

# Tazewell County Board

Wednesday, February 26, 2025

Brett Grimm, Chairman of the Board

Michael Harris, Vice-Chairman of the Board



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# TAZEWELL COUNTY BOARD

James Carius Community Room  
101 S. Capitol Street  
Pekin, Illinois 61554

Wednesday, February 26, 2025 - 6:00 p.m.

Brett Grimm - Chairman of the Board  
Michael Harris - Vice Chairman of the Board

- A. Roll Call
- B. Invocation and Pledge of Allegiance
- C. Communications from members of the public and county employees
- D. Communications from elected and appointed county officials
  - 1. Highway Overview by Dan Parr, County Engineer
- E. Approve the minutes of the January 29, 2025 County Board Proceeding
- F. In-Place Land Use Committee Meeting
- G. In-Place Transportation Committee Meeting
- H. Consent Agenda:

## Land Use

- LU-25-02      1. Approve Subdivision Modification – Sean McGinnis – Washington Twp.  
**Upon approval of in-place meeting**

## Transportation

- T-25-02      2. Approve New F-550 Service Truck and F-450 Flatbed  
**Upon approval of in-place meeting**

## Property

- P-25-03      3. Approve Second Amendment to the Lease Agreement with Proctor Health Systems to Include Partial Waiting Area

## **Finance**

- F-25-08            4.    Approve Budget Transfer for Human Resources
- F-25-09            5.    Approve Bid for Budgeting and Capital Planning Software Solution
- F-25-10            6.    Approve budget transfer for Community Development
- F-25-11            7.    Approve budget transfer for Community Development

## **Human Resources**

- HR-25-02           8.    Approve Bid for Compensation and Classification Study
- HR-25-03           9.    Approve the reclassification of the position of Purchasing Manager to an Accounting Analyst
- HR-25-04           10.   Approve Carle Health Physician Name Change

## **Executive**

- E-25-20            11.   Approve IMRF Authorized Agent
- E-25-21            12.   Approve Polling Location Change
- E-25-22            13.   Approve the Engineering Design Quote for HLA Culvert Repair/Replacement/Lining
- E-25-23            14.   Approve Project List for Federal Community Project Funding

- I.    Unfinished Business
- J.    New Business
- K.    Review of approved bills
- L.    Approve the March 2025 Calendar of Meetings
- M.    Executive Session 5 ILCS 120/2(c)(11) – Pending Litigation
- N.    Executive Session – 5 ILCS 120/2(c)(2) – Collective Bargaining or Salary Schedules
- O.    Recess to March 26, 2025

Chairman Brett Grimm  
Kim D. Joesting, Dist. 1  
Nancy Proehl, Dist. 1  
Mark Goddard, Dist. 1  
Kaden Nelms, Dist. 1  
Nick Graff, Dist. 2  
Greg Menold, Dist. 2  
Greg Sinn, Dist. 2  
Eric Schmidgall, Dist. 3  
Dave Mingus, Dist. 3  
Tammy Rich-Stimson, Dist. 3



John C. Ackerman  
County Clerk

Vice Chairman, Michael Harris, Dist. 3  
Jay Hall, Dist. 1  
Deene Milam, Dist. 1  
Joe Woodrow, Dist. 1  
Jon Hopkins, Dist. 2  
Maxwell Schneider, Dist. 2  
Cathryn Stump, Dist. 2  
Eric Stahl, Dist. 2  
Russ Crawford, Dist. 3  
William (Bill) Atkins, Dist. 3  
Greg Longfellow, Dist. 3

**TAZEWELL COUNTY BOARD  
MEETING MINUTES  
WEDNESDAY JANUARY 29, 2025  
6:00 PM**

James Carius Community Room, Tazewell Law & Justice Center,  
101 S. Capitol Street, Pekin, Illinois 61554

**ROLL CALL BY COUNTY CLERK**

Attendance was taken by Roll Call and the following members of the board were present: Chairman Grimm, Vice Chairman Harris, Members Crawford, Goddard, Graff, Hall, Hopkins, Joesting, Longfellow, Menold, Milam, Nelms, Rich-Stimson, Schmidgall, Schneider, Sinn, Stahl, Stump, Woodrow – 19. Absent: Members Atkins, Mingus, Proehl – 3.

**INVOCATION AND PLEDGE OF ALLEGIANCE**

Chairman Grimm led the invocation followed by the Pledge of Allegiance.

**COMMUNICATION FROM MEMBERS OF THE PUBLIC AND/OR COUNTY EMPLOYEES**

Elton Rocke, a concerned citizen, spoke on his concern for the proposed CO2 pipeline.

Presentation: City of Washington Bicentennial Committee

Mayor Gary Manier and members of the Bicentennial Committee addressed the County Board regarding the City of Washington's Bicentennial Celebration.

**COMMUNICATIONS FROM ELECTED & APPOINTED COUNTY OFFICIALS**

Tazewell County Clerk/Recorder John C. Ackerman spoke to the board about the recent awards his office received.

# **TAZEWELL COUNTY BOARD MINUTES JANUARY 29, 2025**

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## **APPROVE THE MINUTES OF NOVEMBER 20, 2024, AND DECEMBER 2, 2024, COUNTY BOARD PROCEEDING**

Member Schneider moved to approve the minutes of the Board Meeting held on November 20, 2024, and December 2, 2024, as printed; seconded by Member Stahl. Motion to approve the minutes as printed were approved by voice vote of 18 Yeas; 0 Nays.

## **IN-PLACE EXECUTIVE COMMITTEE MEETING**

Meeting started at 6:17 PM and ended at 6:20 PM.

## **CONSENT AGENDA**

**Transportation: Approve (2) Tandem Axle Dump Body, Resolution T-25-01.**

**Land Use: Approve Case No. 25-01-Z-Tazewell County, on behalf of the Estate of Ernest E. Wells – Rezoning -Groveland Township, Resolution LU-25-01.**

**Finance: Approve amendment to the Devnet Contract for the Computer Assisted Mass Appraisal (CAMA) System for the Assessments office, Resolution F-25-01.**

**Finance: Approve FY24 Budget Transfers for Elected Official Stipends, Resolution F-25-03.**

**Finance: Approve FY24 Budget Transfers for the County Clerk, Resolution F-25-04.**

**Finance: Approve Board recognition of an increase in County Clerk budget for grant purposes, Resolution F-25-5.**

**Finance: Approve FY24 Budget Transfers – General Fund, Resolution F-25-06.**

**Finance: Approve FY24 Budget Transfers – Special Revenues Fund, Resolution F-25-07.**

**Executive: Approve acceptance of resignation of District 3 County Board Member, Resolution E-25-14.**

**Executive: Approve administrative updates to the County 457(B) Deferred Compensation Plans, Resolution E-25-15.**

**Executive: Approve agreement with Greater Peoria Economic Development Council, Resolution E-25-16.**

## TAZEWELL COUNTY BOARD MINUTES JANUARY 29, 2025

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**Executive: Approve 1<sup>st</sup> quarter 2024 payment to Greater Peoria Economic Development Council, Resolution E-25-17.**

**Executive: Approve Local Match for Broadband Equity, Access, and Deployment (BEAD) Program using Energy Transition Community Grant Funds, Resolution E-25-18.**

**Executive: Approve joining a Class Action Settlement against Visa and Mastercard, Resolution E-25-19. Upon approval of in-place meeting.**

Member Hopkins moved to approve the Consent Agenda items as outlined in the agenda packet; seconded by Member Crawford. The Consent Agenda was approved by voice vote of 18 Yeas; 0 Nays.

The following items were removed from the Consent Agenda for further discussion.

**Item 1 Transportation:** In response to Member Sinn's question regarding the number of trucks being purchased, Member Menold stated the highway department was behind in replacing such vehicles and they had budgeted this year to replace three trucks.

Member Sinn motioned to approve the purchase of two tandem axle dump trucks; seconded by Member Harris. Motion passed by voice vote of 18 Yeas; 0 Nays. Resolution T-25-01 was passed by the County Board.

**Item 14 Executive:** In response to Member Hopkins question County Administrator Mike Deluhery stated the money received would go to the county.

Member Schneider motioned to join a class action settlement against Visa and Mastercard; seconded by Member Hall. Motion passed by voice vote of 18 Yeas; 0 Nays. Resolution E-25-19 was passed by the County Board.

### **APPOINTMENTS/REAPPOINTMENTS**

Member Schneider moved to Appoint Deene Milam to the Central Illinois Agency on Aging Board; seconded by Member Menold. Resolution E-25-01 was approved by voice vote of 17 Yeas; 0 Nays; 1 Abstention – Milam.

Member Schneider moved to Appoint Alisha Dault to the Human Services Transportation Planning Commission; seconded by Member Menold. Resolution E-25-02 was approved by voice vote of 18 Yeas; 0 Nays.

Member Schneider moved to Appoint Cathryn Stump to the Persons with Developmental Disabilities Board; seconded by Member Menold. Resolution E-25-03 was approved by voice vote of 17 Yeas; 0 Nays; 1 Abstention – Stump.

## TAZEWELL COUNTY BOARD MINUTES JANUARY 29, 2025

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Member Schneider moved to Appoint Greg Menold to the Tazewell Woodford Youth Service Board; seconded by Member Menold. Resolution E-25-04 was approved by voice vote of 17 Yeas; 0 Nays; 1 Abstention – Menold.

Member Schneider moved to Appoint Kim Joesting to the Veteran's Assistance Commission; seconded by Member Menold. Resolution E-25-05 was approved by voice vote of 17 Yeas; 0 Nays; 1 Abstention – Joesting.

Member Schneider moved to Reappoint Nick Graff to We-Care; seconded by Member Menold. Resolution E-25-06 was approved by voice vote of 17 Yeas; 0 Nays; 1 Abstention – Graff.

Member Schneider moved to Appoint Russ Crawford to the Tri-County River Valley Development Authority; seconded by Member Menold. Resolution E-25-07 was approved by voice vote of 17 Yeas; 0 Nays; 1 Abstention – Crawford.

Member Schneider moved to Appoint Kaden Nelms to the Tazewell Community Services Board; seconded by Member Menold. Resolution E-25-08 was approved by voice vote of 17 Yeas; 0 Nays; 1 Abstention – Nelms.

Member Schneider moved to Appoint Cathryn Stump to the Tazewell Community Services Board; seconded by Member Menold. Resolution E-25-09 was approved by voice vote of 17 Yeas; 0 Nays; 1 Abstention – Stump.

Member Schneider moved to Appoint Tammy Rich-Stimson to the Tazewell Community Services Board; seconded by Member Menold. Resolution E-25-10 was approved by voice vote of 17 Yeas; 0 Nays; 1 Abstention – Rich-Stimson.

Member Schneider moved to Reappoint Greg Sinn to the Tazewell County Extension Board; seconded by Member Menold. Resolution E-25-11 was approved by voice vote of 17 Yeas; 0 Nays; 1 Abstention – Sinn.

Member Schneider moved to Appoint Joe Woodrow to the Tazewell County Extension Board; seconded by Member Menold. Resolution E-25-12 was approved by voice vote of 17 Yeas; 0 Nays; 1 Abstention – Woodrow.

Member Schneider moved to Reappoint Terry Ziegenbein to the Sheriff's Merit Commission; seconded by Member Menold. Resolution E-25-13 was approved by voice vote of 18 Yeas; 0 Nays.

### **UNFINISHED BUSINESS**

Chairman Grimm and County Administrator Deluhery spoke about the potential federal grant money freeze and how that could affect the county.

# TAZEWELL COUNTY BOARD MINUTES JANUARY 29, 2025

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## **NEW BUSINESS**

It was determined the board had no new business at this time.

## **REVIEW OF APPROVED BILLS**

Board members have been sent the approved bills.

## **APPROVE FEBRUARY 2025 CALENDAR**

Member Schneider moved to approve the February 2025 calendar; seconded by Member Schmidgall. Motion to approve the February 2025 calendar was approved by voice vote of 18 Yeas; 0 Nays.

## **ADJOURNMENT**

There being no further business before the Board, Chairman Grimm announced the meeting adjourned. The Tazewell County Board Meeting adjourned at 6:29 PM. The next scheduled County Board meeting will be February 26, 2025.



**COMMITTEE REPORT**  
**LU-25-02**

Mr. Chairman and Members of the Tazewell County Board:

Your Land Use Committee has considered the following **RESOLUTION** and recommends it be **approved** by the Board:

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**R E S O L U T I O N**

**WHEREAS**, Sean and Shawna McGinnis are the owners of P.I.N. 02-02-23-404-035 an approximately 6.6 acre tract located in part of the Southeast Quarter of the Southeast Quarter of Section 23, Township 26 North, Range 3 West of the 3<sup>rd</sup> Principal Meridian, Washington Township, Tazewell County, Illinois; and

**WHEREAS**, Sean and Shawna McGinnis purchased P.I.N. 02-02-23-404-035 on December 6, 2021 which contained an existing out building, which is currently used for recreational purposes and storage of equipment to maintain the property; and

**WHEREAS**, Sean and Shawna McGinnis have sought to increase the size of the existing outbuilding by 640 square feet (ZBA Case No. 25-06-V) which was approved on February 4, 2025; and

**WHEREAS**, P.I.N. 02-02-23-404-035 does not have frontage on a public road (Main Street) but is accessed via 30' strip along the North side of Sublot A of Lot 51 (P.I.N. 02-02-23-404-036); and

**WHEREAS**, Sean and Shawna McGinnis does not own Sublot A of Lot 51, but does own an undivided one-half interest in the 30' strip along the North side of Sublot A of Lot 51 (P.I.N. 02-02-23-404-036); and

**WHEREAS**, the Land Use Committee of the Tazewell County Board has made the following findings of fact:

1. The grant of the waiver to allow access via an undivided one-half interest will not have a negative effect the purpose of the Comprehensive Plan.
2. There is not a need for a public road at this location to access an existing outbuilding.
3. The granting of the waiver to allow access via an undivided one-half interest is the minimum adjustment necessary that will allow for the reasonable use of the land as there are no other alternatives for the McGinnis' to obtain access.

**NOW THEREFORE BE IT RESOLVED**, that the Tazewell County Board grants the prayer of the petitioner for continued access to the 6.6 acres via an undivided one-half interest in the 30' strip along the North side of Sublot A of Lot 51 (P.I.N. 02-02-23-404-036) with the following conditions:

1. There shall be no further division of 6.6 acres unless all requirements of the Tazewell County Zoning and Subdivision Code are met.

Adopted this 26<sup>th</sup> day of February, 2025.

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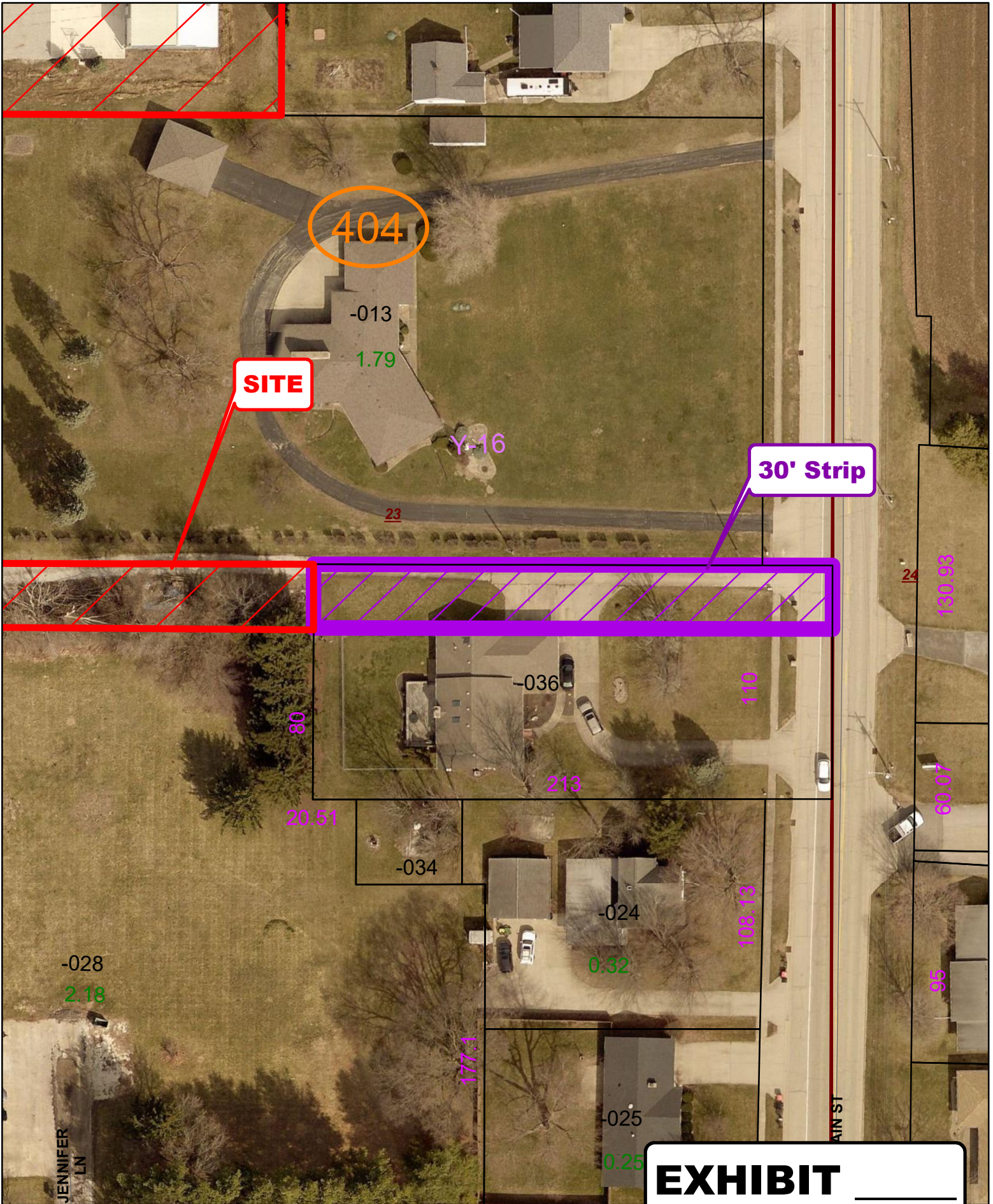
Chairman, Tazewell County Board

ATTEST:

