



EXECUTIVE COMMITTEE AGENDA
Room 400, Government Center

Tuesday, February 10, 2009

4:30 p.m.

1. Call to Order
2. Chairman's Approval of Minutes – January 13, 2009
December 16, 2008 Stand-Up Meeting
3. Appearance by Members of the Public
4. Departmental Matters
5. Report of Standing Committees:
 - A. Executive Committee – Chairman Sorensen.
 - 1) Items to be Presented for Action:
 - a) **REAPPOINTMENTS:**
EAST CENTRAL ILLINOIS AGENCY ON AGING
Ms. Diane Bostic
307 N. Mitsubishi Motorway
Normal, IL 61761
(Three-year term expiring September 30, 2011)

EMERGENCY TELEPHONE SYSTEM BOARD
Sheriff Mike Emery
104 West Front Street
Bloomington, IL 61701
(Four-year term to expire on January 20, 2013)

EMERGENCY TELEPHONE SYSTEM BOARD
Mr. Glenn Wilson
1513 Ironwood Drive
Normal, IL 61761
(Four-year term to expire on January 20, 2013)

SOUTHEASTERN McLEAN COUNTY WATER AUTHORITY

Mr. Jerome K. "Jerry" Nord
510 E. Lincoln St.
Saybrook, IL 61770
(Three-year term to expire on February 19, 2012)

b) APPOINTMENTS:
None

c) RESIGNATIONS:

McLEAN COUNTY REGIONAL PLANNING COMMISSION

Mr. Mark Klinger
37 Chiswick Circle
Bloomington, IL 61704

d) Request Approval of Agreement with Levi,
Ray & Shoup, Inc. (LRS) for Training Classes –
Information Technologies 1-2

e) Request Approval of Agreement with Sidwell
Company for GIS Database Services –
Information Technologies 3-18

f) EXECUTIVE SESSION: Review of the Closed
Minutes 19-25

2) Items to be Presented to the Board:

a) Information Technologies Status Report,
February 10, 2009 26

b) General Report

c) Other

B. Transportation Committee – Chairman Hoselton

1) Items to be Presented for Action:

a) Request Approval of an Emergency Appropriation
Ordinance Amending the McLean County
Fiscal Year 2008 Combined Annual Appropriation
And Budget Ordinance, McLean County Highway
Department Fund 0122, McLean County Highway
Department 0055 27-28

b) Request Approval of an Emergency Appropriation
Ordinance Amending the McLean County
Fiscal Year 2008 Combined Annual Appropriation
And Budget Ordinance, McLean County Highway
Department Fund 0123, McLean County Highway
Department 0055 29-30

- 2) Items to be Presented to the Board:
 - a) Request Approval of Resolution and Letting Results from the January 27, 2009 Township 2009 MFT Maintenance Section
 - b) Request Approval of Resolution and Letting Results from the January 27, 2009 County Equipment Letting
 - c) Request Approval of Resolution and Letting Results from the January 27, 2009 Surplus Equipment Sale
 - d) Request Approval of Supplemental MFT Resolution – Sec 06-00168-01-TL – Towanda Barnes Road and Oakland Avenue Intersection
 - e) General Report
 - f) Other

C. Finance Committee – Chairman Owens

- 1) Items to be Presented for Action:
 - a) Request Approval of an Ordinance of the McLean County Board Amending the 2009 Combined Annual Budget and Appropriation Ordinance – County Auditor’s Office 31-34
 - b) Request Approval of an Ordinance Transferring Monies from the County General Fund 0001 to the Children’s Advocacy Center Fund 0129, the F.I.C.A./Social Security Fund 0130, the I.M.R.F. Fund 0131 and the Tort Judgment Fund 0135, Fiscal Year 2009, County Administrator’s Office 35-38
 - c) Request Approval of a Resolution Transferring Monies from the Working Cash Fund 0002 to the F.I.C.A./Social Security Fund 0130, Fiscal Year 2009, County Administrator’s Office 39-40
 - d) Request Approval of an Ordinance Transferring Monies from the TB Care and Treatment Fund 0111 and the Health Department Fund 0112 to the Persons with Developmental Disabilities Fund 0110, Fiscal Year 2009, County Administrator’s Office 41-42
- 2) Items to be Presented to the Board:
 - a) Request Approval of an Ordinance of the McLean County Board Amending Chapter 10 Of the McLean County Code – County Administrator’s Office 43-48
 - b) Request Approval of Proposed Insurance Program for Fiscal Year 2009 – Risk Management
 - c) Request Approval to Change the Polling Place for Money Creek Township from East Bay Camp to Money Creek Township Building – County Clerk’s Office

- d) Request Approval of CDAP Revolving Loan Application – Watershed Foods LLC – County Administrator’s Office 49-63
 - e) General Report
 - f) Other
- D. Justice Committee – Chairman Renner
- 1) Items to be Presented for Action:
 - a) Request Approval of an Amendment to the Contract between the Eleventh Judicial Circuit Court, the County of McLean and the Children’s Foundation for the Children’s Waiting Room, Circuit Court 64-68
 - b) Request Approval of an Emergency Appropriation Ordinance Amending the McLean County Fiscal Year 2009 Combined Annual Appropriation and Budget Ordinance, Children’s Waiting Room Fund 0171, Circuit Court 0016 69-70
 - 2) Items to be Presented to the Board:
 - a) Request Approval of a Resolution Approving the 2009 McLean County Emergency Operations Plan—E.M.A.
 - b) Request Approval of ATM Machine Agreement by and between the County of McLean and Bloomington Municipal Credit Union, Sheriff’s Department
 - c) Request approval of a contract between David N. Rumley, Special Public Defender, and the Public Defender’s Office, Public Defender’s Office
 - d) General Report
 - e) Other
- E. Land Use and Development Committee – Chairman Gordon
- 1) Items to be Presented to the Board:
 - a) General Report
 - b) Other
- F. Property Committee – Chairman Bostic
- 1) Items to be Presented for Action:
 - a) Request Approval of Parking Lease Amendment with the City of Bloomington – Facilities Management 71-72
 - b) Request Approval of an Emergency Appropriation Ordinance Amending the Fiscal Year 2009 Combined Annual Budget and Appropriation Ordinance – General Fund 0001, Facilities Management Department 0041 73-74

- 2) Items to be Presented to the Board:
 - a) Request Approval of Change Order #3 for the County Highway Department Vehicle Storage Building – Highway Department
 - b) General Report
 - c) Other

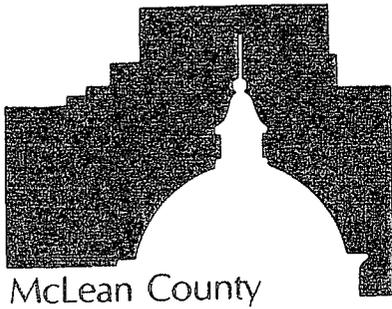
G. Report of the County Administrator

- 1) Items to be Presented to the Board:
 - a) General Report
 - b) Other

6. Other Business and Communications

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

8. Adjournment



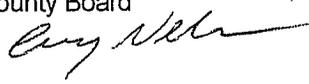
INFORMATION SERVICES

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

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

Memo

To: McLean County Executive Committee and McLean County Board

From: Craig Nelson, Director of Information Technologies 

Date: February 3, 2009

Re: LRS Training Proposal

Please find attached a proposed agreement between LRS Education Services and McLean County Information Technologies designed to provide training to Information Technologies.

The contract will allow the County to purchase 40 training units (days) at a discounted cost of \$315/day, as opposed to the "rack rate" pricing of \$465/day. The difference of \$150/day applied against 40 learning units provides the County with a discount of \$6000 in training. The monies for the training are a part of the approved FY 2009 budget.

As LRS is the only provider of Instructor led Microsoft Certified training within Bloomington/Normal, I am requesting that this agreement be considered a sole source provider award.

Information Technologies respectfully requests the approval of the attached training agreement.

I'll be happy to answer any questions you may have.

Thank you



LRS EDUCATION SERVICES

**Levi, Ray & Shoup, Inc. (LRS), Education Services
Diamond Plus Program**

McLean County Government

Company

Craig Nelson

Authorized Training Contact

Start Date:

01/21/2009

Expiration Date:

01/21/2010

DIAMOND DAYS INFORMATION:

Number of Days Purchased:

40

Diamond Days' Per Day Rate:

\$315.00

Total Purchase Price:

\$12,600.00

BILLING/CONTACT INFORMATION:

Craig Nelson

Billing Contact

Craig Nelson

Enrollment Contact

(309) 888-5101

Billing Contact Phone Number

(309) 888-5101

Enrollment Contact Phone Number

*Billing
Address:*

**115 E. Washington St.,
Rm 202
Bloomington, IL 61701**

*Contact
Address:*

**115 E. Washington St.,
Rm 202
Bloomington, IL 61701**

P.O. Number:

NOTES:

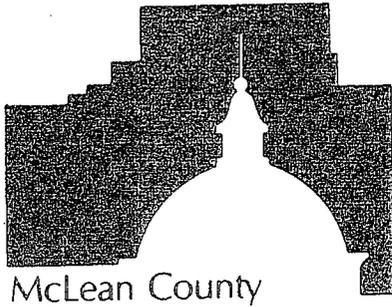
- ◆ LRS Diamond Plus Days are to be paid in full prior to the start date of the first class.
- ◆ LRS Diamond Plus Days are valid for 12 months beginning the first day of the first course.
- ◆ Courses are to be taken at any Levi, Ray and Shoup, Inc. Education Center.
- ◆ LRS Diamond Plus Days are not valid with any other discount, special, program or certificate.
- ◆ LRS Diamond Plus Days are valid with any technical course.
- ◆ LRS reserves the right to reschedule courses.

Margaret Teague
Manager, LRS Education Services

Authorized Signature
McLean County Government

Date

Date



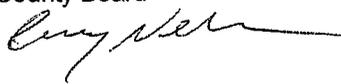
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115 E. Washington, Room 202 P.O. Box 2400 Bloomington, Illinois 61702-2400

Memo

To: McLean County Executive Committee and McLean County Board

From: Craig Nelson, Director of Information Technologies 

Date: February 3, 2009

Re: Sidwell Database Reorganization and Relocation Agreement

Please find attached a proposal for professional services from the Sidwell Company. The purpose of the proposal is to enlist the aid of Sidwell in reorganizing, relocating and tuning the GIS database for maximum performance. The proposal price of \$24,190 and the necessary supporting equipment and software has been allocated in the Office of the Supervisor of Assessments and the Information Technologies department.

Background: Last June, it was discovered that the primary copy of our GIS database being edited by the Sidwell Company had several flaws in it. These are technical flaws that have accumulated over time. Some are due to the nature of the structure of the database, and others are due to editing error which has occurred over time.

Solution: Working closely with Information Technologies and the Supervisor of Assessments, Sidwell has developed a plan by which they can correct the errors identified. At the same time, we wish to leverage the associated downtime in order to relocate the database from Sidwell's location in St. Charles, IL, to our own on-site facility. This is in keeping with the County's plan to backwardly integrate the services Sidwell is providing into our own organization. Relocating the database will provide for much more responsive editing sessions for users editing the GIS and provision the County to reduce overall service expenses to Sidwell. Currently County users editing the database must connect to Sidwell via VPN (Virtual Private Network) which can lead to significant lags in performance.

Illinois law ILCS 5/5-1022 (d) states "Notwithstanding the provisions of this Section [purchasing], a county may let **without advertising for bids** in the case of purchases and contracts, when individual orders do not exceed \$25,000, for the use, purchase, delivery, movement or installation of **data processing equipment, software, or services and telecommunications and inter-connect equipment, software and services**".

On behalf of the office of the Supervisor of Assessments and the office of Information Technologies, I respectfully request approval of the attached proposal from the Sidwell Company.

I'll be happy to answer any questions you may have.

Thank you

INTRODUCTION

McLean County is moving forward with an ambitious GIS initiative that is vital to streamlining daily operations as they pertain to assessment and land records management. The Sidwell Company is the most qualified vendor to provide these unique services to McLean County. In addition to our more than 30 years of experience with land records in McLean County, our experience with GIS development and implementation from start to finish is unparalleled in the industry.

Sidwell is a 100% employee-owned company. As owners, we recognize that our customers place a great deal of trust in our ability to meet their needs. We understand that simply providing data, professional services, software or training does not fulfill the obligation that is inherent with that trust. We know that our job is not done until the county can accomplish what it set out to do when it embarked upon this GIS initiative. We approach each project as the county's partner from start to finish. Staff members from Sidwell have already spent time with the GIS professionals at McLean County to review maintenance workflows, data structures, and speak one-to-one with individuals to address the unique needs of McLean County. This, coupled with our experience in migrating over 100 counties to the geodatabase, gives Sidwell a unique advantage in providing McLean County the services outlined in this proposal.

Project Background

In 2003 The Sidwell Company began working with McLean County and the Regional Planning Commission to address several limitations of the cadastral GIS data and workflows that were in use at that time. Services provided included:

- Addition of property dimensions to the geodatabase where they were missing, and correction of property dimensions where they were incorrect
- Short-term cadastral map printing services
- Design of a map book plotting solution for use at the Regional Planning Commission
- Cadastral map maintenance services

Project Goals

The goals of this proposed project are to improve the Cadastral GIS business practices for McLean County through implementation of the following tasks:

- Provide the county with a geodatabase that is optimized for use in the current release of ArcGIS software
- Provide the county with a set of software tools that will increase map maintenance productivity while enforcing data integrity.
- Simplify the map maintenance process by introducing an efficient cadastral map maintenance workflow.
- Provide the user community with a clean GIS data set for query, publication and analysis.

GEODATABASE RESTRUCTURING

GEODATABASE REPAIR SERVICES

Sidwell technical staff will perform several tasks that are designed to eliminate legacy inconsistencies in the McLean County cadastral geodatabase. These maps were originally converted into an ESRI geodatabase with ESRI's ArcGIS 8.x platform by a separate vendor prior to Sidwell's involvement with the McLean County geodatabase (late 2003). Since that time, ESRI has released several significant upgrades to the geodatabase and ArcGIS software products. During this period, the McLean County cadastral geodatabase has undergone several of these upgrades and is now functioning on the ArcGIS 9.3 platform.

Because of the advancement of the underlying technologies, the geodatabase has matured since it was originally populated prior to 2003. Several types of geometries that would successfully validate against ArcGIS 8.x are considered errors in ArcGIS 9.3. It's important to realize that ArcGIS version 8.0 was the first version of ArcGIS. ArcInfo versions 1 through 7 operated on data residing in coverage format, which is inherently and significantly different from the geodatabase.

These following tasks include several processes for bringing the McLean County geodatabase into compliance with current standards. Sidwell will run proven scripts and procedures against the geodatabase that will identify and eliminate the following inconsistencies:

- **Eliminate all Feature Linked Annotation**

Feature linked annotation maintains a link between an instance of text on the maps, and a related feature. For instance, a lot dimension may be associated with a lot boundary. In theory, this enforced integrity in the geodatabase by maintaining a one-to-one association between boundary and dimension. In a practical sense, it has become difficult to justify the return on investment on the additional complexity that it introduces to the geodatabase (one additional relationship class and destination table for each type), and the additional steps involved in the map maintenance process.

In order to simplify the geodatabase data model while streamlining the map maintenance process, we recommend all feature linked annotation be converted to simple annotation by severing the association between the annotation and related feature (i.e. lot dimension to lot line). All resulting simple annotation will be subtyped by dimension type to ensure all annotation is appropriately categorized within the geodatabase.

- **Geometry Tests**

- Null geometries

The geodatabase currently contains records that do not define actual geodatabase feature class geometries. These records are remnants left behind when features were created and subsequently modified into empty records by earlier releases of ArcGIS software.

