

# UPCOMING MEETINGS

for the

## FORD COUNTY BOARD

### Tuesday, April 7, 2026

4:30 P.M. Executive Committee Meeting – Sheriff’s Boardroom at the Jail

### Wednesday, April 8, 2026

7:00 A.M. Highway Committee Meeting – Highway Department in Roberts

### Friday, April 10, 2026

9:00 A.M. Sheriff Committee Meeting – Sheriff’s Boardroom at the Jail

### Friday, April 10, 2026

10:00 A.M. Finance Committee Meeting – Small Courtroom in the Courthouse

### Monday, April 13, 2026

6:00 P.M. County Board Meeting – Sheriff’s Boardroom at the Jail



### Notes:

- The General Primary Election is Tuesday, March 17, 2026.



**COUNTY CLERK & RECORDER'S OFFICE**

To the Chairman of the County Board of Ford County:

I, Amy Frederick, County Clerk and Recorder, in and for the County of Ford and State of Illinois, respectfully present the following report of all the fees and emoluments of my office, for the month of **FEBRUARY 2026** and during the month where I state the gross amount of all fees.

**COUNTY CLERK**

REVENUE FOR THE MONTH	RECORDING FEES	VITAL RECORDS	MISC FEES	COUNTY TAX STAMPS 1/3	TAX CLERK FEES	RENTAL HOUSING SURCHARGE COUNTY (RHSP)	COUNTY CLERK REVENUE	DEDICATED FUNDS AUTO REC. FEE (RSSA)	DEDICATED FUNDS AUTO VITAL FEE (VRSSA)	GIS	DOMESTIC VIOLENCE FUND (DVF)	RENTAL HOUSING SURCHARGE (RHSP)	REVENUE STAMP FUND STATE	DEATH SURCHARGE (DSC)	DELINQUENT TAXES COLLECTED
Dec-25	5,855.00	1,125.00	411.00	5,689.25	2,666.00	114.50	15,860.75	260.00	5,570.00	15.00	4,122.00	11,378.50	272.00	110,197.25	
Jan-26	4,260.00	2,108.00	723.00	4,551.50	860.00	79.00	12,581.50	2,181.44	4,056.00	40.00	2,844.00	9,103.00	744.00	35,765.67	
Feb-26	4,739.00	1,357.00	457.00	3,129.75	1,548.00	84.50	11,315.25	673.92	4,560.00	20.00	3,042.00	6,259.50	244.00	77,176.01	
Mar-26							0.00								
Apr-26							0.00								
May-26							0.00								
Jun-26							0.00								
Jul-26							0.00								
Aug-26							0.00								
Sep-26							0.00								
Oct-26							0.00								
Nov-26							0.00								
MID-YEAR	14,854.00	4,590.00	1,591.00	13,370.50	5,074.00	278.00	39,757.50	18,236.37	14,186.00	75.00	10,008.00	26,741.00	1,260.00	223,138.93	
<b>TOTAL</b>	<b>14,854.00</b>	<b>4,590.00</b>	<b>1,591.00</b>	<b>13,370.50</b>	<b>5,074.00</b>	<b>278.00</b>	<b>39,757.50</b>	<b>18,236.37</b>	<b>14,186.00</b>	<b>75.00</b>	<b>10,008.00</b>	<b>26,741.00</b>	<b>1,260.00</b>	<b>223,138.93</b>	

24.85% = Percent of estimated revenue generated for year to date.

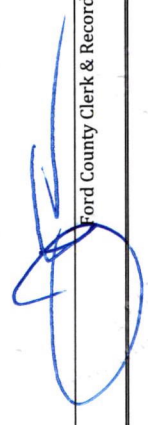
Total Estimated Revenue = \$ 1,400,000.00      Actual Office Revenue = \$ 39,757.50

Dedicated Funds = \$ 21,351.73  
 Supervisor of Assessments = \$ 14,186.00  
 State & Tax Buyers = \$261,222.93  
**Total Receipts = \$336,518.16**

STATE OF ILLINOIS }  
 COUNTY OF FORD }

I, Amy Frederick, do solemnly swear that the foregoing account is in all respects just and true according to the best of my knowledge and belief, and that I have neither received directly or indirectly nor directly or indirectly agreed to receive or be paid for my own or another's benefit, any money, article or consideration than therein stated, nor am I entitled to any fee or emolument for the period therein mentioned, other than those specified.

Submitted this 3rd day of MARCH 2026.

  
 Amy Frederick  
 Ford County Clerk & Recorder

MONTH END REPORT  
February 2026

TOTAL DEATH INVESTIGATIONS	8
TOTAL RESIDENT DEATHS	
TOTAL NON-RESIDENT DEATHS	
PAST INQUIRIES OR <u>INQUESTS PENDING</u>	0
1) NATURAL DEATH INVESTIGATIONS	8
2) UNDETERMINED DEATH	0
3) SUICIDE	
4) HOMICIDE	0
5) ACCIDENTAL DEATH	0
5A) ACCIDENTAL MOTOR VEHICLE DEATH	0
5B) ACCIDENTAL DRUG OR ALCOHOL DEATH	0
AUTOPSIES	0
TOXICOLOGY	0
EXTERNAL EXAMINATIONS	0
HOSPICE CASES.....	0
INQUESTS CONDUCTED	0
CREMATION PERMITS INVESTIGATED & ISSUED	4
NOTIFICATIONS FOR OTHER COUNTIES	0
ORGAN & TISSUE DONATION	0
INVESTIGATIONS RETURNED TO THE MEDICAL PROFESSION	0
CREMATION PERMITS FEES RECEIVED	\$ 400.00
REPORT FEES	.00
MISC. FEES (GRANTS)	.00
TOTAL REVENUE	\$ 400.00

RESPECTFULLY SUBMITTED,

  
Brandon Roderick, Ford County Coroner

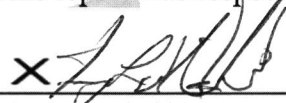


**FORD COUNTY  
OFFICE OF EMERGENCY MANAGEMENT  
200 W. State Street Room B-5  
Paxton, IL 60957  
Phone 217-379-9415**

**Activity Report  
01 February-28 February 2026**

03 February 2026	Starcom Monthly Radio Drill (Paxton)
04 February 2026	Ford County Sheriff Committee (Paxton)
06 February 2026	Ford County Finance Committee (Paxton)
09 February 2026	Ford County Board Meeting (Paxton)
11 February 2026	Ford County EMA Meeting (Paxton)
18 February 2026	Ford County EMA Training (Paxton)
24 February 2026	ILCATT Workshop (ILEAS Urbana)
27 February 2026	2 "Sound the Alarm" installs in Gibson City_____

This report was respectfully submitted by:

  
\_\_\_\_\_  
Terry Whitebird  
Ford County EMA

Acronyms used in this report

ILCATT - Illinois Capability & Threat Hazard Risk Assessment Tool

ILEAS - Illinois Law Enforcement Alarm System

Monthly Report to the Ford County Board  
On Activities at the Highway Department  
March 4, 2026

The Ford County Highway Department completed the following activities during the month of February, 2026.

Engineering Division

- Entered Claims and Allotments to various County and Township funds.
- Attended Aggregate Class at Lakeland College.
- Submitted Advertisement for Bid Letting on February 26.
- Conducted the February 26 Bid Letting at the Highway Department.

Maintenance Division

- Performed Maintenance and Repair on County owned equipment.
- Replaced Damaged Traffic Control Signs.
- Snow Plowing.
- Attended Aggregate Class at Lakeland College.

County Engineer

- Attended ELDS Class.
- Worked on Multi Year Plan for 2026 – 2030 and 2026 TBP.
- Attended Highway Commissioners Meeting at the Highway Department.

## Ford County Highway Committee Minutes

The Ford County Highway Committee met on March 04, 2026 at the Ford County Highway Department in Roberts, Illinois.

Present at this regular scheduled meeting were Tim Nuss, Cindy Ihrke, Lesley King, and Kelsie Vaughn. County Engineer Alan Harwood and Deputy Sherriff David Kaeding were also present. Mr. Nuss called the meeting to order at 7:00 a.m.

Mrs. King moved to accept the Agenda. Seconded by Mrs. Vaughn. Motion passed.

First on the agenda was the review of February 04, 2026 minutes. Mr. Nuss moved and Mrs. Vaughn seconded the motion that they be approved. Motion passed.

### Public Comment:

- Howard Haley inquired about the Kempton Road Paving Project. Mr. Harwood stated that the design for the project was given to HLR. This particular project was selected by the state for Local State Project Funding. HMA Paving and ADA improvements through Kempton were on the scope of work. Greg Perkinson had committed to pave the road and fix drainage with county forces afterwards. Mona Cemetery would be available for any excess earth excavation.
- Howard Haley also made reference to the new County Highway Building proposed by Ron Hilligoss from last month. Past County Board Chairman Howard Hills insisted the building be centrally located in Roberts. Mr. Haley, being a board member at the time, agreed.
- Howard Haley inquired about a Bridge on Kempton Road about 1640 E. A beaver dam is present, and areas are starting to erode. Mr. Harwood said they will get out and look at it. IDNR will be contacted if needed.