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Tazewell County Clerk



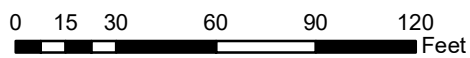


**SITE**

404

30' Strip

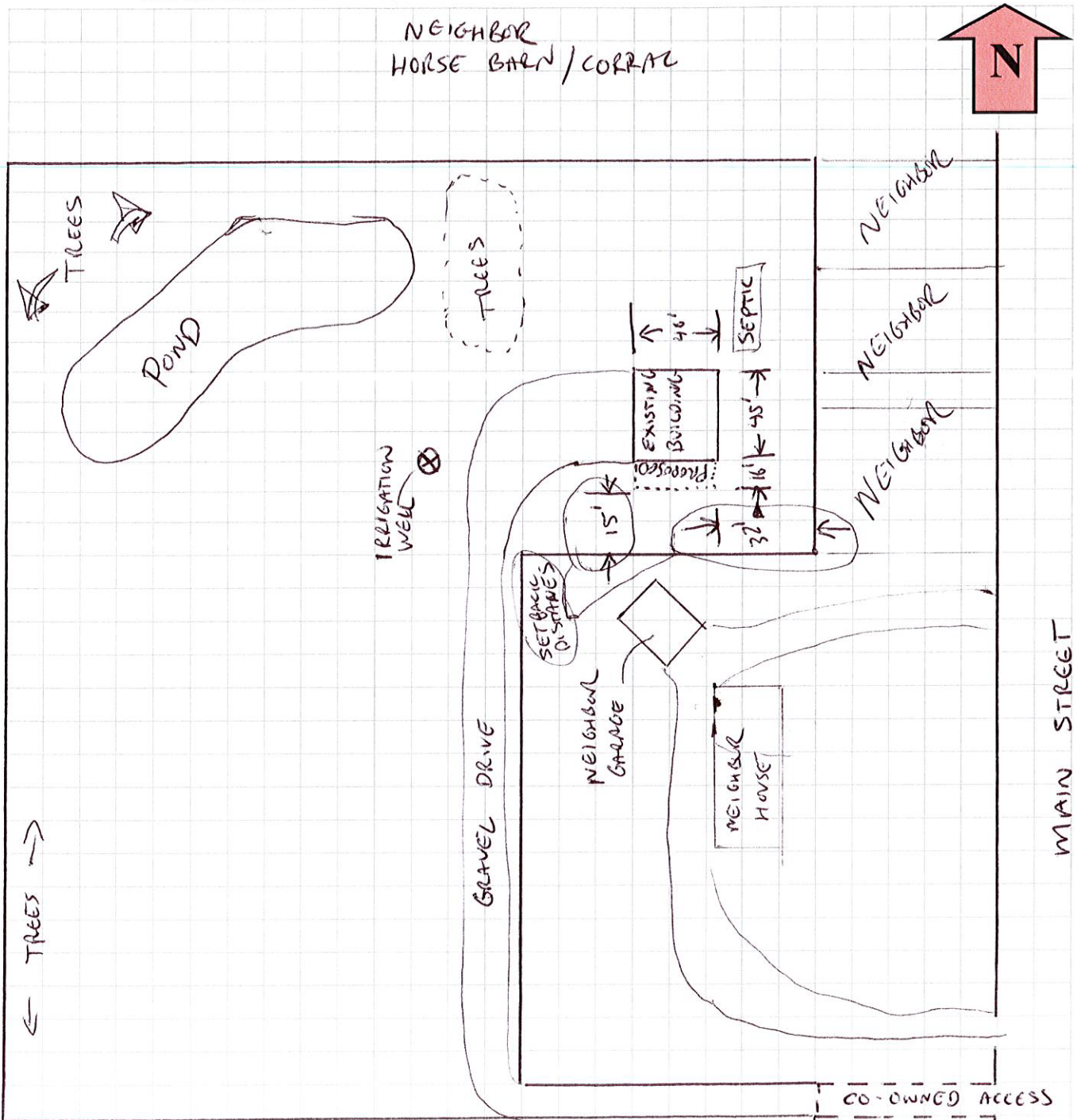
**EXHIBIT** \_\_\_\_\_



12

BUILDINGS, BUILDING SIZE, DISTANCE FROM OVERHANG OF BUILDINGS TO FRONT, REAR AND SIDE LOT LINES, LOCATION OF PARKING SPACES, LANDSCAPING, AND OTHER PERTINENT DETAILS "REFER TO CHECKLIST"  
**NORTH SHOULD BE AT THE TOP OF THE PAGE WHEN YOU BEGIN YOUR DRAWING!**

AG FIELD



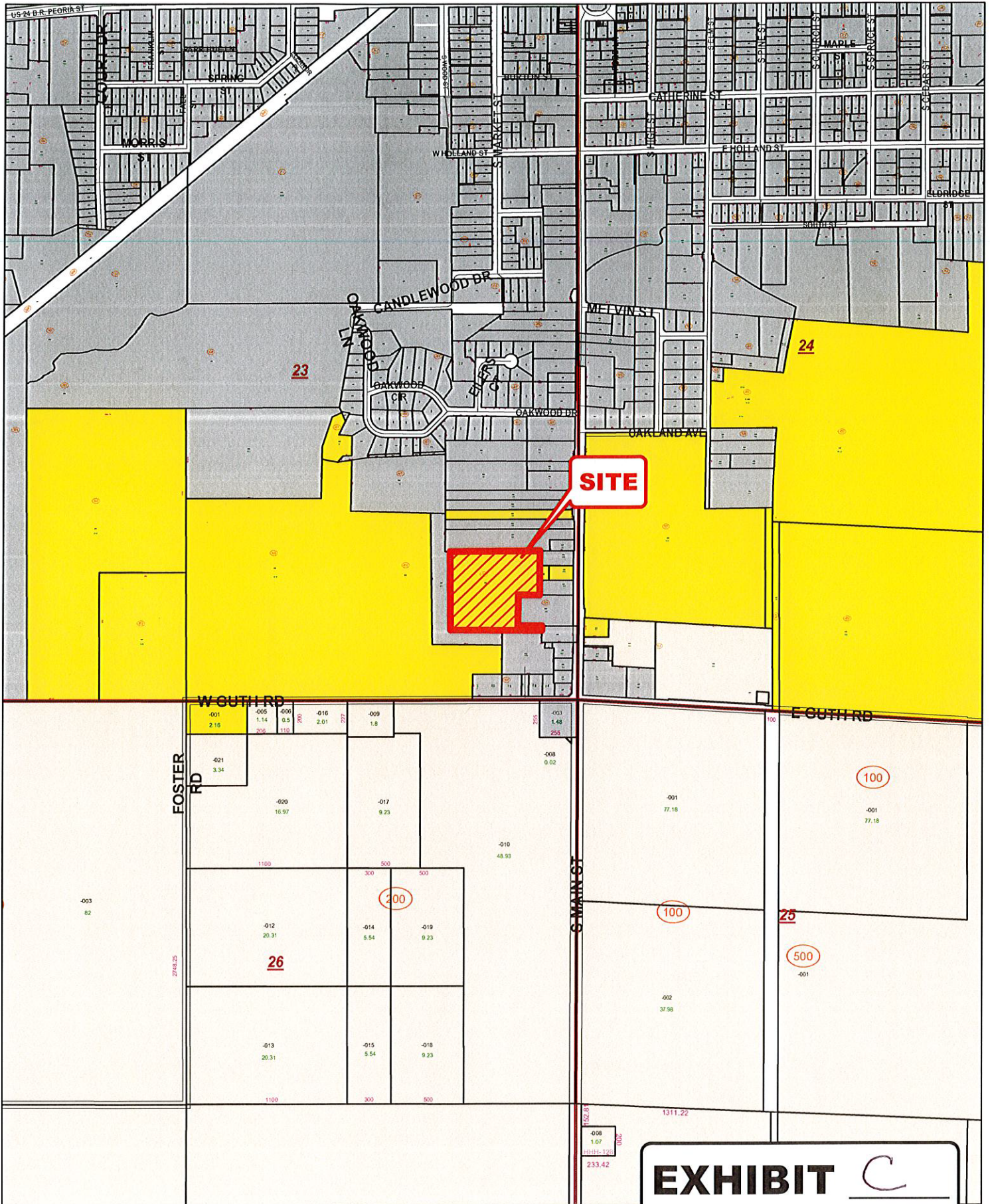
AG FIELD

APARTMENT COMPLEX

NEIGHBOR HOUSE  
1102 SOUTH MAIN

**SITE PLAN**

**EXHIBIT A**



**SITE**

**EXHIBIT C**

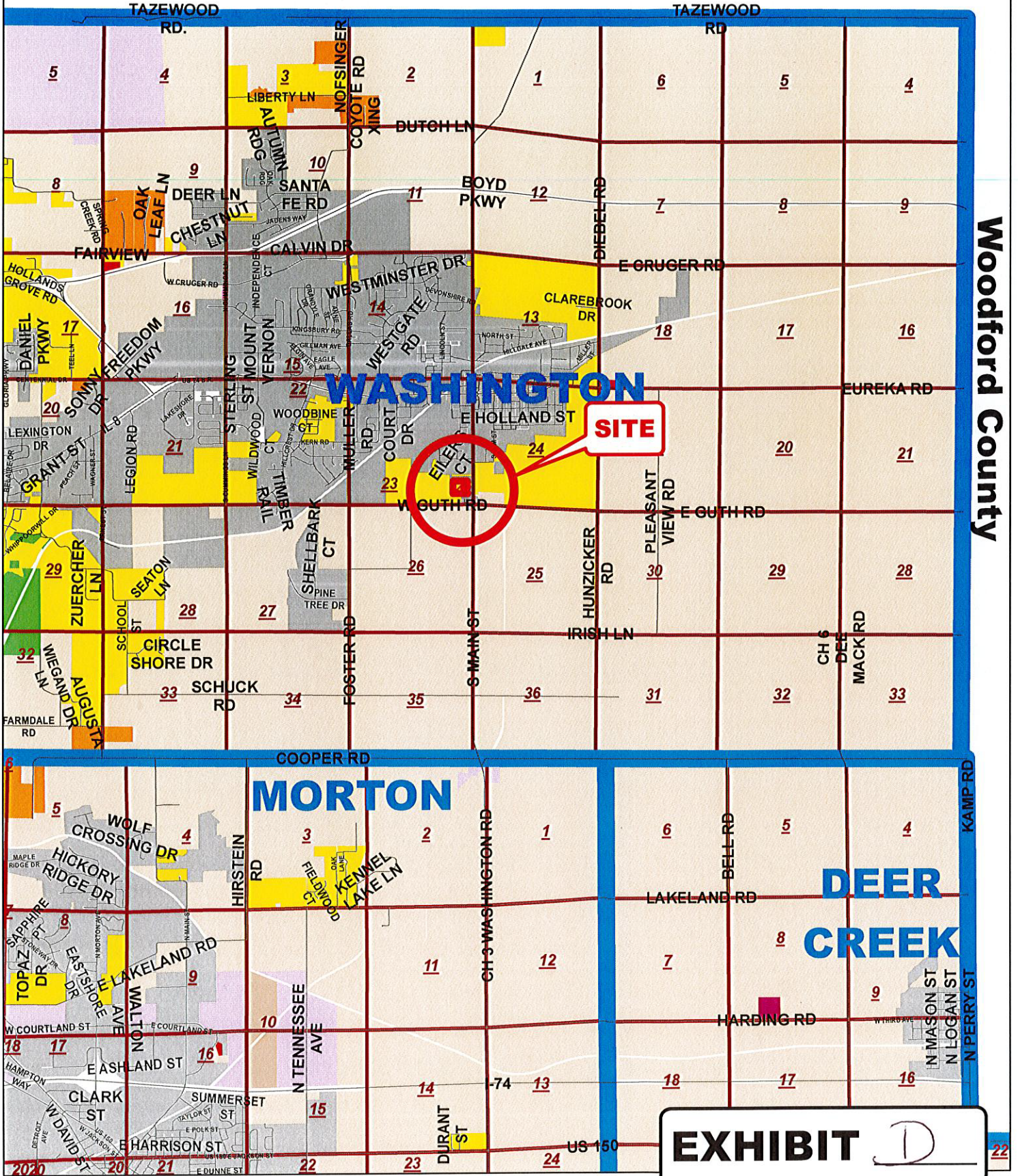


0 237.5 475 950 1,425 1,900 Feet

**Zoning District**

A-1	C-1	CITY	I-1	R-1	R-R
AG Area	A-2	C-2	CONS	I-2	R-2

# Woodford County



Woodford County

**EXHIBIT D**



0 1,503,100 6,200 9,300 12,400 Feet

Zoning District	
A-1	C-1
CITY	I-1
R-1	R-R
AG Area	A-2
C-2	CONS
I-2	R-2

**COMMITTEE REPORT**

Mr. Chairman and Members of Tazewell County Board:

Your Transportation Committee has considered the following RESOLUTION and recommends that it be adopted by the Board.

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**RESOLUTION**

**WHEREAS**, the Transportation Committee received bids for one new Four-Wheel Drive Flat Bed Truck, and one new Four-Wheel Drive Service Truck through the State of Illinois CMS comprehensive bidding process; and

**WHEREAS**, the low bid results are as follows:

<b>TCHD EQUIPMENT UNIT NO.</b>	<b>LOWEST BIDDER</b>	<b>YEAR / MODEL</b>	<b>AMOUNT</b>
UNIT #7	Morrow Brothers Ford, Inc	2024 F-450, 4x4, SD, Crew Cab	\$72,792.00
UNIT #10	Morrow Brothers Ford, Inc	2024 F-550, 4x4, SD, Regular Cab	\$128,794.00

**WHEREAS**, subject to the approval of the County Board and review by the County Engineer, accepted the low bids as listed herein for one new Four-Wheel Drive Flat Bed Truck, and one new Four-Wheel Drive Service Truck, with equipment as specified, to be paid from County Highway Tax Funds, Highway Equipment, Account Number 211-400-5559.

**THEREFORE BE IT RESOLVED** that the County Board award the contract as recommended by the Transportation Committee.

**BE IT FURTHER RESOLVED** that the County Clerk notify the County Board Chairman, Chairman of the Transportation Committee and the County Engineer of Highways of this action.

ADOPTED this 26th day of February, 2025

ATTEST:

\_\_\_\_\_  
 County Clerk

\_\_\_\_\_  
 County Board Chairman



**COMMITTEE REPORT**

P-25-03

Mr. Chairman and Members of the Tazewell County Board:

Your Property Committees have considered the following RESOLUTION and recommends that it be adopted by the Board:

-----  
**RESOLUTION**

WHEREAS, the First Amendment to the Medical Office Space Lease with Proctor Health Systems for the Broadway building was approved by the board on January 31, 2024 with a commencement date of January 1, 2025; and

WHEREAS, Proctor Health Systems has requested a second amendment to the contract to include a partial waiting area; and

WHEREAS, Proctor Health Systems is requesting an additional 221 square feet of the current shared wait area, as shown on the attached map; and

WHEREAS, the lease term would remain five (5) years as of the revised commencement date with the tenant having the option for three (3) extensions of five (5) year terms; and

WHEREAS, the revised monthly rent amount will be \$3,713.08 for the initial term, \$4,040.71 for the first renewal option, \$4,368.33 for the second renewal option, and \$4,695.96 for the third renewal option.

THEREFORE BE IT RESOLVED that the County Board authorizes the Chairman to execute an Agreement substantially similar to the attached Contract.

BE IT FURTHER RESOLVED that the County Clerk notifies the County Board Office, the Finance Office, the Treasurer, and the Auditor of this action.

PASSED THIS 26<sup>th</sup> DAY OF FEBRUARY, 2025.

ATTEST:

\_\_\_\_\_  
Tazewell County Clerk

\_\_\_\_\_  
Tazewell County Board Chairman

February 12, 2025

Mr. Mike Deluhery  
County Administrator  
Tazewell County  
11 South 4th Street Suite 432  
Pekin, IL 61554

Dear Mike:

Thank you for your time and for the coordination of the members of your team to discuss our request for additional space within the 1800 Broadway Building. Your continued partnership and your cooperation as a landlord mean a great deal us.

Attached please find two floor plans to assist the Tazewell County Board and the Tazewell County Health Department in the consideration of this request for additional space, which is limited to the approximate 221 square feet of the current shared wait area. Floor plans include:

- Floor plan with label “Area in ‘White’ is the Current Contracted Lease Space”:
  - Includes a purple shaded portion of the current shared Waiting Area.
    - Carle requests this space be allowed to be walled off and used as an additional exclusive use space for the Express Care Clinic to be opened in the building.
    - The wall will be a glass wall, it will have stenciled signage to avoid any confusion for patients and guests seeking services from either Carle Health or Tazewell County Health.
  
- Floor plan with label “Requested Amended Space and Floor Plan”:
  - Highlighted with a yellow border, this revised plan shows a door entry to the Carle Express Care space to be built in place the current reception window.
    - This will allow access to an open Wait Area within the Express Care Clinic offering sections for both a Sick Waiting Area and a Well Waiting Area.
    - It also allows for direct and unquestioned access to the reception desk within Carle Express Care Clinic.
    - With this addition of 221 square feet of exclusive use square feet, the total rentable square feet will go from approximately 2,400 square feet to approximately 2,621 square feet.

In addition, and at the invitation of either the Tazewell County Board or the Tazewell County Health Department, Carle Health stands ready to attend any committee meeting and any full board meeting to answer the questions and concerns regarding this request. Furthermore, Carle Health is

prepared to draft the needed 2<sup>nd</sup> Amendment to the lease upon approval of this request with the commencement date to coincide with the agreed date of the start of construction. Finally, below please find the current rent schedule and a revised rent schedule. Carle Health will begin paying the amount listed in the revised rent schedule upon commencement of construction. It is noted that the revised rent will result in an additional \$313.08 per month or \$3,757.00 per year in the initial term of the lease

### Current Rent Schedule

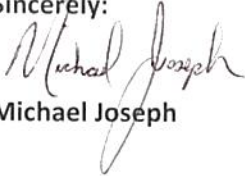
Term	Cost			
	per Sq. Ft	Total Sq Ft	Annual Rent	Monthly Rent
Initial Term	\$17.00	2,400	\$40,800.00	\$3,400.00
1st Renewal Term	\$18.50	2,400	\$44,400.00	\$3,700.00
2nd Renewal Term	\$20.00	2,400	\$48,000.00	\$4,000.00
3rd Renewal Term	\$21.50	2,400	\$51,600.00	\$4,300.00

### Revised Rent Schedule

Term	Cost			
	per Sq. Ft	Total Sq Ft	Annual Rent	Monthly Rent
Initial Term	\$17.00	2,621	\$44,557.00	\$3,713.08
1st Renewal Term	\$18.50	2,621	\$48,488.50	\$4,040.71
2nd Renewal Term	\$20.00	2,621	\$52,420.00	\$4,368.33
3rd Renewal Term	\$21.50	2,621	\$56,351.50	\$4,695.96

Once again, we thank you for your time and for the time of each of those present at the meeting on Monday, February 10<sup>th</sup>. Carle Health is excited to be a part of the services provided along with the Tazewell County Health Department at 1800 Broadway in Pekin. Please feel free to contact me if you have any questions or concerns or if you would seek additional information in preparation of the upcoming committee and board meetings to decide this request.

