

OPERATIONS & ADMINISTRATIVE COMMITTEE AGENDA

Called by: Keith McDonald, Chairman
Members: Paul Arena, John Butitta,
Valerie Hanserd, Joe Hoffman,
Jaime Salgado, Michael Thompson

DATE: THURSDAY, NOVEMBER 16, 2023
TIME: 5:30 PM

LOCATION: ROOM 303
COUNTY ADMINISTRATION BLDG
404 ELM STREET
ROCKFORD, IL 61101

AGENDA:

- A. Call to Order
- B. Roll Call
- C. Approval of Minutes – None
- D. Public Comment – This is the time we invite the public to address the Operations and Administrative Committee with issues and concerns. We ask you to limit your comments to three minutes. Personal attacks or inappropriate language of any sort will not be tolerated. We will allow a maximum of five speakers on a first come basis with sign up at the meeting. Speakers may not address zoning matters which are pending before the ZBA, the Zoning Committee or the County Board. Personnel matters or pending or threatened litigation may not be addressed in open session. An individual may speak a maximum of three times per calendar year on the same topic. This prohibition shall include the repetition of the same topic in a statement on what is purported to be a different topic. After acknowledgement by the chair, please stand and state your name. Thank you.
- E. Resolution Authorizing the Donation of Property Located at the Southeast Corner Intersection of Chestnut Street and South Church Street in the City of Rockford for Right-of-Way Purposes to the City of Rockford, IL
- F. Ordinance Adopting a Remote Work Policy
- G. Resolution Awarding Off-Site Scanning Services for Document Imaging Using CIP Funds
- H. Resolution Awarding Fuji Persona CS Compact C-Arm Machine for Coroner’s Office
- I. Resolution for Approval for Stop-Loss Insurance
- J. Resolution Authorizing the Execution of a Renewal Agreement with Arthur J. Gallagher for the Property and Casualty Coverage
- K. Violent Crime Reduction in Illinois Communities - Sole Source Discussion
- L. Future Agenda Items
- M. Adjournment



Resolution Executive Summary

Committee Date: Thursday, November 16, 2023

Committee: Operations & Administrative

Prepared By: Chris Dornbush

Document Title: Resolution Authorizing The Donation Of Property Located At The Southeast Corner Intersection Of Chestnut Street And South Church Street In The City Of Rockford For Right-Of-Way Purposes To The City Of Rockford, IL

Board Meeting Date: Thursday, November 30, 2023

Budget Information:

Budgeted? No	Amount Budgeted?
If not, originally budgeted, explain the funding source? City of Rockford acquiring Right-Of-Way	
If ARPA or CIP funded, original Board approved amount? NA	
Over or Under approved amount? NA	By: \$
If ARPA funded, was it approved by Baker Tilly? N/A	
ORG/OBJ/Project Codes:	Descriptor:
Budget Impact?	

Background Information:

The City of Rockford (City) is requesting the acquisition of property from Winnebago County on the southeast corner of Chestnut Street and Church Street for public right-of-way (R.O.W.) purpose. They are specifically requesting 291 square feet (S.F.) for R.O.W. purposes and 1,191 square feet (S.F.) for Temporary Construction Easement (294 S.F. on Chestnut Street & 897 S.F. on Church Street). The City has tendered an offer of \$8,200 in accordance with IDOT requirements for a total of both acquisition and temporary construction easement, however the County is donating the premise for governmental collaboration, which is a common practice among local jurisdictions for this type of item. Winnebago County acquired the Chestnut & Church Parking Lot in March of 2022 (2022-CR-024, 2022-CO-029). It was formerly leased by Winnebago County since 2014 until the purchase in 2022.

Recommendation:

Administration supports intergovernmental relationships that support public interest, which this does both.

Contract/Agreement:

NA

Legal Review:

Yes

Follow-Up:

Staff can follow-up with any questions that the Committee or entire Board has.

Regional Planning & Economic Development Department

404 Elm Street, Rm 403, Rockford, IL 61101 | www.wincoil.gov

Phone: (815) 319- 4350 | E-mail: permits@rped.wincoil.gov

**RESOLUTION
OF THE
COUNTY BOARD OF THE COUNTY OF WINNEBAGO, ILLINOIS**

2023 CR _____

SUBMITTED BY: OPERATIONS AND ADMINISTRATIVE COMMITTEE

SPONSORED BY: KEITH MCDONALD

**RESOLUTION AUTHORIZING THE DONATION OF PROPERTY LOCATED AT THE
SOUTHEAST CORNER INTERSECTION OF CHESTNUT STREET AND SOUTH
CHURCH STREET IN THE CITY OF ROCKFORD FOR RIGHT-OF-WAY PURPOSES
TO THE CITY OF ROCKFORD, IL**

WHEREAS, the County of Winnebago, Illinois (County) is the fee simple owner of property located at 310 S. Church Street and described as Parcel No. 11-22-479-009 on the attached survey, Exhibit A; and

WHEREAS, the City of Rockford, Illinois (City) desires to acquire the above-described premises for proposed Right-of-Way use (291 square feet) and a temporary construction easement (1,191 square feet) at the intersection of Chestnut Street and South Church Street in the City of Rockford, more specifically the southeast corner of said intersection; and

WHEREAS, the City has made an offer of eight thousand two hundred dollars (\$8,200.00) for the above-described property for its Church Street & Main Street Two-Way Conversion project, however the property may be donated if desired by the Winnebago County Board; and

WHEREAS, said property is not needed by the County, nor would this effect the parking lot operations; and

WHEREAS, the Operations and Administrative Committee of the County Board of the County of Winnebago, Illinois, having conferred with the County Administration, has determined that it is in the best interests of the County to convey to the City said property.

THEREFORE, BE IT RESOLVED, by the County Board of the County of Winnebago, Illinois, that Parcel No. 11-22-479-009 on the attached Exhibit A, specifically located at the southeast corner intersection of Chestnut Street and South Church Street in the City of Rockford be donated to the City of Rockford, Illinois for Right-of-Way use (291 square feet) and a temporary construction easement (1,191 square feet).

BE IT FURTHER RESOLVED, that the Winnebago County Board Chairman is hereby authorized and directed to, on behalf of the County of Winnebago, Illinois to execute all the documents necessary and approved by the Winnebago County State's Attorney's Office to effectuate the donation of said property, as shown on Exhibit A, to the City of Rockford, Illinois.

BE IT FURTHER RESOLVED, that the Resolution shall be in full force and effect immediately upon its adoption.

BE IT FURTHER RESOLVED, that the Clerk of the County Board is hereby directed to prepare and deliver certified copies of this Resolution to the Director of Development Services, County Highway Engineer, Director of Purchasing, Finance Director, County Administrator and County Auditor.

Respectfully Submitted,
OPERATIONS AND ADMINISTRATIVE COMMITTEE

Agree

Disagree

Keith McDonald, Chairman

Keith McDonald, Chairman

Valerie Hanserd

Valerie Hanserd

Paul Arena

Paul Arena

John Butitta

John Butitta

Joe Hoffman

Joe Hoffman

Jaime Salgado

Jaime Salgado

Michael Thompson

Michael Thompson

The above and foregoing Resolution was adopted by the County Board of the County of Winnebago, Illinois this _____ day of _____ 2023.

ATTESTED BY:

Joseph V. Chiarelli
Chairman of the County Board
of the County of Winnebago, Illinois

Lori Gummow
Clerk of the County Board
of the County of Winnebago, Illinois

ROW: Southeast Corner of Church Street & Chestnut Street



Legend
 Tax Parcels

The Winnebago County computerized aerial base property maps were assembled using County, State and other data. The map files are not intended to be the official survey of the land. The official land records are on file in the Winnebago County Recorder's Office.

1 inch = 40 feet



Created by Chris Dornbush
 Date: 10/19/2023



Authorized City of Rockford, IL Representative

DELIVERED VIA REGISTERED MAIL

Date: September 22, 2023

Owner: County of Winnebago
Attn: Patrick J. Thompson
Address: 404 Elm Street
Rockford, IL 61101

Re: Introduction and Offer Package Letter

Project Name: Church Street & Main Street Two-Way Conversion
Route: FAP RTE 742
Section: 22-00662-00-RS
Parcel No.: 003/03

Dear Property Owner:

Our firm has been retained by the City of Rockford to acquire the necessary Right of Way and Temporary Construction Easement for the Church Street & Main Street Two-Way Conversion project and I have been assigned as the representative of the City of Rockford to assist you through this process.

In order to accomplish this project and its planned improvements, it will be necessary for the City of Rockford to acquire the following property rights:

- 291 square feet of Right of Way
- 1,191 square feet of Temporary Construction Easement

The City of Rockford is prepared to offer you **\$8,200.00** for this right of way and temporary construction easement. To establish the amount of this offer, the value of \$8,200.00 was determined by an appraiser using standard appraisal methods, and in accordance with the Uniform Act (49 CFR, Part 24) and USPAP Standards.

To assist you in the evaluation of the Offer to Purchase and to prepare for the completion of this transaction; I have also enclosed the following:

1. **Disclosure of Representation** – to be signed and returned by the property owner.
2. The **“Offer to Purchase”** letter with 30 and 90 day notices.
3. **Basis of Computing Total Compensation and Offer to Purchase**
4. **Appraisal and Review Appraisal** prepared by T Engineering.
5. **Donation of Property Form** - to be completed by property owner.
6. **Conveyance Documents** including Right of Way and Temporary Construction Easement Plats and legal descriptions prepared by a Licensed Land Surveyor.

TO: County of Winnebago
DATE: September 22, 2023

IMEG #19000323.00
Page 2 of 2

7. **W9 - Request for Taxpayer Identification Number and Certification form** - to be completed by property owner (required for payment).

To further assist you in this process and to provide additional information, today I have included:

1. Booklet - **"A Landowner's Guide to Land Acquisition by the Illinois Department of Transportation and Eminent Domain"**
2. Booklet - **"Highway Improvements and Property Rights"**
3. Copy of plan sheets showing subject property with the affected areas marked as follows: ROW area marked in red; and temporary construction easements marked as yellow.

You have the right to hire your own appraiser, provide your own appraisal, or supply your own value documentation at your own expense. Submitting an alternative appraisal value is no guarantee that the offer amount will change, however all information will be provided to the City for prompt review. If you are planning on providing your own appraisal, please advise me right away.

Please contact me at 309-283-1612 or chad.e.johnson@imegcorp.com to schedule a meeting to discuss.

It is our sincere hope that the enclosed material and our future discussions will provide the foundation for a mutually agreeable settlement of this transaction. Thank you for your consideration.

Sincerely,

IMEG



Chad E. Johnson, PLS, SR/WA
Right of Way Negotiator

CEJ/

Enclosures

CC: Walter Koch, Gina Trimarco, Corey Stout (letter only)

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Project Name: Church Street & Main Street Two-Way Conversion
Route: FAP RTE 742
Section: 22-00662-00-RS
Parcel No.: 003/03

DISCLOSURE OF REPRESENTATION

IMEG represents the City of Rockford, Illinois in this transaction and Chad E. Johnson, PLS, SR/WA has been assigned to this project.

By signing below, Seller confirms that written disclosure of representation was provided to them before signing of the transaction document.

By: _____
Print Name:

Date: _____



September 22, 2023

Project Name: Church Street & Main Street Two-Way Conversion
Route: FAP RTE 742
Section: 22-00662-00-RS
Parcel No.: 003/03

**OFFER TO PURCHASE
AND NOTICE OF EARLIEST MOVE DATE**


County of Winnebago
Patrick J. Thompson
404 Elm Street
Rockford, IL 61201

Pursuant to Federal and State regulations, the City of Rockford presents to you the pamphlet "Highways Improvement and Property Rights" and submits an offer of \$8,200.00, which represents the adjusted approved appraisal of the right of way and temporary construction easement needed from your property at 310 S. Church Street, Rockford, IL.

You will not be required to move from your dwelling or to move your business, farm, non-profit organization, or personal property sooner than 90 days from the date of this notice. If you must move from your dwelling, this notice is based on a potential replacement property currently available to you. If no property is shown on the accompanying "Offer of Relocation Assistance," you will not have to move any sooner than (N/A) which is at least 90 days after information on a currently available property is provided to you.

If you must move, or move your personal property from your property, you will receive written notice at least 30 days prior to the specific date by when you must move. The 30-day written notice will not be issued until you have received payment from the purchaser as agreed or until the money has been deposited by the purchaser as prescribed by law.

You and the purchaser may agree to a date by when you will move which varies from the possible dates discussed in the previous paragraphs. If such an agreement is reached, it will be specified in the contract that you sign with the purchaser, and your agreement will constitute a waiver of the provisions of this notice.

By 
Chad E. Johnson, PLS, SR/WA
Right of Way Negotiator

**Basis for Computing
Total Approved Compensation
and Offer to Purchase**

Route: FAP RTE 742
Section: 22-00662-00-RS
County: Winnebago

Project: Church Street & Main Street
Job No. _____
Parcel: 003/03

Owner(s) of Real Property: County of Winnebago
404 Elm Street, Rockford, IL 61101

Location of Property: 310 S. Church Street
Rockford, IL 61101

Pursuant to 735 ILCS 30/10-5-15, the following has been prepared in order to fully inform you of the details of the acquisition of a portion of your property as Right of Way, or Temporary Construction Easement for the proposed improvement of the Church Street & Main Street Two-Way Conversion. The legal descriptions of the parcels to be acquired are found on the attached instruments of conveyance.

The amounts shown below are the full amounts of the approved values and are based on fair market value of the property. The fair market value of the part to be acquired is estimated without regard for any decrease or increase in the fair market value caused by the project for which the property is being acquired; however, the damage to the remaining property, if any, is estimated with full consideration of the effect of the proposed improvement.

1. Existing Property:

Total area 24,514 sq. ft., more or less

Highest and best use: Parking Lot

2. Land to be Acquired in Fee Simple:

New right of way 291 sq. ft.

Existing right of way (when applicable) 0 sq. ft.

Total right of way 291 sq. ft.

3. Improvements and/or Fixtures to be Acquired:

NA

4. Compensation for Land Acquired in Fee Simple:

Fair market value of the <u>291</u> sq. ft. to be acquired including all improvements as part of the whole property, based on an analysis of market data in the vicinity of the acquisition.	<u>\$3,200</u>
Damage to the remaining property as a result of the acquisition (if any).	<u>\$0</u>
Total compensation for permanent right of way acquired in fee simple.	<u>\$3,200</u>
Less cost of construction to be offset against total compensation.	<u>\$0</u>
Net compensation	<u>\$3,200</u>

Benefits in the amount of \$0 have been estimated to the remaining property. These benefits have been offset against any possible damages but have not been offset against any part of the compensation of the part acquired.

5. Compensation for Easements Including Any Damages or Benefits:

Permanent Easements- <u>0</u> for <u>0</u> sq. ft. (state purpose)	<u>\$0</u>
Temporary Easements- <u>1,191</u> for <u>construction</u> sq. ft. (state purpose)	<u>\$5,000</u>
Total compensation for easements (when applicable)	<u>\$5,000</u>

6. Total Compensation for Entire Acquisition, which includes all interests in the land required for the highway improvement and damages to the remainder property, if any. (sum of 4+5) \$8,200

7. Personal Property (Not Being Acquired) located on the Proposed Right of Way:

NA

You may want to retain and remove from the right of way some, or all, of the improvements included in the acquisition. If so, the following owner-retention values have been established for the improvements listed above in Item 3, and the total of the owner-retention values for the improvements retained will be deducted from the total compensation.

Improvement	Owner-Retention Value
<u>NA</u>	<u>\$0</u>
	<u>\$0</u>

Any agreement to retain such improvements does not convey with it a permit to move the improvements on, or over, any state highway.

On behalf of the City of Rockford, and as outlined in the above summary, I hereby offer you the sum of \$8,200 for the property described on the attached instruments free and clear of all claims of other parties, liens, taxes and encumbrances.

If the above offer is over \$250,000.00, it is contingent on the City of Rockford adhering to 30 ILCS 105/9.02 which requires specific contracting authority for all procurement contracts in the amount of \$250,000.00 or more.


Negotiator


Date



Appraisal Review Certification

Route FAP Route 742
Section 22-00662-00-RS
County Winnebago

Project N/A
Job No. N/A
Parcel 003/3 Unit --

[X] Original [] Supplemental [] Complex [X] Non-Complex [] Value Finding

Is the remainder property an uneconomic remnant? [] Yes [X] No

The attached [X] Appraisal Report [] Restricted Appraisal Report submitted by Keith T. Tadrowski has been reviewed by the undersigned. In accordance with 49 CFR 24.104, the attached appraisal meets one of the following categories:

- [] Not Accepted - Provide reasoning for non-acceptance.
[] Accepted - Meets all requirements, but is not selected.
[X] Recommended - Meets all requirements and is selected as basis for acquisition purposes.

The conclusions of value for the subject property as of August 9, 2023 are as follows:

Table with 2 columns: Description and Value. Rows include Fair Market Value of Whole Property (N/A), Fair Market Value of Property Taken (\$3,200), Fair Market Value of Remainder as Part of the Whole Property Before Taking (N/A), Fair Market Value of Remainder After Taking as will be Affected by Contemplated Improvement (N/A), Damage to Remainder (\$0), Compensation for Permanent Easement(s) (N/A), Compensation for Temporary Easement(s) (\$5,000), Excess Land to be Acquired (N/A), and Total Compensation (\$8,200).

Signature of Review Appraiser
Review Appraiser

09/05/2023
Date

Certified General Real Estate Appraiser
Type of License

553.000624
License Number

9/30/2023
Expiration Date

Approved: [Signature]
Regional Engineer
City of Rockford

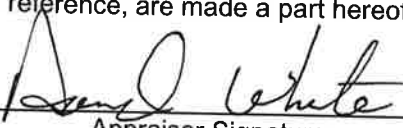
Date

REVIEW APPRAISER CERTIFICATION

The undersigned hereby certifies:

1. That on 08/16/2023, I completed a visual inspection of the property and comparable sales selected. On Value Finding reports only with no permanent damages, a desk review of the attached appraisal is acceptable and is based upon information contained in the appraisal. I have analyzed the information and documented my conclusion in the attached appraisal review. I am / I am not aware of any additional sales data or additional information that may impact the value of the subject property.
2. That I have no direct or indirect present or contemplated future interest in the property described therein or in any benefit from the acquisition, and I have no personal interest or bias with respect to the parties involved.
3. That the facts and data reported by the review appraiser and used in the review process are based on that information provided by the author of the attached appraisal report and any specialty reports, and that this information is considered true and correct. No one has provided significant professional assistance to the person signing this review report. (If there are exceptions, the name of the individual(s) providing appraisal review assistance must be stated.)
4. That the analyses, opinions, and conclusions in this review report are limited only by the assumptions and limiting conditions stated in this review report, and are my personal, unbiased professional analyses, opinions and conclusions. I have no bias with respect to the property that is the subject of this review or the parties involved.
5. That my determination has been reached independently based on the appraisal without any collusion or direction, and my compensation is not contingent on an action or event resulting from the analyses, opinions, or conclusions in, or the use of, this review report. This review report is based on the data and information provided in the actual appraisal report and any specialty reports used therein.
6. That my analyses, opinions, and conclusions were developed and this review report has been prepared in conformity with the Uniform Standards of Professional Appraisal Practice, the Uniform Act, and 49 CFR 24.104 and are based on the scope of work described herein.
7. That I have given consideration in this review to the value of the part taken, and damages and/or benefits to the remainder, if any, to the extent allowed under Illinois statutes; and that as near as can be determined non-compensable items of damage under Illinois law have not been included in the appraisal.
8. In the event that I have completed my own independent research of the subject property and any additional information and data or I have documented the attached appraisal, this will be so stated in the accompanying review appraisal report. Otherwise, this review has been based on only the data and information provided by the appraiser of record for this appraisal report.
9. I have performed other services, as a review appraiser, regarding the property that is the subject of the work under review within the three-year period immediately preceding acceptance of this assignment.
10. My engagement in this assignment and my compensation for completing this assignment is not contingent upon the development or reporting of predetermined assignment results or assignment results that favors the cause of the client, the attainment of a stipulated result, or the occurrence of a subsequent event directly related to the intended use of this appraisal review.
11. Statement supplemental to this certification required by membership or candidacy in a professional appraisal organization, are described on an addendum to this certificate and, by reference, are made a part hereof.