- Self intersecting
Early releases of the ArcGIS topology engine did not contain as many topology rules as it does now. In addition, the current software traps several error conditions that passed tests in early versions. Self intersecting features are graphic entities that loop back upon themselves thereby creating ghost polygons.
- Incorrect ring ordering
This term refers to what are commonly referred to as donut polygons. Polygons that reside completely inside other polygons have represented technical challenges in GIS for the past 20 years. In a nested ring scenario, the direction in which the vertices are numbered needs to be reversed (i.e. counter-clockwise vs. clockwise) between the inner and outer rings.
- **Annotation**
 - Duplicate SymbolID's in the symbol collection of the label engine
Each piece of annotation, or simple text, contains a unique identifier that is used to associate them to a group of like instances of annotation within a geodatabase. The subsequent annotation groups are used by ArcGIS software to determine how to symbolize the annotation on the screen or map print. If these IDs are duplicated, the labeling engine becomes confused as to how to draw the associated instances of annotation. Workflows wherein an instance of annotation was copied and pasted from one feature class to another could also cause this situation.
 - Invalid and Null SymbolID's populated in annotation feature classes
As expressed in the previous bullet item, each instance of annotation must have a unique ID to define how it should be drawn. Early versions of ArcGIS could create null, or empty, SymbolIDs within the geodatabase. Since the SymbolID is used to determine how to draw an instance of annotation, a null SymbolID results in improper symbolization of the annotation. This may manifest itself as the display of red phantom polygons on the map where the annotation should appear.
 - Duplicated Annotation ClassID Subtypes
A subtype is a powerful mechanism for separating types of annotation within the same feature class. For instance, a single feature class may contain lot dimensions that are appropriate for plotting at a publication scale of 1"=100', and lot dimensions appropriate for plotting at a publication scale of 1"=400'. A subtype is a numeric code that is used to separate these groups of annotation that share a parent feature class. If two groups are assigned the same group number, the software becomes confused when attempting to draw the annotation.
 - Invalid and Null Annotation ClassID populated in annotation feature classes
Early versions of ArcGIS could create null, or empty, annotation ClassID within the geodatabase. Since the ClassID is used to identify the specific instance of the annotation to, an invalid ID will result in unexpected behaviors with ArcGIS.
 - Duplication of Annotation in scale dependent annotation feature classes

We have noticed several instance of duplicated annotation within annotation feature classes that are scale dependent. We will isolate and delete duplicate annotation that resides within the same feature class, same subtype, and same scale dependencies.

In addition, we will evaluate each topology rule in the geodatabase and simplify these rules where appropriate. Our ability to eliminate and simplify topology rules will depend on other recommendations that county elects to adopt at this time. For instance, if the tagged data model is adopted we can be considerably more aggressive with our simplification of topology rules.

In addition to these specific tasks, we will also validate all feature geometries, and re-validate the resulting geodatabase against the final set of topology rules.

IMPORT PARCEL INVENTORY TO PARCEL BUILDER-ADMINISTRATOR

Sidwell will import and configure McLean County's tabular parcel inventory in Parcel Builder-Administrator™. This will allow the County to have a complete listing of all parcels within the County, and will enable them to directly link the parcel number to the GIS, at the same time making the parcel number available to other applications (i.e. Tax and CAMA) for integration and enhanced workflows. The County is responsible for providing Sidwell with the most current inventory of parcel numbers upon beginning this task.

RELOCATION OF MAINTENANCE TO MCLEAN COUNTY

We believe that all aspects of an efficient cadastral maintenance workflow can be provided using the tools included in Sidwell's Parcel Builder software suite, used in combination with ESRI's ArcGIS at the ArcEditor or ArcInfo licensing level.

PARCEL BUILDER PLUS SOFTWARE SUITE



Parcel Builder™ is a non-proprietary suite of software developed at Sidwell for the specific purpose of creating and maintaining cadastral maps. This software extends the functionality of ESRI's ArcGIS software platform by introducing over 40 tools that are designed to improve GIS-based land records workflows. Parcel Builder has been adopted by over 100 counties as their cadastral editing environment of choice, and is in its third release (Version 3). In addition to the functions and capabilities of Parcel Builder that are detailed in this document, we have included the following additional items along with this response to demonstrate the viability of Sidwell's proposed solution:

Parcel Builder has a software dependency on a licensed copy of ArcMap 9.3® at the ArcEditor™ or ArcInfo® licensing level and loads as an ArcMap extension. Map data must reside within a personal, File, personal SDE, or enterprise geodatabase. Windows XP® operating systems are supported.

Parcel Builder is comprised of four modules:

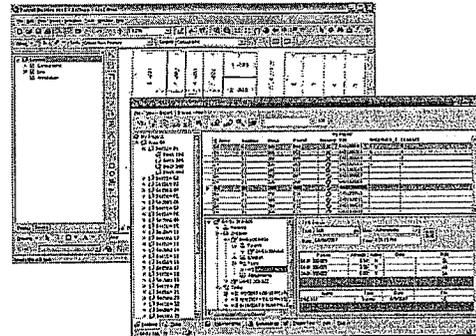
- Parcel Builder-Administrator™
- Parcel Builder-MapEditor™
- Parcel Builder-MapPlotter™
- Parcel Builder-MapView™

These software tools can be deployed as an integrated product or as individual productivity tools. The Parcel Builder software stack is illustrated below:

Parcel Builder-Administrator™



Administrator provides a central environment from which to manage a parcel number inventory. It communicates in real time with geodatabase feature classes and tax/CAMA tables. Parcel number consistency between these environments is enforced in real time. Administrator creates parcel numbers only once, according to predefined business rules, and propagates them across the enterprise.



Administrator features drag-and-drop functionality to associate parcel numbers to a geodatabase feature class displayed in ArcMap, as well as live integration with CAMA (Computer Assisted Mass Appraisal) and tax administration software packages.

Historically, throughout the map compilation and maintenance process, several related parcel management tasks have resided in separate applications and databases. By managing these tasks within a single application, duplication of data and effort is avoided.

The philosophy behind Parcel Builder-Administrator is that a real estate parcel is born on the map. The creation of a new parcel within the GIS should trigger actions across the appraisal and tax cycle enterprise. Since Administrator stores data in any of several ODBC (Open Data Base Connectivity) data sources (including Microsoft SQL Server and Access), these tables are immediately visible to associated appraisal and tax cycle software packages.

Because it is vital that parcel numbers in the GIS and within the parcel number control system be in synch, we have tightly integrated the two processes. For example, when a new parcel number is created in Administrator, it appears with a color indicating that it has not yet been linked to the GIS parcel map. When that parcel is associated with the GIS map through simple drag-and-drop integration, the two databases are connected permanently within the relational database system.

Inconsistent data entry issues are eliminated because the parcel number is entered only once. Discrepancies between the GIS and parcel inventory database are eliminated because the data sets share key fields while Administrator enforces business rules that ensure consistency.

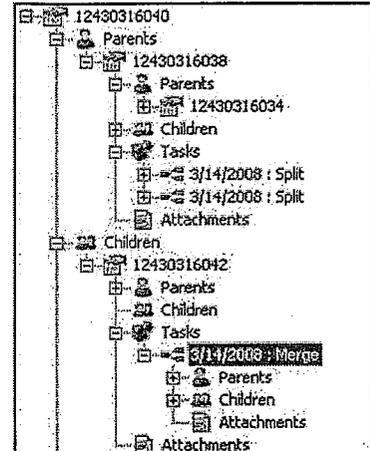
Administrator also includes the functions and features listed below:

- Provides parcel number control by enforcing PIN format consistency and uniqueness.
- Provides parcel control reports, which include information concerning parcel splits or consolidations. While this function is not meant to serve as a full-fledged tract indexing system, it does provide a convenient mechanism for tracking why and when a parcel number was assigned or retired. If pertinent tax and/or CAMA records are available as ODBC data sources, this information is directly accessed as read-only views and displayed within Administrator.
- Provides parcel cross reference tables, which include relationships between a county's legacy parcel number and the GIS parcel number. Searches can be conducted on the old or new parcel number. Parcel counts can be generated and mismatches between the two parcel numbering systems can be isolated, counted, and reported. (This function is not used in cases where a new parcel numbering system is not being introduced.)
- Supports special property types, such as condominiums. Other approaches often neglect several of the more complicated cadastral scenarios. Because Administrator was originally written for use in Sidwell's cadastral map production facility, we have incorporated functionality for every situation that we have encountered. For instance, condominium complexes often consist of a common area to which a pseudo-parcel number is assigned and individual units to which real estate parcel numbers are assigned. Within the GIS, these are represented by polygon and point features respectively, each of which must follow different and specific business rules. Alternately, a relationship class can be used to maintain the parent/child relationship between condominium complex and unit.
- Provides data export functions. Even though all data utilized by Administrator resides in ODBC-compliant tables that can be read directly by third-party applications, we have included ASCII data export functionality to ensure that the parcel number inventory is available for use within the widest possible breadth of third-party applications.
- Provides open connectivity to CAMA and tax administration software, since integration is critical to establishing efficient cadastral map maintenance workflows. Sidwell maintains an "open door" policy when working with tax and CAMA software vendors. We will provide these vendors with the technical information, software, and instruction necessary to integrate with Administrator. This assistance is provided at no cost to the tax cycle or CAMA vendor. Sidwell's approach to integration is based on the philosophy that we will integrate with any tax and CAMA vendor to the maximum extent that is possible.

Parcel Genealogy Extension to Parcel Builder-Administrator

Parcel Builder-Administrator (PBA) acts as the “home” for control of the parcel number inventory. It ensures synchronization of the parcel number assignments between the GIS and other applications like tax/CAMA software

PBA Genealogy will allow the user to designate the parent-child relationships for all parcels that are added to the parcel database through parcel splits and consolidations. In the case of a parcel split, the system will support a single parent and multiple children situation. In the case of a parcel consolidation, the system will support multiple parents and a single child. Complex splits and consolidations that involve multiple parents and multiple children will be handled as two separate transactions.



Additional reports will be created that allow the user to select a parcel and display all parcels to which the selected parcel is a member of the parental lineage going forward, and all parcels that are members of the parental lineage of the selected parcel going backward.

PBA Genealogy allows existing documents and scanned images to be associated with a parcel or a transaction by storing the path to the target document or documents on the current computer network. If a document is associated with a transaction, it can be retrieved by searching on any of the parent or child parcels involved in the transaction. If a document is associated only with a parcel, it is attached only to the parcel itself.

PBA Genealogy stores all tabular data within Microsoft SQL Server or Oracle. As such, all data will be available to other applications throughout the enterprise at the discretion of the database administrator of SQL Server or Oracle.

This image includes a PBA Genealogy report for a selected parcel within PBA.

Parcel Builder Administrator Genealogy Report					
Report for Parcel Number: 04-02-200-004					
Parent PIN	Child PIN	Date	Type	User	Document
04-02-200-004 04-02-200-005	04-02-200-006	10/23/2006	Consolidation	Administrator	Appraisal Walk Thru
04-02-200-002	04-02-200-003 04-02-200-004 04-02-200-005	10/23/2006	Split	Administrator	Re-Plat of Block 4, Lot 5

Parcel Builder-MapEditor™

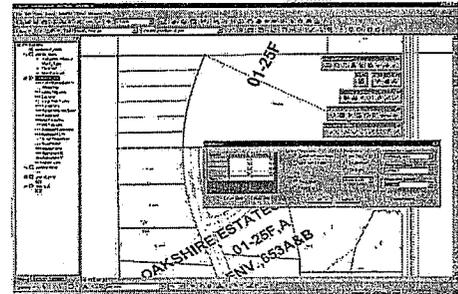


MapEditor includes a complete toolkit for creating and managing a tagged data model. It also includes enhancements to the ArcMap sketch tool that increase cadastral map capture and maintenance productivity.

These features include, but are not limited to:

- 9 tools focused on placing cadastral cartographic features such as ownership hooks, ownership tics, etc.
- 7 productivity tools for placing everything from subdivisions to cul-de-sacs in ArcMap
- 7 tools for maintaining and manipulating a tagged data model
- 4 tools for interactively checking and correcting boundary integrity
- 4 tools for managing linear boundaries (create intersections, proportion line, etc.)
- 2 enhanced measuring tools
- 2 tools that enhance annotation placement and management
- 8 tools for optimizing the drawing environment for the map editor (show line direction, set visible scales, cycle through selection set, etc.)

MapEditor also includes Parcel Builder-Workflow, which is an addition to the ArcMap interface that provides a means of storing editing tasks, which can later be used to efficiently execute editing tasks while updating your cadastral data. Editing tasks consist of a tool/command to be executed as well as a stored set of parameters such as setting the target layer, setting the snapping environment, etc. External applications can also be launched from the Workflow window. Workflows steps can be executed in set order, or by themselves. Workflows are saved to a standard XML document that can be loaded into the panel at a later time.



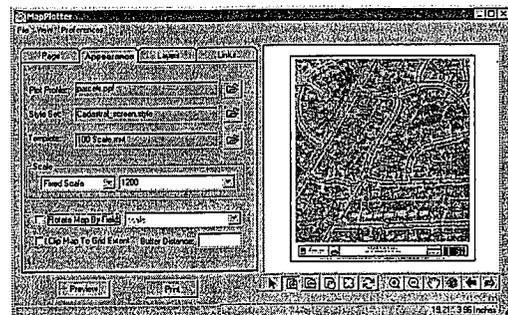
Parcel Builder-MapPlotter™



MapPlotter provides a flexible software tool for creating consistently high quality cadastral maps from an automated and intuitive batch-plotting interface. This product runs within

ArcMap and operates against mapping data that resides in an ESRI geodatabase.

With just a few mouse clicks, MapPlotter can select and print map pages or entire map atlases. It also defines and saves map themes, which contain specific information about what will be included in the map print and how it will be rendered. Each map theme stores the data location, symbology, style set, template, and plot profile for the maps to be produced. Using standard ArcMap map templates, MapPlotter automatically enters page-specific text into the marginalia of each map. In addition, MapPlotter



also has the added capability of automatically creating individual parcel-specific plots for a selected subset of parcels, and creating prints, plots, or image files for each.

MapPlotter allows polygons, lines, points, labels, and annotation to be resymbolized according to a standard ArcMap style set. All map print preparation is accomplished without any change to the current ArcMap map data frame or map layout. The independent map preview window contains navigation tools that allow verification of the rendered map before submitting it to a printer or plotter. This approach significantly improves map-rendering speed, which reduces the operator's wait time.

Parcel Builder-MapViewer™



MapViewer is the newest member of the Parcel Builder software suite. MapViewer is built upon the ESRI ArcReader™ control. It is designed to provide real-time access to cadastral maps for use by non-editors, which may include supervisors, office holders, clerks, and anyone else who has access to the network upon which the GIS resides. Data is directly accessed from personal or enterprise geodatabases. MapViewer has the added capability of performing graphic selects of parcels and the ability to query upon data residing in related tables such as live tax and/or CAMA information. Streams of parcel numbers can be sent to, and received from, integrated third-party applications. The simple and intuitive user interface is targeted to the casual user who wants to benefit quickly and efficiently from the GIS data.



ARCGIS SERVER CONFIGURATION AND GEODATABASE INSTALLATION

Sidwell will spend two (2) days on-site at McLean County to configure ArcGIS Server for the county's enterprise GIS solution. Sidwell will completely install the completed geodatabase in ArcGIS Server, establish user roles, define versioning scheme, and establish a replication scheme with Sidwell.

PARCEL BUILDER INSTALLATION AND CONFIGURATION

All Sidwell software, both off the shelf and custom, will be installed and tested at the County. All installations will be performed by Sidwell technical staff. It will be the responsibility of County staff to provide licensed and installed copies of all prerequisite software (i.e. ArcEditor or ArcInfo and/or ArcGIS Server). Sidwell technical staff will require network logins with sufficient security rights to install and configure software and data associated with this project.

TRAINING

Our proposed software training program includes the following sessions:

TRAINING – CADASTRAL EDITING IN PARCEL BUILDER

This class will last three (3) full days. We will build upon existing knowledge of the ArcMap editing tools by introducing Parcel Builder-MapEditor, which adds many additional editing tools to ArcMap. Our focus will be on establishing workflows that utilize combinations of ESRI tools and Parcel Builder tools to increase the efficiency of the map editing process. We will begin with some standard exercises developed at Sidwell, and then move into actual map maintenance based on your data set and incoming land record documents. All MapEditor tools will be covered during this training session.