Sincerely:



Michael Joseph

2/3/2025 10:45:35 AM

1 2 3 4 5



**1** FIRST FLOOR  
SCALE: 1/8" = 1'-0"

Area in 'White' is the Current Contracted Lease Space



PEKIN on BROADWAY  
CARLE HEALTH  
Project Status

SEAL

DATE	STATUS
DATE	REVISION

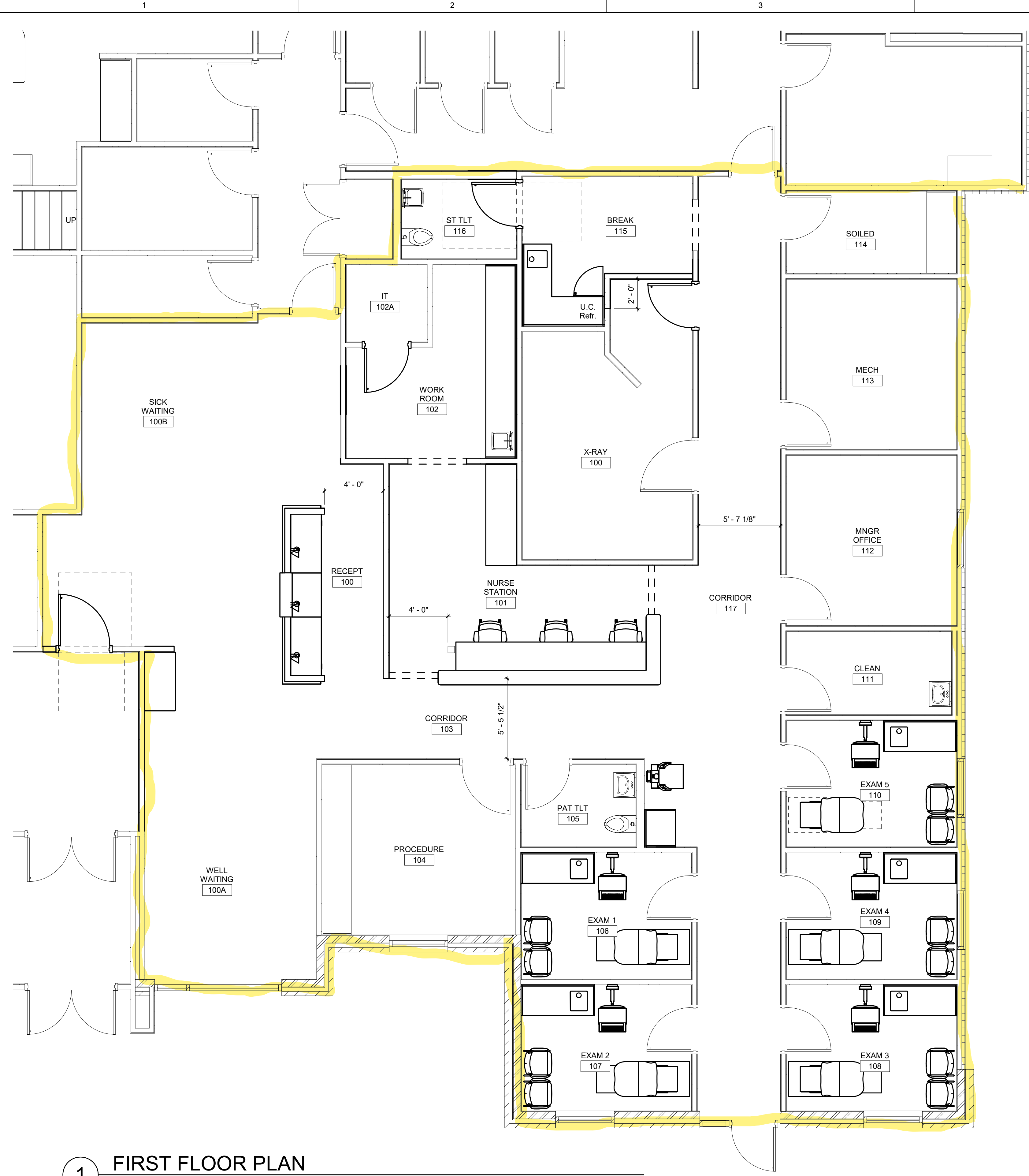
PROJECT # 4190  
FILE: Author  
DRAWN BY: Author  
CHECKED BY: Checker  
SCALE: 1/8" = 1'-0"

EXISTING FLOOR PLAN

1

1 2 3 4 5

2/3/2025 10:45:35 AM



**1 FIRST FLOOR PLAN**  
SCALE: 1/4" = 1'-0"

Requested Amended Space and Floor Plan

**GENERAL NOTES**

1. THE LOCATION OF DIMENSION TICK MARKS ARE AS FOLLOWS:  
GYPSUM BOARD PARTITION/FURRING: FACE OF STUD/FURRING.  
EXISTING WALL: FACE OF EXISTING FINISH SURFACE  
DIMENSIONS NOTED AS "CLEAR" OR "CLR.": DIMENSIONS ARE TO FACE OF FINISH SURFACES.  
DIMENSIONS NOTED AS "FINISH" OR "FIN.": DIMENSIONS ARE TO FACE OF FINISH SURFACES.  
ITEMS NOTED AS "ALIGN": FINISH SURFACES SHALL BE IN THE SAME PLANE.
2. ALL NEW DOOR FRAMES ARE TO BE SET 2" FROM CORNER OF STUD WALL UNLESS NOTED OTHERWISE.
3. ALL NEW PARTITIONS ARE TO BE TYPE 0S32 UNLESS NOTED OTHERWISE. REFER TO PARTITION SCHEDULE ON SHEET A5.1.
4. ALL NEW PARTITIONS SHALL EXTEND TO UNDERSIDE OF STRUCTURE (DECK OR BEAM) UNLESS NOTED OTHERWISE. AT NON-FIRE RATED PARTITIONS INFILL VOIDS OF METAL DECK AT CONCEALED LOCATIONS WITH BATT INSULATION; AT FIRE-RATED PARTITIONS USE FIRE-RESISTIVE JOINT SYSTEMS.

**CONSTRUCTION LEGEND:**

- EXISTING ITEM TO REMAIN
- - - ITEM TO BE DEMOLISHED
- NEW CONSTRUCTION
- ..... TEMPORARY CONTAINMENT BARRIER. NO VISQUEEN BARRIER ALLOWED IN CORRIDOR OR STERILE CORE. PROVIDE EDGE GUARD.

**FLOOR PLAN KEYNOTE LEGEND**



PEKIN on BROADWAY  
CARLE HEALTH  
Project Status

SEAL
------

DATE	STATUS

DATE	REVISION

PROJECT # 4190  
FILE: Author  
DRAWN BY: Author  
CHECKED BY: Checker  
SCALE: As indicated

**FLOOR PLAN**

A100

## SECOND AMENDMENT TO MEDICAL OFFICE LEASE

This Second Amendment to the Medical Office Lease (the “**Amendment**”) is by and between **County of Tazewell, State of Illinois** (“**Landlord**”) and **Proctor Health Systems**, an Illinois not-for-profit corporation (“**Tenant**”), and is effective as of the date of the last signature below (the “**Effective Date**”).

### Recitals

WHEREAS, Landlord and Tenant entered into a Medical Office Lease (together with its amendment(s), the “**Lease**”) for space in the building known as 1800 Broadway St. Pekin, Illinois which was effective on January 1, 2024;

WHEREAS, due to temporary capital financing restrictions, on February 2, 2024 Landlord and Tenant amended the lease to commence on January 1, 2025; and

WHEREAS, Landlord and Tenant wish to further amend the Lease by increasing the useable square foot of leased space from approximately 2,400 square feet to approximately 2,621 square feet and both parties are willing to so amend the Lease.

### Agreement

NOW, THEREFORE, in consideration of the mutual covenants and agreements of the parties, and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, it is hereby agreed as follows:

1. This Amendment and the Lease shall for all purposes be deemed to be one instrument. In the event of any conflict between the terms and provisions of this Amendment and the terms and provisions of the Lease, this Amendment shall control. Except as expressly defined herein, all words and phrases defined in the Lease shall have the same meaning in this Amendment as was ascribed to the words and phrases in the Lease.
2. Section 1(f) of the Lease regarding the Rent Per Usable Square Foot shall be amended to read as follows:

(f) Rent Per Usable Square Foot: Gross lease rent payment (including payment for taxes, insurance and utilities) at the annual rate of \$17.00 per square foot for the Initial Term; \$18.50 for the first Renewal Term; \$20.00 for the second Renewal Term and \$21.50 for the third Renewal Term. Gross Lease Rent for the Initial Term is calculated at the annual rate of \$17.00/square foot for approximately Two Thousand Six Hundred Twenty-One (2,621) square feet in the Leased Premises and shall be payable monthly in the amount of Three Thousand Seven Hundred Thirteen Dollars Eight Cents (\$3,713.08). Monthly rent for the first Renewal Term shall be Four Thousand Forty Dollars Seventy-One Cents (\$4,040.71); Monthly rent for the second Renewal Term shall be Four Thousand Three Hundred Sixty-Eight Dollars Thirty-Three Cents (\$4,368.33); and Month rent for the third Renewal Term shall be Four Thousand Six Hundred Ninety-Five Dollars Ninety-Six Cents (\$4,695.96).

3. Except as modified by this Second Amendment, the Lease shall remain unmodified and in full force and effect.

IN WITNESS HEREOF, the undersigned have executed this Amendment as of the date of the last signature below.

**LANDLORD:**  
**County of Tazewell**

**TENANT:**  
**Proctor Health Systems**

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

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

Title: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

DRAFT

Mr. Chairman and Members of the Tazewell County Board:

Your Finance Committee has considered the following RESOLUTION and recommends that it be adopted by the Board:

-----  
**RESOLUTION**

WHEREAS, the County's Finance Committee recommends to the County Board to authorize the following transfer:

- Transfer funds from:
  - \$2,495 100-600-5400 - Conference Registration (County Board)
  - \$5,677 100-600-5410 - Travel (County Board)
  - \$2,900 100-610-5179 - Awards & Incentives (County Administration)
  - \$9,350 100-610-5180 - Program Supplies (County Administration)
  - \$4,253 100-610-5400 - Conference Registration (County Administration)
  
- Transfer funds to:
  - \$24,675 100-612-5167 - Awards & Recognition (HR)

WHEREAS, the transfer of funds is needed for the cost of the years of service awards.

THEREFORE BE IT RESOLVED that the County Board approve the transfers of funds.

BE IT FURTHER RESOLVED that the County Clerk notifies the County Board Office, the Treasurer, Human Resources Director, Finance Director, and the Auditor of this action.

PASSED THIS 26<sup>th</sup> DAY OF FEBRUARY, 2025.

ATTEST:

\_\_\_\_\_  
Tazewell County Clerk

\_\_\_\_\_  
Tazewell County Board Chairman



**COMMITTEE REPORT**

Mr. Chairman and Members of the Tazewell County Board:

Your Finance Committee has considered the following RESOLUTION and recommends that it be adopted by the Board:

-----  
**RESOLUTION**

WHEREAS, the County's Finance Committee recommends to the County Board to approve the bid for a county-wide Budget and Capital Planning Software Solution; and

WHEREAS, the following bids for Project #2025-F-01 were submitted for review: Turnpike Analyst, LLC, Euna Solutions, Inc., IGM Technology Corp., and PMWEB. Euna Solutions was deemed the best bid option with a one-time, base bid/software implementation cost of \$49,923 with a year 1 annual fee/license fee of \$48,242, year 2 annual fee/license fee of \$49,689, and year 3 annual fee/license fee of \$51,181; and

WHEREAS, the project was funded in the FY25 budget at \$50,000 for software and implementation costs in the Capital Improvement Plan - General Fund IT capital budget and \$50,000 for the annual license fee in the General Fund IT operating budget; and

WHEREAS, the cost of the Euna Solutions software solution includes:

- all costs to implement the cloud-based software including integration with the County's current accounting system, Abila MIP Fund Accounting, all of which will be overseen by a dedicated Project Manager and team,
- unlimited training and on-going support for all users of this user-friendly, intuitive interface,
- Personnel, Operating, and Capital budget modules which allow for detailed account level budgeting with multiple budget versions/scenarios, and
- Euna Budget Book Studio to create a user-friendly, interactive budget document including narratives, charts, and graphics resulting in a comprehensive, transparent budget book; and

WHEREAS, the Euna Solutions software will allow the County to eliminate the use of Excel spreadsheets which require double entry of budget data, assign and communicate work flow to the appropriate individual via assigned account-level security, create custom reports including on-line and PDF versions of our budget document, and easily view budget vs. actual financial results within the software via each department's custom dashboard. Users will be able create, submit, and approve budgets within the software; the system allows for attaching supporting documents and entering notes at the account level keeping all budget data within the system. Euna Solutions will save every County department time, eliminate errors, streamline the budget process, and always provide up-to-date information; and

WHEREAS, the County Administrator recommends approving the bid and is authorized to move forward with the project as submitted.

THEREFORE BE IT RESOLVED that the County Board approve this recommendation.

BE IT FURTHER RESOLVED that the County Clerk notifies the County Board Office, Finance, and the Auditor of this action.

PASSED THIS 26<sup>th</sup> DAY OF FEBRUARY 2025

ATTEST:

\_\_\_\_\_  
County Clerk

\_\_\_\_\_  
County Board Chairman

# Tazewell County

Project # 2025-F-01  
 Budget and Capital Planning  
 Software Solution

01.28.2025 @ 2:00 p.m.

Bidder:	TurnPikeAnalyst LLC	Euna Solutions, Inc	IGM Technology Corp.	PMWEB
Date/Time Received:	01.27.2025 @ 11:38 a.m	01.28.2025 @ 8:52 a.m.	01.28.2025 @ 9:22 a.m.	01.28.2025 @ 9:22 a.m.
<b>Base Bid/Software Implementation Fee:</b> Total cost to complete the project scope as specified - one time only cost	None stated	\$49,923	\$34,000	\$50,000
<b>Annual Fee/License Fee:</b> <b>Year 1</b> <b>Year 2</b> <b>Year 3</b>	Year 1: \$22,000 Year 2: \$25,000 Year 3: \$27,000	Year 1: \$48,242 Year 2: \$49,689 Year 3: \$51,181	Year 1: \$46,500 Year 2: \$48,825 Year 3: \$51,266	Year 1: \$48,500 Year 2: \$48,500 Year 3: \$48,500
<b>Products and services included in proposal:</b>	OpenGov Budgeting & Planning Software, Training, 4 weeks-Post-Go-Live Support	Euna Budget Professional (Questica) Operating License Seats - Unlimited Capital License Seats - Unlimited OpenBook Transparency & Budget Book Studio	Gravity Budgeting Planning (Operational, Personnel and Capital Planning, Budget Book Automation, 6 Dashboards, Direct Connection with ERP)	Please see the PMWeb Saas Estimate for details
<b>Term of agreement:</b> Timeframe covered under proposal	3 Years	Annual subscription is based on a 3-year term		3 Years
<b>Optional Cost/Considerations:</b> Costs for alternative projects/adjustments to the scope:	Advanced Analytics Module: \$5,000	No other options	Gravity Open Data Transparency: Optional add on \$3,000 Annual Fee, \$4,000 Implementation	increases outside of the initial term agreement are either 5% or based on the Consumer Price Index (CPI) plus 2% whichever is greater
<b>Cost for work outside the scope, if applicable (i.e. cost/hour):</b>	\$150/hour	\$225/hr	N/A	Mixed rate \$250 an hour
<b>List any products and/or services specifically NOT included in the proposal:</b>	Hardware procurement, IT Infrastructure, Upgrades	Euna Solutions has multiple solutions outside of budgeting which includes: - Procurement - Payments - Grants		
<b>Other:</b>		N/A		
<b>Start date:</b>	February 5, 2025	March 1, 2025	March 1, 2025	To be determined after award of contract
<b>Time to Complete:</b>	10 Weeks	Estimated 4-6 months which is based on customer's available resources. Can be implemented as fast as the customer requires - schedule will be determined with Tazewell County	100 days	To be determined after award of contract

**COMMITTEE REPORT**

Mr. Chairman and Members of the Tazewell County Board:

Your Finance Committee has considered the following RESOLUTION and recommends that it be adopted by the Board:

-----

**RESOLUTION**

WHEREAS, the County's Finance Committee recommends to the County Board to authorize the following budget transfer for Community Development:

- Transfer \$1250.00 from Seed Line Item (100-615-5166) to Chemicals Line Item (100-615-5164)

WHEREAS, the transfer of funds is needed to cover the increased cost of pre-paid chemicals for operations of the County Farm.

THEREFORE BE IT RESOLVED that the County Board approve the transfer of funds.

BE IT FURTHER RESOLVED THAT THE County Clerk notified the County Board Office, Community Development, the Treasurer and the Auditor of this action.

PASSED THIS 26<sup>TH</sup> DAY OF FEBRUARY 2025

ATTEST:

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

\_\_\_\_\_  
TAZEWELL COUNTY BOARD CHAIRMAN



**COUNTY OF TAZEWELL  
COMMUNITY DEVELOPMENT DEPARTMENT**

**Jaclynn Workman, Administrator**

**11 South 4<sup>th</sup> Street, Room 400, Pekin, Illinois 61554**

**Phone: (309) 477-2235 / Email: [zoning@tazewell-il.gov](mailto:zoning@tazewell-il.gov)**

**TO: Chairman Harris and Finance Committee**  
**FROM: Jaclynn Workman, Administrator**  
**DATE: February 12<sup>th</sup>, 2025**  
**SUBJECT: Transfer**

A transfer will be needed to cover the increased cost of our pre-paid chemicals for the County Farm. If the cost is less than what is requested for pre-pay, we will be issued a refund later in the year. Seed has come in a little under budget in the last couple of years, allowing minor adjustments as needed to cover costs such as this. It is not anticipated that seed costs will significantly increase this year and therefore the transfer will not negatively impact this line.

Please feel free to contact me at your convenience if you have further questions.

**JW**

**11 South Fourth Street ~ McKenzie Building ~ Suite 400 ~ Pekin, Illinois 61554**  
**Phone: (309) 477-2235 ~ Fax: (309) 477-2358 ~ E-Mail: [jworkman@tazewell-il.gov](mailto:jworkman@tazewell-il.gov)**

**COMMITTEE REPORT**

Mr. Chairman and Members of the Tazewell County Board:

Your Finance Committee has considered the following RESOLUTION and recommends that it be adopted by the Board:

-----

**RESOLUTION**

WHEREAS, the County’s Finance Committee recommends to the County board to authorize the following budget transfer for Community Development:

- Transfer \$1720.00 from Training and Education - Travel (100-300-5410) to Training and Education - Registration (100-300-5400)

WHEREAS, the transfer of funds is requested to cover the cost of online training and certification for staff, no travel required.

THEREFORE BE IT RESOLVED that the County Board approve the transfer of funds.

BE IT FURTHER RESOLVED THAT THE County Clerk notified the County Board Office, Community Development, the Treasurer and the Auditor of this action.

PASSED THIS 26<sup>TH</sup> DAY OF FEBRUARY 2025

ATTEST:

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

\_\_\_\_\_  
TAZEWELL COUNTY BOARD CHAIRMAN



**COUNTY OF TAZEWELL  
COMMUNITY DEVELOPMENT DEPARTMENT**

**Jaclynn Workman, Administrator**

**11 South 4<sup>th</sup> Street, Room 400, Pekin, Illinois 61554**

**Phone: (309) 477-2235 / Email: [zoning@tazewell-il.gov](mailto:zoning@tazewell-il.gov)**

**TO: Chairman Harris and Finance Committee**  
**FROM: Jaclynn Workman, Administrator**  
**DATE: February 12<sup>th</sup>, 2025**  
**SUBJECT: Transfer**

A transfer is being requested from the Training and Education – Travel Line (100-300-5410) to the Training and Education – Registration Line (100-615-5164) to cover the cost of online training for staff, no travel expense. The training will include continued education credits for staff with existing certifications, training and testing for staff seeking new certifications.

Please feel free to contact me at your convenience if you have further questions.

**JW**

**11 South Fourth Street ~ McKenzie Building ~ Suite 400 ~ Pekin, Illinois 61554**  
**Phone: (309) 477-2235 ~ Fax: (309) 477-2358 ~ E-Mail: [jworkman@tazewell-il.gov](mailto:jworkman@tazewell-il.gov)**

**COMMITTEE REPORT**

Mr. Chairman and Members of the Tazewell County Board:

Your Human Resource Committee has considered the following RESOLUTION and recommends that it be adopted by the Board:

-----  
**RESOLUTION**

WHEREAS, the County’s Human Resource Committee recommends to the County Board to approve the bid for Compensation and Classification Study Services; and

WHEREAS, the committee members for this project (#2025-HR-01) are Mike Harris, Mike Deluhery, Mindy Darcy, Amy Fox, Linc Hobson, Sue Webster and Roger Workheiser. We received 9 proposals for this project from the following providers: CBIZ, Gallagher Benefit Services, Inc., The Segal Group, Paypoint HR, Management Advisory Group International, Inc. MGT, Arndt Municipal Group, McGrath Human Resources Group and The Arnold Group. Project cost per bid ranged in price from \$32,500 - \$245,000; and

WHEREAS, CBIZ was deemed the best bid option at a total project cost of \$97,500 (including optional custom survey); and

WHEREAS, the Compensation and Classification Study will allow the county to have CBIZ review all job descriptions, ensuring compliance with FLSA and EEOC guidelines. CBIZ will aid with the designing, building and training of a revamped pay scale. CBIZ will prepare a custom compensation survey comparing the county to pre-approved municipalities and government entities as well as public and private organizations providing us with valuable compensation comparable data. Training will be provided for selected staff to continue to utilize job classification and pay grade structures; and

WHEREAS, the project was funded for in the 2025 HR budget; and

WHEREAS, the County Administrator recommends approving the bid and is authorized to move forward with the project as submitted.

