Plans as other Phases of the Project. Phases may overlap or be sequential and may have different Tyler resources assigned.
Project	The delivery of the software and services per the agreement and the Statement of Work. A Project may be broken down into multiple Phases.
RACI	A matrix describing the level of participation by various roles in completing tasks or Deliverables for a Project or process. Individuals or groups are assigned one and only

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	one of the following roles for a given task: Responsible (R), Accountable (A), Consulted (C), or Informed (I).
Remote	Indicates the work location is at one or more of Tyler's physical offices or work environments.
Responsible	Those who ensure a task is completed, either by themselves or delegating to another resource. [Also see RACI]
Scope	Products and services that are included in the Agreement.
Solution	The implementation of the contracted software product(s) resulting in the connected system allowing users to meet Project goals and gain anticipated efficiencies.
Stage	The top-level components of the WBS. Each Stage is repeated for individual Phases of the Project.
Standard	Software functionality that is included in the base software (off-the-shelf) package; is not customized or modified.
Statement of Work (SOW)	Document which will provide supporting detail to the Agreement defining Project-specific activities, services, and Deliverables.
System	The collective group of software and hardware that is used by the organization to conduct business.
Test Scripts	The steps or sequence of steps that will be used to validate or confirm a piece of functionality, configuration, enhancement, or Use Case Scenario.
Training Plan	Document(s) that indicate how and when users of the system will be trained relevant to their role in the implementation or use of the system.
Validation (or to validate)	The process of testing and approving that a specific Deliverable, process, program, or product is working as expected.
Work Breakdown Structure (WBS)	A hierarchical representation of a Project or Phase broken down into smaller, more manageable components.
Work Package	A group of related tasks within a project.





## Part 4: Appendices

### 9. Conversion

#### 9.1 Legacy Data Retention

- Clients are responsible for maintaining their extracted legacy data.
- The data conversion process includes client providing an extract of their legacy data (system being replaced) to Tyler. Occasionally clients identify additional data elements to convert that were not converted during the original conversion process. Sometimes this additional data is discovered several years after the final go-live event. The only way this data can be converted is if the client provides the data.
- Tyler recommends clients keep a full copy of this legacy data extract in perpetuity, or at least 10 years from the time of the final data extraction and go-live event.
- Following the final go-live of this contract, Tyler will maintain a copy of the extracted data for no more than 6 months. At the end of the 6-month period Tyler will move that copy to a secure online location for the client to retrieve and will provide a link or connection information to the client for the online location. The client will have an additional 3 months to retrieve this data from the online location. At the end of the 3 months the copy will be automatically deleted from the online location.

#### 9.2 Conversion – Tyler Supervision

##### 9.2.1 Legacy System Information

Phase	Legacy System	Scope <sup>1</sup>	Target Product(s)	Test Pushes	Production Pushes
1 of 1	St. Clair County Single Source Legacy System	1	Enterprise Supervision	3	1

<sup>1</sup> See chart below for scope definitions.

##### 9.2.2 Legacy Extract Requirements

###### Format

The following file formats can be loaded by Tyler. Other than agreed upon changes, the format and organization of the extract is expected to be the same for each conversion execution.

Format	Notes
SQL Server Backup	<ul style="list-style-type: none"><li>▪ Preferred format</li><li>▪ Use native SQL Server backup, not 3<sup>rd</sup> party tool.</li><li>▪ Should be version compatible with targeted SQL Server version.</li><li>▪ All proprietary code in stored procedures, views, functions, and triggers can be removed.</li></ul>

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Delimited Text Files	<ul style="list-style-type: none"> <li>One file per source table, one row per source row</li> <li>Use first row as header to specify column names.</li> <li>Use a character as the column delimiter not found in text columns. Pipes are preferred.</li> <li>Do not use comma as the column delimiter.</li> </ul>
Fixed-Width Text Files	<ul style="list-style-type: none"> <li>One file per source table, one row per source row</li> <li>Include a separate document defining column names and widths. Can be same document for all files.</li> </ul>

### Frequency

An initial extract is requested as early in the project as possible so analysis can begin. Subsequent extracts will be required 1-2 weeks before each test conversion push and once at go-live.

### Content

For the initial extract, include all data except for document and images, or system tables containing logs. It is preferred that all possible data is reviewed while performing initial analysis to avoid missing critical information. Tyler will identify if there are large portions of the extract that can be optionally excluded by St. Clair County later in the project.

### Delivery

The initial extract will need to be uploaded by St. Clair County to a Tyler server using Amazon Gov Cloud S3, Tyler's fully-CJIS secure data transfer site. Tyler will provide Amazon Gov Cloud credentials to be used by the Client. When using Amazon Gov Cloud S3, a secure client-specific folder will be created.

### Supplemental Documentation

The following is helpful when defining the conversion rules at the beginning of a project. Please include the following with the initial extract if available and approved by any 3<sup>rd</sup> party vendor.

- Data Dictionaries
- Entity Relationship Diagrams
- Legacy System Administration or User Documentation
- Legacy System Screenshots

## 9.2.3 Conversion Scope – Included Data Elements

The following charts indicate which data elements will be migrated. Data must be available and presented to Tyler in the legacy data.

Data Element <sup>1</sup>	Included
Individual Personal Information (such as pictures, alias, address, phone, demographics, education, income sources, etc.)	Yes
Cases including offenses, victims, hearings, violations, warrants, invoices	Yes





Bookings	Yes
Appointment Contact Activities	Yes
Case Plans	Yes
Assessments	Yes
Sanctions and Incentives	Yes
Drug History and Drug Tests	Yes
Program Enrollments	Yes
Community Service	Yes
Payments	Yes
Other Convictions	Yes
Incidents	Yes

#### 9.2.4 Data Mapping Documentation and Philosophy

When determining how data will migrate from a legacy system to Tyler products, Tyler aims to convert the legacy data in such a manner as the data will appear and behave as if it originated from the Tyler product.

During the Conversion Assessment, legacy data will be mapped to fields in Tyler product databases, or Tyler conversion tool databases. Depending on the organization of the legacy data, mapping may be at a table level vs. field-level. For example, if a legacy file contains addresses, instead of mapping each field during the initial assessment, the legacy file will be mapped to Tyler's address table. During the actual script development, and engineer will determine individual field-to-field mappings.

Data Mapping is captured in a spreadsheet. To track the decision of each file and table. This mapping is primarily intended to guide the engineer during ETL development but also facilitates conversations with St. Clair County around ambiguous data. This mapping document is not maintained the life of the project. Once ETL development has started, the scripts represent the decisions made for converting data at the table level.



## 10 Additional Appendices

### 10.1 Project Management and Schedule

- The scope of this project is limited to the St. Clair County Adult and Juvenile Probation offices.
- The project management services included assume the project duration is 12-months, with a single phased go-live.

### 10.2 Technical Services

- Current / Future State Analysis (CFSA) activities will be conducted early in the project. This activity will determine need and scope of additional interfaces, reports, or other modifications. If identified, these items may impact the projects timeline and budget and will be discussed with project leadership (St. Clair County and Tyler) teams before moving forward. Any development requirements identified after 30 days of project startup or kick-off may be delivered after go-live.
  - The complexity of the reports and integrations will determine the final Level of Effort (LOE). Actual scope of reports to be determined during the project.
  - Tyler will provide administrator training in the application to create forms and letter templates. However, it will be St. Clair County Project Team's responsibility to build and maintain final forms and letters.

### 10.3 Implementation Assumptions

- This is a single phased go-live, using common configuration across all offices.
  - Tyler will provide training in the application to maintain configuration. However, it will be St. Clair County's responsibility to maintain configuration.
  - Any pre-existing business process manuals, user guides, or Standard Operating Procedures (SOPs) requiring revisions will be updated, stored, and continually maintained by the St. Clair County project team. Tyler will provide consultation services to demonstrate how Enterprise Supervision may be used to facilitate these processes, but any documentation updates will be performed directly by the St. Clair County project team. This is further defined in Section 6.3.3, Process Refinement.
  - Tyler will provide Reports Training as part of the implementation. For clarity, this training will pertain to any pre-existing, or core system reports. An optional extension of this exercise will allow the St. Clair County project team to conduct analysis of any reports in use prior to implementing Enterprise Supervision. A Tyler consultant will address training questions related to how reports can be generated in Enterprise Supervision, but any required analysis, report matching, or review of reports in use prior to the project will be managed solely by the St. Clair County project team.

### 10.4 Development

- Any optional development services required will be delivered post go-live.



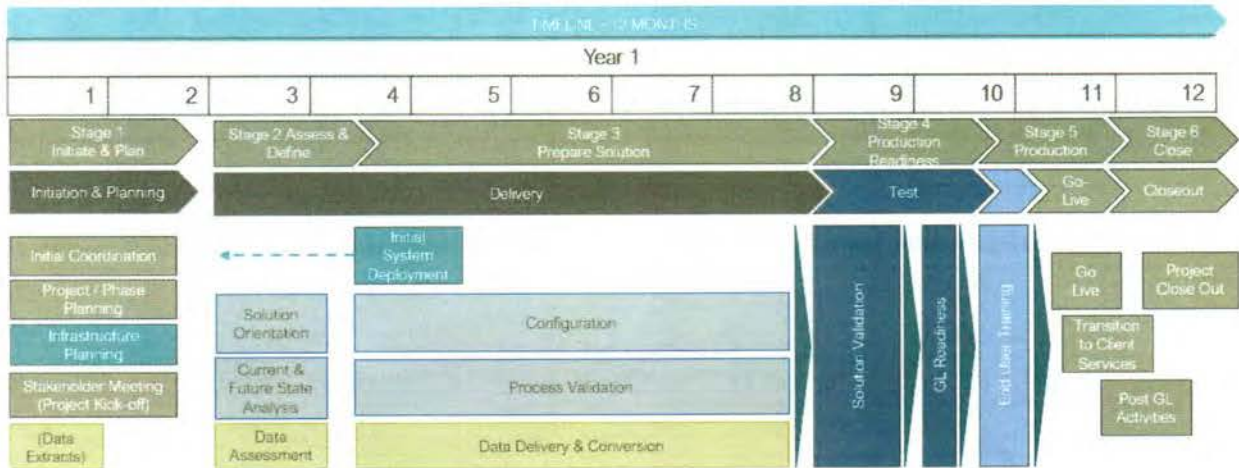


## 11. Project Timeline

### 11.1 Sample Project Timeline

Implementation is expected to be completed in a reasonable timeframe, as outlined below. This is a single phased implementation. A high-level timeline graphic has been provided. The project managers will establish a detailed project schedule during the Initiation & Planning Stage.

#### 11.1.1 Timeline Graphic



**RESOLUTION #3103-26-RT**

**WHEREAS**, Charter Communications Inc., by Highway Permit seeks permission and authority to install a communication line along the East side of Davis Street Ferry, C.H. 6, Maintenance Section P-41-1, for the length of the road to E. Carondelet Rd.; and,

**WHEREAS**, said plans submitted for the construction have been accepted and approved by the Highway Department.

**NOW, THEREFORE, BE IT RESOLVED**, that the Chairman of the County Board be, and he is, hereby authorized and directed to execute said permit in the form recommended by the County Engineer.

**APPROVED AND ADOPTED** at a meeting of the County Board of St. Clair County, Illinois, this 26<sup>th</sup> day of January 2026.

Attest

---

County Board Chairman

---

County Clerk

RESOLUTION



REVIEWED BY:

\_\_\_\_\_  
State's Attorney's Office

\_\_\_\_\_  
Director of Administration

\_\_\_\_\_  
*Richard Krings*  
\_\_\_\_\_  
*Malcolm Crowl*  
\_\_\_\_\_  
*Michael O'Donnell*  
\_\_\_\_\_  
*Jane Moe*  
\_\_\_\_\_  
*Donna L. Lyle*  
\_\_\_\_\_  
*Robert L. Lyle*  
\_\_\_\_\_  
*Paul L. Lyle*  
TRANSPORTATION COMMITTEE

\_\_\_\_\_  
JUDICIARY COMMITTEE

**RESOLUTION #3104-26-RT**

**WHEREAS**, Charter Communications Inc., by Highway Permit seeks permission and authority to install a communication line along the South side of East Carondelet Rd., C.H. 38, Maintenance Section H-65-1, for the length of the road to State St.; and,

**WHEREAS**, said plans submitted for the construction have been accepted and approved by the Highway Department.

**NOW, THEREFORE, BE IT RESOLVED**, that the Chairman of the County Board be, and he is, hereby authorized and directed to execute said permit in the form recommended by the County Engineer.

**APPROVED AND ADOPTED** at a meeting of the County Board of St. Clair County, Illinois, this 26th day of January 2026.

Attest

---

County Board Chairman

---

County Clerk

RESOLUTION



REVIEWED BY:

\_\_\_\_\_  
State's Attorney's Office

\_\_\_\_\_  
Director of Administration

\_\_\_\_\_  
*Richard Verney*  
\_\_\_\_\_  
*Marty Gargala*  
\_\_\_\_\_  
*Michael O'Donnell*  
\_\_\_\_\_  
*Jane Noel*  
\_\_\_\_\_  
*Anthony Hall*  
\_\_\_\_\_  
*Robert Fry*  
\_\_\_\_\_  
*John Hall*  
TRANSPORTATION COMMITTEE

\_\_\_\_\_  
JUDICIARY COMMITTEE

**RESOLUTION #3105-26-RT**

**WHEREAS**, Charter Communications Inc., by Highway Permit seeks permission and authority to install a communication line along the South side of State St., C.H. 17, Maintenance Section P-42-1, for the length of the road.; and,

**WHEREAS**, said plans submitted for the construction have been accepted and approved by the Highway Department.

**NOW, THEREFORE, BE IT RESOLVED**, that the Chairman of the County Board be, and he is, hereby authorized and directed to execute said permit in the form recommended by the County Engineer.

**APPROVED AND ADOPTED** at a meeting of the County Board of St. Clair County, Illinois, this 26th day of January 2026.

Attest

---

County Board Chairman

---

County Clerk

RESOLUTION



REVIEWED BY:

\_\_\_\_\_  
State's Attorney's Office

\_\_\_\_\_  
Director of Administration

*Richard Vernon*  
*Mallory Lee*  
*Michael O'Donnell*  
*Jane Mott*  
*James Kelly*  
*Robert Smith*  
*Guth Hill*  
\_\_\_\_\_  
TRANSPORTATION COMMITTEE

\_\_\_\_\_  
JUDICIARY COMMITTEE

**RESOLUTION #3106-26-RT**

AGREEMENT LETTER FOR THE IMPROVEMENT OF ASHLAND AVENUE FROM OLD  
COLLISVILLE ROAD TO JOSEPH DRIVE

**WHEREAS**, the County of St. Clair received a Federal Grant in the 2025 Funding Cycle for certain improvements to Ashland Avenue in the City of Fairview Heights from Old Collinsville Road to Joseph Drive; and,

**WHEREAS**, the County and the City of Fairview Heights by virtue an Agreement Letter hereby agree to split the costs associated with the project above the Federal Funds Programed for Section 25-00308-04-RS.

**NOW, THEREFORE, BE IT RESOLVED**, that the terms and conditions of said Agreement Letter are satisfactory and meet with the approval of the County Board; and,

**BE IT ALSO RESOLVED**, that the Chairman of this County Board be, and he is, hereby authorized and directed to execute said Agreement Letter on behalf of the County.

**APPROVED AND ADOPTED** at a meeting of the County Board of St. Clair County, Illinois, the 26<sup>th</sup> day of January 2026.

Attest

\_\_\_\_\_  
County Board Chairman

\_\_\_\_\_  
County Clerk



Resolution No. 3106-26-RT

REVIEWED BY:

\_\_\_\_\_  
State's Attorney's Office

\_\_\_\_\_  
Director of Administration

*Chukaid Vermeir*  
*Mark Decker*  
*Michael Donneg*  
*Jane M. De*  
*Samuel J. De*  
*Robert J. De*  
*Anthony J. De*

\_\_\_\_\_  
TRANSPORTATION COMMITTEE

\_\_\_\_\_  
JUDICIARY COMMITTEE



## CITY OF FAIRVIEW HEIGHTS

10025 Bunkum Road ♦ Fairview Heights, Illinois 62208 ♦ Phone: (618) 489-2000 ♦ www.cofh.org

### LETTER AGREEMENT

TO: ST. CLAIR COUNTY HIGHWAY DEPARTMENT  
NORM ETLING, P.E. COUNTY ENGINEER  
14151 NORTH BELT WEST  
BELLEVILLE, IL 62226

DATE: January 20, 2026

This Letter Agreement ("AGREEMENT") is made and entered into as of \_\_\_\_\_ by and between ST. CLAIR COUNTY, IL ("COUNTY") and THE CITY OF FAIRVIEW HEIGHTS ("CITY").

WHEREAS, COUNTY and CITY in order to facilitate the free flow of traffic and increase safety to the motoring public are interested in improving St. Clair County H59 from its approximate intersection with Old Collinsville Road to Joseph Drive by means of concrete patching and asphalt overlay and,

NOW, THEREFORE, BE IT RESOLVED BY COUNTY AND CITY AS FOLLOWS:

COUNTY, as lead applying agency, will enter into a contract with GONZALES COMPANIES, LLC to prepare, or cause to be prepared, plats, plans and specifications in order for the improvements to be built on behalf of both COUNTY and CITY.

CITY, as partnering entity, will reimburse COUNTY for one half of the fees invoiced to COUNTY from GONZALES COMPANIES, LLC for the work associated with preparing and said plats, plans and specifications.

As St. Clair County H59 is a county route that resides within the jurisdictional boundaries of the City of Fairview Heights, Illinois, CITY will provide GONZALEZ COMPANIES, LLC the following support material:

1. Any local information specific to the St. Clair County H59 corridor and its intersecting streets that the CITY may have in its possession.

