

Appendix 1. - LOSS MANAGEMENT PLAN

1. Repairing/Replacing Capitalized Fixed Assets:
 - A. Step 1. Determining Need. All losses of insured capitalized fixed assets need not be repaired or replaced. Therefore, the department head and the county administrator shall mutually agree that a loss needs to be repaired/replaced before proceeding.
 - B. Step 2. Soliciting Bids.
 1. The Department Head responsible for the management of that capitalized asset shall take the lead in overseeing the repair/replacement of the asset, in concert with the county administrator's office.
 2. When appropriate, all bidding practices including the award of bids shall conform with the county's Fixed Asset Management policy in this Chapter. Generally, the low bid will be accepted, unless an issue deemed compelling by the affected department head and the county administrator dictates to the contrary (i.e., "downtime", using an in-county vendor when pricing is close, etc.)
 3. All bids shall be from established places of business.
 - C. Step 3. In the event the repair price exceeds the property's replacement value, the asset shall be deemed irreparable, unless unique circumstances, as determined by the Finance Committee, dictates to the contrary. (See "Fixed Assets Management Policy" in this Chapter.)
2. Paying for Capitalized Fixed Asset Losses.
 - A. Direct Payment. Recognizing most operational funds are appropriated by the Board, departments responsible for overseeing the repair of damaged equipment should endeavor to have all related claims paid directly by the insurance carrier, minus deductibles.
 - B. County's Payment of Claims. All losses shall be paid from the Reserve Fund. However, said losses shall be reimbursed as described under "Fund Management" in this rule.
3. Fund Management.
 - A. Responsibility. The county administrator is responsible for overall fund management related to the payment of losses.
 - B. In general, all losses are to be borne by the Reserve Fund in order to centrally record and capture internal losses for ease of tracking and reporting.
 - C. Reimbursements to the Reserve Fund.
 1. Corporate Fund. Typically, Corporate Fund departments will not reimburse the Reserve Fund for losses. However, end-of-year transfers of contingency reserves to Reserve Fund may be authorized by the Finance Committee.
 2. Special Funds.
 - A. Typically, Special Fund departments will reimburse the Reserve Fund for losses.
 - B. End-of-year transfers of contingent reserves, in all or in part, from Special Funds to the Reserve Fund are authorized by the Board and shall be effectuated by the county administrator. Managers of Special Funds shall cooperate with the county administrator in the administration of the county's over-all insurance and risk-management program.

End of Appendix 1. LOSS MANAGEMENT PLAN

Appendix 2. Fee Schedule

(Note: The following schedules do not reflect fees set by Statute, fees set by affiliate Boards and Commissions to the Whiteside County Board or fees set exclusively by elected office holders with the statutory authority to do so.)

<u>Item</u>	<u>Fee</u>	<u>Action</u>
GENERAL		
Facsimile Fees	\$0.25 for each facsimile	Motion from the floor 05/18/1993
Copying Fee (up to 8/1/2" X 14")	\$0.25 for each page	Motion from the floor 07/20/1982
Customized Reports	Costs - See Freedom of Information Policy For the Circuit Clerk, see that portion of Appendix A	
Copies of Microfilmed Records	\$0.50 for each page	
Rural Address Directories	\$5.00 each	Motion 04/20/04 (Originally \$20.00 effective 01/16/96)
Whiteside County History Books	\$5.00 each	Motion - March 1971

ALCOHOLIC LIQUORS (Also See Chapter 4 of this Code).