February bills were read and presented by Mr. Harwood. Mr. Nuss moved and Mrs. Ihrke seconded the motion to send the bills to the full board. Motion passed.

The committee then reviewed the fund balance report and the highway appropriations and expenses report.

### Old Business:

Mr. Harwood informed the committee of the activities at the County Highway Department during the month of February and will provide a written report for the full board.

Discussed the County Transportation Agreement. Mr. Nuss updated committee about the February 17<sup>th</sup> meeting.

Discussed the Portable Scales with one of the two quotes requested coming back under \$17,000.00. Class to train the officer will be May 18<sup>th</sup> – 23<sup>rd</sup>. Highway Department has offered to reimburse the Sherriff's Department the costs for training the officer.

### New Business:

Mr. Harwood inquired about the driving policy in Ford County to take vehicles home. Additional information from insurance is being pursued. Mr. Harwood also informed the committee that additional concrete testing equipment will be needed in the future.

### Resolutions:

Resolution Approving 2026 MFT Low Bids was discussed. Mrs. Ihrke moved and Mrs. King seconded the motion to send the Resolution to the full board. Motion passed.

Next Meeting will be **Wednesday April 8, 2026 at 7:00 a.m.**

Having no further items to discuss, Mrs. King moved to adjourn at 8:11 am. Seconded by Mrs. Ihrke. Motion passed.

# FORD COUNTY PROBATION AND COURT SERVICES

Stats for February 2026

**ADULTS**

<u>Active Caseload</u>		<u>Administrative Cases</u>	
Felony Cases	57	Active	71
Misdemeanors	18	Warrant:	148
DUI Cases	24	TOTAL	219
Traffic Cases			
<b>TOTAL</b>	<b>99</b>		

**February 2025 (same month last year)**

<u>Active Caseload</u>		<u>Administrative Cases</u>	
Felony Cases	69	Active	87
Misdemeanors	27	Warrants	145
DUI Cases	26	TOTAL	232
Traffic Cases	0		
<b>TOTAL</b>	<b>122</b>		

**JUVENILES:**

<u>Active Caseload</u>		<u>Administrative Cases</u>	
Probation	3	Active	0
Cont'd Supervision	0	Inactive	1
Informal	0	TOTAL	1
Other	0		
<b>TOTAL</b>	<b>3</b>		

**JUVENILES:**

<u>Active Caseload</u>		<u>Administrative Cases</u>	
Probation	4	Active	0
Cont'd Supervision	0	Inactive	1
Informal	0	TOTAL	1
Other	0		
<b>TOTAL</b>	<b>4</b>		

**PUBLIC SERVICE:**

<u>Adults</u>		<u>Juveniles</u>	
Cases	65	Cases	2
Hours	7330	Hours	105
<b>TOTAL CASES:</b>	<b>62</b>		
<b>TOTAL HOURS:</b>	<b>7435</b>		

**PUBLIC SERVICE:**

<u>Adults</u>		<u>Juveniles</u>	
Cases	65	Cases	1
Hours	6935	Hours	75
<b>TOTAL CASES:</b>	<b>62</b>		
<b>TOTAL HOURS:</b>	<b>7010</b>		

**RESTORATIVE JUSTICE / DIVERSION:**

Intakes this month      2  
 Cases reviewed this month      2  
 Active Conference/Diversion Cases      0 Restorative Justice / 2 Diversion

**INVESTIGATIONS:**

PSI's ordered      1      PSI's completed      1  
 Record Checks completed      0

**VIOLATIONS:**

Adult:      1      Juveniles:      0

**INTAKES:**

Adults:      6      Juveniles:      0

**ELECTRONIC MONITORING / GPS:**

Adults:      1      Juveniles:      1

**CONTACTS FROM POLICE AND / OR CLIENTS AFTER HOURS:**

Police      0      Clients      1

**HOME / SCHOOL VISITS CONDUCTED DURING THE MONTH:**

Home:      5      School      1

**RESTITUTION / COMMUNITY SERVICE COMPLETED:**

Restitution collected this month      654.23

Community Service collected:

Adults:      385      Juveniles:      0

**COMMUNITY MEETING ATTENDED THIS MONTH:**

Ford County Board Meeting (outside regular hour: Outreach Committee  
 Ford County Finance Meeting (outside regular hour: SART Meeting  
 ROSC Meeting            FC Executive Board Meeting            CMO Meeting  
 PBL 8th Grade Career Day

**TRAININGS / PRESENTATIONS COMPLETED DURING THIS MONTH:**

CAMS Systems & GPS Systems

**TOTAL NUMBER OF HOURS WORKED OUTSIDE MON. - FRI. 8:30 - 4:30:**            16

<u>OFFICER CASELOAD</u>	<u>ADULTS</u>	<u>JUVENILES</u>	<u>PRE-TRIAL</u>
Jennifer Harrison	53	0	
Sarah Uden	30	0	
Mallory Lithgow	54	3	
Ariel Brucker	33	0	
Warrant Status	148	0	

**INTAKES THIS MONTH:**

<u>Adult:</u>		<u>Juvenile:</u>	
Felony Cases	2	Probation	0
Misdemeanors	2	Cont'd Supervision	0
DUI Cases	2	Informal	0
Traffic Cases	0	Other	2 (Diversion)
<b>TOTAL</b>	<b>6</b>	<b>TOTAL</b>	<b>2</b>

**CONFINEMENTS:**

Juvenile Detention	1		
IDOC Commitments	0		
Group Home		Adults: 0	Juveniles: 0
Residential Substance Abuse Treatment:		Adults: 2	Juveniles: 0

**ADULT PROGRAMS ORDERED THIS MONTH:**

**COMPLETED THIS MONTH:**

Alcohol / Substance Abuse Assessment	7	3
DUI Assessment	0	0
Alcohol / Substance Abuse Treatment	7	2
DUI Education / Treatment	0	0
Victim Impact Panel	2	2
Cognitive Classes	2	0
Anger / Domestic Abuse Classes	1	1
Mental Health	4	0
Sex Offender Treatment	0	1
Parenting Classes	0	0
Psychiatric / Psychological Assessment	0	0
Traffic School	0	0

**FORD COUNTY SHERIFF'S OFFICE  
FEBRUARY 2026  
ACTIVITY SUMMARY REPORT**

**INCOME RECEIVED**

\$30,000.00 – MAR Program (dedicated fund)	\$448.00 – Civil Process
\$ 5,296.90 – Inmate Phones	\$ 70.00 – Arrestee Medical Fund
\$ 4,166.67 – Contracts	\$ 63.70 – Transports
\$ 884.00 – Work Release	\$ 30.00 – Reports
\$ 600.00 – Sheriff's Sale	

**TOTAL FOR THE MONTH**

\$41,559.27

**FY25 TOTAL TO DATE**

\$209,032.45

**TRAFFIC ACCIDENTS- 05**

**WARNING CITATIONS-31**

**TRAFFIC CITATIONS-25**

06 – Suspended/Revoked DL	01 – Expired DL
06 – Speeding	01 – Driving Unlicensed
03 – DUI	01 – Expired Registration
03 – Operated Uninsured Vehicle	01 – Illegal Transportation/Alcohol
02 – Fail to Reduce Speed to Avoid Accident	01 – Littering on Highway

**FIELD INCIDENT/COMPLAINT REPORTS**

17 – Other Agency Assists	02 – E911 Hang-up
10 – Investigation follow-up	02 – Road Hazard
09 – Suspicious Activity/Vehicle	02 – House Check
09 – Traffic Complaint	02 – Theft
09 – Welfare Check	02 – Domestic Trouble
08 – Animal Complaint	01 – Car in Ditch
07 – Motorist Assists	01 – Fraud
03 – Civil/Non-criminal complaint	01 – Court Order Violation
03 – Harassment	01 – Assist Public
02 – Security Alarm	

**CIVIL PROCESS ACTIVITY (SERVICES/ATTEMPTS)**

Court Summons: 24/27                      Warrants: 11

**FORD COUNTY INMATES TOTAL FY26 MANDAYS TO DATE (2074)**

Monthly Ford County Inmate Mandays:      644

MCS Office Technologies  
 104 Jordan Dr  
 Gibson City, IL 60936  
 +12177841083  
 www.mcsot.com

# Estimate 31841



ADDRESS  
 Ford County Board

DATE	TOTAL
02/11/2026	\$20,292.00

DESCRIPTION	QTY	RATE	AMOUNT
Surface & Keyboard	1	0.00	0.00
Microsoft Surface Pro 11 Copilot+ PC Tablet - 13" - vPro Technology - 16 GB - 256 GB SSD - Windows 11 Pro - Platinum - Core Ultra 5 Octa-core (8 Core)	12	1,499.00	17,988.00T
Microsoft Keyboard/Cover Case Microsoft Surface Pro 10, Surface Pro 8, Surface Pro 9, Surface Pro X Tablet - Platinum	12	179.00	2,148.00T
Microsoft License Upgrade	1	0.00	0.00
Microsoft Office 365 GCC G3 - Includes email (Exchange online) and Office products, Word, Excel, PowerPoint, Outlook, Publisher, Access, Teams and SharePoint Pricing per month per user	12	22.00	264.00T
Microsoft Office 365 Government G1 - Exchange Online Plan, includes Exchange, OneDrive, SharePoint, Teams The board members currently have this G1 license. We recommend upgrading them to the G3 license to include the Office apps.	-12	9.00	-108.00T

The quotation price and stock is valid for today.  
 Lease pricing is good for 2 weeks.  
 Lease prices can be verified by contacting us.  
 Prices and configurations are subject to change without notice.  
 A 15% stocking fee may be applied to any returned equipment.