THEREFORE BE IT RESOLVED that the County Board approve this recommendation.

BE IT FURTHER RESOLVED that the County Clerk notifies the County Board Office, Human Resources Director, Finance, and the Auditor of this action.

PASSED THIS 26<sup>th</sup> DAY OF FEBRUARY 2025

ATTEST:

\_\_\_\_\_  
 County Clerk

\_\_\_\_\_  
 County Board Chairman



# Tazewell County

Project # 2025-HR-01

Compensation and  
Classification Study

01.24.2025 @ 2:00 P.M.

Bidder:	The Arnold Group	Paypoint HR	MAG International, Inc. Management Advisory Group	The Segal Co.	CBIZ Human Capital Services
Date/Time Received:	01.21.2025 @ 12:45 p.m.	01.22.2025 @ 11:30 a.m.	01.23.2025 @ 8:58 a.m	01.23.2025 @ 8:58 a.m	01.23.2025 @ 8:58 a.m
<b>Base Bid:</b> Total cost to complete the scope:	Option #1: \$98,634.00 3 payments through project (includes 1 year annual support) Option #2: \$125,249.00 split in payments over 3 years (includes three years annual support)	\$37,500.00	\$32,250.00	\$245,000.00	\$87,500.00
<b>Optional Cost/Considerations:</b> Costs for alternative projects/adjustments to the scope:	\$0.00 All scope of services included <b>Optional Service:</b> Job Description Review & Update: \$12,285.00		Any expenses for work done beyond the scope of services anticipated under this agreement will be approved prior to undertaking	N/A	\$97,500.00 including optional custom survey
<b>Cost per hour or per job for work outside the scope:</b>	\$0.00	\$125.00	Ad hoc services as requested, would be provided at an hourly rate of \$200/hour	Senior Consultant: \$475/hr Consultant: \$365/hr Associate Consultant: \$320/hr Senior Associate: \$280/hr	
<b>Cost methodology:</b> i.e. by job description, or project, etc.	Based on project, number of employees & unique job descriptions	Firm fixed price includes: Classification, Compensation, Job Descriptions	\$125/job description	N/A	
<b>Additional fees:</b> Any additional/potential fees not listed elsewhere	\$0.00 All costs included in project base bid	None	Any expenses for work done beyond the scope of services anticipated under this agreement will be approved prior to undertaking	N/A	
<b>Start Date:</b>	Immediately	Immediately upon award and contract	Immediately following execution of the contract	TBD	
<b>Completion Date/Number of Days to completion:</b>	8-12 max - can be done in less time	We estimate a project of this scope to be completed in 12-16 weeks	Approximately 120 days	TBD	

# Tazewell County

Project # 2025-HR-01

Compensation and  
Classification Study

01.24.2025 @ 2:00 P.M.

Bidder:	McGrath Consulting Group	Gallagher	Mgt of America	Arndt Municipal Support Inc	
Date/Time Received:	01.23.2025 @ 9:20 a.m.	01.24.2025 @ 9:22 a.m.	01.24.2025 @ 9:22 a.m.	01.24.2025 @ 11:30 a.m.	
<b>Base Bid:</b> Total cost to complete the scope:	Compensation & Classification study for an estimated 129 titles, including job description updates.  \$65,600 (assumes approximately 100 job descriptions are updated - see job description payment below)	\$54,000.00	\$130,160.00	\$70,295.00	
<b>Optional Cost/Considerations:</b> Costs for alternative projects/adjustments to the scope:	Benefits Analysis  \$6,000.00	Additional work beyond the scope will be charged at hourly rates.  Update/writing job descriptions will be priced separately - \$550 per job description in addition to the "Total Cost"		N/A	
<b>Cost per hour or per job for work outside the scope:</b>	Principal: \$275 Senior Consultant: \$220 Consultant: \$195	Role Rates: Associate Consultant: \$225 Consultant: \$365 Senior Consultant: \$455 Principal: \$495 Managing Director: \$525-550		\$165.00/hour	
<b>Cost methodology:</b> i.e. by job description, or project, etc.	Development of new job descriptions is a per job title cost of \$210 per job description updates are \$175 per job title	Project		Per estimated hours to complete the project	
<b>Additional fees:</b> Any additional/potential fees not listed elsewhere	Travel expenses will be billed only if incurred and based on actual expenses, not to exceed the price listed. This would be limited to airfare, mileage/car rental, hotel and dinner for the consulting team. Travel not to exceed \$3,000 for two (2) site visits.			Actual travel expenses for meetings exceeding 4	
<b>Start Date:</b>	March, 2025	Start date would be week of 3/10, presuming the award on 2/26 as noted in the RFP		02.27.2025	
<b>Completion Date/Number of Days to completion:</b>	5 months from the initial meetings	Approximately 6 months		October, 2025 - 7 Months	

# Tazewell County

Project # 2025-HR-01

Compensation and  
Classification Study

01.24.2025 @ 2:00 P.M.

Bidder:		
Date/Time Received:		
<b>Base Bid:</b> Total cost to complete the scope:		
<b>Optional Cost/Considerations:</b> Costs for alternative projects/adjustments to the scope:		
<b>Cost per hour or per job for work outside the scope:</b>		
<b>Cost methodology:</b> i.e. by job description, or project, etc.		
<b>Additional fees:</b> Any additional/potential fees not listed elsewhere		
<b>Start Date:</b>		
<b>Completion Date/Number of Days to completion:</b>		



Proposal To Serve:



# Tazewell County, Illinois

Compensation and Classification Study Services  
RFP #2025-HR-1



CBIZ Compensation Consulting  
721 Emerson Road, Suite 400  
St. Louis, MO 63141  
(314) 692-2249

January 9, 2025

CBIZ Benefits & Insurance Services, Inc.  
700 West 47<sup>th</sup> Street, Suite 1100  
Kansas City, Missouri 64112  
(816) 945-5500

Mindy L. Darcy  
Tazewell County Finance Director /  
Assistant County Administrator  
Tazewell County, Illinois  
11 S. 4<sup>th</sup> Street, Suite #120  
Perkin, IL 61554

Dear Mindy:

In response to your request for proposal for a compensation and classification study services, CBIZ Benefits & Insurance Services, Inc. d/b/a CBIZ Compensation Consulting (“CBIZ” or “the Firm”) is pleased to present the following proposal describing how we can provide assistance to Tazewell County, Illinois (“the County”).

In serving the County, we will provide you with the highest quality of professional service. We will bring extensive resources, experience, fresh ideas and approaches, responsiveness to your interests, and sound judgment.

We are excited about this opportunity and look forward to working with you. Please let me know if you desire any additional information or explanation.

Sincerely,

Joe Rice  
Managing Director, Compensation Consulting

(314) 590-4070  
jrice@cbiz.com

Nancy M. Mellard  
Executive Vice President – CBIZ Benefits & Insurance  
Services, Inc.

(816) 945-5500  
nmellard@cbiz.com



# Exhibit 1: BID AGREEMENT

In submitting this proposal, as herein described, the undersigned agrees, that:

1. They have carefully examined the Scope of Work and all other provisions of this document and understand the meaning, intent and requirements of the same.
2. They will enter into contract negotiations and furnish the services specified.
3. They have reviewed all clarifications/questions/answers on the County's website.
4. Confidentiality: Successful proponent hereby acknowledges that information provided by Tazewell County is personal and confidential and shall not be used for any purpose other than the original intent outlined in the Request for Proposals. Breach of confidentiality shall be just cause for immediate termination of contract agreement.

COMPANY:      CBIZ Benefits & Insurance Services, Inc.

---

SIGNED BY:

  
Nancy M. Mellard

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TITLE:

Executive Vice President

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DATE:

1/20/2025

---



Response to Questions:



# Tazewell County, Illinois

Compensation and Classification Study Services

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# About CBIZ

CBIZ Benefits & Insurance Services, Inc., doing business as CBIZ Compensation Consulting, will assist the County on this engagement. CBIZ Benefits & Insurance Services, Inc. is a wholly-owned subsidiary of CBIZ, Inc.

CBIZ, Inc. (NYSE: CBZ) is a national professional services advisor with annual revenue of approximately \$2.8 billion. Headquartered in Cleveland, Ohio, CBIZ offers accounting, tax, advisory, benefits, insurance, and technology services from over 160 offices and through more than 10,000 associates located throughout the United States.



## Your Team.

120+

offices

6,700+

team members

100,000+

clients



NYSE: CBZ

### Local. Trusted Nationwide.

- Top 11

Largest Accounting Provider Nationally<sup>1</sup>
- Top 30

Largest Broker of U.S. Business<sup>2</sup>
- Top 3

Institutional Consulting Team<sup>3</sup>



FINANCIAL & ACCOUNTING

CLIENT

BENEFITS & INSURANCE

#### Financial & Accounting

- Accounting & Tax
- Government Health Care Consulting
- Financial Advisory
- Valuation
- Litigation Support
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100

Workplace Awards

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Commitment to Community

including

12 Million+

Lbs. of Food Donated

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<sup>1</sup>Accounting Today – March 2024 <sup>2</sup>Business Insurance magazine – July 2023 <sup>3</sup>Baron's Top Institutional Consultants – 2023. The rankings for Baron's Top Institutional Consulting Teams are compiled based on a set of data supplied by the advisors. Baron's verifies this data and applies that ranking for results to generate a ranking based on results, not on a set quality of practice.

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## Compensation Experts in the Public Sector

Many organizations face the challenge of balancing competitive compensation with regulatory compliance and ever-evolving employee expectations. Attracting top talent, navigating pay transparency, achieving pay equity, and minimizing pay compression all add layers of complexity.

In the public sector, we recognize the unique balance between taxpayer interests and the need to offer competitive compensation packages. CBIZ focuses on creating equitable and transparent compensation structures that comply with regulatory requirements while addressing the specific needs of public service professionals.

At CBIZ, we go beyond data by implementing practical, strategic solutions that directly address your unique compensation challenges. From designing salary structures that ensure competitiveness and equity, to alleviating pay compression, and ensuring ongoing policies support compensation philosophy goals, we deliver comprehensive plans that advance philosophies and goals.

Our compensation consulting services are anchored in benchmarking data relevant to your competitive landscape with a comprehensive implementation and salary administration plan that enhances your overall talent strategy, helping to attract high-caliber talent without risking internal imbalances.

CBIZ combines deep expertise with a sharp focus on the fine details that make compensation programs sustainable and impactful. While data is widely available, it's our commitment to thoughtful design and practical administration that sets us apart, helping clients move from insight to action.

With CBIZ, clients see higher job acceptance rates, attract higher caliber talent, reduce turnover, and build greater trust and satisfaction among employees—establishing a stable, motivated workforce that understands and values their compensation.

---

# Service Team

Our Firm's ability to provide quality, efficient and timely service is largely dependent upon the skills and experience of our people. We are proud to present a team of individuals who have a proven record of bringing the necessary blend of technical competence, industry experience, innovative ideas and suggestions, and value-added services to our clients. Our philosophy of utilizing highly experienced personnel allows us to perform extremely efficiently and enables us to provide unmatched quality.

Joe Rice, Carrie Blackwell, Jennifer Fischer, Jason Holdener, Taylor Sprague, Adam Reckamp, Grant Gardiner, Gaby Davidson, Cece Golinvaux, and Elise Fuller will be responsible for the services provided. Professional summaries for each individual are presented in the appendix of this proposal. The service team will be assisted by other qualified human resources consulting professionals, as necessary.

## Managing Director

*Joe Rice*

Joe will manage and oversee all aspects of the project and serve as the primary client contact.

## Project Managers

*Carrie Blackwell and Jennifer Fischer, SHRM-SCP*

Carrie will lead the day-to-day project activities, providing guidance, timeline management, and quality control to consultants. Jennifer will serve as the lead for the job architecture and job description processes.

## Data Scientist

**Jason Holdener**

Jason will serve as an analytical subject matter expert (SME), overseeing all statistical methods and complex data interpretation. In addition to ensuring that the project follows robust statistical practices, Jason will be responsible for providing actionable insights for implementation and optimizing compensation strategies.

## Consultants

*Taylor Sprague, Adam Reckamp, Grant Gardiner, Gaby Davidson, Cece Golinvaux, and Elise Fuller*

Taylor, Adam, Grant, Gaby, Cece, and Elise will provide day-to-day technical and client service, assisting with all facets of the compensation analyses.

# Project Approach

It is our understanding that the County is seeking a qualified compensation consulting firm to assist in reviewing and updating its formal market-competitive compensation plan for its employees.

In an effort to meet the County's needs, CBIZ proposes to conduct the project steps detailed on the following pages. The objective of the study will be to provide the County with a compensation plan that will continue to accurately reflect job roles and responsibilities, establish an organizational structure that is flexible in order to accommodate the County's growth and is well-aligned with its broader goals and strategies.

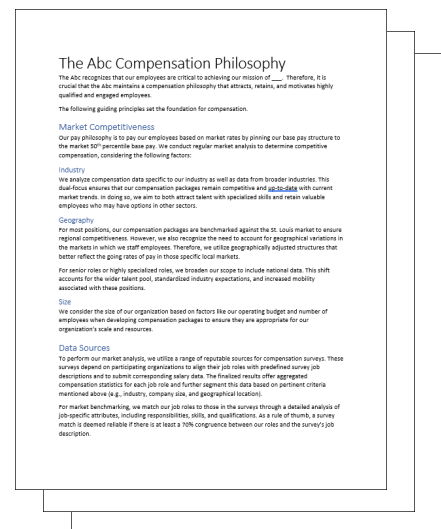
## Phase I: Project Launch

### Step 1 – Planning Discussion

Objective: To discuss foundational aspects of the project including compensation philosophy, market placement strategy, and project goals.

- Conduct a virtual meeting with the internal project team to discuss foundational aspects of the project, such as:
  - The compensation philosophy, including defining the market placement strategy and competitive labor market(s) in terms of geography, industry, and size of organization.
  - Differentiation or segmentation whereby segments of the workforce may warrant a separate compensation philosophy or special needs.
  - Current program strengths, areas for improvement, key challenges in recruiting and retaining talent, and culture.
  - The ideal competitive positioning of various rewards components, such as base salary, total cash compensation, and benefits.
  - The organizational structure, hierarchy of jobs, and ability for employees to advance through the organization.
  - The project goals and schedule, including key dates with employees, leadership, and governing bodies.
- Provide a draft compensation philosophy document (see Image 1) following the meeting to ensure that CBIZ and the County agree regarding the key factors that will drive subsequent analysis.

Image 1



### Step 2 – Establish Project Team Meetings

Objective: To establish a structured communication channel for collaboration, transparency, issue resolution, and strategic alignment.

- Establish a structured and consistent communication channel between CBIZ and the County to achieve the following goals:
  - Facilitate a collaborative working relationship.
  - Enhance transparency, keeping all parties informed about project status and developments.
  - Provide a forum for timely identification and resolution of issues.
  - Ensures continuous alignment of data and strategic decisions.

- Set a fixed schedule for meetings (e.g., weekly, bi-weekly, monthly).
  - The frequency can be adjusted based on project phase and needs.
- While maintaining a regular schedule, remain flexible to accommodate urgent discussions or additional meetings, as needed.
- Submit weekly project status reports to keep the County fully informed of the project progress.

### Step 3 – Data Collection and Reconciliation

Objective: To collect and assess necessary data for project accuracy and to reflect current job titles and supporting documentation.

- Issue a data request outlining the specific items required for the project. This will encompass organization scoping metrics, employee census information, current pay practices and programs, existing job documentation, organizational charts, and internal equity considerations.
  - The data request is included for reference as Appendix B.
- Collect data that represents a specific point-in-time snapshot of the organization.
  - Ongoing updates or refreshes of employee data can be facilitated independently using the Implementation File, which is described later.
- Thoroughly review the collected data to verify completeness and identify any discrepancies. This step is crucial to ensure the new compensation plan is based on current and accurate job titles and supporting documentation for each employee included in the plan.
- Cross-check submitted job descriptions with employee job titles. Confirm that a relevant job description exists for each employee and that all job descriptions are current and valid.

### Step 4 – Stakeholder Education Presentations

Objective: To explain the goals and methods of the study to Department Heads and Elected Officials.

- Launch Presentation
  - Prepare and deliver a presentation to Department Heads and Elected Officials to cover the following topics:
    - Scope of the project
    - What to expect and not expect
    - Project methodology, steps, and education
    - Next steps
    - Questions and answers
    - Other relevant topics based on discussions with the County

## Phase II: Evaluate Job Documentation

### Step 5 – Job Analysis Questionnaire

Objective: To collect comprehensive information about each role, enabling participation in the process and ensuring alignment with job responsibilities.

- Evaluate the need to have employees complete a web-based job analysis questionnaire (JAQ)
- The JAQ may be valuable for the following reasons:
  - The JAQ is designed to collect comprehensive and current information about each role covered in the scope of the analysis, ensuring our compensation evaluation aligns with actual job responsibilities and requirements.

- Provide employees with an opportunity to participate in the process and communicate directly with the consultants.
- The following steps elaborate the JAQ process:
  - Provide a draft JAQ for review and opportunity to propose edits.
  - Provide draft communications to announce the JAQ process and expectations to supervisors and employees.
  - Launch a web-based JAQ directly to employee email addresses. Paper-based JAQs are available as well if needed for segments of the employee population.
  - Completed JAQs are electronically routed to supervisors for review and comment. Supervisors cannot change the employee submissions but will have the opportunity to provide clarifying comments and other helpful information.
  - The timeframe is expected to last three weeks, which in our experience blends the right amount of urgency to complete with time to do so thoughtfully.
  - Completed JAQs can also be used to support overtime classification eligibility under the Fair Labor Standard Act (FLSA) and identify essential duties helpful to Americans with Disabilities Act (ADA) compliance.
- We recommend a JAQ over employee interviews and audits as the JAQ provides clear documentation of employee and supervisor input, which leaves a clear record what was said. It also allows for more reflection when giving answers than interviews. As such, we have included employee interviews as an optional item.

## Step 6 – Determine FLSA Status and EEO Job Classification Category

Objective: To review job roles against FLSA exemption tests and document appropriate classifications for compliance, as well as determine the appropriate EEO Category Classification.

- Review positions to determine EEO Job Classification Category.
- Assess positions against the federal FLSA exemption tests (Executive, Administrative, Professional, Computer Professional, Sales and Highly Compensated) to determine the appropriate FLSA overtime classification based upon the duties and responsibilities provided in the job descriptions and job analysis questionnaires.
- Document recommendations in a report listing the appropriate classification.
  - For exempt-classified jobs, the report will list the applicable exemption and a brief supporting rationale.
  - For nonexempt classified jobs, the report will provide a brief explanation as to why no exemptions were met.
- This report will provide backup for the exemption decisions in order to ease any subsequent Department of Labor or other government entity audits.
- CBIZ recommends that the County’s legal team review our findings for final validation.

## Step 7 – Draft New Job Descriptions

Objective: To standardize job descriptions accurately based on revised job content.