Licenses under this article shall be and hereby are divided into five classes, to wit:

- (1) Class "A" license shall entitle the licensee to make package sales and package sale only of alcoholic liquor at retail in original packages. It shall be unlawful to consume the alcoholic liquor on the premises described in the license and it is further unlawful for such licensee to sell alcoholic liquor in any other form other than in original packages, and it shall be further unlawful for such licensee to permit the consumption of any alcoholic liquor on the premises whether such alcoholic liquor shall be purchased there or shall have been brought to the premises from some other place. The Class "A" license fee shall be \$800.00 per annum; payable annually in advance. If the applicant so desires, the fee may be payable semiannually in installments of \$400.00 in advance. In the event of such payment in installments, the license issued shall cover only the period for which payment is made in advance.
 - a. Class A-1 license shall entitle the licensee to make package sales and package sales only of alcoholic liquor at retail in original packages. It shall be unlawful to consume the alcoholic liquor on the premises described in the license and it is further unlawful for such licensee to sell alcoholic liquor in any other form other than in original packages, and it shall be further unlawful for such licensee to permit the consumption of any alcoholic liquor on the premises whether such alcoholic liquor shall be purchased there or shall have been brought to the premises from some other place. The Class A-1 license fee shall be \$400.00 per annum, payable annually in advance. If the applicant so desires, the fee may be payable semiannually in installments of \$200.00 in advance. In the event of such payment in installments, the license issued shall cover only the period for which payment is made in advance.

- (2) Class "B" license shall entitle the licensee to sell at retail draught and bottled beer for consumption in the building on the premises where sold. It shall be unlawful, however, for the licensee to sell or possess any other alcoholic liquor in the building on the premises, described in the license in any manner or form; and it shall be further unlawful for the licensee to permit the consumption in the building on the premises of any alcoholic liquor except beer. The annual fee for a Class "B" license shall be \$200.00 per annum; payable in advance. If the applicant so desires, the fee may be payable semiannually in installments of \$100.00 in advance. In the event of such payments in installments, the license issued shall cover only the period for which payment is made in advance.

- (2.5) Class "C" licenses shall permit the holders of such license to sell beer and wine only by the package for consumption off the premises. The annual fee shall be \$300.00; and if the applicant so desires, the fee may be payable semiannually in installments of \$150.00 in advance. If payments are made in installments, the license issued shall cover only the period for which payment is made in advance.
 - a. Class "C-1" shall be granted only to holders of a Class "C" license as defined above and shall permit the holders of such licenses to sell beer and wine only by the package for consumption off the premises. The annual license fee shall be \$200.00. If the applicant so desires the fee may be payable semiannually in installments of \$100.00 in advance. If payments are made in installments, the license issued shall cover only the period for which payment is made in advance.

- (3) Class "D" license shall be granted only to clubs qualified as such under Article 1, Paragraph 2, Subsection 24 of the Illinois Liquor Control Act (Ill. Rev. Stat. Ch. 43, § 95.24) and shall be divided into two classes, to wit:
 - a. Class D license shall permit such licensee to sell beer, brandy, rum, whiskey, gin and other spirituous liquors

and wines by the drink for consumption in the building on the premises; the annual license fee for such Class D licenses shall be \$500.00. If the applicant so desires, the fee may be payable semiannually in installments of \$250.00 in advance. In the event of such payments in installments, the license issued shall cover only the period for which payment is made in advance.

- b. Class D-1 licenses shall be granted only to clubs with restaurant facilities qualified under article 1, paragraph 2, subsection 23 of Illinois Liquor Control Act of February 1, 1934 (Ill. Rev. Stat. Ch. 43, § 95.23), as amended. Class D-1 licenses shall permit the holders of such licenses to sell beer, brandy, rum, whiskey, gin, and other spirituous liquors and wines by the drink only, and any such drink so sold must be consumed in the building on the premises. The annual license fee shall be \$500.00. If the applicant so desires, the fee may be payable semiannually in installments of \$250.00 in advance. If such payment is made in installments, the license issued shall cover only the period for which payment is made in advance. Class D-1 licenses shall be issued only to holders of class D licenses.

It shall be unlawful for a Class D and Class D-1 [sic] to sell alcoholic liquor in any other manner or form.

- (4) Class "E" licenses shall permit the holders of such licenses to sell beer, brandy, rum, whiskey, gin, and other spirituous liquors and wines by the drink and any such drink so sold must be consumed in the building on the premises. It shall also permit the holder to sell such alcoholic liquor by the package for consumption off the premises. The annual license fee shall be \$1,000.00; if the applicant so desires, the fee may be payable semiannually in installments of \$500.00 in advance. If payments are made in installments, the license issued shall cover only the period for which payment is made in advance.

