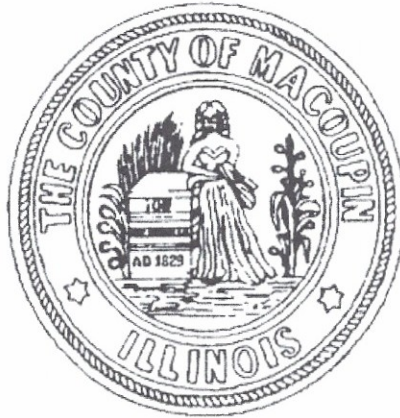


Effective September 1, 2009 County Policies

(Adopted June 9, 2009)

All new County hires will be on direct deposit. The forms are included the new employee packets. (Use for full and part time employees)

Sheriff's Department overtime will be processed on the first pay period of the month and will be included on that check (THE SECOND CHECK WILL NO LONGER BE ISSUED)



Established Policy on Payroll Procedures and Expense Claims

(Effective September 1, 2009; Amended August 14, 2012)


1. All employees hired by any elected or appointed county official may only begin employment on the first or sixteenth of every month. In case the emergency need, the County Clerk has the discretion to waive this requirement.
2. All full-time employees hired after September 1, 2009 will be paid by direct deposit. The forms required for direct deposit will be available in the County Clerk's office. The County Clerk is allowed discretion to offer hard-copy paper paychecks to an employee if that employee does not have access to direct deposit system to receive his or her bi-weekly paycheck.
3. All elected and appointed county officials may designate an employee signature authority on expense claim forms not exceeding \$5,000 in expenses provided the official submits a signed form to the County Board office and the County Clerk's office which designates the name of the employee and the office he or she is allowed such authority.
4. All elected and appointed county officials as well as any employee entitled through state statute or county resolution to mileage must submit to the County Clerk's Office an expense claim form with a uniform attachment that details the total number of miles, to and from points, and a short description of the necessary trip. The County Clerk's Office is responsible for providing this uniform

attachment to all such officials and employees. This applies to all full and part-time work, exempting County Board members who will use the uniform County Board mileage statement on his or her claim and election judges who will use the uniform election judge expense sheet to claim mileage.

Signed this 14th day of August, 2012.

Andrew W. Manar
Chairman of the Board
Macoupin County, Illinois

Pete Duncan
Clerk
Macoupin County, Illinois

Municipality	LOCAL AGENCY	 Illinois Department of Transportation Preliminary Engineering Services Agreement For Motor Fuel Tax Funds CB Job No. 12040	CONSULTANT	Name Coombe-Bloxdorf, P.C.
Township South Otter				Address 755 South Grand Avenue West
County Macoupin				City Springfield
Section 12-22115-00-BR				State Illinois 62704

THIS AGREEMENT is made and entered into this 20th day of July, 2012 between the above Local Agency (LA) and Consultant (ENGINEER) and covers certain professional engineering services in connection with the improvement of the above SECTION. Motor Fuel Tax Funds, allotted to the LA by the State of Illinois under the general supervision of the State Department of Transportation, hereinafter called the "DEPARTMENT", will be used entirely or in part to finance ENGINEERING services as described under AGREEMENT PROVISIONS.

Section Description

Name Otter Creek

Route T.R. 113 Length Mi. FT (Structure No. 059-5018 (Ex.))

Termini Section 18, Township 11 North, Range 7 West of the Third Principal Meridian, 5.0 miles west of Nilwood, Illinois.

Description:

Removal and replacement of an existing bridge structure and including the necessary approach roadway work.