TRAINING – PARCEL BUILDER-ADMINISTRATOR WITH GENEALOGY

This class will last one (1) day. We will focus on the use of Parcel Builder-Administrator to manage the parcel number inventory within the County. We will start with the basic operations of splitting, consolidating, and retiring parcels, and then move on to more complex workflows such as condominiums, genealogy, and reporting. This training will also focus on the customization of Parcel Builder-Administrator to make it fit the specific workflows adopted by McLean County.

TRAINING – CADASTRAL MAP PLOTTING AND PRINTING

This class will last one (1) day. This session focuses on the use of Parcel Builder-MapPlotter to create standard hardcopy cadastral maps using the County's plotting and printing equipment. We will then focus on how to modify these maps and create new map series to satisfy the various user groups within McLean County.

TRAINING – ADVANCED CADASTRAL EDITING

This class will last one (1) day. When conducting this training session, our instructor will be assuming that the students have a working knowledge of how to edit maps within ArcMap. We will build upon the knowledge of the ArcMap editing tools by introducing Parcel Builder-MapEditor, which adds many additional editing tools to ArcMap. Our focus will be on establishing workflows that utilize combinations of ESRI tools and Parcel Builder tools to increase the efficiency of the map editing process. We will begin with some standard exercises developed at Sidwell, and then move into some actual map maintenance based on your data set and your incoming land record documents. We will tailor this training to the cadastral mapping practices adopted by McLean County.

PROJECT TIMELINE

These services will be provided within sixty (60) days of receiving 1) written authorization to proceed, and 2) all pertinent data required to complete the tasks.

GIS INFRASTRUCTURE RECOMMENDATIONS

The following are recommended specifications for hardware and software purchases beyond the scope of this project. We have included them here for budgetary purposes and should be considered as recommendations only.

Enterprise Geodatabase (ArcSDE) Server – Up to 60 Typical Users¹

Hardware

- Tower or rack-mount server case with six² hot-swap drive bays.
- Intel Xeon Quad-core; or AMD Opteron Quad-core processor.
- 8GB DDR2 667MHz ECC memory or faster with the ability to expand to at least 16GB in the future. Additional concurrent GIS users will require more memory.
- Single or dual Gigabit Ethernet.
- DVD-Rom drive, either built-in or attached via USB2 port may be useful for loading data.
- SAS/SATA RAID Disk Controller.
- 2x300GB 15k SAS Drives and 4x1TB SAS Disk Drives³. The disk drives should be configured so that “tempdb” database and log files are stored on a separate drive array from the other SQL data and preferably on a faster, mirrored array. These files can be stored on the system drive as long as there is sufficient memory to prevent paging. In this scenario, the 300GB drives would be configured as a RAID1 with a total of 300GB of data storage and it would be used as the system drive and store all applications plus the SQL tempdb and log files. The 1TB drives would be on the second RAID6 array and contain 2TB of storage which should be more than adequate to contain a few raster datasets in addition to the remainder of the GeoDatabase for a typical County. Raster data will be stored in a separate database and should not require regular backups. *Exact storage requirements for imagery will need to be determined.*

Approximate hardware cost with Windows Server OS and 10 Client Access Licenses: **\$8,500 +**

Hardware

- | | |
|--|-----------------|
| • Microsoft SQL Server 2008 Standard w/ 10 CALs | \$2,350 |
| • ESRI ArcGIS Server Basic Enterprise – up to 4 cores | \$8,800 |
| ◦ <i>Estimate only. Must be purchased from ESRI, at a price determined by ESRI</i> | |
| • Additional SQL Server CALs | \$170/ea |

Notes: The price estimates listed above are based on a sample configuration with Intel hardware and do not include configuration or implementation services. Sidwell does not sell the hardware listed above and the prices listed should be used for general requirements and budgetary purposes only. Equipment is available from many vendors with many different options and therefore the system that you choose may be more expensive.

¹Estimated at 15 typical users per CPU core. This number may vary, depending on the client connection type and if the database is versioned or not.

² The total number of drive bays may vary depending on drive capacities, redundancy requirements, and exact storage needs.

³ There are many available options for direct-connected drive types and speeds. SAN (Storage Area Network) disk storage is also an option but the details and pricing is beyond the scope of this document.

GIS Mapping Workstation

Hardware

- Intel Core-2 Duo or AMD Athlon 64 X2 – 2GHz or faster processor.
- 4GB DDR2 Memory.
- Microsoft Windows XP or Windows Vista Enterprise Operating System.
- Gigabit Ethernet.
- DVD-Rom drive (optional).
- 80GB or greater SATA Disk Drive.
- PCI Express Dual-Monitor graphics card with dual 17"+ LCD or 19"+ CRT Monitors.

Approximate hardware cost with Windows OS:

\$1,500 +

Software

- ESRI ArcInfo or ArcEditor 9.3 **\$6,500 to \$8,500 (estimate)**
 - *Estimate only. Must be purchased from ESRI, at a price determined by ESRI*

Notes: The price estimates listed above are based on a sample configuration with Intel hardware and do not include configuration or implementation services. Sidwell does not sell the hardware or software listed above and the prices listed should be used for general requirements and budgetary purposes only. Equipment is available from many vendors with many different options and therefore the system that you choose may be more expensive.

PROJECT PRICING

PROJECT TASK	TASK TOTAL
Geodatabase Repair Services	\$4,576.00
Import Parcel Inventory to Parcel Builder-Administrator	\$2,288.00
Parcel Builder™ Plus Software Suite	\$2,995.00
ArcGIS Server Configuration and Geodatabase Installation	\$2,894.00
Parcel Builder Installation and Configuration	\$1,285.00
Training – Cadastral Editing in Parcel Builder	\$4,831.00
Training – Parcel Builder-Administrator with Genealogy	\$1,937.00
Training – Cadastral Map Plotting and Printing	\$1,937.00
Training – Advanced Cadastral Editing	\$1,447.00
PROJECT TOTAL	\$24,190.00

ADDITIONAL PROVISIONS

The Sidwell Company agrees to commence the work under this Agreement immediately upon its execution by McLean County and to continue diligently thereafter until all work, services and materials as agreed upon under this contract are completed. Actual timeframe for project completion will be based on options selected by the County.

It is agreed by and between the parties that The Sidwell Company will submit progress billings for portions of the work and materials as they are completed. It is understood that actual travel expenses will be billed to McLean County, and are not included in the listed prices. It is understood that McLean County will make payments to The Sidwell Company within 30 days of the receipt of a billing invoice. In the event that Sidwell delivers and invoices more work than is budgeted for a given year, the County is not obligated to make payments on the outstanding balance until the next fiscal year when additional funds are budgeted and become available.

This contract, as heretofore described, made and entered into on this _____ day of _____, 2009.

THE SIDWELL COMPANY

MCLEAN COUNTY, ILLINOIS

By _____
Neal Carpenter, President, CEO

By _____
Matt Sorensen, McLean County Board Chairman

NEAL CARPENTER personally
appeared and signed before me as an
officer and agent of said corporation
this

By _____

Title _____

_____ day of _____, 2009.

ATTEST

Notary

By _____

Title _____

AFFIDAVIT OF EQUAL OPPORTUNITY

As a condition of continuing a contractual or business relationship with McLean County, Illinois, it is hereby certified that this contractor or contracting organization agrees to provide equal employment opportunity to all employees and applicants, and will not discriminate against any employee or applicant for employment because of race, color, religion, sex, sexual orientation, or national origin. This shall include handicapped persons, disabled veterans, and persons of any political affiliation. Such action shall include but not be limited to the following: employment, upgrading, demotion, transfer, recruitment or recruitment advertising; layoff or termination; rate of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this non-discrimination policy.

In signing this affidavit, the bidder or contractor further certifies that they do not maintain or provide for their employees any segregated facilities at any of their establishments, and that they do not permit their employees to perform services at any location, under their control, where segregated facilities are maintained. The bidder or contractor further certifies that they will not maintain or provide for their employees any segregated facilities at any of their establishments, and that they will not permit their employees to perform services at any location, under their control, where segregated facilities are maintained.

The bidder, offeror, applicant, or subcontractor agrees that a breach of this certification is a violation of this Equal Opportunity Affidavit. As used in this certification, the term "segregated facilities" means any waiting room, work areas, rest rooms and wash rooms, restaurants and other eating areas, time clocks, locker rooms and other storage or dressing areas, parking lots, drinking fountains, recreation or entertainment areas, transportation, and housing facilities provided for employees which are segregated by explicit directive or are in fact segregated on the basis of race, creed, color, sex, sexual orientation, or national origin, including handicapped persons, disabled veterans, and persons of any political affiliation, because of habit, local custom, or otherwise.

On behalf of this organization, I hereby certify that compliance with the above equal opportunity policy is now and will continue to be maintained.

THE SIDWELL COMPANY



NEAL D. CARPENTER
President & Chief Executive Officer



OFFICE OF THE ADMINISTRATOR

(309) 888-5110 FAX (309) 888-5111

115 E. Washington, Room 401 P.O. Box 2400 Bloomington, Illinois 61702-2400

February 4, 2009

Memo to: The Honorable Chairman and Members of the Executive Committee

From: John M. Zeunik 

Re: EXECUTIVE SESSION: Review of the Closed Minutes

Pursuant to Section 5.11-4 1 of the *Rules of the County Board of McLean County, Illinois*, Eric Ruud, First Assistant State's Attorney, and I have completed a review of the closed Minutes. For your information and review, we have prepared the attached listing of the *Executive Session* Committee and Board meetings, the matter discussed in *Executive Session*, and a staff recommendation on whether the closed Minutes should be declared Open at this time.

Pursuant to Illinois law, the Committee and the County Board may consider the review of the closed Minutes in *Executive Session*. During the Committee's review of the closed Minutes, the closed Minutes from each Committee and Board meeting will be available.

Should you have any questions concerning this matter, please call me at 888-5110.

Thank you.

CLOSED MINUTES REVIEW

Updated February, 2009

Date	Board/Committee	Matter Discussed	Recommendation
02/10/82	Transportation	Personnel	Closed
11/04/82	Finance	Personnel	Closed
11/09/82	Advisory	Personnel	Closed
02/15/83	Executive	Imminent Litigation	Closed
03/08/83	Executive	Pending\Imminent Litigation	Closed
09/01/83	Property/Environment	Personnel	Closed
02/21/84	County Board	Board Vacancy	Closed
04/16/85	County Board	Collective Bargaining	Closed
05/21/85	County Board	Collective Bargaining	Closed
07/16/85	County Board	Collective Bargaining	Closed
01/12/87	Health	Personnel	Closed
01/20/87	County Board	Personnel and Collective Bargaining	Closed
07/13/87	Justice	Personnel	Closed
07/21/87	County Board	Collective Bargaining	Closed
08/17/87	Ad Hoc	Personnel	Closed
12/01/87	Finance	Personnel and Collective Bargaining	Closed
10/17/89	Finance	Pending Litigation	Closed
07/03/90	Finance	Personnel & Pending Litigation	Closed
08/07/90	Finance	Personnel	Closed
10/02/90	Finance	Personnel/Pending Litigation	Closed
02/05/91	Finance	Personnel/Pending Litigation	Closed
05/02/91	Land Use	Pending Litigation	Closed
08/20/91	County Board	Personnel	Closed
10/07/91	Justice	Personnel	Closed
08/18/92	County Board	Pending Litigation	Closed
09/15/92	County Board	Pending Litigation	Closed
10/06/92	Finance	Pending Litigation	Closed
11/04/92	Finance	Pending Litigation	Closed
11/05/92	Property	Personnel	Closed
11/17/92	County Board	Personnel	Closed
12/01/92	Finance	Personnel	Closed
04/08/93	Property	Land Purchase	Closed

CLOSED MINUTES REVIEW

Updated February, 2009

05/04/93	Finance	Pending Litigation	Closed
06/15/93	County Board	Pending Litigation & Personnel	Closed
12/21/93	Finance	Pending Litigation & Personnel	Closed
04/05/94	Finance	Pending Litigation & Personnel	Closed
06/07/94	Transportation	Personnel	Closed
06/14/94	Executive	Personnel	Closed
01/16/96	County Board	Personnel	Closed
01/16/96	Finance	Personnel	Closed
09/03/96	Finance	Personnel	Closed
10/15/96	County Board	Personnel	Closed
01/02/97	Property	Sale of Real Estate	Closed
01/21/97	Finance	Personnel	Closed
01/21/97	County Board	Personnel	Closed
02/06/97	Property	Sale of Real Estate	Closed
03/04/97	Finance	Collective Bargaining	Closed
04/01/97	Finance	Personnel	Closed
04/01/97	Finance	Personnel	Closed
05/06/97	Finance	Collective Bargaining\Personnel	Closed
05/08/97	Property	Sale of Real Estate	Closed
06/03/97	Finance	Collective Bargaining\Personnel	Closed
07/01/97	Finance	Personnel	Closed
08/05/97	Finance	Personnel	Closed
10/22/97	Finance	Personnel	Closed
04/02/98	Land Use	Personnel	Closed
04/07/98	Finance	Personnel	Closed
05/07/98	Land Use	Personnel	Closed
06/02/98	Finance	Pending Litigation	Closed
06/04/98	Land Use	Personnel	Closed
08/04/98	Finance	Collective Bargaining	Closed
08/06/98	Property	Personnel	Closed
09/03/98	Property	Personnel	Closed
10/01/98	Property	Personnel	Closed
10/06/98	Finance	Personnel	Closed

CLOSED MINUTES REVIEW

Updated February, 2009

11/04/98	Finance	Personnel	Closed
11/09/98	Property	Personnel	Closed
11/17/98	County Board	Personnel	Closed
12/03/98	Property	Personnel	Closed
12/15/98	Finance	Collective Bargaining	Closed
01/05/99	Finance	Collective Bargaining	Closed
03/02/99	Finance	Collective Bargaining	Closed
05/06/99	Property	Sale of Real Estate	Closed
05/18/99	Finance	Collective Bargaining	Closed
06/01/99	Finance	Collective Bargaining	Closed
07/06/99	Finance	Collective Bargaining	Closed
10/05/99	Transportation	Collective Bargaining	Closed
10/05/99	Finance	Collective Bargaining	Closed
11/02/99	Finance	Collective Bargaining	Closed
12/07/99	Finance	Collective Bargaining	Closed
01/04/00	Finance	Collective Bargaining	Closed
04/18/00	Finance	Collective Bargaining	Closed
04/18/00	County Board	Pending Litigation	Closed
05/02/00	Finance	Collective Bargaining\Personnel	Closed
11/07/00	Finance	Collective Bargaining\Personnel	Closed
12/05/00	Transportation	Personnel	Closed
01/02/01	Finance	Collective Bargaining	Closed
01/16/01	Finance	Collective Bargaining	Closed
02/06/01	Finance	Collective Bargaining	Closed
03/06/01	Finance	Collective Bargaining/Personnel	Closed
04/03/01	Finance	Pending Lit./Collective Bargaining	Closed
05/01/01	Transportation	Acquisition of Real Estate	Closed
05/01/01	Finance	Personnel/Collective Bargaining	Closed
05/03/01	Property	Acquisition of Real Estate	Closed
05/07/01	Justice	Personnel	Closed
06/05/01	Transportation	Acquisition of Real Estate	Closed
06/07/01	Property	Acquisition of Real Estate	Closed
06/12/01	Executive	Personnel	Closed