CITY OF FAIRVIEW HEIGHTS

ST. CLAIR COUNTY

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
PRINT NAME

\_\_\_\_\_  
PRINT NAME



**RESOLUTION #3107-26-RT**

**WHEREAS**, the State of Illinois, acting through its Department of Transportation and the County of St. Clair, jointly propose to improve Federal-Aid Urban Route 9170, North Green Mount Road by constructing pavement widening, adding turn lanes, and standard overlay designated as Section 16-00333-17-PW, Project No. F398(164), Job No. C-98-021-25; and,

**WHEREAS**, the above stated improvement will necessitate the use of funding provided through the Illinois Department of Transportation (IDOT), and signee, as being described and being a revision to the previously approved resolution #3073-25-RT and associated joint funding agreement; and,

**WHEREAS**, the use of these funds requires a joint funding agreement (Agreement) to be entered into between the County and State for the above stated improvement, a copy of which is attached hereto; and

**WHEREAS**, the improvement requires matching funds; and

**NOW, THEREFORE, BE IT RESOLVED**, by the County Board of St Clair:

**Section 1:** The County Board hereby appropriates \$1,875,000.00 or as much as may be needed to match the required funding to complete the proposed improvement from County Highway Revenue Bond Funds and furthermore agrees to pass a supplemental resolution if necessary to appropriate additional local funds for completion of the project.

**Section 2:** The County Board Chairman is hereby authorized to execute an agreement with IDOT for the above-mentioned project.

**Section 3:** This resolution will become Attachment 3 of the agreement.

**BE IT FURTHER RESOLVED**, that the County Clerk is hereby directed to transmit four (4) copies of the said Agreement duly executed by the County and four (4) copies of this resolution, duly certified, to the Illinois Department of Transportation, through its District 8 Bureau of Local Roads and Streets in Collinsville, IL.

**APPROVED AND ADOPTED** at a meeting of the County Board of St. Clair County, Illinois, this 26th day of January 2026.

Attest

\_\_\_\_\_  
County Board Chairman

\_\_\_\_\_  
County Clerk

Resolution No. 3107-26-RT

REVIEWED BY:

State's Attorney's Office

Director of Administration

*Richard Verney*  
*Mally Gaudin*  
*Michael Donner*  
*Jane Moll*  
*Don Hall*  
*Bob Smith*  
*John Hall*

TRANSPORTATION COMMITTEE

JUDICIARY COMMITTEE

FINANCE COMMITTEE





LOCAL PUBLIC AGENCY

Local Public Agency	County	Section Number
St. Clair County	St. Clair	16-00333-17-PW

Fund Type	ITEP, SRTS, HSIP Number(s)	MPO Name	MPO TIP Number
HIP-2022 Earmark Funds, STR	N/A	EWGCG	6575PP-26 / 7497-25

Construction

State Job Number	Project Number
C-98-021-25	F398(164)

☐ Local Let/Day Labor    ☒ Construction on State Letting    ☒ Construction Engineering    ☐ Utilities    ☐ Railroad Work

LOCATION

Local Street/Road Name	Key Route	Length	Stationing	
N Green Mount RD	FAU 9170	1.49 MI	From	To
			01.60	03.09

Location Termini

S of Frank Scott PKWY to Lebanon AVE

Current Jurisdiction	Existing Structure Number(s)
St. Clair County	N/A

Remove

PROJECT DESCRIPTION

Pavement widening, adding turn lanes, standard overlay and all necessary work to complete the project.



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This Agreement is made and entered into between the above local public agency, hereinafter referred to as the "LPA" and the State of Illinois, acting by and through its Department of Transportation, hereinafter referred to as the "STATE". The STATE and LPA jointly proposes to improve the designated location as described in the Location and Project Description sections of this agreement. The improvement shall be constructed in accordance with plans prepared by, or on behalf of the LPA and approved by the STATE using the STATE's policies and procedures approved and/or required by the Federal Highway Administration, hereby referred to as "FHWA".

## I. GENERAL

- 1.1 Availability of Appropriation: Sufficiency of Funds. This Agreement is contingent upon and subject to the availability of sufficient funds. The STATE 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 the LPA by the STATE or the federal funding source, (ii) the Governor or STATE reserves funds, or (iii) the Governor or STATE determines that funds will not or may not be available for payment. The STATE shall provide notice, in writing, to LPA 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 Section will be effective upon the date of the written notice unless otherwise indicated.
- 1.2 Domestic Steel Requirement. Construction of the project will utilize domestic steel as required by Section 106.01 of the current edition of the Standard Specifications for Road and Bridge Construction and federal Build America-Buy America provisions.
- 1.3 Federal Authorization. That this Agreement and the covenants contained herein shall become null and void in the event that the FHWA does not approve the proposed improvement for Federal-aid participation within one (1) year of the date of execution of this agreement.
- 1.4 Severability. If any provision of this Agreement is declared invalid, its other provisions shall not be affected thereby.
- 1.5 Termination. This Agreement may be terminated, in whole or in part, by either Party for any or no reason upon thirty (30) calendar days' prior written notice to the other Party. If terminated by the STATE, the STATE must include the reasons for such termination, the effective date, and, in the case of a partial termination, the portion to be terminated. If the STATE determines in the case of a partial termination that the reduced or modified portion of the funding award will not accomplish the purposes for which the funding award was made, the STATE may terminate the Agreement in its entirety.

This Agreement may be terminated, in whole or in part, by the STATE without advance notice:

- a. Pursuant to a funding failure as provided under Article 1.1.
- b. If LPA fails to comply with the terms and conditions of this funding 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.

## II. REQUIRED CERTIFICATIONS

By execution of this Agreement and the LPA's obligations and services hereunder are hereby made and must be performed in compliance with all applicable federal and State laws, including, without limitation, federal regulations, State administrative rules and any and all license requirements or professional certification provisions.

- 2.1 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (2 CFR Part 200). The LPA certifies that it shall adhere to the applicable Uniform Administrative Requirements, Cost Principles, and Audit Requirements, which are published in Title 2, Part 200 of the Code of Federal Regulations, and are incorporated herein by reference.
- 2.2 Compliance with Registration Requirements. LPA certifies that it: (i) is registered with the federal SAM system; (ii) is in good standing with the Illinois Secretary of State, if applicable; (iii) have a valid DUNS Number; (iv) have a valid UEI, if applicable. It is LPA's responsibility to remain current with these registrations and requirements.
- 2.3 Bribery. The LPA certifies to the best of its knowledge that its officials have 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 (30 ILCS 500/50-5).
- 2.4 Bid Rigging. LPA 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 1961 (720 ILCS 5/33E-3 or 720 ILCS 5/33E-4, respectively).
- 2.5 Debt to State. LPA certifies that neither it, nor its affiliate(s), is/are barred from receiving an Award because the LPA, or its affiliate(s), is/are delinquent in the payment of any debt to the STATE, unless the LPA, or its affiliate(s), has/have entered into a deferred payment plan to pay off the debt, and STATE acknowledges the LPA may declare the Agreement void if the certification is false (30 ILCS 500/50-11).
- 2.6 Debarment. The LPA certifies to the best of its knowledge and belief that its officials:
  - a. are not presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from covered transactions by any Federal department or agency;
  - b. have 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 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 anti-trust statutes or



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commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements receiving stolen property;

c. are not presently indicated for or otherwise criminally or civilly charged by a governmental entity (Federal, State, Local) with commission of any of the offenses enumerated in item (b) of this certification; and

d. have not within a three-year period preceding the agreement had one or more public transactions (Federal, State, Local) terminated for cause or default.

- 2.7 Construction of Fixed Works. The **LPA** certifies that all Programs for the construction of fixed works which are financed in whole or in part with funds provided by this Agreement shall be subject to the Prevailing Wage Act (820 ILCS 130/0.01 *et seq.*) unless the provisions of that Act exempt its application. In the construction of the Program, the **LPA** shall comply with the requirements of the Prevailing Wage Act including, but not limited to, inserting into all contracts for such construction a stipulation to the effect that not less than the prevailing rate of wages as applicable to the Program shall be paid to all laborers, workers, and mechanics performing work under the Award and requiring all bonds of contractors to include a provision as will guarantee the faithful performance of such prevailing wage clause as provided by contract.
- 2.8 Criminal Convictions. The **LPA** certifies that neither it nor any managerial agent of **LPA** 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. The **LPA** further certifies that it is not barred from receiving an funding award under 30 ILCS 500/50-10.5 and acknowledges that **STATE** shall declare the Agreement void if this certification is false (30 ILCS 500/50-10.5).
- 2.9 Improper Influence. The **LPA** certifies that no funds have been paid or will be paid by or on behalf of the **LPA** to any person for influencing or attempting to influence an officer or employee of any government agency, a member of Congress or Illinois General Assembly, an officer or employee of Congress or Illinois General Assembly, or an employee of a member of Congress or Illinois General Assembly 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. 31 USC 1352. Additionally, the **LPA** certifies that it has filed the required certification under the Byrd Anti-Lobbying Amendment (31 USC 1352), if applicable.
- 2.10 Telecom Prohibition. The **LPA** certifies that it will comply with Section 889 of the FY 2019 National Defense Authorization Act (NDAA) that prohibits the use of telecommunications or video surveillance equipment or services produced or provided by the following companies: Dahua Technology Company, Hangzhou Hikvision Digital Technology Company, Huawei Technologies Company, Hytera Communications Corporation, and ZTE Corporation. Covered equipment and services cannot be used as substantial or essential component or any system, or as critical technology as part of any system.
- 2.11 Personal Conflict of Interest - (50 ILCS 105/3, 65 ILCS 5/3.1-55-10, 65 ILCS 5/4-8-6) The **LPA** certifies that it 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 **LPA** 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:
- the employee, officer, board member, 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 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 **LPA'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 **STATE** 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 **LPA** relating to such contract, subcontract, or arrangement. The code shall also prohibit the officers, employees, board members, or agents of the **LPA** from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest or personal gain.

- 2.12 Organizational Conflict of Interest - The **LPA** certifies that it 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 **LPA** or impair the objectivity in performing the contract work.
- 2.13 Accounting System. The **LPA** certifies that it has 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



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pertaining to state and federal pass-through awards, authorizations, obligations, unobligated balances, assets, outlays, and income. To comply with 2 CFR 200.305(b)(7)(i), the LPA shall use reasonable efforts to ensure that funding streams are delineated within LPA's accounting system. See 2 CFR 200.302.

### III. AUDIT AND RECORD RETENTION

- 3.1 Single Audits: The LPA shall be subject to the audit requirements contained in the Single Audit Act Amendments of 1996 (31 USC 7501-7507) and Subpart F of 2 CFR Part 200.

If, during its fiscal year, LPA expends \$750,000 or more in Federal Awards (direct federal and federal pass-through awards combined), LPA 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. A copy of the audit report must be submitted to the STATE (IDOT's Financial Review & Investigations Section, Room 126, 2300 South Dirksen Parkway, Springfield, Illinois, 62764) within 30 days after the completion of the audit, but no later than one year after the end of the LPA's fiscal year.

Assistance Listing number (formally known as the Catalog of Federal Domestic Assistance (CFDA) number) for all highway planning and construction activities is **20.205**.

Federal funds utilized for construction activities on projects let and awarded by the STATE (federal amounts shown as "Participating Construction" on Schedule 2) are not included in a LPA's calculation of federal funds expended by the LPA for Single Audit purposes.

- 3.2 STATE Audits: The STATE may, at its sole discretion and at its own expense, perform a final audit of the Project (30 ILCS 5, the Illinois State Auditing Act). Such audit may be used for settlement of the Project expenses and for Project closeout purposes. The LPA agrees to implement any audit findings contained in the STATE's authorized inspection or review, final audit, the STATE's independent audit, or as a result of any duly authorized inspection or review.
- 3.3 Record Retention: The LPA shall maintain for three (3) years from the date of final project closeout by the STATE, adequate books, records, and supporting documents to verify the amounts, recipient, and uses of all disbursements of funds passing in conjunction with this contract, adequate to comply with 2 CFR 200.334. 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.
- 3.4 Accessibility of Records: The LPA shall permit, and shall require its contractors and auditors to permit, the STATE, and any authorized agent of the STATE, 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 LPA with regard to the Project. The LPA in compliance with 2 CFR 200.337 shall make books, records, related papers, supporting documentation and personnel relevant to this Agreement available to authorized STATE representatives, the Illinois Auditor General, Illinois Attorney General, any Executive Inspector General, the STATE's Inspector General, federal authorities, any person identified in 2 CFR 200.337, and any other person as may be authorized by the STATE (including auditors), by the state of Illinois or by federal statute. The LPA shall cooperate fully in any such audit or inquiry.
- 3.5 Failure to maintain the books and records: Failure to maintain the books, records and supporting documents required by this section shall establish presumption in favor of the STATE for recovery of any funds paid by the STATE under the terms of this contract.

### IV. LPA FISCAL RESPONSIBILITIES

- 4.1 To provide all initial funding and payment for construction engineering, utility, and railroad work
- 4.2 LPA Appropriation Requirement: By execution of this Agreement the LPA attests that sufficient moneys have been appropriated or reserved by resolution or ordinance to fund the LPA share of project costs. A copy of the authorizing resolution or ordinance is attached as Schedule 5.
- 4.3 Reimbursement Requests: For reimbursement requests the LPA will submit supporting documentation with each invoice. Supporting documentation is defined as verification of payment, certified time sheets or summaries, vendor invoices, vendor receipts, cost plus fix fee invoice, progress report, personnel and direct cost summaries, and other documentation supporting the requested reimbursement amount (Form BLR 05621 should be used for consultant invoicing purposes). LPA invoice requests to the STATE will be submitted with sequential invoice numbers by project.
- 4.4 Financial Integrity Review and Evaluation (FIRE) program: LPA's and the STATE must justify continued federal funding on inactive projects. 23 CFR 630.106(a)(5) defines an inactive project as a project which no expenditures have been charged against Federal funds for the past twelve (12) months. To keep projects active, invoicing must occur a minimum of one time within any given twelve (12) month period. However, to ensure adequate processing time, the first invoice shall be submitted to the STATE within six (6) months of the federal authorization date. Subsequent invoices will be submitted in intervals not to exceed six (6) months.
- 4.5 Final Invoice: The LPA will submit to the STATE a complete and detailed final invoice with applicable supporting documentation of all incurred costs, less previous payments, no later than twelve (12) months from the date of completion of work or from the date of the previous invoice, whichever occurs first. If a final invoice is not received within this time frame, the most recent invoice



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may be considered the final invoice and the obligation of the funds closed. Form BLR 05613 (Engineering Payment Record) is required to be submitted with the final invoice for engineering projects.

- 4.6 **Project Closeout:** The **LPA** shall provide the final report to the appropriate **STATE** district office within twelve (12) months of the physical completion date of the project so that the report may be audited and approved for payment. If the deadline cannot be met, a written explanation must be provided to the district prior to the end of the twelve (12) months documenting the reason and the new anticipated date of completion. If the extended deadline is not met, this process must be repeated until the project is closed. Failure to follow this process may result in the immediate close-out of the project and loss of further funding.
- 4.7 **Project End Date:** The period of performance (end date) for state and federal obligation purposes is five (5) years for projects under \$1,000,000 or seven (7) years for projects over \$1,000,000 from the execution date of the agreement. Requests for time extensions and joint agreement amendments must be received and approved prior to expiration of the project end date. Failure to extend the end date may result in the immediate close-out of the project and loss of further funding.

## V. THE LPA AGREES

- 5.1 To acquire in its name, or in the name of the **STATE** if on the **STATE** highway system, all right-of-way necessary for this project in accordance with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, and established State policies and procedures. Prior to advertising for bids, the **LPA** shall certify to the **STATE** that all requirements of Titles II and III of said Uniform Act have been satisfied. The disposition of encroachments, if any, will be cooperatively determined by representatives of the **LPA**, the **STATE**, and the **FHWA** if required.
- 5.2 To provide for all utility adjustments and to regulate the use of the right-of-way of this improvement by utilities, public and private, in accordance with the current Utility Accommodation Policy for Local Public Agency Highway and Street Systems.
- 5.3 To provide on-site engineering supervision and inspection during construction of the proposed improvement.
- 5.4 To retain jurisdiction of the completed improvement unless specified otherwise by schedule (schedule should be accompanied by a location map). If the improvement location is currently under road district jurisdiction, a jurisdictional schedule is required.
- 5.5 To maintain or cause to be maintained the completed improvement (or that portion within its jurisdiction as established by schedule) in a manner satisfactory to the **STATE** and the **FHWA**.
- 5.6 To provide if required, for the improvement of any railroad-highway grade crossing and rail crossing protection within the limits of the proposed improvement.
- 5.7 To regulate parking and traffic in accordance with the approved project report.
- 5.8 To regulate encroachments on public rights-of-way in accordance with current Illinois Compiled Statutes.
- 5.9 To regulate the discharge of sanitary sewage into any storm water drainage system constructed with this improvement in accordance with the current Illinois Compiled Statutes.
- 5.10 For contracts awarded by the **LPA**, the **LPA** shall not discriminate on the basis of race, color, national origin or sex in the award and performance of any USDOT - assisted contract or in the administration of its DBE program or the requirements of 49 CFR part 26. The **LPA** shall take all necessary and reasonable steps under 49 CFR part 26 to ensure nondiscrimination in the award and administration of USDOT - assisted contracts. The **LPA's** DBE program, as required by 49 CFR part 26 and as approved by USDOT, is incorporated by reference in this agreement. Upon notification to the recipient of its failure to carry out its approved program, the **STATE** 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.). In the absence of a USDOT - approved **LPA** DBE Program or on **STATE** awarded contracts, this agreement shall be administered under the provisions of the **STATE'S** USDOT approved Disadvantaged Business Enterprise Program.
- 5.12 That execution of this agreement constitutes the **LPA's** concurrence in the award of the construction contract to the responsible low bidder as determined by the **STATE**.