Agreement Provisions

The Engineer Agrees,

1. To perform or be responsible for the performance of the following engineering services for the LA, in connection with the proposed improvements herein before described, and checked below:
 - a. ☒ Make such detailed surveys as are necessary for the preparation of detailed roadway plans
 - b. ☒ Make stream and flood plain hydraulic surveys and gather high water data, and flood histories for the preparation of detailed bridge plans.
 - c. ☒ Make or cause to be made such soil surveys or subsurface investigations including borings and soil profiles and analyses thereof as may be required to furnish sufficient data for the design of the proposed improvement. Such investigations are to be made in accordance with the current requirements of the DEPARTMENT.
 - d. ☐ Make or cause to be made such traffic studies and counts and special intersection studies as may be required to furnish sufficient data for the design of the proposed improvement.
 - e. ☒ Prepare Army Corps of Engineers Permit, Department of Natural Resources-Office of Water Resources Permit, Bridge waterway sketch, and/or Channel Change sketch, Utility plan and locations, and Railroad Crossing work agreements.
 - f. ☒ Prepare Preliminary Bridge design and Hydraulic Report, (including economic analysis of bridge or culvert types) and high water effects on roadway overflows and bridge approaches.
 - g. ☒ Make complete general and detailed plans, special provisions, proposals and estimates of cost and furnish the LA with five (5) copies of the plans, special provisions, proposals and estimates. Additional copies of any or all documents, if required, shall be furnished to the LA by the ENGINEER at his actual cost for reproduction.
 - h. ☒ Furnish the LA with survey and drafts in quadruplicate of all necessary right-of-way dedications, construction easement and borrow pit and channel change agreements including prints of the corresponding plats and staking as required.

Note: Four copies to be submitted to the Regional Engineer

- i. ☐ Assist the LA in the tabulation and interpretation of the contractors' proposals
 - j. ☒ Prepare the necessary environmental documents in accordance with the procedures adopted by the DEPARTMENT's Bureau of Local Roads & Streets.
 - k. ☐ Prepare the Project Development Report when required by the DEPARTMENT.
- (2) That all reports, plans, plats and special provisions to be furnished by the ENGINEER pursuant to the AGREEMENT, will be in accordance with current standard specifications and policies of the DEPARTMENT. It is being understood that all such reports, plans, plats and drafts shall, before being finally accepted, be subject to approval by the LA and the DEPARTMENT.
- ~~(3) To attend conferences at any reasonable time when requested to do so by representatives of the LA or the Department.~~
- (4) In the event plans or surveys are found to be in error during construction of the SECTION and revisions of the plans or survey corrections are necessary, the ENGINEER agrees that he will perform such work without expense to the LA, even though final payment has been received by him. He shall give immediate attention to these changes so there will be a minimum delay to the Contractor.
- (5) That basic survey notes and sketches, charts, computations and other data prepared or obtained by the Engineer pursuant to this AGREEMENT will be made available, upon request, to the LA or the DEPARTMENT without cost and without restriction or limitations as to their use.
- (6) That all plans and other documents furnished by the ENGINEER pursuant to this AGREEMENT will be endorsed by him and will show his professional seal where such is required by law.

The LA Agrees,

1. ~~To pay the ENGINEER as compensation for all services performed as stipulated in paragraphs 1a, 1g, 1i, 2, 3, 5 and 6 in accordance with one of the following methods indicated by a check mark:~~
- ~~a. ☐ A sum of money equal to _____ percent of the awarded contract cost of the proposed improvement as approved by the DEPARTMENT.~~
 - ~~b. ☐ A sum of money equal to the percent of the awarded contract cost for the proposed improvement as approved by the DEPARTMENT based on the following schedule:~~

Schedule for Percentages Based on Awarded Contract Cost

Awarded Cost	Percentage Fees	(see note)
Under \$50,000	_____	%
	_____	%
	_____	%
	_____	%
	_____	%

~~Note: Not necessarily a percentage. Could use per diem, cost plus or lump sum.~~

2. To pay for services as defined in Exhibit A at actual cost of performing such work plus 160 percent to cover profit, overhead and readiness to serve – "actual cost" being as material cost plus payrolls, insurance, social security and retirement deductions. Traveling and other out-of-pocket expenses will be reimbursed to the ENGINEER at his actual cost. Subject to the approval of the LA, the ENGINEER may sublet all or part of the services provided under the paragraph 1b, 1c, 1d, 1e, 1f, 1h, 1j & 1k. If the ENGINEER sublets all or part of this work, the LA will pay the cost to the ENGINEER plus a five (5) percent service charge.