CLOSED MINUTES REVIEW

Updated February, 2009

09/04/01	Finance	Collective Bargaining	Closed
10/02/01	Finance	Collective Bargaining	Closed
12/04/01	Finance	Personnel	Closed
12/04/01	Transportation	Personnel	Closed
03/01/02	Finance	Collective Bargaining	Closed
04/02/02	Transportation	Purchase of Real Estate	Closed
04/02/02	Finance	Imminent Litigation/Collect. Barg.	Closed
05/07/02	Transportation	Collective Bargaining/Pur. Real Est.	Closed
06/04/02	Transportation	Lease of Real Estate	Closed
06/11/02	Executive	Personnel	Closed
07/11/02	Property	Purchase of RE/Personnel	Closed
12/10/02	Transportation	Personnel	Closed
01/06/03	Finance	Collective Bargaining	Closed
01/06/03	Finance	Personnel	Closed
01/06/03	Justice	Personnel	Closed
04/01/03	Finance	Personnel	Closed
05/06/03	Finance	Personnel	Closed
06/03/03	Finance	Collective Bargaining	Closed
06/03/03	Finance	Personnel	Closed
06/10/03	Executive	Personnel	Closed
08/05/03	Finance	Collective Bargaining	Closed
08/07/03	Property	Sale of Real Estate	Closed
09/02/03	Finance	Collective Bargaining	Closed
09/16/03	Finance	Collective Bargaining	Closed
10/09/03	Finance	Pers./Pend. Litig./Coll. Barg.	Closed
11/04/03	Finance	Collective Bargaining	Closed
11/17/03	Finance	Collective Bargaining	Closed
12/02/03	Transportation	Personnel	Closed
12/02/03	Finance	Collective Bargaining	Closed
01/06/04	Finance	Personnel/Collective Bargaining	Closed
02/03/04	Finance	Collective Bargaining	Closed
03/02/04	Finance	Collective Bargaining	Closed
03/16/04	Finance	Personnel	Closed

CLOSED MINUTES REVIEW

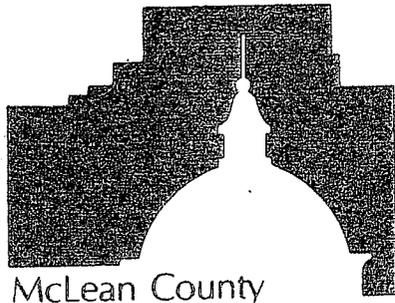
Updated February, 2009

06/08/04	Executive	Personnel	Closed
10/05/04	Finance	Collective Bargaining	Closed
10/15/04	Finance	Collective Bargaining	Closed
12/07/04	Finance	Collective Bargaining	Closed
12/07/04	Transportation	Personnel	Closed
01/04/05	Finance	Collective Bargaining	Closed
02/01/05	Finance	Collective Bargaining	Closed
03/01/05	Finance	Collective Bargaining	Closed
04/05/05	Finance	Collective Bargaining	Closed
04/06/05	Transportation	Collective Bargaining	Closed
04/19/05	County Board	Pending Litigation	Closed
06/07/05	Finance	Collective Bargaining	Closed
06/14/05	Executive	Personnel	Closed
06/16/05	Finance	Personnel	Closed
07/05/05	Finance	Personnel	Closed
08/05/05	Finance	Personnel	Closed
10/04/05	Finance	Personnel	Closed
12/06/05	Transportation	Personnel	Closed
12/06/05	Finance	Collective Bargaining	Closed
12/20/05	Finance	Pending Litigation	Closed
02/07/06	Finance	Personnel and Collective Bargaining	Closed
05/02/06	Finance	Personnel and Collective Bargaining	Closed
06/06/06	Finance	Personnel	Closed
07/11/06	Transportation	Personnel	Closed
07/11/06	Executive	Personnel	Closed
07/11/06	Finance	Pending Litigation	Closed
10/03/06	Finance	Pending Litigation and Collective Bargaining	Closed
11/07/06	Finance	Pending Litigation	Closed
12/05/06	Transportation	Personnel	Closed
12/05/06	Finance	Collective Bargaining	Closed
01/02/07	Finance	Collective Bargaining	Closed
02/06/07	Finance	Collective Bargaining and Pending Litigation	Closed
04/03/07	Finance	Collective Bargaining	Closed

CLOSED MINUTES REVIEW

Updated February, 2009

05/01/07	Finance	Collective Bargaining	Closed
06/05/07	Finance	Litigation / Collective Bargaining	Closed
06/12/07	Executive	Personnel	Closed
07/11/07	Finance	Litigation	Closed
07/24/07	County Board	Litigation	Closed
08/08/07	Finance	Litigation	Closed Open
09/18/07	County Board	Collective Bargaining	Closed
11/07/07	Finance	Collective Bargaining	Closed
12/04/07	Transportation	Personnel	Closed
12/18/07	County Board	Litigation	Closed
02/06/08	Finance	Collective Bargaining	Closed
04/01/08	Transportation	Personnel	Closed
04/02/08	Finance	Collective Bargaining	Closed
05/07/08	Finance	Personnel	Closed
05/20/08	Finance	Personnel	Closed
05/20/08	County Board	Personnel	Closed
06/04/08	Finance	Litigation	Closed
06/10/08	Executive	Personnel	Closed
06/17/08	County Board	Personnel	Closed
07/08/08	Executive	Personnel	Closed
08/06/08	Finance	Personnel	Closed
10/14/08	Executive	Personnel	Closed
11/05/08	Finance	Litigation	Closed
12/02/08	Transportation	Personnel	Closed
01/05/09	Finance	Personnel / Litigation	Closed
01/20/09	County Board	Personnel	Closed



INFORMATION SERVICES

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

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

**Information Technologies Status Report
February 10, 2009**

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

Following is a brief summary of issues recently addressed by Information Technologies.

General Administration:

- Reviewed potential video arraignment equipment
- Upgraded County's Blackberry equipment at no charge
- Continued working on telecommuting policy revision proposal
- Purchased new helpdesk/asset tracking software
- Reviewing flawed Verizon bills
- Creating a project prioritization matrix and listing
- Participated in GIS Strategic plan interviews
- Worked on GIS proposal issues

Hardware/Network

- Priced and received proposals for new core switch
- Replaced failing drives on SAN and Server.
- Reviewed current security measures and made some improvements
- Replaced failed monitors in Court Services
- Replaced failing backup hardware

Programming/Database/Web

- Working on converting EJS to web-based platform
- Evaluated new address software
- Working on drug court software system
- Installing/configuring new helpdesk software
- Contributed data for jail alternatives presentation

Respectfully submitted,

Craig Nelson

Craig Nelson
Director of McLean County Information Technologies

An EMERGENCY APPROPRIATION Ordinance
 Amending the McLean County Fiscal Year 2008
 Combined Annual Appropriation and Budget Ordinance
 McLean County Highway Department Fund 0122
 McLean County Highway Department 0055

WHEREAS, the McLean County Board, on November 20, 2007, adopted the Combined Annual Appropriation and Budget Ordinance, which sets forth the revenues and expenditures deemed necessary to meet and defray all legal liabilities to be incurred by and against the County of McLean for the 2008 Fiscal Year beginning January 1, 2008 and ending December 31, 2008; and,

WHEREAS, the Combined Annual Appropriation and Budget Ordinance includes the operating budget for the McLean County Highway Department Fund 0122; and,

WHEREAS, the County Highway 53 (Danvers-Carlock Road) project was started during Fiscal Year 2007 and carried over into Fiscal Year 2008; and,

WHEREAS, the money needed to cover this Fiscal Year 2008 Construction cost exceed the budget amount in line item 0122-0055-0056-0810-0001 and an expense of \$214,548.93 is necessary to complete construction for the 2008 Fiscal Year; and,

WHEREAS, the Transportation Committee, at its regular meeting on February 3, 2009, approved and recommended to the County Board an Emergency Appropriation Ordinance from the County Highway Matching Tax Fund's Unappropriated fund balance of fund 0122; now, therefore,

BE IT ORDAINED by the McLean County Board as follows:

1. That the County Treasurer is directed to make an Emergency Appropriation from the Unappropriated fund balance of the McLean County Highway Department Fund 0122 in the amount of \$3,270.17 and to amend the Fiscal Year Combined Annual Appropriation and Budget Ordinance as follows:

	<u>ADOPTED</u>	<u>ADD</u>	<u>AMENDED</u>
County Highway Department Unappropriated Fund Balance 0122-0055-0056-0400-0000	\$115,778.76	\$3,270.17	\$119,048.93

2. That the County Auditor is directed to amend the Fiscal Year 2008 Combined Annual Appropriation and Budget Ordinance by adding the following line item appropriation in the McLean County Highway Department Fund 0122, Highway Department 0055;

	<u>ADOPTED</u>	<u>ADD</u>	<u>AMENDED</u>
County Highway Department Const. Roads/Bridges/Culverts 0122-0055-0056-0810-0001	\$211,278.76	\$3,270.17	\$214,548.93

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

ATTEST:

APPROVED:

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

Matt Sorensen, Chairman
McLean County Board

An EMERGENCY APPROPRIATION Ordinance
 Amending the McLean County Fiscal Year 2008
 Combined Annual Appropriation and Budget Ordinance
 McLean County Highway Department Fund 0123
 McLean County Highway Department 0055

WHEREAS, the McLean County Board, on November 20, 2007, adopted the Combined Annual Appropriation and Budget Ordinance, which sets forth the revenues and expenditures deemed necessary to meet and defray all legal liabilities to be incurred by and against the County of McLean for the 2008 Fiscal Year beginning January 1, 2008 and ending December 31, 2008; and,

WHEREAS, the Combined Annual Appropriation and Budget Ordinance includes the operating budget for the McLean County Highway Department Fund 0123; and,

WHEREAS, the County Highway 53 (Danvers-Carlock Road) project was started during Fiscal Year 2007 and carried over into Fiscal Year 2008; and,

WHEREAS, the money needed to cover this Fiscal Year 2008 Construction cost exceed the budget amount in line item 0123-0055-0056-0810-0001 and an expense of \$1,658,921.08 is necessary to complete construction for the 2008 Fiscal Year; and,

WHEREAS, the Transportation Committee, at its regular meeting on February 3, 2009, approved and recommended to the County Board an Emergency Appropriation Ordinance from the County Highway Motor Fuel Tax Fund's Unappropriated fund balance of fund 0123; now, therefore,

BE IT ORDAINED by the McLean County Board as follows:

1. That the County Treasurer is directed to make an Emergency Appropriation from the Unappropriated fund balance of the McLean County Highway Department Fund 0123 in the amount of \$115,965.83 and to amend the Fiscal Year Combined Annual Appropriation and Budget Ordinance as follows:

	<u>ADOPTED</u>	<u>ADD</u>	<u>AMENDED</u>
County Highway Department Unappropriated Fund Balance 0123-0055-0056-0400-0000	\$595,067.25	\$115,965.83	\$711,033.08

2. That the County Auditor is directed to amend the Fiscal Year 2008 Combined Annual Appropriation and Budget Ordinance by adding the following line item appropriation in the McLean County Highway Department Fund 0123, Highway Department 0055;

	<u>ADOPTED</u>	<u>ADD</u>	<u>AMENDED</u>
County Highway Department Const. Roads/Bridges/Culverts 0123-0055-0056-0810-0001	\$747,544.25	\$115,965.83	\$863,510.08

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

ADOPTED by the McLean County Board the

17th day of February 2009.

ATTEST:

APPROVED:

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

Matt Sorensen, Chairman
McLean County Board

An Ordinance
Of the McLean County Board
Amending the 2009 Combined
Annual Budget and Appropriation Ordinance

WHEREAS, it has become necessary to reappropriate the unliquidated encumbrances of the prior Fiscal Year 2008 budget, and

WHEREAS, reappropriations in the amount of \$921,641.07 for the Fiscal Year 2008 would be added; and

WHEREAS, the Executive Committee has deemed it necessary and advisable to reappropriate the unliquidated encumbrances outstanding at the close of the 2008 Fiscal Year, now therefore,

BE IT ORDAINED, by the County Board of McLean County, Illinois, that the Fiscal Year 2009 budget is amended by reappropriation of the outstanding purchase orders at the close of the 2008 Fiscal Year as follows:

COUNTY GENERAL FUND/0001

COUNTY BOARD

08-163	General Code	\$26,463.00
TOTAL COUNTY BOARD		\$26,463.00

RECORDER

08-114	SimplexGrennell LP	\$4,340.00
08-115	Bradford Systems	\$1,675.50
08-116	Widmer Interiors	\$1,403.16
08-148	Widmer Interiors	\$935.44
TOTAL RECORDER		\$8,354.10

COURT SERVICES - JUVENILE DETENTION

08-137	Harlan Vance Co.	\$1,297.00
TOTAL COURT SERVICES-JUVENILE DETENTION		\$1,297.00

SHERIFF

08-117	10-8 Outfitters	\$5,039.60
08-142	Widmer Interiors	\$3,367.70
08-145	Bob Barker Co., Inc.	\$ 829.05
08-146	Robinson Textiles, Inc.	\$2,080.20
08-147	CharmTex	\$4,386.80
08-151	Robinson Textiles, Inc.	\$2,389.23
08-152	Ray O'Herron Co., Inc.	\$1,337.35
08-153	10-8 Outfitters	\$1,204.00
08-164	American Correctional Association	\$10,000.00
TOTAL SHERIFF		\$30,633.93

BUILDING AND ZONING

08-160	Sidwell Company, Inc.	\$10,000.00
TOTAL BUILDING AND ZONING		\$10,000.00

PARKS & RECREATION

08-161	PHN Architects	\$60,000.00
08-162	Hanson Professional Services	\$17,000.00
08-167	Conrail	\$20,000.00
TOTAL PARKS & RECREATION		\$97,000.00

FACILITIES MANAGEMENT

08-091	Chief City Mechanical, Inc.	\$20,000.00
08-092	Smiths Detection	\$2,527.50
08-093	JMC Glass	\$31,514.00
08-118	Chief City Mechanical, Inc.	\$200,000.00
08-119	Webtech Solutions	\$160,000.00
TOTAL FACILITIES MANAGEMENT		\$414,041.50

INFORMATION SERVICES

08-113	HP Gem/CEI	\$ 8,322.00
08-138	CrimeCog Technicals	\$18,300.00
08-150	Dell Computer	\$13,695.00
08-154	ESRI, Inc.	\$39,600.00

08-155	Dell Computer	\$9,865.00
08-165	Novanis Global Solutions	\$6,268.00
08-168	CDW Government, Inc.	\$7,150.00
08-169	Dell Computer	\$3,000.00
08-170	Thompson Electronics Co.	\$10,965.00
TOTAL INFORMATION SERVICES		\$117,165.00

ASSESSOR

08-156	The Pantagraph	\$2,045.00
08-157	ESRI, Inc.	\$22,000.00
08-158	The Chenoa Town Drier	\$490.00
08-159	The Carlock Quill	\$925.00
TOTAL ASSESSOR		\$25,460.00

TOTAL COUNTY GENERAL FUND \$730,414.53

T.B. CARE & TREATMENT/FUND 0111

08-120	Widmer, Interiors	\$719.00
08-121	Tuberson	\$5,000.00
08-122	Versapharm, Inc.	\$204.00
TOTAL T.B. CARE & TREATMENT/FUND 0111		\$5,923.00

HEALTH DEPARTMENT/FUND 0112

08-124	People Friendly Places, Inc.	\$424.00
08-126	Office Depot	\$390.00
08-127	Widmer Interiors	\$509.00
08-128	Alphagraph	\$2,500.00
08-129	Sign-A-Rama	\$912.01
08-130	Commerce Bank/Adobe	\$1,799.00
08-132	Helmer, Inc.	\$4,478.00
TOTAL HEALTH DEPARTMENT/FUND 0112		\$11,012.01

RECORDER DOCUMENT STORAGE/FUND 137

08-095	Widmer, Inc.	\$1,474.50
TOTAL RECORDER DOCUMENT STORAGE/FUND 0137		\$1,474.50

CIRCUIT CLERK/COURT DOCUMENT STORAGE/FUND 0142

08-089	Byers Printing	\$14,292.50
TOTAL CIRCUIT CLERK/FUND 0142		\$14,292.50

CIRCUIT CLERK/CHILD SUPPORT COLLECTION/FUND 0143

08-136	CrimeCog Technologies, Inc.	\$100,000.00
08-166	CrimeCog Technologies, Inc.	58,524.53
TOTAL CIRCUIT CLERK/FUND 0143		\$158,524.53

GRAND TOTAL COMBINED FUNDS		\$921,641.07
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Adopted by the McLean County Board of McLean County, Illinois this 17th day of February 2009.