- a. Class E-1 licenses shall be granted only to holders of a Class E license and shall permit the holders of such licenses to sell beer, brandy, rum, whiskey, gin, and other spirituous liquors and wines by the drink and any such drink so sold must be consumed in the building on the premises. It shall also permit the holder to sell such alcoholic liquor by the package for consumption off the premises. The annual license fee shall be \$500.00. If the applicant so desires, the fee may be payable semiannually in installments of \$250.00 in advance. If payments are made in installments, the license issued shall cover only the period for which payment is made in advance, and

- b. Class E-2 licenses shall be granted only to holders of a Class E-1 license who maintain premises of an area of at least five acres for use by its patrons and who maintain adequate off-street parking facilities for its patrons. Class E-2 licenses shall permit the holders of such licenses to sell beer, brandy, rum, whiskey, gin, and other spirituous liquors and wines. The annual license fee shall be \$10.00.

- (5) Class "F" licenses may be issued for a limited period of time for the purpose of allowing the licensee to raise funds for charitable, educational or civic purposes. Class F licenses shall be granted only to bona fide not-for-profit corporations. Class F licenses shall permit the holder to sell beer and wine, by the drink only, and any such drinks must be consumed on the premises.

A Class F license is valid for one continuous two-day event during any continuous three-day period reflected in the application and subject to the provisions of section 4-4. The license fee shall be \$25.00. No applicant shall be granted more than three Class F licenses in a calendar year. No Class F license shall be granted for overlapping or consecutive time periods for any one location or event.

(Res. of 1-15-76, § 7; Res. of 5-12-77; Res. of 5-22-79; Res. of 6-19-79; Res. of 7-22-80; Res. No. 22, 5-17-83; Res. No. 29, 7-22-86; Res. No. 6, 2-19-91; Res. No. 12, 6-18-91; Ord. No. 10, 5-20-97; Res. No. 10, 6-17-97; Res. No. 14, 5-16-00)

ANIMAL CONTROL (amended 02/2006 - effective April 2006)

- (1) *Registration Fees.* The following registration fee schedule shall be in full force, effective April 1, 2006:

Animal	Spaved, Neuter or Permanently Sexually Sterilized Animal	Intact Animal
DOG - 1 Year Registration	\$12.00	\$22.00
DOG - 3 Year Registration	\$30.00	\$60.00
Late Registration Fee	Additional \$10.00	Additional \$10.00

- (2) *Microchipping.* The microchip implantation fee shall be set at \$20.00 per animal.
- (3) *Rabies Tag Replacement.* Rabies tag replacement shall be made at no additional charge.

- (4) *Impoundment Fees.* Impoundment fees shall be set by operator of the Whiteside County Pound and shall be posted and be made available for public inspection at the Whiteside County Pound.

Certain Animal Control Fines See Chapter 7 of this Code

COUNTY CLERK (Unless indicated otherwise, passed by Res. #9 12/16/03)

Pictures	\$3.00	
Precinct Maps	\$3.00	
Estimate, Tax Sale Redemption amount	\$1.00	
Issue Certified Copy of a Birth Record	\$8.00 + \$2.00 for the Vital Records Document Storage Fund	
Issue Certified Copy of a Death Record	\$8.00 + \$2.00 for the Vital Records Document Storage Fund + \$2.00 for the State of Illinois	
Issue Certified Copy of a Marriage Record	\$8.00 + \$2.00 for the Vital Records Document Storage Fund	
Issue non-certified copy of any Vital Record	\$8.00	
Extra copy of Birth, Marriage Record	\$4.00 + \$2.00 for the Vital Records Document Storage Fund	
Extra copy of Death Certificate	\$4.00 + \$2.00 for the Vital Records Document Storage Fund + \$2.00 for the State of Illinois	
Vital Records Document Search	\$2.00 each name with a \$10.00 maximum per family.	
Canvass of Election Returns (name not on ballot)	\$0.25 per page with a \$10.00 minimum	
Voter Registration List	\$0.25 per page with a \$5.00 minimum	
Voter Registration Labels	\$0.03 each name	
Issuing and Sealing Certificates of Redemption	\$21.00	Ordinance # 12 12/16/03