- Review the existing format (if applicable) and discuss opportunities for refinement.
- Discuss with the County the validity of current job descriptions and the degree to which they should serve as a guide for revisions.
- The following sections may be included in the new job descriptions:
  - Job/Position Summary

- Essential Functions/Duties/Responsibilities
- Qualifications/Education and Experience
- Knowledge, Skills & Abilities
- Supervisory Responsibility
- Work Environment/Working Conditions
- Physical Work Requirements
- Utilize the job content collected in prior steps to draft updated job descriptions for each position covered in the scope of the project.
  - Based on the recommended reclassifications, job titles will be revised or consolidated. Additionally, job titles will be separated or increased to better reflect levels within the organizational hierarchy.
- Identify jobs for which information is not available or insufficient to draft a new job description and discuss options for drafting such job descriptions.
- Draft job descriptions in a standardized format that will:
  - Assist with the collaborative process of identifying reasonable accommodations under the Americans with Disabilities Act (ADA).
  - Contain supporting and relevant information to determine overtime exemption status under the Fair Labor Standards Act (FLSA).
- Provide final job descriptions in an electronic format and provide a job description template to be used in the development of future job descriptions.

## Step 8 – Job Description Content Appeals Process

Objective: To provide a process for disputed updated job description content.

- Deliver draft job descriptions and solicit feedback for revisions (assumes one set of revisions).
- Provide a mechanism in which Department Heads and Elected Officials can flag new job description for re-evaluation.

## Phase III: Market Research

### Step 9 – Custom Compensation Survey (Optional)

Objective: To collect compensation data from comparable peer entities.

- Conduct a survey of compensation practices in which a group of pre-approved peer municipalities and government entities will be invited to participate and provide data.
- Collaborate to determine defensible, comparable entities against which the County should be compared. A maximum of twenty (20) entities is anticipated for selection.
- Peer organizations will be more inclined to respond if the survey is shorter and more straightforward. Therefore, while all or nearly all jobs are expected to be included in the survey, the exact number of benchmark jobs will be jointly agreed upon by CBIZ and the County.
- Distribute the survey instrument to the selected organizations for gathering salary information pertaining to the chosen benchmark jobs.
- Peers will be instructed to match their jobs to the predefined survey roles by comparing job responsibilities, rather than just job titles.
  - Utilizing this method ensures more accurate job matching compared to relying solely on publicly available or sunshine-requested data.

- Solicit participation from the peer organizations throughout the survey process to encourage and secure participation.
- Review the survey submissions to validate data and identify gaps; initiate follow-up discussions for clarification, as necessary.
- Compile a comprehensive yet straightforward summary, which will be shared with both the County and the survey participants. Individual participant data will remain confidential to safeguard anonymity, boost participation rates, and avoid any perception of anti-competitive practices.

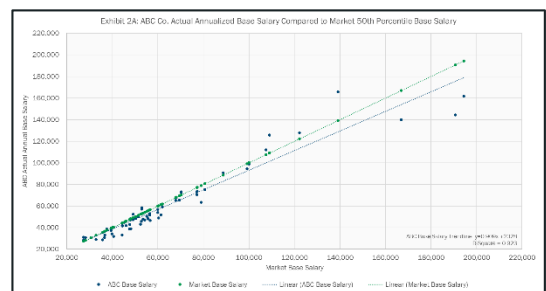
## Step 10 – External Market Analysis

Objective: To conduct a comprehensive compensation benchmarking analysis, ensuring industry comparisons are relevant and accurately tailored to the specific roles and responsibilities of each job.

- Conduct published survey benchmarking analysis to collect and document competitive base salary and total cash compensation (base salary plus annual incentive) data for all of the jobs included in the scope of the proposal.
- Identify survey sources within our survey library to identify appropriate market comparisons.
- [IF DOING CUSTOM SURVEY] In addition to data collected from the custom survey, utilize our proprietary database that automatically compiles data from numerous published surveys to identify appropriate supplemental data for the analysis.
- Evaluate and incorporate any surveys to which the County subscribes into the analysis.
- Analysis will be based on comparable organizations as discussed in the planning discussion.
  - The three most important labor market characteristics are the size of the organization, geographic scope, and industries from which an organization recruit’s talent.
  - CBIZ will determine each characteristic as it relates to the County before reviewing survey sources and conducting the market analysis.
- Match jobs to surveys based on the actual skills, duties, and responsibilities as opposed to merely matching jobs based on title.
- Evaluate adding or removing positions to support organization design changes in line with the planning discussion.
- Review job titles and propose changes to improve internal consistency and match external standards.
- Document market pricing benchmarking results at the 25th, 50th, and 75th percentiles (see Image 2), as well as other percentiles (e.g., 65th percentile) if relevant to market placement philosophy.

Image 2

ABC Co. Preliminary Compensation Study Results Exhibit 1 - Market Summary Data Effective July 1, 2023								
CBIZ Code	Current Job Title	Market Base Salary Percentiles			Proposed Pay Grade	Market Total Cash Compensation Percentiles		
		25th	50th	75th		25th	50th	75th
105	Chief Financial Officer	174,500	194,454	235,761	16	209,053	239,798	302,744
157	Senior Vice President, Operations	171,079	190,642	231,139	16	204,954	235,097	296,808
163	Vice President, Development	150,806	166,940	189,717	15	198,027	227,327	272,798
110	Director, Planning & Systems	124,981	139,142	158,147	14	186,874	207,839	237,970
108	Controller	106,330	122,262	142,751	13	113,655	132,094	158,300
114	Facilities Engineer	98,911	109,021	117,513	12	103,856	114,473	123,389
114	Facilities Engineer	98,911	109,021	117,513	12	103,856	114,473	123,389
164	Vice President, Education	89,096	107,569	125,929	12	121,064	143,737	175,067
154	Senior Manager, Human Resources	92,614	100,093	110,219	11	98,160	106,167	116,977
130	Manager, Compensation & Benefits	91,629	99,119	109,170	11	96,939	104,934	115,634





## Phase IV: Design Preliminary Compensation System

### Step 11 – Pay Structure(s)

Objective: To develop market-based pay structures ensuring external competitiveness, internal equity, and rational pay decisions.

- Develop new market-based pay plans to simplify compensation administration and to help the County maintain its competitive position, or update the salary ranges currently in place.
- Pay structures will consist of pay grades, each with a salary range minimum, midpoint, and maximum.
  - The salary range minimum will approximate competitive entry level pay.
  - The salary range midpoint will approximate the target market competitive placement (e.g., market 50% percentile).
  - The salary range maximum is a tool of management control that establishes a cap on pay. This approximates the upper range of market competitive pay and encourages employees to expand their skills and seek promotion opportunities.
- Discuss the need for, and pros and cons of, creating separate salary structures for different segments of the workforce.
- Evaluate the design characteristics of the structure, including the number of grades, range spreads, and midpoint differentials to align with internal job architecture and scope of positions.
- Evaluate the means by which employees progress through the pay structure, such as performance based, open ranges, or step based.
- Finalize the draft market-competitive pay structures considering the number of jobs, career levels, compensation philosophy, and potential for future growth.
- Slot jobs into the pay structure(s) based upon the market-competitive compensation data.

### Step 12 – Implementation Analysis

Objective: To compare actual compensation practices with market data and assess financial impact of proposed changes.

- Compare actual compensation practices to the market-competitive data collected in the market analysis step and the pay structures designed previously (see Image 3).

Image 3



- Assess the financial impact of implementing the recommended compensation practices.
- Identify any employees paid below the proposed pay grade minimums or above the proposed pay range maximums.

- Document the results on a job-by-job and employee-by-employee basis with specific pay recommendations.

### Step 13 – Alternative Implementation Analysis

Objective: To provide an alternative approach to comparing actual compensation practices with market data and assessing financial impact of proposed changes.

- Outline an alternative implementation scenario.
- Describe the advantages, disadvantages, and financial impact of the alternative scenario.
- Identify any employees paid below the proposed pay grade minimums or above the proposed pay range maximums.
- Document the results on a job-by-job and employee-by-employee basis with specific pay recommendations.

### Step 14 – Pay Compression Analysis

Objective: To address current pay compression issues and create space to avoid future pay compression.

- Pay compression exists primarily in two scenarios:
  - When employees with less tenure are paid a similar rate or higher compared to peers with greater tenure.
  - When subordinates are paid at a rate too near that of their supervisor.
- Analyze peer-to-peer compression by designing a compression-based pay model to identify inequitable pay.
  - Pay compression is identified by comparing current pay to a theoretical salary-range placement based on job experience and performance.
  - Should current pay lag the calculated range placement, an increase is recommended.
  - The tool will be interactive to allow for modeling of different scenarios that can back into a budget number and can be set to implement the changes over multiple years.
- Analyze subordinate-to-supervisor compression by analyzing pay spreads and identifying areas for further evaluation. In some cases, such as in dual career path job families, compression may be identified but it may not be an issue.

## Phase V: Deliver Results

### Step 15 – Preliminary Results Meeting

Objective: To review draft results of the full project deliverables and begin the process of gathering feedback.

- Complete an internal project team review of the draft analysis as a final quality check.
- Conduct a virtual meeting to review the draft results. Items for review include:
  - Project report and supporting exhibits
    - Market pricing results
    - Pay structure design
    - Internal equity of each job
    - Implementation cost analysis
- Discuss the need for compression-based pay adjustments to alleviate internal pay compression and/or improve the overall pay competitiveness to the market.
- Provide copies of project report and supporting exhibits.
- Discuss strategies for implementation including cost and phases if necessary.

## Step 16 – Incorporate the County’s Feedback

Objective: To gather feedback on internal equity and salary structure adjustments for optimal implementation strategy.

- Gather internal equity feedback regarding adjustments needed to correct for internal comparisons between jobs.
- Identify salary structure adjustments needed to address cultural considerations.
- Discuss and determine the optimal implementation strategy that considers cost, culture, timeline, and other issues.
- All changes to employee data should be in writing so that CBIZ can proof data entry to make sure the County’s reports are accurate.
- The County will have the opportunity to make one set of changes.

## Step 17 – Implementation File

Objective: To provide a comprehensive file for managing employee data changes and modeling implementation costs.

- Provide a comprehensive Implementation File that allows the County to process employee data changes and model implementation costs.
- Key Features of the Implementation File:
  - **Employee Data Refresh:** Facilitate the updating and management of employee data to align with new compensation structures.
  - **Job Editing:** Enable modifications for new positions, reclassifications, and slotting to reflect organizational changes.
  - **Cost Modeling:** Incorporate salary structure edits and compression model refinement for accurate financial planning.
  - **Live Data Visualization:** Generate dynamic tables and charts that reflect real-time changes, providing a clear overview of the compensation landscape post-implementation.
- The Implementation File is intended as a strategic tool exclusively for the initial implementation phase. It is designed to assist in the point-in-time transition to the new compensation model. It is important to note that CBIZ’s role does not include ongoing maintenance or support of the file following the completion of the project.

## Step 18 – Present Final Results

Objective: To provide a comprehensive presentation of the final project results, ensuring transparency to stakeholders.

- Work through feedback requests and issue the final project report.
- If needed, prepare and present summarized results to a leadership team, employees, and/or the County Board.
  - Prepare a draft presentation summarizing the scope of the project, methodology, findings, and recommendation for the project team review and feedback.
  - Present the approved presentation onsite to the respective audience and address any questions.

## Step 19 – Employee Compensation Statements

Objective: To provide implementation plan communications to employees

- Prepare a draft letter for the project team to review that outlines the outcomes from the compensation study.
- The letter can include relevant compensation study results such as any job title changes, pay grade assignment, range parameters, compensation metrics (e.g., compa-ratio), and itemized pay changes.
- Produce individual letters for the County to distribute to employees.

## Phase VI: Post-Implementation Support

### Step 20 – Salary Administration Guide

Objective: To update and provide a guide for maintaining the compensation plan.

- Equip the County with a salary administration guide that provides direction for maintaining the compensation plan.
- Topics may include:
  - annual compensation planning
  - pay increase recommendations
  - hiring pay
  - promotions
  - demotions
  - job classification/reclassification
  - assigning new jobs to the pay structure
  - policy exceptions
  - approvals and notifications
- Provide policies and procedures for the administration of supplements and stipends.
  - Benchmark data for supplements and stipends are unreliable and rare.
  - Topics may include:
    - Position eligibility
    - Employee eligibility
    - Possible positions supplements or stipends

### Step 21 – Program Training

Objective: To train staff on compensation plan implementation and ongoing maintenance.

- Conduct a training conversation with key staff to ensure the successful implementation and ongoing maintenance of the compensation plan.
  - Train staff on the compensation project methodology, labor markets, and design features.
  - Teach staff about system implementation and communications techniques, including sample communications for staff.
- Review the salary administration guide and explore examples with staff to ensure successful administration going forward.
- Ensure that staff understand the salary structure and annual adjustment process by reviewing the structure update tool and sample annual letter (described in Ongoing Services below).
- Provide a job evaluation worksheet for the County to slot new or modified positions. The worksheet will evaluate factors such as market data and internal equity, based on compensation philosophy.
- Answer questions to ensure staff have the knowledge necessary to implement and maintain the compensation system.

## Step 22 – Ongoing Classification Support

Objective: To evaluate and grade new positions as well as revised positions on an as-needed basis after implementation.

- Conduct individual job market benchmarking and structure classification following the completion of the compensation study for up to eight non-executive positions annually for 2 years after implementation.
  - Collect appropriate job documentation.
  - Evaluate market compensation consistent with the compensation philosophy, labor market characteristics, and survey sources employed in the compensation study.
  - Document analysis and recommendations in a report and deliver for review and feedback.
- Annual Services

## Annual Salary Planning Letter

Objective: To offer recommendations for ongoing compensation changes and adjustments that maintain market competitiveness.

- Provide the County with an annual letter of salary trend market intelligence for up to five years. The letter will assist with the following:
  - Share trends for what other organizations are forecasting for their annual salary increase process. This will assist the County with benchmarking increase budgets to the market.
  - Share trends for what other organizations are forecasting for annual salary structure adjustments. This will assist the County with annual structure updates that will ensure salary range minimums remain competitive and that salary range maximums remain appropriate.
- No additional fees will be charged for the annual salary trend market intelligence letter.

Image 4



## Communication Strategy

CBIZ understands that the County is committed to communicating the project scope and the results of the study to both department heads and greater employee population. Therefore, CBIZ can support the following communication options within the scope of the proposal.

### Project Kick-off Meetings

- Prepare and deliver a presentation to key stakeholders to cover the following topics:
  - Scope of the project
  - What to expect and not expect
  - Project methodology, steps, and education
  - Next steps
  - Questions and answers
  - Other relevant topics based on discussions with the County
- Facilitate the presentation in multiple sessions, if needed, over the course of one day.

### Employee Questionnaire

- CBIZ develops a web-based questionnaire that all employees will be given the opportunity to complete.
- The questionnaire requests information related to employees' current job roles and responsibilities.

### Progress Communications

- CBIZ will provide weekly progress reports to the Human Resources Director.

### Meeting to Review Draft Results

- The County Management Team and HR provide changes, if any, to CBIZ. At the County's direction, CBIZ makes one round of changes to the analyses and delivers updated results to the County.
- Any additional changes requested by the County will be outside of the scope of the project and will result in additional fees.

### Project Results Meetings

- Prepare and deliver a similar presentation to the Kick-Off Meeting, but with the additional sections of findings and recommendations.
- Address any employee questions.
- Facilitate the presentation in multiple sessions, if needed, over the course of one day.

### Employee Compensation Statements

- Prepare a draft letter for the project team to review that outlines the outcomes from the compensation study.
- The letter can include relevant compensation study results such as any job title changes, pay grade assignment, range parameters, compensation metrics (e.g., compa-ratio), and itemized pay changes.
- Produce individual letters for the County to distribute to employees.

### Additional Communication/Training

- Equip County with a salary administration guide that provides direction for maintaining the compensation plan. See Phase V: Post-Implementation Support for detailed information.
- Conduct training with key staff to ensure the successful implementation and ongoing maintenance of the compensation plan. See Phase Vi: Post-Implementation Support for additional information.

- Create a FAQ document addressing common queries employees may have about the revised pay structure.

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# Client Responsibilities

## Data Provision

- Provide the data request items, primarily consisting of complete employee data, all necessary job descriptions, organizational charts, and any other relevant documentation at the outset of the project.

## Project Team Participation

- Assign internal team members who will actively participate in the project, attending meetings and contributing to the discussions.
- Facilitate internal coordination among various departments to ensure smooth information flow and decision-making.
- Provide timely decisions and approvals to keep the project on schedule.

## Review and Feedback

- Review the draft compensation philosophy document and provide feedback.
- Actively review and comment on draft deliverables; engage in collaborative discussions to finalize the compensation plan.
- Offer guidance and input on any presentations or communications extending beyond the project team.

## Implementation and Training

- Take responsibility for implementing the compensation strategy and adjustments as recommended at the conclusion of the project.
- Ensure relevant staff attend training sessions provided by CBIZ to understand the compensation plan and tools.

## Post-Project Data Management

- Regularly monitor and adjust the compensation plan as needed, based on changes within the organization and the external market.
- CBIZ will provide annual recommendations to support this process.
- CBIZ can support the ongoing benchmarking of jobs through ad hoc services. Ad hoc services are subject to additional fees.

## Compliance and Legal Obligations

- All recommendations provided should be thoroughly reviewed by your internal legal team. Our guidance is provided based on our expertise in compensation consulting and does not constitute legal advice. It is essential that your legal counsel assesses these recommendations in the context of your organization's specific legal and regulatory framework.



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# Quality Control Process

- At CBIZ, our project management process is meticulously structured to ensure the highest standards of quality assurance, offering comprehensive and tailored solutions from the initial engagement to the final deliverable.
- Key Events:
  - Client Planning and Data Gathering: Engage with the client to understand their compensation philosophy, gather necessary data, and set project timelines and deliverables.
  - Conduct Pre-benchmarking Analysis: Assess the client’s organizational structure, identify any unique situations or pre-existing conditions, and review current compensation structures.
  - Internal Strategy and Alignment Meetings: Conduct internal meetings to align on the project approach, discuss the project scope from the proposal, and ensure team alignment on project steps and timeline.
  - Quality Review of Initial Analysis: ensure that the analysis file is working as expected and evaluate overall benchmarking in the context of the full results.
  - Internal Reviews: Consultants complete a series of internal reviews with the Project Manager and Director.
  - Client Preliminary Results Meeting: Present preliminary findings to the client, solicit feedback, and adjust the project approach as necessary based on client input.
  - Finalizing Results and Deliverables: Update and finalize all project reports and exhibits based on client feedback, ensuring all deliverables meet the set standards and client expectations.
  - Project After-Action Review and Wrap-Up: Conduct a comprehensive review to document lessons learned and successes, ensuring continuous improvement in our project management processes.

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# References

CBIZ frequently conducts classification and compensation studies for our public sector clients. Projects similar to that requested by the County that have been recently performed by CBIZ are described below. Each contact person identified may be contacted to verify the quality of CBIZ's work and competence of the Firm's assigned staff. CBIZ would be happy to provide additional references upon request.