## VI. THE STATE AGREES

- 6.1 To provide such guidance, assistance, and supervision to monitor and perform audits to the extent necessary to assure validity of the **LPA's** certification of compliance with Title II and III Requirements.
- 6.2 To receive bids for construction of the proposed improvement when the plans have been approved by the **STATE** (and **FHWA**, if required) and to award a contract for construction of the proposed improvement after receipt of a satisfactory bid.
- 6.3 To provide all initial funding and payments to the contractor for construction work let by the **STATE**. The **LPA** will be invoiced for their share of contract costs per the method of payment selected under Method of Financing based on the Division of Costs shown on Schedule 2.

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6.4 For agreements with federal and/or state funds in local let/day labor construction, construction engineering, utility work and/or railroad work:

- a. To reimburse the **LPA** for federal and/or state share on the basis of periodic billings, provided said billings contain sufficient cost information and show evidence of payments by the **LPA**;
- b. To provide independent assurance sampling and furnish off-site material inspection and testing at sources normally visited by **STATE** inspectors for steel, cement, aggregate, structural steel, and other materials customarily tested by the **STATE**.

#### SCHEDULES

Additional information and/or stipulations are hereby attached and identified below as being a part of this agreement.

<input checked="" type="checkbox"/>	1.	Division of Cost
<input checked="" type="checkbox"/>	2.	Location Map
<input checked="" type="checkbox"/>	3.	Risk Assessment
<input checked="" type="checkbox"/>	4.	Attestations
<input checked="" type="checkbox"/>	5.	Resolution*
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		

\*Appropriation and signature authority resolution must be in effect on, or prior to, the execution date of the agreement.



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### AGREEMENT SIGNATURES EXECUTION

The LPA agrees to accept and comply with the applicable provision set forth in this agreement including attached schedules.

### APPROVED

Local Public Agency

Name of Official (Print or Type Name)

Mr. Mark Kern

Title of Official

County Board Chairman

Signature

Date

The above signature certifies the agency's TIN number is

376001924 conducting business as a Governmental Entity.

DUNS Number 075897371

UEI

### APPROVED

State of Illinois  
Department of Transportation

Omer Osman, P.E., Secretary of Transportation

Date

By:

George A. Tapas, P.E., S.E., Engineer of Local Roads & Streets

Date

Stephen M. Travia, P.E., Director of Highways PI/Chief Engineer

Date

Michael Prater, Chief Counsel

Date

Vicki Wilson, Chief Fiscal Officer

Date

**NOTE:** A resolution authorizing the local official (or their delegate) to execute this agreement and appropriation of local funds is required and attached as Schedule 5. The resolution must be approved prior to, or concurrently with, the execution of this agreement. If BLR 09110 or BLR 09120 are used to appropriate local matching funds, attach these forms to the signature authorization resolution.

☐ Please check this box to open a fillable Resolution form within this form.

# SCHEDULE NUMBER 1

Local Public Agency	County	Section Number	State Job Number	Project Number
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## DIVISION OF COST

Type of Work	Federal Funds			State Funds			Local Public Agency			Totals
	Fund Type	Amount	%	Fund Type	Amount	%	Fund Type	Amount	%	
Participating Construction	HIP	\$2,500,000.00	*				Local	\$625,000.00	BAL	\$3,125,000.00
Participating Construction	STR	\$4,250,000.00	**				Local	\$1,062,500.00	BAL	\$5,312,500.00
Construction Engineering	STR	\$750,000.00	***				Local	\$187,500.00	BAL	\$937,500.00
Total		\$7,500,000.00		Total			Total		\$1,875,000.00	\$9,375,000.00

If funding is not a percentage of the total place an asterisk (\*) in the space provided for the percentage and explain below:

\*80% HIP Earmark CDS FY2022 Funds NTE \$2,500,000 to be used first

\*\*80% STR Funds NTE \$5,000,000 (Construction Engineering Portion 80% NTE \$750,000)

**NOTE:** The costs shown in the Division of Cost table are approximate and subject to change. The final LPA share is dependent on the final Federal and State participation. The actual costs will be used in the final division of cost for billing and reimbursement.

## METHOD OF FINANCING - (State-Let Contract Work Only)

Check One

☐ METHOD A - Lump Sum (80% of LPA Obligation \_\_\_\_\_ )

Lump Sum Payment - Upon award of the contract for this improvement, the LPA will pay the STATE within thirty (30) calendar days of billing, in lump sum, an amount equal to 80% of the LPA's estimated obligation incurred under this agreement. The LPA will pay to the STATE the remainder of the LPA's obligation (including any nonparticipating costs) in a lump sum within thirty (30) calendar days of billing in a lump sum, upon completion of the project based on final costs.

☐ METHOD B - \_\_\_\_\_ Monthly Payments of \_\_\_\_\_ due by the \_\_\_\_\_ of each successive month.

Monthly Payments - Upon award of the contract for this improvement, the LPA will pay to the STATE a specified amount each month for an estimated period of months, or until 80% of the LPA's estimated obligation under the provisions of the agreement has been paid. The LPA will pay to the STATE the remainder of the LPA's obligation (including any nonparticipating costs) in a lump sum, upon completion of the project based upon final costs.

☒ METHOD C - LPA's Share BALANCE divided by estimated total cost multiplied by actual progress payment.

Progress Payments - Upon receipt of the contractor's first and subsequent progressive bills for this improvement, the LPA will pay to the STATE within thirty (30) calendar days of receipt, an amount equal to the LPA's share of the construction cost divided by the estimated total cost multiplied by the actual payment (appropriately adjust for nonparticipating costs) made to the contractor until the entire obligation incurred under this agreement has been paid.



### SCHEDULE NUMBER 3

Local Public Agency	Section Number	County	State Job Number	Project Number
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#### LRS Federal Funds RISK ASSESSMENT

Risk Factor	Description	Definition of Scale (time frames are based on LPA fiscal year)	Points
General History of Performance	Have there been any changes in key organizational staff or leadership, such as Fiscal and Administrative Management, Transportation Related Program/Project Management, and/or Elected Officials?	<b>0 points</b> - no significant changes in the last 4 or more years; <b>1 point</b> - minor changes, but majority of key staff and officials have not changed in the last 4 years; <b>2 points</b> - significant key staff or elected leadership changes within the last 3 years; <b>3 points</b> - significant key staff and elected leadership changes within the last 3 years	0
	What is the LPA's history with federal-aid funded transportation projects?	<b>0 points</b> - One or more federal-aid funded transportation projects initiated per year; <b>1 point</b> - At least one project initiated within the past three years; <b>2 points</b> - AT least one project initiated within the past 5 years; <b>3 points</b> - None or more than 5 years	0
	Does LPA have qualified technical staff with experience managing federal-aid funded transportations through IDOT?	<b>0 points</b> - Full-time employee with experience designated as being in "responsible charge"; <b>1 point</b> - LPA has qualified technical staff, but will be utilizing an engineering consultant to manage day-to-day with LPA technical staff oversight; <b>2 points</b> - LPA has no technical staff and all technical work will be completed by consultant, but LPA staff has prior experience with federal-aid projects; <b>3 points</b> - LPA staff have no prior experience or technical expertise and relying solely on consultant	0
	Has the LPA been untimely in submitting invoicing, reporting on federal-aid projects as required in 2 CFR 200, and or audits as required?	<b>0 points</b> - No; <b>1 point</b> - Delays of 6 or more months; <b>2 points</b> - Delays of up to 1 year; <b>3 points</b> - 1 year or more years of delay	0
Financial Controls	Are the annual financial statements prepared in accordance with Generally Accepted Accounting Principles or on a basis acceptable by the regulatory agency?	<b>0 points</b> - yes; <b>3 points</b> - no	0
	What is the LPA's accounting system?	<b>0 points</b> - Automated accounting software; <b>1 point</b> - Spreadsheets; <b>2 points</b> - paper only; <b>3 points</b> - none	0
	Does the organization have written policies and procedures regarding proper segregation of duties for fiscal activities that include but are not limited to: a) authorization of transactions; b) recordkeeping for receipts and payments; and c) cash management?	<b>0 points</b> - yes; <b>3 points</b> - no	0
Audits	When was the last time a financial statement audit was conducted?	<b>0 points</b> - in the past year; <b>1 point</b> - in the past two years; <b>2 points</b> - in the past three years; <b>3 points</b> - 4 years or more, or never	0
	What type of financial statement audit has the organization had conducted?	<b>0 points</b> - Single Audit/Program Specific Audit in accordance with 2 CFR 200.501 or Financial audit conducted in accordance with Generally Accepted Auditing Standards or Generally Accepted Government Auditing Standards; <b>1 point</b> - Financial review?; <b>2 points</b> Other type? or no audit required; <b>3 points</b> - none	0
	Did the most recent audit disclose findings considered to be significant deficiencies or material weaknesses?	<b>0 points</b> - no; <b>3 points</b> - yes, or no audits required	0
	Have the findings been resolved?	<b>0 points</b> - yes or no findings; <b>1 point</b> - in progress; <b>3 points</b> - no	0

Summary of Risk	
General History of Performance	0
Financial Controls	0
Audits	0
<b>Total</b>	<b>0</b>

District Review Signature & Date

**Joshua Hensley**

Digitally signed by Joshua Hensley  
Date: 2025.06.18 07:09:06 -05'00'

Central Office Review Signature & Date

**Teresa Cline**

Digitally signed by Teresa Cline  
Date: 2025.06.23 14:16:03 -05'00'

Additional Requirements? ☐ Yes ☒ No

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**SCHEDULE NUMBER 4**  
**Attestation on Single Audit Compliance**

1. In the prior fiscal year, did St. Clair County LPA expend more than \$750,000 in federal funds in aggregate from all federal sources?

☒ Yes ☐ No

2. Does the St. Clair County LPA anticipate expending more than \$750,000 in federal funds in aggregate from all federal sources in the current St. Clair County LPA fiscal year?

☒ Yes ☐ No

If answers to question 1 and 2 are no, please proceed to the signature section.

If answer to question 1 is yes, please answer question 3a.

If answer to question 2 is yes, please answer question 3b.

3. A single audit must be conducted in accordance with Subpart F of 2 CFR 200 if \$750,000 or more in federal funds are expended in a single fiscal year.

a. Has the St. Clair County LPA performed a single audit for their previous fiscal year?

☒ Yes ☐ No

i. If yes, has the audit be filed with the Illinois Office of the Comptroller in accordance with 50 ILCS 310 (see also 55 ILCS 5 & 65 ILCS 5 & 60 ILCS 1/80)?

☒ Yes ☐ No

b. For the current fiscal year, does the St. Clair County LPA intend to comply with Subpart F of 2 CFR 200?

☒ Yes ☐ No

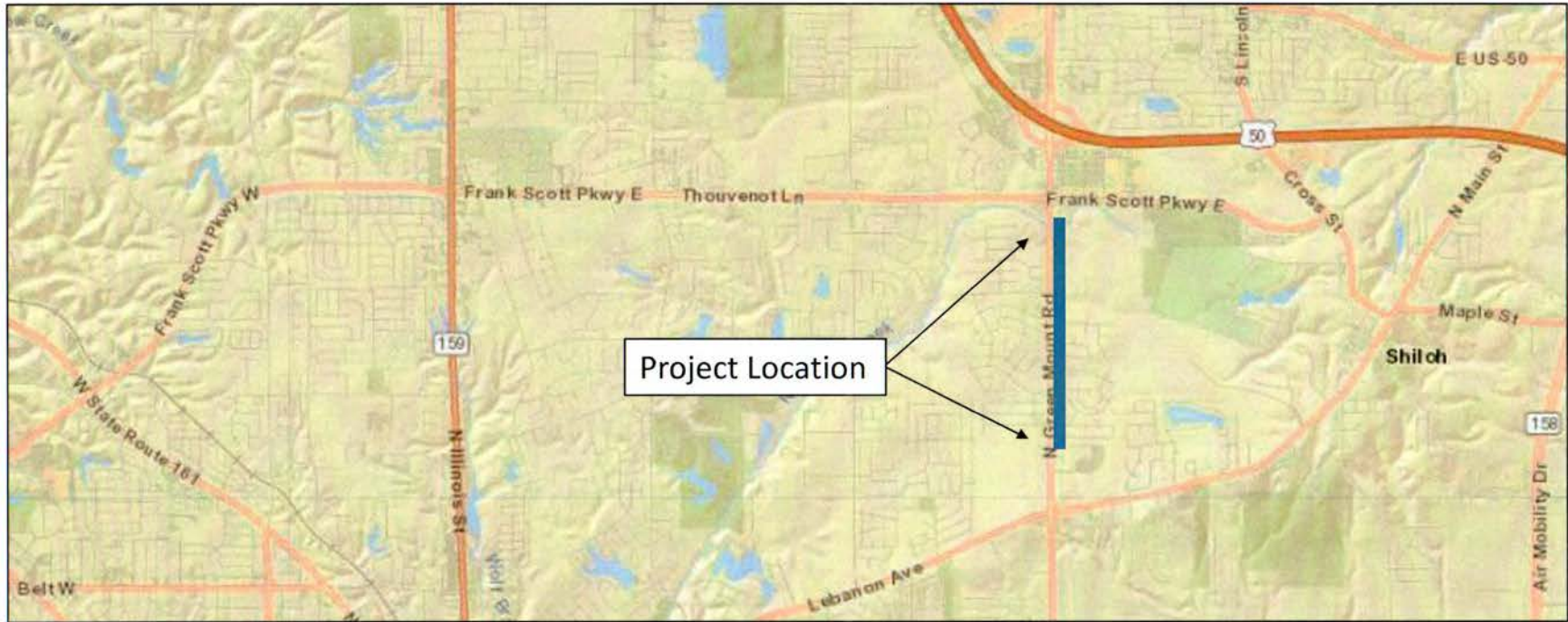
By completing this attestation, I certify that I have authority to sign this attestation on behalf of the LPA; and that the foregoing information is correct and complete to the best of my knowledge and belief.

Name	Title	LPA
Jackie Krummrich	Chief Deputy Auditor	St. Clair County

Signature & Date

<b>Jackie Krummrich</b> <small>Digitally signed by Jackie Krummrich Date: 2025.06.17 11:14:50 -05'00'</small>
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Addendum 1 - Location Map  
St Clair County  
16-00333-17-PW, P-98-005-25

**RESOLUTION #3108-26-RT**

**WHEREAS**, pursuant to duly published notices, bids were received in the office of the County Engineer, 1415 North Belt West, Belleville, IL. 62226, until 2:30 P.M., December 29, 2025, at which time they were publicly opened and read, for furnishing Corrugated Steel Culvert Pipe and Bands, of the sizes specified, for the calendar year 2026 as included in Section 26-00000-00-GM (Culverts); and,

**WHEREAS**, the bids received were as follows:

<u>Bidder</u>	<u>Size</u>	<u>Culvert</u>		<u>Bands</u>	
		<u>Unit Price</u>	<u>Quantity</u>	<u>Unit Price</u>	<u>Quantity</u>
Metal Culverts, Inc. 711 Heisinger Road P.O. Box 330 Jefferson City, MO 65102	12" dia	\$15.40	1,790 LIN FT	\$23.10	47 Each
	15" dia	\$19.35	1,830 LIN FT	\$29.05	47 Each
	18" dia	\$23.00	1,390 LIN FT	\$34.50	41 Each
	24" dia	\$30.80	1,450 LIN FT	\$46.20	36 Each
	30" dia	\$37.70	1,290 LIN FT	\$56.55	43 Each
	38" dia	\$56.70	40 LIN FT		
	40" dia	\$66.40	40 LIN FT		
	42" dia	\$66.40	40 LIN FT		
	48" EQRPA	\$110.40	120 LIN FT	\$165.60	1 Each

Add 10 % to unit prices for Pipe Arch for 15" TO 30" inclusive

and,

**WHEREAS**, the purpose of requesting quotations is to establish a unit price on quantities considered approximate only.

**NOW THEREFORE, BE IT RESOLVED**, that the bids received be awarded based on the unit price submitted.

**BE IT FURTHER RESOLVED** that the County Clerk is hereby directed to transmit, via email, one (1) certified copy of this resolution to the Illinois Department of Transportation, through its Region Five Engineer's office in Collinsville, IL.

**APPROVED AND ADOPTED** at a meeting of the County Board of St. Clair County, Illinois, this 26<sup>TH</sup> day of January 2026.