GIS (Unless otherwise noted, all fees are authorized by Ordinance # 18 adopted 04/20/04, effective 05/01/04)

GIS FEE SCHEDULE - CHARGES FOR GIS INFORMATION, MAPS AND OTHER REPORTS

Set-up Charges

Data Production Fee	\$0.10 per parcel
Programming/Map Design	\$50/hour with \$5.00 minimum.
Computer Processing	\$10/hour with a \$1.00 minimum.

In addition to the set-up charges, the following shall apply:

Printed Map Products*	Original (per page)	Additional Copies
8½" x 11"	\$3.00	\$2.00 per page
8½" x 14"	\$6.00	\$2.00 per page
11" x 17"	\$9.00	\$2.00 per page
24" x 24"	\$11.50	\$11.50 each
24" x 30"	\$14.50	\$14.50 each
24" x 36"	\$17.25	\$17.25 each
36" x 36"	\$26.00	\$26.00 each
36" x 42"	\$30.00	\$30.00 each
36" x 48"	\$34.50	\$34.50 each

* Color Inkjet

Digital Aerial Orthogonal-photography and Accompanying Cadaster

Pixel Resolution	Scale	Availability	Tile Coverage	Charge/Tile
Six Inch	1=100	limited areas	2500 x 2500	\$155
12 inch	1=400	countywide	5000 x 5000	\$171

Shipping and Handling:

10" x 13" envelope	\$1.00
14" x 18" envelope	\$2.00
CD cases (3½" Floppies, Zip Disk, or CD ROM)	\$2.00
25" tubes	\$4.00
38" tubes	\$5.00

This fee schedule does not apply to Intergovernmental Agreements, terms of which are negotiated on as "as-needed" basis. Boiler-plate language available from the Supervisor of Assessments/State's Attorney's office.

JUDICIARY / LAW ENFORCEMENT

CIRCUIT CLERK'S STATUTORY FEE SCHEDULE (Section 1-33)(Res. No. 12, 10-20-2009)

All Fees in US Dollars

(Unless otherwise, all fees are effective December 1, 2009)

Section 1. (Reserved)

Section 2. Fees for Civil Cases. The fee for filing a complaint, petition, or other pleading initiating a civil action, with the following exceptions, shall be \$75.00.

1. When the amount of money or damages or the value of personal property claimed does not exceed \$250, the fee shall be \$10.00.
2. When the amount of money or damages or the value of personal property claimed exceeds \$250 but does not exceed \$500, the fee shall be \$20.00.
3. When the amount of money or damages or the value of personal property claimed exceeds \$500 but does not exceed \$2,500, the fee shall be \$40.00.
4. When the amount of money or damages or the value of personal property claimed exceeds \$2,500 but does not exceed \$15,000, the fee shall be \$55.00.
5. For the exercise of eminent domain, the fee shall be \$75.00. For each additional lot or tract of land or right or interest therein subject to be condemned, the damages in respect to which shall require separate assessment by a jury, the fee shall be \$65.00

Section 3. Family.

1. For filing a petition under the Juvenile Court Act of 1987, the fee shall be \$25.00.
2. For filing a petition for a marriage license, the fee shall be \$10.00.
3. For performing a marriage in court, the fee shall be \$10.00.
4. For filing a petition under the Illinois Parentage Act of 1984, the fee shall be \$40.00.

Section 4. Forcible Entry and Detainer.

1. In each forcible entry and detainer case when the plaintiff seeks possession only or unites with his or her claim for possession of the property a claim for rent or damages or both in the amount of \$15,000 or less, the fee shall be \$25.00.
2. When the plaintiff unites his or her claim for possession with a claim for rent or damages or both exceeding \$15,000, the fee shall be \$75.00.