SUBTOTAL	20,292.00
TAX	0.00
<b>TOTAL</b>	<b>\$20,292.00</b>

THANK YOU.

Accepted By

Accepted Date

All sales are subject to the terms and conditions of sale. Labor prices are estimates only.  
 Any additional time will be billed at \$150/hr. unless a service contract is in place.  
 Travel time is billed at \$115/hr., which is calculated from the visiting technician's location to the customer's location.

**FORD COUNTY BOARD**  
**MICROSOFT SURFACE AGREEMENT**

I understand that this Surface and Accessory Equipment is Ford County Board property and is for my use while duly elected and serving as a member of the Ford County Board.

I will use this device in a responsible manner and in accordance with the Ford County Board Process Manual.

I understand that as the Surface is the property of the Ford County Board and I have no expectation of privacy regarding the device or its contents.

I will return the Surface to the Chairman of the Ford County Board when requested or when I am no longer duly elected as a Ford County Board member.

I will take appropriate steps to protect the Surface and data against loss or theft, including but not limited to the following: I will not leave the Surface in any public place; I will not leave the Surface in my car, unless the car is locked and the Surface is hidden from view; I will not check the Surface in luggage. I will protect the data on the Surface with a password and will follow all other security requirements. I will accept financial responsibility for the loss or theft of the device and the disclosure of information resulting from my failure to take appropriate steps to protect the Surface.

I will not jailbreak or otherwise tamper with the Surface operating system.

I will report immediately to the County Board Chairman with details of any breakage or damage to the Surface operating system or equipment to replace or repair the device as necessary.

**COUNTY BOARD MEMBER ACKNOWLEDGEMENT RECEIPT**

I received a copy of the Ford County Board Microsoft Surface Agreement and have been given the opportunity to read it in detail. I understand the contents of the agreement and agree to abide by it.

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Employee's Printed Name)

\_\_\_\_\_  
(Date)

**STATE'S ATTORNEY'S OFFICE  
CIVIL DIVISION**

115 E Washington St., Rm 401  
Bloomington, IL 61702  
(309) 888-5115  
SAOcivil@mcleancountyil.gov



**McLean County**  
ILLINOIS

**KATHLEEN YODER, DNP  
CORONER**

104 W Front St.,  
PO Box 2400  
Bloomington, Illinois 61702  
(309) 888-5210  
Kathleen.Yoder@mcleancountyil.gov

December 19, 2025

Ford County Coroner  
Brandon Roderick  
200 West State  
Paxton, IL 60957

Dear Coroner,

McLean County values its longstanding relationships and is proud to assist neighboring counties by making its morgue facilities available for use when needed. For many years, McLean County has permitted other counties to use its morgue facilities, however, doing so has exposed the County to risks which are not entirely fair or proportionate to our limited role. To help ensure fairness in our continued cooperation, it is requested that other counties wishing to utilize the McLean County morgue facilities first execute the attached Intergovernmental Agreement.

This straightforward agreement is intended to provide fair safeguards for McLean County, particularly in situations where the County may find itself being drawn into legal matters resulting from another county's use of the morgue. With that sole purpose, this agreement is not intended to alter or disrupt the familiar practices among those counties who have historically utilized the morgue.

We invite you to review the attached agreement at your convenience. If your county elects to proceed, please have the appropriate officials sign and return the document either electronically or by mail. Responses are expected by March 1, 2026.

**Should you have any questions regarding the agreement, please do not hesitate to contact Assistant State's Attorney, Don Rood, by calling (309) 888-5115 or sending an email to [don.rood@mcleancountyil.gov](mailto:don.rood@mcleancountyil.gov).**

**INTERGOVERNMENTAL AGREEMENT  
FOR USE OF THE McLEAN COUNTY MORGUE FACILITIES**

This Intergovernmental Agreement (“Agreement”) is made and entered by and between the County of McLean, an Illinois county, and the County of Ford, an Illinois county (“Visiting County”), for the use of morgue facilities owned and operated by McLean County.

**WHEREAS**, McLean County maintains and operates morgue facilities for autopsies and postmortem examinations;

**WHEREAS**, neighboring Illinois counties occasionally request to utilize the facilities owned by McLean County and the McLean County Coroner occasionally grants such requests;

**WHEREAS**, such other counties which occasionally utilize the McLean County morgue facilities have historically done so without any formal agreement in place;

**WHEREAS**, the purpose of this Agreement is to protect McLean County from any liability which may arise from other counties’ use of the McLean County morgue facilities;

**WHEREAS**, the Parties hereto are authorized under the Illinois Intergovernmental Cooperation Act (5 ILCS 220/1 et seq.) and the Constitution of the State of Illinois to enter into this Agreement;

**WHEREAS**, the McLean County Coroner is authorized by the McLean County Board via County Board resolution adopted November 13, 2025, to enter into this Agreement on behalf of McLean County;

**NOW, THEREFORE**, in consideration of the mutual covenants set forth herein, the parties agree as follows:

**1. USE OF FACILITIES**

The McLean County Coroner may, on a case-by-case basis, permit Visiting County, its employees, agents, and/or officials, to access and use McLean County’s morgue facilities located within the McLean County Coroner’s Office at 104 W. Front Street, in Bloomington, Illinois 61701 (“Facilities”) for the performance of autopsies and postmortem examinations.

Nothing in this Agreement shall be construed to create any property right, entitlement, or continuing interest in Visiting County with respect to the Facilities. All use of the Facilities by Visiting County shall be subject to the discretion of the McLean County Coroner. McLean County expressly reserves the right to deny, suspend, or revoke access to the Facilities at any time for any reason or no reason.

**2. PAYMENT OF FEES**

Visiting County shall pay the McLean County Coroner’s Office a fee for each use of the Facilities in accordance with Chapter 205, Article VI, of the McLean County Code, payable within thirty (30) days.

### 3. NO LIABILITY

Absolutely No Liability for McLean County: Visiting County acknowledges and agrees that McLean County, its elected officials, officers, employees, agents, and volunteers, shall have no liability whatsoever for any claims, demands, suits, losses, damages, injuries, or death arising out of, resulting from, or in any way connected with Visiting County's use of the Facilities.

Visiting County assumes all risk associated with the use of the Facilities, including but not limited to bodily injury, property damage, contamination, or errors in autopsies or forensic procedures. This no-liability provision applies regardless of negligence, strict liability, or any other legal theory that might otherwise impose liability on McLean County, including claims by Visiting County.

### 4. INDEMNIFICATION

Visiting County shall indemnify, defend, and hold harmless McLean County, its elected officials, officers, employees, agents, and volunteers, from and against any and all claims, liabilities, judgments, damages, fines, penalties, costs, and expenses, including attorneys' fees, arising from or in any way relating to Visiting County's use of the Facilities or actions of its employees, agents, contractors, or vendors. This duty extends to third-party claims, governmental enforcement actions, and claims asserted after the termination of this Agreement.

This indemnification obligation survives termination of this Agreement. By executing this Agreement, Visiting County agrees and promises that McLean County shall suffer no financial harm whatsoever as a direct or indirect result of Visiting County's use of the Facilities.

### 5. TERM AND TERMINATION

This Agreement shall commence on the date indicated below and shall continue for 3 years, unless terminated earlier. Either Party may terminate at any time and for any reason. However, termination shall not relieve Visiting County of obligations for fees or indemnification arising from prior use of the Facilities.

### 6. MISCELLANEOUS

Independent Parties. The Parties are independent government entities. Nothing herein creates a joint venture, partnership, or employer-employee relationship.

Governing Law. This Agreement shall be governed by the laws of the State of Illinois, and any dispute arising from this Agreement shall take place in McLean County.

Compliance. Visiting County shall comply with all applicable federal, state, and local laws and regulations governing the use of the Facilities.

Entire Agreement. This Agreement constitutes the entire understanding between the Parties and supersedes any prior agreements. Amendments must be in writing and signed by both Parties.

Counterparts. This Agreement may be executed in counterparts, each of which is an original, but all of which together constitute one instrument.