Attest

\_\_\_\_\_  
County Board Chairman

\_\_\_\_\_  
County Clerk



Resolution No. 3108-26-RT

REVIEWED BY:

State's Attorney's Office

Director of Administration

*Richard Krueger*  
*Mark Croyle*  
*Michael O'Donnell*  
*Jana Mae*  
*Dennis Hall*  
*Robt. Lynn*  
*Guth*

TRANSPORTATION COMMITTEE

JUDICIARY COMMITTEE

FINANCE COMMITTEE

**RESOLUTION #3109-26-RT**

**WHEREAS**, pursuant to duly published notices, bids were received in the office of the County Engineer, 1415 North Belt West, Belleville, IL. 62226, until 2:30 P.M., December 29, 2025, at which time they were publicly opened and read, for furnishing and applying an estimated quantity of (A) 1,750 Tons of Emulsions HFE-150 and (B) 549 Tons of HFRS-2 for the calendar year 2026 as included in Section 26-(1-19)000-00-GM (Bituminous); and,

**WHEREAS**, the bids received were as follows:

		<u>Quantity</u>	<u>Unit Price</u>	<u>Total</u>
Piasa Road Oil, LLC	(A)	1750 Ton	\$647.46/ton	\$1,133,055.00
P.O.Box 484	(B)	549 Ton	\$618.70/ton	<u>\$ 339,666.30</u>
Alton, IL 62002			TOTAL BID PRICE:	<b>\$1,472,721.30</b>
DMS Contracting, Inc	(A)	1750 Ton	\$686.57/ton	\$1,201,497.50
10243 Fuesser Road	(B)	549 Ton	\$657.73/ton	<u>\$ 361,093.77</u>
Mascoutah, IL 62258			TOTAL BID PRICE:	<b>\$1,562,591.27</b>
Evergreen Roadworks, LLC	(A)	1750 Ton	\$747.60/ton	\$1,308,300.00
1414 W Anthony Drive	(B)	549 Ton	\$718.80/ton	<u>\$ 394,621.20</u>
Urbana, IL 61802			TOTAL BID PRICE:	<b>\$ 1,702,921.20</b>

and,

**WHEREAS**, the low bid was submitted by **Piasa Road Oil, LLC**, P.O.Box 484, Alton, IL 62002, at the prices shown above for a total bid of **\$1,472,721.30**.

**NOW THEREFORE, BE IT RESOLVED**, pending approval of the Illinois Department of Transportation and the St. Clair County Road Commissioners, that the low bid of Piasa Road Oil, LLC, in the amount of \$1,472,721.30 for furnishing an estimated quantity of 1750 Tons of Emulsions HFE-150 and 549 Tons of HFRS-2, be accepted and the contract for the same be and it is, hereby awarded to Piasa Road Oil, LLC, for the calendar year 2026, in accordance with the provisions set forth in the proposal.

**BE IT FURTHER RESOLVED** that the County Clerk is hereby directed to transmit, via email, one (1) certified copy of this resolution to the Illinois Department of Transportation, through its Region Five Engineer's office in Collinsville, IL.

**APPROVED AND ADOPTED** at a meeting of the County Board of St. Clair County, Illinois, this 26<sup>th</sup> day of January 2026.

Attest

\_\_\_\_\_  
County Board Chairman

\_\_\_\_\_  
County Clerk



Resolution No. 3109-26-RT

REVIEWED BY:

State's Attorney's Office

Director of Administration

*Richard Termini*  
*David Crawford*  
*Michael Donner*  
*John Moore*  
*Raymond H. H. H.*  
*John H. H.*

TRANSPORTATION COMMITTEE

JUDICIARY COMMITTEE

FINANCE COMMITTEE

## RESOLUTION #3110-26-RT

**WHEREAS**, pursuant to duly published notices, Material Quotations were received in the office of the County Engineer, 1415 North Belt West, Belleville, IL. 62226, until 2:30 P.M., December 29, 2025, at which time they were publicly opened and read, for Furnishing CA02 or CM02; Furnishing CA06 or CM06; Furnishing Seal Coat Aggregate CA16 or CM16; Furnishing Seal Coat Aggregate CA13 or CM13; Furnishing Riprap RR3 and RR4, as Alternate A (loaded on trucks at quarry or stockpile) and Alternate B (to stockpiles within the County as directed by Road Commissioner or County Engineer), for the calendar year 2026, as required for the maintenance of various County Highways and Road District roads as Section 26-00000-00-GM (Stone); and,

**WHEREAS**, the bids received were as follows:

Verlan Funk Truck Service  
5087 State Route 15  
Freeburg, IL 62243

### CA02/CM02

	Alt B ROAD DISTRICTS		
	Centreville	Stookey	St. Clair County
Alt A 650 Tons	300 Tons	250 Tons	100 Tons
N/A	N/A	N/A	N/A

### CA06/CM06

	Alt B ROAD DISTRICTS					
	Canteen	Centreville	Fayetteville	Marissa	Millstadt	O'Fallon
Alt A St. Clair 3,960 Tons	260 Tons	900 Tons	50 Tons	400 Tons	100 Tons	350 Tons
N/A	N/A	N/A	\$13.85	\$14.00	N/A	\$14.90
Alt B (continued) ROAD DISTRICTS						
	St. Clair 500 Tons	Stookey 400 Tons	St. Clair County 1000 tons			
	N/A	N/A	N/A			



**CA16/CM16**

<b>Alt A</b> 8,300 Tons	<b>Alt B</b> <b>ROAD DISTRICTS</b>				
	<b>Caseyville</b> 300 Tons	<b>Centreville</b> 500 Tons	<b>Fayetteville</b> 1,500 Tons	<b>Lenzburg</b> 1,000 Tons	<b>St. Clair</b> 1,500 Tons
N/A	N/A	N/A	\$21.55	\$21.70	N/A

<b>Alt B (continued)</b> <b>ROAD DISTRICTS</b>	
<b>Smithton</b> 1,500 Tons	<b>Stookey</b> 2,000 Tons
\$19.84	N/A

**CA13/CM13**

<b>Alt A</b> 3,800 Tons	<b>Alt B</b> <b>ROAD DISTRICTS</b>			
	<b>Centreville</b> 100 Tons	<b>Fayetteville</b> 1,500 Tons	<b>Marissa</b> 1,000 Tons	<b>Mascoutah</b> 1,200 Tons
N/A	N/A	\$21.70	\$21.70	\$20.68

**RIPRAP RR3**

Alt A	Alt B					St. Clair County
	ROAD DISTRICTS					
715 Tons	Centreville 200 Tons	Lenzburg 150 Tons	O'Fallon 100 Tons	St.Clair 15 Tons	Stookey 150 Tons	100 Tons
	N/A	N/A	N/A	N/A	N/A	N/A

**RIPRAP RR4**

<b>Alt A</b> 465 Tons	<b>Alt B</b> <b>ROAD DISTRICTS</b>					<b>St. Clair County</b> 100 Tons
	<b>Centreville</b> 100 Tons	<b>Fayetteville</b> 50 Tons	<b>Lenzburg</b> 150 Tons	<b>Marissa</b> 50 Tons	<b>St. Clair</b> 15 Tons	
N/A	N/A	N/A	N/A	N/A	N/A	N/A

Falling Springs Quarry Co.  
2901 Stolle Road  
Dupo, IL 62239

**CA02/CM02**

	<b>Alt B ROAD DISTRICTS</b>		
	<b>Centreville</b>	<b>Stookey</b>	<b>St. Clair County</b>
<b>Alt A</b>			
650 Tons	300 Tons	250 Tons	100 Tons
\$8.80	N/A	N/A	N/A

**CA06/CM06**

	<b>Alt B ROAD DISTRICTS</b>					
	<b>Canteen</b>	<b>Centreville</b>	<b>Fayetteville</b>	<b>Marissa</b>	<b>Millstadt</b>	<b>O'Fallon</b>
<b>Alt A</b>						
St. Clair						
3,960 Tons	260 Tons	900 Tons	50 Tons	400 Tons	100 Tons	350 Tons
\$7.60	N/A	N/A	N/A	N/A	N/A	N/A

**Alt B (continued)  
ROAD DISTRICTS**

<b>St. Clair</b>	<b>Stookey</b>	<b>St. Clair County</b>
500 Tons	400 Tons	1000 tons
N/A	N/A	N/A

**CA16/CM16**

	<b>Alt B ROAD DISTRICTS</b>				
	<b>Caseyville</b>	<b>Centreville</b>	<b>Fayetteville</b>	<b>Lenzburg</b>	<b>St. Clair</b>
<b>Alt A</b>					
8,300 Tons	300 Tons	500 Tons	1,500 Tons	1,000 Tons	1,500 Tons
\$15.30	N/A	N/A	N/A	N/A	N/A

**Alt B (continued)  
ROAD DISTRICTS**

<b>Smithton</b>	<b>Stookey</b>
1,500 Tons	2,000 Tons
N/A	N/A



**CA13/CM13**

<b>Alt A</b>	<b>Alt B</b>			
	<b>ROAD DISTRICTS</b>			
	<b>Centreville</b>	<b>Fayetteville</b>	<b>Marissa</b>	<b>Mascoutah</b>
3,800 Tons	100 Tons	1,500 Tons	1,000 Tons	1,200 Tons
\$15.30	N/A	N/A	N/A	N/A

**RIPRAP RR3**

<b>Alt A</b>	<b>Alt B</b>				
	<b>ROAD DISTRICTS</b>				
	<b>Centreville</b>	<b>Lenzburg</b>	<b>O'Fallon</b>	<b>St.Clair</b>	<b>Stookey</b>
715 Tons	200 Tons	150 Tons	100 Tons	15 Tons	150 Tons
\$16.50	N/A	N/A	N/A	N/A	N/A

**RIPRAP RR4**

<b>Alt A</b>	<b>Alt B</b>				
	<b>ROAD DISTRICTS</b>				
	<b>Centreville</b>	<b>Fayetteville</b>	<b>Lenzburg</b>	<b>Marissa</b>	<b>St. Clair</b>
465 Tons	100 Tons	50 Tons	150 Tons	50 Tons	15 Tons
\$20.40	N/A	N/A	N/A	N/A	N/A

Beelman Logistics, LLC.  
One Racehorse Drive  
East St. Louis, IL 62205

**CA02/CM02**

Alt A	Alt B		St. Clair County
	ROAD DISTRICTS		
650 Tons	Centreville 300 Tons	Stookey 250 Tons	100 Tons
N/A	\$12.83	\$13.68	\$14.78

**CA06/CM06**

<b>Alt A</b>	<b>Alt B</b>					
	<b>ROAD DISTRICTS</b>					
<b>St. Clair</b>	<b>Canteen</b>	<b>Centreville</b>	<b>Fayetteville</b>	<b>Marissa</b>	<b>Millstadt</b>	<b>O'Fallon</b>
<b>3,960 Tons</b>	260 Tons	900 Tons	50 Tons	400 Tons	100 Tons	350 Tons
N/A	\$12.73	\$11.63	\$12.97	\$13.17	\$12.17	\$14.77

**Alt B (continued)**  
**ROAD DISTRICTS**

<b>St. Clair</b>	<b>Stookey</b>	<b>St. Clair County</b>
500 Tons	400 Tons	1000 tons
\$13.73	\$12.23	\$13.58

**CA16/CM16**

<b>Alt A</b>	<b>Alt B</b>				
	<b>ROAD DISTRICTS</b>				
<b>8,300 Tons</b>	<b>Caseyville</b>	<b>Centreville</b>	<b>Fayetteville</b>	<b>Lenzburg</b>	<b>St. Clair</b>
	300 Tons	500 Tons	1,500 Tons	1,000 Tons	1,500 Tons
N/A	\$21.28	\$19.27	\$20.67	\$21.17	\$21.43

**Alt B (continued)**  
**ROAD DISTRICTS**

<b>Smithton</b>	<b>Stookey</b>
1,500 Tons	2,000 Tons
\$19.87	\$19.93



## CA13/CM13

### Alt B ROAD DISTRICTS

Alt A	Centreville	Fayetteville	Marissa	Mascoutah
3,800 Tons	100 Tons	1,500 Tons	1,000 Tons	1,200 Tons
N/A	\$19.38	\$20.18	\$21.17	\$21.23

**RIPRAP RR3**

### Alt B ROAD DISTRICTS

Alt A	Centreville	Lenzburg	O'Fallon	St.Clair	Stookey	St. Clair County
715 Tons	200 Tons	150 Tons	100 Tons	15 Tons	150 Tons	100 Tons
	\$23.13	\$25.48	\$26.83	\$37.68	\$23.37	\$27.77

**RIPRAP RR4**

### Alt B ROAD DISTRICTS

<b>Alt A</b>	<b>Centreville</b>	<b>Fayetteville</b>	<b>Lenzburg</b>	<b>Marissa</b>	<b>St. Clair</b>	<b>St. Clair County</b>
465 Tons	100 Tons	50 Tons	150 Tons	50 Tons	15 Tons	100 Tons
N/A	\$27.08	\$29.98	\$28.88	\$29.88	\$41.58	\$31.67

CK Hauling  
301 East Nashville Road  
Lenzburg, IL 62255

**CA02/CM02**

Alt A	Alt B ROAD DISTRICTS		
	Centreville	Stookey	St. Clair County
650 Tons	300 Tons	250 Tons	100 Tons
N/A	N/A	N/A	N/A

**CA06/CM06**

Alt A	Alt B ROAD DISTRICTS					
	Canteen	Centreville	Fayetteville	Marissa	Millstadt	O'Fallon
St. Clair 3,960 Tons	260 Tons	900 Tons	50 Tons	400 Tons	100 Tons	350 Tons
N/A	N/A	N/A	N/A	\$14.00	N/A	N/A

**Alt B (continued)  
ROAD DISTRICTS**

St. Clair	Stookey	St. Clair County
500 Tons	400 Tons	1000 tons
N/A	N/A	N/A

**CA16/CM16**

Alt A	Alt B ROAD DISTRICTS				
	Caseyville	Centreville	Fayetteville	Lenzburg	St. Clair
8,300 Tons	300 Tons	500 Tons	1,500 Tons	1,000 Tons	1,500 Tons
N/A	N/A	N/A	N/A	\$21.30	N/A

**Alt B (continued)  
ROAD DISTRICTS**

Smithton	Stookey
1,500 Tons	2,000 Tons
N/A	N/A



**CA13/CM13****Alt A**  
3,800 Tons

N/A

**Alt B**  
**ROAD DISTRICTS**

<b>Centreville</b>	<b>Fayetteville</b>	<b>Marissa</b>	<b>Mascoutah</b>
100 Tons	1,500 Tons	1,000 Tons	1,200 Tons
N/A	N/A	\$22.00	N/A

**RIPRAP RR3****Alt A**  
715 Tons**Alt B**  
**ROAD DISTRICTS**

<b>Centreville</b>	<b>Lenzburg</b>	<b>O'Fallon</b>	<b>St.Clair</b>	<b>Stookey</b>	<b>St. Clair County</b>
200 Tons	150 Tons	100 Tons	15 Tons	150 Tons	100 Tons
N/A	\$28.00	N/A	N/A	N/A	N/A

**RIPRAP RR4****Alt A**  
465 Tons

N/A

**Alt B**  
**ROAD DISTRICTS**

<b>Centreville</b>	<b>Fayetteville</b>	<b>Lenzburg</b>	<b>Marissa</b>	<b>St. Clair</b>	<b>St. Clair County</b>
100 Tons	50 Tons	150 Tons	50 Tons	15 Tons	100 Tons
N/A	N/A	\$29.50	\$29.50	N/A	N/A

Columbia Quarry Company  
 1 Racehorse Drive  
 East St. Louis, IL 62205

**CA02/CM02**

	<b>Alt B ROAD DISTRICTS</b>		
	<b>Centreville</b>	<b>Stookey</b>	<b>St. Clair County</b>
<b>Alt A</b>			
650 Tons	300 Tons	250 Tons	100 Tons
\$8.80	N/A	N/A	N/A

**CA06/CM06**

	<b>Alt B ROAD DISTRICTS</b>					
	<b>Canteen</b>	<b>Centreville</b>	<b>Fayetteville</b>	<b>Marissa</b>	<b>Millstadt</b>	<b>O'Fallon</b>
<b>Alt A</b>						
<b>St. Clair</b>						
3,960 Tons	260 Tons	900 Tons	50 Tons	400 Tons	100 Tons	350 Tons
\$7.60	N/A	N/A	N/A	N/A	N/A	N/A

<b>Alt B (continued) ROAD DISTRICTS</b>		
<b>St. Clair</b>	<b>Stookey</b>	<b>St. Clair County</b>
500 Tons	400 Tons	1000 tons
N/A	N/A	N/A

**CA16/CM16**

	<b>Alt B ROAD DISTRICTS</b>				
	<b>Caseyville</b>	<b>Centreville</b>	<b>Fayetteville</b>	<b>Lenzburg</b>	<b>St. Clair</b>
<b>Alt A</b>					
8,300 Tons	300 Tons	500 Tons	1,500 Tons	1,000 Tons	1,500 Tons
\$15.30	N/A	N/A	N/A	N/A	N/A

<b>Alt B (continued) ROAD DISTRICTS</b>	
<b>Smithton</b>	<b>Stookey</b>
1,500 Tons	2,000 Tons
N/A	N/A



**CA13/CM13**

<b>Alt A</b>	<b>Alt B</b>			
	<b>ROAD DISTRICTS</b>			
	<b>Centreville</b>	<b>Fayetteville</b>	<b>Marissa</b>	<b>Mascoutah</b>
3,800 Tons	100 Tons	1,500 Tons	1,000 Tons	1,200 Tons
N/A	N/A	N/A	N/A	N/A

**RIPRAP RR3**

<b>Alt A</b>	<b>Alt B</b>				
	<b>ROAD DISTRICTS</b>				
	<b>Centreville</b>	<b>Lenzburg</b>	<b>O'Fallon</b>	<b>St.Clair</b>	<b>Stookey</b>
715 Tons	200 Tons	150 Tons	100 Tons	15 Tons	150 Tons
\$16.50	N/A	N/A	N/A	N/A	N/A

**RIPRAP RR4**

<b>Alt A</b>	<b>Alt B</b>				
	<b>ROAD DISTRICTS</b>				
	<b>Centreville</b>	<b>Fayetteville</b>	<b>Lenzburg</b>	<b>Marissa</b>	<b>St. Clair</b>
465 Tons	100 Tons	50 Tons	150 Tons	50 Tons	15 Tons
\$20.40	N/A	N/A	N/A	N/A	N/A

**WHEREAS**, the purpose of obtaining bids is to establish a unit price at the various sources on quantities considered approximate only; and

**WHEREAS**, the cost of hauling to the unloading point, as well as the unit price at the quarry will be considered in determining the source from which the materials shall be obtained, as specified in the proposal; and

**NOW, THEREFORE, BE IT RESOLVED**, and it is that the unit prices be received and placed on file for the purpose of establishing unit prices for 2026 and that the cost for the type of material desired at the various supplier's locations shall be determined based upon base price and mileage from the source.