"Cost to Engineer" to be verified by furnishing the LA and the DEPARTMENT copies of invoices from the party doing the work. The classifications of the employees used in the work should be consistent with the employee classifications for the services performed. If the personnel of the firm, including the Principal Engineer, perform routine services that should normally be performed by lesser-salaried personnel, the wage rate billed for such services shall be commensurate with the work performed.

3. That payments due the ENGINEER for services rendered in accordance with this AGREEMENT will be made as soon as practicable after the services have been performed in accordance with the following schedule:
- ~~a. Upon completion of detailed plans, special provisions, proposals and estimate of cost — being the work required by paragraphs 1a through 1g under THE ENGINEER AGREES — to the satisfaction of the LA and their approval by the DEPARTMENT, 90 percent of the total fee due under this AGREEMENT based on the approved estimate of cost.~~
 - ~~b. Upon award of the contract for the improvement by the LA and its approval by the DEPARTMENT, 100 percent of the total fee due under the AGREEMENT based on the awarded contract cost, less any amounts paid under "a" above.~~
- By Mutual agreement, partial payments, not to exceed 90 percent of the amount earned, may be made from time to time as the work progresses.
4. That, should the improvement be abandoned at any time after the ENGINEER has performed any part of the services provided for in paragraphs 1a, through 1h and prior to the completion of such services, the LA shall reimburse the ENGINEER for his actual costs plus 160 percent incurred up to the time he is notified in writing of such abandonment — "actual cost" being defined as in paragraph 2 of THE LA AGREES.
5. That, should the LA require changes in any of the detailed plans, specifications or estimates except for those required pursuant to paragraph 4 of THE ENGINEER AGREES, after they have been approved by the DEPARTMENT, the LA will pay the ENGINEER for such changes on the basis of actual cost plus 160 percent to cover profit, overhead and readiness to serve — "actual cost" being defined as in paragraph 2 of THE LA AGREES. It is understood that "changes" as used in this paragraph shall in no way relieve the ENGINEER of his responsibility to prepare a complete and adequate set of plans and specifications.
-

It is Mutually Agreed,

1. That any difference between the ENGINEER and the LA concerning their interpretation of the provisions of this Agreement shall be referred to a committee of disinterested parties consisting of one member appointed by the ENGINEER, one member appointed by the LA and a third member appointed by the two other members for disposition and that the committee's decision shall be final.
2. This AGREEMENT may be terminated by the LA upon giving notice in writing to the ENGINEER at his last known post office address. Upon such termination, the ENGINEER shall cause to be delivered to the LA all surveys, permits, agreements, preliminary bridge design & hydraulic report, drawings, specifications, partial and completed estimates and data, if any from traffic studies and soil survey and subsurface investigations with the understanding that all such material becomes the property of the LA. The ENGINEER shall be paid for any services completed and any services partially completed in accordance with Section 4 of THE LA AGREES.
3. That if the contract for construction has not been awarded one year after the acceptance of the plans by the LA and their approval by the DEPARTMENT, the LA will pay the ENGINEER the balance of the engineering fee due to make 100 percent of the total fees due under this AGREEMENT, based on the estimate of cost as prepared by the ENGINEER and approved by the LA and the DEPARTMENT.
4. That the ENGINEER warrants that he/she has not employed or retained any company or person, other than a bona fide employee working solely for the ENGINEER, to solicit or secure this contract, and that he/she has not paid or agreed to pay any company or person, other than a bona fide employee working solely for the ENGINEER, any fee, commission, percentage, brokerage fee, gifts or any other consideration, contingent upon or resulting from the award or making of this contract. For Breach or violation of this warranty the LA shall have the right to annul this contract without liability.