Authority. Each Party represents and warrants that the individual signing this Agreement on its behalf has been duly authorized to do so by the governing body of that Party and that this Agreement constitutes a valid and binding obligation of the Party.

IN WITNESS WHEREOF, the Parties have executed this Agreement on this \_\_\_\_\_ day  
of \_\_\_\_\_, \_\_\_\_\_.

**McLEAN COUNTY**

**VISITING COUNTY**

\_\_\_\_\_

*Dr. Kathleen Yoder, Coroner*

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

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



31112 N 3360 EAST RD  
CHENOA, IL 61726  
Phone: 815-945-7076

14040 N 3300 EAST RD  
ARROWSMITH, IL 61722  
Phone: 309-727-1500

875 E 900 NORTH RD  
GIBSON CITY, IL 60936  
Phone: 217-800-1158

505 FRONTAGE RD  
MCLEAN, IL 61754  
Phone: 309-874-2221

---

2/12/2026

## Proposal for Soil Sampling Services for Ford County Farm 1 and 2 (Pre-2026 Crop Year)

### Overview:

This proposal outlines the soil sampling services to be conducted on Ford County Farm 1, a 107-acre farm (+ or – 2 ac) and Ford County Farm 2, a 158-acre farm (+ or – 2 ac), both located in Ford County, preparing the land for the 2026 crop year. The primary objective of this sampling is to assess the soil nutrient levels, pH, organic matter content, and other vital factors to guide effective fertilizer and soil amendment application. This service will help optimize crop yields and support environmentally sustainable farming practices.

### Scope of Services:

#### 1. Site Assessment:

- Initial consultation to discuss objectives and specific areas of concern.
- Identify zones across Farm 1 and Farm 2 for soil sampling based on soil variability and field conditions.

#### 2. Soil Sampling:

- A comprehensive zone-based sampling approach will be used to ensure accurate representation of the farm's soil characteristics.
- Collect samples at a depth appropriate for the crops to be grown (typically 6 to 8 inches for most crops).
- Each sample will be taken from representative areas, considering factors like crop history, drainage patterns, and field topography.

#### 3. Laboratory Analysis:

- Samples will be sent to a certified soil testing for analysis of:
  - **pH levels**
  - **Nutrient levels** (N, P, K, Ca, Mg, and trace elements)
  - **Organic matter content**
  - **Cation exchange capacity (CEC)**
  - **Soil texture** (sand, silt, clay content)
  - **Salinity levels** (if relevant)

#### 4. **Comprehensive Report:**

- A detailed report will be provided, including:
  - Current nutrient levels and soil conditions
  - Fertilizer recommendations based on crop needs
  - pH adjustments and lime recommendations, if applicable
  - Suggested amendments for improving soil health
  - Management practices for optimizing soil fertility and crop production

#### 5. **Consultation:**

- A follow-up meeting or consultation to discuss results, answer any questions, and assist in the interpretation of recommendations.
  - Provide actionable insights and help in formulating a fertilization and crop management plan.
- 

### **Cost Breakdown:**

- **Total Cost for Soil Sampling Services on Farm 1 (107 acres): \$1,100**

This includes:

- Site Assessment & Planning
- Collection of Soil Samples
- Laboratory Analysis
- Comprehensive Soil Report
- Consultation for Recommendations

- **Total Cost for Soil Sampling Services on Farm 2 (158 acres): \$1,500**

This includes:

- Site Assessment & Planning
- Collection of Soil Samples
- Laboratory Analysis
- Comprehensive Soil Report
- Consultation for Recommendations

### **Timeline:**

- **Initial Consultation and Site Assessment:** Within 1 week of acceptance
  - **Soil Sampling:** Completed within 2 weeks after consultation (weather depending)
  - **Laboratory Analysis:** Typically 7-10 business days for results
  - **Final Report & Consultation:** Delivered within 2 weeks of receiving lab results
- 

### **Benefits of Soil Sampling:**

- **Maximize Crop Yield:** By identifying nutrient deficiencies and excesses, you can tailor your fertilization plan for optimal crop growth.
- **Cost Efficiency:** Precise nutrient recommendations reduce unnecessary fertilizer expenses and prevent over-application.
- **Environmental Sustainability:** Helps reduce environmental impact by ensuring nutrients are applied more efficiently, minimizing runoff and pollution.

- **Long-Term Soil Health:** Regular soil testing helps build a consistent soil health management plan, improving soil quality year after year.

### **Conclusion:**

The soil sampling service provided will offer invaluable insights into the health of your soil and help you make informed decisions for the upcoming crop year. By understanding the nutrient needs and pH levels of the soil, you can ensure your farm is better prepared for the 2026 growing season.

We look forward to working with you and contributing to the success of your farm!

---

### **Contact Information:**

Nic Roth  
BCS, LLC  
875 E 900 N Rd, Gibson City, IL 60936  
nic@soilbalance.com  
(309)242-4447

---

Red. 23-32

Landowner Agreement No: ILPLO-FORD-PRAIRIE

Cost Structure: FF03R7IL00  
XXX -FRRS48710330870  
IDNR - R19600194  
Ducks Unlimited-GLM NAWCA  
Pheasants Forever

### PARTNERS FOR FISH AND WILDLIFE PROGRAM LANDOWNER AGREEMENT

This Landowner Agreement (Agreement), dated 11/02/2022, between Ford County, Ducks Unlimited, Pheasants Forever, and the U.S. Fish and Wildlife Service (USFWS) is entered into pursuant to authority contained in the Partners for Fish and Wildlife Act (P.L. 109-294), the Fish and Wildlife Coordination Act (16 U.S.C. 661 et seq.) and the Fish and Wildlife Act of 1956 (16 U.S.C. 742a-j), as amended. This project was selected for funding because the Landowner(s) share(s) a common objective with the USFWS to restore habitat for the benefit of Federal trust species on private lands, and the project supports priority actions identified in the Regional Partners for Fish and Wildlife (Partners) Program Strategic Plan.

Ford County, 200 W. State St., Paxton, IL 60957, hereby agrees to participate with the USFWS in conducting certain wildlife management practices on lands owned or managed in Ford County, State of Illinois, described as follows: all of, or within, T23N R10E Section 24. 88°0'54.782"W 40°25'59.848"N (see attached maps for details).

In signing this Agreement, the Landowner(s) join(s) as a participant in a wildlife habitat improvement program and grants to the USFWS and any other cooperators signing this Agreement] authority to complete the habitat improvement project or the Landowner(s) may personally carry out management activities with financial or material support as described in attached Exhibit A. Any donation of supplies or equipment to the Landowner for carrying out the habitat improvements is included in Exhibit A. The activities conducted pursuant to this Agreement are not to replace, supplement or otherwise contribute to any mitigation or compensation that may be required of the Landowner(s) or other parties as a result of any mandated requirements.

The term of this Agreement (also referred to as the habitat retention period) will be completed on 11/02/2032. This Agreement may be modified at any time by mutual written consent of the parties. It may be terminated by either party upon 30 days advance written notice to the other party. However, if the Landowner(s) terminate(s) the Agreement before its expiration, or if the Landowner(s) should materially default on these commitments, then the Landowner(s) agree(s) to reimburse the USFWS prior to final termination for the prorated costs of all habitat improvements placed on the land through this Agreement. For these purposes, the total cost of the habitat improvements to the United States is agreed to be \$6,300.00.

**Landowner:**

The Landowner(s) or his/her land manager, with legal authority over land management decisions, guarantee(s) ownership of the above-described land and warrants that there are no outstanding rights that interfere with this Landowner Agreement.

The Landowner(s) will notify the USFWS of planned or pending changes in ownership. A change of ownership shall not change the terms of this Agreement. The Agreement and terms shall be in effect on the described land for the term of the Agreement.

The Landowner(s) agree(s) to allow access (with advance notice) to the USFWS to implement the project described in Exhibit A, and to monitor project success.

The Landowner(s) retain(s) all rights to control trespass and retains all responsibility for taxes, assessments, and damage claims.

During the habitat retention period, the landowner must maintain the habitat restored under this award.

At the end of the habitat retention period, the habitat improvement project will become the sole property and complete responsibility of the Landowner(s). There shall be no obligation to the USFWS after the term of the Agreement has expired.

The Landowner(s) will be responsible for securing any necessary permits. Technical advice and support will be provided by participating agencies in the application for the permit(s). The Landowner(s) agree(s) to identify USFWS contribution to the project during public presentations, reports, or other information published about the project, as appropriate.

**USFWS:**

The USFWS will work with the Landowner(s) throughout the entire Agreement term to support actions needed to ensure that the project is designed and constructed per the Agreement and functions as intended.

The USFWS, its agents, or assignees will provide advanced notice prior to accessing the Landowner(s) property to implement the project described in the work plan, and to monitor project success.


The USFWS assumes no liability for damage or injury other than that caused by its own negligence, on the above acreage. The USFWS does not assume jurisdiction over the premises by this Agreement.