**BE IT FURTHER RESOLVED** that the County Clerk is hereby directed to transmit, via email, one (1) certified copy of this resolution to the Illinois Department of Transportation, through its Region Five Engineer's office in Collinsville, IL.

**APPROVED AND ADOPTED** at a meeting of the County Board of the St. Clair County, Illinois, this 26th day of January 2026.

Attest

---

County Board Chairman

---

County Clerk



Resolution No. 3110-26-RT

REVIEWED BY:

State's Attorney's Office

Director of Administration

Richard Brown  
Marty Croft  
Michael Donney  
Janis Moore  
James H. H. H.  
Robert H. H. H.  
Guth H. H.

TRANSPORTATION COMMITTEE

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JUDICIARY COMMITTEE

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FINANCE COMMITTEE

## 2026 Material Quotation

LETTING: December 29, 2025  
Section 26-00000-00-GM (Stone)

### ALTERNATE A

BIDDERS	CA02/CM02	CA06/CM06	CA16/CM16/CN16LO-15	CA13/CM13	RIP RAP RR3	RIP RAP RR4
	650 Tons	3960 Tons	8300 Tons	3800 Tons	715 Tons	465 Tons
Verlan Funk Truck Service	N/A	N/A	N/A	N/A	N/A	N/A
Falling Springs Quarry	\$ 8.80	\$ 7.60	\$ 15.30	\$ 15.30	\$ 16.50	\$ 20.40
CK Hauling LLC	N/A	N/A	N/A	N/A	N/A	N/A
Columbia Quarry Co.	\$ 8.80	\$ 7.60	\$ 15.30	N/A	\$ 16.50	\$ 20.40
Beelman Logistics, LLC	N/A	N/A	N/A	N/A	N/A	N/A

### ALTERNATE B

	CA02/CM02			
	Centreville Rd Dist		Stookey Rd Dist	St. Clair County
	300 Tons		250 Tons	100 Tons
Verlan Funk Truck Service	N/A		N/A	N/A
Falling Springs Quarry	N/A		N/A	N/A
CK Hauling LLC	N/A		N/A	N/A
Columbia Quarry Co.	N/A		N/A	N/A
Beelman Logistics, LLC	\$ 12.83		\$ 13.68	\$ 14.78

BIDDERS	CA06/CM06								
	Canteen Rd Dist	Centreville Rd Dist	Fayetteville Rd Dist	Marissa Rd Dist	Millstadt Rd Dist	O'Fallon Rd Dist	St. Clair Rd Dist	Stookey Rd Dist	St. Clair County
	260 Tons	900 Tons	50 Tons	400 Tons	100 Tons	350 Tons	500 Tons	400 Tons	1000 Tons
Verlan Funk Truck Service	N/A	N/A	\$ 13.85	\$ 14.00	N/A	\$ 14.90	N/A	N/A	N/A
Falling Springs Quarry	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
CK Hauling LLC	N/A	N/A	N/A	\$ 14.00	N/A	N/A	N/A	N/A	N/A
Columbia Quarry Co.	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Beelman Logistics, LLC	\$ 12.73	\$ 11.63	\$ 12.97	\$ 13.17	\$ 12.17	\$ 14.77	\$ 13.73	\$ 12.23	\$ 13.58

	CA16/CM16/CN16LO-15							
	Caseyville Rd Dist	Centreville Rd Dist	Fayetteville Rd Dist	Lenzburg Rd Dist		St. Clair Rd Dist	Smithton Rd Dist	Stookey Rd Dist
	300 Tons	500 Tons	1500 Tons	1000 Tons		1500 Tons	1500 Tons	2000 Tons
Verlan Funk Truck Service	N/A	N/A	\$ 21.55	\$ 21.70		N/A	\$ 19.84	N/A
Falling Springs Quarry	N/A	N/A	N/A	N/A		N/A	N/A	N/A
CK Hauling LLC	N/A	N/A	N/A	\$ 21.30		N/A	N/A	N/A
Columbia Quarry Co.	N/A	N/A	N/A	N/A		N/A	N/A	N/A
Beelman Logistics, LLC	\$ 21.28	\$ 19.27	\$ 20.67	\$ 21.17		\$ 21.43	\$ 19.87	\$ 19.93

	CA13/CM13			
	Centreville Rd Dist	Fayetteville Rd Dist	Marissa Rd Dist	Mascoutah Rd Dist
	100 Tons	1500 Tons	1000 Tons	1200 Tons
Verlan Funk Truck Service	N/A	\$ 21.70	\$ 21.70	\$ 20.68
Falling Springs Quarry	N/A	N/A	N/A	N/A
CK Hauling LLC	N/A	N/A	\$ 22.00	N/A
Columbia Quarry Co.	N/A	N/A	N/A	N/A
Beelman Logistics, LLC	\$ 19.38	\$ 20.18	\$ 21.17	\$ 21.23

	RIP RAP RR3					
	Centreville Rd Dist	Lenzburg Rd Dist	O'Fallon Rd Dist	St. Clair Rd Dist	Stookey Rd Dist	St. Clair County
	200 Tons	150 Tons	100 Tons	15 Tons	150 Tons	100 Tons
Verlan Funk Truck Service	N/A	N/A	N/A	N/A	N/A	N/A
Falling Springs Quarry	N/A	N/A	N/A	N/A	N/A	N/A
CK Hauling LLC	N/A	\$ 28.00	N/A	N/A	N/A	N/A
Columbia Quarry Co.	N/A	N/A	N/A	N/A	N/A	N/A
Beelman Logistics, LLC	\$ 23.13	\$ 25.48	\$ 26.83	\$ 37.68	\$ 23.37	\$ 27.77

### RIP RAP RR4





**RESOLUTION #3111-26-RT**

**WHEREAS**, pursuant to duly published notices, Material Quotations were received in the office of the County Engineer, 1415 North Belt West, Belleville, IL. 62226, until 2:30 P.M., December 29, 2025, at which time they were publicly opened and read, for furnishing (Group 1) HMA Surface Course, Mix "C", N50; (Group 2) HMA Surface Course, Mix "D", N50; (Group 3) Bituminous Mix for Maintenance (IDOT Spec. M 120-16), (Group 4) Bituminous Mixture for Maintenance (IDOT Spec. M 19-07) and (Group 5) Reclaimed Asphalt Pavement; all F.O.B. plant, for the calendar year 2026, as required for the maintenance of various County Highways and Road District roads as listed in Section 26-00000-00-GM (Patch); and,

**WHEREAS**, the bids received were as follows:

<u>Bidder</u>	Group 1 750 Ton <u>Unit Price</u>	Group 2 220 Ton <u>Unit Price</u>	Group 3 1,134 Ton <u>Unit Price</u>	Group 4 1,845 Ton <u>Unit Price</u>	Group 5 1,150 Ton <u>Unit Price</u>
Asphalt Sales and Products, Inc 35 Commerce Drive Lebanon, IL 62254	\$90.00/ton	\$95.00/ton	\$160.00/ton	\$110.00/ton	\$20.00ton
Christ Bros. Asphalt, Inc S. Fritz St. PO Box 158 Lebanon, IL 62254	\$90.00/ton (2, 3)	\$95.00/ton (2, 3)	\$160.00/ton (2, 3)	\$110.00/ton (2, 3)	\$18.00ton (2, 3)

Christ Bros. Locations:

- (1) 2905 Stolle Road, Dupo, IL 62239
- (2) 6411 Collinsville Road, East St. Louis, IL 62201
- (3) 1100 Reese Drive, Lebanon, IL 62254

and,

**WHEREAS**, the purpose of requesting quotations is to establish a unit price on quantities considered approximate only; and,

**WHEREAS**, the cost of hauling to the unloading point, as well as the unit price at the source will be considered in determining the source from which the material shall be obtained, as specified in the proposal.

**NOW THEREFORE, BE IT RESOLVED**, that the bids received be awarded based on the unit price submitted and that the source of each product shall be decided based upon unit cost and mileage to the final destination of the projects.

**BE IT FURTHER RESOLVED** that the County Clerk is hereby directed to transmit, via email, one (1) certified copy of this resolution to the Illinois Department of Transportation, through its Region Five Engineer's office in Collinsville, IL.

**APPROVED AND ADOPTED** at a meeting of the County Board of St. Clair County, Illinois, this 26th day of January 2026.

Attest

\_\_\_\_\_  
County Board Chairman

\_\_\_\_\_  
County Clerk



Resolution No. 3111-26-RT

REVIEWED BY:

State's Attorney's Office

Director of Administration

*Richard Krueger*  
*Mark Cupal*  
*Michael Dornier*  
*Jane Mogg*  
*Harry Leffert*  
*John W.*

TRANSPORTATION COMMITTEE

JUDICIARY COMMITTEE

FINANCE COMMITTEE

**RESOLUTION #3112-26-RT**

**ENGINEERING SERVICES AGREEMENT FOR  
THE IMPROVEMENT OF ASHLAND AVENUE FROM  
OLD COLLINSVILLE ROAD TO JOSEPH DRIVE**

**WHEREAS**, the County received a Federal Grant for improvements to Ashland Avenue from Old Collinsville Road to Joseph Drive in the 2025 Grant Cycle; and

**WHEREAS**, a Letter of Agreement exists between the County and the City of Fairview Heights to split any costs associated with the project above those covered by Federal Funds; and

**WHEREAS**, An Engineering Services Agreement is required to secure the design for referenced project; and

**WHEREAS**, The Department of Roads and Bridges negotiated an agreement with Gonzalez Companies LLC. In the amount of \$99,730.00 to perform said design work for Section 25-00308-04-RS.

**NOW, THEREFORE, BE IT RESOLVED**, that the terms and conditions of said Agreement are satisfactory and meet with the approval of the County Board; and,

**BE IT ALSO RESOLVED**, that the Chairman of this County Board be, and he is, hereby authorized and directed to execute said Agreement on behalf of the County and that the County portion shall be paid out of the County Matching Fund Account.

**APPROVED AND ADOPTED** at a meeting of the County Board of St. Clair County, Illinois, the 26<sup>th</sup> day of January 2026.

Attest

---

County Board Chairman

---

County Clerk



Resolution No. 3112-26-RT

REVIEWED BY:

State's Attorney's Office

Director of Administration

*Richard Vernon*  
*Malcolm*  
*Michael O'Donnell*  
*Jana Mace*  
*Jim [unclear]*  
*[unclear]*  
*[unclear]*

TRANSPORTATION COMMITTEE

JUDICIARY COMMITTEE

FINANCE COMMITTEE



Using Federal Funds? ☐ Yes ☒ No Agreement For  Agreement Type

LOCAL PUBLIC AGENCY

Local Public Agency	County	Section Number	Job Number
St. Clair County	St. Clair	25-00308-04-RS	
Project Number	Contact Name	Phone Number	Email
	Norm Etling, P.E.	(618) 233-1392	Norm.Etling@co.st-clair.il.us

SECTION PROVISIONS

Local Street/Road Name	Key Route	Length	Structure Number
Ashland Avenue	FAU 9163	0.5 Mi	N/A
Location Termini			
Joseph Drive to Old Collinsville Road			
<input type="button" value="Add Location"/>			
<input type="button" value="Remove Location"/>			

Project Description

The proposed improvements to Ashland Ave will consist of patching to repair damaged and distressed pavement followed by a hot-mix asphalt overlay and pavement marking. Selective areas of curb & gutter and sidewalk will be repaired with curb ramps reconstructed to maintain ADA compliance.

Engineering Funding ☒ MFT/TBP ☐ State ☒ Other   
Anticipated Construction Funding ☒ Federal ☒ MFT/TBP ☐ State ☒ Other

AGREEMENT FOR

☒ Phase I - Preliminary Engineering ☒ Phase II - Design Engineering

CONSULTANT

Prime Consultant (Firm) Name	Contact Name	Phone Number	Email
Gonzalez Companies, LLC	Jon Schaller	(618) 222-2221	jschaller@gocos.net
Address	City	State	Zip Code
525 West Main Street, Suite 125	Belleville	IL	62220

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 SECTION. Project funding allotted to the LPA by the State of Illinois under the general supervision of the State Department of Transportation, hereinafter called the "DEPARTMENT," will be used entirely or in part to finance ENGINEERING services as described under AGREEMENT PROVISIONS.

Since the services contemplated under the 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 and the DEPARTMENT. The LPA acknowledges the professional and ethical status of the ENGINEER by entering into an 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:

Regional Engineer	Deputy Director, Office of Highways Project Implementation, Regional Engineer, Department of Transportation
Resident Construction Supervisor	Authorized representative of the LPA in immediate charge of the engineering details of the construction PROJECT
In Responsible Charge Contractor	A full time LPA employee authorized to administer inherently governmental PROJECT activities Company or Companies to which the construction contract was awarded



## AGREEMENT EXHIBITS

The following EXHIBITS are attached hereto and made a part of hereof this AGREEMENT:

- ☒ EXHIBIT A: Scope of Services
- ☒ EXHIBIT B: Project Schedule
- ☒ EXHIBIT C: Qualification Based Selection (QBS) Checklist
- ☐ EXHIBIT D: Cost Estimate of Consultant Services (BLR 05513 or BLR 05514 )
- ☐ EXHIBIT \_\_\_\_ : Direct Costs Check Sheet (attach BDE 436 when using Lump Sum on Specific Rate Compensation)
- ☒ EXHIBIT D: Professional Service Rates
- ☒ EXHIBIT E: Consultant's Manhour Estimate
- ☐ \_\_\_\_\_

### 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 that are 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 or DEPARTMENT 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, The ENGINEER shall submit all invoices to the LPA within three months of the completion of the work called for in the AGREEMENT or any subsequent Amendment or Supplement.
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 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 or the DEPARTMENT, as defined in Exhibit A (Scope of Services).
  - (b) That all plans and other documents furnished by the ENGINEER pursuant to the 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 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. 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 COST 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. 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 and DEPARTMENT 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, a sum of money equal to the basic fee as determined in the AGREEMENT less the total of the amount of partial payments previously paid to the ENGINEER shall be due and payable to the ENGINEER.

4. To pay the ENGINEER as compensation for all services rendered in accordance with the 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 \$99,730.00 (Maximum Fee \$150,000)

☐ Cost plus Fixed Fee:

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.

5. The recipient shall not discriminate on the basis of race, color, national origin 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 Department 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. 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 Auditor General, and the DEPARTMENT; the Federal Highways Administration (FHWA) or any authorized representative of the federal government, 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 DEPARTMENT for the recovery of any funds paid by the DEPARTMENT under the contract for which adequate books, records and supporting documentation are not available to support their purported disbursement.
2. That the ENGINEER shall be responsible for any all damages to property or persons 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, the DEPARTMENT, 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.
3. 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 becomes 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.



4. In the event that the DEPARTMENT stops payment to the LPA, 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.
5. 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.
6. 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 have harmless the LPA, the DEPARTMENT, and their officers, 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.
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 the 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 the 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 the 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 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.

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.

8. 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 the 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, the ENGINEER shall apply in writing to the LPA for an extension of time. If approved, the PROJECT SCHEDULE shall be revised accordingly.

9. This certification is required by the Drug Free Workplace Act (30 ILCS 580). The Drug Free Workplace Act requires that 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 DEPARTMENT 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 on grant payments, termination of a contract or grant and debarment of the contracting or grant opportunities with the DEPARTMENT 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 an 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 DEPARTMENT, as defined the Act.

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 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 (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) of 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, LPA and the Department agree to meet the PROJECT SCHEDULE outlined in EXHIBIT B. 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.

- 10. 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.).
- 11. 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 or to the DEPARTMENT, 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 current Standard Specifications for Road and Bridge Construction, Bureau of Local Roads and Streets Manual or any other applicable requirements of the DEPARTMENT, it being understood that all such furnished documents shall be approved by the LPA and the DEPARTMENT 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.

#### AGREEMENT SUMMARY

Prime Consultant (Firm) Name	TIN/FEIN/SS Number	Agreement Amount
Gonzalez Companies, LLC	43-1872209	\$99,730.00
Subconsultants	TIN/FEIN/SS Number	Agreement Amount
Subconsultant Total		
Prime Consultant Total		\$99,730.00
Total for all work		\$99,730.00



**AGREEMENT SIGNATURES**

Executed by the LPA:

Attest: The 

Local Public Agency Type
County

 of 

Local Public Agency
St. Clair County

By (Signature & Date)

--

By (Signature & Date)

--

Local Public Agency
St. Clair County

Local Public Agency Type
County

 Clerk

Title

(SEAL)

Executed by the ENGINEER:

Attest: 

Prime Consultant (Firm) Name
Gonzalez Companies, LLC

By (Signature & Date)

--

Title

--

By (Signature & Date)

--

Title

--

APPROVED:

Regional Engineer, Department of Transportation (Signature & Date)

--

Local Public Agency	Prime Consultant (Firm) Name	County	Section Number
St. Clair County	Gonzalez Companies, LLC	St. Clair	25-00308-04-RS

#### 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.

##### TASK 1 SURVEY

ENGINEER will perform a topographic survey in sufficient detail to prepare construction documents for the PROJECT, including establishment of horizontal control points and vertical benchmarks within the project site. ENGINEER will process the data collected through the topographic survey and prepare drawings for use in the design tasks discussed below. ENGINEER will perform property research to obtain plats and/or deed documents as necessary for the definition of parcels within PROJECT corridor. ENGINEER will perform sufficient boundary survey work for the delineation of existing parcels and right-of-way along the project corridor. ENGINEER will plot the boundary lines and determine ownership of each parcel along the project corridor.