Appraiser Name: David White
License Type: Certified General Real Estate Appraiser


Appraiser Signature
IL License # 553.000624 Expires: 9/30/2023

APPRAISAL REVIEW REPORT: In accordance with 49 CFR 24.104 and USPAP Standards Rule 3, a review appraiser will prepare an appraisal review report to support the approved value selected for the use as the basis for acquisition purposes. This report shall contain the following information, either in a simple format or a more complex format as required for the review assignment: 1) scope of work being reviewed and the scope of work of the review assignment; 2) examination of the presentation and analysis of the appraisal report and the development of an opinion as to completeness, adequacy, appropriateness of appraisal methods and techniques used; 3) identification of client, intended use and intended user(s); 4) identification of any damages or benefits to any remaining property identified in the appraisal; and 5) a signed certification (Page 2 of this Appraisal Review Certification).

Subject of the review assignment: Parcel 003/3

Date of the review: 09/05/2023

Property interest to be acquired: Fee Taking Dedication/Perpetual Easement
 Permanent Easement Temporary Easement
 Other

Date of work under review: 08/31/2023

Effective date of the opinion or conclusion of the work under review: 08/09/2023

Appraiser(s) who completed work being reviewed: Keith T. Tadrowski

Describe the scope of work performed in this appraisal review report as required in 49 CFR 24.104 and USPAP Scope of Work Rule.

Scope of Work Performed by the Reviewer includes: Check for mathematical, typographical and factual errors; Analyze the adequacy and quality of supporting data; Review the methods and techniques applied; Analyze the soundness of the reasoning and conclusions; Perform a personal inspection of the subject property and comparable sales if required; This review has considered and includes all known pertinent information in arriving at a final conclusion of value.

The report has been reviewed to determine if the appraiser has complied with the required IDOT standards in accordance with 49 CFR 24.104 and the requirements of the Uniform Standards of Professional Appraisal Practice (USPAP). My report is intended to comply with the requirements of Standard 3 and is prepared on this form as developed and required by IDOT.

In the event that I have completed my own independent research of the subject property and any additional information and data or I have documented the attached appraisal, this will be so stated in the accompanying review appraisal report. Otherwise, this review has been based on only the data and information provided by the appraiser of record for the appraisal report.

If I have disagreed with any of the appraiser's conclusions, the basis for opinion are explained and supported as part of this review report. The appraiser's report that has been reviewed is attached and considered part of this review report. Unless noted otherwise, I have accepted the factual data reported by the appraiser.

My client is the City of Rockford. The intended user of the report is the City of Rockford, and its assigns; no other users are intended. I was retained by "T" Engineering Services, acting as an agent for the City of Rockford.

The purpose of the report is to develop an opinion as to the completeness, adequacy, appropriateness of appraisal methods and techniques used by the appraiser to develop and report the value opinions. The report conclusions are to be used as the basis for acquiring the needed rights for the proposed road improvement project.

Conclusions: I do agree with the opinions and conclusions provided by the appraiser in the attached report. The report complies with the required IDOT standards in accordance with 49 CFR 24.104 and the requirements of the Uniform Standards of Professional Appraisal Practice (USPAP).



Appraisal Report

Route: FAP Route 734 (Church Street)
 Section: 22-00662-00-RS
 County: Winnebago

Limits: ---
 Job No.: ---
 Parcel: 003/3 Unit: N/A

Take: Whole Partial Other
 Appraisal Sequence: Original Supplemental 2 temporary easements

- Attached is a Non-Complex Appraisal per IDOT's Land Acquisition Policies and Procedure Manual.
- Location and Address: Southeast corner of Church Street and Chestnut Street, Rockford, Illinois 61101; 310 S. Church Street, Rockford, IL 61101
- Identification: See attached plat; PIN is 11-22-479-002, -003, & -009; Lots 1, 2, & 3 in Block 16
- Present Owner's Name: County of Winnebago, 404 Elm Street, Rockford, Illinois 61101
- Tenant's or Lessee's Name: Owner occupied
- Person Interviewed No response to letter sent 7. Interviewed By N/A
- Farmland Preservation Act (pertains to fee takings and permanent easements)
 CL OC HL PL FL FS RL OL N/A
- Present Use: Parking Lot Highest and Best Use:
 Zoning: C-4 SUP, Urban Mixed-Use District w/ Special Use Permit (Rockford)
 Before Taking: Parking Lot
 After Taking: Parking Lot

10. Area of Whole Property

Total Area to be Acquired in Fee Simple Title:
 Area to be Acquired by New Dedication
 Area Acquired by Previous Dedication
 Area to be Acquired for Additional R.O.W.
 Area to be Acquired by Permanent Easement
 Area to be Acquired by Temporary Easement: TE-A=897 sq.ft.; TE-B=294 sq.ft.
 Area of Remainder

Acres	Sq. Ft.
*0.563	*24,514
0.007	291
0	0
0	0
0.007	291
0	0
0.027	1,191
0.556	24,223

*Per the Winnebago GIS; the area of the whole on the parcel plat is only of PIN 11-22-479-009 and is incorrect

11. Final Conclusion of Value

Effective Date of Appraisal August 9, 2023

Fair Market Value of Whole Property \$ N/A

For Partial Takings Include the Following

Fair Market Value of property taken (including Improvements) as part of the whole.	\$ <u>3,200</u>
Fair Market Value of remainder as part of the whole before taking.	\$ <u>N/A</u>
Fair Market Value of remainder after the taking as will be affected by contemplated improvements	\$ <u>N/A</u>
Damage to Remainder	\$ <u>0</u>
Compensation for Permanent Easement(s)	\$ <u>N/A</u>
Compensation for Temporary Easement(s)	\$ <u>5,000</u>
Total Compensation	\$ <u>8,200</u>

Date of Report: August 31, 2023

Type of License State Certified General Real Estate Appraiser

Signature of Appraiser - Keith T. Tadrowski
 Lic. No. 553.001238 Exp. Date 9/30/2023

Definition of Fair Market Value: The fair cash market value of a property in an eminent domain proceeding is that price which a willing buyer would pay in cash and a willing seller would accept, when the buyer is not compelled to buy and the seller is not compelled to sell. In the condemnation of a property for a public improvement, any appreciation or depreciation in value caused by the contemplated improvement shall be excluded from the consideration of the fair cash market value of the whole property and the part taken (Illinois Pattern Jury Instructions).

In the event of a partial acquisition where there is a remainder property, any appreciation or depreciation caused by the contemplated improvement shall be considered when determining the fair cash market value of the remainder. Any increase or decrease in value caused by the actual acquisition of a part of the property must be considered in estimating the value of the remainder after the taking.

Property History: Has the subject sold in the past five years or is listed for sale? Yes No
 If yes, an analysis of the recent sale and/or current listing is summarized as follows:

The property sold on March 28, 2022 for \$1,135,600 or \$46.32 per square foot of land area as an improved parking lot. The seller was Church & Chestnut Development, LLC, the buyer was County of Winnebago, the instrument was a Warranty Deed, and the document number was 2022010140. The property was purchased by the tenant. See Comparable Sale No. V-10 (in the Comparable Sales Book) for further details of this sale.

This sale was not considered an arm's-length transaction and it has not been considered in this analysis. The tenant was renting the property at above market rent and the property sold for substantially over market value.

The site is presently improved with an asphalt paved parking lot with 68 spaces. In 2014, the buyer, Winnebago County Board entered into a 15-year lease with Church and Chestnut Development (the seller), a group managed partly by former Winnebago County Sheriff Don Garsparini. At the time of its sale in 2022, the lease rate had risen to \$7,540.91/year (see details below). At the time the lease was entered in 2014, demand for parking was very high in the area due to that there were reportedly structural problems with the 40-year old Church Street parking garage (adjacent to the northwest) and ±400 parking spaces were lost temporarily; it is the appraiser's opinion that the County entered into an above market rent lease due to the high demand at this time. The parking garage was renovated in 2017 with new structural supports.

In 2012, the Board had previously agreed to buy the property for \$950,000 and had put down a \$200,000 deposit; this purchase price included the seller tearing down the existing restaurant and building the parking lot. An appraisal of the subject property in 2012 was only at \$175,000. The lease information is detailed below:

LEASE SUMMARY	
LEASE TYPE	NN
ORIGINAL LEASE TERM	15 Years
LEASE EXPIRATION DATE	Dec-2028
LEASE TERM REMAINING	Seven (7) Years
RENTAL INCREASES	3% annual increases
TAXES, CAM & INSURANCE	Tenant responsible for snow, annual sealing, pavement maintenance, landscaping, sweeping, striping, utilities/lighting, insurance.
OWNER'S OBLIGATIONS	Real estate taxes.

RENT SCHEDULE				
LEASE YEAR	BASE RENT/MONTH	BASE RENT SF/MONTH (Lot SF)	BASE RENT/YEAR	BASE RENT SF/YEAR (Lot SF)
2022	\$7,540.91	\$0.32 SF	\$90,490.91	\$3.89 SF
2023	\$7,767.14	\$0.33 SF	\$93,205.64	\$4.01 SF
2024	\$8,000.15	\$0.34 SF	\$96,001.80	\$4.13 SF
2025	\$8,240.15	\$0.35 SF	\$98,881.86	\$4.25 SF
2026	\$8,487.36	\$0.37 SF	\$101,848.31	\$4.38 SF
2027	\$8,741.98	\$0.38 SF	\$104,903.76	\$4.51 SF
2028	\$9,004.24	\$0.39 SF	\$108,050.88	\$4.65 SF

Property Interest To Be Appraised: Fee Simple

Leased Fee Estate

Property Interest To Be Acquired:

Fee Simple

Permanent Easement

Dedication/Perpetual Easement

Temporary Easement

Other:

None of the Above: *This is appraisal is for the disposal or excess land and/or other rights
If applicable, the disposition/release of right is described as follows:*

USPAP Reporting Option (as defined by USPAP SR 2-2):

Appraisal Report

Restricted Appraisal Report

Type of Appraisal (per IDOT's Land Acquisition Policies and Procedure Manual):

Non-Complex: Appraisal report "meets minimum requirements consistent with commonly accepted Federal and federally-assisted program appraisal practices for those acquisition, which, by virtue of their low value or simplicity," do not require in-depth analysis presentation.

Complex: Appraisal report that meets all minimum requirements and also reflects "established and commonly accepted Federal and federally-assisted program appraisal practices" with appropriate in-depth analysis and presentation.

Client: City of Rockford

Intended User: The intended uses of this report include the Client and any of its Federal-funding partners. Parties who receive a copy of this report as a consequence of the Client's disclosure policies are not intended users of the report.

Intended Use: The intended uses of this appraisal report is for acquisition disposition of right of way by the Client. This report is not intended for any other use.

Authorization: The following person contacted the appraiser to provide the appraisal service:
Chad E. Johnson, Principal – Land Surveying / Land Acquisition, IMEG Corp.
acting as an agent for the City of Rockford

PURPOSE OF VALUATION:

The purpose of this valuation is to arrive at an opinion of the fair market value of the acquisition of the whole property and/or a portion thereof. When applicable, the fair market value of the whole will be established, as will the fair market value of the remainder after the taking. Fair Market Value may also be affected by contemplated improvements with consideration for damages or benefits, if any, to the remainder, and/or the fair market value of possible permanent easements and/or temporary easements as required by design, and the total just compensation due to the property owner by reason of the taking.

The purpose of this valuation is to arrive at an opinion of the fair market rental value of the subject land parcel and/or other rights to be disposed by the State of Illinois, Department of Transportation.

Assignment Conditions: Assignment conditions include assumptions, extraordinary assumptions, hypothetical conditions, laws and regulations, jurisdictional exceptions, and other conditions that affect the scope of work. Assignment conditions applicable to the appraisal assignment are summarized below.

The Client requires this appraisal assignment to comply with the following standards, laws, regulations, and policies:

- the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended (Uniform Act) and its implementing regulation 49 CFR Part 24,
- the Uniform Standards of Professional Appraisal Practice (USPAP), and
- the Illinois Department of Transportation's Land Acquisition Policies and Procedures Manual.

Furthermore, the Client requires this appraisal to be prepared in accordance with the appropriate state laws, regulations and policies and procedures applicable to appraisal of right of way. No portion of the value assigned to such property shall consist of items which are non-compensable under the established laws of Illinois.

In accordance with 49 CFR Part 24 and IDOT's Land Acquisition Policies and Procedures Manual, in opining on the value of the property before the taking, the appraiser shall disregard any decrease or increase in the fair market value of real property prior to the date of valuation caused by the public improvement for which such property is acquired, or by the likelihood the property would be acquired for such improvement, other than that due to physical deterioration within the reasonable control of the owner. This situation is considered to be a hypothetical condition for the purposes of this appraisal. The use of this hypothetical condition may affect the assignment results.

Any decrease or increase in value caused by the actual acquisition of a part of the property must be considered in opining on the value of the remainder after taking. Such changes in value are parcel-specific.

USPAP Standards Rule 1-2(c)(iv) requires that when exposure time is a component of the definition for the value opinion being developed, the appraiser must also develop an opinion of reasonable exposure time linked to that value opinion. However, the definition of fair market value in this report does not include exposure time as a component. Therefore, the appraiser is not required to develop and report an opinion of exposure time linked to the value opinion. This situation is considered to be an assignment condition for the purposes of this appraisal.

Scope of Work: Summarize the steps/process employed to develop the appraisal report, as required in 49 CFR Part 24, and the Uniform Standards of Professional Appraisal Practices and Advisory Opinions/(USPAP).

The amount and type of information researched and the analysis applied in an assignment includes, but is not limited to 1) the extent to which the property is inspected or identified; 2) extent of inspection and description of neighborhood and proposed project area; 3) the extent of research into physical or economic factors that could affect the property; 4) the extent of data researched; and 4) the type and extent of analysis applied to arrive at opinions or conclusions.

The scope of work also needs to explain the various approaches utilized and the reasons for why any particular approach was not used.

In accordance with instructions from our client, this assignment is full scope in nature, consisting of:

1. Making a personal inspection of the property, which is the subject of this valuation.
2. Making an inspection of the immediate subject area, including an exterior inspection of the adjacent and proximately located properties.
3. Completing a search of the documents recorded against the subject property to ascertain any changes in fee ownership during the five-year period prior to the date of value.
4. Completing an investigation of public documents affecting the subject property, i.e. real estate tax assessment and taxes, zoning classification, tax maps, etc.
5. Review of flood maps of the immediate area.
6. Completing an investigation and analysis of the market to obtain sales of properties considered to be comparable to the subject property with which to establish a basis for rendering a value estimate for the subject property.
7. Inspection, verification, and documentation of comparable sales data.
8. Rendering an opinion of the highest and best use of the subject property as of the date of value.
9. Completing an analysis of the land value of the subject property based upon the Sales Approach.
10. Completing an analysis of the part taken being acquired and any indicated damages.
11. Completing an analysis of the two temporary easements.

The Income and Cost Approaches were not considered because only the underlying land is being appraised and a valuation of the whole property is outside the scope of this appraisal. This appraisal is no less reliable without a valuation of the whole.

Unless otherwise stated, this appraisal is subject to the following conditions:

1. This is an Appraisal Report as defined by the Uniform Standards of Appraisal Practice (USPAP). Supporting documentation concerning the data, reasoning, and analyses is retained in the appraiser's file. The depth of discussion in this report is specific to the needs of the client, and to the intended use as stated in this report. The appraiser is not responsible for unauthorized use of this report.
2. No responsibility is assumed for legal or title considerations. Title to the property is assumed to be good and marketable unless otherwise stated in this report.
3. The property is appraised free and clear of any or all liens and encumbrances unless otherwise stated in this report.
4. Responsible ownership and competent property management are assumed unless otherwise stated in this report.
5. The information furnished by others is believed to be reliable. However, no warranty is given for its accuracy.
6. All engineering is assumed to be correct. Any plot plans and illustrative material in this report are included only to assist the reader in visualizing the property.
7. It is assumed that there are no hidden or unapparent conditions of the property, subsoil, or structures that render it more or less valuable. No responsibility is assumed for such conditions or for arranging for engineering studies that may be required to discover them.
8. It is assumed that there is full compliance with all applicable federal, state, and local environmental regulations and laws unless otherwise stated in this report.
9. It is assumed that all applicable zoning and regulations and restrictions have been complied with, unless a nonconformity has been stated, defined, and considered in this appraisal report.
10. It is assumed that all required licenses, certificates of occupancy, or legislative or administrative authority from any local, state, or national governmental or private entity or organization have been or can be obtained or renewed for any use on which the value estimates contained in this report are based.
11. Any sketch in this report may show approximate dimensions and is included to assist the reader in visualizing the property. Maps and exhibits found in this report are provided for reader reference purposes only. No guarantee as to accuracy is expressed or implied unless otherwise stated in this report. No survey has been made for the purpose of this report.
12. It is assumed that the utilization of the land and improvements is within the boundaries or property lines of the property described and that there is no encroachment or trespass unless otherwise stated in this report.
13. The appraiser is not qualified to detect hazardous waste and/or toxic materials. Any comment by the appraiser that might suggest the possibility of the presence of such substances should not be taken as confirmation of the presence of hazardous waste and/or toxic materials. Such determination would require investigation by a qualified expert in the field of environmental assessment. The presence of substances such as asbestos, urea formaldehyde foam insulation, or other potentially hazardous materials may affect the value of the property. The appraiser's value estimate is predicated on the assumption that there is no such material on or in the property that would cause a loss in value unless otherwise stated in this report. No responsibility is assumed for any environmental conditions, or for any expertise of engineering knowledge required to discover them. The appraiser's descriptions and resulting comments are the result of the routine observations made during the appraisal process.

14. Unless otherwise stated in this report, the subject property is appraised without a specific compliance survey having been conducted to determine if the property is or is not in conformance with the requirements of the Americans with Disabilities Act. The presence of architectural and communications barriers that are structural in nature that would restrict access by disabled individuals may adversely affect the property's value, marketability, or utility.
15. Any proposed improvements are assumed to be completed in good workmanlike manner in accordance with the submitted plans and specifications.
16. The distribution, if any of the total valuation in this report between land and improvements applies only under the stated program of utilization. The separate allocations for land and buildings must not be used in conjunction with any other appraisal and are invalid if so used.
17. Possession of this report, or copy thereof, does not carry with it the right of publication. It may not be used for any other purpose by any person other than the party to whom it is addressed without the written consent of the appraiser, and in any event, only with proper written qualification and only in its entirety.
18. Neither shall any part of the contents of this report (especially any conclusion as to value, the identity of the appraiser, or the firm with which the appraiser is connected) be disseminated to the public through advertising, public relations, news sales, or other media without prior written consent and approval of the appraiser.
19. The Americans with Disabilities Act (ADA became effective January 26, 1992). The appraiser has not made a specific compliance survey and analysis of this property to determine whether or not it is in conformity with the various detailed requirements of the ADA. It is possible that a compliance survey of the property, together with a detailed analysis of the requirements of the ADA, could reveal that the property is not in compliance with one or more of the requirements of the Act. If so, this fact could have a negative effect upon the value of the property. Since the appraiser has no direct evidence relating to this, this analysis does not consider possible compliance with the requirements of the ADA in estimating the value of the property.

Owner Contact/Interview: Summarize the appraiser's contact/interview with the property owner. The property owner (or the owner's designated representative) must be provided the opportunity to accompany the appraiser during the appraiser's inspection of the subject property (49 CFR Part 24.102).

Name of the property owner (or designated representative) who was offered an opportunity to accompany the appraiser:
County of Winnebago

The method use to contact the property owner included:
(check all that apply):

- Personal Contact
- Telephone
- Letter
- Other (Explain:)

The invitation to the property owner:

- was accepted
- was declined
- did not receive a response
- Other (Explain:)

The appraiser personally inspected the property on the following dates: 4-25-23 & 8-9-23

There was no response to the letter sent.