**Spatial Information Sharing:** In accordance with the Privacy Act of 1974, permission must be obtained from the Landowner before any personal information can be released. The only information that can be shared is payment information that is authorized by law. Therefore, Landowner consent is requested to allow for sharing of spatial information about this project solely with conservation cooperators providing technical or financial assistance with the restoration, enhancement or management of fish and wildlife habitat.

I, the Landowner, consent to having spatial information about this project shared with other conservation cooperators

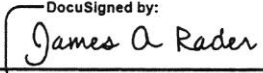
I, the Landowner, do NOT wish to have any spatial information about this project shared with other conservation cooperators

**Signatures:**

  
Debbie Smith, Ford County Board Chairman 2/13/2023  
Date

**JASON BLEICH** Digitally signed by JASON BLEICH  
Date: 2022.11.03 12:10:33 -05'00'  
Jason Bleich, USFWS Partners Program Private Lands Biologist Date

**JEFFREY KIEFER** Digitally signed by JEFFREY KIEFER  
Date: 2022.11.02 16:37:08 -04'00'  
Jeff Kiefer, USFWS Partners Program Project Leader Date

DocuSigned by:  
  
James A. Rader, Director of Operations, Ducks Unlimited, Inc. 2/22/2023  
Date

**DALLAS GLAZIK (Affiliate)** Digitally signed by DALLAS GLAZIK (Affiliate)  
Date: 2022.11.03 12:34:31 -05'00'  
Dallas Glazik, Sr. Farm Bill Biologist, Pheasants Forever Date

## EXHIBIT A

The habitat improvements described below are agreed to by **Ford County**, Ducks Unlimited, Pheasants Forever, and the USFWS, in a Landowner Agreement dated 11/02/2022.

### **Landowner Contact Information:**

Name: **Ford County**  
Mailing Address: **200 W. State St.**  
City: **Paxton** State: **IL** Zip code: **60957**  
Telephone Number: **217-379-9400**

### **Description of Habitat Improvement Project and Objectives:**

Project consists of planting **31.0 acres** of prairie habitat with a diverse forb mix for pollinators, upland wildlife, and nesting ducks. Benefits to grassland birds include improved nesting and brood rearing cover and increased foraging opportunities based on the diverse seed mix provided by the USFWS. The project consists of converting pasture grass, brome grass, and reed canary grass to native grasses and forbs with the objective of providing wildlife habitat. This project falls within a Partners for Fish & Wildlife Program Focus Area and contributes to the program's five-year strategic plan.

### **USFWS will:**

The USFWS is going to develop and provide the landowner a diverse seed mix to plant **31.0 acres** of prairie. USFWS will order the seed and provide management recommendations to the landowner during the life of the agreement.

### **The Landowner in partnership w/ USFWS, Ducks Unlimited, and Pheasants Forever will:**

Conduct all necessary site prep as well as any establishment maintenance that might need to occur in the first growing season. The landowner in partnership with Pheasants Forever will also be responsible for seeding the mix. Additionally, the landowner in partnership with Pheasants Forever will keep the site free of non-native invasive species and not allow invasive species to encroach on more than 20% of the project area. Common invasive species include reed canary grass, phragmites, cool season grasses such as brome and Kentucky bluegrass, and woody encroachment such as cottonwoods, willows, and locust trees.

**Budget Table:**

Object Class Categories <sup>a</sup>	Contributing Partners				
	Landowner (Ford County)	Pheasants Forever	IDNR FUND R19600194	USFWS – Other programs (NAWCA)	Totals
Personnel	\$	\$	\$	\$	\$
Fringe benefits	\$	\$	\$	\$	\$
Travel	\$	\$	\$	\$	\$
Equipment	\$	\$	\$	\$	\$
Supplies	\$	\$1,457.00	\$6,200.00	\$100.00	\$7,757.00
Contractual	\$	\$	\$	\$	\$
Other (In-kind)	\$	\$1,607.66	\$	\$	\$1,607.66
Other	\$	\$	\$	\$	\$
<b>Totals</b>	\$	\$3,064.66	\$6,200.00	\$100.00	\$9,364.66

<sup>a</sup> The total cost-share by the Cooperator, Service, and Landowner must remain the same, however allocations by category may be redistributed upon prior approval by the Service.

Any work to be completed may be modified with the mutual agreement of the aforementioned parties.

**Budget Narrative:**

**USFWS (through IDNR Fund - R19600194):**

*Supplies:*

Seed mix (31.0 acres @ \$200.00/acre).....\$6,200.00  
**Sub-total.....\$6,200.00**

**Pheasants Forever (IL Pioneer Chapter):**

*Supplies:*

Glyphosate (31.0 acres x 2 applications @ \$23.50/acre).....\$1,457.00

*In-kind:*

Glyphosate Applications (31.0 acres x 2 applications @ \$15.16/acre).....\$939.92  
 Seeding (31.0 acres @ \$21.54/acre).....\$667.74  
**Sub-total.....\$3,064.66**

**USFWS – Other programs (NAWCA):**

*Supplies:*

Supplemental seed mix for wetter areas.....\$100.00

**Sub-total.....\$100.00**

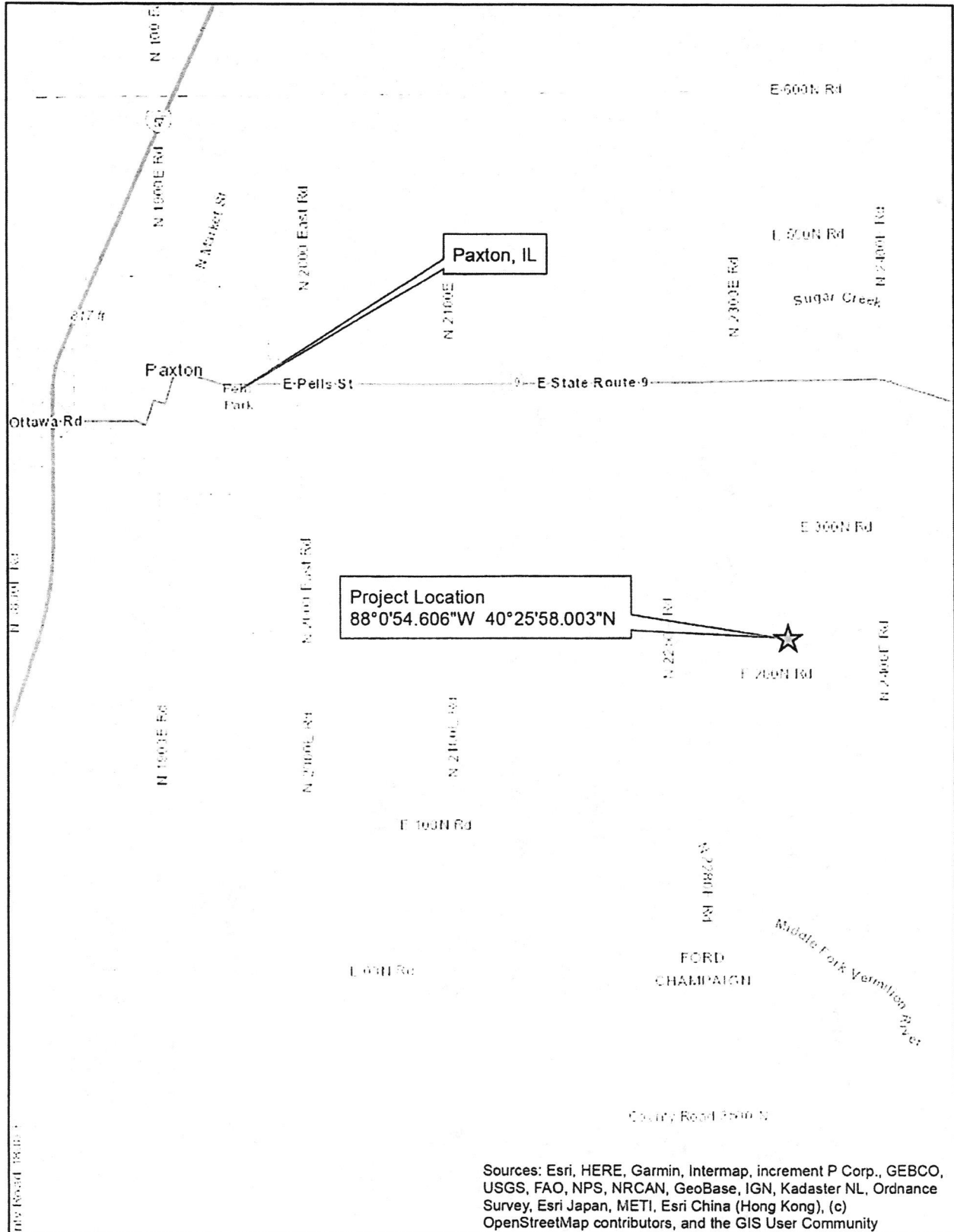
**TOTAL PROJECT COST.....\$9,364.66**

\*Prices gathered from the Farm Business Management, machinery cost estimate: filed operations publication or NRCS cost sheet for Illinois (attached to project package).