Matt Sorensen, Chairman
McLean County, Illinois

Attest: _____
Peggy Ann Milton, County Clerk
McLean County, Illinois



OFFICE OF THE ADMINISTRATOR
(309) 888-5110 FAX (309) 888-5111
115 E. Washington, Room 401 P.O. Box 2400 Bloomington, Illinois 61702-2400

January 30, 2009

Memo to: The Honorable Chairman and Members of the Finance Committee
From: John M. Zeunik *John M. Zeunik*
Re: Interfund Borrowing: January 1 – May 31, 2009

During the first five months of the fiscal year (January 1 – May 31), certain Special Revenue Funds where property tax revenue is the primary revenue source experience a cash flow problem. The first installment of property tax revenue is not distributed until early June. To address the cash flow problems in these Special Revenue Funds, the Board is asked to approve and authorize the County Treasurer to transfer funds among and between County funds. For the Committee's information and review, the attached EXCEL spreadsheet summarizes the anticipated revenues to be received, the expenses to be incurred and the projected cash flow shortfall during the first five months of the fiscal year.

For the first five months of this year, the following interfund borrowing Ordinances and one Resolution are presented for the Board's approval.

- (1) An Ordinance Transferring Monies from the General Fund 0001 to the Children's Advocacy Center Fund 0129, the F.I.C.A./Social Security Fund 0130, the I.M.R.F. Fund 0131 and the Tort Judgment Fund 0135;
- (2) A Resolution Transferring Monies from the Working Cash Fund to the F.I.C.A./Social Security Fund 0130;
- (3) An Ordinance Transferring Monies from the TB Care and Treatment Fund 0111 and the Health Department Fund 0112 to the Persons with Developmental Disabilities Fund 0110.

By approving and authorizing the County Treasurer to transfer funds among and between certain County funds, the County is able to manage the cash flow cycle of revenues and expenses without having to issue Tax Anticipation Notes. If you have any questions concerning the interfund borrowing, please do not hesitate to call me.

Thank you.

PROJECTED CASH FLOW FOR FISCAL YEAR 2009
 JANUARY 1, 2009 - MAY 31, 2009

COUNTY FUND	CASH BALANCE		REVENUE		EXPENDITURES			EST. BALANCE AS OF 5/31/09
	AS OF 12/31/08	AS OF 5/31/08	ACTUAL REVENUE AS OF 5/31/08	EST. REVENUE AS OF 5/31/09	TOTAL REVENUE EST. 5/31/09	ACTUAL EXPENSES AS OF 5/31/08	EST. EXPENSES AS OF 5/31/09	
General Fund 0001	8,830,716	8,673,620	8,847,092	17,677,808	13,321,326	13,854,179	3,823,629	
Persons Devel. Disabilities Fund 0110	53,440	-	-	53,440	250,097	307,620	(254,180)	
TB Care & Treatment Fund 0111	251,242	95,320	109	251,351	107,134	99,094	152,257	
Health Department Fund 0112	1,403,055	592,262	554,100	1,957,155	1,511,974	1,745,465	211,690	
Highway Department Fund 0120	916,140	4,822	14,500	930,640	1,062,662	763,000	167,640	
Bridge Matching Fund 0121	1,843,055	65,840	24,523	1,867,578	529,673	272,701	1,594,877	
County Matching Fund 0122	183,434	-	30,000	213,434	-	134,021	79,413	
Children's Advocacy Center Fund 0129	(50,332)	157,585	160,737	110,405	178,366	185,501	(75,096)	
FICA - Social Security Fund 0130	141,882	-	-	141,882	884,068	919,431	(777,549)	
IMRF Fund 0131	(515,737)	60,704	(515,737)	(515,737)	1,072,948	1,115,886	(1,631,603)	
Tort Judgment Fund 0135	(310,590)	2,661	325,800	15,210	1,096,934	1,140,811	(1,125,601)	
Veterans Assistance Commission 0136	102,303	-	-	102,303	60,672	63,099	39,204	
Sub-Total:	4,017,892	979,194	1,109,769	5,127,661	6,754,528	6,746,609		
TOTAL	12,848,608	9,652,814	9,956,861	22,805,469	20,075,854	6,746,609		
Working Cash Fund	742,423		742,423					
TOTAL AVAILABLE	13,591,031			23,547,892				

**AN ORDINANCE TRANSFERRING MONIES FROM THE
COUNTY GENERAL FUND 0001
TO THE CHILDREN'S ADVOCACY CENTER FUND 0129,
F.I.C.A./SOCIAL SECURITY FUND 0130, THE I.M.R.F. FUND 0131 AND
THE TORT JUDGMENT FUND 0135
FISCAL YEAR 2009**

WHEREAS, the County Board of McLean County heretofore appropriated monies for the purposes set forth in the Children's Advocacy Center Fund 0129, the F.I.C.A./Social Security Fund 0130, the I.M.R.F. Fund 0131 and the Tort Judgment Fund 0135 in the Fiscal Year 2009 Combined Annual Appropriation and Budget Ordinance; and,

WHEREAS, it is necessary to provide sufficient monies to meet ordinary and necessary expenses that have been budgeted; and,

WHEREAS, there are sufficient monies available in the County General Fund 0001 that may be drawn upon temporarily to meet this projected shortfall; and,

WHEREAS, it is desirable to transfer said monies; and,

WHEREAS, the County Administrator has recommended the need for borrowing and transferring up to \$2,867,426.00 from the General Fund 0001 to the Children's Advocacy Center Fund 0129, the F.I.C.A./Social Security Fund 0130, the I.M.R.F. Fund 0135 and the Tort Judgment Fund 0135; and,

WHEREAS, the Finance Committee, at its regular meeting on Wednesday, February 4, 2009, concurred with the County Administrator's recommendation and so recommends approval of this Ordinance to the McLean County Board; now, therefore,

BE IT ORDAINED by the McLean County Board in regular session that the sum of up to \$2,867,426.00 be and the same is hereby ordered transferred on an as needed basis as follows:

FROM:	County General Fund 0001	<u>\$2,867,426.00</u>
TO:	Children's Advocacy Center Fund 0129	\$ 75,096.00
	F.I.C.A./Social Security Fund 0130	\$ 35,126.00
	I.M.R.F. Fund 0131	\$1,631,603.00
	Tort Judgment Fund 0135	<u>\$1,125,601.00</u>
	Total:	\$2,867,426.00

(2)

BE IT FURTHER ORDAINED that the Treasurer of McLean County be and is hereby directed to make such transfer of up to \$2,867,426.00 accordingly.

BE IT FURTHER ORDAINED that said County Treasurer be directed on or before October 1, 2009 to reimburse said County General Fund 0001 after receipt of general property taxes until the full amount so transferred has been returned to these funds.

BE IT FURTHER ORDAINED that the County Clerk transmit certified copies of this Ordinance to the County Administrator, County Auditor, and the County Treasurer.

ADOPTED by the County Board of McLean County, Illinois this 17th day of February, 2009.

ATTEST:

APPROVED:

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

Matt Sorensen, Chairman
McLean County Board

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**A RESOLUTION TRANSFERRING MONIES FROM THE
WORKING CASH FUND 0002
TO THE F.I.C.A./SOCIAL SECURITY FUND 0130
FISCAL YEAR 2009**

WHEREAS, the County Board of McLean County heretofore appropriated monies for the purposes set forth in the F.I.C.A./Social Security Fund 0130 in the Fiscal Year 2009 Combined Annual Appropriation and Budget Ordinance; and,

WHEREAS, it is necessary to provide sufficient monies to meet ordinary and necessary expenses that have been budgeted; and,

WHEREAS, the County has heretofore established a Working Cash Fund and has accordingly collected a special tax therefore pursuant to statute; and,

WHEREAS, it is desirable to transfer to the F.I.C.A./Social Security Fund 0130 monies from said Working Cash Fund; and,

WHEREAS, the County Administrator has recommended the need for borrowing and transferring up to \$742,423.00 from the Working Cash Fund 0002 to the F.I.C.A./Social Security Fund 0130; and,

WHEREAS, the Finance Committee, at its regular meeting on Wednesday, February 4, 2009, concurred with the County Administrator's recommendation and so recommends approval of this resolution to the McLean County Board; now, therefore,

BE IT RESOLVED by the McLean County Board in regular session that the sum of up to \$742,423.00 be and the same is hereby ordered transferred on an as needed basis from the Working Cash Fund 0002 to the following funds as follows:

FROM:	Working Cash Fund 0002	\$742,423.00
TO:	F.I.C.A./Social Security Fund 0130	\$742,423.00

BE IT FURTHER RESOLVED that the Treasurer of McLean County be and is hereby directed to make such transfer of up to \$742,423.00 accordingly.

BE IT FURTHER RESOLVED that said County Treasurer be directed to immediately reimburse said Working Cash Fund on or before October 1, 2009 upon receipt of general property taxes until the full amount so transferred has been returned to the Working Cash Fund 0002.

(2)

BE IT FURTHER RESOLVED that the County Clerk transmit certified copies of this Ordinance to the County Administrator, County Auditor, and the County Treasurer.

ADOPTED by the County Board of McLean County, Illinois this 17th day of February, 2009.

ATTEST:

APPROVED:

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

Matt Sorensen, Chairman
McLean County Board

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**AN ORDINANCE TRANSFERRING MONIES FROM THE
TB CARE and TREATMENT FUND 0111 and the
HEALTH DEPARTMENT FUND 0112
TO THE PERSONS WITH DEVELOPMENTAL DISABILITIES FUND 0110
FISCAL YEAR 2009**

WHEREAS, the County Board of McLean County heretofore appropriated monies for the purposes set forth in the Persons with Developmental Disabilities Fund 0110 in the Fiscal Year 2009 Combined Annual Appropriation and Budget Ordinance; and,

WHEREAS, it is necessary to provide sufficient monies to meet ordinary and necessary expenses that have been budgeted; and,

WHEREAS, there are sufficient monies available in the TB Care and Treatment Fund 0111 and the Health Department Fund 0112 that may be drawn upon temporarily to meet this projected shortfall; and,

WHEREAS, it is desirable to transfer said monies; and,

WHEREAS, the County Administrator has recommended the need for borrowing and transferring up to \$127,090.00 from the TB Care and Treatment Fund 0111 and up to \$127,090.00 from the Health Department Fund 0112 to the Persons with Developmental Disabilities Fund 0110; and,

WHEREAS, the Finance Committee, at its regular meeting on Wednesday, February 4, 2009, concurred with the County Administrator's recommendation and recommends approval of this Ordinance to the McLean County Board; now, therefore,

BE IT ORDAINED by the McLean County Board in regular session that the sum of up to \$254,180.00 be and the same is hereby ordered transferred on an as needed basis as follows:

FROM: TB Care and Treatment Fund 0111	\$127,090.00
FROM: Health Department Fund 0112	<u>\$127,090.00</u>
TO: Persons with Developmental Disabilities Fund 0110	\$254,180.00

BE IT FURTHER ORDAINED that the Treasurer of McLean County be and is hereby directed to make such transfer of up to \$254,180.00 accordingly.

BE IT FURTHER ORDAINED that said County Treasurer be directed on or before October 1, 2009 to reimburse said TB Care and Treatment Fund 0111 and the Health Department

(2)

Fund 0112 upon the receipt of general property taxes until the full amount so transferred has been returned to these funds.

BE IT FURTHER ORDAINED that the County Clerk transmit certified copies of this Ordinance to the Director of the Health Department, County Administrator, County Auditor, and the County Treasurer.

ADOPTED by the County Board of McLean County, Illinois this 17th day of February, 2009.

ATTEST:

APPROVED:

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

Matt Sorensen, Chairman
McLean County Board

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An ORDINANCE of the McLEAN COUNTY BOARD
AMENDING CHAPTER 10 OF THE McLEAN COUNTY CODE

WHEREAS, the McLean County Board has adopted, and from time to time amended, Chapter 10 of the McLean County Code, commonly known as the Personnel Code; and,

WHEREAS, pursuant to a recent review of the Personnel Code and receipt of the findings and recommendations of a recent personnel investigation, the McLean County Board finds it necessary and prudent to make certain changes in the Personnel Code; and,

WHEREAS, said changes will make the Personnel Code consistent with Federal and State Law; and,

WHEREAS, said changes will clarify the duties and responsibilities of County-wide Elected Officials pursuant to the Personnel Code; now, therefore, and,

BE IT ORDAINED by the McLean County Board, now meeting in regular session, as follows:

Chapter 10.10 of the McLean County Code is hereby amended as follows:

10.10 STATEMENT OF POLICY: The McLean County Board recognizes that a personnel system, which recruits and retains competent, dependable County personnel, is indispensable to an efficient County government. To achieve this goal, the Board has established within the County Board Office the position of County Administrator. The County Administrator shall serve all County offices by participating in or performing the following activities:

Classifying positions in County service;
Developing systems to compensate employees equitably for their service;
Assisting in the recruitment of persons for County service;
Providing for employee welfare;
Providing for employee training and development;
Providing for resolution of employee grievances;
Monitoring for compliance with State and Federal Employment and Labor Laws and
~~Monitoring~~ the McLean County Equal Employment Opportunity Resolution.

Chapter 10.11 of the McLean County Code is hereby amended as follows:

10.11 EQUAL EMPLOYMENT OPPORTUNITY: As a matter of policy, McLean County requires employment, training and promotions, and all personnel actions to be based on individual merit and individual capabilities without regard to race, religion, color, national origin, sex, age, sexual orientation or disability. This policy requires full cooperation of all McLean County employees. We choose to follow this policy on the basis of fairness to all individuals rather than on the basis of our legal requirement. McLean County also complies with all applicable federal, state and local laws regarding non-discriminatory practices. Responsibility for correlation and implementation of the plan and related activities throughout the County has been assigned to the County Administrator.

Chapter 10.12-1 of the McLean County Code is hereby amended as follows:

10.12 SCOPE OF COVERAGE AND GENERAL PROVISIONS: The McLean County Board recognizes the appointing authority vested, by various Statutes, in the Elected Officers of the County. Nothing in these policies should be construed as avoidance of that authority; however, the appointment should be made from a field of candidates developed under the guidelines of these policies and procedures.

10.12-1 SPECIFIC SCOPE OF COVERAGE: All County employment positions not expressly exempted from coverage by these policies and procedures shall be subject to these provisions. ~~including bargaining unit members except where superseded by collective bargaining agreements.~~

All individual Elected Officers shall comply with applicable provisions of State and Federal Employment and Labor Laws.

All advisory boards, commissions and committees appointed by the McLean County Board, All consultants, advisers, and counsel rendering temporary professional service, and independent contractors, are expressly exempted from coverage, except to the extent that State and Federal Labor Laws extend to said individuals.

Sheriffs Department personnel are expressly exempted from coverage by these policies and procedures to the extent that rules of the Merit Board supersede these rules, and bargaining unit members are expressly exempted from coverage by these policies and procedures to the extent that the terms of their respective collective bargaining unit agreements supersede these rules. ~~are expressly exempted from coverage.~~

10.12-2 EXCLUSION PROCEDURE: Upon passage of these policies and procedures by the McLean County Board, Elected Officers of McLean County are strongly encouraged to submit to the County Administrator's Office, a tabulation of the specific areas of conflict and cite the statutory authority which prohibits cooperation with said policies and procedures. Such tabulation will be submitted as a portion of the annual fiscal year budget process ~~become an appendix to this document.~~

Chapter 10.43-1 of the McLean County Code is hereby amended as follows:

10.43-1 ANNUAL TRAINING AND ACTIVE DUTY LEAVE: An employee who is a member of a reserve component of the armed services or the Illinois National Guard shall be granted annual training leave and leave for active duty. The County shall pay the difference between the government allowance and the employee's base salary for basic training and up to sixty (60) days of special or advanced training per year, and for the duration of any active duty resulting from a Presidential order. Military training leave shall be granted without the loss of general leave time.