Photographs

Subject Property

Photographs are required on all properties being appraised. Photographs of all principal above ground improvements or unusual features affecting the value of the property to be taken or damaged must also be included. Please use the format below for identifying the photographs.



Date of Photograph:	4-25-23
Photograph By:	Keith T. Tadrowski
Camera Facing:	Southeast
Description:	Subject Property



Date of Photograph:	4-25-23
Photograph By:	Keith T. Tadrowski
Camera Facing:	West
Description:	Part Taken

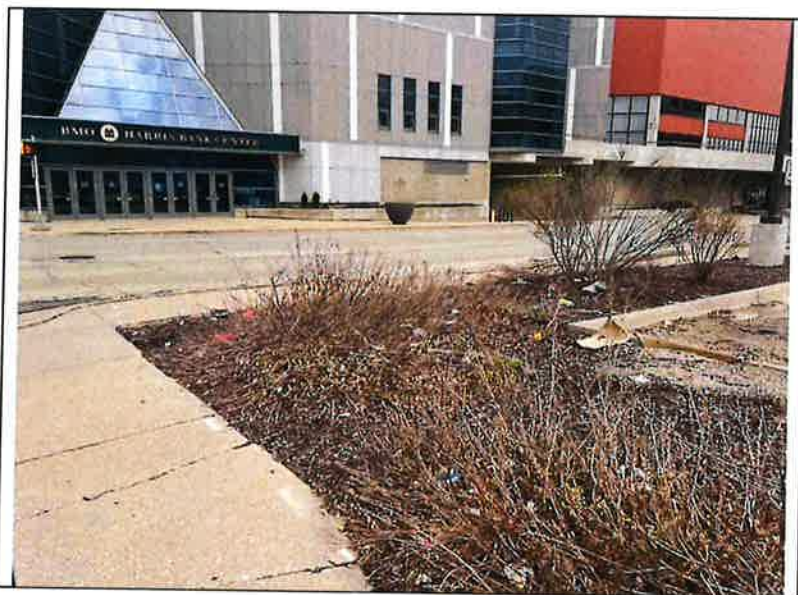
Photographs

Subject Property

Photographs are required on all properties being appraised. Photographs of all principal above ground improvements or unusual features affecting the value of the property to be taken or damaged must also be included. Please use the format below for identifying the photographs.



Date of Photograph:	4-25-23
Photograph By:	Keith T. Tadrowski
Camera Facing:	South
Description:	Part Taken and Temporary Easement A



Date of Photograph:	4-25-23
Photograph By:	Keith T. Tadrowski
Camera Facing:	Northeast
Description:	Part Taken and Temporary Easement B

Photographs

Subject Property

Photographs are required on all properties being appraised. Photographs of all principal above ground improvements or unusual features affecting the value of the property to be taken or damaged must also be included. Please use the format below for identifying the photographs.

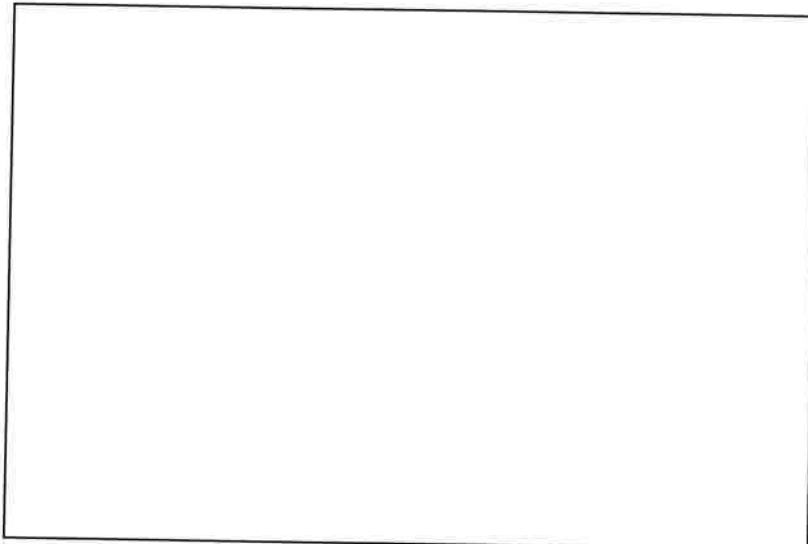


Date of Photograph: 4-25-23

Photograph By: Keith T. Tadrowski

Camera Facing: Northeast

Description: Part Taken and Temporary Easement B



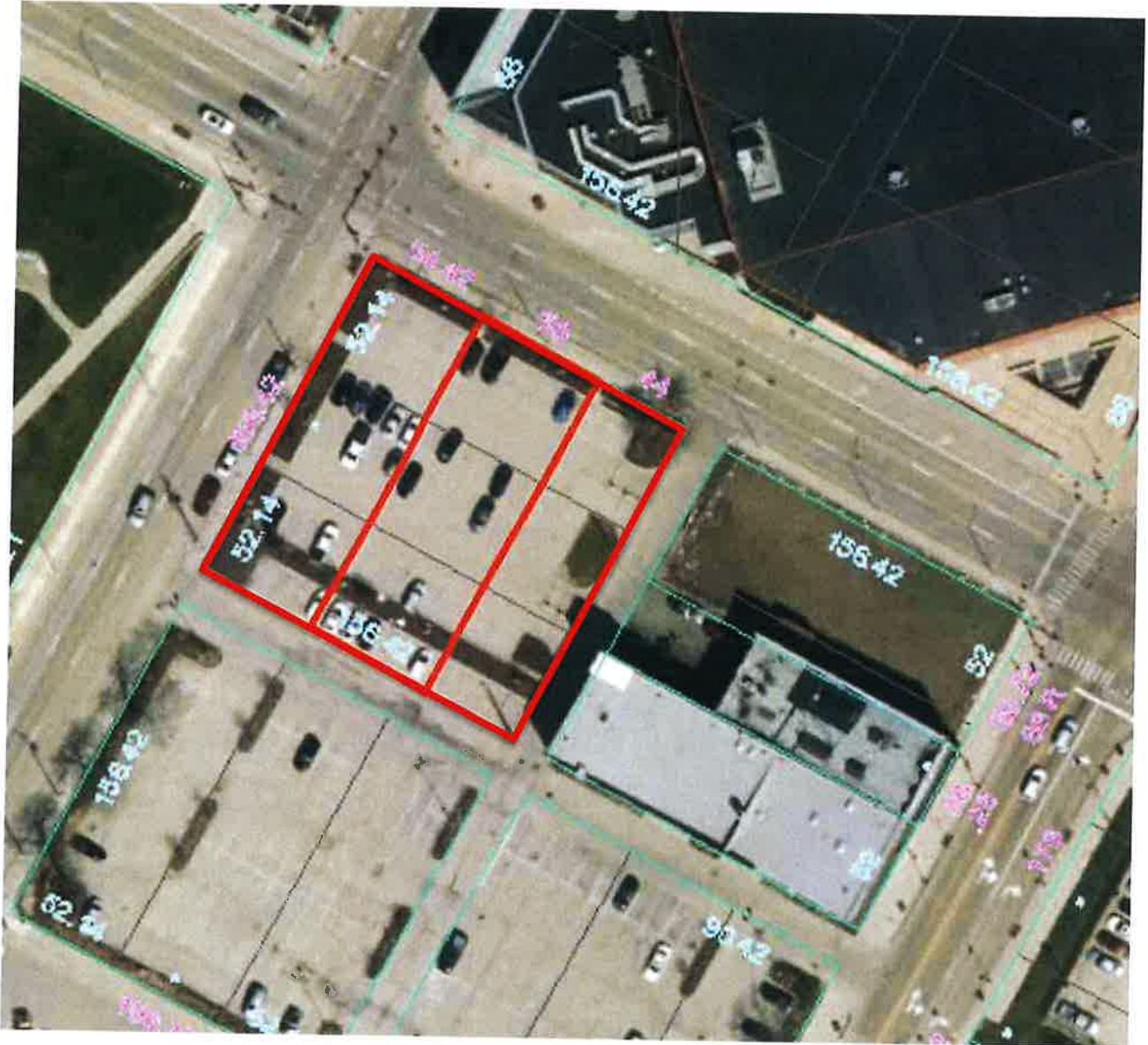
Date of Photograph:

Photograph By:

Camera Facing:

Description:

Aerial Photo of Subject Property
(Subject is outlined in red)



DESCRIPTIVE ANALYSIS OF WHOLE PROPERTY: Describe entire property before the taking, including such items as: 1) location and environment; 2) land type and usage; 3) zoning; 4) improvements; 5) special features that serve to detract or enhance; 6) include an analysis of the general area, the neighborhood, and the site; and 7) explain and justify highest and best use if it differs from present use and/or zoning.

Neighborhood Data

Rockford is a city in Winnebago County, Illinois, United States. Located in the far northern part of the state on the banks of the Rock River, Rockford is the county seat of Winnebago County. The largest city in Illinois outside of the Chicago metropolitan area, Rockford is the fifth-largest city in the state and the 171st most populous in the United States. In the 2020 census, Rockford had a population of 148,655 anchoring the Greater Rockford Metropolitan Area with a population of 348,360. The Rockford region is home to four separate tier-one Aerospace companies and is the largest center of aerospace production in Illinois and ranks number six in the US for aerospace production. Rockford is also home to three major public and private universities including Rock Valley College, Rasmussen College-Illinois, and Rockford University.

The subject is located in the south end of the downtown Rockford neighborhood to the west of Rock River. The BMO Harris Bank Center is located across the street to the north; it is a multi-purpose arena with a capacity of 5,895 seats. A new 33-unit multi-story residential building (301 S. Main Street) is located adjacent to the east along with two two-story mixed-use buildings. The Winnebago County government building and attached concourse parking garage is located across the street to the northwest. The United States Courthouse (Northern District of Illinois) is across the street to the west. A parking lot is located to the south.

Site Data

The subject site is square in shape with 156.42 feet of frontage on Chestnut Street and 156.42 feet of frontage on Church Street according to the Winnebago County GIS; these dimensions are assumed to be correct. It has an area of 24,514 square feet according to the Winnebago County GIS.

All utilities are available in the area including municipal sewer and water.

No soil tests were supplied to the appraiser. It is assumed that subsoil conditions are adequate to support typical improvements as no signs to the contrary were noted such as obvious settling, foundation or exterior wall cracks, etc. on adjacent improvements.

A public alley runs along the property to the east and to the south. Access is via two driveways on the public alley which runs north-south along the subject's east property line and via a large open driveway along the alley along the south property line. There are remnants of a former driveway on Church Street which no longer extend into the site.

Topography of the site is generally level and at street grade. According to the local FEMA map (Panel No. 17201C0263E dated 2/17/2016), none of the site is classified as floodplain. According to the US Fish & Wildlife Service wetlands mapper, none of the subject is classified as wetlands.

Zoning Data

The subject is zoned C-4 SUP, Urban Mixed-Use District with a Special Use Permit in incorporated Rockford, Illinois. According to the Rockford Zoning Ordinance, the purpose of this district is:

- "to maintain and promote a compact, pedestrian-oriented, mixed-use district with a diverse mix of residential, office, business, government, cultural, and entertainment uses."
- promote a walkable environment by protecting those streets with "intact" streetwalls;
- encourage residential living environments that provide a broad range of housing types such as lofts, town homes, and condominiums;
- promote these districts as viable and vital residential areas by permitting residential uses in a wide variety of densities and locations; and
- promote the continued use and/or redevelopment of historically significant buildings and older buildings that contribute to the character of these districts."

The district allows for a mixture of commercial, industrial, residential, and public/civic uses; detached houses are expressly prohibited.

Description of Improvements

The subject is improved with a parking lot with 68 marked parking spaces. Site improvements include lighting, asphalt paving, concrete curbing, and landscaping. It was built in ±2016 and is in good condition.

HIGHEST AND BEST USE ANALYSIS: Summarize the **support and rationale** for the appraiser's determination of the highest and best use of the subject property. If the property is improved, address both the highest and best use **as vacant**, and of the property **as improved**. Appraiser may provide a Land Only Grid to support highest and best use analysis. A detailed appraisal requires more in-depth analysis. A change in the highest and best use requires more in-depth analysis of the subject property before the acquisition before the acquisition and the remainder.

Highest and Best Use as defined by the Courts is defined as "that use which would give the property its highest cash market value on the date of value." This may be the actual use of the property on that date or a use to which it was adaptable and which would be anticipated with such reasonable certainty that it would enhance the market value on that date.

AS VACANT:

There are no physical conditions on the site such as floodplain, floodway, wetlands, or irregular topography that would limit development. The subject is zoned C-4 SUP, Urban Mixed-Use District which generally allows for commercial and multi-family residential development, but also allows some public/civil and industrial uses. "Parking, Non-Accessory-Municipal Lot" is a permitted use. Based on the aforementioned definition, zoning, surrounding uses, area trends, and site inspection, it is the appraiser's opinion that the highest and best use of the subject property as vacant is for development per its zoning classification.

AS IMPROVED:

The subject is improved with a newer parking lot in good condition. The existing use demonstrates the physical possibility of the present use. The present improvement contributes to the site over and above its value as if vacant. There is demand for parking in the area due largely to its location adjacent to the BMO Harris Bank Center and two courthouses. The highest and best use of the subject as improved is its existing use as a parking lot.

VALUATION ANALYSIS OF SUBJECT PROPERTY

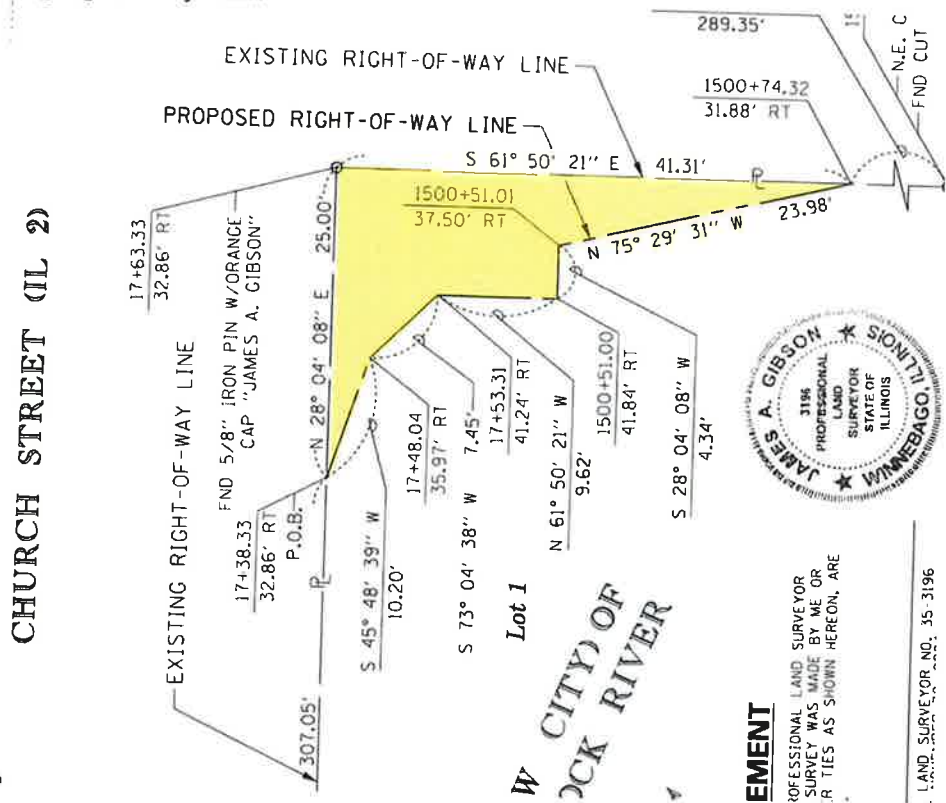
Only the underlying land is being appraised and a valuation of the whole property is outside the scope of this appraisal. This appraisal is no less reliable without a valuation of the whole. There are no permanent damages incurred and the taking is minor in relation to the whole property.

Based upon a study of comparable sales of vacant land in the subject area – Comparable Sale Nos. V-1 through V-9 (See Comparable Sales Book) – it is the appraiser's opinion that a unit land value of \$10.00 per square foot of land is indicated. Each of the comparable sales was analyzed and compared to the subject and were adjusted, if necessary, for factors such as property rights, financing, conditions of sale, market conditions, location, size, shape, access, use, topography, zoning, frontage, floodplain, wetlands, utilities, and demolition costs.

The comparable sales ranged between \$2.45 and \$14.03 per square foot of land. The subject is at the higher end of the range due to its superior location adjacent to BMO Harris Bank Center and two courthouses. Sale V-9 (\$14.03/sq.ft. of land) was a sale of land (parking lot) and a large building; it is located just two blocks to the north of the subject. This sale sets the high end of the range due to having a building with some contributory value. Nominal weight was given to Sale V-7 which is a much older sale (2014), but it has been included for informational purposes due to its close proximity to the subject in the downtown Rockford neighborhood.

Describe the taking in detail including such items as: 1) a description of the land to be taken in relation to its location on the property; 2) its use; 3) its type and classification; 4) its topography; and 5) any other special features, improvements or unusual characteristics.

The fee acquisition generally consists of an irregular shaped parcel in the subject's northwest corner on the intersection of Chestnut Street and Church Street. It has 25.00 feet of frontage on Church Street and 41.31 feet of frontage on Chestnut Street. The fee acquisition has an area of 291 square feet. On the following plat below, the part taken is highlighted in yellow:



Located inside the part taken and to be acquired are five bushes and ground cover.

Based upon the aforementioned comparable sales, the fair market value of the fee acquisition, including the site improvements to be acquired, is estimated as \$3,200.

Narrative Analysis of Remainder And After Value Estimate

Explain the effect of the taking on the remainder including such items as division of property, landlocking, change in highest and best use, proximity damage, access after taking, economic size, over improvements, effect of construction features such as cuts and fills, change in drainage or effect on existing drainage, effect of taking on lease agreements, special benefits, and other items that will explain the appraiser's opinion of the after value.

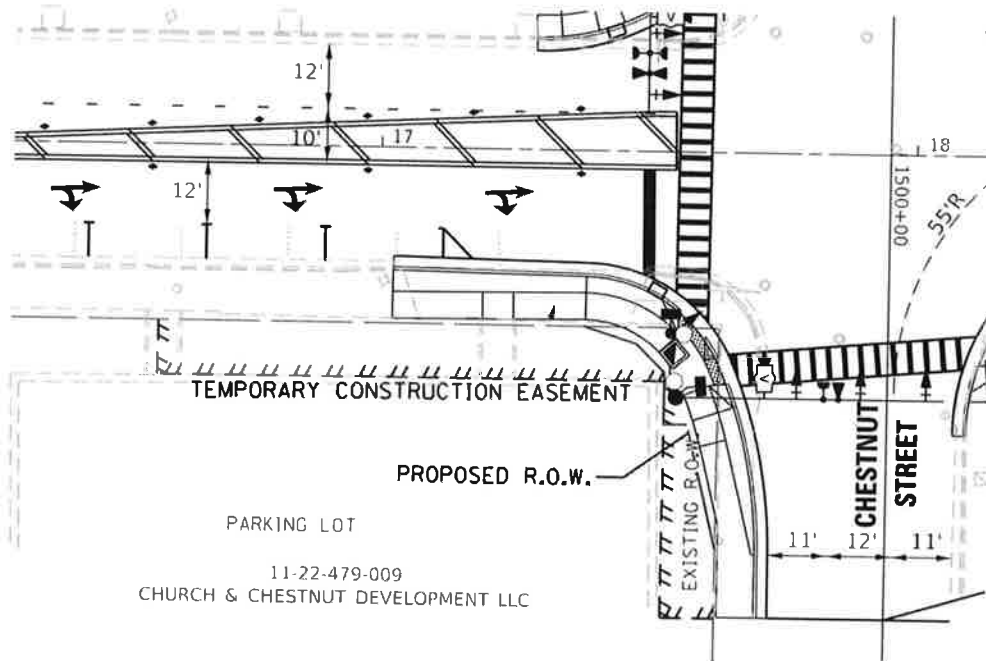
Support the value of the remainder rather than estimating damages. The appraiser should use the applicable sales comparison approach to value the remainder. See Section 3.3.17 before using the cost or income approaches. When cost to cure is considered in valuing the remainder, major cost to cure items have to be supported, source of data shown and included in the appraisal.