IN WITNESS WHEREOF, the parties have caused the AGREEMENT to be executed in quadruplicate counterparts, each of which shall be considered as an original by their duly authorized officers.

Executed by the LA:

ATTEST: _____
By _____
Macoupin County Clerk
(Seal)

Macoupin _____ of the
(Municipality/Township/County)
State of Illinois, acting by and through its
County Board
By _____
Title Chairman of the County Board

Executed by the ENGINEER:

ATTEST: _____
By _____
Title Project Engineer

Coombe-Bloxdorf, P.C.
755 South Grand Avenue West
Springfield, Illinois 62704
By _____
Title President

<p>Approved</p> <p>_____</p> <p>Date</p> <p>Department of Transportation</p> <p>_____</p> <p>Regional Engineer</p>
--

EXHIBIT A
to
**Preliminary Engineering
Services Agreement
CB Job No. 12040**

Section: 12-22115-00-BR

Name: Otter Creek Route: T.R.113 Length: Mi. (Structure No.) 059-5018

Termini: Section 18, Township 11 North, Range 7 West of the Third Principal Meridian, 5.0 miles west of Nilwood, Illinois.

Description: Removal and replacement of an existing bridge structure and including the necessary approach roadway work.

**Further Description of Basic Services, Duties of Owner,
Method of Payment and Related Matters**

This is an exhibit attached to and made part of the Agreement dated July 20, 2012 between Macoupin County, Illinois (LA) and Coombe-Bloxdorf, P.C. (ENGINEER) for Engineering Professional Services.

BASIC SERVICES are defined as services described in ENGINEER AGREES provision of said Agreement, to include Paragraphs 1a, 1b, 1c, 1e, 1f, 1g, 1h, 1j, 1k, 2, 4, 5 and 6 supplemented or amended as follows:

- Par. 1c. ENGINEER will provide coordination and interpretation of soil data as required for the design of the proposed improvement. Procurement and payment of soil surveys and subsurface investigations will be provided by the LA.
- Par. 1e. Preparation of bridge waterway sketch and/or channel sketch. Submit Army Corps of Engineers Nationwide permit application.
- Par. 1f. Bridge design and hydraulic reports shall include:
- 1) Hydraulic analysis of existing bridge.
 - 2) Preliminary Bridge Design and Hydraulic Report.
 - 3) Furnish six (6) copies of the report to the LA.
- Par. 1g 1) Plans, special provisions, proposals and estimates will be prepared for the proposed replacement structure presumed to be a single span precast prestressed concrete deck beam bridge, including required approach and channel work.
- 2) Review precast prestressed beam fabrication drawings, if applicable.
- Par. 1j Prepare and submit environmental survey request application and Ecocat biological survey request application.

The LA AGREES to pay the Engineer as compensation for all services performed as stipulated under the LA AGREES provision of the AGREEMENT, amended as follows:

- 1) Delete Paragraph 1, including 1a. and 1b.
- 2) Revise the first line of Paragraph 2 to include all BASIC SERVICES defined in EXHIBIT A.
- 3) Delete from Paragraph 3, Items 3a. and 3b.
- 4) Include in Paragraph 3 the terms, "Upon completion of the heretofore prescribed work under the ENGINEER AGREES, to the satisfaction of the LA and approval of the DEPARTMENT, 100% of the total fee due under the terms of the AGREEMENT will be paid."

The LA AGREES to pay as compensation for BASIC SERVICES described in this EXHIBIT A, a sum of money not-to-exceed **\$35,730.00**, in accordance with the terms and provisions of the AGREEMENT as amended by this EXHIBIT A.