Section 5. Counterclaim or Joining Third Party Defendant. When any defendant files a counterclaim as part of his or her answer or otherwise or joins another party as a third party defendant, or both, the defendant shall pay a fee for each counterclaim or third party action in an amount equal to the fee he or she would have had to pay had he or she brought a separate action for the relief sought in the counterclaim or against the third party defendant, less the amount of the appearance fee, if that has been paid.

Section 6. Confession of Judgment.

- (1) When the amount does not exceed \$1,500, the fee shall be a \$30.00.
- (2) When the amount exceeds \$1,500, but does not exceed \$15,000, the fee shall be \$55.00.
- (3) When the amount exceeds \$15,000, the fee shall be \$55.00.

Section 7. Appearance. The fee for filing an appearance in each civil case shall be \$40.00.

Section 8. Garnishment, Wage Deduction, and Citation. In garnishment affidavit, wage deduction affidavit, and citation petition, the fee shall be \$15.00.

Section 9. Petition to Vacate or Modify.

- (1) Petition to vacate or modify any final judgment or order of court, except in forcible entry and detainer cases and small claims cases or a petition to reopen an estate, to modify, terminate, or enforce a judgment or order for child or spousal support, or to modify, suspend, or terminate an order for withholding, if filed before 30 days after the entry of the judgment or order, the fee shall be \$30.00.
- (2) Petition to vacate or modify any final judgment or order of court, except a petition to modify, terminate, or enforce a judgment or order for child or spousal support or to modify, suspend, or terminate an order for withholding, if filed later than 30 days after the entry of the judgment or order, the fee shall be \$30.00.
- (3) Petition to vacate order of bond forfeiture, the fee shall be \$30.00.

Section 10. Mailing. When the clerk is required to mail, the fee shall be \$6.00, plus the cost of postage.

Section 11. Certified Copies. Each certified copy of a judgment after the first, except in small claims and forcible entry and detainer cases, the fee shall be \$5.00.

Section 12. Habeas Corpus. For filing a petition for relief by habeas corpus, the fee shall be \$80.00.

Section 13. Certification, Authentication and Reproduction.

- A. Each certification or authentication for taking the acknowledgment of a deed or other instrument in writing with the seal of office, the fee shall be \$4.00.
- B. Court appeals when original documents are forwarded, under 100 pages, plus delivery and costs, the fee shall be \$50.00.
- C. Court appeals when original documents are forwarded, over 100 pages, plus delivery and costs, the fee shall be \$100.00.
- D. Court appeals when original documents are forwarded, over 200 pages, the clerk shall be entitled to an additional fee of \$0.25 (twenty five cents) per page.
- E. For reproduction of any document contained in the clerk's files, the clerk shall apply the following fee schedule:
 1. First page: \$1.50.
 2. Next 19 pages: \$0.50 (fifty cents) per page.
 3. All remaining pages: \$0.25 (twenty five cents) per page.

Section 14. Remands. In any cases remanded to the Circuit Court from the Supreme Court or the Appellate Court for a new trial, the clerk shall file the remanding order and reinstate the case with either its original number or a new number. The Clerk shall not charge any new or additional fee for the reinstatement. A party shall have the same right to a jury trial on remand and reinstatement as he or she had before the appeal, and no additional or new fee or charge shall be made for a jury trial after remand.

Section 15. Record Search. For each record search, within a division or municipal district, the clerk shall be entitled to a search fee of \$6.00 for each year searched.

Section 16. Hard Copy. For each page of hard copy print output, when case records are maintained on an automated medium, the clerk shall be entitled to a fee of \$6.00.

Section 17. Index Inquiry and Other Records. No fee shall be charged for a single plaintiff/defendant index inquiry or single case record inquiry when this request is made in person and the records are maintained in a current automated medium, and when no hard copy print output is requested. The fees to be charged for management records, multiple case records, and multiple journal records may be specified by the Chief Judge pursuant to the guidelines for access and dissemination of information approved by the Supreme Court.

Section 18. Commitment Petitions. For filing commitment petitions under the Mental Health and Developmental Disabilities Code and for filing a transcript of commitment proceedings held in another county, the fee shall be \$35.00.