Fair Market Value of Remainder as Part of the Whole Before Taking	\$	N/A
Fair Market Value of Remainder After the Taking as will be Affected by Contemplated Improvements	\$	N/A
Damage to Remainder	\$	0

The Remainder, after the taking, will be reduced to a lot size of 24,223 square feet acres which indicates a reduction of 1.2% of the site. There will be only minor changes in size and shape, and no changes in access, utility or highest and best use.

There will be no division of property or landlocking. The appraiser is unaware of any change in the drainage to the Remainder property and this appraisal is based upon the assumption that there will be no negative impact on the drainage of the Remainder due to the proposed improvement.

There will be no impact to the parking spaces on the site. According to the supplied construction plans, the proposed part taken does not extend into the parking area:



No damages are indicated.



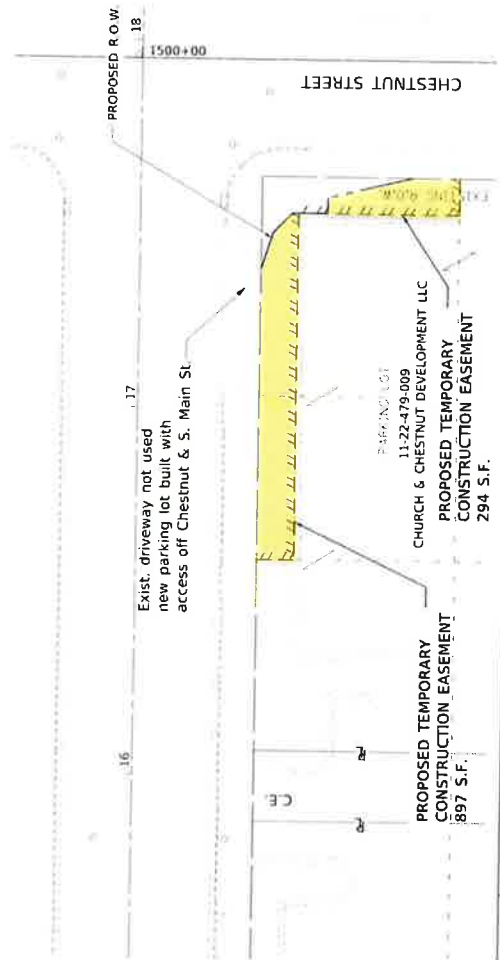
Valuation of Temporary Easements

1. Description	Easement No. 003TE-A	Easement No. 003TE-B
Type of Easement	Temporary	Temporary
Purpose of Easement	Construction purposes	Construction purposes
Term of Easement if Temporary	3 years	3 years
Station to Station	See attached plat and legal	See attached plat and legal
Land Classification	Urban Mixed-Use District	Urban Mixed-Use District
Present Use	Parking Lot	Parking Lot
Highest and Best Use	Parking Lot	Parking Lot
Area of Easement Sq. ft. or Acres	897 / 0.021 Sq.Ft. <u>X</u> Acres <u>X</u>	294 / 0.007 Sq.Ft. <u>X</u> Acres <u>X</u>
Building Improvements in Easement to be Acquired	None	None
Land Improvements in Easement to be Acquired or Affected	4 bushes, 2 grass clusters, 2 trees	1 bush, 2 grass clusters
Land Improvements in Easement not to be Acquired	Ground cover and concrete sidewalk	Light pole and ground cover

2. a. Market Value of Whole Property Before Imposition of the Easement.....	\$	N/A
b. Market Value of the Easement Area(s) Before the Imposition of the Easement(s)	\$	14,000
c. Market Value of the Easement Area(s) After the Imposition of the Easement(s)	\$	9,000
d. Diminution in Value of Easement Area(s)	\$	5,000
e. Market Value of the Property Outside the Easement Area(s) Before the Imposition of the Easement(s).....	\$	N/A
f. Market Value of the Property Outside the Easement Area(s) After the Imposition of the Easement(s).....	\$	N/A
g. Diminution in the Market Value of the Property Outside the Easement Area (s) Due to the Imposition of the Easement(s).....	\$	0
h. Total Compensation for Easement(s).....	\$	5,000

3. Explanation:

Temporary Easement 003TE-A consists of an irregular-shaped parcel along the remainder's Church Street frontage. It has an area of 897 square feet. Temporary Easement 003TE-B consists of an irregular -shaped parcel along the remainder's Chestnut Street frontage. It has an area of 294 square feet. In the following plat, the easements are shaded in yellow:



The easements will be for a period of three years or until completion of construction, whichever comes first. It is assumed that:

- the landscaping (trees, grasses, and bushes) in the easements will be lost.
- the ground cover and concrete sidewalks will not be affected or will be replaced with "like" in the after condition.
- the light pole can be worked around.

Factors considered in the valuation of the easement include the duration of the easement and property rights being acquired in relation to the subject parcel.

The appraiser estimates there will be no damages due to the imposition of the temporary easements. The easements do not extend into the parking area.

APPRAISER CERTIFICATION


In accordance with USPAP, I certify that, to the best of my knowledge and belief:

- The statements of fact contained in the report are true and correct.
- The reported analyses, opinions, and conclusions are limited only by the reported assumptions and limiting conditions, and are my personal, impartial, and unbiased professional analyses, opinions and conclusions.
- I have no present or prospective interest in the property that is the subject of this report, and no personal interest with respect to the parties involved.
- I have have not performed any services, as an appraiser or in any other capacity, regarding the property that is the subject of this report within the three-year period immediately preceding acceptance of this assignment.
- That I have no bias with respect to the property that is the subject of this report or to the parties involved with this assignment.
- My engagement in this assignment was not contingent upon developing or reporting predetermined results
- My compensation for completing this assignment is not contingent upon the development or reporting of a predetermined value or direction in value that favors the cause of the Client, the amount of the value opinion, the attainment of a stipulated result, or the occurrence of a subsequent event directly related to the intended use of this appraisal.
- My analyses, opinions, and conclusions were developed, and this report has been prepared, in conformity with the Uniform Standards of Professional Appraisal Practice
- I have made a personal inspection of the property that is the subject of this report.
- No one provided significant real property appraisal assistance to the person signing this certification.

As required by the client, I further certify that:

- I have afforded the property owner(s) or their designated representative the opportunity to accompany me at the time of inspection.
- I have made a personal field inspection of the comparable sales relied upon in this appraisal report.
- The subject and comparable sales relied upon in preparing this appraisal were as represented by the photographs contained within the report.
- My analyses, opinions, and conclusions were developed, and this report has been prepared in conformity with the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended (Uniform Act) and its implementing regulation 49 CFR Part 24, as well as the Illinois Department's Land Acquisition Policies and Procedures Manual.
- I understand this report may be used in connection with the acquisition of right-of-way for a highway to be constructed by the State of Illinois with its funds and/or with the assistance of Federal-aid highway funds, or other Federal funds.
- I have prepared this appraisal in accordance with state laws, regulations and policies and procedures applicable to appraisal of right-of-way for such purposes; and that to the best of my knowledge no portion of the value assigned to such property consists of items which are noncompensable under the established law of Illinois.
- I have not given consideration to, or included in my appraisal, and allowance for relocation assistance benefits.
- Any decrease or increase in the fair market value of real property prior to the date of valuation caused by the public improvement for which such property is acquired, or by the likelihood that the property would be acquired for such improvement, other than that due to physical deterioration within the reasonable control of the owner, was disregarded in determining the compensation for the property. Any increase or decrease in value caused by the actual acquisition of a part of the property was considered in opining the value of the Remainder after the taking. This statement is in compliance with 49 CFR 24.103(b) as well as IDOT's Land Acquisition Policies and Procedures Manual.
- I have not revealed the findings and results of this appraisal to anyone other than the Client, and I will not do so until so authorized by the Client, or until I am required to do so by law, or until I am released from this obligation by having publicly testified as to such findings.
- The comments by the licensed real estate appraiser contained within this appraisal report on the condition of the property do not address "standards of practice" as defined by the Home Inspector Licenses Act [225 ILCS 441] and 68 Ill Adm. Code 1410 and are not to be considered a home inspection of home inspection report.
- My opinion of the fair market value of the property taken and net damage to the remainder, if any, as of the effective date of this appraisal is \$ 8,200 based upon my independent appraisal and the exercise of my professional judgment.

Type of License State Certified General Real Estate Appraiser Lic. No. _____


Signature of Appraiser – Keith T. Tadrowski
Lic. No. 553.001238 Exp. Date 9/30/2023

FAP Route 742
Section 22-0662-00-RS
Winnebago County
Sta. 17+35 to Sta. 17+65
Parcel 003/3
Owner: County of Winnebago

Part of Lot 1 in Block 16 in the Original Town (Now City) of Rockford, West of Rock River, the plat of which is recorded in Plat Book 0D on Page 224 in the Recorder's Office of Winnebago County, State of Illinois, described as follows:

Commencing at the southwest corner of said Block 16, thence North 28 degrees 04 minutes 08 seconds East, 307.05 feet (all Bearings and Grid Distances are referenced to the Illinois State Plane Coordinate System West Zone Datum of 1983(97)) on the northwesterly line of said Block 16, to the Point of Beginning.

From the Point of Beginning, thence North 28 degrees 04 minutes 08 seconds East, 25.00 feet, on said northwesterly line, to the northwesterly corner of said Block 16; thence South 61 degrees 50 minutes 21 seconds East, 41.31 feet on the northeasterly line of said Block 16; thence North 75 degrees 29 minutes 31 seconds West, 23.98 feet; thence South 28 degrees 04 minutes 08 seconds West, 4.34 feet; thence North 61 degrees 50 minutes 21 seconds West, 9.62 feet; thence South 73 degrees 04 minutes 38 seconds West, 7.45 feet; thence South 45 degrees 48 minutes 39 seconds West, 10.20 feet, to the Point of Beginning, containing 291 square feet (0.007 acre), more or less.

The said Real Estate being also shown by the plat hereto attached and made a part hereof.

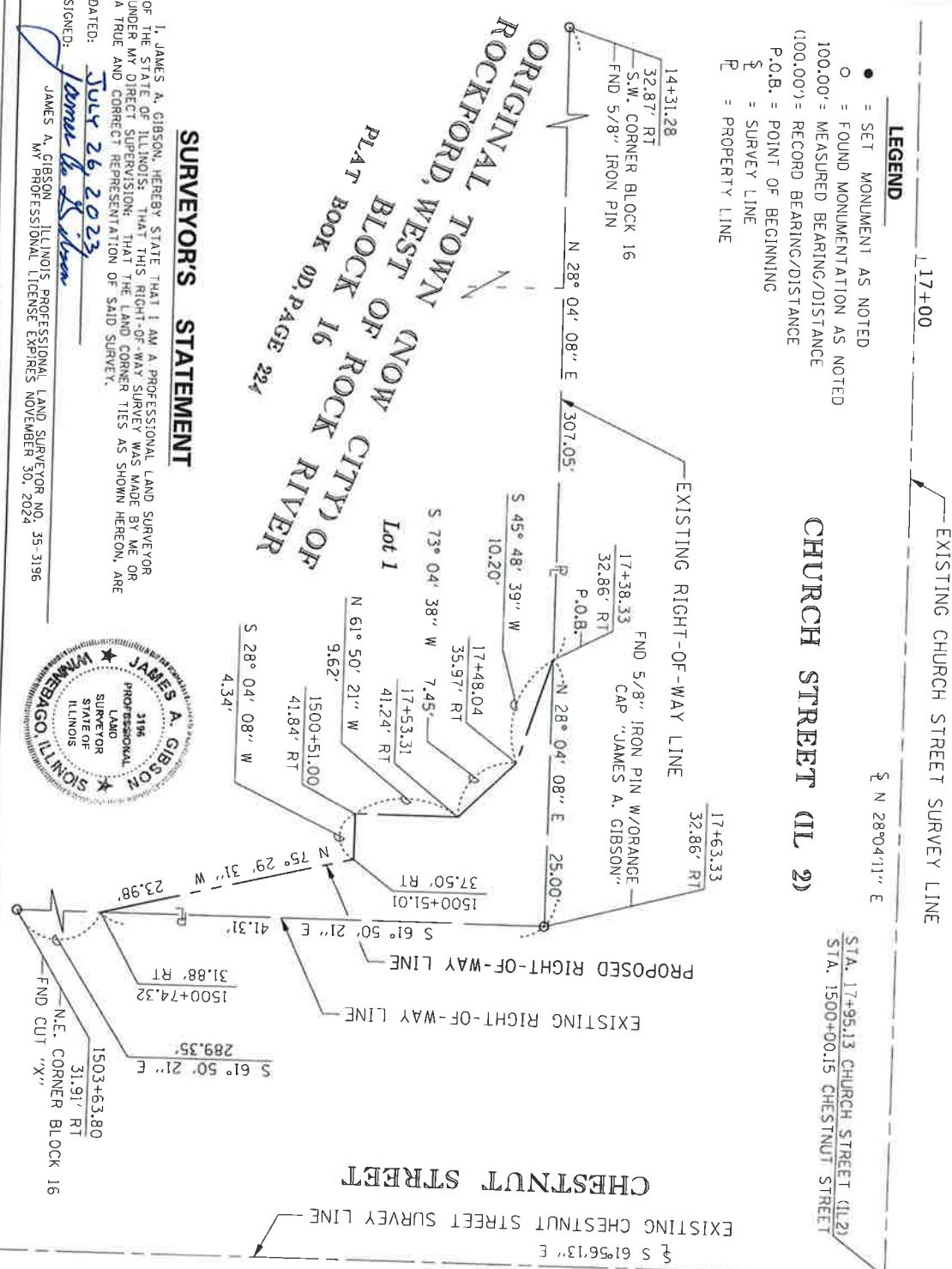
The above description affects Tax Parcel No. 11-22-479-009`

Township 44 North, Range 1 East of the Third P.M.

LEGEND

- = SET MONUMENT AS NOTED
- = FOUND MONUMENTATION AS NOTED
- 100.00' = MEASURED BEARING/DISTANCE
- (100.00') = RECORD BEARING/DISTANCE
- P.O.B. = POINT OF BEGINNING
- § = SURVEY LINE
- ℙ = PROPERTY LINE

CHURCH STREET (IL 2)



ORIGINAL TOWN OF ROCKFORD, WEST BLOCK OF ROCK RIVER PLAT BOOK 00, PAGE 224

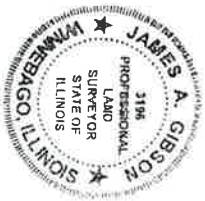
SURVEYOR'S STATEMENT

I, JAMES A. GIBSON, HEREBY STATE THAT I AM A PROFESSIONAL LAND SURVEYOR OF THE STATE OF ILLINOIS; THAT THIS RIGHT-OF-WAY SURVEY WAS MADE BY ME OR UNDER MY DIRECT SUPERVISION; THAT THE LAND CORNER TIES AS SHOWN HEREON, ARE A TRUE AND CORRECT REPRESENTATION OF SAID SURVEY.

DATED: July 26 2023

SIGNED: James A. Gibson

JAMES A. GIBSON ILLINOIS PROFESSIONAL LAND SURVEYOR NO. 35-3196
 MY PROFESSIONAL LICENSE EXPIRES NOVEMBER 30, 2024



Note: BEARINGS SHOWN HEREON ARE BASED ON THE ILLINOIS STATE PLANE COORDINATE SYSTEM WEST ZONE, NAD83 (1997).

COUNTY OF WINNEBAGO

PARCEL 003/3 291 SQ. FT.
 PART OF LOT 1 IN BLOCK 16 IN THE ORIGINAL TOWN (NOW CITY) OF ROCKFORD, WEST OF ROCK RIVER.

Total Area	8,351 Sq. Ft.
Total Area Rec'd.	291 Sq. Ft.
Area in Exist. Rdwy.	0 Sq. Ft.
Net Area Rec'd.	291 Sq. Ft.
Area Remaining	8,260 Sq. Ft.

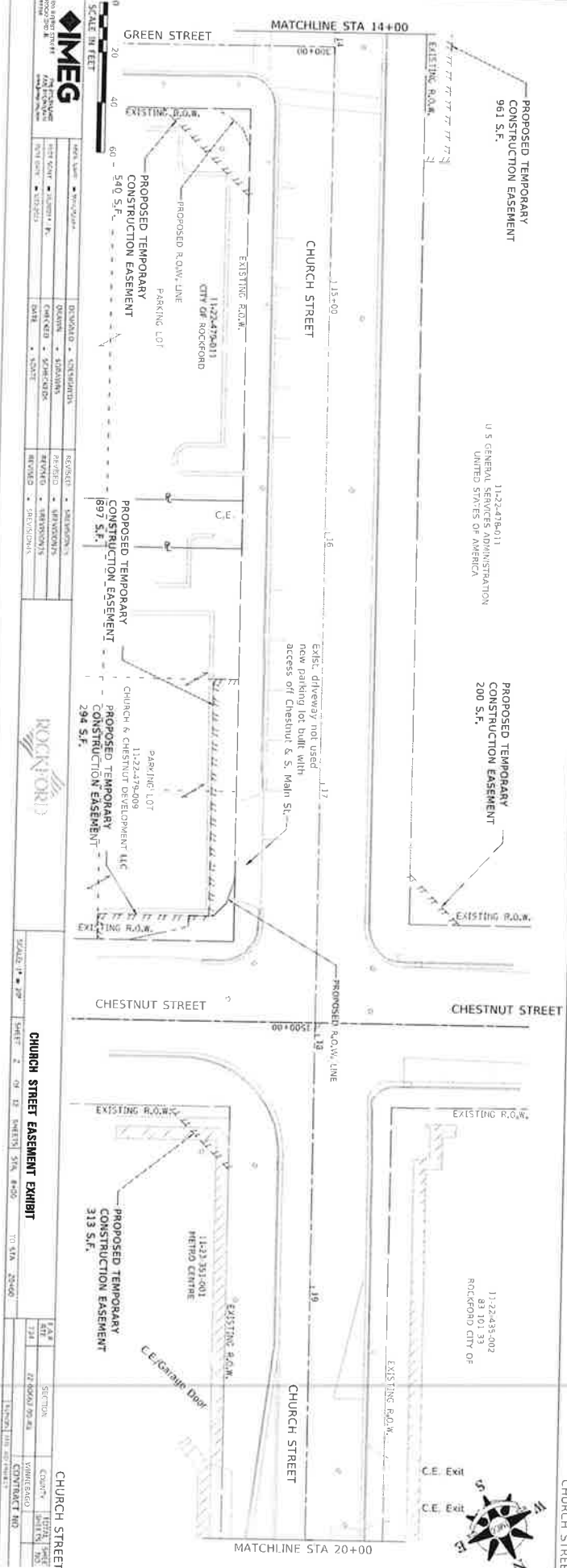
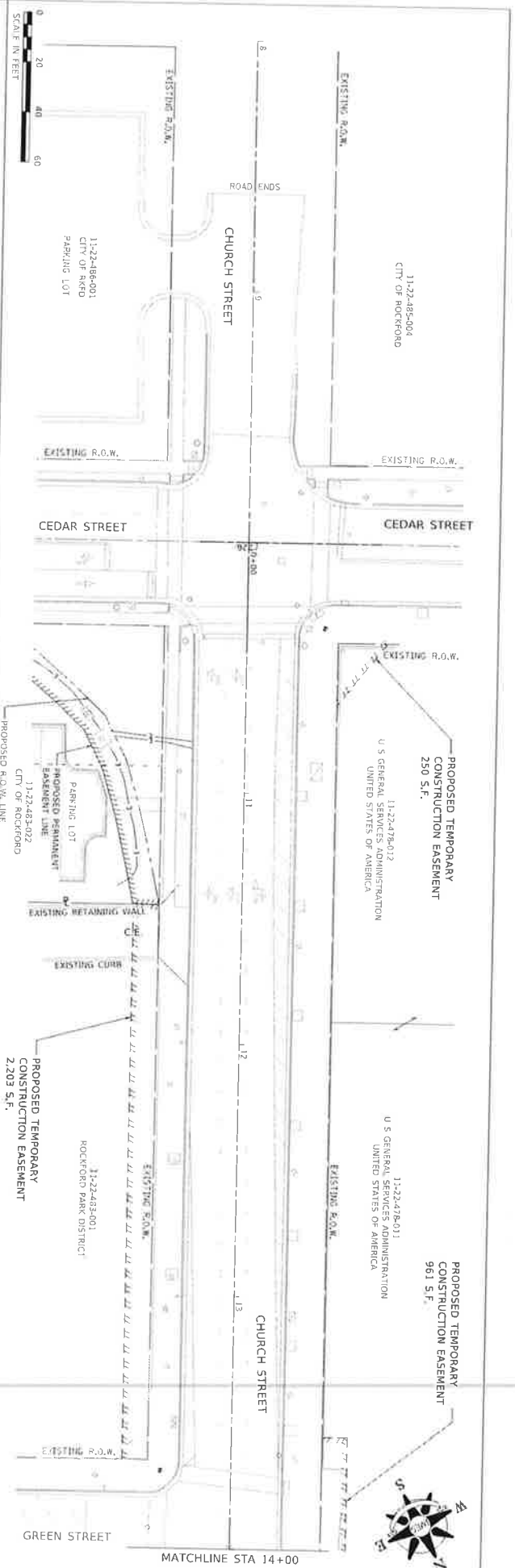


401 E. STATE ST., 4th Floor PH: 815.965.6400
 ROCKFORD, IL 61104 www.imegcorp.com

ILLINOIS DESIGN FIRM LICENSE No. 184-000843

CITY OF ROCKFORD
 RIGHT OF WAY PLAT

FAP RTE 742
 SECTION 22-00662-00-RS
 COUNTY OF WINNEBAGO
 STA 17+35 TO STA 17+65
 SHEET NUMBER 3
 SCALE 1/4" = 10 FT.
 DATE: 18 JULY 2023
 PIN: IL-22-479-009



MEG

NO. 1010114
PROJECT NO. 14-0000000
SHEET NO. 2 OF 12 SHEETS

DESIGNED	BY	DATE	REVISION
DRIVEN	BY	11/22/2011	1
CHECKED	BY	11/22/2011	2
APPROVED	BY	11/22/2011	3

ROCKFORD

CHURCH STREET EASEMENT EXHIBIT

SHEET 2 OF 12 SHEETS

DATE	SECTION	TOTAL SHEETS
11/22/2011	27	32

CHURCH STREET



DONATION OF PROPERTY

September 22, 2023


Project Name: Church Street & Main Street Two-Way Conversion
Route: FAP RTE 742
Section: 22-00662-00-RS
Parcel No.: 003/03

County of Winnebago
404 Elm Street
Rockford, IL 61101

Dear Property Owner:

In order to comply with state and federal policies we must inform you of your right to have the required property appraised and to receive compensation in the full amount of the approved appraisal. You may, if you so desire, donate the necessary right of way.