##### TASK 2 PROJECT DEVELOPMENT REPORT

ENGINEER will prepare a Project Development Report and supporting documentation as required by the DEPARTMENT. Anticipated supporting documentation includes an Environmental Survey Request, Preliminary Environmental Site Assessment, and attendance at one (1) public meeting.

##### TASK 3 PRELIMINARY PLANS

Upon completion of the work described in TASKS 1-2, the ENGINEER will develop a preliminary design within the project corridor for the various improvements as indicated in project description. Upon completion of the preliminary design, it is anticipated that the ENGINEER and LPA will review the preliminary design in one (1) progress meeting. Based upon the comments received on the preliminary design from the LPA, the ENGINEER will revise the preliminary design and resubmit to the LPA for additional review and one (1) follow up meeting. Upon the second review meeting, the ENGINEER will make changes one final time prior to preparation of the preliminary plans. Based upon the comments received on the revised preliminary design from LPA, the ENGINEER will prepare the preliminary plans, with typical sections, plan & profile sheets, schedules, details, and special provisions.

Preliminary plans will be submitted to the DEPARTMENT and the LPA for review and comment prior to moving to TASK 4 – FINAL PLANS.

##### TASK 4 FINAL PLANS

Final plans for the improvements associated with the project will include addressing any comments received from the DEPARTMENT and LPA on the preliminary plans as well as finalizing the cover sheet, general notes, summary of quantities, typical sections, plan & profile sheets, schedules, details, and special provisions developed under TASK 3. In addition, ENGINEER will prepare the estimate of cost and estimate of time, and other DEPARTMENT required documentation for the purpose of bidding of the project. ENGINEER will provide final plans and bidding documents to the DEPARTMENT for approval.

ENGINEER will coordinate the proposed improvements with known utility companies by sending plans via email after review and approval of the preliminary plans developed in TASK 3, as well as upon completion of the final plans prepared in TASK 4. It is anticipated that the respective utility companies will review these plans and determine if conflicts exist with their utilities. If conflicts exist, relocation of the utilities may be required.

##### TASK 5 ADDITIONAL WORK

ENGINEER will perform additional work, as requested by the LPA. Additional work (TASK 5), if required, will be performed and billed in accordance with the Professional Service Rates current at the time of work.



Local Public Agency	Prime Consultant (Firm) Name	County	Section Number
St. Clair County	Gonzalez Companies, LLC	St. Clair	25-00308-04-RS

**ASSUMPTIONS AND CLARIFICATIONS**

It is assumed any pavement cores and/or geotechnical report will be provided by the LPA.

It is assumed there will be one (1) review of prefinal plans by IDOT followed by a final plan submittal.

It is assumed the ENGINEER will tie-in visible and marked utilities based upon a Joint Utility Locating Information for Excavators (JULIE) call. If utilities are not marked and additional efforts are required to coordinate utility markings, or survey of potholed utilities is required, this work will be included as TASK 5 Additional Work.

Survey and drafts of proposed right-of-way dedications or easement are not included in the Agreement.

Shop drawing review, bidding services, or other construction phase services by the ENGINEER are not included in the Agreement.

Local Public Agency	Prime Consultant (Firm) Name	County	Section Number
St. Clair County	Gonzalez Companies, LLC	St. Clair	25-00308-04-RS

**EXHIBIT B  
PROJECT SCHEDULE**

Topographic Survey - 8 weeks  
 Boundary Survey - 8 weeks  
 Draft Project Development Report - 8 weeks  
 IDOT Review - 4-6 Weeks  
 Final Project Development Report - 8 weeks  
 Preliminary Plans - 8weeks  
 IDOT Review - 4-6 weeks  
 Final Plans - 8 weeks  
 IDOT Review 4-6 weeks  
 Bidding - 4 weeks



Local Public Agency	Prime Consultant (Firm) Name	County	Section Number
St. Clair County	Gonzalez Companies, LLC	St. Clair	25-00308-04-RS

**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?	<input type="checkbox"/>	<input type="checkbox"/>
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?	<input type="checkbox"/>	<input type="checkbox"/>
3	Was the scope of services for this project clearly defined?	<input type="checkbox"/>	<input type="checkbox"/>
4	Was public notice given for this project?	<input type="checkbox"/>	<input type="checkbox"/>
5	Do the written QBS policies and procedures cover conflicts of interest?	<input type="checkbox"/>	<input type="checkbox"/>
6	Do the written QBS policies and procedures use covered methods of verification for suspension and debarment?	<input type="checkbox"/>	<input type="checkbox"/>
7	Do the written QBS policies and procedures discuss the methods of evaluation?	<input type="checkbox"/>	<input type="checkbox"/>
Project Criteria		Weighting	
8	Do the written QBS policies and procedures discuss the method of selection?	<input type="checkbox"/>	<input type="checkbox"/>
Selection committee (titles) for this project			
Top three consultants ranked for this project in order			
1			
2			
3			
9	Was an estimated cost of engineering for this project developed in-house prior to contract negotiation?	<input type="checkbox"/>	<input type="checkbox"/>
10	Were negotiations for this project performed in accordance with federal requirements.	<input type="checkbox"/>	<input type="checkbox"/>
11	Were acceptable costs for this project verified?	<input type="checkbox"/>	<input type="checkbox"/>
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?	<input type="checkbox"/>	<input type="checkbox"/>
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)?	<input type="checkbox"/>	<input type="checkbox"/>
14	QBS according to State requirements used?	<input type="checkbox"/>	<input type="checkbox"/>
15	Existing relationship used in lieu of QBS process?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
16	LPA is a home rule community (Exempt from QBS).	<input type="checkbox"/>	<input type="checkbox"/>



## 2025 PROFESSIONAL SERVICE RATES

<b><u>Employee Classification</u></b>	<b><u>Rate</u></b>
Principal I	\$295
Project Manager XII	\$290
Project Manager XI	\$280
Project Manager X	\$270
Project Manager IX	\$260
Project Manager VIII	\$250
Project Manager VII	\$240
Project Manager VI	\$230
Project Manager V	\$220
Project Manager IV	\$210
Project Manager III	\$200
Project Manager II	\$190
Project Manager I	\$180
Survey Manager	\$165
Senior Structural Engineer III	\$190
Senior Structural Engineer II	\$185
Senior Structural Engineer I	\$175
Project Engineer XI	\$200
Project Engineer X	\$195
Project Engineer IX	\$185
Project Engineer VIII	\$175
Project Engineer VII	\$165
Project Engineer VI	\$155
Project Engineer V	\$145
Project Engineer IV	\$135
Project Engineer III	\$125
Project Engineer II	\$115
Project Engineer I	\$105
Survey Technician IV	\$110
Survey Technician III	\$105
Survey Technician II	\$95
Survey Technician I	\$85
Technician X	\$162
Technician IX	\$157
Technician VIII	\$142
Technician VII	\$132
Technician VI	\$122
Technician V	\$112
Technician IV	\$102
Technician III	\$92
Technician II	\$82
Technician I	\$72

### **Direct Costs**

Mileage	IRS Current Standard Rate
Other Direct Costs	15% Markup
Subconsultant Costs	15% Markup



10/8/25

## Ashland Avenue Improvements

## MANHOUR ESTIMATE

PREPARED BY: JAS

QA'ED BY:

ROW ID	REVENUE PHASES, TASKS AND MILESTONES	Project Manager VIII	Project Engineer VI	Survey Manager	Survey Technician IV	Project Engineer IV	HOURS	LABOR	SUBS AND ODCS	MARKUP (SEE TAB 1)	SUBTOTAL
1.00	Survey (2,640)										
1.01	Research and Coordination			8	2		10	\$ 1,540.00		\$ -	\$ 1,540.00
1.02	Horizontal and Vertical Control				4		4	\$ 440.00		\$ -	\$ 440.00
1.03	Topographic Survey				40		40	\$ 4,400.00		\$ -	\$ 4,400.00
1.04	Process Data, Draw Linework and Create Surface					40	40	\$ 5,400.00		\$ -	\$ 5,400.00
1.05	Land Ties for Control Points				4		4	\$ 440.00		\$ -	\$ 440.00
1.06	Boundary Survey			24	40		64	\$ 8,360.00		\$ -	\$ 8,360.00
1.07	Right-of-Way and Easements (NOT INCLUDED)						0	\$ -		\$ -	\$ -
1.08	QA	8					8	\$ 2,000.00		\$ -	\$ 2,000.00
1.09							0	\$ -		\$ -	\$ -
SUM	SUMMARY	8	0	32	90	40	170	\$ 22,580.00	\$ -	\$ -	\$ 22,580.00
2.00	Project Development Report										
2.01	Preliminary Alignment Exhibits and Project Data	2	4			8	14	\$ 2,200.00		\$ -	\$ 2,200.00
2.02	Initial Coordination Meeting	2	4			8	14	\$ 2,200.00		\$ -	\$ 2,200.00
2.03	Environmental Survey Request	4	8			16	28	\$ 4,400.00		\$ -	\$ 4,400.00
2.04	Preliminary Environmental Site Assessment	2	2			8	12	\$ 1,890.00		\$ -	\$ 1,890.00
2.05	Draft Project Development Report	2	8			8	18	\$ 2,820.00		\$ -	\$ 2,820.00
2.06	Project Development Report Exhibits	4	4			4	12	\$ 2,160.00		\$ -	\$ 2,160.00
2.07	Public Involvement	2	6			8	18	\$ 2,820.00		\$ -	\$ 2,820.00
2.08	Incorporate Revisions and Final Report Prep	8	6			8	8	\$ 2,000.00		\$ -	\$ 2,000.00
2.09	QA						0	\$ -		\$ -	\$ -
2.10							0	\$ -		\$ -	\$ -
SUM	SUMMARY	28	46	0	0	68	142	\$ 23,310.00	\$ -	\$ -	\$ 23,310.00
3.00	Preliminary Plans										
3.01	Horizontal and Vertical Alignment	2	8			8	18	\$ 2,820.00		\$ -	\$ 2,820.00
3.02	Pavement Design and Typical Section	2	4			8	14	\$ 2,200.00		\$ -	\$ 2,200.00
3.03	Plan & Profile Sheets	4	8			16	28	\$ 4,400.00		\$ -	\$ 4,400.00
3.04	Sidewalk, Curb Ramp, & ADA Details	2	8			16	26	\$ 3,900.00		\$ -	\$ 3,900.00
3.05	Misc. Details	2	4			8	14	\$ 2,200.00		\$ -	\$ 2,200.00
3.06	Removal Plan	2	8			8	18	\$ 2,820.00		\$ -	\$ 2,820.00
3.07	Schedule of Quantities	2	8			8	18	\$ 2,820.00		\$ -	\$ 2,820.00
3.08	Summary of Quantities	2	6			8	18	\$ 2,820.00		\$ -	\$ 2,820.00
3.09	General Notes and Cover Sheet	1	2			4	7	\$ 1,100.00		\$ -	\$ 1,100.00
3.10	Coordination with Client on Design Details	4	4			8	8	\$ 1,620.00		\$ -	\$ 1,620.00
3.11	Coordination on IDOT Submittals	2	4			8	14	\$ 2,200.00		\$ -	\$ 2,200.00
3.12	QA	8					8	\$ 2,000.00		\$ -	\$ 2,000.00
3.13							0	\$ -		\$ -	\$ -
SUM	SUMMARY	33	66	0	0	100	199	\$ 31,980.00	\$ -	\$ -	\$ 31,980.00
4.00	Final Plans										
4.01	Meeting with Client to Review Plans	4	4				8	\$ 1,620.00		\$ -	\$ 1,620.00
4.02	Incorporate Revisions and Finalize Plans	4	8			16	28	\$ 4,400.00		\$ -	\$ 4,400.00
4.03	Utility Coordination	2	2			4	8	\$ 1,350.00		\$ -	\$ 1,350.00
4.04	Special Provisions	2	4			8	14	\$ 2,200.00		\$ -	\$ 2,200.00
4.05	Calculate Quantities	1	2			4	7	\$ 1,100.00		\$ -	\$ 1,100.00
4.06	Check & Finalize Schedule of Quantities	1	4			4	9	\$ 1,410.00		\$ -	\$ 1,410.00
4.07	Check & Finalize Summary of Quantities	1	4			4	9	\$ 1,410.00		\$ -	\$ 1,410.00
4.08	Estimate of Cost	1	2			2	5	\$ 830.00		\$ -	\$ 830.00
4.09	Estimate of Time	1	2			2	5	\$ 830.00		\$ -	\$ 830.00
4.10	Finalize Bid Package	2	4			2	8	\$ 1,390.00		\$ -	\$ 1,390.00
4.11	Coordination on IDOT Submittals and Disposition	2	4			8	14	\$ 2,200.00		\$ -	\$ 2,200.00
4.12	QA	8					8	\$ 2,000.00		\$ -	\$ 2,000.00
4.13							0	\$ -		\$ -	\$ -
SUM	SUMMARY	29	40	0	0	54	123	\$ 20,740.00	\$ -	\$ -	\$ 20,740.00
5.00	Bidding Assistance										
5.01	Questions / Addenda	2	4				6	\$ 1,120.00		\$ -	\$ 1,120.00
5.02							0	\$ -		\$ -	\$ -
SUM	SUMMARY	2	4	0	0	0	6	\$ 1,120.00	\$ -	\$ -	\$ 1,120.00
TOTAL		100	156	32	90	262	640	\$ 99,730.00	\$ -	\$ -	\$ 99,730.00

10/8/2025 5:32 PM

**RESOLUTION #3113-26-RT**

AGREEMENT LETTER FOR THE IMPROVEMENT OF ASHLAND AVENUE

**WHEREAS**, the County of St. Clair and the City of Fairview Heights are in discussions regarding certain improvements to Ashland Avenue in the City of Fairview Heights; and,

**WHEREAS**, a Federal Grant Application round is open in February 2026; and,

**WHEREAS**, the parties mentioned above are desirous of applying for funding for certain improvements on Ashland Avenue from about IL 159 to Joseph Drive.

**NOW, THEREFORE, BE IT RESOLVED**, that the terms and conditions of said Agreement Letter are satisfactory and meet with the approval of the County Board; and,

**BE IT ALSO RESOLVED**, that the Chairman of this County Board be, and he is, hereby authorized and directed to execute said Agreement Letter on behalf of the County.

**APPROVED AND ADOPTED** at a meeting of the County Board of St. Clair County, Illinois, the 26<sup>th</sup> day of January 2026.

Attest

---

County Board Chairman

---

County Clerk



Resolution No. 3113-26-RT

REVIEWED BY:

State's Attorney's Office

Director of Administration

*Richard Vernon*  
*Wally Guffey*  
*Michael Dornell*  
*Jana Noel*  
*Agnes Bell Smith*  
*Robert J. Smith*  
*John H. Smith*

TRANSPORTATION COMMITTEE

JUDICIARY COMMITTEE

FINANCE COMMITTEE



## CITY OF FAIRVIEW HEIGHTS

10025 Bunkum Road ♦ Fairview Heights, Illinois 62208 ♦ Phone: (618) 489-2000 ♦ [www.cofh.org](http://www.cofh.org)

### LETTER AGREEMENT

TO: ST. CLAIR COUNTY HIGHWAY DEPARTMENT  
NORM ETLING, P.E. COUNTY ENGINEER  
14151 NORTH BELT WEST  
BELLEVILLE, IL 62226

DATE: January 20, 2026

This Letter Agreement ("AGREEMENT") is made and entered into as of \_\_\_\_\_ by and between ST. CLAIR COUNTY, IL ("COUNTY") and THE CITY OF FAIRVIEW HEIGHTS ("CITY").

WHEREAS, COUNTY and CITY are interested in improving St. Clair County H59 and, as such, are willing to enter into a partnership to cause an STP-S grant application to be completed and submitted in an effort to secure funding for the desired improvements.

NOW, THEREFORE, BE IT RESOLVED BY COUNTY AND CITY AS FOLLOWS:

COUNTY, as lead applying agency, will enter into a contract with GONZALES COMPANIES, LLC to complete and submit the STP-S application on behalf of both COUNTY and CITY.

CITY, as partnering entity, will reimburse COUNTY for one half of the fees invoiced to COUNTY from GONZALES COMPANIES, LLC for the work associated with preparing and submitting the STP-S grant.

As St. Clair County H59 is a county route that resides within the jurisdictional boundaries of the City of Fairview Heights, Illinois, CITY will provide GONZALEZ COMPANIES, LLC the following STP-S support material:

1. Crash data for Ashland Avenue from Joseph Drive to Rt. 159.
2. Letters of support from stakeholders in and near the corridor.

CITY OF FAIRVIEW HEIGHTS

ST. CLAIR COUNTY

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
PRINT NAME

\_\_\_\_\_  
PRINT NAME



RESOLUTION NO. 3114-26-R

WHEREAS, the County of St. Clair has undertaken a program to collect delinquent taxes and to perfect titles to real property in cases where the taxes on the same have not been paid pursuant to 35 ILCS, Sec. 200/21-90 and 35 ILCS, Sec. 200/21-175 et seq.

WHEREAS, pursuant to this program the County of St. Clair has acquired an interest in the following described real estate:

(See attachment)

and it appearing to the Trustee Committee that it would be to the best interest of the County to dispose of its interest in said property.

THEREFORE, the Trustee Committee recommends the adoption of the following resolution:

BE IT RESOLVED BY THE COUNTY BOARD OF ST. CLAIR COUNTY, ILLINOIS, that the Chairman of the Board of St. Clair County, Illinois, be authorized to execute a deed of conveyance of the County's interest or authorize the cancellation of the appropriate certificate of purchase, as the case may be, on the above described real estate for the sum of One Hundred Thirty-Four Thousand, Six Hundred Seventy-Three and 67/100 Dollars (\$134,673.67) paid to the Treasurer of St. Clair County, Illinois, to be distributed according to law.