Municipality 2.5 Miles South of Standard City	L O C A L A G E N C Y	 Illinois Department of Transportation Preliminary Engineering Services Agreement For Motor Fuel Tax Funds	C O N S U L T A N T	Name Allen Henderson and Associates, Inc.
Township Shaw's Point				Address 907 South 4 th Street
County Macoupin				City Springfield
Section 12-20118-00-BR				State Illinois

THIS AGREEMENT is made and entered into this _____ day of _____, _____ between the above Local Agency (LA) and Consultant (ENGINEER) and covers certain professional engineering services in connection with the improvement of the above SECTION. Motor Fuel Tax Funds, allotted to the LA by the State of Illinois under the general supervision of the State Department of Transportation, hereinafter called the "DEPARTMENT", will be used entirely or in part to finance ENGINEERING services as described under AGREEMENT PROVISIONS.

Section Description

Name T.R. 474A (Sumpter Road) over Shaw Point Branch

Route T.R. 474A Length 0.19 Mi. ±1000 FT (Structure No. 059-3214 (E)
059-3514 (P))

Termini Beginning at a point near the S. E. corner of the N.W. ¼ of the S.E. ¼ of Section 16, T. 10 N., R. 6 W., of the 3rd P.M. and extending northerly.

Description:
The project consists of the removal of a structurally and geometrically deficient single span bridge and the replacement with a P.P.C. concrete deck beam bridge and approach roadways.

Agreement Provisions

The Engineer Agrees,

1. To perform or be responsible for the performance of the following engineering services for the LA, in connection with the proposed improvements herein before described, and checked below:
 - a. ☒ Make such detailed surveys as are necessary for the preparation of detailed roadway plans
 - b. ☒ Make stream and flood plain hydraulic surveys and gather high water data, and flood histories for the preparation of detailed bridge plans.
 - c. ☐ Make or cause to be made such soil surveys or subsurface investigations including borings and soil profiles and analyses thereof as may be required to furnish sufficient data for the design of the proposed improvement. Such investigations are to be made in accordance with the current requirements of the DEPARTMENT.
 - d. ☐ Make or cause to be made such traffic studies and counts and special intersection studies as may be required to furnish sufficient data for the design of the proposed improvement.
 - e. ☒ Prepare Army Corps of Engineers Permit, Department of Natural Resources-Office of Water Resources Permit, Bridge waterway sketch, and/or Channel Change sketch, Utility plan and locations, and Railroad Crossing work agreements.
 - f. ☒ Prepare Preliminary Bridge design and Hydraulic Report, (including economic analysis of bridge or culvert types) and high water effects on roadway overflows and bridge approaches.
 - g. ☒ Make complete general and detailed plans, special provisions, proposals and estimates of cost and furnish the LA with five (5) copies of the plans, special provisions, proposals and estimates. Additional copies of any or all documents, if required, shall be furnished to the LA by the ENGINEER at his actual cost for reproduction.
 - h. ☐ Furnish the LA with survey and drafts in quadruplicate of all necessary right-of-way dedications, construction easement and borrow pit and channel change agreements including prints of the corresponding plats and staking as required.

Note: Four copies to be submitted to the Regional Engineer

- i. ☒ Assist the LA in the tabulation and interpretation of the contractors' proposals
 - j. ☒ Prepare the necessary environmental documents in accordance with the procedures adopted by the DEPARTMENT's Bureau of Local Roads & Streets.
 - k. ☐ Prepare the Project Development Report when required by the DEPARTMENT.
- (2) That all reports, plans, plats and special provisions to be furnished by the ENGINEER pursuant to the AGREEMENT, will be in accordance with current standard specifications and policies of the DEPARTMENT. It is being understood that all such reports, plats, plans and drafts shall, before being finally accepted, be subject to approval by the LA and the DEPARTMENT.
 - (3) To attend conferences at any reasonable time when requested to do so by representatives of the LA or the Department.
 - (4) In the event plans or surveys are found to be in error during construction of the SECTION and revisions of the plans or survey corrections are necessary, the ENGINEER agrees that he will perform such work without expense to the LA, even though final payment has been received by him. He shall give immediate attention to these changes so there will be a minimum delay to the Contractor.
 - (5) That basic survey notes and sketches, charts, computations and other data prepared or obtained by the Engineer pursuant to this AGREEMENT will be made available, upon request, to the LA or the DEPARTMENT without cost and without restriction or limitations as to their use.
 - (6) That all plans and other documents furnished by the ENGINEER pursuant to this AGREEMENT will be endorsed by him and will show his professional seal where such is required by law.