Sincerely,



Chad E. Johnson, PLS, SR/WA
Right of Way Negotiator

9/22/23

Date

I recognize my right to an appraisal and compensation in the full amount of the approved appraisal. However, I wish to donate the necessary right of way.

Owner's Signature

Owner's Signature

Date

Date

Statement of Compliance with the Public Officers Prohibited Activities Act
(50 ILCS 105/3.1)

CHECK ONE

Grantor has not received and will not receive a non-monetary benefit from the City of Rockford (for example, an added improvement, re-built or relocated improvement or any other valuable service) in exchange for the donation of this parcel.

OR

Grantor has received or will receive a non-monetary benefit from the City of Rockford in exchange for the donation of this parcel. To comply with 50 ILCS 105/3.1, Grantor shall disclose, in writing, all owners, beneficiaries, etc. of this parcel.

Owner's Signature

Owner's Signature

Date

Date

Confirmed:

Chad E. Johnson, PLS, SR/WA
Right of Way Negotiator

Date



Exempt under 35 ILCS 200/31-45(b), Real Estate Transfer Tax Law.

Owner: County of Winnebago
Address: 404 Elm Street
Rockford, IL 61101

Project Name: Church Street & Main Street Two-Way Conversion
Route: FAP RTE 742
Section: 22-00662-00-RS
Parcel No.: 003/03

WARRANTY DEED

COUNTY OF WINNEBAGO, a government entity organized and existing under and by virtue of the laws of the State of Illinois and duly authorized to do business under the Statutes of the State of Illinois, (Grantor), for and in consideration of Three Thousand Two Hundred Dollars (\$3,200.00), and pursuant to the provisions of 55 ILCS 5/5-1005.2, grants, conveys, and warrants to the City of Rockford, a Municipal Corporation, organized under the Laws of the State of Illinois and situated in Winnebago County, Illinois (Grantee), the following described real estate:

See attached legal description.

situated in the County of Winnebago, State of Illinois. The above-described real estate and improvements located thereon are herein referred to as the "premises."

Grantor, without limiting the interest above granted and conveyed, acknowledges that upon payment of the agreed consideration, all claims arising out of the above acquisition have been settled, including without limitation, any diminution in value to any remaining property of the Grantor caused by the opening, improving and using the premises for highway purposes. This acknowledgment does not waive any claim for trespass or negligence against the Grantee or Grantee's agents which may cause damage to the Grantor's remaining property.

Dated the _____ day of _____, 2023.

COUNTY OF WINNEBAGO

BY: _____
Signature

ATTEST: _____

Print Name and Title

Print Name and Title

State of _____)
County of _____)

This instrument was acknowledged before me on _____, 2023 by

_____, as _____ and

_____, as _____ of

County of Winnebago.

(Seal)

Notary Public

My Commission Expires: _____

Prepared by: _____
IMEG
623 26th Avenue
Rock Island, IL 61201

Return to: _____
Mike Hakanson, Land Transaction Officer
City of Rockford Legal Dept.
425 E. State St. Rockford, Ill. 61104

FAP Route 742
Section 22-0662-00-RS
Winnebago County
Sta. 17+35 to Sta. 17+65
Parcel 003/3
Owner: County of Winnebago

Part of Lot 1 in Block 16 in the Original Town (Now City) of Rockford, West of Rock River, the plat of which is recorded in Plat Book 0D on Page 224 in the Recorder's Office of Winnebago County, State of Illinois, described as follows:

Commencing at the southwest corner of said Block 16, thence North 28 degrees 04 minutes 08 seconds East, 307.05 feet (all Bearings and Grid Distances are referenced to the Illinois State Plane Coordinate System West Zone Datum of 1983(97)) on the northwesterly line of said Block 16, to the Point of Beginning.

From the Point of Beginning, thence North 28 degrees 04 minutes 08 seconds East, 25.00 feet, on said northwesterly line, to the northwesterly corner of said Block 16; thence South 61 degrees 50 minutes 21 seconds East, 41.31 feet on the northeasterly line of said Block 16; thence North 75 degrees 29 minutes 31 seconds West, 23.98 feet; thence South 28 degrees 04 minutes 08 seconds West, 4.34 feet; thence North 61 degrees 50 minutes 21 seconds West, 9.62 feet; thence South 73 degrees 04 minutes 38 seconds West, 7.45 feet; thence South 45 degrees 48 minutes 39 seconds West, 10.20 feet, to the Point of Beginning, containing 291 square feet (0.007 acre), more or less.

The said Real Estate being also shown by the plat hereto attached and made a part hereof.

The above description affects Tax Parcel Nos. 11-22-479-002, 11-22-479-003 and 11-22-479-009.

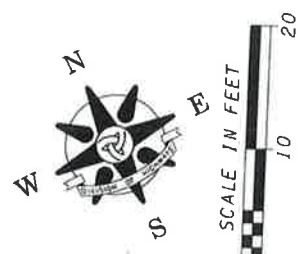
Township 44 North, Range 1 East of the Third P.M.

EXISTING CHURCH STREET SURVEY LINE
 § N 28°04'11" E

CHURCH STREET (IL 2)

LEGEND

- = SET MONUMENT AS NOTED
- = FOUND MONUMENTATION AS NOTED
- 100.00' = MEASURED BEARING/DISTANCE
- (100.00') = RECORD BEARING/DISTANCE
- P.O.B. = POINT OF BEGINNING
- § = SURVEY LINE
- P = PROPERTY LINE



Note: BEARINGS SHOWN HEREON ARE BASED ON THE ILLINOIS STATE PLANE COORDINATE SYSTEM WEST ZONE, NAD83 (1997).

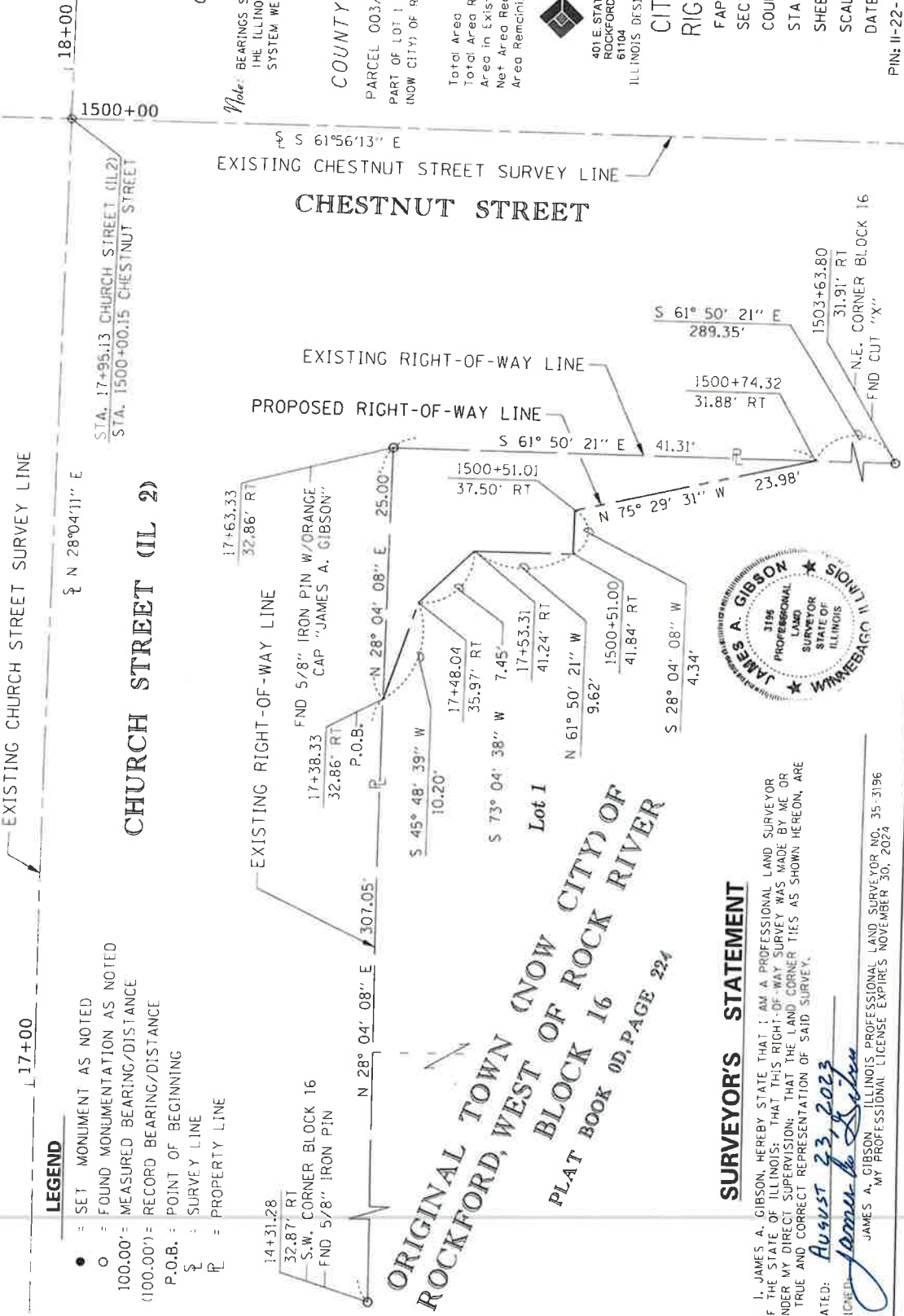
COUNTY OF WINNEBAGO
 PARCEL 003/3 291 SQ. FT.
 PART OF LOT 1 IN BLOCK 16 IN THE ORIGINAL TOWN (NOW CITY) OF ROCKFORD, WEST OF ROCK RIVER.

Total Area 24,534 Sq. Ft.
 Total Area Req'd. 291 Sq. Ft.
 Area in Exist. Rdwy. 0 Sq. Ft.
 Net Area Req'd. 291 Sq. Ft.
 Area Remaining 24,243 Sq. Ft.



ILLINOIS DESIGN FIRM LICENSE NO. 184 000843
 CITY OF ROCKFORD
 RIGHT OF WAY PLAT
 FAP RTE 742

SECTION 22-00662-00-RS
 COUNTY OF WINNEBAGO
 STA 17+35 TO STA 17+65
 SHEET NUMBER 3
 SCALE 1 IN. = 10 FT.
 DATE: 22 AUGUST 2023
 PIN: II-22-479-009, II-22-479-002,
 and II-22-479-003



**ORIGINAL TOWN (NOW CITY) OF
 ROCKFORD, WEST OF ROCK RIVER
 PLAT BOOK 00D, PAGE 224**

SURVEYOR'S STATEMENT

I, JAMES A. GIBSON, HEREBY STATE THAT I AM A PROFESSIONAL LAND SURVEYOR OF THE STATE OF ILLINOIS; THAT THIS RIGHT-OF-WAY SURVEY WAS MADE BY ME OR UNDER MY DIRECT SUPERVISION; THAT THE LAND CORNER TIES AS SHOWN HEREON, ARE A TRUE AND CORRECT REPRESENTATION OF SAID SURVEY.

DATED: August 23, 2023
 SIGNED: James A. Gibson

JAMES A. GIBSON ILLINOIS PROFESSIONAL LAND SURVEYOR NO. 35-3196
 MY PROFESSIONAL LICENSE EXPIRES NOVEMBER 30, 2024

Exempt under 35 ILCS 200/31-45(b), Real Estate Transfer Tax Law.

Owner: County of Winnebago
Address: 404 Elm Street
Rockford, IL 61101

Project Name: Church Street & Main Street Two-Way Conversion
Route: FAP RTE 742
Section: 22-00662-00-RS
Parcel No.: 003/03

TEMPORARY CONSTRUCTION EASEMENT

COUNTY OF WINNEBAGO, a government entity organized and existing under and by virtue of the laws of the State of Illinois and duly authorized to do business under the Statutes of the State of Illinois, (Grantor), for and in consideration of Five Thousand Dollars (\$5,000.00), and pursuant to the provisions of 55 ILCS 5/5 1005.2, hereby represents the Grantor owns the fee simple title to and grants and conveys to the City of Rockford, a Municipal Corporation, organized under the Laws of the State of Illinois and situated in Winnebago County, Illinois, (Grantee), a temporary construction easement for the purpose of such encroaching, grading, sloping, shaping, cutting, filling and construction as may be required for the proper construction of the Church Street and Main Street Two Way Conversion, on, over, and through the following real estate:

See attached Plan Sheet.

situated in the City of Rockford, County of Winnebago, State of Illinois. The above-described real estate and improvements located thereon are herein referred to as the "premises."

The right, easement and privilege granted herein shall terminate on December 30, 2027, or on the completion and acceptance of the proposed project, whichever is the sooner.

Grantor(s) shall have and retain all rights to use and occupy the premises and access to Grantor's remaining property, except as herein expressly granted; provided, however, that Grantor's use and occupation of the premise may not interfere with Grantee's use of the premises for the purposes herein described.

Grantor(s), without limiting the interest above granted and conveyed, acknowledges that upon payment of the agreed consideration, all claims arising out of the above acquisition have been settled, including without limitation, any and all claims for damages including but not limited to any takings claim under the Constitution of the State of Illinois and diminution in value to any remaining property of the Grantor(s) caused by the opening, improving and using the premises for highway purposes, or any other allowable construction purposes. This acknowledgment does not waive any claim for trespass or negligence against the Grantee or Grantee's agents which may cause damage to the Grantor's remaining property.

This Temporary Construction Easement is conveyed upon the following express understanding and condition that on the completion of any and all construction work by the City of Rockford, the affected real estate shall be restored by the City to substantially the same condition it was in prior to such work, except for the projected changes in use, sloping, grading and changes in grade to the affected areas. All denuded areas will be seeded by the City's contractor.

This written agreement constitutes the entire agreement between The City of Rockford and Grantor(s), and there is no agreement to do or not to do any act or deed except as specifically provided for herein. This agreement will be binding on all parties when all signatures are affixed thereto. The City shall obtain possession of the property rights stated herein when all signatures are affixed thereto.

This grant shall constitute a covenant, which runs with the land, and shall be binding upon the legal representative, successors and assigns of Grantor(s).

Request for Taxpayer Identification Number and Certification

Give Form to the requester. Do not send to the IRS.

► Go to www.irs.gov/FormW9 for instructions and the latest information.

Print or type.
See Specific Instructions on page 3.

<p>1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.</p> <p>2 Business name/disregarded entity name, if different from above</p> <p>3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes.</p> <p><input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate</p> <p><input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ► _____</p> <p>Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.</p> <p><input type="checkbox"/> Other (see instructions) ► _____</p> <p>5 Address (number, street, and apt. or suite no.) See instructions.</p> <p>6 City, state, and ZIP code</p> <p>7 List account number(s) here (optional)</p>	<p>4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):</p> <p>Exempt payee code (if any) _____</p> <p>Exemption from FATCA reporting code (if any) _____</p> <p><small>(Applies to accounts maintained outside the U.S.)</small></p> <p>Requester's name and address (optional)</p>
--	--

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number								
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%; border: 1px solid black; height: 20px;"></td> <td style="width: 25%; border: 1px solid black; height: 20px;"></td> <td style="width: 25%; border: 1px solid black; height: 20px;"></td> <td style="width: 25%; border: 1px solid black; height: 20px;"></td> </tr> <tr> <td style="text-align: center;">-</td> <td style="text-align: center;">-</td> <td></td> <td></td> </tr> </table>					-	-		
-	-							
or								
Employer identification number								
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%; border: 1px solid black; height: 20px;"></td> <td style="width: 25%; border: 1px solid black; height: 20px;"></td> <td style="width: 25%; border: 1px solid black; height: 20px;"></td> <td style="width: 25%; border: 1px solid black; height: 20px;"></td> </tr> <tr> <td style="text-align: center;">-</td> <td></td> <td></td> <td></td> </tr> </table>					-			
-								

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here

Signature of U.S. person ►

Date ►

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
 - Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
 - Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
 - Form 1099-S (proceeds from real estate transactions)
 - Form 1099-K (merchant card and third party network transactions)
 - Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
 - Form 1099-C (canceled debt)
 - Form 1099-A (acquisition or abandonment of secured property)
- Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.

By signing the filled-out form, you:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and
4. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See *What is FATCA reporting*, later, for further information.

Note: If you are a U.S. person and a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien;
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States;
- An estate (other than a foreign estate); or
- A domestic trust (as defined in Regulations section 301.7701-7).

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax under section 1446 on any foreign partners' share of effectively connected taxable income from such business. Further, in certain cases where a Form W-9 has not been received, the rules under section 1446 require a partnership to presume that a partner is a foreign person, and pay the section 1446 withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid section 1446 withholding on your share of partnership income.

In the cases below, the following person must give Form W-9 to the partnership for purposes of establishing its U.S. status and avoiding withholding on its allocable share of net income from the partnership conducting a trade or business in the United States.

- In the case of a disregarded entity with a U.S. owner, the U.S. owner of the disregarded entity and not the entity;
- In the case of a grantor trust with a U.S. grantor or other U.S. owner, generally, the U.S. grantor or other U.S. owner of the grantor trust and not the trust; and
- In the case of a U.S. trust (other than a grantor trust), the U.S. trust (other than a grantor trust) and not the beneficiaries of the trust.