Adopted by roll call vote on the 26th day of December 2026.

\_\_\_\_\_  
Chairman, St. Clair County Board

ATTEST:

\_\_\_\_\_  
Clerk of the Board

RES#	Account	Type	Account Name	Parcel#	Total Collected	County Clerk	Auctioneer	Recorder/ Sec of State	Agent	Misc/ Overpmt	Treasurer
01-26-001	1025442	SAL	GRIDFLOW STORAGE LLC	07-07.0-306-004, 014	786.00	122.00	0.00	108.00	450.00	0.00	106.00
01-26-002	0724079	SAL	MARIBEL JUAREZ	02-10.0-112-075 THRU 078	786.00	89.08	0.00	180.00	450.00	0.00	66.92
01-26-003	1019590	DEF-SAL	JEREMIAH TILMON	08-33.0-201-015	3,500.00	0.00	0.00	0.00	1,185.64	0.00	2,314.36
01-26-004	REMOVED			01-24.0-418-002	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-26-005	1025135	SAL	DAMON FLEOM	02-16.0-201-004, 005	786.00	81.28	0.00	108.00	450.00	0.00	146.72
01-26-006	1025250	SAL	ANGELA AMPADU	02-20.0-406-021	786.00	81.36	0.00	72.00	450.00	0.00	182.64
01-26-007	1025463	SAL	LEE BROWN	08-15.0-423-076, 077, 078	786.00	189.95	0.00	144.00	450.00	0.00	2.05
01-26-008	0425129	SAL	IEISHIA ELLIS	02-18.0-223-003	786.00	45.84	0.00	72.00	450.00	0.00	218.16
01-26-009	1024117	SAL	KILLIAN WEIR	02-13.0-211-072	786.00	62.44	0.00	72.00	450.00	0.00	201.56
<i>Treasurer Check has been reduced and applied to refund for 0424097 by</i>						\$62.41					
01-26-010	1225001J	SAL	STATE OF ILLINOIS, THROUGH ITS DEPARTMENT OF MILITARY AFFAIRS	02-20.0-102-010, 013, 027, 028, 029, 030, 031, 032, 037, 038, 039, 048, 053, 055	11,130.00	441.67	0.00	294.25	2,782.50	0.00	7,611.58
01-26-011	1225916	SAL	VILLAGE OF BROOKLYN	01-01.0-300-037	786.00	25.32	0.00	56.00	450.00	0.00	254.68
01-26-012	1225917	SAL	VILLAGE OF BROOKLYN	01-02.0-202-010	786.00	40.64	0.00	72.00	450.00	0.00	223.36
01-26-013	1225918	SAL	VILLAGE OF BROOKLYN	01-02.0-209-016	786.00	0.00	0.00	72.00	450.00	0.00	264.00
01-26-014	201302461	DEF-REC	NORMAN TREMELL AND SCHNELL CARRAWAY	02-20.0-221-010	1,036.00	0.00	0.00	0.00	19.45	0.00	1,016.55
01-26-015	201501274	DEF-REC	ZS III LLC	02-16.0-223-033	5,200.00	0.00	0.00	0.00	1,055.50	0.00	4,144.50
01-26-016	201501763	DEF-REC	BRYAN WATSON	02-20.0-111-026	2,700.00	0.00	0.00	0.00	66.67	0.00	2,633.33
01-26-017	201501951	REC	LAKECIA C CARRAWAY	02-21.0-420-015	9,175.24	68.00	0.00	72.00	944.45	0.00	8,090.79
01-26-018	201600839	DEF-REC	ZS III LLC	02-16.0-223-031	400.00	0.00	0.00	0.00	291.49	0.00	108.51
01-26-019	201600840	DEF-REC	ZS III LLC	02-16.0-223-032	400.00	0.00	0.00	0.00	291.49	0.00	108.51
01-26-020	201601432	DEF-REC	STANLEY WILLIAMS	02-21.0-414-023	1,063.00	0.00	0.00	0.00	204.96	0.00	858.04
01-26-021	201700754	DEF-REC	DAVID AYERS	02-18.0-109-033	875.00	0.00	0.00	0.00	289.00	0.00	586.00
01-26-022	201701154	REC	SHERRAN RILEY	02-20.0-215-030	11,999.78	106.88	0.00	72.00	3,127.56	0.00	8,693.34
01-26-023	201703912	REC	JAMES AUBUCHON & SANDRA AUBUCHON	07-08.0-105-042	4,513.26	68.00	0.00	72.00	998.55	0.00	3,374.71
01-26-024	201801227	DEF-REC	STANLEY WILLIAMS	02-26.0-202-050	1,284.12	0.00	0.00	0.00	277.05	0.00	1,007.07
01-26-025	201804017	DEF-REC	EVELYN J GARRARD	07-07.0-313-004	1,072.00	0.00	0.00	0.00	212.15	0.00	859.85
01-26-026	201901385	DEF-REC	KRISTA ADAMS	02-22.0-420-009	850.00	0.00	0.00	0.00	227.99	0.00	622.01
01-26-027	201804449	DEF-REC	BRANDEN HARLEN	02-16.0-304-063	24,200.00	62.55	0.00	0.00	6,520.44	0.00	17,617.01
01-26-028	202001867	DEF-REC	CHARLESTY DOBY	02-27.0-212-034	3,428.00	53.75	0.00	0.00	1,053.13	0.00	2,321.12
01-26-029	202001952	DEF-REC	FRANK WILLIAMS	02-28.0-300-015	5,909.00	38.21	0.00	0.00	1,916.09	0.00	3,954.70
01-26-030	202004202	DEF-REC	AUTUMN B ROUNKLES	08-28.0-114-001	4,482.91	62.44	0.00	0.00	1,494.90	0.00	2,925.57



RES#	Account	Type	Account Name	Parcel#	Total Collected	County Clerk	Auctioneer	Recorder/ Sec of State	Agent	Misc/ Overpmt	Treasurer
01-26-031	202090095	SUR	PATRICIA CADELL	08-00154	988.15	68.00	0.00	0.00	516.23	0.00	403.92
01-26-032	202100467	REC	DAMEON FLOORE	02-08.0-405-022	1,922.49	109.33	0.00	72.00	553.47	0.00	1,187.69
01-26-033	202100807	REC	A 1 REALTORS LLC	02-16.0-107-046	8,105.16	149.36	0.00	72.00	1,818.18	0.00	6,065.62
01-26-034	202100834	REC	A 1 REALTORS LLC	02-16.0-117-053	8,001.01	149.36	0.00	72.00	1,762.61	0.00	6,017.04
01-26-035	202100962	REC	DONOVAN L DOTSON	02-16.0-306-025	3,755.00	159.00	0.00	72.00	992.74	0.00	2,531.26
01-26-036	202100850	REC	DEMARCUS CLARK	02-16.0-123-019	3,923.00	124.18	0.00	72.00	963.27	0.00	2,763.55
01-26-037	202100971	REC	GAIL ALLEN & WOODY ALLEN	02-16.0-405-001	1,551.77	93.72	0.00	72.00	494.65	0.00	891.40
01-26-038	202100972	REC	WOODY ALLEN & GAIL ALLEN	02-16.0-405-002	1,537.49	93.72	0.00	72.00	491.69	0.00	880.08
01-26-039	202100973	REC	WOODY ALLEN & GAIL ALLEN	02-16.0-405-003	1,524.70	93.72	0.00	72.00	489.22	0.00	869.76
01-26-040	202100978	REC	GAIL ALLEN	02-16.0-405-010	1,633.30	93.72	0.00	72.00	511.10	0.00	956.48
01-26-041	202100979	REC	GAIL ALLEN	02-16.0-405-011	1,633.30	93.72	0.00	72.00	511.10	0.00	956.48
01-26-042	202100980	REC	GAIL ALLEN	02-16.0-405-012	1,634.56	93.72	0.00	72.00	511.28	0.00	957.56
01-26-043	202100981	REC	CHUCK ALLEN & GAIL ALLEN	02-16.0-405-013	1,634.56	93.72	0.00	72.00	511.28	0.00	957.56
01-26-044	202100982	REC	WOODY ALLEN & GAIL ALLEN	02-16.0-405-014	1,634.56	93.72	0.00	72.00	511.28	0.00	957.56
01-26-045	202101270	REC	RONNIE F MCCOY	02-18.0-423-002	5,186.91	141.51	0.00	72.00	1,185.08	0.00	3,788.32
01-26-046	202101299	REC	DARRELL SMITH & PAMELA GRIMMETT-SMITH	02-19.0-114-055	4,923.23	184.18	0.00	72.00	1,254.36	0.00	3,412.69
01-26-047	202101446	REC	BRIAN B HENDRICKS	02-20.0-118-023	4,607.00	133.82	0.00	72.00	955.39	0.00	3,445.79
01-26-048	202101811	REC	ERMA HOPSON	02-26.0-205-016	3,151.98	124.18	0.00	72.00	698.77	0.00	2,257.03
01-26-049	202103577	REC	NINA LEE & BRIANNA BENOIT	07-05.0-405-025	1,746.78	143.46	0.00	72.00	514.60	0.00	1,016.72
01-26-050	202103716	REC	DONNA L BARNEKO-BRITT	07-08.0-106-021	4,638.00	133.82	0.00	72.00	1,082.65	0.00	3,349.53
01-26-051	0125305	SAL	ALHAJI KARGBO	07-05.0-207-009, 010, 011, 012	786.00	156.00	0.00	180.00	450.00	0.00	0.00
01-26-052	201503956	DEF-REC	LAWRENCE SCHAEFER	07-05.0-301-017	1,104.00	0.00	0.00	0.00	122.94	0.00	981.06
01-26-053	202000172	REC	LAWRENCE W GRAHAM & SCHAMEIKA T WILLIAMS	01-24.0-116-017	2,072.16	154.67	0.00	72.00	825.40	0.00	1,020.09
01-26-054	202101852	REC	ROSHANDA MCCLINTON	02-26.0-306-018	5,792.00	149.36	0.00	72.00	1,193.34	1.16	4,376.14
01-26-055	202103355	REC	MARY ROSE ESTATE	06-17.0-205-006	1,852.70	108.64	0.00	72.00	511.99	0.00	1,160.07
01-26-056	201502321	DEF-REC	DARRELL JONES	02-27.0-309-015	982.00	0.00	0.00	0.00	122.94	0.00	859.06
01-26-057	202101388	REC	LUCILLE JOSHWAY	02-19.0-400-029	5,372.93	133.82	0.00	72.00	1,083.65	0.00	4,083.46

RES#	Account	Type	Account Name	Parcel#	Total Collected	County Clerk	Auctioneer	Recorder/ Sec of State	Agent	Misc/ Overpmt	Treasurer
------	---------	------	--------------	---------	--------------------	-----------------	------------	---------------------------	-------	------------------	-----------

Totals

\$182,773.05

\$4,711.86

\$0.00

\$3,302.25

\$48,098.22

\$1.16

\$126,659.56


Committee Members

Clerk Fees

\$4,711.86

Recorder/Sec of State Fees

\$3,302.25

Total to County

\$134,673.67

*Total to Treasurer reduced by refunds due of \$62.41*



## COUNTY BOARD EXTENSION REQUEST

**PAYER:** Cunningham, Bettye For Allen & Betty Dorsey

**Account No.:** 201302305 **Parcel I. D. No.:** 02-19.0-220-062

**Property Address:** 2130 MARTIN LUTHER KING DR. EAST ST. LOUIS, IL 62205

**Property Description:**

Is this property: Occupied? 12  
Rented or Leased? ✓  
Generating Income? ✓

**History of Account:** (Payment dates and amounts)

Opened: 2/23/2015

<b>Purchase Price:</b>	<b>\$25,987.70</b>
------------------------	--------------------

**Total Paid to Account:** \$19,394.00

**Balance Due:** \$6,738.70

**Prospects for meeting Extended Payment Schedule:** \_\_\_\_\_

PRIOR EXTENSIONS GRANTED? YES

**Any local government support for an extension?** \_\_\_\_\_

Has the Payer purchased other properties? \_\_\_\_\_

**Evidence of short or long term owner?** \_\_\_\_\_

**Is Payer delinquent in paying other real estate taxes?**

Has the Buyer ever not paid?

**What has Payer done with property? (insurance, repairs, maintenance , etc?)**

Has Payer attempted to secure private financing? \_\_\_\_\_ With: \_\_\_\_\_

**Do economic conditions in the area warrant an extension?**

**Are there or were there other bidders for this property?**

**Other comments or reasons for the extension by the Trustee Committee:**

## COUNTY BOARD EXTENSION REQUEST

PAYER: Jones, Shanta

Account No.: 201900313

Parcel I. D. No.: 01-35.0-306-007

Property Address: 3701 WHITE ST. CAHOKIA, IL 62206

### Property Description:

Is this property:

Occupied?

NO

Rented or Leased?

/

Generating Income?

/

### History of Account: (Payment dates and amounts)

Opened: 11/2/2021

Purchase Price: \$12,538.25

Total Paid to Account: \$5,858.00

Balance Due: \$6,712.75

Prospects for meeting Extended Payment Schedule: \_\_\_\_\_

PRIOR EXTENSIONS GRANTED? YES

Any local government support for an extension? \_\_\_\_\_

Has the Payer purchased other properties? \_\_\_\_\_

Evidence of short or long term owner? \_\_\_\_\_

Is Payer delinquent in paying other real estate taxes? \_\_\_\_\_

Has the Buyer ever not paid? \_\_\_\_\_

What has Payer done with property? (insurance, repairs, maintenance , etc?)  
\_\_\_\_\_

Has Payer attempted to secure private financing? \_\_\_\_\_

With: \_\_\_\_\_

Do economic conditions in the area warrant an extension? \_\_\_\_\_

Are there or were there other bidders for this property? \_\_\_\_\_

Other comments or reasons for the extension by the Trustee Committee:  
\_\_\_\_\_



## COUNTY BOARD EXTENSION REQUEST

**PAYER:** Moore And Calvin Stokes, Benetha

Account No.: 201500897 Parcel I. D. No.: 02-08.0-421-022

**Property Address:** 3237 AUDUBON AVE. EAST ST. LOUIS, IL 62204

**Property Description:**

Is this property: Occupied? YES  
Rented or Leased? —  
Generating Income? —

**History of Account:** (Payment dates and amounts)

Opened: 9/23/2019

**Purchase Price:** \$19,113.68

**Total Paid to Account:** \$16,644.00

**Balance Due:** \$2,577.18

**Prospects for meeting Extended Payment Schedule:** \_\_\_\_\_

PRIOR EXTENSIONS GRANTED? YES

**Any local government support for an extension?** \_\_\_\_\_

Has the Payer purchased other properties? \_\_\_\_\_

**Evidence of short or long term owner?** \_\_\_\_\_

**Is Payer delinquent in paying other real estate taxes?**

Has the Buyer ever not paid? NO

**What has Payer done with property? (insurance, repairs, maintenance , etc?)**

Has Payer attempted to secure private financing? \_\_\_\_\_ With: \_\_\_\_\_

**Do economic conditions in the area warrant an extension?** \_\_\_\_\_

Are there or were there other bidders for this property? \_\_\_\_\_

**Other comments or reasons for the extension by the Trustee Committee:**

## COUNTY BOARD EXTENSION REQUEST

PAYER: Van, Lamarkus S

Account No.: 201901603

Parcel I. D. No.: 02-27.0-200-013

Property Address: 724 N. 72ND ST. EAST SAINT LOUIS, IL 62203

### Property Description:

Is this property:

Occupied?

YES

Rented or Leased?

/

Generating Income?

/

### History of Account: (Payment dates and amounts)

Opened: 1/2/2024

Purchase Price: \$6,586.48

Total Paid to Account: \$1,913.00

Balance Due: \$4,780.98

Prospects for meeting Extended Payment Schedule: \_\_\_\_\_

PRIOR EXTENSIONS GRANTED? YES

Any local government support for an extension? \_\_\_\_\_

Has the Payer purchased other properties? \_\_\_\_\_

Evidence of short or long term owner? \_\_\_\_\_

Is Payer delinquent in paying other real estate taxes? \_\_\_\_\_

Has the Buyer ever not paid? \_\_\_\_\_

What has Payer done with property? (insurance, repairs, maintenance , etc?)  
\_\_\_\_\_  
\_\_\_\_\_

Has Payer attempted to secure private financing? \_\_\_\_\_ With: \_\_\_\_\_

Do economic conditions in the area warrant an extension? \_\_\_\_\_

Are there or were there other bidders for this property? \_\_\_\_\_

Other comments or reasons for the extension by the Trustee Committee:  
\_\_\_\_\_  
\_\_\_\_\_



## COUNTY BOARD EXTENSION REQUEST

PAYER: Wilson, Dwayne

Account No.: 201803232

Parcel I. D. No.: 02-32.0-405-001

Property Address: 502 S. 50TH ST. CENTREVILLE, IL 62205

### Property Description:

Is this property:

Occupied?

NO

Rented or Leased?

YES

Generating Income?