The LA Agrees,

1. To pay the ENGINEER as compensation for all services performed as stipulated in paragraphs 1a, 1g, 1i, 2, 3, 5 and 6 in accordance with one of the following methods indicated by a check mark:
 - a. ☐ A sum of money equal to _____ percent of the awarded contract cost of the proposed improvement as approved by the DEPARTMENT.
 - b. ☐ A sum of money equal to the percent of the awarded contract cost for the proposed improvement as approved by the DEPARTMENT based on the following schedule:

Schedule for Percentages Based on Awarded Contract Cost

Awarded Cost	Percentage Fees	(see note)
Under \$50,000	_____	%
	_____	%
	_____	%
	_____	%
	_____	%

Note: Not necessarily a percentage. Could use per diem, cost-plus or lump sum.

2. To pay for services stipulated in paragraphs 1a, 1b, 1e, 1f, 1g, 1i, & 1j of the ENGINEER AGREES at the hourly rates For personnel assigned to this SECTION as payment in full to the ENGINEER for the actual time spent in providing these Services the hourly rates include profit, overhead, readiness to serve, insurance, social security and retirement deductions. Traveling and other out-of-pocket expenses will be reimbursed to the ENGINEER at his actual cost. The total cost of services To be rendered by THE ENGINEER shall not exceed \$31,312.04 providing the scope of the project does not change.

Grade Classification of Employees

Grade Classification of Employees	Hourly Rate
Senior Structural Engineer	<u>114.44</u>
Senior Civil Engineer	<u>108.34</u>
Senior CADD Tech	<u>74.04</u>
Civil Engineer	<u>61.44</u>
Technician	<u>49.36</u>
Clerical	<u>49.36</u>

The hourly rates itemized above shall be effective the date the parties, hereunto entering this AGREEMENT, have affixed hands and seals and shall remain in effect until December 31, 2012. In the event the services of the ENGINEER extend beyond December 31 the hourly rates will be adjusted yearly by addendum to this AGREEMENT to compensate for increases or decreases in the salary structure of the ENGINEER that are in effect at that time.

3. That payments due the ENGINEER for services rendered in accordance with this AGREEMENT will be made as soon as practicable after the services have been performed in accordance with the following schedule:
 - a. Upon completion of detailed plans, special provisions, proposals and estimate of cost - being the work required by paragraphs 1a through 1g under THE ENGINEER AGREES - to the satisfaction of the LA and their approval by the DEPARTMENT, 90 percent of the total fee due under this AGREEMENT based on the approved estimate of cost.
 - b. Upon award of the contract for the improvement by the LA and its approval by the DEPARTMENT, 100 percent of the total fee due under the AGREEMENT based on the awarded contract cost, less any amounts paid under "a" above.

By Mutual agreement, partial payments, not to exceed 100 percent of the amount earned, may be made from time to time as the work progresses.

4. That, should the improvement be abandoned at any time after the ENGINEER has performed any part of the services provided for in paragraphs 1a, through 1h and prior to the completion of such services, the LA shall reimburse the ENGINEER for his actual costs plus 130 percent incurred up to the time he is notified in writing of such abandonment - "actual cost" being defined as in paragraph 2 of THE LA AGREES.
5. That, should the LA require changes in any of the detailed plans, specifications or estimates except for those required pursuant to paragraph 4 of THE ENGINEER AGREES, after they have been approved by the DEPARTMENT, the LA will pay the ENGINEER for such changes on the basis of actual cost plus 130 percent to cover profit, overhead and readiness to serve - "actual cost" being defined as in paragraph 2 of THE LA AGREES. It is understood that "changes" as used in this paragraph shall in no way relieve the ENGINEER of his responsibility to prepare a complete and adequate set of plans and specifications.