Foreign person. If you are a foreign person or the U.S. branch of a foreign bank that has elected to be treated as a U.S. person, do not use Form W-9. Instead, use the appropriate Form W-8 or Form 8233 (see Pub. 515, *Withholding of Tax on Nonresident Aliens and Foreign Entities*).

Nonresident alien who becomes a resident alien. Generally, only a nonresident alien individual may use the terms of a tax treaty to reduce or eliminate U.S. tax on certain types of income. However, most tax treaties contain a provision known as a "saving clause." Exceptions specified in the saving clause may permit an exemption from tax to continue for certain types of income even after the payee has otherwise become a U.S. resident alien for tax purposes.

If you are a U.S. resident alien who is relying on an exception contained in the saving clause of a tax treaty to claim an exemption from U.S. tax on certain types of income, you must attach a statement to Form W-9 that specifies the following five items.

1. The treaty country. Generally, this must be the same treaty under which you claimed exemption from tax as a nonresident alien.
2. The treaty article addressing the income.
3. The article number (or location) in the tax treaty that contains the saving clause and its exceptions.
4. The type and amount of income that qualifies for the exemption from tax.
5. Sufficient facts to justify the exemption from tax under the terms of the treaty article.

Example. Article 20 of the U.S.-China income tax treaty allows an exemption from tax for scholarship income received by a Chinese student temporarily present in the United States. Under U.S. law, this student will become a resident alien for tax purposes if his or her stay in the United States exceeds 5 calendar years. However, paragraph 2 of the first Protocol to the U.S.-China treaty (dated April 30, 1984) allows the provisions of Article 20 to continue to apply even after the Chinese student becomes a resident alien of the United States. A Chinese student who qualifies for this exception (under paragraph 2 of the first protocol) and is relying on this exception to claim an exemption from tax on his or her scholarship or fellowship income would attach to Form W-9 a statement that includes the information described above to support that exemption.

If you are a nonresident alien or a foreign entity, give the requester the appropriate completed Form W-8 or Form 8233.

Backup Withholding

What is backup withholding? Persons making certain payments to you must under certain conditions withhold and pay to the IRS 24% of such payments. This is called "backup withholding." Payments that may be subject to backup withholding include interest, tax-exempt interest, dividends, broker and barter exchange transactions, rents, royalties, nonemployee pay, payments made in settlement of payment card and third party network transactions, and certain payments from fishing boat operators. Real estate transactions are not subject to backup withholding.

You will not be subject to backup withholding on payments you receive if you give the requester your correct TIN, make the proper certifications, and report all your taxable interest and dividends on your tax return.

Payments you receive will be subject to backup withholding if:

1. You do not furnish your TIN to the requester,
2. You do not certify your TIN when required (see the instructions for Part II for details),
3. The IRS tells the requester that you furnished an incorrect TIN,
4. The IRS tells you that you are subject to backup withholding because you did not report all your interest and dividends on your tax return (for reportable interest and dividends only), or
5. You do not certify to the requester that you are not subject to backup withholding under 4 above (for reportable interest and dividend accounts opened after 1983 only).

Certain payees and payments are exempt from backup withholding. See *Exempt payee code*, later, and the separate Instructions for the Requester of Form W-9 for more information.

Also see *Special rules for partnerships*, earlier.

What is FATCA Reporting?

The Foreign Account Tax Compliance Act (FATCA) requires a participating foreign financial institution to report all United States account holders that are specified United States persons. Certain payees are exempt from FATCA reporting. See *Exemption from FATCA reporting code*, later, and the Instructions for the Requester of Form W-9 for more information.

Updating Your Information

You must provide updated information to any person to whom you claimed to be an exempt payee if you are no longer an exempt payee and anticipate receiving reportable payments in the future from this person. For example, you may need to provide updated information if you are a C corporation that elects to be an S corporation, or if you no longer are tax exempt. In addition, you must furnish a new Form W-9 if the name or TIN changes for the account; for example, if the grantor of a grantor trust dies.

Penalties

Failure to furnish TIN. If you fail to furnish your correct TIN to a requester, you are subject to a penalty of \$50 for each such failure unless your failure is due to reasonable cause and not to willful neglect.

Civil penalty for false information with respect to withholding. If you make a false statement with no reasonable basis that results in no backup withholding, you are subject to a \$500 penalty.

Criminal penalty for falsifying information. Willfully falsifying certifications or affirmations may subject you to criminal penalties including fines and/or imprisonment.

Misuse of TINs. If the requester discloses or uses TINs in violation of federal law, the requester may be subject to civil and criminal penalties.

Specific Instructions

Line 1

You must enter one of the following on this line; **do not** leave this line blank. The name should match the name on your tax return.

If this Form W-9 is for a joint account (other than an account maintained by a foreign financial institution (FFI)), list first, and then circle, the name of the person or entity whose number you entered in Part I of Form W-9. If you are providing Form W-9 to an FFI to document a joint account, each holder of the account that is a U.S. person must provide a Form W-9.

a. Individual. Generally, enter the name shown on your tax return. If you have changed your last name without informing the Social Security Administration (SSA) of the name change, enter your first name, the last name as shown on your social security card, and your new last name.

Note: ITIN applicant: Enter your individual name as it was entered on your Form W-7 application, line 1a. This should also be the same as the name you entered on the Form 1040/1040A/1040EZ you filed with your application.

b. Sole proprietor or single-member LLC. Enter your individual name as shown on your 1040/1040A/1040EZ on line 1. You may enter your business, trade, or "doing business as" (DBA) name on line 2.

c. Partnership, LLC that is not a single-member LLC, C corporation, or S corporation. Enter the entity's name as shown on the entity's tax return on line 1 and any business, trade, or DBA name on line 2.

d. Other entities. Enter your name as shown on required U.S. federal tax documents on line 1. This name should match the name shown on the charter or other legal document creating the entity. You may enter any business, trade, or DBA name on line 2.

e. Disregarded entity. For U.S. federal tax purposes, an entity that is disregarded as an entity separate from its owner is treated as a "disregarded entity." See Regulations section 301.7701-2(c)(2)(iii). Enter the owner's name on line 1. The name of the entity entered on line 1 should never be a disregarded entity. The name on line 1 should be the name shown on the income tax return on which the income should be reported. For example, if a foreign LLC that is treated as a disregarded entity for U.S. federal tax purposes has a single owner that is a U.S. person, the U.S. owner's name is required to be provided on line 1. If the direct owner of the entity is also a disregarded entity, enter the first owner that is not disregarded for federal tax purposes. Enter the disregarded entity's name on line 2, "Business name/disregarded entity name." If the owner of the disregarded entity is a foreign person, the owner must complete an appropriate Form W-8 instead of a Form W-9. This is the case even if the foreign person has a U.S. TIN.

Line 2

If you have a business name, trade name, DBA name, or disregarded entity name, you may enter it on line 2.

Line 3

Check the appropriate box on line 3 for the U.S. federal tax classification of the person whose name is entered on line 1. Check only one box on line 3.

IF the entity/person on line 1 is a(n) . . .	THEN check the box for . . .
• Corporation	Corporation
• Individual • Sole proprietorship, or • Single-member limited liability company (LLC) owned by an individual and disregarded for U.S. federal tax purposes.	Individual/sole proprietor or single-member LLC
• LLC treated as a partnership for U.S. federal tax purposes, • LLC that has filed Form 8832 or 2553 to be taxed as a corporation, or • LLC that is disregarded as an entity separate from its owner but the owner is another LLC that is not disregarded for U.S. federal tax purposes.	Limited liability company and enter the appropriate tax classification. (P= Partnership; C= C corporation; or S= S corporation)
• Partnership	Partnership
• Trust/estate	Trust/estate

Line 4, Exemptions

If you are exempt from backup withholding and/or FATCA reporting, enter in the appropriate space on line 4 any code(s) that may apply to you.

Exempt payee code.

- Generally, individuals (including sole proprietors) are not exempt from backup withholding.
- Except as provided below, corporations are exempt from backup withholding for certain payments, including interest and dividends.
- Corporations are not exempt from backup withholding for payments made in settlement of payment card or third party network transactions.
- Corporations are not exempt from backup withholding with respect to attorneys' fees or gross proceeds paid to attorneys, and corporations that provide medical or health care services are not exempt with respect to payments reportable on Form 1099-MISC.

The following codes identify payees that are exempt from backup withholding. Enter the appropriate code in the space in line 4.

- 1—An organization exempt from tax under section 501(a), any IRA, or a custodial account under section 403(b)(7) if the account satisfies the requirements of section 401(f)(2)
- 2—The United States or any of its agencies or instrumentalities
- 3—A state, the District of Columbia, a U.S. commonwealth or possession, or any of their political subdivisions or instrumentalities
- 4—A foreign government or any of its political subdivisions, agencies, or instrumentalities
- 5—A corporation
- 6—A dealer in securities or commodities required to register in the United States, the District of Columbia, or a U.S. commonwealth or possession
- 7—A futures commission merchant registered with the Commodity Futures Trading Commission
- 8—A real estate investment trust
- 9—An entity registered at all times during the tax year under the Investment Company Act of 1940
- 10—A common trust fund operated by a bank under section 584(a)
- 11—A financial institution
- 12—A middleman known in the investment community as a nominee or custodian
- 13—A trust exempt from tax under section 664 or described in section 4947

The following chart shows types of payments that may be exempt from backup withholding. The chart applies to the exempt payees listed above, 1 through 13.

IF the payment is for . . .	THEN the payment is exempt for . . .
Interest and dividend payments	All exempt payees except for 7
Broker transactions	Exempt payees 1 through 4 and 6 through 11 and all C corporations. S corporations must not enter an exempt payee code because they are exempt only for sales of noncovered securities acquired prior to 2012.
Barter exchange transactions and patronage dividends	Exempt payees 1 through 4
Payments over \$600 required to be reported and direct sales over \$5,000 ¹	Generally, exempt payees 1 through 5 ²
Payments made in settlement of payment card or third party network transactions	Exempt payees 1 through 4

¹ See Form 1099-MISC, Miscellaneous Income, and its instructions.

² However, the following payments made to a corporation and reportable on Form 1099-MISC are not exempt from backup withholding: medical and health care payments, attorneys' fees, gross proceeds paid to an attorney reportable under section 6045(f), and payments for services paid by a federal executive agency.

Exemption from FATCA reporting code. The following codes identify payees that are exempt from reporting under FATCA. These codes apply to persons submitting this form for accounts maintained outside of the United States by certain foreign financial institutions. Therefore, if you are only submitting this form for an account you hold in the United States, you may leave this field blank. Consult with the person requesting this form if you are uncertain if the financial institution is subject to these requirements. A requester may indicate that a code is not required by providing you with a Form W-9 with "Not Applicable" (or any similar indication) written or printed on the line for a FATCA exemption code.

A—An organization exempt from tax under section 501(a) or any individual retirement plan as defined in section 7701(a)(37)

B—The United States or any of its agencies or instrumentalities

C—A state, the District of Columbia, a U.S. commonwealth or possession, or any of their political subdivisions or instrumentalities

D—A corporation the stock of which is regularly traded on one or more established securities markets, as described in Regulations section 1.1472-1(c)(1)(f)

E—A corporation that is a member of the same expanded affiliated group as a corporation described in Regulations section 1.1472-1(c)(1)(i)

F—A dealer in securities, commodities, or derivative financial instruments (including notional principal contracts, futures, forwards, and options) that is registered as such under the laws of the United States or any state

G—A real estate investment trust

H—A regulated investment company as defined in section 851 or an entity registered at all times during the tax year under the Investment Company Act of 1940

I—A common trust fund as defined in section 584(a)

J—A bank as defined in section 581

K—A broker

L—A trust exempt from tax under section 664 or described in section 4947(a)(1)

M—A tax exempt trust under a section 403(b) plan or section 457(g) plan

Note: You may wish to consult with the financial institution requesting this form to determine whether the FATCA code and/or exempt payee code should be completed.

Line 5

Enter your address (number, street, and apartment or suite number). This is where the requester of this Form W-9 will mail your information returns. If this address differs from the one the requester already has on file, write NEW at the top. If a new address is provided, there is still a chance the old address will be used until the payor changes your address in their records.

Line 6

Enter your city, state, and ZIP code.

Part I. Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. If you are a resident alien and you do not have and are not eligible to get an SSN, your TIN is your IRS individual taxpayer identification number (ITIN). Enter it in the social security number box. If you do not have an ITIN, see *How to get a TIN* below.

If you are a sole proprietor and you have an EIN, you may enter either your SSN or EIN.

If you are a single-member LLC that is disregarded as an entity separate from its owner, enter the owner's SSN (or EIN, if the owner has one). Do not enter the disregarded entity's EIN. If the LLC is classified as a corporation or partnership, enter the entity's EIN.

Note: See *What Name and Number To Give the Requester*, later, for further clarification of name and TIN combinations.

How to get a TIN. If you do not have a TIN, apply for one immediately. To apply for an SSN, get Form SS-5, Application for a Social Security Card, from your local SSA office or get this form online at www.SSA.gov. You may also get this form by calling 1-800-772-1213. Use Form W-7, Application for IRS Individual Taxpayer Identification Number, to apply for an ITIN, or Form SS-4, Application for Employer Identification Number, to apply for an EIN. You can apply for an EIN online by accessing the IRS website at www.irs.gov/Businesses and clicking on Employer Identification Number (EIN) under Starting a Business. Go to www.irs.gov/Forms to view, download, or print Form W-7 and/or Form SS-4. Or, you can go to www.irs.gov/OrderForms to place an order and have Form W-7 and/or SS-4 mailed to you within 10 business days.

If you are asked to complete Form W-9 but do not have a TIN, apply for a TIN and write "Applied For" in the space for the TIN, sign and date the form, and give it to the requester. For interest and dividend payments, and certain payments made with respect to readily tradable instruments, generally you will have 60 days to get a TIN and give it to the requester before you are subject to backup withholding on payments. The 60-day rule does not apply to other types of payments. You will be subject to backup withholding on all such payments until you provide your TIN to the requester.

Note: Entering "Applied For" means that you have already applied for a TIN or that you intend to apply for one soon.

Caution: A disregarded U.S. entity that has a foreign owner must use the appropriate Form W-8.

Part II. Certification

To establish to the withholding agent that you are a U.S. person, or resident alien, sign Form W-9. You may be requested to sign by the withholding agent even if item 1, 4, or 5 below indicates otherwise.

For a joint account, only the person whose TIN is shown in Part I should sign (when required). In the case of a disregarded entity, the person identified on line 1 must sign. Exempt payees, see *Exempt payee code*, earlier.

Signature requirements. Complete the certification as indicated in items 1 through 5 below.

1. Interest, dividend, and barter exchange accounts opened before 1984 and broker accounts considered active during 1983.

You must give your correct TIN, but you do not have to sign the certification.

2. Interest, dividend, broker, and barter exchange accounts opened after 1983 and broker accounts considered inactive during 1983. You must sign the certification or backup withholding will apply. If you are subject to backup withholding and you are merely providing your correct TIN to the requester, you must cross out item 2 in the certification before signing the form.

3. Real estate transactions. You must sign the certification. You may cross out item 2 of the certification.

4. Other payments. You must give your correct TIN, but you do not have to sign the certification unless you have been notified that you have previously given an incorrect TIN. "Other payments" include payments made in the course of the requester's trade or business for rents, royalties, goods (other than bills for merchandise), medical and health care services (including payments to corporations), payments to a nonemployee for services, payments made in settlement of payment card and third party network transactions, payments to certain fishing boat crew members and fishermen, and gross proceeds paid to attorneys (including payments to corporations).

5. Mortgage interest paid by you, acquisition or abandonment of secured property, cancellation of debt, qualified tuition program payments (under section 529), ABLÉ accounts (under section 529A), IRA, Coverdell ESA, Archer MSA or HSA contributions or distributions, and pension distributions. You must give your correct TIN, but you do not have to sign the certification.

What Name and Number To Give the Requester

For this type of account:	Give name and EIN of:
14. Account with the Department of Agriculture in the name of a public entity (such as a state or local government, school district, or prison) that receives agricultural program payments	The public entity
15. Grantor trust filing under the Form 1041 Filing Method or the Optional Form 1099 Filing Method 2 (see Regulations section 1.671-4(b)(2)(i)(B))	The trust

¹ List first and circle the name of the person whose number you furnish. If only one person on a joint account has an SSN, that person's number must be furnished.

² Circle the minor's name and furnish the minor's SSN.

³ You must show your individual name and you may also enter your business or DBA name on the "Business name/disregarded entity" name line. You may use either your SSN or EIN (if you have one), but the IRS encourages you to use your SSN.

⁴ List first and circle the name of the trust, estate, or pension trust. (Do not furnish the TIN of the personal representative or trustee unless the legal entity itself is not designated in the account title.) Also see *Special rules for partnerships*, earlier.

***Note:** The grantor also must provide a Form W-9 to trustee of trust.

Note: If no name is circled when more than one name is listed, the number will be considered to be that of the first name listed.

For this type of account:	Give name and SSN of:
1. Individual	The individual
2. Two or more individuals (joint account) other than an account maintained by an FFI	The actual owner of the account or, if combined funds, the first individual on the account ¹
3. Two or more U.S. persons (joint account maintained by an FFI)	Each holder of the account
4. Custodial account of a minor (Uniform Gift to Minors Act)	The minor ²
5. a. The usual revocable savings trust (grantor is also trustee) b. So-called trust account that is not a legal or valid trust under state law	The grantor-trustee ¹ The actual owner ¹
6. Sole proprietorship or disregarded entity owned by an individual	The owner ³
7. Grantor trust filing under Optional Form 1099 Filing Method 1 (see Regulations section 1.671-4(b)(2)(i)(A))	The grantor ⁴

Secure Your Tax Records From Identity Theft

Identity theft occurs when someone uses your personal information such as your name, SSN, or other identifying information, without your permission, to commit fraud or other crimes. An identity thief may use your SSN to get a job or may file a tax return using your SSN to receive a refund.

To reduce your risk:

- Protect your SSN,
- Ensure your employer is protecting your SSN, and
- Be careful when choosing a tax preparer.

If your tax records are affected by identity theft and you receive a notice from the IRS, respond right away to the name and phone number printed on the IRS notice or letter.

If your tax records are not currently affected by identity theft but you think you are at risk due to a lost or stolen purse or wallet, questionable credit card activity or credit report, contact the IRS Identity Theft Hotline at 1-800-908-4490 or submit Form 14039.

For more information, see Pub. 5027, Identity Theft Information for Taxpayers.

Victims of identity theft who are experiencing economic harm or a systemic problem, or are seeking help in resolving tax problems that have not been resolved through normal channels, may be eligible for Taxpayer Advocate Service (TAS) assistance. You can reach TAS by calling the TAS toll-free case intake line at 1-877-777-4778 or TTY/TDD 1-800-829-4059.

Protect yourself from suspicious emails or phishing schemes. Phishing is the creation and use of email and websites designed to mimic legitimate business emails and websites. The most common act is sending an email to a user falsely claiming to be an established legitimate enterprise in an attempt to scam the user into surrendering private information that will be used for identity theft.

For this type of account:	Give name and EIN of:
8. Disregarded entity not owned by an individual	The owner
9. A valid trust, estate, or pension trust	Legal entity ⁴
10. Corporation or LLC electing corporate status on Form 8832 or Form 2553	The corporation
11. Association, club, religious, charitable, educational, or other tax-exempt organization	The organization
12. Partnership or multi-member LLC	The partnership
13. A broker or registered nominee	The broker or nominee

The IRS does not initiate contacts with taxpayers via emails. Also, the IRS does not request personal detailed information through email or ask taxpayers for the PIN numbers, passwords, or similar secret access information for their credit card, bank, or other financial accounts.

If you receive an unsolicited email claiming to be from the IRS, forward this message to phishing@irs.gov. You may also report misuse of the IRS name, logo, or other IRS property to the Treasury Inspector General for Tax Administration (TIGTA) at 1-800-366-4484. You can forward suspicious emails to the Federal Trade Commission at spam@uce.gov or report them at www.ftc.gov/complaint. You can contact the FTC at www.ftc.gov/idtheft or 877-IDTHEFT (877-438-4338). If you have been the victim of identity theft, see www.IdentityTheft.gov and Pub. 5027.