Section 19. Alias Summons. For each alias summons or citation issued by the clerk, the fee shall be \$5.00.

Section 20. Other Fees.

- A. Any fees not covered in Sections 2 through 19 of this Resolution shall be set by rule or administrative order of the Circuit Court with the approval of the Administrative Office of the Illinois Courts.
- B. The Whiteside County Circuit Clerk may provide additional services for which there is no fee specified by statute in connection with the operation of the clerk's office as may be requested by the public and agreed to by the clerk and approved by the chief judge of the circuit court. Any charges for additional services shall be as agreed to between the clerk and the party making the request and approved by the chief judge of the circuit court. Nothing in this subsection shall be construed to require any clerk to provide any service not otherwise required by law.

Section 21. Jury Services. The clerk shall be entitled to receive, in addition to other fees allowed by law, the sum of \$100.00 as a fee for the services of a jury in every civil action not quasi-criminal in its nature and not a proceeding for the exercise of the right of eminent domain and in every other action wherein the right of trial by jury is or may be given by law. The jury fee shall be paid by the party demanding a jury at the time of filing the jury demand. If the fee is not paid by either party, no jury shall be called in the action or proceeding, and the same shall be tried by the court without a jury.

Section 22. Voluntary Assignment.

- A. For filing each deed of voluntary assignment, the fee shall be \$20.00.
- B. For recording each deed of voluntary assignment, the fee shall be \$0.50 (fifty cents) for each 100 words and parts thereof.
- C. Exceptions filed to claims presented to an assignee of a debtor who has made a voluntary assignment for the benefit of creditors shall be considered and treated, for the purpose of taxing costs therein, as actions in which the party or parties filing the exceptions shall be considered as party or parties plaintiff, and the claimant or claimants as party or parties defendant, and those parties respectively shall pay to the clerk the same fees as provided by this Section to be paid in other actions.

Section 23. Expungement Petition. The clerk shall be entitled to receive a fee of \$50.00 for each expungement petition filed and an additional fee of \$4.00 for each certified copy of an order to expunge arrest records.

Section 24. Probate. The clerk is entitled to receive the fees specified in this Section 24, which shall be paid in advance, except that, for good cause shown, the court may suspend, reduce, or release the costs payable under this Section.

- A. For administration of the estate of a decedent (whether testate or intestate) or of a missing person, the fee shall be \$70.00 plus the fees specified in Section 24. Paragraph C., except:
 - 1. When the value of the real and personal property does not exceed \$15,000, the fee shall be \$40.00.
 - 2. When (i) proof of heirship alone is made, (ii) a domestic or foreign will is admitted to probate without administration (including proof of heirship), or (iii) letters of office are issued for a particular purpose without administration of the estate, the fee shall be a \$25.00.
 - 3. For filing a petition to sell Real Estate, the fee shall be \$50.00.
- B. For administration of the estate of a ward, the fee shall be \$60.00, plus the fees specified in Section 24. Paragraph C., except:
 - 1. When the value of the real and personal property does not exceed \$15,000, the fee shall be \$40.00.
 - 2. When (i) letters of office are issued to a guardian of the person or persons, but not of the estate or (ii) letters of office are issued in the estate of a ward without administration of the estate, including filing or joining in the filing of a tax return or releasing a mortgage or consenting to the marriage of the ward, the fee shall be \$20.00.