**EXHIBIT B  
MAPS OF PROJECT AREA  
(on following pages)**

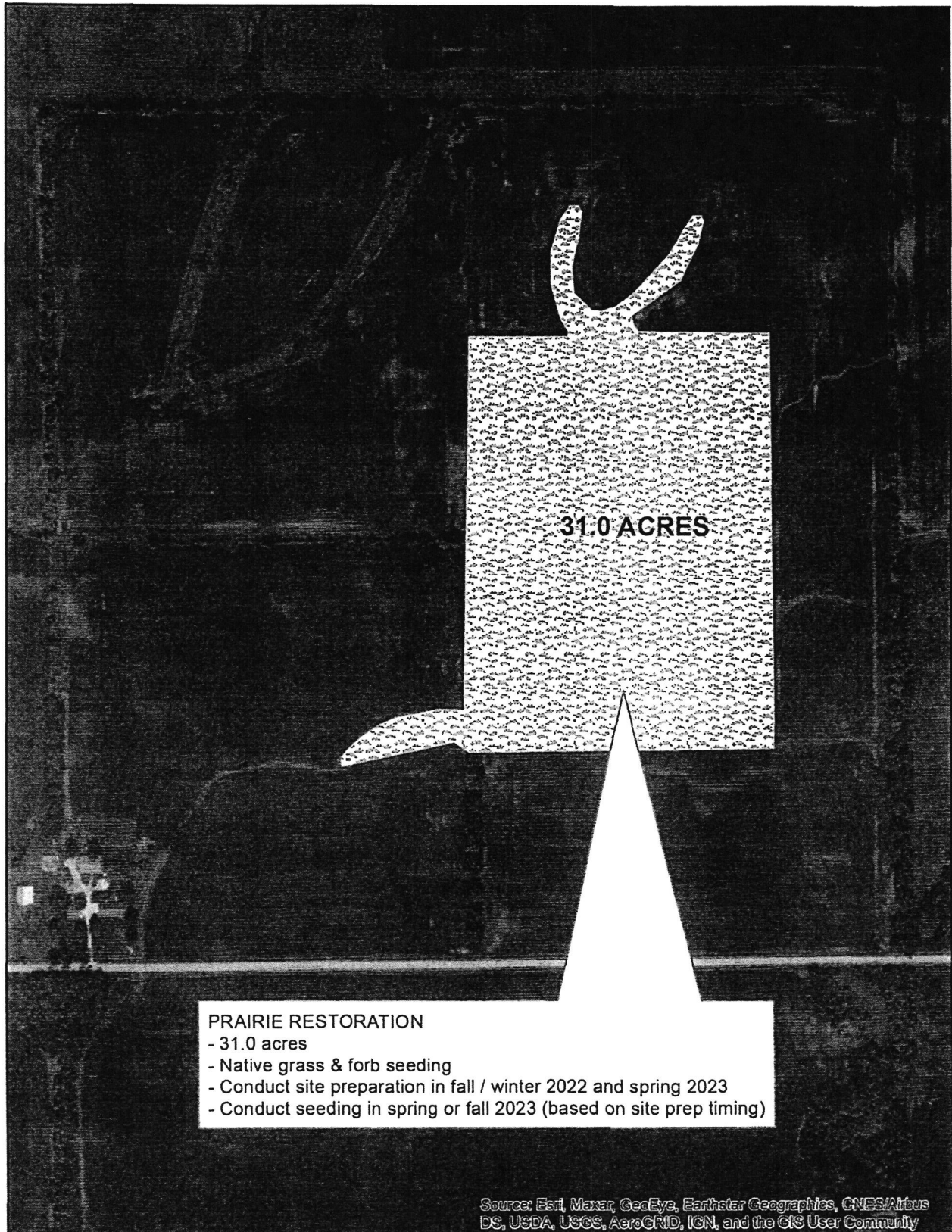
Landowner: Ford County  
County: Ford  
Date: 11/02/2022

Practice: Prairie Restoration  
Location: 88°0'54.606"W 40°25'58.003"N  
Assisted by: Jason Bleich & Dallas Glazik



Landowner: Ford County  
County: Ford  
Date: 11/02/2022

Practice: Prairie Restoration  
Location: 88°0'54.606"W 40°25'58.003"N  
Assisted by: Jason Bleich & Dallas Glazik





Complaint no.: \_\_\_\_\_  
County use only

Volume no.: \_\_\_\_\_

IDOR docket number: \_\_\_\_\_  
IDOR use only

Step 1: Identify the property

- 1 \_\_\_\_\_  
County in which property is located
- 2 \_\_\_\_\_  
Property owner
- 3 \_\_\_\_\_  
Street address of property  
\_\_\_\_\_  
City IL \_\_\_\_\_  
ZIP
- 4 \_\_\_\_\_  
Name of organization applying for the exemption (i.e., "applicant")

- 5 Is the applicant on Line 4 the lessee of  Yes  No  
the property?  
If "Yes", write the dates the lease is in effect.  
From \_\_\_/\_\_\_/\_\_\_ to \_\_\_/\_\_\_/\_\_\_  
⤴ Attach a copy of the contract or lease.
- 6 \_\_\_\_\_  
Property index number (PIN)  
⤴ Attach a copy of the property's legal description if the county  
has not assigned a number or if the property is a division.
- 7 Dimensions or acreage of this property \_\_\_\_\_
- 8 \_\_\_/\_\_\_/\_\_\_  
Date of ownership  
⤴ Attach a copy of proof of ownership (deed, contract for deed,  
title insurance policy, condemnation order and proof of  
payment, etc.)

Step 2: Identify any previous exemptions or applications (Providing this information will expedite processing.)

- 9 Does the applicant have an Illinois sales tax exemption number?  Yes  No  
If "Yes", write the exemption number. E- \_\_\_\_\_
- 10 Has a previous application been filed for this property or by this applicant?  Yes  No  
If "Yes", write the Illinois Department of Revenue docket number, if known. \_\_\_\_\_

Step 3: Identify the property's use

- 11 Identify the Illinois Compiled Statutes citation for this application. 35 ILCS 200/\_\_\_\_\_. Or \_\_\_ ILCS \_\_\_/\_\_\_\_\_
- 12 Is any income derived from this property?  Yes  No  
If "Yes", explain in detail. \_\_\_\_\_  
⤴ If applicable, attach a copy of any contracts or leases.
- 13 Does a unit of local government own this property?  Yes  No  
If "Yes", is the property located within its corporate boundaries?  Yes  No
- 14 If granting this application will reduce the property's assessed valuation by \$100,000 or more, has the municipality, school district, community college district, and fire protection district in which the property is located been notified that this application has been filed?  Yes  No  
⤴ Attach a copy of the notices and postal return receipts.
- 15 Describe the specific activities that take place on this property. Write the exact date each activity began and how frequently it takes place.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- 16 Did the activities described on Line 15 begin on the same date as the effective date of the lease on Line 5 or the date of ownership on Line 8, whichever is applicable?  Yes  No  
If "No", explain in detail how the property was used between the lease or ownership date and the date these activities began. \_\_\_\_\_

17 Identify each building's use, square feet of ground area (SFGA), number of stories, and whether or not there is a basement.

	Use	SFGA	No. of stories	Basement? (Y/N)
Building 1	_____	_____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No
Building 2	_____	_____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No
Building 3	_____	_____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No

**Step 4: Attach documentation**

The following documents **must** be attached:

- Proof of ownership (copy of the deed, contract for deed, title insurance policy, condemnation order and proof of payment, etc.)
- Picture of the property
- Notarized affidavit of use
- Copies of any contracts or leases on the property

The documents listed on Lines 18 through 23 **may** be attached to expedite processing. Mark an "X" next to any documents that are attached.

- |   |   |
|---|---|
| 18 ___ Audited financial statements for the most recent year  | 21 ___ Plot plan of each building's location on the property with each building and land area labeled with property index numbers and specific uses |
| 19 ___ Copy of the applicant's bylaws and complete certified recorded copy of Articles of Incorporation, including purpose clause and all amendments  | 22 ___ Copy of any Illinois Department of Revenue Exemption Certificate   |
| 20 ___ Copy of the notices to the municipality, school district, community college district, and fire protection district in which the property is located and postal return receipts if granting this application will reduce the property's assessed valuation by \$100,000 or more | 23 ___ Other (list) _____<br>_____<br>_____   |

**Step 5: Identify the person to contact regarding this application**

24 _____ Name of applicant's representative	25 _____ Owner's name (if the applicant is not the owner)
_____ Mailing address	_____ Mailing address
City _____ State _____ ZIP _____ ( ) -	City _____ State _____ ZIP _____ ( ) -
_____ Phone number	_____ Phone number

**Step 6: Signature and notarization**

State of Illinois ) SS.  
County of \_\_\_\_\_ )

I, \_\_\_\_\_, \_\_\_\_\_, being duly sworn upon oath, say that I have read the foregoing application and that all of the information is true and correct to the best of my knowledge and belief.