10.43-2 COMPENSATION: An employee on Military Leave status who applies for County compensation to make up the difference between military base pay received and their regular straight-time County wage or salary, shall submit copies of all military pay stubs or leave and earnings statements for any pay period for which compensation is requested within sixty (60) days of release from active duty. If an employee chooses not to remit said military pay stubs or leave and earnings statements, no portion of County wages will be paid to the employee. If twenty percent (20%) or more of County employees are mobilized for active duty, compensation shall be limited to two (2) workweeks per year. Military leave of absence shall be granted as provided by State and Federal law then in force, to any employee covered by the terms of this Agreement who is a member of the Armed Forces of the United States, or the State of Illinois in either an active or reserve capacity.

Chapter 10.47-3 of the McLean County Code is hereby amended as follows:

10.47-3 FAMILY AND MEDICAL LEAVE: McLean County will provide all eligible employees and officials with up to 12 weeks of family and/or medical leave during any 12 month period, whether paid or unpaid, as required by the federal Family and Medical Leave Act of 1993. However, all employees shall exhaust all paid leave available, prior to going on unpaid leave.

A) Employees eligible - To be eligible for Family and Medical Leave leave, an employee must:

- 1) Qualify for I.M.R.F. coverage (1,000 hours per year standard) ~~AND~~ either:
- 2) Successfully complete the initial evaluation period with the County, ~~or~~
- 3) Complete one (1) year of employment with the County, ~~whichever occurs first.~~

B) Usage - The following situations are allowable under the Family and Medical Leave Policy:

- 1) Care of an employee's child, including birth or placement for adoption or foster care.
- 2) Care of a child, spouse, or parent with a serious health condition.
- 3) A serious health condition which makes the employee unable to perform the employee's job.
- 4) A qualifying exigency arising out of the fact that an employee's spouse, son or daughter, or parent is on active duty or call to active duty status in support of a contingency operation as a member of the National Guard or Reserves.

5) Because an employee is the spouse, son or daughter, parent, next of kin (as defined under FMLA) of a covered service member with a serious injury or illness.

C) Length of Leave - An employee may take 12 work weeks of unpaid leave per each 12 month period of employment, inclusive of any paid leave for the same purpose. In the case of a birth or adoption, the leave option expires one year after the event. This leave is based on a rolling 12 months period for the individual employee, not on a calendar basis.

An employee may take up to 12 weeks of leave for certain qualifying exigencies arising out of a covered military member's active duty status, or notification of an impending call or order to active duty status, in support of a contingency operation, and

An employee may take up to 26 weeks of leave in a single 12-month period to care for a covered service member recovering from a serious injury or illness incurred in the line of duty on active duty. Eligible employees are entitled to a combined total of up to 26 weeks of all types of FMLA leave during the single 12-month period.

D) Intermittent leave up to 12 weeks, per 12 months period may be taken if medically necessary. However, a request for intermittent leave requires consent by McLean County. This shall be approved by the Department Head, only if the Department Head determines that such action would have no detrimental effect on the operations of the department. All other such requests shall be denied.

E) Health Coverage - During the term of leave, McLean County will continue to pay its share of an employee's health coverage. If the employee fails to return to work, unless such failure is due to continuation of a medical condition or circumstances beyond the employee's control, the employee must repay McLean County the full cost of health coverage paid during the leave period.

Chapter 10.80-5 of the McLean County Code is hereby amended as follows:

10.80-5 ILLEGAL HARASSMENT: It is the policy of McLean County Government to provide to all officials and employees a work environment free of harassment based upon gender, sexual orientation, ethnicity, race, religious affiliation, age, physical and mental disability, and marital status, as well as sexual harassment. It is the right of all employees to work in an environment free from harassment and the responsibility of all employees to refrain from harassment. McLean County prohibits sexual harassment and harassment based upon gender, sexual orientation, ethnicity, race, religious affiliation, age, and physical and mental disability of and by its employees. Harassment is inappropriate, offensive, and, in specific cases, may be illegal and will not be tolerated by McLean County.

10.80-6 COMPLAINT PROCEDURE:

Employees of any County Department or Office who wish to register a complaint of sexual harassment (or any form of harassment based on their race, national origin, gender, age, marital status, religion, sexual orientation, or disability) may do so through the County Administrator's Office or their supervisor or any appropriate member of management.

All allegations of harassment will be investigated thoroughly. The facts will determine the response of the County to each allegation. Substantiated acts of harassment will be met with appropriate disciplinary action by the County up to and including termination. All information regarding any specific incident will be kept confidential within the necessary boundaries of the fact-finding process. No reprisal or retaliation against the employee reporting the allegation of harassment will be tolerated.

Chapter 10.80 of the McLean County Code is hereby amended as follows:

10.80 GENERAL RULES OF CONDUCT: It is the purpose of this policy to attempt to provide a framework for the proper conduct of County employees while on the job. It is further intended that discipline, where justified, be meted out in an equitable manner. Finally, it is intended that within very broad and general guidelines, Department Heads and authorized supervisors are responsible for the implementation of this policy within their specific jurisdictional work areas.

- A) Work supervisors or Department Heads should be certain that new employees are aware of existing work rules. This should be done during the employee's initial orientation and should be repeated at the end of the evaluation period.
- B) Employees will be provided with an "Employee Handbook" which will discuss examples of inappropriate working behavior. In addition, Department Heads or supervisors will discuss departmental rules with new employees and periodically with all employees as the need arises.
- C) Employees are expected to follow the regulations set forth in the personnel rules and directions of their supervisor. When an employee fails to follow these rules or disobeys the supervisor, that employee becomes subject to disciplinary action. Causes for reprimand, written or verbal, demotion, suspension, or dismissal include, but are not limited to the following reasons:
 - D) Unacceptable Behavior - Any action that reflects discredit upon the County or is a direct hindrance to the effective performance of the departmental function shall be considered good cause for disciplinary action. Common sense is the underlying basis of this work principle. Examples of unacceptable behavior include:

- Repeated tardiness;
- Leaving duty prior to the end of the assigned shift;
- Failure to complete duties as assigned;
- Failure to request leave in the authorized manner;

Abuse of leave;
Discourtesy or disrespect to a member of the public, a coworker or a County official;
Discussing the lawful private lives of other County employees within the workplace;
Any safety violation;
Intoxication while on duty from alcohol or other substances;
Carrying a firearm other than by authorized personnel;
Failure to follow a specific order by a supervisor;
Willful damage to or destruction of County property and/or public records;
Theft of County property and/or public records;
Acts, threats, or perceptions of violence toward any persons while on duty;
Any form of unlawful harassment, particularly sexual harassment;
Willful misrepresentation or concealment of any fact requested during hiring process;
Gross misconduct other than items listed above;
Upon conviction of a felony involving moral turpitude;
Violation of the County Smoking Policy;
Violation of the County Drug And Alcohol Free Workplace Policy;
Violation of County E-Mail or Internet Policy.

E) While this listing is not comprehensive, it is sufficient to demonstrate the types of behavior that may indicate an improper attitude toward the job. Depending on level of contact with the public and job functions, each department may see it necessary to develop and enforce its own dress code and appearance policies, within reason.

ADOPTED by the McLean County Board this 17th day of February, 2009.

ATTEST:

APPROVED:

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

Matt Sorensen, Chairman
McLean County Board

c:john/cobd/ord_amend personnelcode_feb09

To: John Zeunik, County Administrator
From: RLF Credit Committee
Date: January 30, 2009
Re: Application for Funding from the RLF

Introduction

Enclosed please find a request for funding from the McLean County Revolving Loan Fund for \$400,000. Enclosed you will find the following required items:

1. A letter from Janice Kepple, President of F&M Bank indicating the need for the loan and their commitment to the project.
2. A completed application from the applicant.

Proposal

The applicant, Jeremy Zobrist, President of Watershed Foods, LLC, has asked to County for \$400,000 to fund the purchase of new equipment for his food processing business. Watershed Foods, LLC is a freeze-drier of consumer foods and other products, located in Gridley, Illinois. The company has been in operation for four years and employs 22 people currently.

Watershed seeks funding to construct a 5th freeze-dryer in order to increase output capacity at the plant and to fulfill contracts. The addition of the new dryer would allow Watershed to hire five additional employees as well as retain the current employment of twenty-two workers. Watershed is at a pivotal stage: the addition of more capacity will allow the company to continue its rapid growth and will set the stage for even greater growth in the years ahead. On the other hand, failure to add additional capacity will jeopardize Watershed's relationships with customers who continually ask the company for additional output.

The applicant meets the mission of the CDAP revolving loan program. The mission of the loan fund is to:

- Assist short term economic development by creating and retaining jobs.
- Encourage involvement of area financial institutions.
- Assist long term economic development by increasing the tax base and helping to expand the economy.
- Insure financial security of the Fund through appropriate use.

In addition, the applicant meets the key criteria of the loan program in that they are creating or retaining at least one full-time equivalent job for every \$15,000 being loaned

or requested. For this project, Jeremy will create five new FTE jobs within 12 months and would retain the existing 22 employees at watershed. Financial need is exhibited through the "fill the gap" criteria of the project as evidenced by the letter from the primary bank lender.

Credit Committee Summary

Watershed's Loan application was reviewed by a credit committee assembled by EDC staff. This committee consists of :

John Zeunik, County Administrator
Marty, Vanags, CEO of the EDC
Steve Timmerman, Vice President, First State Bank of Bloomington
Paul Murphy, Vice President, Commerce Bank

The RLF Credit Committee convened on Wednesday, January 28th, 2009 at the EDC's offices to discuss the application and ask questions of the applicant. The committee made the following recommendations:

1. The applicant fulfills the job creation/retention requirements outlined in the RLF guidelines.
2. The applicant has sufficient collateral to secure the RLF loan.
3. The applicant has support from their Bank and the Bank has indicated that "but-for" the RLF loan, the project could not go forward.

Recommendation

Watershed Foods, LLC has the ability to succeed in the coming years, provided that the company has a stable platform on which to grow. Watershed has a strong list of customers and has successfully reduced input costs over the past 3 years. The company is cost and quality competitive against both national and global competitors and has worked to build strong relationships with customers.

The applicant has an excellent relationship with his current banker. F&M Bank is confident in Watershed, but needs outside support on this project in order to proceed.

The credit committee would recommend approval of this loan and ask for County Board approval for these reasons. The project will be a great addition to the business landscape of McLean County, provide good manufacturing jobs in Gridley and the larger McLean County region, and generate tax revenue. The approval should be subject to Bank approval of the applicant's loan (pending), and require a personal guarantee by the applicant. Collateral on this loan would be secured by a 2nd lien on the new dryer along with junior liens on existing machinery and equipment and real estate and guarantees from the parent company and affiliates.

The recommended interest rate is 4.25%, about 150 basis points below current market rates. The loan would have a 36-month balloon.

Respectfully Submitted,

John Zeunik, County Administrator

Date

Marty, Vanags, CEO of the EDC

Date

Paul Murphy, Vice President Commerce Bank

Date

Steve Timmerman, Vice President First State Bank of Blm.

Date



**F&M
BANK**

4900 N. Glen Park Place, Suite A
Peoria, Illinois 61614

Phone: 309-683-2881
Fax: 309-683-3043

www.thefmbank.com

January 15, 2009

Economic Development Council (EDC)
Of Bloomington-Normal Area
Attn: Ken Springer
200 W College Ave, Suite 402
Normal, IL 61761

Re: Watershed Foods, LLC
Jeremy Zobrist, Owner

Dear Ken:

Jeremy Zobrist, owner of Watershed Foods, LLC, has applied for financing from The Farmers & Mechanics Bank (F&M Bank) to build and install a 5th stainless steel dryer and to install a new ammonia refrigeration system. Both projects together will cost about \$1.6 million.

Watershed Foods, LLC has requested financing from you in the amount of approximately \$400,000 to assist with financing the new stainless steel dryer. F&M Bank will be considering additional financing in the amount of \$1,040,000 to complete the installation of both projects. Any approval would be contingent upon financing from the McLean County Revolving Loan Fund in the amount of approximately \$400,000. We currently have approximately \$2.9 million in credit available to Watershed Foods, LLC.

F&M Bank is excited about the long term success potential of Watershed Foods, LLC, and we look forward to a long-term relationship with this unique and fast-growing business. The assistance of the McLean County Revolving Loan Fund is essential to make this financing possible which will retain and create additional employment opportunities in the community.

Thank you for your consideration. If you have any questions, please contact me at (309) 368-7981.

Sincerely,

Janice K. Kepple
Peoria Market President

APPLICATION

INSTRUCTIONS FOR APPLICATION FORM

Sections I & II - Please provide the information requested in regards to the applicant, business and banking partner.

Section III & IV - Use of the loan money; a detailed project overview, justification of funds and description of jobs created with the completion of this proposal.

Section V - This section is a critical part of the application review process and it is important to include complete, accurate and credible financial information about the applicant and business.

UTILIZE ATTACHED DOCUMENT TEMPLATES or SUBMIT AN EQUIVALENT.

I. APPLICANT INFORMATION	
Name: Watershed Foods, LLC	
Address: 202 N. Ford Street	
City, State, Zip: Gridley, IL 61744	
Telephone: 309-747-3556	Email: jeremy.zobrist@watershedfoods.com

II. INFORMATION ABOUT BUSINESS	
Name: Watershed Foods, LLC	
Address: 202 N. Ford Street	
City, State, Zip: Gridley, IL 61744	Telephone: 309-747-3556
Industry: Food Processing, NAICS 311423	Date of Establishment: 2/1/2004
Number of Employees: 26 Present: <u> 26 </u> After Approval: <u> 31 </u>	Federal Employer Number 20-1073792
Bank partner for this request: F&M Bank	

III. PROJECT OVERVIEW

***PROJECT DESCRIPTION:** size of the site; description of existing buildings, improvements and equipment; description of any land to be purchased; description of any new construction or renovation the project would involve; description of any equipment to be purchased as part of the project; and any other matters needed to give a concise description of the project.
DOCUMENT 2

Start Date: 2/15/09

End Date: 4/1/09

***PROJECT COST:**

Use of Project Funds:

Site Acquisition	_____
Site Improvement	_____
New construction	_____
Renovations	_____
Equipment	\$800,000
Furniture/Fixtures	_____
Other (specify)	_____
TOTAL	\$800,000

Source of Project Funds:

RLF	\$400,000
Bank Loan 1	\$320,000
Bank Loan 2	_____
Equity	\$80,000
Other (specify)	_____
TOTAL	\$800,000

IV. JOB CREATION

Current number of jobs: 26		Jobs retained due to project: 26
Number of jobs created by project (12 months): 5		Number of jobs created by project (24 months): 0
Indicate type of jobs created:		
Type	Number	Avg. Compensation
Floor Operators & Packaging	5	\$20,000

DOCUMENT 1

BUSINESS BACKGROUND/HISTORY: Detail of history and background of your business. Include dates of major changes in product/services, employees and sales growth.

Gary W. Ringger, long-time McLean County resident and founder/owner of Ringger Foods, LLC (based in Gridley, IL) founded The Manna Group, LLC (parent company of Watershed Foods, LLC) on April 4, 2002 after the sale of his company Ringger Foods, LLC to Kerry, Ltd., an Irish food-ingredient processor. After the sale, Mr. Ringger retained ownership of a 150,000 square foot food-processing facility in Gridley, IL which was ideally suited for "freeze-dry" processing. After conducting extensive market research and obtaining a purchase commitment from the Kellogg Company, Watershed Foods, LLC was founded February 1, 2004 as a wholly owned subsidiary of The Manna Group.

Freeze-drying (also known as liofilization) is an advanced & highly technical drying method in which a frozen product is subjected to vacuum whereby the ice crystal (solid phase) within the product avoids the direct crystal to liquid transition and directly transitions to the vapor state (phase). The vapor is then condensed onto a cold surface. Heat is added via an enclosed hot-water heat transfer system to maximize the drying rate.