Visit www.irs.gov/IdentityTheft to learn more about identity theft and how to reduce your risk.

Privacy Act Notice

Section 6109 of the Internal Revenue Code requires you to provide your correct TIN to persons (including federal agencies) who are required to file information returns with the IRS to report interest, dividends, or certain other income paid to you; mortgage interest you paid; the acquisition or abandonment of secured property; the cancellation of debt; or contributions you made to an IRA, Archer MSA, or HSA. The person collecting this form uses the information on the form to file information returns with the IRS, reporting the above information. Routine uses of this information include giving it to the Department of Justice for civil and criminal litigation and to cities, states, the District of Columbia, and U.S. commonwealths and possessions for use in administering their laws. The information also may be disclosed to other countries under a treaty, to federal and state agencies to enforce civil and criminal laws, or to federal law enforcement and intelligence agencies to combat terrorism. You must provide your TIN whether or not you are required to file a tax return. Under section 3406, payers must generally withhold a percentage of taxable interest, dividend, and certain other payments to a payee who does not give a TIN to the payer. Certain penalties may also apply for providing false or fraudulent information.

**RESOLUTION
OF THE
COUNTY BOARD OF THE COUNTY OF WINNEBAGO, ILLINOIS**

2023 CR _____

SUBMITTED BY: OPERATIONS AND ADMINISTRATIVE COMMITTEE

SPONSORED BY: KEITH MCDONALD

**RESOLUTION AUTHORIZING THE DONATION OF PROPERTY LOCATED AT THE
SOUTHEAST CORNER INTERSECTION OF CHESTNUT STREET AND SOUTH
CHURCH STREET IN THE CITY OF ROCKFORD FOR RIGHT-OF-WAY PURPOSES
TO THE CITY OF ROCKFORD, IL**

WHEREAS, the County of Winnebago, Illinois (County) is the fee simple owner of property located at 310 S. Church Street and described as Parcel No. 11-22-479-009 on the attached survey, Exhibit A; and

WHEREAS, the City of Rockford, Illinois (City) desires to acquire the above-described premises for proposed Right-of-Way use (291 square feet) and a temporary construction easement (1,191 square feet) at the intersection of Chestnut Street and South Church Street in the City of Rockford, more specifically the southeast corner of said intersection; and

WHEREAS, the City has made an offer of eight thousand two hundred dollars (\$8,200.00) for the above-described property for its Church Street & Main Street Two-Way Conversion project, however the property may be donated if desired by the Winnebago County Board; and

WHEREAS, said property is not needed by the County, nor would this effect the parking lot operations; and

WHEREAS, the Operations and Administrative Committee of the County Board of the County of Winnebago, Illinois, having conferred with the County Administration, has determined that it is in the best interests of the County to convey to the City said property.

THEREFORE, BE IT RESOLVED, by the County Board of the County of Winnebago, Illinois, that Parcel No. 11-22-479-009 on the attached Exhibit A, specifically located at the southeast corner intersection of Chestnut Street and South Church Street in the City of Rockford be donated to the City of Rockford, Illinois for Right-of-Way use (291 square feet) and a temporary construction easement (1,191 square feet).

BE IT FURTHER RESOLVED, that the Winnebago County Board Chairman is hereby authorized and directed to, on behalf of the County of Winnebago, Illinois to execute all the documents necessary and approved by the Winnebago County State's Attorney's Office to effectuate the donation of said property, as shown on Exhibit A, to the City of Rockford, Illinois.

BE IT FURTHER RESOLVED, that the Resolution shall be in full force and effect immediately upon its adoption.

BE IT FURTHER RESOLVED, that the Clerk of the County Board is hereby directed to prepare and deliver certified copies of this Resolution to the Director of Development Services, County Highway Engineer, Director of Purchasing, Finance Director, County Administrator and County Auditor.

Respectfully Submitted,
OPERATIONS AND ADMINISTRATIVE COMMITTEE

Agree

Disagree

Keith McDonald, Chairman

Keith McDonald, Chairman

Valerie Hanserd

Valerie Hanserd

Paul Arena

Paul Arena

John Butitta

John Butitta

Joe Hoffman

Joe Hoffman

Jaime Salgado

Jaime Salgado

Michael Thompson

Michael Thompson

The above and foregoing Resolution was adopted by the County Board of the County of Winnebago, Illinois this _____ day of _____ 2023.

ATTESTED BY:

Joseph V. Chiarelli
Chairman of the County Board
of the County of Winnebago, Illinois

Lori Gummow
Clerk of the County Board
of the County of Winnebago, Illinois

ROW: Southeast Corner of Church Street & Chestnut Street



Legend
 Tax Parcels

The Winnebago County computerized aerial base property maps were assembled using County, State and other data. The map files are not intended to be the official survey of the land. The official land records are on file in the Winnebago County Recorder's Office.

1 inch = 40 feet



Created by Chris Dornbush
 Date: 10/19/2023



Authorized City of Rockford, IL Representative

DELIVERED VIA REGISTERED MAIL

Date: September 22, 2023

Owner: County of Winnebago
Attn: Patrick J. Thompson
Address: 404 Elm Street
Rockford, IL 61101

Re: Introduction and Offer Package Letter

Project Name: Church Street & Main Street Two-Way Conversion
Route: FAP RTE 742
Section: 22-00662-00-RS
Parcel No.: 003/03

Dear Property Owner:

Our firm has been retained by the City of Rockford to acquire the necessary Right of Way and Temporary Construction Easement for the Church Street & Main Street Two-Way Conversion project and I have been assigned as the representative of the City of Rockford to assist you through this process.

In order to accomplish this project and its planned improvements, it will be necessary for the City of Rockford to acquire the following property rights:

- 291 square feet of Right of Way
- 1,191 square feet of Temporary Construction Easement

The City of Rockford is prepared to offer you **\$8,200.00** for this right of way and temporary construction easement. To establish the amount of this offer, the value of \$8,200.00 was determined by an appraiser using standard appraisal methods, and in accordance with the Uniform Act (49 CFR, Part 24) and USPAP Standards.

To assist you in the evaluation of the Offer to Purchase and to prepare for the completion of this transaction; I have also enclosed the following:

1. **Disclosure of Representation** – to be signed and returned by the property owner.
2. The **“Offer to Purchase”** letter with 30 and 90 day notices.
3. **Basis of Computing Total Compensation and Offer to Purchase**
4. **Appraisal and Review Appraisal** prepared by T Engineering.
5. **Donation of Property Form** - to be completed by property owner.
6. **Conveyance Documents** including Right of Way and Temporary Construction Easement Plats and legal descriptions prepared by a Licensed Land Surveyor.

7. **W9 - Request for Taxpayer Identification Number and Certification** form - to be completed by property owner (required for payment).

To further assist you in this process and to provide additional information, today I have included:

1. Booklet - **"A Landowner's Guide to Land Acquisition by the Illinois Department of Transportation and Eminent Domain"**
2. Booklet - **"Highway Improvements and Property Rights"**
3. Copy of plan sheets showing subject property with the affected areas marked as follows: ROW area marked in red; and temporary construction easements marked as yellow.

You have the right to hire your own appraiser, provide your own appraisal, or supply your own value documentation at your own expense. Submitting an alternative appraisal value is no guarantee that the offer amount will change, however all information will be provided to the City for prompt review. If you are planning on providing your own appraisal, please advise me right away.

Please contact me at 309-283-1612 or chad.e.johnson@imegcorp.com to schedule a meeting to discuss.

It is our sincere hope that the enclosed material and our future discussions will provide the foundation for a mutually agreeable settlement of this transaction. Thank you for your consideration.

Sincerely,

IMEG



Chad E. Johnson, PLS, SR/WA
Right of Way Negotiator

CEJ/

Enclosures

CC: Walter Koch, Gina Trimarco, Corey Stout (letter only)





Ordinance Executive Summary

Prepared By: Debbie Crozier/Human Resources
Committee: Operations and Administrative Committee
Committee Date: November 16, 2023
Ordinance Title: Ordinance Adopting a Remote Work Policy
County Code: Chapter 62, Article I, Section 62-30
Board Meeting Date: November 30, 2023

Budget Information:

Was item budgeted? N/A	Appropriation Amount: N/A
If not, explain funding source:	
ORG/OBJ/Project Code: N/A	Budget Impact: N/A

Background Information: Over the past three years the demand for remote work has increased. As a result, the proposed Remote Work Policy was created, which clarifies employee eligibility, expectations and guidelines. See Exhibit A.

Recommendation: County Administrator, Patrick Thompson and Human Resources have reviewed the ordinance and policy presented to the Board and recommend approval.

Contract/Agreement: N/A

Legal Review: Reviewed with the States Attorney's Office.

Follow-Up: N/A

**ORDINANCE
of the
COUNTY BOARD OF THE COUNTY OF WINNEBAGO, ILLINOIS**

Sponsored by: Keith McDonald

Submitted by: Operations and Administrative Committee

2023 CO

ORDINANCE ADOPTING A REMOTE WORK POLICY

WHEREAS, with the increase in the demand for remote work in recent years, the County of Winnebago, Illinois (County) desires to establish a Remote Work Policy for its employees; and

WHEREAS, the County does not currently have a policy in place to address employee eligibility, expectations and guidelines for remote work; and

WHEREAS, the Winnebago County Board has determined that it is in the best interests of the County of Winnebago to adopt the attached Remote Work Policy and incorporate it into the County's Code of Ordinances.

NOW, THEREFORE, BE IT ORDAINED, by the County Board of the County of Winnebago, Illinois, that the Remote Work Policy, attached hereto as Exhibit A, is hereby incorporated into the Winnebago County Code as Chapter 62, Article I, Section 62-30.

BE IT FURTHER ORDAINED, that this Ordinance shall be in full force and effect immediately.

BE IT FURTHER ORDAINED, that the Clerk of the County Board is hereby directed to prepare and deliver a copy of this Ordinance to the County Administrator, the County Human Resources Director, and the County Board Office.

Respectfully Submitted,
OPERATIONS AND ADMINISTRATIVE COMMITTEE

AGREE

DISAGREE

KEITH McDONALD, CHAIRMAN

KEITH McDONALD, CHAIRMAN

VALERIE HANSERD, VICE CHAIRPERSON

VALERIE HANSERD, VICE CHAIRMAN

PAUL ARENA

PAUL ARENA

JOHN BUTITTA

JOHN BUTITTA

JOE HOFFMAN

JOE HOFFMAN

JAIME SALGADO

JAIME SALGADO

MICHAEL THOMPSON

MICHAEL THOMPSON

The above and foregoing Ordinance was adopted by the County Board of the County of Winnebago, Illinois this ____ day of _____ 2023.

ATTESTED BY:

JOSEPH CHIARELLI
CHAIRMAN OF THE COUNTY BOARD
OF THE COUNTY OF WINNEBAGO, ILLINOIS

LORI GUMMOW

CLERK OF THE COUNTY BOARD
OF THE COUNTY OF WINNEBAGO, ILLINOIS

REMOTE WORK POLICY		Policy Number:
 <p style="text-align: center;">WINNEBAGO COUNTY</p>	Revision Date:	
	Issue Date:	
	Page 1 of 5	

(a) **PURPOSE:** Winnebago County (County) designed our Remote Work Policy to make sure remote work is mutually beneficial to our employees and the County. In doing so, the County recognizes that not all employees will be eligible for remote work because not all jobs are suitable for remote work. The County considers remote work to be a viable, flexible work option only in situations where the Elected Official or Department Head determines that both the employee and the job are well-suited to such arrangement. Remote work may be appropriate for some employees and jobs but not for others.

Employees requesting formal long-term remote work arrangements must be employed with the County for a minimum of six (6) months of continuous, regular employment and must have a satisfactory performance record—unless the employee works in an office of an Elected Official—in which event it is within the discretion of the Elected Official to waive the six-month requirement. A determination of whether the employee may work remotely is solely in the discretion of the Elected Official or Department Head. Any remote work arrangement will be on a trial basis and may be discontinued at will and at any time by the Elected Official or Department Head. It is up to the Elected Official or Department Head to determine if the remote work arrangement is voluntary or required. Evaluation of performance during the trial period, if any, will include regular interaction by phone and e-mail between the employee and the Supervising Manager, and weekly face-to-face meetings to discuss work progress and problems.

Remote work arrangements may be occasional, temporary or permanent. Temporary arrangements may be approved on an as-needed basis only, with no expectation of ongoing continuance.

(b) **GUIDELINES FOR DETERMINATION:** The County encourages Elected Officials and Department Heads engage in these steps before approving remote work arrangements:

- Employee suitability – Assess the needs and work habits of the employee: Does the employee have the traits (e.g., self-discipline, dependability, self-motivation) customarily recognized as appropriate for successful remote work?
- Job responsibilities—Assess the job responsibilities and determine if the job is appropriate for a remote work arrangement: Will all of the job responsibilities be able to be fulfilled *via* remote work or are there job duties where physical presence in the office is either required or in the best interests of the office/department?

REMOTE WORK POLICY

Policy Number:



WINNEBAGO COUNTY

Revision Date:

Issue Date:

Page 2 of 5

- Equipment needs and workspace design— assess the physical workspace needs and the appropriate location for the telework: A) Are there any cybersecurity and data privacy concerns? B) Will collaboration with the employee’s team become difficult? C) Does the employee have the necessary equipment or software? D) What are the conditions of employees’ home or alternative place of work (e.g., noise, internet connection).

- Evaluation of performance—Establish clear directives to the employee concerning employer expectations (e.g., communication, goals, schedules, deadlines).

(c) **EMPLOYEE REQUESTING REMOTE WORK PROCEDURE:** The County requires that when an employee seeks to work remotely the following steps be taken:

- Employee shall file a request with the Elected Official or Department Head at least thirty (30) days in advance of the date on which the employee desires to start remote work.

- In the event an employee experiences an unforeseen circumstance which leads to the request, the employee shall file their request as soon as possible.

(d) **COMPUTER EQUIPMENT & SOFTWARE**

Only County-owned and managed computers should be utilized by the employee while working remotely. Equipment to be used should be tested on County premises. Once working, it can be brought to the work location. Issues of internet connectivity are the responsibility of the employee, not the Department of Information Technology (IT). IT may assist with other issues such as remoting into the County network(s) or drive(s). The employee may not use County equipment for unlawful purposes or for work for other employers, nor may the employee allow other persons to use it. Any hardware or software purchased by the County remains the property of the County and will be returned to County, on request. Products developed while working remotely are the property of the County. Equipment provided by the County will be maintained by the County. The County is not responsible for the temporary loss of remote work days due to equipment maintenance or repair, and the remote worker is expected to report to the office or obtain approved leave in such a circumstance. The remote employee may be held liable for lost or damaged County equipment. Equipment no longer used by a remote employee must be returned on his or her next day in the office. Software used by a remote employee is subject to the same County restrictions on duplication and unauthorized use as software used in the office.

REMOTE WORK POLICY**Policy Number:**

WINNEBAGO COUNTY

Revision Date:

Issue Date:

Page 3 of 5

(e) **SECURITY OF INFORMATION**: Employees may not compromise the confidentiality or security of County information due to remote work, remote computer access, and so on. Employees are responsible to be aware of and comply with the Health Insurance Portability Accountability Act (HIPAA) in regard to handling and storing Personal Health Information. The employee must comply with the policies and guidelines of proper use of information technology found on the County's website and any other guidelines issued by the County in general. Breaches of information security, whether by accident or design, while remote work, must be reported promptly.

(f) **REIMBURSEMENTS AND REMOTE WORK EXPENSES**: Winnebago County shall not be responsible for costs associated with the setup of a workspace in the employee's home, such as remodeling, furniture or lighting, utilities; nor shall the County be responsible for costs associated with the repair or modification to the remote workplace. Remote employees must obtain supplies stocked at the County and will not be reimbursed if they are obtained elsewhere. Additional costs of an off-site office, including that of additional telephone lines, telephone use charges and Internet Service Provider (ISP) charges, are not covered by the County.

(g) **DOMESTIC CARE**: During established work hours, the remote employee agrees that family demands shall not compete with work except in the case of an emergency. Remote work will not be a substitute for dependent care.

(h) **TAX LIABILITY**: Any and all tax implications of remote work are entirely the responsibility of the remote employee. Remote workers are encouraged to seek professional advice in this area.

REMOTE WORK POLICY

Policy Number:



**WINNEBAGO
COUNTY**

Revision Date:

Issue Date:

Page 4 of 5

REMOTE WORK AGREEMENT

Name of Employee: _____ Office or Department: _____

Department Head or Elected Official: _____ Direct Supervisor: _____

Description of workspace at remote location: _____

Total work hours per week: _____

Regular remote work hours (or hours that on-site staff know they would be able to reach the remote worker on a regular basis): Weekday Time Location (circle) Monday: _____ to _____ Home / Onsite Tuesday: _____ to _____ Home / Onsite Wednesday: _____ to _____ Home / Onsite Thursday: _____ to _____ Home / Onsite Friday: _____ to _____ Home / Onsite
County Assets to be used at remote work location (if any) (including hardware, software, etc.):

The employee acknowledges and agrees that it is the employee's responsibility to give accurate and up-to-date information to the Department Head/Elected Official regarding work location and hours. The employee will maintain the hours of work stated in this Agreement, unless agreed to in advance by the Department Head/Elected Official. The employee agrees to notify his or her supervisor of any injury the employee sustains while at the remote work location when the injury occurred during the course of the employee's regular work duties.

As evidenced by my signature below as the employee, the information I have provided in this Remote Work Agreement is true and accurate and will be followed on a regular basis under the direction of my supervisor. If any information changes, it is my duty to inform my supervisor. I acknowledge and agree that this Remote Work Agreement may be stopped at any time per the direction of the Elected Official or Department Head. I also understand that the County may, at any time, change any or all of the conditions under which I am permitted to work remotely or altogether withdraw permission to work remotely. Additionally, I acknowledge receipt of the Winnebago County Remote Work Policy and, by signing below, I affirm that I have read the Winnebago County Remote Work Policy in its entirety and I agree to adhere to all the terms and conditions thereof.

REMOTE WORK POLICY

Policy Number:



**WINNEBAGO
COUNTY**

Revision Date:

Issue Date:

Page 5 of 5

I have read and understand this Agreement, and I agree to the duties, obligations, responsibilities and conditions described within this document.

EMPLOYEE SIGNATURE

DATE

ELECTED OFFICIAL/DEPARTMENT HEAD

DATE



Resolution Executive Summary

For ARPA or CIP Projects

Prepared By: Purchasing Department for Facilities Department
Committee Name: Operations and Administrative Committee
Committee Date: November 16, 2023
Board Date: November 30, 2023
Resolution Title: Resolution Awarding Off-Site Scanning Services For Document Imaging Using CIP Funds

Budget Information

Budgeted? Amount Budgeted? \$ 0
If not, originally budgeted, explain the funding source? CIP Funds
If ARPA or CIP funded, original Board approved amount? \$
Over or Under approved amount? By: \$
Reason for ARPA or CIP increase? N/A
If ARPA funded, was it approved by Baker Tilly? N/A
ORG/OBJ/Project Codes: 82200-43190-C2401 Descriptor: CIP Funds 720 Chestnut Scanning Budget Impact? \$ 800,000

Background Information: In April of 2022, the County of Winnebago sold the 720 Chestnut Street building to Rock Valley College. The building currently still houses multiple pieces of furniture, surplus items and boxed documents from several County departments. The contents of the building need to be relocated by April of 2024 when the new owners will demo the property to rebuild. The boxed documents will need to be scanned, and for most departments, destroyed.

The Purchasing Department went out for 23P-2295 Off-Site Scanning Services for Document Imaging in July of 2023, which included the scanning of documents for the Circuit Clerk, State's Attorney, Human Resources and Planning and Zoning departments. Four proposals were received. An evaluation committee was formed and the committee members deemed Exela Technologies (HOV Services Inc.) to be the most responsive and responsible to the County's needs.

This project was not included as part of the FY2024 CIP projects list, but funds are available as a result of savings on already completed projects.

Recommended By: Patrick Thompson-County Administrator.