## Client List

### *County Governments*

- Harris County, Texas (we haven't been putting them on proposals)
- Pima County, Arizona
- Perry County, Missouri
- St. Charles County, Missouri
- St. Francois County, Missouri
- Ste. Genevieve County, Missouri
- St. Louis County, Missouri

### *Municipalities/City Government*

- City of Bristol, Tennessee
- City of Charleston, South Carolina
- City of Chesterfield, Missouri
- City of Fenton, Missouri
- City of Frontenac, Missouri
- City of Ladue, Missouri
- City of Lansing, Kansas
- City of Manchester, Missouri
- City of Nixa, Missouri
- City of O'Fallon, Illinois
- City of Overland Park, Kansas
- City of Perryville, Missouri
- City of Paducah, Kentucky
- City of Spring Hill, Kansas
- City of Ste. Genevieve, Missouri
- City of St. Charles, Missouri
- City of Sunset Hills, Missouri
- City of University City, Missouri
- City of Wentzville, Missouri

# Cost Methodology

Our professional fee structure is based upon standard hourly rates for consulting services. We have repeatedly found that our philosophy of utilizing highly experienced personnel allows us to provide effective and efficient services at a cost that represents an exceptional value. Based upon our prior experience in conducting similar projects, professional fees for the project are as follows:

Project Steps	Consultant Hourly Allocation
Step 1 - Planning Discussion 2 Hours at \$300/hour; 0 Hour at \$450/hour; 2 Hours at \$650/hour	\$1,900
Step 2 - Establish Project Team Meetings 6 Hours at \$300/hour; 0 Hour at \$450/hour; 6 Hours at \$650/hour	\$5,700
Step 3 - Data Collection and Reconciliation 2 Hours at \$300/hour; 1 Hour at \$450/hour; 0.5 Hour at \$650/hour	\$1,375
Step 4 - Stakeholder Education Presentations 1 Hour at \$300/hour; 0 Hour at \$450/hour; 3 Hours at \$650/hour	\$2,250
Step 5 - Job Analysis Questionnaire 4 Hours at \$300/hour; 1 Hour at \$450/hour; 1 Hour at \$650/hour	\$2,300
Step 6 - Determine FLSA Status and EEO Job Classification Category 7 Hours at \$300/hour; 1 Hour at \$450/hour; 1 Hour at \$650/hour	\$3,200
Step 7 - Draft New Job Descriptions 22 Hours at \$300/hour; 3 Hours at \$450/hour; 2 Hours at \$650/hour	\$9,250
Step 8 - Job Description Content Appeals Process 6 Hours at \$300/hour; 2 Hours at \$450/hour; 1 Hour at \$650/hour	\$3,350
Step 9 - Custom Compensation Survey (Optional) 15 Hours at \$300/hour; 5 Hours at \$450/hour; 5 Hours at \$650/hour	\$10,000
Step 10 - External Market Analysis 33 Hours at \$300/hour; 13 Hours at \$450/hour; 6 Hours at \$650/hour	\$19,650
Step 11 - Pay Structure(s) 4 Hours at \$300/hour; 2 Hours at \$450/hour; 1 Hour at \$650/hour	\$2,750
Step 12 - Implementation Analysis 10 Hours at \$300/hour; 4 Hours at \$450/hour; 4 Hours at \$650/hour	\$7,400
Step 13 - Alternative Implementation Analysis 5 Hours at \$300/hour; 1 Hour at \$450/hour; 1 Hour at \$650/hour	\$2,600
Step 14 - Pay Compression Analysis 2 Hours at \$300/hour; 1 Hour at \$450/hour; 1 Hour at \$650/hour	\$1,700
Step 15 - Preliminary Results Meeting 7 Hours at \$300/hour; 3 Hours at \$450/hour; 2 Hours at \$650/hour	\$4,750
Step 16 - Incorporate Feedback 7 Hours at \$300/hour; 1 Hour at \$450/hour; 2 Hours at \$650/hour	\$3,850
Step 17 - Implementation File 2 Hours at \$300/hour; 1 Hour at \$450/hour; 0.5 Hour at \$650/hour	\$1,375
Step 18 - Present Final Results 2 Hours at \$300/hour; 1 Hour at \$450/hour; 1 Hour at \$650/hour	\$1,700
Step 19 - Employee Compensation Statements 2 Hours at \$300/hour; 1 Hour at \$450/hour; 0 Hour at \$650/hour	\$1,050
Step 20 - Salary Administration Guide 3 Hours at \$300/hour; 2 Hours at \$450/hour; 1 Hour at \$650/hour	\$2,450
Step 21 - Program Training 2 Hours at \$300/hour; 0 Hour at \$450/hour; 1 Hour at \$650/hour	\$1,250
Step 22 - Ongoing Classification Support 16 Hours at \$300/hour; 4 Hours at \$450/hour; 2 Hours at \$650/hour	\$7,900
<b>Total of projects included in the scope:</b>	<b>\$87,750</b>
<b>Total Including Optional Custom Survey:</b>	<b>\$97,750</b>

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# Additional Information

## Disclosures

If the County agrees with and accepts the contents of this proposal (including, but not limited to the Project Approach and Professional Fees and Expenses), please sign in the space provided below and return one signed copy of the proposal to CBIZ via e-mail.

CBIZ's compensation professionals assert that they will not be acting as a member of management or making management decisions or providing the primary basis for management to make decisions that are significant to the subject matter under audit. Other factors that should be considered in making decisions include, but are not limited to, employee performance, tenure, and experience as well as economic and organizational influences.

## Exceptions

### *General Instructions To Bidders, #5, I. Liability and Insurance, Certificates of Insurance:*

As a large, publicly traded professional services firm with thousands of active clients, our insurance carriers will not issue a notice directly to our clients. In the unlikely event that coverage is canceled and not replaced with like coverage, CBIZ can agree to provide such notice. Alternatively, CBIZ can agree to provide a current Certificate of Insurance to the County every 30 days to demonstrate our compliance with this requirement.

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## Appendix A: Professional Summaries

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### Joe Rice

#### Managing Director, Compensation Consulting

*Saint Louis University, B.A. History*

*Saint Louis University, B.A. Education*

Mr. Rice leads a comprehensive practice in broad-based compensation. With extensive experience working within organizations in total rewards and human resources roles, he has a track record of success in developing and executing total rewards programs, including base pay, incentives, benefits, and retirement programs, for large multi-national organizations.

As the head of CBIZ's broad-based compensation practice, Mr. Rice provides expert evaluation and counsel on organization-wide total rewards practices. He is known for his strategic approach, innovative solutions, and proven results.

In addition to his professional achievements, Mr. Rice is also actively involved in the broader compensation and benefits community, serving as the President of the Compensation and Benefits Network of Greater St. Louis (CBN), a member organization dedicated to advancing the field of total rewards and fostering professional development among its members.



### Carrie Blackwell, CCP

#### Senior Project Manager, Compensation Consulting

*Missouri State University, B.S. Human Resources Management*

Mrs. Blackwell oversees a team of compensation consultants and provides project management oversight and quality control. She has over 20 years of experience in a corporate setting managing broad based compensation programs in both the public and private sectors.

Mrs. Blackwell holds a B.S. degree in Human Resources Management and holds the accreditation, Certified Compensation Professional (CCP).



## Jennifer Fischer, SHRM-SCP

### Project Manager, Compensation Consulting

*University of Missouri-Columbia, M.B.A.*

*University of Missouri-Columbia, B.S.B.A, Human Resource Management*

Ms. Fischer is a Project Manager for CBIZ Compensation Consulting in the St. Louis, Missouri office where she oversees a team of compensation consultants and provides project management oversight and quality control. She brings over twenty-five years of experience in providing compensation and HR consulting services as an external consultant, as well as internally within corporate management teams.

Ms. Fischer has significant experience in all facets of human resources, including broad based compensation design and analysis, employee and leadership development, policy and procedure design and implementation, compliance, organizational assessment, mergers and acquisitions, and systems integration. She has worked across multiple industries as both a consultant and a business leader.

Ms. Fischer obtained her Master of Business Administration degree from the University of Missouri-Columbia, with an emphasis in Finance. She also received her Bachelor of Science Business Administration degree from the University, majoring in Human Resources Management.



## Jason Holdener

### Data Scientist / Senior Compensation Consultant

*Saint Louis University, M.S. Bioinformatics and Computational Biology*

*Southern Illinois University-Carbondale, B.S. Human Physiology*

Mr. Holdener is a Data Scientist/Senior Compensation Consultant with CBIZ Compensation Consulting located within the St. Louis, MO branch. He works on a variety of projects including extracting publicly available compensation data, statistical analysis of large datasets, natural language processing tasks, data visualization, and others that are directed at ensuring our clients receive quality results and improving the overall workflow of his team and colleagues.

Mr. Holdener acquired his Master of Bioinformatics and Computational Biology from Saint Louis University and during that time gained valuable knowledge and skills on extracting, transforming, and visualizing data at scale.

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## Taylor Sprague

### Senior Compensation Consultant

*University of Missouri-Columbia, B.S. Human Environmental Science*

Mr. Sprague is a Senior Consultant with CBIZ Compensation Consulting in the Denver office. Since joining CBIZ, Mr. Sprague's experience includes the use of compensation surveys to conduct market analysis for a wide variety of positions, industries and organizations in regard to the design of compensation plans. He also has experience evaluating job questionnaires and compiling custom compensation survey reports for specific positions and industry benchmarking.

Mr. Sprague received a B.S. in Human Environmental Science with an emphasis in Personal Financial Planning, and a minor in Business from the University of Missouri-Columbia.

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## Adam Reckamp

### Compensation Consultant

*University of Missouri, B.S. Journalism and Business Marketing*

Mr. Reckamp is a Consultant with CBIZ Compensation Consulting working out of the St. Louis office. Since joining CBIZ, his experience includes compensation market analysis across a wide scope of industries, positions and types of organizations. In addition to his work on organization-wide compensation studies, Mr. Reckamp is experienced in conducting executive compensation analyses as well as with job evaluation and documentation.

Mr. Reckamp earned a B.S. in Journalism and a minor in Business from the University of Missouri-Columbia.

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## Grant Gardiner

### Compensation Consultant

*University of Missouri-Columbia, B.A. Business Management*

Mr. Gardiner is a Consultant with CBIZ Compensation Consulting working out of the St. Louis office. His experience includes both organization-wide and executive compensation market analysis for a wide range of organizations, positions, and industries.

Mr. Gardiner earned a B.A. in Business Management from the University of Missouri-Columbia.

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## Gaby Davidson

### Compensation Consultant

*University of Missouri-Columbia, B.B.A Finance*

Ms. Davidson is a Consultant with CBIZ Compensation Consulting in the St. Louis office. Since joining CBIZ, her experience includes market benchmarking analysis across a wide scope of industries, positions, and types of organizations.

Ms. Davidson earned a BBA in Finance from the University of Missouri.



## Cece Golinvaux

### Compensation Consultant

*Saint Louis University, Richard A. Chaifetz School of Business, Master of Business Administration*

*Saint Louis University, Bachelor of Science in Criminology and Criminal Justice*

Ms. Golinvaux is a Consultant with CBIZ Compensation Consulting in the St. Louis office. Since joining CBIZ, her experience includes conducting research and data analysis to help design and implement strategic compensation and total rewards programs.

Prior to this role, held positions in data analytics and consulting, offering support to various organizations in enhancing their operational and strategic decision-making. Experience includes working in nonprofit sectors, focusing on data analysis and community support initiatives.



## Elise Fuller

### Compensation Consultant

*University of Missouri, Bachelor of Business Administration, emphasis in Management*

*University of Missouri, Bachelor of Business Administration, emphasis in Marketing*

Ms. Fuller is a Consultant with CBIZ Compensation Consulting in the St. Louis office, with a focus on advising organizations in compensation planning and strategy to align with business goals and market trends.

Before joining CBIZ, experience included various HR roles, where responsibilities ranged from managing daily operations to supporting HR compliance and employee relations functions. Earlier positions supported HR administration, enhancing skills in people management, compliance, and operational coordination.

Professional achievements include awards like the President's Volunteer Service Award (Gold and Bronze) and honors on the University of Missouri Dean's List, underscoring a dedication to excellence and community service. Outside of work, interests include volunteering and exploring personal development through community service initiatives.



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## Appendix B: Data Request

- Employee census: The following data fields are extremely important and should be provided for each employee included in the scope of the study. An Excel template has been provided for your convenience.
  - Unique employee identification number (NOT Social Security Number)
  - Employee name
  - Job title
  - Job code (if available)
  - Date of hire
  - Date of service within the current title
  - Department name
  - Job family (if available)
  - Sub-job family or function (if available)
  - Pay period (i.e., monthly, semi-monthly, bi-weekly, weekly, etc.)
  - Standard hours worked per pay period (to calculate full-time equivalent)
  - Exempt/non-exempt status under the Fair Labor Standards Act (FLSA)
  - Current Salary (annual or hourly)
  - Current salary grade/range (if available/applicable; if salary grade is provided by employee, salary ranges by grade may be provided as a separate Excel file)
  - Most recent performance score (if available)
  - Employee email address (for the job analysis questionnaire process)
  - Supervisor email address (for the job analysis questionnaire process)
  - Supervisor name
  - Supervisor employee identification number
- Current or most recent fiscal year revenue/budget
- Copies of job descriptions
- Any additional salary structure(s) information such as the number of salary grades, minimum, maximum and steps for each grade and which job titles slot into which structures and grades
- Any plan documents or other documentation related to the current annual incentive/bonus and long-term incentive programs
- Organizational charts
- Current compensation philosophy documentation (if available)
- A copy of past compensation study results
- Human Resource policies and procedures related to compensation and benefits administration
- Copies of any salary surveys which you currently use (original hard copies are acceptable and will be returned at the end of the project)

**Tazewell County**  
**Project #2025-HR-01**  
**Compensation and Classification Study**  
**REFERENCES**

Please provide at least five references from prior comparable projects.

**Vendor/Contractor:** CBIZ Benefits & Insurance Services, Inc.

Project completed for:	Pima County, Arizona
Date project completed:	June 2023
Scope of project completed:	Comprehensive compensation system redesign project including developing a job classification structure
Representative to contact:	Dustin Green
Representative's phone number:	(520) 724-8111

Project completed for:	Perry County, Missouri
Date project completed:	December 2021
Scope of project completed:	Organization-wide compensation and benefits study
Representative to contact:	Jared W. Kutz
Representative's phone number:	(573) 547-4242

Project completed for:	St. Charles County, Missouri
Date project completed:	April 2024
Scope of project completed:	Job Classification Development Study
Representative to contact:	Samantha Shadrach
Representative's phone number:	(636) 949-7900 ext. 7190

Project completed for:	St. Francois County, Missouri
Date project completed:	September 2022
Scope of project completed:	Organization-wide compensation study
Representative to contact:	Corey Schrum
Representative's phone number:	(573) 756-5411 ext.221

Project completed for:	Ste. Genevieve County, Missouri
Date project completed:	December 2021
Scope of project completed:	Organization-wide compensation and benefits study
Representative to contact:	Sue Wolk
Representative's phone number:	(573) 883-5580 ext. 2

**Tazewell County**  
**Project #2025-HR-01**  
**Compensation and Classification Study**  
**BID FORM**

**Vendor/Contractor:** CBIZ Benefits & Insurance Services, Inc.

**Option #**      **of**       
 (use additional form for each option)

<b>Base Bid:</b> Total cost to complete the scope:	\$87,750
<b>Optional Cost/Considerations:</b> Costs for alternative projects/adjustments to the scope:	Cost of Optional Custom Survey: \$10,000
<b>Cost per hour or per job for work outside the scope:</b>	The cost of evaluating market-competitive compensation and recommending grade assignments for new positions or revised positions after the project will be \$750 per position (excludes executive and sales positions). Hourly Rates: Director - \$650/hr, Project Manager - \$450/hr, Consultants - \$300/hr.
<b>Cost methodology:</b> i.e. by job description, or project, etc.	Please see the Cost Methodology section of the Response to Questions
<b>Additional fees:</b> any additional/potential fees not listed elsewhere.	No Additional fees anticipated
<b>Start Date</b>	End of March
<b>Completion Date/Number of Days to Completion</b>	Middle of September / Approximately 24 Weeks

\*Contract will be awarded as a complete package to one bidder giving consideration to the total project cost, expected start and completion dates, etc.

Company name: CBIZ Benefits & Insurance Services, Inc.

Signature:   
 Nancy M. Mellard

Title: Executive Vice President

Date: 1/20/2025

Email & Phone Contact Information: jrice@cbiz.com 314-590-4070

**Tazewell County**  
**Project #2025-HR-01**  
**Compensation and Classification Study**  
**SUBCONTRACTOR LISTING**

**Vendor/Contractor:** CBIZ Benefits & Insurance Services, Inc.

Subcontractor name & address:	
Scope of work to be completed by subcontractor:	

Subcontractor name & address:	
Scope of work to be completed by subcontractor:	

Subcontractor name & address:	
Scope of work to be completed by subcontractor:	

Subcontractor name & address:	
Scope of work to be completed by subcontractor:	



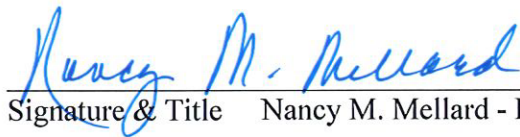


We hereby submit our proposal for the **Compensation and Classification Study, Project #2025-HR-01**

CBIZ Benefits & Insurance Services, Inc., herein called "bidder,"  
Company Name

acknowledges receipt of the following documents, which are incorporated herein by reference and together with this proposal, are herein called "contract documents."

- A. Invitation to Bid
- B. Legal Notice
- C. General Instructions to Bidders
- D. Scope of Work and Specifications included
- E. Bid Form
- F. Reference Form
- G. Subcontractor Listing
- H. Non-Collusion and Certification of Eligibility Affidavit
- I. Agreement for County of Tazewell (Sample)



Signature & Title Nancy M. Mellard - Executive Vice President

1/20/2025  
Date

**COMMITTEE REPORT**

Mr. Chairman and Members of the Tazewell County Board:

Your Human Resources Committee has considered the following RESOLUTION and recommends that it be adopted by the Board:

-----  
**RESOLUTION**

WHEREAS, the County’s Human Resources Committee recommends to the County Board to re-classify the position of Purchasing Manager to Accounting Analyst; and

WHEREAS, the Purchasing Manager is retiring effective February 28, 2025; and

WHEREAS, this vacancy provides an opportunity to review and reorganize the operations of the Finance Office to more effectively provide the services, support and reporting desired by the County Board and County leadership; and

WHEREAS, the Purchasing Manager position is a salary grade 14 while the proposed Accounting Analyst position was determined to be a salary grade 16 using the Korn Ferry methodology; and

THEREFORE BE IT RESOLVED that the County Board approve this recommendation.

BE IT FURTHER RESOLVED that the County Clerk notifies Human Resources, Finance Director, and the Payroll Division of this action.

PASSED THIS 26<sup>th</sup> DAY OF February, 2025.

ATTEST:

\_\_\_\_\_  
Tazewell County Clerk

\_\_\_\_\_  
Tazewell County Board Chairman





## Tazewell County Job Description

**Job Title:** Accounting Analyst  
**Department:** County Administration  
**Reports to:** Assistant County Administrator/ Finance Director  
**FLSA Status:** Exempt  
**Grade:** 16  
**Prepared Date:** February 12, 2025

**SUMMARY:** Under the direction of the Assistant County Administrator/ Finance Director, the Accounting Analyst performs work of considerable difficulty in the planning and operations of the Finance Department including the areas of audit, budget, purchasing, accounts payable, and fixed assets; provides complex administrative support to the Assistant County Administrator/Finance Director and Budget Director and performs related work as required; performs technical and administrative tasks in the processing and maintenance of financial and budget-related data; assists in the preparation of the annual budget, schedule of federal awards, and external audit; assists with forecasting and analysis of revenue and expenditure trends and monitors them against adopted budget amounts; directs and supports departments in compliance with County, State and Federal budgetary and financial policies and regulations; assists with special projects and other activities as assigned.

**JOB RELATIONSHIP:** Under the direct supervision and direction of the Assistant County Administrator/ Finance Director.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** include the following. Other duties may be assigned to meet business needs.