Watershed purchased two state-of-the art freeze dry tunnels from Niro, Ltd., a Danish freeze-dry equipment manufacturer. The tunnels were installed in the summer and fall of 2004 and production began November 2004. Key Company milestones included:

August 2007	Sign contract for 400,000 lbs for 2008 with Kellogg; lay out plans for planned growth
September 2007	Begin designing & planning next dryer project
October 2007	Land contract to sell substantially all of by-product; sign contract with East-Coast distribution company
December 2007	Design of dryer complete and components purchased
January 2007	Installation of 3rd dryer begins
April 2008	3rd Dryer installation complete
April 2008	Director of Operations hired
June 2008	Phase I (Global Supply Chain Initiative) done: \$1.5M savings & competitive advantage created (\$1/lb)
July 2008	Begin Phase II: Vertical Integration in Key Regions (Chile, Peru, Mexico, Egypt & Baja)
September 2008	Expansion (4th dryer) launched, Jeremy Zobrist becomes 100% owner of Manna Group and Watershed
October 2008	Gain additional accounts and 4th dryer completely "sold-out"
November 2008	4th Dryer installed; costs reduced by \$300,000 over #3 and \$600,000 of Niro dryer
December 2008	Begin planning for 5th dryer and expansion of refrigeration infrastructure

New product milestones included the following:

DOCUMENT 1

November 2004	Strawberry
February 2006	Proprietary Nutraceutical
June 2006	Eggs
March 2007	Proprietary Fungus Culture
May 2007	Raspberries
July 2007	Apples
August 2007	Greenbeans
November 2007	Proprietary Probiotic
December 2007	Organic Blueberries
January 2008	Sweet-Corn
February 2008	Proprietary Cranberry Extract
March 2008	Triple Berry Mix
November 2008	Blackberries

Sales and employee growth were as follows:

	Processing					-----Growth-----				
	Pounds	Sales \$\$\$	Margin	EBITDA	People	Lbs	Sales	Margin	EBITDA	People
2005	173,880	\$ 1,997,472	\$ 473,211	\$ (443,479)	19	N/A	N/A	N/A	N/A	N/A
2006	219,876	2,478,483	660,473	(287,432)	18	26%	24%	40%	35%	-12%
2007	293,574	3,756,039	1,019,279	(124,481)	19	34%	52%	54%	57%	0%
2008 a	525,867	5,942,098	2,076,156	530,393	26	79%	58%	104%	426%	47%
2009 e	822,051	12,482,340	5,926,686	3,331,413	48	56%	110%	185%	428%	91%
2010 e	1.5 M	\$21 M	\$10 M	\$6 M	70	82%	75%	67%	82%	46%
2011 e	2.5 M	\$30 M	\$15 M	\$10 M	85	67%	43%	50%	67%	21%
Cumulative Growth										
Thru 2008 (as %)						202%	197%	339%	320%	29%
Thru 2011 (as multiple)						13.4	14.0	30.70	22.5	3.47

a Annualized based on rolling 12 month financials

e Expected based on latest forecast/projections

The Kellogg Company, Watershed's first customer, continues to be a key customer and has factored prominently into Watershed's growth as evidenced by the following table:

	Lbs to Kellogg	Kellogg Volume	% of Kellogg Supply	% of Total Sales
2005	180,000	4,000,000	4.5%	98%
2006	180,000	4,000,000	4.5%	90%
2007	250,000	4,000,000	6.3%	76%
2008 a	400,000	4,000,000	10.0%	74%
2009 e	600,000	4,000,000	15.0%	63%
2010 e	1,300,000	4,000,000	32.5%	75%
2011 e	1,800,000	4,000,000	45.0%	60%
2012 e	2,500,000	4,000,000	62.5%	50%

a Annualized based on rolling 12 month financials

e Expected based on latest forecast/projections

DOCUMENT 2

PROJECT DESCRIPTION: size of the site; description of existing buildings, improvements and equipment; description of any land to be purchased; description of any new construction or renovation the project would involve; description of any equipment to be purchased as part of the project; and any other matters needed to give a concise description of the project.

Background Information

GWR Leasing, LLC, a wholly owned subsidiary of The Manna Group, LLC owns a 150,000 square foot food-processing facility in Gridley, IL and leases portions of this facility to other food processing companies including Watershed Foods. Watershed Foods, LLC currently leases approximately 25,000 square feet for its operations and has first right-of-refusal on any additional space within the building. A layout of the building is attached (attachment # 2).

Project Details

To meet existing customer needs and to further strengthen its position as a viable strategic supplier to the Kellogg Company, Watershed needs to add another dryer (# 5) to have enough capacity. Total cost of adding a dryer is expected to be \$800,000 as evidenced by the following:

<u>Component Breakdown</u>	<u>Costs</u>	<u>Date Ordered</u>	<u>Lead Time</u>	<u>Unit</u>	<u>Date of Completion</u>
Condensor	\$ 90,000	2/15/2009	4	weeks	3/15/2009
Shell	110,000	2/15/2009	4	weeks	3/15/2009
Heating Elements	150,000	2/15/2009	4	weeks	3/15/2009
Control Systems & Electronics	50,000	2/15/2009	4	weeks	3/15/2009
Ancillaries	70,000	2/15/2009	4	weeks	3/15/2009
Vacuum System	50,000	2/15/2009	4	weeks	3/15/2009
Trolleys, Racks & Trays	120,000	2/15/2009	4	weeks	3/15/2009
Engineering & Installation	160,000	3/15/2009	4	weeks	4/12/2009
	<u>\$ 800,000</u>				

DOCUMENT 3

PROJECT BENEFITS: state why this project will be successful and the direct effects to the growth of your operation if not completed.

Watershed Foods has gained considerable experience & expertise as evidenced by its growth (see Document #1" Business Background") and is considered a premier supplier of freeze dried ingredients to global food companies in categories such as cereal, baby food, soup, and snacks. Watershed has existing demand for the capacity expansion under consideration and has successfully executed two identical projects (improving total project time from eight months to three months and reducing costs by \$300,000).

The Kellogg Company is a key customer and has selected Watershed Foods as a key strategic supplier for its North American needs. Kellogg has purchased an increasing percentage of its North America ingredient needs from Watershed as evidenced below and has indicated that it would like Watershed to eventually supply 30-60% of its total North American needs.

	Lbs to Kellogg	Kellogg Volume	% of Kellogg Supply	% of Total Sales	Number of Dryers	Jobs Per Dryer	Production Jobs
2005	180,000	4,000,000	4.5%	98.0%	2	8.4	17
2006	180,000	4,000,000	4.5%	90.0%	2	7.6	15
2007	250,000	4,000,000	6.3%	76.0%	2	7.6	15
2008	400,000	4,000,000	10.0%	74.0%	4	6.3	22
2009	600,000	4,000,000	15.0%	63.0% (e)	5	8.4	42
2010	1,300,000	4,000,000	32.5%	75.0% (e)	9	6.7	60
2011	1,800,000	4,000,000	45.0%	60.0% (e)	11	6.7	73
2012	2,500,000	4,000,000	62.5%	50.0% (e)	15	6.7	100

(e) - Estimated

Kellogg has asked Watershed to increase shipments for 2009 (beginning in 2nd Quarter) and has indicated that Watershed has an excellent opportunity to obtain significant additional business in 2010 as existing contracts with other suppliers expire. In order to meet Kellogg's needs in 2009 and position the Company to gain additional volume in 2010, Watershed must add additional capacity in 2009. The expansion will cost approximately \$800,000. Without the expansion, Kellogg will look elsewhere for capacity. Since Kellogg is a large percentage of Watershed's total business and Watershed's three year contract with Kellogg expires December 31, 2009, the loss of the Kellogg account might result in the closure of the Gridley, IL plant and the loss of 26 jobs. Without the 2009 expansion, the potential creation of new jobs over the next five years will also be in jeopardy.

The expansion will also provide a stable platform for Watershed to continue to grow, further its commitment to its Gridley, IL plant, and allow the Gridley, IL plant to gain scale & becomes the most productive freeze drying plant in the world. In turn, it will allow Watershed to gain economies of scale, increase its competitive advantage, and continue to be a competitive supplier for its other customers ensuring that jobs are not only retained but that job creation continues un-abated.

DOCUMENT 3

FUND ALLOCATION and JUSTIFICATION: give a brief description of how the RLF will be utilized to complete this project and why public financing is required to complete the proposal.

The total project is estimated at \$800,000 and the RLF involvement will be a key bridge between available funds from Watershed's banking partner (\$400,000) and the total cost of the project. Due to the current banking climate and Watershed's explosive growth, Watershed's banking partner is un-able to approve this project without the RLF's involvement. Without the RLF's involvement, Watershed will be forced to put the project on hold. This will halt job creation efforts and jeopardize existing jobs (26 full-time jobs). The RLF's involvement will not only support job creation (5 FTE) and retention efforts but will further encourage Watershed to invest in its Gridley, IL facility and achieve the RLF's goals of:

- Retain and attract businesses that provide permanent jobs
- Maximize investment within the County
- Promote sales and tax generating projects
- Providing financial assistance to eligible businesses

Document 4

Fund Allocation, Justification and Collateral

Summary of Total Project Costs:

Land Acquisition	\$ _____	% _____
Building Acquisition	\$ _____	% _____
Building Renovations	\$ _____	% _____
New Construction	\$ _____	% _____
New Machinery / Equipment	\$ 800,000	% 100
Used Machinery / Equipment	\$ _____	% _____
Inventory	\$ _____	% _____
Working Capital	\$ _____	% _____
Other	\$ _____	% _____
TOTAL PROJECT COSTS	\$ 800,000	% 100

Please attach descriptions of equipment, buildings, land, etc... and time sequence for utilization of revolving loan funds:

Source of Funds:

	Amount	Term	Rate	Status
Private Financing				
Bank	\$320,000	10	7%	pending
Equity*	\$ 80,000	N/A	N/A	
Other				
Public Financing	\$400,000	10	5%	pending
TOTAL	\$800,000	10	6%	pending

*cash invested by owner. (If borrowed, state source and terms of loan on an attachment.)

Document 4

Justification for Public Financing: Please provide a justification for the need for public financing. This can be a summary of the supporting letter from the participating conventional lender stating the reason(s) why it will not provide additional funds for the project.

Watershed's capacity expansion efforts and its inability to obtain conventional financing without a "bridge" make it an ideal candidate for public financing (RLF). First off, Watershed's project meets the RLF's goals:

- Retain and attract businesses that provide permanent jobs
- Maximize investment within the County
- Promote sales and tax generating projects
- Providing financial assistance to eligible businesses

and Watershed meets the criteria for an existing businesses:

- Dedicated and experienced management
- Past performance
- Current economic viability of the business
- High potential for profitability
- High potential for growth
- Sufficient collateral and cash flow to service and secure the loan
- Inability to obtain conventional financing at rates and terms that make the project viable

Second, Watershed's banking partner has stated that if the RLF is not involved then it cannot support the project (see attached letter) due to the general banking climate, Watershed's explosive growth and the bank's overall exposure with Watershed. The bank is not necessarily concerned about Watershed's collateral and cash flow to secure the loan. To further mitigate exposure to the RLF, Watershed, its parent company, and its two sister companies, Manna Leasing, LLC & GWR Leasing, LLC, are all willing to be co-guarantors for the RLF loan. On a consolidated basis, The Manna Group has a trailing 12 months debt service coverage ratio of nearly 6 times and has a projected debt service coverage ratio of 12 times.

These two factors make it imperative that the RLF be involved in the proposed project to protect 26 current jobs and to ensure that 44 are created over the next 24 months.

Document 4

Economic Feasibility & Marketing Information: State why this project will be successful. Document the need for your product/service and new markets gained by the product/service. Detailed marketing plan may be attached.

As pointed out in Document #1 (Business Background & History), Watershed Foods began operations in 2004 and has quickly established itself as a premier global supplier to global companies in the cereal, baby food, soup and snacks categories. Watershed has commitments from Kellogg & other customers for the entire capacity the expansion project will make available and currently has no spare capacity. Watershed expects the capacity expansion to generate about \$1,000,000 in additional processing margin and provide enough free cash flow to more than cover the additional debt (expect a 7:1 debt service coverage ratio). Furthermore, Watershed was forced to abandon several customers in 2008 due to the lack of capacity. Had Watershed been able to full-fill these orders it would have resulted in at least an additional \$500,000 in processing margin.

PROJECT DESCRIPTION: size of the site; description of existing buildings, improvements and equipment; description of any land to be purchased; description of any new construction or renovation the project would involve; description of any equipment to be purchased as part of the project; and any other matters needed to give a concise description of the project.

Background Information

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Trolleys, Racks & Trays	120,000	2/15/2009	4	weeks	3/15/2009
Engineering & Installation	160,000	3/15/2009	4	weeks	4/12/2009
	<u>\$ 800,000</u>				



OFFICE OF THE ADMINISTRATOR
(309) 888-5110 FAX (309) 888-5111
115 E. Washington, Room 401 P.O. Box 2400 Bloomington, Illinois 61702-2400

To: Chairman and Members, Justice Committee
From: Terry Lindberg, Assistant County Administrator *TL*
Date: January 28, 2009
Re: Children's Waiting Room

At your January Justice Committee meeting, members asked why there was such a significant increase in the funding request, what additional material could be provided to support the 20 percent funding increase, and what would happen if the request is not approved.

Lisa Pieper, Regional vice President, Children's Home + Aid Children's Foundation, prepared the attached narrative explanation to provide background and statistics in support of the request. In summary, the current County funding for this program makes up slightly less than one-half of the total program costs. Trust fund revenue and other charitable donations used to support the other half of the Children's Waiting Room budget have both declined significantly due to market losses.

The \$5.00 fee for the Children's Waiting Room is deposited into a fund that is restricted by statute for the sole purpose of supporting the Waiting Room program. Since we started collecting the fee in August of 2006 and didn't begin the contract with the Children's Foundation until January of 2007, and since FY 2007 and FY 2008 revenue exceeded expenses, the fund balance in the Children's Waiting Room Fund is currently \$48,136.00.

Also attached are tables showing the average monthly usage of the Waiting Room, which has significantly exceeded original projections. It should be noted that the number of staff hours follows the number of children, i.e., when there are fewer children, staffing levels and hours are decreased to hold costs at a minimum.

The consequences of not providing a contract increase would be that the number of children admitted to the Waiting Room would need to be limited and the hours of operation might need to be curtailed.

THE CHILDREN'S ROOM SERVICE SUMMARY

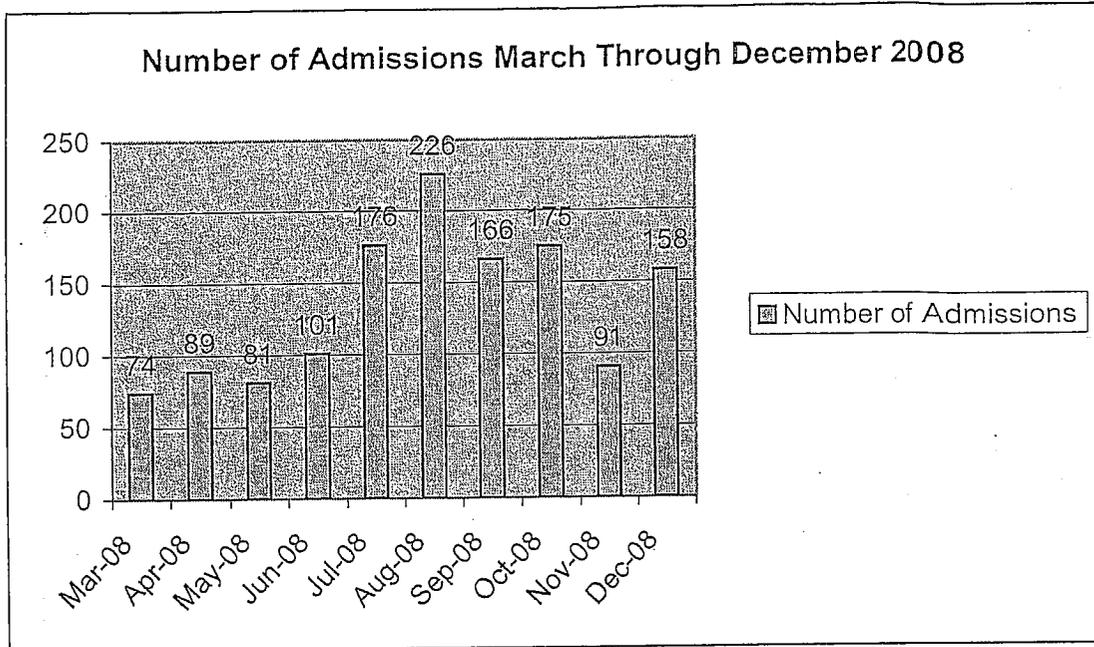
The Children's Room opened in February of 2008, after years of planning and collaboration between the local judiciary, several McLean County Bar members, and staff at Children's Home + Aid Children's Foundation (CHA). During the renovation process, McLean County government staff worked with agency staff to create a model space designed to serve as a Children's Waiting Room. During the completion of the construction/renovation, CHA staff wrote grants and worked with community leaders to obtain funding to outfit the room with needed supplies, furniture and equipment.