It is Mutually Agreed,

1. That any difference between the ENGINEER and the LA concerning their interpretation of the provisions of this Agreement shall be referred to a committee of disinterested parties consisting of one member appointed by the ENGINEER, one member appointed by the LA and a third member appointed by the two other members for disposition and that the committee's decision shall be final.
2. This AGREEMENT may be terminated by the LA upon giving notice in writing to the ENGINEER at his last known post office address. Upon such termination, the ENGINEER shall cause to be delivered to the LA all surveys, permits, agreements, preliminary bridge design & hydraulic report, drawings, specifications, partial and completed estimates and data, if any from traffic studies and soil survey and subsurface investigations with the understanding that all such material becomes the property of the LA. The ENGINEER shall be paid for any services completed and any services partially completed in accordance with Section 4 of THE LA AGREES.
3. That if the contract for construction has not been awarded one year after the acceptance of the plans by the LA and their approval by the DEPARTMENT, the LA will pay the ENGINEER the balance of the engineering fee due to make 100 percent of the total fees due under this AGREEMENT, based on the estimate of cost as prepared by the ENGINEER and approved by the LA and the DEPARTMENT.
4. That the ENGINEER warrants that he/she has not employed or retained any company or person, other than a bona fide employee working solely for the ENGINEER, to solicit or secure this contract, and that he/she has not paid or agreed to pay any company or person, other than a bona fide employee working solely for the ENGINEER, any fee, commission, percentage, brokerage fee, gifts or any other consideration, contingent upon or resulting from the award or making of this contract. For Breach or violation of this warranty the LA shall have the right to annul this contract without liability.

IN WITNESS WHEREOF, the parties have caused the AGREEMENT to be executed in quadruplicate counterparts, each of which shall be considered as an original by their duly authorized officers.

Executed by the LA:

ATTEST: _____
By _____

(Seal) _____ Clerk

Macoupin County _____ of the
(County)
State of Illinois, acting by and through its
By _____ County Board
Title _____ Chairman

Executed by the ENGINEER:

ATTEST: _____
By Mark A Henderson
Title _____ President

Allen Henderson & Associates, Inc.
907 South Fourth Street
Springfield, Illinois 62703
By Christysha T. Hollins
Title _____ Vice-President

Approved

Date

Department of Transportation

Regional Engineer

**JOHN C. BRESNAN, CIAO/M
MACOUPIN COUNTY
SUPERVISOR OF ASSESSMENTS**

P. O. Box 15
Carlinville, IL 62626
Phone (217) 854-8281

July 27th, 2012

Macoupin County Board
Township Supervisors
Board of Trustees
Township and Multi-Township Assessors
Illinois Department of Revenue

RE: Proposed Multi-Township Assessment Districts

Dear County, Township and State Officials:

In accordance with section 2-10 of the Property Tax Code (35 ILCS 200/2-10) it is mandatory for the Supervisor of Assessments in Township Counties to prepare a map of the county with the recommended multi-township alignment every 10 years based upon the latest census data.

The statutory requirement is to form assessment districts of townships with less than 1,000 inhabitants into multi-townships that will have 1,000 or more inhabitants using the 2010 census figures.

Enclosed please find a map of the proposed Township and Multi-Township Districts for Macoupin County based upon the 2010 census. The map also lists the 2011 EAV for each of the townships. I am proposing the following Multi-Township Assessment Districts: 1) Bird, Polk, Hilyard and Brushy Mound Townships; 2) North Palmyra and North Otter Townships; 3) South Palmyra and South Otter Townships; 4) Nilwood, Shaws Point and Honey Point Townships; 5) Scottville, Barr, Western Mound and Chesterfield Townships; this proposal represents no change in the current Multi-Township Districts.

The map is being submitted in order for you to determine if the proposed districts are acceptable or unacceptable. Prior to September 15, 2012, the Board of Trustees must notify the Supervisor of Assessments and the Illinois Department of Revenue of its decision in writing.