Follow-Up Steps: The Purchasing Department will issue a County Purchase Order to Exela Technologies (HOV Services Inc.)

R E S O L U T I O N
of the
COUNTY BOARD OF THE COUNTY OF WINNEBAGO, ILLINOIS

Sponsored by: Keith McDonald, Committee Chairman
Submitted by: Operations and Administrative Committee

2023 CR

RESOLUTION AWARDING OFF-SITE SCANNING SERVICES FOR DOCUMENT IMAGING
USING CIP FUNDS

WHEREAS, the Code of Ordinances for the County of Winnebago, Illinois, provides as in Section 2-357 (b) (1), Conditions for use. All procurements whose value equals or exceeds the competitive bidding threshold of \$25,000.00 shall be awarded by competitive sealed bidding in accordance with this section except as otherwise provided in 2-357(c) (Request for Proposals), 2-357(d) (Professional Services), 2-357(e) (Sole-Source), 2-357(f) (Emergency Procurements), 2-357 (g) (Cooperative Joint Purchasing) or as provided by State statute; and,

WHEREAS, several County of Winnebago departments need scanning services for boxed documents housed in the 720 Chestnut Street building; and,

WHEREAS, the Operations and Administrative Committee of the County Board for the County of Winnebago, Illinois has reviewed the Proposals received for the aforementioned project and recommends awarding the contract as follows:

EXELA TECHNOLOGIES
(HOV SERVICES INC.)
2701 E. GRAUWYLER ROAD
IRVING, TEXAS 75061

(See Proposal Tab, Resolution Exhibit A)

NOW, THEREFORE, BE IT RESOLVED, that the County Board of the County of Winnebago, Illinois that the County Administrator is authorized to award an agreement, on behalf of the County of Winnebago, with EXELA TECHNOLOGIES (HOV SERVICES, INC.), 2701 E. GRAUWYLER ROAD, IRVING, TEXAS 75061.

BE IT FURTHER RESOLVED, that this Resolution shall be in full force and effective immediately upon its adoption and the Clerk of the County Board is hereby authorized to prepare and deliver certified copies of this Resolution to the Director of Facilities, Purchasing Department, Board Office, Finance Director and County Auditor.

Respectfully Submitted,
OPERATIONS AND ADMINISTRATIVE COMMITTEE

AGREE

DISAGREE

KEITH McDONALD, CHAIR

KEITH McDONALD, CHAIR

VALERIE HANSERD, VICE CHAIR

VALERIE HANSERD, VICE CHAIR

PAUL ARENA

PAUL ARENA

JOHN BUTITTA

JOHN BUTITTA

JOE HOFFMAN

JOE HOFFMAN

JAIME SALGADO

JAIME SALGADO

MICHAEL THOMPSON

MICHAEL THOMPSON

The above and foregoing Resolution was adopted by the County Board of the County of

Winnebago, Illinois this ____ day of _____ 2023.

ATTESTED BY:

JOSEPH CHIARELLI
CHAIR OF THE COUNTY BOARD
OF THE COUNTY OF WINNEBAGO, ILLINOIS

LORI GUMMOW
CLERK OF THE COUNTY BOARD
OF THE COUNTY OF WINNEBAGO, ILLINOIS

PROPOSAL TAB

23P-2295 OFF-SITE SCANNING SERVICES FOR DOCUMENT IMAGING

PROPOSAL OPENING - AUGUST 31, 2023 - 11:00 A.M.

VENDOR	
MICROSYSTEMS, INC.	COURT RECORD & DATA MANAGEMENT SERVICES, INC.
SC STRATEGIC SOLUTIONS	EXELA TECHNOLOGIES



Resolution Executive Summary

Prepared By: Purchasing Department
Committee: Operations and Administrative Committee
Committee Date: November 16, 2023
Board Date: November 30, 2023
Resolution Title: Resolution Awarding Fuji Persona CS Compact C-Arm Machine for Coroner's Office

Was item budgeted? Yes	Appropriation Amount: \$113,739
If not, explain funding source:	
ORG/OBJ/Project Code: 41900-46430	Descriptor: Coroner Fee Fund- Machinery and Equipment

Background Information: Digital imaging is imperative to the death investigations of infants, children, homicides, suicides, decomposition and water recovery cases and all suspicious deaths. Currently, the Coroner's Office is contracting these services through Mercy and UW Health, creating wasted time, resources, wear and tear on equipment and not to mention unnecessary disturbance to potential evidence. This is not only a burden to the deputies, but hospitals, their staff and taxpayers alike. Many times, during an autopsy we find that the images taken are insufficient for the forensic pathologist to successfully locate and remove projectiles or foreign objects. This in turn creates another trip to the hospital for further imaging and of course, another invoice from the hospital.

The Purchasing Department went out for bid for 23B-2311 Fuji Persona CS Compact C-Arm Machine for Coroner's Office at the beginning of October 2023. There were two bids received with one being non-responsive due to a late submission. The winning bid was submitted by IRad Sales Group.

With the CS C-Arm X-Ray technology, the Winnebago County Coroner's Office staff can scan a decedent in real time while the pathologist is there to get the precise images, he/she needs to successfully complete his/her investigation. This machine will also allow us to provide digital imaging to surrounding counties that are already using (and paying for) our morgue space. Each time we "Assist an Outside County", the revenue generated is coded and deposited into the county's general fund, creating a positive outcome for all involved.

Recommendation: It is recommended by Jennifer Muraski, Winnebago County Coroner, that the County awards Bid #23B-2311 to iRad Sales Group.

Follow-Up: The Purchasing Department will issue a Purchase Order to iRad Sales Group.

RESOLUTION
of the
COUNTY BOARD OF THE COUNTY OF WINNEBAGO, ILLINOIS

Sponsored by: Keith McDonald, Committee Chairman
Submitted by: Operations and Administrative Committee

2023 CR

RESOLUTION AWARDING FUJI PERSONA CS COMPACT C-ARM MACHINE FOR CORONER'S OFFICE

WHEREAS, the Code of Ordinances for the County of Winnebago, Illinois, provides as in Section 2-357 (b) (1), Conditions for use. All procurements whose value equals or exceeds the competitive bidding threshold of \$25,000.00 shall be awarded by competitive sealed bidding in accordance with this section except as otherwise provided in 2-357(c) (Request for Proposals), 2-357(d) (Professional Services), 2-357(e) (Sole-Source), 2-357(f) (Emergency Procurements), 2-357 (g) (Cooperative Joint Purchasing) or as provided by State statute; and,

WHEREAS, Winnebago County Coroner's Office needs a machine to provide exceptional x-ray images for decedents; and,

WHEREAS, the Operations and Administrative Committee of the County Board for the County of Winnebago, Illinois has reviewed the Bid received for the aforementioned project and recommends awarding the contract as follows:

**iRAD SALES GROUP
141 PEYERK COURT
ROMEO, MICHIGAN 48065**

(See Bid Tab, Resolution Exhibit A)

NOW, THEREFORE, BE IT RESOLVED, that the County Board of the County of Winnebago, Illinois that the Winnebago County Coroner is authorized to award an agreement, on behalf of the County of Winnebago, with iRAD SALES GROUP, 141 PEYERK COURT, ROMEO, MICHIGAN 48065.

BE IT FURTHER RESOLVED, that this Resolution shall be in full force and effective immediately upon its adoption and the Clerk of the County Board is hereby authorized to prepare and deliver certified copies of this Resolution to the County Coroner, Purchasing Department, Board Office, Finance Director and County Auditor.

Respectfully Submitted,
OPERATIONS AND ADMINISTRATIVE COMMITTEE

AGREE

DISAGREE

KEITH McDONALD, CHAIR

KEITH McDONALD, CHAIR

VALERIE HANSERD, VICE CHAIR

VALERIE HANSERD, VICE CHAIR

PAUL ARENA

PAUL ARENA

JOHN BUTITTA

JOHN BUTITTA

JOE HOFFMAN

JOE HOFFMAN

JAIME SALGADO

JAIME SALGADO

MICHAEL THOMPSON

MICHAEL THOMPSON

The above and foregoing Resolution was adopted by the County Board of the County of

Winnebago, Illinois this ____ day of _____ 2023.

ATTESTED BY:

JOSEPH CHIARELLI
CHAIR OF THE COUNTY BOARD
OF THE COUNTY OF WINNEBAGO, ILLINOIS

LORI GUMMOW
CLERK OF THE COUNTY BOARD
OF THE COUNTY OF WINNEBAGO, ILLINOIS

BID TAB

23B-2311 FUJI PERSONA CS COMPACT C-ARM MACHINE-CORONER'S OFFICE
BID OPENING OCTOBER 23, 2023 - 2:00 P.M.

BID TAB	
VENDOR	iRAD SALES GROUP
PRICE	\$111,289 + \$2450 freight
WARRANTY	Full one-year warranty covering all parts and labor



Resolution Executive Summary

Prepared By: Debbie Crozier
Committee: Operations and Administration
Committee Date: November 16, 2023
Resolution Title: Resolution for Approval for Stop-Loss Insurance

Board Meeting Date: November 30, 2023

Budget Information:

Was item budgeted? Yes	Appropriation Amount: \$1,431,085
If not, explain funding source:	
ORG/OBJ/Project Code: 48500-43171	Budget Impact: - \$376,532

Background Information: Stop-loss insurance, also referred to as excess insurance, is a type of coverage purchased by employers that are self-insured to limit their liability in the event of large, unpredictable, or catastrophic health claims.

Winnebago County purchases stop loss coverage to limit the County's risk on the group insurance plan both on a specific/individual basis. Our specific/individual deductible is \$200,000.

Recommendation: County Administrator, Patrick Thompson, Chief Financial Officer, Steve Schultz and Human Resources Director, Debbie Crozier, have reviewed the Stop Loss Renewal Offer (Resolution Exhibit A) and recommend approval.

Contract/Agreement: This is a 1-year agreement with Tokio Marine HCC.

Legal Review: Done.

Follow-Up: The premium is paid monthly based on enrollment.

RESOLUTION
of the
COUNTY BOARD OF THE COUNTY OF WINNEBAGO, ILLINOIS

Sponsored by: Keith McDonald
Submitted by: Operations and Administrative Committee

2023 CR

RESOLUTION FOR APPROVAL FOR STOP-LOSS INSURANCE

WHEREAS, the County of Winnebago, Illinois, offers a self-insured Co-Pay/POS and High Deductible medical plans to employees and retirees; the County purchases a stop loss insurance plan to reinsure the County for medical claims which exceed \$200,000 on an a specific (per individual) basis; the County's Benefit Consultant recommends changing to Tokio Marine HCC (TMHCC) for 2024; and,

WHEREAS, TMHCC has proposed the following rates to Winnebago County for administration of the stop loss coverage for 2024 not to exceed:

\$52.97 for Specific individual coverage per month
\$183.20 for Specific family coverage per month
This is an -20.83% decrease from the 2023 rates.
This is will be a savings of \$376,532 from the 2023 cost.
See Resolution Exhibit A

WHEREAS, the Operations and Administrative Committee of the County Board for the County of Winnebago, Illinois has reviewed the renewal and recommends that the County Board authorize execution of an agreement with TMHCC for the stop loss coverage for the self-insured Co-Pay/POS and HDHP medical plans for the year January 1, 2024 through December 31, 2024.

NOW, THEREFORE BE IT RESOLVED, by the County Board of the County of Winnebago, Illinois that the Winnebago County Board Chairman is hereby authorized to execute an agreement attached hereto as Resolution Exhibit A with Tokio Marine HCC, 11100 Wayzata Blvd., Suite 350, Minnetonka, MN 55305, for administration of the stop loss coverage.

BE IT FURTHER RESOLVED that this Resolution shall be in full force and effective immediately upon its adoption and the Clerk of the County Board is hereby authorized to prepare and deliver certified copies of this Resolution to the Director of Purchasing, Director of Human Resources, County Auditor and the County Board Office.

Respectfully Submitted,
OPERATIONS AND ADMINISTRATIVE COMMITTEE

AGREE

DISAGREE

KEITH McDONALD, CHAIRMAN

KEITH McDONALD, CHAIRMAN

VALERIE HANSERD, VICE CHAIRPERSON

VALERIE HANSERD, VICE CHAIRPERSON

PAUL ARENA

PAUL ARENA

JOHN BUTITTA

JOHN BUTITTA

JOE HOFFMAN

JOE HOFFMAN

JAIME SALGADO

JAIME SALGADO

MICHAEL THOMPSON

MICHAEL THOMPSON

The above and foregoing Resolution was adopted by the County Board of the County of Winnebago, Illinois this ____ day of _____ 2023.

ATTESTED BY:

JOSEPH CHIARELLI
CHAIRMAN OF THE COUNTY BOARD
OF THE COUNTY OF WINNEBAGO, ILLINOIS

LORI GUMMOW

CLERK OF THE COUNTY BOARD
OF THE COUNTY OF WINNEBAGO, ILLINOIS

Stop Loss Analysis – Firm Proposals

Winnebago County

Jeanette Rowan | October 27, 2023



Gallagher

Insurance | Risk Management | Consulting

Current Specific Stop Loss Deductible

\$200,000



Resolution Executive Summary

Prepared By: Debbie Crozier
Committee: Operations and Administration
Committee Date: November 16, 2023
Resolution Title: RESOLUTION AUTHORIZING THE EXECUTION OF A RENEWAL AGREEMENT WITH ARTHUR J. GALLAGHER FOR THE PROPERTY AND CASUALTY COVERAGE
Board Meeting Date: November 30, 2023

Budget Information:

Was item budgeted? No	Appropriation Amount: \$2,223,577
If not, explain funding source:	
ORG/OBJ/Project Code: 49400 43510	Budget Impact: \$395,754

Background Information: Winnebago County purchases insurance coverage to limit the County's risk on the liability/casualty and property assets. We received a 21.7% increase on the renewal for 2023-2024, this increase is due the following reasons:

- County Claims Activity/Development
 - o \$5.8MM of recent property claims
 - o Liability claims with cumulative loss ratios exceeding 150% of the last 10 years
- Volatile Insurance Marketplace with Fewer Carriers Insuring Public Entities
- Increased construction costs (inflation)
- Civil Unrest
- Law Enforcement Activity
- Nuclear Verdicts Impacting Umbrella Premiums
- Severe Losses Stemming from Convective Storms

Of the 21.7% increase, 7.5% is due to liability premium increases largely impacted by County claims developing into losses in aggregate exceeding \$9MM over the last 10 years. Increased premiums for property insurance account for 11.3% of the increase. This increase is directly tied to Winnebago property claims from the Court House Fire and the Veterans Memorial Hall theft/vandalism which have exceeded \$5MM.

Due to the pooling of Winnebago's risk with other members of the CIRMA pool, the impact of the County's claim activity was significantly negated.

Recommendation: County Administrator, Patrick Thompson, Chief Financial Officer, Steve Schultz and Human Resources Director, Debbie Crozier, have reviewed the Property and Casualty Renewal Offer (Resolution Exhibit A) and recommend approval.

Contract/Agreement: This is year 3 of a 3 year initial membership commitment with CIRMA.

Legal Review: Done.

Follow-Up: N/A

RESOLUTION
of the
COUNTY BOARD OF THE COUNTY OF WINNEBAGO, ILLINOIS

Sponsored by: Keith McDonald
Submitted by: Operations and Administrative Committee

2023 CR

**RESOLUTION AUTHORIZING THE EXECUTION OF A RENEWAL AGREEMENT WITH ARTHUR J.
GALLAGHER FOR THE PROPERTY AND CASUALTY COVERAGE**

WHEREAS, the County of Winnebago, Illinois, each year adopts a Resolution which authorizes acceptance of the property and casualty insurance coverage; the County's Insurance Broker, has extensively reviewed the County's options for this coverage; and,

WHEREAS, Arthur J. Gallagher & Co. has proposed the attached rates to Winnebago County for the property and casualty insurance coverage from December 1, 2023 thru November 30, 2024:

See Resolution Exhibit A – Premium Summary Recap for Details.

WHEREAS, the Operations and Administrative Committee of the County Board for the County of Winnebago, Illinois has reviewed agreement and recommends that the County Board authorize execution of an agreement with Arthur J Gallagher & Co. for the property and casualty insurance coverage for December 1, 2023 through November 30, 2024.

NOW, THEREFORE BE IT RESOLVED, by the County Board of the County of Winnebago, Illinois that the Winnebago County Board Chairman is hereby authorized to execute an agreement attached hereto as Resolution Exhibit A with Arthur J. Gallagher & Co., 6838 East State Street, Suite 101, Rockford, IL 61108 for the property and casualty insurance coverage.

BE IT FURTHER RESOLVED that this Resolution shall be in full force and effective immediately upon its adoption and the Clerk of the County Board is hereby authorized to prepare and deliver certified copies of this Resolution to the Director of Purchasing, Director of Human Resources, County Auditor and the County Board Office.

Respectfully Submitted,
OPERATIONS AND ADMINISTRATIVE COMMITTEE

AGREE

DISAGREE

KEITH McDONALD, CHAIRMAN

KEITH McDONALD, CHAIRMAN

VALERIE HANSERD, VICE CHAIRPERSON

VALERIE HANSERD, VICE CHAIRPERSON

PAUL ARENA

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JOHN BUTITTA

JOHN BUTITTA

JOE HOFFMAN

JOE HOFFMAN

JAIME SALGADO

JAIME SALGADO

MICHAEL THOMPSON

MICHAEL THOMPSON

The above and foregoing Resolution was adopted by the County Board of the County of Winnebago, Illinois this ____ day of _____ 2023.

ATTESTED BY:

JOSEPH CHIARELLI
CHAIRMAN OF THE COUNTY BOARD
OF THE COUNTY OF WINNEBAGO, ILLINOIS

LORI GUMMOW

CLERK OF THE COUNTY BOARD
OF THE COUNTY OF WINNEBAGO, ILLINOIS

PREMIUM SUMMARY

LINE OF COVERAGE		EXPIRING PROGRAM ESTIMATED COST		RENEWAL PROGRAM ESTIMATED COST	
		Property	Premium	Primary: Lloyd's of London	\$423,958.00
Excess Property	Premium	Travelers Indemnity Co	\$161,289.00	Travelers Indemnity Co	\$324,074.00
Boiler & Machinery	Premium	Hartford Steam Boiler	\$41,730.00	Hartford Steam Boiler	\$46,183.00
Liability Package	Premium	Lloyd's of London	Included in above	Lloyd's of London	Included in above
Automobile	Premium	Lloyd's of London	Included in above	Lloyd's of London	Included in above
Umbrella/Excess (1st)	Premium	Old Republic Union Ins. Limit \$8MM xs \$2MM	\$386,564.00	Old Republic Union Ins. Limit \$8MM xs \$2MM	\$437,281.00
Administration Costs		CIRMA	\$83,432.00	CIRMA	\$95,986.00
Loss Fund		CIRMA	\$178,172.00	CIRMA	\$200,000.00
Surplus Lines Tax			\$37,326.00		\$43,612.03
Umbrella/Excess (2nd)	Premium	Lexington Limit \$3MM xs \$10MM	\$250,000.00		\$281,000.00
	Taxes		\$8,938.00		\$9,947.00
Umbrella/Excess (3rd)	Premium	Not Purchased		TBA Limit \$7MM xs \$13MM	TBA
	Taxes				
Crime	Premium	Primary: Lloyd's of London	Included in above	Primary: Lloyd's of London	Included in above
		Excess: Travelers Casualty & Surety Co.	\$2,252.00	Excess: Travelers Casualty & Surety Co.	\$2,252.00
Professional Liability (Health Department Only)	Premium	Columbia Casualty Company (CNA Insurance Companies)	\$25,903.00	Columbia Casualty Company (CNA Insurance Companies)	\$27,500.00
	Taxes		\$926.00		\$974.00
Excess Workers' Compensation	Premium	Illinois Public Risk Fund Deductible \$400K per claim	\$153,059.00	Illinois Public Risk Fund Deductible \$400K per claim	\$167,817.00
Administration Fee			\$4,592.00		\$5,035.00
Broker Fee - AJG			\$69,682.00		\$73,166.10
Total Estimated Program Cost			\$1,827,823.00		\$2,223,577.13