This partnership between McLean County and CHA has proven beneficial to everyone involved. During the Children's Room's first year of operation, we have seen significant census growth, and daily usage twice as high as our original projections for this program. Usage spiked in August of 2008, with 226 children served during that month, or an average of more than 10 children using the room every day. Average monthly admissions for the 1st half of calendar year 2008 were 104, with the second half of the year seeing a 63% increase in average usage for a monthly average of 163 admissions.

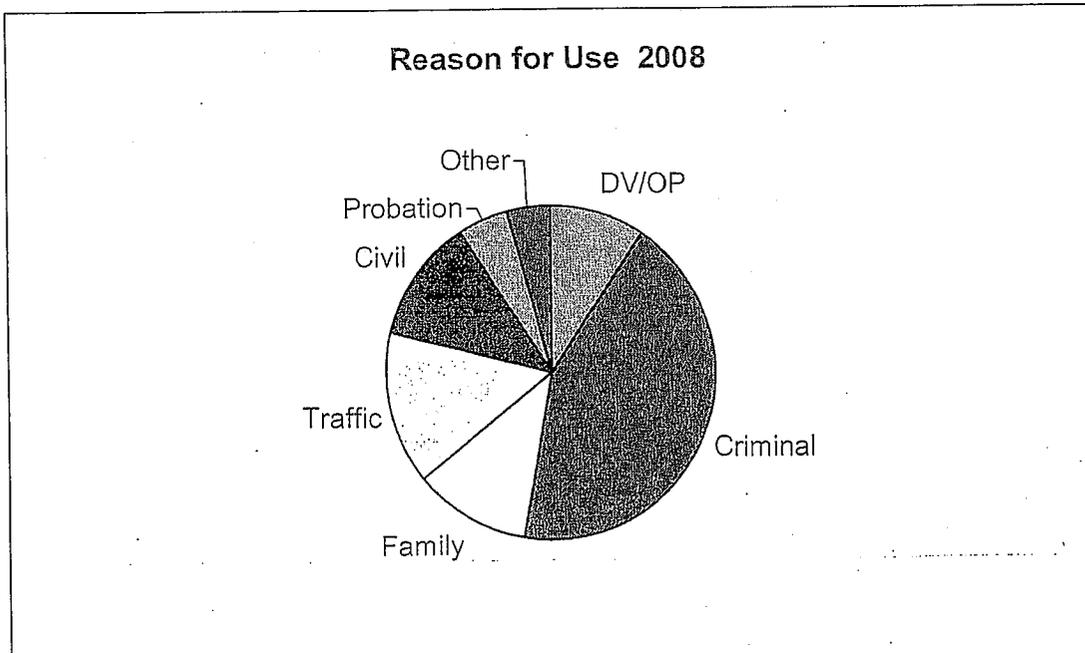
CHA operates its programs on a July 1 to June 30th fiscal year. Our current fiscal year, FY09, began on July 1, 2008 and will end on June 30th, 2009. During this time period, the overall revenue budgeted for The Children's Room was \$67,500. The McLean County filing fee revenue was budgeted for the fiscal year at \$33,000, or 48% of the total overall revenue. As of 12/31/08, CHA has billed the county for \$16,500 of this amount for 2 quarters of services. Other revenue sources included \$15,500 from our Scott Trust fund, \$15,000 in general charitable donations, and \$4,000 in special event fundraising. In effect CHA was thus assuming responsibility for providing 52% of the revenue necessary to fund The Children's Room.

Several unforeseen events have occurred since our FY09 budgets were planned and approved by our Board of Directors more than six months ago. The value of our Scott Trust fund has decreased dramatically, thus impacting the revenue available to help fund agency programs. The fiscal climate in which we work to raise charitable dollars has shifted significantly. Many of our donors are facing much reduced charitable giving capacity, and we are very unlikely to meet our regional fundraising goal, thus impacting The Children's Room, as well as our other programs that rely heavily on charitable funding, such as the Crisis Nursery, Healthy Start, and our Scott Early Learning Center. Lastly, due to a dismal Illinois economy overall, our State governmental support for most of our programs has been reduced, and may well face additional reductions before the end of the current fiscal year. The request for additional funding in the amount of \$4,800 will be used in The Children's Room to cover operating expenses we are incurring that can no longer be covered by other charitable sources.

The Children's Room Usage March Through December 2008



Total Number of Admissions March through December 2008: 1,337



The Children's Room

Usage Data March 2008 through December 2008

<u>Month</u>	<u>Number of Admissions</u>
March-08	74
April-08	89
May-08	81
June-08	101
July-08	176
August-08	226
September-08	166
October-08	175
November-08	91
December-08	158
Total	1337

<u>Month</u>	<u>Hours</u>	<u>Reason for Use</u>
March-08		DVI/OP 23
April-08		Criminal 105
May-08		Family 27
June-08		Traffic 36
July-08	184	Civil 29
August-08	254.5	Probation 12
September-08	150.5	Other 10
October-08	144.5	
November-08	93.25	
December-08	140.25	Sept-Dec 08

AGREEMENT

This amendment, dated January 20, 2009 amends an Agreement between the Eleventh Judicial Circuit Court ("Court"), the County of McLean ("County"), and the Children's Foundation ("Foundation") dated November 20, 2007.

All terms and conditions of the original Agreement between the Eleventh Judicial Circuit Court ("Court"), the County of McLean ("County"), and the Children's Foundation ("Foundation") dated November 20, 2007, remain the same, except for the following:

RECITALS

4. Compensation of Foundation. For the services provided from January 1, 2009 through December 31, 2009, the Foundation shall be paid as follows:

\$37,800 for the period commencing January 1, 2009 through and including December 31, 2009, payable in quarterly installments as follows: \$10,650.00 on March 31, 2009; \$10,650.00 on June 30, 2009; \$8,250.00 on September 30, 2009; and \$8,250.00 on December 31, 2009.

5. Term and Right of Termination. This Agreement shall commence upon its execution by the parties and shall expire at midnight on December 31, 2009. The Agreement may be terminated by any party upon 30 days written notice to the other parties. In such event, the Foundation shall continue to operate the Project and be paid pro rata for all services completed under this Agreement through the date of termination.

IN WITNESS WHEREOF, the parties have executed this Agreement on the date first hereinabove written.

CHILDREN'S FOUNDATION, ELEVENTH JUDICIAL CIRCUIT COURT,

By: _____
Teresa Kelly, Program Director

By: _____
Elizabeth Robb, Chief Judge

COUNTY OF McLEAN,

ATTEST:

By: _____
Matt Sorensen, Chairman
County Board of McLean County,
Illinois

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

An EMERGENCY APPROPRIATION Ordinance
 Amending the McLean County Fiscal Year 2009
 Combined Annual Appropriation and Budget Ordinance
 Children's Waiting Room Fund 0171, Circuit Court 0016

WHEREAS, the McLean County Board, on November 18, 2008, adopted the Combined Annual Appropriation and Budget Ordinance, which sets forth the revenues and expenditures deemed necessary to meet and defray all legal liabilities and expenditures to be incurred by and against the County of McLean for the 2009 Fiscal Year beginning January 1, 2009 and ending December 31, 2009; and,

WHEREAS, the McLean County Board, at its regular meeting on January 20, 2009, pursuant to 705 ILCS 105/27/7, passed an Ordinance, effective July 1, 2006, to increase filing fees in civil cases by \$5.00 and to deposit said fees in the Children's Waiting Room Fund; and,

WHEREAS, the Justice Committee, at its regular meeting on January 6, 2009, approved an amendment to an agreement between the County of Mclean and the Children's Foundation for the Children's Foundation to provide services to operate the Children's Waiting Room; and,

WHEREAS, the Justice Committee, at its regular meeting on January 6, 2009, approved and recommended to the County Board an Emergency Appropriation Ordinance funded from the Children's Waiting Room Fund to pay Fiscal Year 2009 expenses for operation of the Children's Waiting Room, per the agreement between the County and the Children's Foundation; now, therefore,

BE IT ORDAINED by the McLean County Board, now meeting in regular session, as follows:

1. That the County Auditor is directed to amend the Fiscal Year 2009 Combined Annual Appropriation and Budget Ordinance by adding the following line-item appropriations:

	<u>ADOPTED</u>	<u>INCREASE</u>	<u>AMENDED</u>
0171-0016-0105-0410.0164 Children's Waiting Room Fee Children's Waiting Room	\$ 33,000.00	\$ 4,800.00	\$ 37,800.00
0171-0016-0105-0706.0001 Contract Services Children's Waiting Room	\$ 33,000.00	\$ 4,800.00	\$ 37,800.00

(2)

2. That the County Clerk shall provide a Certified Copy of this Ordinance to the Chief Judge of the Eleventh Circuit Court, County Treasurer, County Auditor, and the County Administrator.

ADOPTED by the McLean County Board this 20th day of January, 2009.

ATTEST:

APPROVED:

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

Matt Sorensen, Chairman
McLean County Board

Ea_childrenewtngm_jan_09



Facilities Management

104 W. Front Street, P.O. Box 2400

Bloomington, Illinois 61702-2400

(309) 888-5192 voice

(309) 888-4120 FAX jack.moody@mcleancountyil.gov

To: The Honorable Chairman and Members of the Property Committee
Mr. John M. Zeunik, County Administrator

From: Jack E. Moody, CFM *Jack Moody*
Director, Facilities Management

Date: January 20, 2009

Subj: Lease Amendment for County Employee Parking

The County of McLean entered into a five-year lease agreement with the City of Bloomington on July 26, 2005, for 176 County employee parking spaces in the Abraham Lincoln Memorial Parking Deck located east of the Law and Justice Center. All spaces are assigned to County employees for parking via payroll deduction. A waiting list exists of County employees waiting to gain access to the parking deck to park their cars. The average wait is two and one-half years.

The City of Bloomington is offering to increase County employee parking by eleven parking places in the parking deck. Attached, for your kind consideration, is a Lease Amendment to the original lease which increases the leased parking spaces by eleven, yielding a total of 187 parking spaces for the remainder of the lease. Our plan would be to issue these parking spaces to waiting County employees once this amendment is approved by the County and the City. The additional parking revenue will directly pay for the increased parking lease costs to the County.

Mr. Eric T. Ruud, First Assistant States Attorney, has reviewed and approved this amendment.

Facilities Management supports this change and highly encourages its approval.

Thank you for your consideration of this matter.

JEM:

enclosure

**AMENDMENT TO LEASE AGREEMENT BETWEEN
THE COUNTY OF McLEAN AND THE CITY OF BLOOMINGTON**

WHEREAS, the County of McLean, a body corporate and politic, as LESSEE, and the City of Bloomington, a Municipal Corporation, as LESSOR, entered into a lease agreement on July 26, 2005, for LESSEE's employee parking in the Abraham Lincoln Memorial Parking Deck Garage located on the corner of Front and East Streets in downtown Bloomington, Illinois; and,

WHEREAS, the term of this lease is for five (5) years, expiring on December 31, 2010; and,

WHEREAS, the parties mutually agree to increase the quantity of leased parking spaces afforded to employees of McLean County under this agreement from 176 to 187, an increase of eleven (11) parking spaces to LESSEE; and,

WHEREAS, no further amendments are being considered by either party; now, therefore,

IT IS AGREED BY THE PARTIES as follows:

1. Language contained in Article I, Article IV, and Article V referencing 176 parking spaces is hereby amended to reflect 187 parking spaces. The 2009 payment due the City of Bloomington from McLean County for these additional eleven (11) parking spaces will be calculated to commence on the first day of the month following approvals by the City of Bloomington and the McLean County.

A signed copy of the Amendment shall be forwarded to the McLean County Administrator, McLean County Clerk, McLean County Auditor, McLean County Treasurer, McLean County Director of Facilities Management, and the City of Bloomington Director of Facilities Management.

IN WITNESS WHEREOF, the parties hereto have executed this lease amendment by their respective officers, there unto duly authorized at Bloomington, Illinois, this _____ day of _____, 2009.

APPROVED:

City of Bloomington

County of McLean

By: _____
Mayor

By: _____
Chairman, McLean County Board

ATTEST:

By: _____
City Clerk

By: _____
Clerk of the McLean County Board

An EMERGENCY APPROPRIATION Ordinance
 Amending the McLean County Fiscal Year 2009
 Combined Annual Appropriation and Budget Ordinance
 General Fund 0001, Facilities Management Department 0041
 Health Department Building 0046

WHEREAS, the McLean County Board, on November 18, 2008, adopted the Combined Annual Appropriation and Budget Ordinance, which sets forth the revenues and expenditures deemed necessary to meet and defray all legal liabilities and expenditures to be incurred by and against the County of McLean for the 2009 Fiscal Year beginning January 1, 2009 and ending December 31, 2009; and,

WHEREAS, the Combined Annual Appropriation and Budget Ordinance includes the General Fund 0001, Facilities Management Department 0041, Health Department Building 0046; and,

WHEREAS, pursuant to an Intergovernmental Agreement approved by the City of Bloomington and McLean County on July 26, 2005, for a period of five years beginning this year, the City of Bloomington agreed to rent 176 parking spaces to County employees in City operated parking facilities; and,

WHEREAS, the City of Bloomington has offered an Amendment to the Intergovernmental Agreement that increases the number of parking spaces rented to County employees in City operated parking facilities from 176 to 187 parking spaces effective as of March 1, 2009; and,

WHEREAS, it is necessary to amend the fiscal year 2009 Combined Annual Appropriation and Budget Ordinance in order to appropriate in sufficient funds in order to recognize the increase in the annual parking revenue to be received and the annual lease payment due to the City of Bloomington; and,

WHEREAS, the Property Committee, at its regular meeting on Thursday, February 5, 2009, approved and recommended to the County Board an Emergency Appropriation Ordinance to amend the Combined Annual Appropriation and Budget Ordinance for Fiscal Year 2009; now, therefore,

BE IT ORDAINED by the McLean County Board, now meeting in regular session, as follows:

- (1) That the County Treasurer is hereby directed to add to the appropriated budget of the Facilities Management Department 0041, Health Department Building 0046 the following amount:

	<u>ADOPTED</u>	<u>ADD</u>	<u>AMENDED</u>
0001-0041-0046-0410.0159			
West Lot Parking Lot	\$78,144.00	\$ 4,070.00	\$82,214.00

(2)

(2) That the County Auditor is hereby directed to add to the appropriated budget of the Facilities Management Department 0041, Health Department Building 0046 the following amount:

	<u>ADOPTED</u>	<u>ADD</u>	<u>AMENDED</u>
0001-0041-0046-0744.0002 Parking Lot Expenses	\$78,400.00	\$ 4,070.00	\$82,214.00

(3) That the County Clerk shall provide a certified copy of this ordinance to the County Treasurer, County Auditor, Director of Facilities Management and the County Administrator.

ADOPTED by the County Board of McLean County this 17th day of February, 2009.

ATTEST:

APPROVED:

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

Matt Sorensen, Chairman
McLean County Board