\_\_\_\_\_  
Affiant's signature  
Subscribed and sworn to before me this \_\_\_\_ day of \_\_\_\_\_, 2\_\_\_\_.

\_\_\_\_\_  
Notary Public

County official use only. Do not write in this space

**Step 7: County board of review statement of facts**

1 Current assessment \$ \_\_\_\_\_ For assessment year 2 \_\_\_\_\_

2 Is this exemption application for a leasehold interest assessed to the applicant?  Yes  No  
If "Yes", write the Illinois Department of Revenue docket number for the exempt fee interest to the owner, if known. \_\_\_\_\_

3 State all of the facts considered by the county board of review in recommending approval or denial of this exemption application.  
\_\_\_\_\_  
\_\_\_\_\_

4 County board of review recommendation  
\_\_\_ Full year exemption  
\_\_\_ Partial year exemption from \_\_\_\_ / \_\_\_\_ / \_\_\_\_\_ to \_\_\_\_ / \_\_\_\_ / \_\_\_\_\_  
\_\_\_ Partial exemption for the following described portion of the property: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_ Deny exemption

5 Date of board's action \_\_\_\_ / \_\_\_\_ / \_\_\_\_\_

**Step 8: County board of review certification**

I certify this to be a correct statement of all facts arising in connection with proceedings on this exemption application.

\_\_\_\_\_  
Signature of clerk of county board of review

**Mail to:** OFFICE OF LOCAL GOVERNMENT SERVICES MC 3-520  
ILLINOIS DEPARTMENT OF REVENUE  
101 WEST JEFFERSON STREET  
SPRINGFIELD IL 62702

# General Instructions for Form PTAX-300

## When must Form PTAX-300 be completed?

Complete Form PTAX-300 to apply for any non-homestead exemption **except** for a federal/state agency or a religious exemption.

- For a **federal/state agency exemption**, complete Form PTAX-300-FS to apply for a non-homestead exemption under 35 ILCS 200/15-50 or 15-55.
- For a **religious exemption**, complete Form PTAX-300-R to apply for a non-homestead exemption under 35 ILCS 200/15-40.

## Which steps must the applicant complete?

The applicant must complete Steps 1 through 6. The county board of review must complete Steps 7 and 8.

Complete all lines and attach all required documents or the county board of review will **not** accept the incomplete exemption application. If there is not enough space on this form to answer a question fully, attach additional sheets. On the top of each additional sheet, identify the number of each question to which a response is being made.

**Note:** The Cook County Board of Review requires that their complaint form be filed in addition to Form PTAX-300.

## What must be attached to Form PTAX-300?

The following documents **must** be attached to Form PTAX-300:

- Proof of ownership (deed, contract for deed, title insurance policy, copy of the condemnation order and proof of payment, *etc.*)
- Picture of the property
- Notarized affidavit of use
- Copies of any contracts or leases on the property

To expedite processing, attach additional documents as specified in Step 4.

## Must any taxing bodies be notified that an exemption application has been filed?

If granting this application will reduce the property's assessed valuation by \$100,000 or more, the municipality, school district, community college district, and fire protection district in which the property is located must be notified that this application has been filed.

## How many forms must be filed if an exemption for multiple parcels is being sought?

File **one** application in both of the following situations:

- Multiple parcels acquired by the same deed — Form PTAX-300 must identify any variation of use or other qualifying information or characteristic (*e.g.*, leases, photos, affidavits of use) by property index number.
- A single parcel that was acquired by multiple deeds.

File a **separate** application for **each** parcel if multiple parcels were acquired by separate deeds, unless all four of the following conditions are met:

- The parcels are contiguous.
- All deeds were acquired before the year for which the exemption is now being sought.
- Form PTAX-300 identifies which property index numbers are associated with each deed.
- Form PTAX-300 identifies any variation of use, other qualifying information, or characteristic (*e.g.*, leases, photos, affidavits of use) by parcel identifying number and deed.

## Where is Form PTAX-300 to be filed?

File the completed and notarized Form PTAX-300 with the county board of review.

Contact the county board of review where the property is located to determine the filing deadline and session dates.

The county board of review considers exemption applications for the assessment year for which the board is in session only. It **cannot** consider an exemption for a previous or subsequent assessment year.

## How is a property's exempt status determined?

The following text is a brief outline of the procedures used to determine exempt status. For more information, see 35 ILCS 200/15-5 through 15-160, 16-70, 16-130, and the Illinois Administrative Code, Title 86, Chapter 1, Section 110.115, Non-homestead Exemption Proceedings, and Sections 200.101 through 200.225, Practice and Procedure for Hearings Before the Illinois Department of Revenue. Links to these references are available on the department's web site at [tax.illinois.gov](http://tax.illinois.gov).

### Step 1

Obtain Form PTAX-300 from the county board of review where the property is located. Complete the form, have it notarized, attach all required documents, and file the form with the county board of review.

### Step 2

The county board of review may hold a hearing to evaluate the application and supporting documents.

### Step 3

The county board of review completes Steps 7 and 8 and recommends whether or not the exemption should be granted before forwarding Form PTAX-300 and all supporting documents to the department.

### Step 4

The department assigns a docket number, reviews the facts regarding the application, and determines whether or not the exemption should be granted.

**Note:** In some instances, the department will request more information from the applicant, who has 30 days from the date of the department's request to provide that information.

The department mails its decision to

- the applicant,
- any intervenors,
- the county clerk, and
- the clerk of the county board of review.

The department's decision is final unless the applicant (or another party to the matter) requests a formal hearing.

## How is a formal hearing requested if the applicant disagrees with the department's decision?

Formal hearing requests must be made within 60 days after the date of the department's decision. Mail requests for a formal hearing to the address provided on the exemption decision. The request will be forwarded to the Administrative Hearings Division.

# Specific Instructions for Form PTAX-300

## Step 1: Identify the property

**Line 1** — Write the name of the county in which this property is located.

**Line 2** — Write the property owner as shown on the deed or other proof of ownership.

**Line 3** — Write the property's street address.

**Line 4** — Write the name of the organization applying for the exemption (*i.e.*, "applicant").

**Line 5** — Check the box to indicate whether or not the applicant on Line 4 is the lessee of the property. If "Yes", write the dates the lease is in effect. **Attach a copy of the contract or lease.**

**Line 6** — Write the property index number. The chief county assessment officer or the county board of review can provide this number. **Attach a copy of the property's legal description if the county has not assigned a number or if the property is a division.**

**Line 7** — Write the dimensions (square footage) or acreage of this property.

**Line 8** — Write the date on which ownership began. **Attach a copy of proof of ownership (deed, contract for deed, or title insurance policy, etc.).** If the property was obtained through condemnation, write the date the condemnation proceedings were filed and **attach a copy of the condemnation order and proof of payment.**

## Step 2: Identify any previous exemptions or applications

**Line 9** — Check the box to indicate whether or not the applicant has an Illinois sales tax exemption number. If "Yes", write the exemption number.

**Line 10** — Check the box to indicate whether or not a previous property tax exemption application has been filed for this property or applicant. If "Yes", write the Illinois Department of Revenue docket number, if known.

## Step 3: Identify the property's use

**Line 11** — Write the Illinois Compiled Statutes (ILCS) citation for this application. Most of the provisions may be found in 35 ILCS 200/15-35 through 15-160.

**Line 12** — Check the box to indicate whether or not **any** income is derived from the property. If "Yes", explain in detail. **If applicable, attach a copy of any written contracts, leases, or terms of oral agreement.**

**Line 13** — Check the box to indicate whether or not a unit of local government owns this property. If "Yes", indicate whether or not the property is located within its corporate boundaries.

**Line 14** — If granting this application will reduce the property's assessed valuation by \$100,000 or more, the municipality, school district, community college district, and fire protection district in which the property is located must be notified that this application has been filed. Check the box to indicate whether or not notice has been given to these taxing districts. **Attach a copy of the notices and postal return receipts.**

**Line 15** — Describe the specific activities that take place on this property. Write the exact date each activity began and how frequently it takes place. **Do not** state conclusions about the type of activity such as "charitable" or "educational". If the property contains more than one building or a building contains more than one floor, separately describe the activities that take place in each building and on each floor. Include the square footage of each building and floor used for each activity.

**Line 16** — Check the box to indicate whether or not the activities described on Line 15 began on the **same** date as the effective date of the lease on Line 5 or the date of ownership on Line 8, whichever is applicable. If "No", explain in detail how the property was used between the lease or ownership date and the date these activities began.

**Line 17** — Identify the use of each building on the property (*e.g.*, classrooms, fire station). Write the square feet of ground area (SFGA) covered by each building, the number of stories, and indicate whether or not there is a basement.

## Step 4: Attach documentation

The following documents **must** be attached:

- Proof of ownership (copy of the deed, contract for deed, title insurance policy, condemnation order and proof of payment, *etc.*)
- Picture of the property
- Notarized affidavit of use
- Copies of any contracts or leases on the property

**Lines 18 through 22** — Mark an "X" next to any documents that are attached. Attaching the documents listed on Lines 18 through 22 may expedite processing.