YES

### History of Account: (Payment dates and amounts)

Opened: 4/28/2022

Purchase Price: \$6,897.93

Total Paid to Account: \$3,108.00

Balance Due: \$3,809.93

Prospects for meeting Extended Payment Schedule: \_\_\_\_\_

PRIOR EXTENSIONS GRANTED? YES

Any local government support for an extension? \_\_\_\_\_

Has the Payer purchased other properties? \_\_\_\_\_

Evidence of short or long term owner? \_\_\_\_\_

Is Payer delinquent in paying other real estate taxes? YES

Has the Buyer ever not paid? NO

What has Payer done with property? (insurance, repairs, maintenance, etc?)  
\_\_\_\_\_  
\_\_\_\_\_

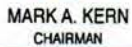
Has Payer attempted to secure private financing? \_\_\_\_\_

With: \_\_\_\_\_

Do economic conditions in the area warrant an extension? \_\_\_\_\_

Are there or were there other bidders for this property? \_\_\_\_\_

Other comments or reasons for the extension by the Trustee Committee:  
\_\_\_\_\_  
\_\_\_\_\_



10 PUBLIC SQUARE, ROOM B-561, BELLEVILLE, ILLINOIS 62220-1623  
(618) 825-2203 • FAX: (618) 825-2740

**District 28**  
**JOHN COERS**

~~Stephen Reeb, Chairman~~  
~~St. Clair County Board Grants Committee~~





**MONTHLY ACTIVITY REPORT**

**December 2025 Stats Report**

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President  
St. Clair County Board of Health

**Myla Blandford,**  
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Executive Director  
St. Clair County Health Department

**Administrative/Fiscal**

618.233.7703  
618.222.1630 fax

**Infectious Disease Prevention**

**Communicable Disease**

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HIV Care Connect**

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**ENVIRONMENTAL PROGRAMS**

**NOV DEC YTD 25 YTD 24**

**ENVIRONMENTAL HEALTH**

**FOOD SERVICE PROGRAM**

Routine Inspection  
Reinspection  
Opening Inspections  
Food Recalls  
Foodborne Illness Investigations  
Complaint Investigations  
In-services  
# of Participants  
Consultations/Plan Reviews/Fires/Disasters

219	220	2,467	2,602
17	31	296	547
7	8	60	57
20	25	222	180
7	1	8	14
8	7	138	139
0	0	1	9
0	0	14	149
103	77	1,259	2,568

**NUISANCE/VECTOR/TANNING**

Complaint Investigations & Rechecks  
Smoke Free IL Complaints  
Smoke Free IL Citations  
Consultations (Smoking, Tanning, Vector)  
Tanning/Body Art Inspections & Rechecks  
Vector Surveillance sites (May - October)

0	0	4	9
0	0	8	11
0	0	0	0
200	221	1,687	626
0	0	35	15
0	0	138	20

**POTABLE WATER PROGRAM**

Well Permits Issued  
Well Inspections  
Analysis Reviewed  
Consultations

2	1	26	19
2	1	28	17
4	0	40	66
0	1	45	215

**PRIVATE SEWAGE PROGRAM**

Permits Issued  
Sewage Consultations  
Systems Inspected  
Complaints, Investigations & Rechecks  
Home Loan Inspections

5	5	97	105
57	69	1,017	1,185
9	5	83	104
5	4	34	40
0	0	3	2





## ST. CLAIR COUNTY HEALTH DEPARTMENT

19 Public Square, Suite 150 | Belleville, IL 62220

SCCHealthDept.com

### MONTHLY ACTIVITY REPORT

#### December 2025 Stats Report

ENVIRONMENTAL PROGRAMS	NOV	DEC	YTD 25	YTD 24
------------------------	-----	-----	--------	--------

#### ENVIRONMENTAL PROTECTION and POLLUTION PREVENTION

##### LANDFILL PROGRAM

Landfill, Compost, Open Dump Inspections, FUIs  
New Open Dump Sites Closed  
Complaint Investigations, Rechecks  
Consultations

8	7	84	87
1	0	8	1
3	0	38	62
0	0	2	95

##### POLLUTION PREVENTION PROGRAM

Consultations/Presentations  
Materials Distributed

0	0	0	4
0	0	0	27

##### Administrative/Fiscal

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**MONTHLY ACTIVITY REPORT**

**December 2025 Stats Report**

INFECTIOUS DISEASE PREVENTION	NOV	DEC	YTD 25	YTD 24
-------------------------------	-----	-----	--------	--------

**COMMUNICABLE DISEASE CASES**

Chlamydia  
E-Coli  
Gonorrhea  
Group A Streptococcal  
Hepatitis A  
Hepatitis B  
Hepatitis C  
HIV+  
Influenza  
Covid-19  
Flu-like Symptoms (*Specific*)  
Meningitis (Bacterial)  
MRSA  
Pertussis  
Salmonella  
Syphilis

72	63	792	814
0	0	<5	95
25	23	277	350
0	0	6	20
<5	<5	13	3
<5	0	43	17
<5	<5	176	117
<5	<5	<10	<10
0	<5	51	21
0	0	0	1
0	0	0	0
0	0	<5	0
0	0	0	0
0	0	7	20
<5	<5	18	33
12	16	198	176

**TB CONTROL/TESTING**

Field Visits (Directly Observed Therapy)  
Client Contacts (Directly Observed Therapy)  
Video Observed Therapy  
Client Served under Video Observed Therapy  
Clients Served (by Physician)  
Client Contacts (Clinic)  
Chest X-Ray  
Skin Tests  
Positive Skin Tests  
MTB Cases  
Suspects

0	0	0	157
0	0	0	157
0	0	0	207
0	0	0	5
4	5	49	55
5	6	682	1,043
1	2	14	36
29	25	366	453
1	1	2	0
0	0	0	5
0	0	2	0

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**MONTHLY ACTIVITY REPORT**

**December 2025 Stats Report**

INFECTIOUS DISEASE PREVENTION	NOV	DEC	YTD 25	YTD 24
-------------------------------	-----	-----	--------	--------

**ILLNESS INVESTIGATIONS-CONSULTATIONS**

Off-site	0	0	0	1
Office	0	0	0	3
Phone	67	70	1,122	3,733
OOJ - Out of Jurisdiction	28	22	467	331
Documentation Sen-Physicians/ MSP Providers	0	0	0	15

**HIV/AIDS CARE REGION**

Starting Caseload	680	680	680	679
New to Medical Case Management Clients	15	11	126	108
Discharges	15	13	129	83
Misc Changes	0	0	-5	4
Remaining/Current Caseload	680	678	678	672

**HIV PREVENTION - REGION**

HIV Tests Completed Total	0	5	22	2
HIV Tests Completed Total (Routine)	0	4	83	243
HIV Tests Completed Total (Risk Based)	0	1	4	23
HIV Tests Completed at SCCHD	0	0	57	261
New Positive Cases Identified	0	1	2	1
# Cases Linked to HIV Medical Care	0	1	2	1

**HIV DISEASE INTER. SERV. - REGION**

New Cases Opened	50	0	262	35
Individuals Notified	0	0	1	0
Linked to Medical Care	0	0	2	0
Already in care (May reflects to-date number)	29	0	75	15

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**EMERGENCY PREPAREDNESS & CRI**

**NOV**

**DEC**

**YTD 25**

**YTD 24**

**COMMUNITY COORDINATION**

External Conferences/Workshops/Trainings Attended

4	3	17	16
---	---	----	----

Community Partnership Meetings

10	9	64	56
----	---	----	----

Drills/Exercises

2	2	16	23
---	---	----	----

Internal (SCCHD)

0	1	4	10
---	---	---	----

External

2	1	14	20
---	---	----	----

**TRAINING**

SCCHD Personnel Trained

3	3	19	264
---	---	----	-----

New Employee PHEP Orientation

0	0	17	11
---	---	----	----

Annual PHEP Employee Training

0	0	7	1
---	---	---	---

Incident Command System (ICS)

1	0	7	13
---	---	---	----

Point of Dispensing (POD)

0	0	2	131
---	---	---	-----

**Other/Misc**

3	0	3	108
---	---	---	-----

Community Partners Trained

0	21	22	47
---	----	----	----

**COMMUNITY HEALTH/OUTREACH**

Public Outreach/Presentations

2	4	31	21
---	---	----	----

Narcan Outreach Events

2	4	28	34
---	---	----	----

Narcan Trainings Provided

0	0	16	255
---	---	----	-----

Attendance

0	0	2,040	965
---	---	-------	-----

Narcan Kits Distributed

25	61	629	1,180
----	----	-----	-------

Teddy Bear Clinic Workshops

1	0	9	7
---	---	---	---

Attendance

72	0	314	233
----	---	-----	-----

CPR Certifications

0	24	30	60
---	----	----	----

First Aid/Stop the Bleed (STB) Certifications

0	0	3	48
---	---	---	----

**EMERGENCY RESPONSE**

**INCIDENT/ASSISTANCE**

Active Public Health Emergency Declarations

0	0	0	8
---	---	---	---

Biowatch Actionable Result (BAR)

0	0	0	1
---	---	---	---

Special Events

0	0	0	2
---	---	---	---

Healthcare Coalition Activation (HOPE/STLHCC)

0	0	2	1
---	---	---	---

IPHMAS Request

0	0	1	0
---	---	---	---

SIREN Alerts

0	0	3	1
---	---	---	---





**MONTHLY ACTIVITY REPORT**

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**Breast and Cervical Cancer**

618.233.7703  
618.233.7713 fax

**Immunizations**

618.825-4500

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**EMERGENCY PREPAREDNESS & CRI**

**NOV**

**DEC**

**YTD 25**

**YTD 24**

**MATERIAL DISTRIBUTION**

Resource Requests  
SNS/IPS (medication/testing supplies)  
PPE/Resources

0	0	0	1
0	0	50	4,180
0	0	0	1

**ST CLAIR COUNTY AED PROGRAM**

Site Visits  
Utilization Incidents  
PAD-Pak Qualification  
Forward Hearts Case Qualification  
Forward Hearts Case Acceptance

1	0	32	3
1	0	5	8
0	0	2	7
0	0	0	0
0	0	0	0

**MRC (MEDICAL RESERVE CORPS)**

**VOLUNTEER MANAGEMENT**

Current # of Volunteers  
New  
Withdrawals  
Recruitment Events  
Attendance  
Social Media Posts/ Mass Communication

54	54	53	120
1	0	2	8
0	0	1	1
2	4	11	13
2	4	139	570
3	0	9	86

**MRC TRAINING**

External Conferences/Workshops Attended  
Community Partnership Meetings  
Meetings/Workshops/Trainings Offered  
Number of MRC Volunteers Trained  
Drill/Exercises

1	2	10	15
2	5	17	17
2	1	27	27
0	1	5	31
1	0	3	8

**MRC INCIDENT/EVENT ASSISTANCE**

Non- Emergency Public Health Event  
Emergency Response Incident/Assistance  
MRC Unit Volunteer Hours Served

0	0	9	22
0	0	0	0
0	0	51	73







# ST. CLAIR COUNTY HEALTH DEPARTMENT

19 Public Square, Suite 150 | Belleville, IL 62220  
SCCHealthDept.com

## MONTHLY ACTIVITY REPORT

### December 2025 Stats Report

**Kelly A. Wood, MD, MSPH**  
President  
St. Clair County Board of Health

**Myla Blandford,**  
**MPH, REHS, LEHP**  
Executive Director  
St. Clair County Health Department

#### Administrative/Fiscal

618.233.7703  
618.222.1630 fax

#### Infectious Disease Prevention

##### **Communicable Disease**

618.233.6175  
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##### **Southwestern Illinois HIV Care Connect**

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#### Health Promotion & Wellness Clinical Services & Systems

##### **Maternal-Child Health Programs**

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#### Health Promotion & Wellness/Clinical Services

NOV	DEC	YTD 25	YTD 24
-----	-----	--------	--------

#### BETTER BIRTH OUTCOMES (BBQ)

Intensive Prenatal Caseload  
New Enrollment  
Home Visits

X	X	238	n/a
X	X	45	n/a
X	X	0	n/a

#### BREAST & CERVICAL CANCER PROGRAM (BCCP)

Enrollment  
Clinically Navigated Insured  
Clients with High Deductible  
Younger Symptomatic Referrals  
Referrals/Treatment Act  
Cancer within BCCP  
Cancer outside BCCP

6	0	67	178
0	0	15	38
0	0	8	15
0	1	7	16
0	0	4	4
0	0	2	3
0	0	2	1

#### BREASTFEEDING PEER COUNSELOR PRGM (BFPC)

Current Caseload  
BF Cases (new)  
Pregnant Cases (new)

396	401	4,567	526
6	8	70	590
13	20	256	94

#### DIAPER DEPOT

Diaper's Distributed

141	97	38,082	52,160
-----	----	--------	--------

#### HEALTHY HOMES LEAD POISONING PREVENTION PROGRAM (HHLPPS)

Current Caseload  
New Cases  
Closed Cases  
Prevention Education  
Home Visits/Evaluations  
Contacts

44	43	487	n/a
8	7	90	10
12	5	73	32
45	48	449	221
2	0	12	n/a
8	40	241	n/a

#### IMMUNIZATIONS

VFC Immunizations  
317/Bridge Immunizations  
Private Pay Immunizations  
Travel Vaccines

58	75	913	n/a
7	9	82	n/a
37	31	321	n/a
1	0	16	n/a



**MONTHLY ACTIVITY REPORT**

**December 2025 Stats Report**

Health Promotion & Wellness/Clinical Services	NOV	DEC	YTD 25	YTD 24
---	-----	-----	--------	--------

**SCREENINGS**

Lead testing - Children	38	30	441	640
Lead testing - Prenatal	7	8	134	199
Perinatal Depression Screening	78	49	1,328	1,795
Respiratory testing (COVID-19, Flu A&B, RSV)	0	1	146	n/a
Genetics Screenings	0	9	1,551	n/a

**WOMEN, INFANTS, & CHILDREN (WIC)**

Assigned Caseload	2,059	1,960	24,609	24,076
Clients Picking Up Food Instruments	1,553	1,572	19,036	19,287
Achievement Percentage	79	81	935	957
Clients Certified	223	237	3,355	2,640
Nutrition Education Attendance	504	615	6,520	5,565

**YOUTHCARE**

Current Caseload	365	343	4,493	3,420
New Case Enrollment	2	13	216	171
Cases Closed/Transferred	18	21	315	200
Administrative Case Reviews done	56	53	734	557

**PHS COMMUNITY OUTREACH**

Health Fairs	2	2	13	5
Total engaged at table/booth	410	150	2,948	765
Presentations Given	0	0	2	18
Total Attendance	0	0	48	295
Meetings/Conferences/Workshop Contacts	1	2	35	266
Face to Face Contacts	72	150	2,043	142
Total Residential Sharps Containers	19	7	221	n/a
Sharps Containers Collected	3	22	97	n/a
Sharps Containers Given Out	9	19	151	n/a

**CLINICAL SERVICES**

Total Physicals	0	0	42	0
Physical - Child	0	0	26	0
Physical - Adult	0	0	21	n/a
STI Screenings	2	9	132	0
Fluoride Varnish	14	12	176	0

**See Infectious Disease for TB stats**

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### MONTHLY ACTIVITY REPORT December 2025 Stats Report

ADMINISTRATION	NOV	DEC	YTD 25	YTD 24
----------------	-----	-----	--------	--------

#### PROMOTION

Press releases (SCCHD/IDPH)

1	2	4	15
---	---	---	----

#### SOCIAL MEDIA

Instagram ~ New Likes and follows

23	23	23	33
----	----	----	----

Instagram Reach ~ NEW METRIC starting 5/23

n/a	n/a	0	39,918
-----	-----	---	--------

Instagram Profile Visits~ NEW METRIC starting 7/23

n/a	n/a	0	266
-----	-----	---	-----

Twitter Impressions per month

n/a	n/a	0	3,572
-----	-----	---	-------

#### **Facebook\***

Followers - Lifetime 7/2/2021 - Current Month

10,004	10,006	10,006	9,862
--------	--------	--------	-------

Net New Facebook Follows per month

27	19	351	113
----	----	-----	-----

Number of FB Posts

12	11	246	380
----	----	-----	-----

Facebook Page and Profile Visits

491	535	8,408	12,858
-----	-----	-------	--------

Views per month

20,320	23,635	575,674	557,800
--------	--------	---------	---------

Page Reach

7,654	9,781	156,714	348,114
-------	-------	---------	---------

Content Interactions

223	161	3,409	5,947
-----	-----	-------	-------

Links Clicked

35	34	1,558	3,083
----	----	-------	-------

**NOTE:** Twitter Analytics have changed and are not available as they previously were.

\*Meta is changing and updating Insights. Some data is not available.

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### IOC Accounting Line Details

Fund	Agency	Organization	Appropriation	Object	Amount	Appropriation Name
0188	492	27	44910055	4491	\$973,893.33	DISBURSE CNTY/MASS TRANS SALES

### Payment Voucher Description

Line	Text
1	IL DEPT. OF REVENUE AUTHORIZED THIS PAYMENT ON 01/08/2026
2	COUNTY .25 % SHARE OF SALES TAX
3	LIAB MO: OCT. 2025 COLL MO: NOV. 2025 VCHR MO: JAN. 2026
4	? 'S PHONE: 217 785-6518 EMAIL: REV.LOCALTAX@ILLINOIS.GOV
61	COUNTY .25 % SHARE OF SALES TAX

Click [here](#) for assistance with this screen.

EMPLOYMENT

PRIVACY POLICY

IDENTITY PROTECTION POLICY

COMPTROLLER PPB

EXECUTIVE INSPECTOR GENERAL

FOIA

CONTACT US

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### IOC Accounting Line Details

Fund	Agency	Organization	Appropriation	Object	Amount	Appropriation Name
0189	492	27	44910055	4491	\$328,410.22	DISTRIBUTE MUNI/CNTY SALES TAX

### Payment Voucher Description

Line	Text
1	IL DEPT. OF REVENUE AUTHORIZED THIS PAYMENT ON 01/08/2026
2	COUNTY 1 % SHARE OF SALES TAX
3	LIAB MO: OCT. 2025 COLL MO: NOV. 2025 VCHR MO: JAN. 2026
4	?S PHONE: 217 785-6518 EMAIL: REV.LOCALTAX@ILLINOIS.GOV
61	COUNTY 1 % SHARE OF SALES TAX

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