- Assists with the day-to-day operations of the Finance Department.
- Provides direction and advice in the resolution of financial questions with department heads, elected officials and county board members.
- Assists with the preparation of materials for the County Board and committee board agendas and attending meetings.
- Assists with the external audit including preparation of work papers, performing analysis, and preparing journal entries. Assists throughout the preparation of the Annual Comprehensive Financial Report (ACFR) in accordance with Generally Accepted Accounting Principles (GAAP), including working to provide the external auditors with the necessary reports and information, coordinating with other departments, preparing necessary work papers and assisting with the Management's Discussion and Analysis section.
- Prepares documents related to the bidding process.

- Provides guidance to the Accounts Payable Manager. Interacts with management throughout the organization at all levels.
- Maintains confidentiality due to the sensitive and confidential issues handled by the position.
- Assists with the annual budget preparation process; maintains a thorough understanding of the budget preparation process.
- Assists with the procurement process, including explaining purchasing policy requirements, preparing bid documents, tracking questions, sending out addenda, and preparing results.
- Assists with tracking grants, compiling documentation and reporting in accordance with OMB Circular A-133.
- Conducts research and financial analysis; makes recommendations to the Finance Director and Budget Director on financial matters.
- Serves as a resource to County personnel on the financial system and budget related topics by attending user group meetings, developing policy and procedures, and learning the financial system.
- Conducts detailed general ledger account and fund analysis and reconciliation and prepares journal entries to correct any inaccuracies found.
- Demonstrates ability to think and act independently and collaboratively.
- Completes projects and other duties as assigned or required.

**QUALIFICATIONS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

**EDUCATION and /or EXPERIENCE:**

- Bachelor's degree from an accredited college or university required in Accounting or Finance.
- 2 years' experience in accounting with knowledge and understanding of Generally Accepted Accounting Principles (GAAP) preferred.
- Experience in government finance preferred.

**TECHNICAL SKILLS:** Experience with Microsoft Office applications, personal computers, keyboarding, spreadsheets, word processing, adding machine, printers, multi-line phone system, fax machines, digital copier, and other office equipment. Experience using complex financial accounting and budgeting software a plus.

**MATHEMATICAL SKILLS:** Ability to add, subtract, multiply, divide, and determine percentages, ratios, order of operations, exponents, general algebra concepts.

**CERTIFICATES, LICENSES, REGISTRATIONS:** Advanced certification, such as a Certified Public Accounting (CPA) is a plus.

**REASONING ABILITY:** Ability to apply common sense understanding to carry out detailed written or oral instructions and communicate work assignments thoroughly to office staff. Apply induction to situations.

**LANGUAGE SKILLS:** Ability to read, analyze, evaluate and interpret documents such as financial reports, policies, contracts, collective bargaining unit agreements, insurance and risk documents. Ability to write routine reports and correspondence and have the ability to speak effectively before department heads, committee members and employees.

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is frequently required to sit 90% of the time; stand 5% of the time; walk 5% of the time; and talk; or hear. The employee is occasionally required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; and stoop; kneel; or crouch. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distant vision and depth perception.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Normal quiet office working conditions.

*The preceding job description has been designed to indicate the general nature and essential duties and responsibilities of work performed by employees within this classification. It may not contain a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to do this job.*

**COMMITTEE REPORT**

Mr. Chairman and Members of the Tazewell County Board:

Your Human Resource Committee has considered the following RESOLUTION and recommends that it be adopted by the Board:

-----  
**RESOLUTION**

WHEREAS, Tazewell County Employees has a Physician Hospital Organization Agreement (“Agreement”) with Health Plus Inc. (“HP”), with an effective date of June 1, 2022; and

WHEREAS, CHPP has assumed the operations of HP effective January 1, 2025, and

WHEREAS Tazewell County Employees and CHPP desire to update the Agreement to reflect the current relationship between the Parties.

NOW THEREFORE, in consideration of the covenants contained herein, it is mutually agreed by and between the parties as follows:

1. As of January 1, 2025 (“Transfer Date”), HP hereby assigns to CHPP its rights and obligations under the Agreement. CHPP hereby assumes the rights from and agrees to perform all obligations of HP under the Agreement. The Parties agree that as of the Transfer Date, CHPP is to be substituted for HP under the Agreement and all references in the Agreement to HP shall refer to CHPP.
2. Except as amended and supplemented hereby, all of the terms of the Agreement shall remain and continue in full force and effect and are hereby confirmed in all respects.
3. This Amendment may be executed in any number of counterparts, each of which shall be an original and all of which together shall constitute one and the same document, and is binding on all parties notwithstanding that each of the parties may have signed different counterparts. Facsimiles or scanned copies of signatures or electronic images of signatures shall be considered original signatures.

THEREFORE BE IT RESOLVED that the County Board approve this recommendation.

BE IT FURTHER RESOLVED that the County Clerk notifies the County Board Office, Human Resources Director, Finance, and the Auditor of this action.

PASSED THIS 26<sup>th</sup> DAY OF FEBRUARY 2025

ATTEST:

\_\_\_\_\_  
County Clerk

\_\_\_\_\_  
County Board Chairman

**Second Amendment to the Agreement**

This Second Amendment to the Physician Hospital Organization Agreement (“Second Amendment”), effective as of the date of the last signature below (the “Effective Date”), is made by and between Carle Health Physician Partners, Inc., formerly Health Plus, Inc. (“CHPP”) and Tazewell County Employees (“Organization”). Unless the context of the sentence would provide a different interpretation, Carle and Organization may be collectively referred to herein as the “Parties” and individually as a “Party.”

**RECITALS**

WHEREAS, Tazewell County Employees has a Physician Hospital Organization Agreement (“Agreement”) with Health Plus Inc. (“HP”), with an effective date of June 1, 2022.

WHEREAS, CHPP has assumed the operations of HP effective January 1, 2025.

WHEREAS, Tazewell County Employees and CHPP desire to update the Agreement to reflect the current relationship between the Parties;

NOW THEREFORE, in consideration of the covenants contained herein, it is mutually agreed by and between the parties as follows:

1. As of January 1, 2025 (“Transfer Date”), HP hereby assigns to CHPP its rights and obligations under the Agreement. CHPP hereby assumes the rights from and agrees to perform all obligations of HP under the Agreement. The Parties agree that as of the Transfer Date, CHPP is to be substituted for HP under the Agreement and all references in the Agreement to HP shall refer to CHPP.
2. Except as amended and supplemented hereby, all of the terms of the Agreement shall remain and continue in full force and effect and are hereby confirmed in all respects.
3. This Amendment may be executed in any number of counterparts, each of which shall be an original and all of which together shall constitute one and the same document, and is binding on all parties notwithstanding that each of the parties may have signed different counterparts. Facsimiles or scanned copies of signatures or electronic images of signatures shall be considered original signatures.

IN WITNESS WHEREOF, the parties hereto have executed this Amendment the day and year as written below.

**Carle Health Physician Partners**

**Tazewell County Employees**

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

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

Print: \_\_\_\_\_

Print: \_\_\_\_\_

Title: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

**COMMITTEE REPORT**

Mr. Chairman and Members of the Tazewell County Board:

Your Executive Committee has considered the following RESOLUTION and recommends that it be adopted by the Board:

-----  
**RESOLUTION**

WHEREAS, the County's Executive Committee recommends to the County Board to appoint Sue Webster, Tazewell County Human Resources Director, as Authorized Agent for Illinois Municipal Retirement Fund from Tazewell County (I.D. 37-6002170); and

WHEREAS, this action will place Tazewell County in compliance with Sec. 7-135 of the Illinois Pension Code; and

WHEREAS, said Authorized Agent will be entitled to file Petition for Nominations of an Executive Trustee of IMRF and to cast a ballot for election of an Executive Trustee of IMRF; and

THEREFORE BE IT RESOLVED that the County Board approve this recommendation and authorize execution of attached IMRF Form 2.20 (Rev. 10/14) "Notice of Appointment of Authorized Agent.

BE IT FURTHER RESOLVED that the County Clerk notify IMRF, Suite 500, 2211 York Road, OakBrook, IL 60523-2337 and the County Board of this action.

PASSED THIS 26<sup>th</sup> DAY OF FEBRUARY, 2025.

ATTEST:

\_\_\_\_\_  
Tazewell County Clerk

\_\_\_\_\_  
Tazewell County Board Chairman



# NOTICE OF APPOINTMENT OF AUTHORIZED AGENT

IMRF Form 2.20 (Rev. 10/2014)

## INSTRUCTIONS

- The governing body of an IMRF employer (including townships) can appoint any qualified party as the employer's IMRF Authorized Agent.
- The governing body makes the appointment by adopting a resolution.
- The clerk or secretary of the governing body must certify the appointment (see Certification below).
- Mail the completed form to the Illinois Municipal Retirement Fund.
- A copy of the completed form should be retained by the employer.
- The new Authorized Agent will need to register for a new User ID on IMRF Employer Access.

EMPLOYER NAME <b>Tazewell County</b>		EMPLOYER IMRF I.D. NUMBER <b>03067</b>	
AUTHORIZED AGENT'S SALUTATION <input type="checkbox"/> Dr. <input type="checkbox"/> Mr. <input checked="" type="checkbox"/> Mrs. <input type="checkbox"/> Ms.	LAST NAME <b>Webster</b>	FIRST NAME <b>Sue</b>	MIDDLE INITIAL JR., SR., II, ETC.
TYPE OF GOVERNING BODY <b>County</b>			
DATE APPOINTMENT MADE (MM/DD/YYYY) <b>02/26/2025</b>	EFFECTIVE DATE OF APPOINTMENT (MM/DD/YYYY) <b>03/01/2025</b>	POSITION TITLE <b>Human Resources Director</b>	
Powers and duties delegated to Authorized Agent pursuant to Sec. 7-135 of Illinois Pension Code by governing body (P.A. 97-0328 <b>removed</b> the requirement that the Authorized Agent be a participant in IMRF to file a petition or cast a ballot):			
To file Petition for Nominations of an Executive Trustee of IMRF		<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
To cast a Ballot for Election of an Executive Trustee of IMRF		<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
<b>X</b> _____		_____	
SIGNATURE OF AUTHORIZED AGENT NAMED ABOVE		DATE (MM/DD/YYYY)	
<b>CERTIFICATION</b>			
I, <b>John Ackerman</b>		<b>Clerk</b>	
NAME		CLERK OR SECRETARY	
of the <b>Tazewell County Board</b>			
NAME OF EMPLOYER			
and the keeper of its books and records and the foregoing appointment and delegation were made by resolution duly adopted on the date indicated.			
SEAL		_____	
		SIGNATURE OF CLERK OR SECRETARY	
<b>BUSINESS ADDRESS</b>			
All correspondence and communications with the Authorized Agent are to be addressed as follows:			
NAME (IF DIFFERENT FROM ABOVE)			
<input type="checkbox"/> Dr. <input type="checkbox"/> Mr. <input type="checkbox"/> Mrs. <input type="checkbox"/> Ms.			
BUSINESS ADDRESS <b>11 S. 4th Street, Suite 338</b>			
CITY STATE AND ZIP + 4 <b>Pekin, IL 61554</b>			
DAYTIME TELEPHONE NO. (with Area Code) <b>(309) 478-5917</b>		ALTERNATE TELEPHONE NUMBER (with Area Code) <b>(309) 478-5934</b>	
FAX NO. (with Area Code) <b>(309) 478-5614</b>		EMAIL ADDRESS <b>swebster@tazewell-il.gov</b>	

### Illinois Municipal Retirement Fund

2211 York Road Suite 500 Oak Brook, IL 60523-2337

Member Services Representatives 1-800-ASK-IMRF (1-800-275-4673) Fax (630) 706-4289

**COMMITTEE REPORT**

Mr. Chairman and Members of the Tazewell County Board:

Your Executive Committee has considered the following RESOLUTION and recommends that it be adopted by the Board:

-----  
**RESOLUTION**

WHEREAS, the Executive Committee recommends to the County Board to approve the proposal of the County Clerk to approve changes to the following polling locations; and

WHEREAS, currently Elm Grove 2, Cincinnati 2, and Cincinnati 5 are all utilizing the First Presbyterian Church in Pekin. That facility has closed; and

WHEREAS, the County Clerk is proposing the following changes:

- A) move Elm Grove 2 to Grace Baptist Church along Route 9 in Pekin;
- B) move Cincinnati 2 to The Church of Jesus Christ along 14<sup>th</sup> Street in Pekin;
- C) move Cincinnati 5 to Pekin Bible Church at the intersection of Allentown and Route 9 in Pekin.

THEREFORE BE IT RESOLVED that the County Board approve the aforementioned polling location changes.

BE IT FURTHER RESOLVED that the County Clerk notify the County Board Office, the Election Division, the Chairmen of each political party and the Township Supervisor of this action.

PASSED THIS 26<sup>TH</sup> DAY OF FEBRUARY, 2025.

ATTEST:

\_\_\_\_\_  
Tazewell County Clerk

\_\_\_\_\_  
Tazewell County Board Chairman



**COMMITTEE REPORT**

Mr. Chairman and Members of the Tazewell County Board:

Your Executive Committee has considered the following RESOLUTION and recommends that it be adopted by the Board:

-----

**RESOLUTION**

WHEREAS, the County's Executive Committee recommends to the County Board to approve the Engineering Design Quote for 2025 culvert repair/replacement/lining from Austin Engineering; and

WHEREAS, the purpose of the proposal is to establish a master services agreement that will allow Austin Engineering to work with the County on an ongoing basis on the development project; and

WHEREAS, Austin Engineering is suggesting a starting design development phase budget of \$15,000; and

WHEREAS, the Heritage Lake Special Service Area Committee recommends to approve the Engineering Design Quote for HLA culvert lining from Austin Engineering and is authorized to move forward with the project as submitted.

THEREFORE BE IT RESOLVED that the County Board approve this recommendation.

BE IT FURTHER RESOLVED that the County Clerk notifies the County Board Office, the Treasurer, the Finance Office, and the Auditor of this action.

PASSED THIS 26<sup>th</sup> DAY OF February, 2025.

ATTEST:

\_\_\_\_\_  
Tazewell County Clerk

\_\_\_\_\_  
Tazewell County Board Chairman



## AUSTIN ENGINEERING CO., INC.

Consulting Engineers / Landscape Architects / Surveyors  
Peoria, IL - Davenport, IA – Chattanooga, TN

[austinengineeringcompany.com](http://austinengineeringcompany.com)

Heritage Lake HOA  
Mr. Brad Reed, President  
PO Box 402  
Mackinaw, IL 61755  
(309) 397-0251  
[reed.brad.hla@gmail.com](mailto:reed.brad.hla@gmail.com)

January 23, 2025

Cc: Tazewell County Highway Department  
Mr. Dan Parr, County Engineer  
21308 IL Route 9  
Tremont, IL 61568  
(309) 696-1597  
[dparr@tazewell-il.gov](mailto:dparr@tazewell-il.gov)

Re: 2025 Culvert Repair/Replacement/Lining  
Construction Documents, Specifications & Construction Phase Assistance  
+/- 14 Culverts – Ranging in Diameter from 15 inch to 66 inch  
Heritage Lake, Mackinaw, IL

Thank you for the opportunity to submit a proposal for Professional Civil Engineering Construction Documents, Specifications and Construction Phase Assistance for the 2025 Culvert Repairs at Heritage Lake in Mackinaw, IL. The purpose of this proposal is to request approval from Heritage Lake HOA (HLA) and Tazewell County Highway Department (TCHD) for additional services required for this project beyond the original approved design development scope with AECI. HLA now desires to move into the construction documentation, specifications and construction phases of the project.

Each work package includes all labor, equipment, and materials required to complete the task in accordance with generally accepted Civil Engineering and Landscape Design standards. Any review fees or deposits required by the approving agencies or Authorities Having Jurisdiction (AHJ) will be invoiced as a reimbursable expense at cost or through direct payment by Client. All other miscellaneous expenses are included in the lump sum proposal amounts.

### **Civil Engineering Construction Plans & Bidding Phase**

Austin Engineering is pleased to submit an engineering proposal for the preparation of detailed construction plans, specifications and bidding for this construction project, based on the following scope of work.

311 SW Water St., Suite 215, Peoria, IL 61602  
220 Emerson Pl., Suite 101-A, Davenport, IA 52801  
2115 Stein Drive, Suite 201, Chattanooga, TN 37421  
P 1 (844) 691-AECI

Incorporated August 18, 1947

- 1) The construction plans will be based on the approved design development plans and those modifications noted by email from Brad Reed on January 23, 2025.
- 2) Complete a detailed overall improvement plan and detailed location sheets as needed.
- 3) Construction Plans would be completed in accordance with generally accepted engineering standards and in sufficient detail to obtain HLA & TCHD approvals. In specific, the site plan would include but not be limited to:
  - a. Locations of Culverts for Lining, with sizes and estimated slopes.
  - b. Lining Specifications
  - c. Erosion Control Items
  - d. Special Sedimentation Control Items, as requested.
  - e. Site Restoration.
- 4) Project specifications & details will be included on the plan sheet drawings and a separate general and special provisions specification booklet will be prepared for the purpose of soliciting bids and entering into a contract with an approved vendor.
- 5) Because the total site disturbance is expected to be less than 1-Acre in size, an IEPA Stormwater Grading Permit is NOT required and excluded from this proposal.
- 6) Prepare, submit, and secure permits from the following governing bodies:
  - a. Tazewell County Highway Department
- 7) Prepare a summary of plan quantities to aid with construction pricing.
- 8) Review of plan set at 50% and 90% completion by email and phone conference or meetings at our Peoria, IL office.
- 9) Assist with Bid Advertisement, Bid Review & Bid Tab.
- 10) Assist with finalizing contract documents with an approved vendor/contractor.
- 11) **Exceptions:** In addition to any exceptions noted in the above task deliverables, the following exceptions or special notes shall apply:
  - a. *Plan design changes as a result of un-foreseen conditions, Client/Owner Revisions during the detailed plan completion phase or other circumstances outside the control of Austin Engineering will require a task order approval prior to these services being provided by AECl.*
  - b. *If required, detailed Environmental/Historic Preservation Studies are NOT included in this proposal.*
  - c. *No Geotechnical Design Services are included.*
  - d. *Should retaining walls be desired or un-avoidable in order to accommodate the layout and negotiate grade changes on the site, any structural design requirement for these retaining walls are not included and will require task change order approval.*
  - e. *If offsite utility easements become necessary, these services are not included and will require separate proposal approval.*
  - f. *Any professional services required after the third (3<sup>rd</sup>) submittal to a regulatory permitting agency shall be considered an additional service and billed on an hourly basis at our current rates (attached).*

We propose to perform the above-mentioned design work for a Lump Sum Fee of **\$16,000**. Review fees or deposits required by AHJ will be the responsibility of client to pay in advance at time of submittal or reimbursed to AECI at time of invoice.

**Construction Layout Services**

If required, these are to be provided and paid for by the Site General Contractor with a recommendation included in the construction plan documents that AECI be contacted for a proposal to provide professional land surveying construction layout services.

**Construction Observation Services – Part Time**

At the time of preparing this proposal, on-site construction observation is assumed to be on a part-time basis for the duration of the project. We estimate a total of 25 working days but will rely on the approved vendor/contractor for a schedule once they are awarded the project. For purposes of establishing a working budget, at time of proposal, we would offer the following calculation:

25 Working Days, 4 hours per day of on-site observation = 100 field hours = \$13,000  
 Office Hours @ 10% of Field = 10 office hours = \$1,700

Estimated Budget Placeholder = +/--\$15K

**Construction Engineering Support Services**

It is understood that AECI may be requested from time to time to provide construction engineering support services. These services shall be performed and billed on an hourly basis. Only services performed as a result of a request from client shall be considered “Authorized Services” and approved in writing in advance via email correspondence. Typical CA services include responses to contractor requests for information or clarification, review of pay requests, involvement with regular construction progress calls, site visits for clarification of design intent, miscellaneous plan changes due to unforeseen data available at time of construction plan preparation of due to issues or circumstance beyond the direct control of AECI. Based on past experience with similar project of similar scale and scope, we propose a budget placeholder for these services in the amount of **\$5,000**. Time will be tracked on an hourly basis and additional budget may be required depending on the specific details and occurrences during the construction phase.