**Line 23** — If this property is used as a parking area, playground, lawn, or other ancillary use to an already exempt parcel, attach a copy of the Illinois Department of Revenue Exemption Certificate for the exempt parcel. Make a clear distinction between the parcel that is already exempt and the property for which exemption is now being sought. Describe how each parcel is used and indicate the proximity of the parcels to each other.

## Step 5: Identify the person to contact regarding this application

**Line 24** — Write the name, address, and phone number of the person the county board of review and the department should contact regarding this application.

**Line 25** — If the applicant is not the owner, write the owner's name, address, and phone number.

## Step 6: Signature and notarization

The application must be signed under oath, verifying that all of the information is true and correct to the best of the applicant's knowledge and belief. **This application must be notarized** before sending to the county board of review.



Date: 3/4, 2026

Section: 26-10000-02-GM

Sullivant Township

Ford County

Subject: Acceptance of Bid

At the letting held February 26, 2026, the lowest bid received for this section was 11% over the estimate. Materials were estimated at \$18.00/Ton (\$9,000.00 total) and the lowest bid was \$19.98/Ton (\$9,990.00 total). Upon review of the estimate, it was noted that the estimate for this section was calculated using the per unit price from 2025 plus a percentage increase. The 2025 price was considerably lower due to the volume. Other competitive bids were received, and the bid price appears to be reasonable.

After discussing the bid with the Road District Highway Commissioner and the County Engineer, the Highway Committee of the County Board felt that the low bid was reasonable and voted to recommend to the County Board the award of the section to Bauer Transport, Inc., the low bidder.

Thank you

Jeremy Putnam

Technician



Alan Harwood

Ford County Engineer

**FORD COUNTY BOARD SPECIFICALLY  
EXECUTIVE COMMITTEE MINUTES**

The Executive Committee met on Tuesday, March 3, 2025 in the Sheriff Boardroom of the jail. Chairman McCall called the meeting to Order at 4:30pm.

Chairman McCall administered roll call which showed the following committee members present: Carson Vaughn, Tim Nuss, Lesley King, Sarah Mussman, Greg Niewold, Chairman Chase McCall. Quorum was established.

Executive Committee Member Randy Ferguson was not present.

Department Heads present: CPO Jennifer Anderson

Mr. Niewold made a motion to accept the Executive Committee Agenda as written. Mr. Nuss seconded the motion. There was no discussion.

**Voice Vote:** Unanimous approval

There were no members of the public that wished to speak.

There was no Old Business

Under New Business, Mr. Nuss made a motion to discuss the purchase of 12 Microsoft Surface Pro 11 tablets and corresponding licenses. Mrs. King seconded the motion. During discussion, Chairman McCall pointed to the estimate provided by MCS totaling \$20,292 for equipment. Mrs. Mussman, the County Board's Finance Chair, opined that the cost appears to be too high given current budget constraints. The Executive Committee generally agreed with Mrs. Mussman's assessment. Chairman McCall offered to look into creating a shared folder in the County's OneDrive for digital County Board packets in conjunction with the Clerk & Recorder's Office for County Board Members to potentially pilot with their personal devices. There was no official action taken.

Under New Business, Mr. Niewold made a motion to approve an intergovernmental agreement for the use of McLean County morgue facilities for County Board consideration. Mr. Nuss seconded the motion. During discussion, comments were made regarding the cost of using McLean County's morgue facilities. Chairman McCall did a quick search and located the fee schedule for McLean County's morgue which comes in at \$275 per use. The use of McLean County's morgue would be another option for the Ford County Coroner as they also utilize Champaign County's facilities when needed. There was no further discussion.

**Voice Vote:** Unanimous approval

There was no Safety Report

Mrs. Mussman made a motion to adjourn. Mr. Vaughn seconded the motion. Chairman McCall adjourned the Executive Committee meeting at 5:19pm

**For County Board Specifically**  
**Farm Committee Minutes Tuesday, March 3, 2026**

The meeting was called to order at 3:30 pm in the Small Courtroom of the Ford County Courthouse by Mr. Niewold.

Members Present: Greg Niewold, Sarah Mussman, and Tom McQuinn. Not Present: Cindy Ihrke and Garrett Kerber. Quorum was established. Deputy Treasurer Taylor Burnett was also present.

Mrs. Mussman moved to approved the agenda, Mr. McQuinn Seconded, there was no discussion. **Voice Vote: Unanimous approval**

There was no public comment.

There was no old business.

New Business:

- 1) There was brief discussion regarding investing farm account funds into local bank CD's or other opportunities such as Illinois Funds. This will require a re-write of the Treasurer's Office investment policy. Mrs. Burnett is researching with the Treasurer and hopes to update the committee in the coming month(s). **No action was taken.**
- 2) Mr. Niewold moved to seek bids for an operator to perform maintenance on County Farm #2 and County Farm #3's waterways and terraces. Mrs. Mussman seconded. Brief discussion was held on hiring a qualified entity and well as the work being well past due. **Voice Vote to send to the full board for consideration: Unanimous approval**
- 3) Mr. Niewold moved to hire BCS, LLC to perform soil sampling on County Farms #1 and #2 prior to the 2026 planting season. Mrs Mussman seconded. Discussion regarding BCS being local or having a local office as well as the fact that they also did the testing on Farm #3 in 2025. **Voice Vote to send to full board for consideration: Unanimous approval**
- 4) Mr. Niewold moved to discuss and send to the full board for consideration applying for tax exempt status as it relates to the acres enrolled in USFWS "Partners For Fish and Wildlife Program." Mr. McQuinn Seconded. Discussion was held on if the project would qualify for exempt status and more information was deemed needed by either the county assessor and/or State's Attorney. **Voice Vote to send to full board for consideration: Unanimous approval**
- 5) Mr. McQuinn asked that we recommend to the full board to have all three county farms appraised.

There was no safety report.

The meeting was moved to be adjourned by Mr. McQuinn at 3:44pm, Mrs. Mussman seconded, there was no discussion. **Voice Vote: Unanimous**

## Ford County Highway Committee Minutes

The Ford County Highway Committee met on March 04, 2026 at the Ford County Highway Department in Roberts, Illinois.

Present at this regular scheduled meeting were Tim Nuss, Cindy Ihrke, Lesley King, and Kelsie Vaughn. County Engineer Alan Harwood and Deputy Sherriff David Kaeding were also present. Mr. Nuss called the meeting to order at 7:00 a.m.

Mrs. King moved to accept the Agenda. Seconded by Mrs. Vaughn. Motion passed.

First on the agenda was the review of February 04, 2026 minutes. Mr. Nuss moved and Mrs. Vaughn seconded the motion that they be approved. Motion passed.

### Public Comment:

- Howard Haley inquired about the Kempton Road Paving Project. Mr. Harwood stated that the design for the project was given to HLR. This particular project was selected by the state for Local State Project Funding. HMA Paving and ADA improvements through Kempton were on the scope of work. Greg Perkinson had committed to pave the road and fix drainage with county forces afterwards. Mona Cemetery would be available for any excess earth excavation.
- Howard Haley also made reference to the new County Highway Building proposed by Ron Hilligoss from last month. Past County Board Chairman Howard Hills insisted the building be centrally located in Roberts. Mr. Haley, being a board member at the time, agreed.
- Howard Haley inquired about a Bridge on Kempton Road about 1640 E. A beaver dam is present, and areas are starting to erode. Mr. Harwood said they will get out and look at it. IDNR will be contacted if needed.

February bills were read and presented by Mr. Harwood. Mr. Nuss moved and Mrs. Ihrke seconded the motion to send the bills to the full board. Motion passed.

The committee then reviewed the fund balance report and the highway appropriations and expenses report.

### Old Business:

Mr. Harwood informed the committee of the activities at the County Highway Department during the month of February and will provide a written report for the full board.

Discussed the County Transportation Agreement. Mr. Nuss updated committee about the February 17<sup>th</sup> meeting.

Discussed the Portable Scales with one of the two quotes requested coming back under \$17,000.00. Class to train the officer will be May 18<sup>th</sup> – 23<sup>rd</sup>. Highway Department has offered to reimburse the Sherriff's Department the costs for training the officer.

### New Business:

Mr. Harwood inquired about the driving policy in Ford County to take vehicles home. Additional information from insurance is being pursued. Mr. Harwood also informed the committee that additional concrete testing equipment will be needed in the future.

### Resolutions:

Resolution Approving 2026 MFT Low Bids was discussed. Mrs. Ihrke moved and Mrs. King seconded the motion to send the Resolution to the full board. Motion passed.

Next Meeting will be **Wednesday April 8, 2026 at 7:00 a.m.**

Having no further items to discuss, Mrs. King moved to adjourn at 8:11 am. Seconded by Mrs. Ihrke. Motion passed.