If you have any questions, please feel free to contact me.

Sincerely,



John C. Bresnan, CIAO/M
Supervisor of Assessments
Macoupin County

Scottville TWP POP = 833 2011 EAV 7,689,755	North Palmyra TWP POP = 854 2011 EAV 14,574,585	North Otter TWP POP = 816 2011 EAV 21,466,160	Virden TWP POP = 3671 2011 EAV 43,065,285 Girard TWP POP = 2466 2011 EAV 30,049,987
Barr TWP POP = 329 2011 EAV 7,209,073	South Palmyra TWP POP = 747 2011 EAV 9,961,903	South Otter TWP POP = 465 2011 EAV 9,542,806	Milwood TWP POP = 637 2011 EAV 11,196,705
Western Mound TWP POP = 272 2011 EAV 4,992,052	Bird TWP POP = 308 2011 EAV 8,260,636	Carlisle TWP POP = 6665 2011 EAV 96,662,387	Shaws Point TWP POP = 532 2011 EAV 10,892,662
Chesterfield TWP POP = 855 2011 EAV 11,103,266	Polk TWP POP = 563 2011 EAV 11,767,566	Brushy Mound TWP POP = 714 2011 EAV 19,286,787	Honey Point TWP POP = 155 2011 EAV 6,439,980
Shipman TWP POP = 1433 2011 EAV 18,717,635	Hayard TWP POP = 686 2011 EAV 8,137,919	Gillespie TWP POP = 3882 2011 EAV 49,126,782	Cahokia TWP POP = 3378 2011 EAV 34,937,388
Brighton TWP POP = 4039 2011 EAV 65,665,676	Burker Hill TWP POP = 3346 2011 EAV 47,822,648	Dorchester TWP POP = 1550 2011 EAV 19,908,143	Mount Olive TWP POP = 3274 2011 EAV 39,903,118 Staunton TWP POP = 5795 2011 EAV 83,969,493

Bird/Polk/Hillard/Brushy Mound
 North Palmyra/North Otter
 South Palmyra/South Otter
 Milwood/Shaws Point/Honey Point
 Scottville/Barr/Western Mound/Chesterfield



Macoupin County

2012 Tax Year

Multi Township Assessment Districts

Illinois Department of Revenue
Property Tax Division

0 0.5 1 2 3
Miles

DISCLAIMER

In preparing these maps, consultants of a city, state, and federal government and other agencies and individuals have been consulted and their assistance is acknowledged. The maps are prepared for the Department of Revenue and are not intended to be used for any other purpose. The Department of Revenue is not responsible for any errors or omissions in the maps. The Department of Revenue is not responsible for any errors or omissions in the maps. The Department of Revenue is not responsible for any errors or omissions in the maps.



County Board Term Lottery

By law, the Board will first have to decide which of the following two ways to have the Board terms for the next 10 years.

1) Districts Run Together

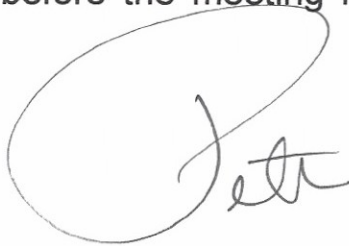
- a. Three Districts would have a 4 year term, a 4 year term, and a 2 year term. Three Districts would have a 4 year term, a 2 year term, and a 4 year term. Three Districts would have a 2 year term, a 4 year term, and a 4 year term.

2) Members Run Individually

- a. 6 Board Members would have a 4 year term, a 4 year term, and a 2 year term. 6 Board Members would have a 4 year term, a 2 year term, and a 4 year term. 6 Board Members would have a 2 year term, a 4 year term, and a 4 year term.

Once that decision has been made, we will then have the lottery to determine terms.

Please feel free to contact me before the meeting if you have any questions on this.

A handwritten signature in black ink, appearing to read "Seth", enclosed within a large, loopy oval shape.