<b>Summary of Deliverables</b>	<b>Lump Sum</b>	<b>Hourly</b>
Construction Plans, Specs & Bidding	<b>\$16,000</b>	
Construction Observation (Part-Time)		<b>\$15,000 (Budget)</b>
Construction Support Services		<b>\$5,000 (Budget)</b>
<b>Totals</b>	<b>\$16,000</b>	<b>\$20,000 (Budget)</b>

A mutually agreeable schedule for the completion of our services will be honored. We would anticipate the process from notice to proceed to construction permit approval to take between 60 to 90 days pending review times by AHJ.

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Invoices will be submitted each month on an hourly basis as time is incurred and payment is expected within 30-45 days of the date of each invoice. Progressive payments for invoices not received within 30-45 days of submittal will incur interest charges in accordance with our General Conditions attached hereto, and work will be paused until each progressive invoice is paid in full. Payment for services provided under this agreement shall not be contingent on approval of any financing or negotiated leases with third parties. Services may be paused or cancelled at any time by providing email notice and an invoice will be generated for payment for work performed through the date that the email is received. All emails regarding projects related to invoicing and proposals should be directed to Devin Birch, President of Austin Engineering at [dbirch@austinengineeringcompany.com](mailto:dbirch@austinengineeringcompany.com). A copy of our current hourly rates are attached hereto for those tasks proposed to be tracked and invoiced on an hourly as-needed basis. Hourly rates are subject to change on an annual basis, and a new hourly rate sheet will be provided to your office by email with notice of the new effective date.

Again, we appreciate your consideration of Austin Engineering for your Professional Engineering and Land Surveying needs. If you have any questions or need additional information with respect to this proposal, please do not hesitate to contact us. We will begin work immediately upon receipt of your authorized signature below.

Sincerely,



Devin Birch, PE  
Principal

\* Accepted by:

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Mr. Brad Reed

## AUSTIN ENGINEERING CO., INC. GENERAL CONDITIONS (CIVIL AND LAND SURVEYING SERVICES)

THESE STANDARD TERMS AND CONDITIONS SHALL CONTINUE IN FORCE AND EFFECT DURING AND AFTER THE COMPLETION OF AUSTIN ENGINEERING CO., INC.'S EMPLOYMENT AND SHALL CONTROL ANY CONFLICTING TERM OR CONDITION UNLESS AUSTIN ENGINEERING CO., INC. AGREES OTHERWISE IN WRITING.

**1. PARTIES AND SCOPE OF WORK:** "This Agreement" consists of Austin Engineering Co., Inc. (AECI) professional services proposal to which these General Conditions are attached, AECI's Schedule of Fees and Services, client's acceptance and signature (written or digital) on said proposal, AECI acceptance of said proposal, and these General Conditions. The terms contained in these General Conditions are intended to prevail over any conflicting terms in this Agreement. "Client" refers to the person or entity ordering the work to be done or professional services to be rendered by Austin Engineering Co., Inc. (except where distinction is necessary, either work or professional services are referred to as "services" herein). If client is ordering the services on behalf of another, client represents and warrants that client is the duly authorized agent of said party for the purpose of ordering and directing said service, and in such case the term "client" shall also include the principal for whom the services are being performed. Prices quoted and charged by AECI for its services are predicated on the conditions and the allocations of risks and obligations expressed in these General Conditions. Unless otherwise stated in writing, client assumes sole responsibility for determining whether the quantity and the nature of the services ordered by client are adequate and sufficient for client's intended purpose. Client shall communicate these General Conditions to each and every third party to whom the client transmits any report prepared by AECI. Unless otherwise expressly assigned in writing, AECI shall have no duty to any third party, and in no event shall AECI have any duty or obligation other than those duties and obligations expressly set forth in this Agreement. Ordering services from AECI shall constitute acceptance of AECI's proposal and these General Conditions. In addition, Client's acceptance of AECI's proposal and these General Conditions may be indicated by Client signing the proposal, and a facsimile copy or an electronic signature by Client shall be considered as an original signature by Client.

**2. ADDITIONAL SERVICES:** For additional services not included above, the Consultant shall be compensated on an hourly basis per the attached fee schedule or lump sum fee as approved in advance in writing by both parties.

**3. SCHEDULING OF SERVICES:** The services set forth in this Agreement will be accomplished in a timely and workmanlike manner. If AECI is required to delay any part of its services to accommodate the requests or requirements of client, regulatory agencies, or other parties, or due to any cause beyond its reasonable control, client agrees to pay such additional charges, if any, as may be applicable.

**4. ACCESS TO SITE:** Client will arrange and provide such access to the site as is necessary for AECI to perform its services. AECI shall take reasonable measures and precautions to minimize damage to the site and any improvements located thereon as a result of its services or the use of its equipment; however, AECI has not included in its fee the cost of restoration of damage which may occur and will not be responsible for such costs.

**5. CLIENT'S DUTY TO NOTIFY ENGINEER:** Client represents and warrants that client has advised AECI of any known or boundary or title disputes, defects in title, or ongoing litigation involving the property and has notified AECI of any suspected hazardous materials, utility lines, underground structures, or any other matter which may affect the ability of AECI to perform its duties as outlined in the Proposal or specified within these General Conditions at any site at which AECI is to perform services under this Agreement.

**6. SITE INVESTIGATION:** AECI services shall not include investigation for wetlands, environmentally protected or endangered species, hazardous substances, materials or waste or petroleum products. The above items include, but are not limited to, any material, species, or area now or hereafter included with such terms under any federal, state or local statute, ordinance, code, rule or regulation now existing or hereinafter enacted or amended. AECI shall not be liable for any damages as a result of the encounter with any of the items mentioned above. AECI's sole duty shall be to notify client of any encounter with the items mentioned above and AECI has no duty to identify or attempt to identify them within the project area.

**7. MONITORING:** If this Agreement includes testing construction materials or observing any aspect of construction of improvements, AECI will report its test results and observations as more specifically set forth elsewhere in this Agreement. Client shall cause all tests and inspections of the site, materials and work to be timely and properly performed in accordance with the plans, specifications, contract documents, and AECI recommendations. No claims for loss, damage or injury shall be brought against AECI unless all tests and inspections have been so performed and unless AECI recommendations have been followed.

AECI services shall not include determining or implementing the means, methods, techniques or procedures of work done by the contractor(s) being monitored or whose

work is being tested. AECI services shall not include the authority to accept or reject work or to in any manner supervise the work of any contractor. AECI services or failure to perform same shall not in any way operate or excuse any contractor from the performance of its work in accordance with its contract. AECI services shall not include any responsibility or liability for the owner and/or contractor's site safety and/or operations of construction, including surface water management practices. "Contractor" as used herein shall include the general contractor, subcontractors, suppliers, architects, engineers and construction managers.

**8. LIMITATIONS OF PROCEDURES, EQUIPMENT AND TESTS:** Information obtained from borings, observations, and analyses of sample materials shall be reported in formats considered appropriate by AECI unless directed otherwise by Client. Such information is considered evidence, but any inference or conclusion based thereon is, necessarily, an opinion also based on engineering judgment and shall not be construed as a representation of fact. The test report documents shall not be considered certification or guarantee that certain conditions have been met. Conditions may not be uniform throughout an entire site and construction materials may vary from the samples taken. AECI shall not be liable for diminution of value wherein the results of the investigation and evaluation may result in decreased value of a property or project. Unless otherwise agreed in writing, the procedures employed by AECI are not designed to detect intentional concealment or misrepresentation of fact by others. AECI services are being performed solely for client's benefit and no contractor, subcontractor, supplier, fabricator, manufacturer, tenant, occupant, consultant, or other third party shall have any claim against AECI as a result of its services.

**9. TERMINATION:** This Agreement may be terminated by either party upon seven days prior written notice. In the event of termination, AECI shall be compensated by client for all services performed up to and including the termination date, including reimbursable expenses.

**10. RETAINER/BILLING/PAYMENT:** The firm or individual engaging AECI is responsible for payment of charges unless AECI is notified in writing, prior to the time that the charges are incurred, that the engagement is on behalf of another party. Payment to AECI is not contingent upon the sale of the property or closing of any financial transactions. Prior to the provision of services, the Client shall deposit a retainer with AECI in accordance with the proposal, if required. Invoices for AECI services shall be submitted, at AECI's option, either upon completion of such services or on a monthly basis. Invoices shall be due and payable upon receipt. Client shall notify AECI in writing within ten (10) days of receipt of AECI's invoice of any disputed amounts and the basis of the dispute. If no notice of dispute is received in writing within ten (10) days, full invoice amount shall be valid and due. Payments may be made via cash, check, or credit card. A 3.5% convenience fee will be assessed on all credit card payments. Client agrees to pay interest on all amounts invoiced and not paid within thirty (30) days at the rate of eighteen (18%) per annum (or the minimum interest rate permitted by applicable law, whichever is the lesser) until paid. The retainer (if required) shall be credits on the final invoice. In the event that any portion of an account remains unpaid 90 days after the billing, AECI may institute action and Client shall pay all costs of collection, including attorney's fees.

**11. STANDARD OF CARE:** AECI professional services will be performed, its findings obtained, and its reports prepared in accordance with this Agreement and with general accepted principles and practices. In performing its professional services, AECI will use that degree of care and skill ordinarily exercised under similar circumstances by members of its profession. AECI may rely upon information supplied by the client engaging AECI, or the contractors or consultants involved, or information available from generally accepted reputable sources, without independent verification. In performing physical work in pursuit of its professional services, AECI will use that degree of care and skill ordinarily used under similar circumstances. This statement is in lieu of all other warranties or representations, either express or implied. Statements made in AECI reports are opinions based upon engineering judgment and are not to be construed as representations of fact.

**12. LIMITATION OF LIABILITY:** Should AECI or any of its employees be found to have been negligent in performing professional services or to have made and breached any express or implied warranty, representation or contract, client, all parties claiming through client and all parties claiming to have in any way relied upon AECI services or work agree that the maximum aggregate amount of damages for which AECI, its officers, employees and agents shall be liable is limited to \$5,000 or the total amount of the fee paid to AECI for its services performed with respect to the project whichever amount is greater.

AUSTIN ENGINEERING CO., INC.

In the event client is unwilling or unable to limit the damages for which AECl may be liable in accordance with the provisions set forth in the preceding paragraph, upon written request of client received within five (5) days of client's acceptance of AECl's proposal, client will notify AECl of client's requested liability limit and AECl will provide an appropriate fee to be charged for the increase of this limit. This charge is not to be construed as being a charge for insurance of any type but is increased consideration for the exposure to an award of greater damages. In the event that AECl and the client cannot reach an agreement, AECl shall terminate the contract and refund the retainer to the client, less any amount due for work performed to date.

**13. INDEMNITY:** Subject to the provisions set forth herein, AECl and client hereby agree to indemnify and hold harmless each other and their respective shareholders, directors, officers, partners, employees, agents, subsidiaries and division (and each of their heirs, successors, and assigns) from any and all claims, demands, liabilities, suits, causes of action, judgments, costs and expenses, including reasonable attorney's fee arising, or allegedly arising, from personal injury, including death, property damage, including loss of use thereof, due in any manner to the negligence of either of them or their agents or employees. In the event both are negligent or at fault, then any liability shall be apportioned between them pursuant to their pro rate share of negligence or fault. AECl and client further agree that their liability to any third party shall, to the extent permitted by law, be several and not joint. The indemnities provided hereunder shall not terminate upon the termination or expiration of this Agreement.

**14. OWNERSHIP OF DOCUMENTS AND DATA:** All documents produced and data collected by AECl are the instruments of AECl's professional service and shall remain the property of AECl and may not be used by the client for any other purpose without the prior written consent of AECl.

**15. SUBPOENAS:** AECl employees shall not be retained as expert witness except by separate written agreement. Client agrees to pay AECl pursuant to AECl's then current Fee Schedule for any AECl employee(s) subpoenaed by any party as an occurrence witness as a result of AECl's services.

**16. OTHER AGREEMENTS:** AECl shall not be bound by any provision or agreement requiring or providing for arbitration of disputes or controversies arising out of this Agreement or any provision wherein AECl waives any rights to a mechanics lien, or any provision that conditions AECl's right to receive payment for its services upon payment to client by any third party. These General Conditions are notice, where required, that AECl shall file a lien whenever necessary to collect past due amounts. This Agreement contains the entire understanding between the parties. Client acknowledges that no representations, warranties, undertakings or promises have been made other than and except those expressly contained herein. All understandings and agreements heretofore had among the parties respecting this transaction, are merged in this Agreement. Unless expressly accepted by AECl in writing prior to delivery of AECl's services, client shall not add any conditions other than those contained in the Agreement. AECl's offer to provide services is conditioned on client's acceptance of all the terms and conditions set forth in these General Conditions without alteration or modification of any kind. The unenforceability or invalidity of any provision or provisions shall not render any other provision or provisions unenforceable or invalid. This Agreement shall be construed and enforced in accordance with the laws of the State of Illinois. The parties hereto consent to jurisdiction and venue in an appropriate Illinois State Court in and for the County of Peoria, Illinois or the Federal District Court for the Mid-Central District of Illinois. Paragraph headings are for convenience only and shall not be construed as limiting the meaning of the provisions contained in these General Conditions.

**2025 Fee Schedule**

Senior Professional Engineer	\$170.00/Hr.
Senior Project Manager	\$170.00/Hr.
Project Manager	\$130.00/Hr.
Professional Engineer	\$145.00/Hr.
Engineer II	\$110.00/Hr.
Engineer I	\$100.00/Hr.
Landscape Architect	\$115.00/Hr.
Professional Land Surveyor	\$150.00/Hr.
Land Survey Technician	\$ 95.00/Hr.
Surveyor I	\$100.00/Hr.
Surveyor II	\$110.00/Hr.
1-Man Survey with Robotic Instrument/GPS	\$145.00/Hr.
2-Man Survey Crew	\$175.00/Hr.
Expert Witness	\$500.00/Hr.

Rates are reviewed and adjusted on an annual basis in December for the following year.





**COMMITTEE REPORT**

Mr. Chairman and Members of the Tazewell County Board:

Your Executive Committee has considered the following RESOLUTION and recommends that it be adopted by the Board:

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**RESOLUTION**

WHEREAS, the County's Executive Committee recommends to the County Board to approve a list of project requests for federal community project funding or other funding sources if the opportunity becomes available; and

WHEREAS, community project funding is spending provisions in federal legislation that are requested on behalf of a community by a Member of Congress; and

WHEREAS, an application process typically occurs in late winter to early spring for a short one-to-three-week window in which communities may submit requests to their legislators; and

WHEREAS, each year leadership in Congress sets the rules for the funding, including the types and quantity of projects a Member of Congress may submit; and

WHEREAS, the yearly rules dictate which categories are eligible and typically include areas such as infrastructure, public safety, or economic development; and

WHEREAS, Tazewell County has a significant need for highway infrastructure improvements; and

WHEREAS, guidelines typically dictate that the submittal of transportation projects should be limited to one project per Congressional district with the funding request being between \$500,000 and \$4,000,000; and

WHEREAS, the County Highway Engineer has identified the below two projects with their rationale for inclusion:

1. Bridge Replacement for Hopedale Road over Little Mackinaw Creek  
(Structure 090-3024; Section 23-00040-00-BR)

This project consists of the replacement of the existing, structurally deficient bridge built in 1961, carrying the two-lane county highway (CH 9) over the Little Mackinaw River. The project also includes reconstruction of the roadway approaches to the bridge. The bridge

and highway serve farm-to market traffic, commuters, local business and residents of Tazewell County. The bridge has been restricted to less than legal loads only and is past its design life, showing significant signs of deterioration.

2. Road Widening of Muller Road from East Peoria to Morton (Section 22-00019-00-WR)

This project would achieve a significant reduction in traffic fatalities and serious injuries on this segment of roadway. By including a 6' paved shoulder and 2' aggregate shoulder and flattening the slopes to 1:4 the traveling public will have more space to recover if they leave the roadway. Also, by widening the roadway there will be improved space for agricultural equipment and a safer shared road between the users and agricultural equipment. By relocating the intersection of Roth Road to the west approximately 200', the sight distance will be improved so turning onto Muller Rd from Roth will be safer. Also, by bringing the needed guardrail locations up to the current standards will increase the safety to the traveling public. Reconstruction and resurfacing of Muller Road will help improve the National Highway Freight Network by improving the roadway which strengthens the ability of rural communities to access national and international trade markets, supporting regional economic development. This segment of roadway connects to Pinecrest Dr on the west end, which leads to Interstate 74 and from I-74 to the rest of the nation and international markets; and

WHEREAS, it is also recognized that additional funding opportunities may also have a local match commitment, typically up to thirty percent of the total construction costs, as well as all engineering fees and right-of-way costs.

THEREFORE BE IT RESOLVED that the County Board approve this recommendation and authorize the submittal of the projects for community project funding in the amount of \$4 million, or as otherwise determined appropriate within the rules and guidelines provided this year.

BE IT FURTHER RESOLVED that the County Clerk notify the Highway Engineer and the County Board of this action.

PASSED THIS 26<sup>th</sup> DAY OF FEBRUARY, 2025.

ATTEST:

\_\_\_\_\_  
Tazewell County Clerk

\_\_\_\_\_  
Tazewell County Board Chairman



## Tazewell County Board Calendar of Meetings March 2025

<b>Zoning Board of Appeals</b> Duane Lessen, Chair	Tuesday, March 4 5:30pm – JCCR	Crawford, Hopkins, Stahl, Hall, Goddard, Woodrow, Schmidgall, Longfellow
<b>Land Use</b> Russ Crawford, Chair	Tuesday, March 11 5:00pm – Jury Room	Hopkins, Stahl, Hall, Goddard, Woodrow, Schmidgall, Longfellow
<b>Health Services</b> Jay Hall, Chair	Thursday, March 13 5:30 pm – TCHD	Sinn, Hopkins, Longfellow, Goddard, Stump, Rich-Stimson, Schmidgall
<b>Insurance Review</b> Tammy Rich-Stimson, Chair	No March meeting	Graff, Hopkins, Mingus
<b>Transportation</b> Greg Menold, Chair	Tuesday, March 18 1:30pm - Tremont	Proehl, Graff, Milam, Rich-Stimson, Nelms, Woodrow
<b>Property</b> Max Schneider, Chair	Tuesday, March 18 3:30pm – JCCR	Hopkins, Mingus, Proehl, Harris, Stahl, Schmidgall, Joesting
<b>Finance</b> Mike Harris, Chair	Tuesday, March 18 following Property – JCCR	Schneider, Woodrow, Milam, Mingus, Proehl, Crawford, Stahl, Joesting, Schmidgall
<b>Human Resources</b> Mike Harris, Chair	Tuesday, March 18 following Finance – JCCR	Schneider, Woodrow, Milam, Schmidgall, Crawford, Mingus, Proehl, Stahl, Joesting
<b>Risk Management</b> Brett Grimm, Chair	Wednesday, March 19 4:00pm – Jury Room	Harris, Crawford, Hall, Joesting, Menold, Mingus, Proehl, Sinn, Schneider
<b>Executive</b> Brett Grimm, Chair	Wednesday, March 19 following Risk Management	Harris, Crawford, Hall, Joesting, Menold, Mingus, Proehl, Sinn, Schneider
<b>Board of Health</b>	Monday, March 24 6:30pm - TCHD	Hall
<b>County Board</b>	Wednesday, March 26 6:00 pm – JCCR	All County Board Members