3. For filing a Petition to sell Real Estate, the fee shall be \$50.00.
- C. In addition to the fees payable under Section 24 paragraphs A and B, the following fees are payable:
1. For each account (other than one final account) filed in the estate of a decedent, or ward, the fee shall be \$15.00.
 2. For filing a claim in an estate:
 - a. When the amount claimed is \$150 or more but less than \$500, the fee shall be \$20.00.
 - b. When the amount claimed is \$500 or more but less than \$10,000, the fee shall be \$25.00; provided that the court in allowing a claim may add to the amount allowed the filing fee paid by the claimant.
 - c. When the amount claimed is \$10,000 or more, the fee shall be \$35.00.
 - d. For filing in an estate a claim, petition, or supplemental proceeding based upon an action seeking equitable relief including the construction or contest of a will, enforcement of a contract to make a will, and proceedings involving testamentary trusts or the appointment of testamentary trustees, the fee shall be \$50.00.
 - e. For filing in an estate (i) the appearance of any person for the purpose of consent or (ii) the appearance of an executor, administrator, administrator to collect, guardian, guardian *ad litem*, or special administrator, there is no fee.
 - f. Except as provided in Section 24. Paragraph C. d., for filing the appearance of any person or persons, the fee shall be \$25.00.
 - g. For each jury demand, the fee shall be \$100.00.
 - h. For disposition of the collection of a judgment or settlement of an action or claim for wrongful death of a decedent or of any cause of action of a ward, when there is no other administration of the estate, the fee shall be \$40.00 less any amount paid under Section 24. A. 2. or Section 24. B. 2., except that if the amount involved does not exceed \$5,000, the fee, including any amount paid under Section 24. A. 2. or Section 24. B. 2., shall \$15.00.
 - i. For each certified copy of letters of office, of court order or other certification, the fee shall be \$2.00, plus \$1.00 per page in excess of 3 pages for the document certified.
 - j. For each exemplification, the fee shall be \$2.00, plus the fee for certification.
- D. The executor, administrator, guardian, petitioner, or other interested person or his or her attorney shall pay the cost of publication by the clerk directly to the newspaper.
- E. The person on whose behalf a charge is incurred for witness, court reporter, appraiser, or other miscellaneous fee shall pay the same directly to the person entitled thereto.
- F. The executor, administrator, guardian, petitioner, or other interested person or his or her attorney shall pay to the clerk all postage charges incurred by the clerk in mailing petitions, orders, notices, or other documents pursuant to the provisions of the Probate Act of 1975.

Section 25. Criminal and Quasi-Criminal Costs and Fees.

- A. The clerk shall be entitled to costs in all criminal and quasi-criminal cases from each person convicted or sentenced to supervision therein as follows:
1. Felony complaints: The fee shall be \$75.00
 2. Misdemeanor complaints: The fee shall be \$45.00.
 3. Business offense complaints: The fee shall be \$45.00.
 4. Petty offense complaints: The fee shall be \$45.00.
 5. Minor traffic or ordinance violations: The fee shall be \$10.00.
 6. When court appearance required: The fee shall be \$15.00.
 7. Motions to vacate or amend final orders: The fee shall be \$30.00.
 8. Motions to vacate bond forfeiture orders: The fee shall be \$30.00.
 9. Motions to vacate *ex parte* judgments, whenever filed: The fee shall be \$30.00.
 10. Motions to vacate judgment on forfeitures, whenever filed: The fee shall be \$30.00.

11. Motions to vacate "failure to appear" or "failure to comply" notices sent to the Secretary of State: The fee shall be \$30.00.
- B. When the violation complaint is issued by a municipal police department, the clerk shall be entitled to costs from each person convicted therein as follows:
 1. Minor traffic or ordinance violations: The fee shall be \$10.00.
 2. When court appearance required: The fee shall be \$15.00.
- C. In ordinance violation cases punishable by fine only, the clerk of the circuit court shall be entitled to receive, unless the fee is excused upon a finding by the court that the defendant is indigent, in addition to other fees or costs allowed or imposed by law, the sum of \$100.00 as a fee for the services of a jury. The jury fee shall be paid by the defendant at the time of filing his or her jury demand. If the fee is not so paid by the defendant, no jury shall be called, and the case shall be tried by the court without a jury.

Section 26. Transcripts of Judgment. For the filing of a transcript of judgment, the clerk shall be entitled to the same fee as if it were the commencement of a new suit.

Section 27. Change of Venue.

- A. For the filing of a change of case on a change of venue, the clerk shall be entitled to the same fee as if it were the commencement of a new suit.
- B. The fee for the preparation and certification of a record on a change of venue to another jurisdiction, when original documents are forwarded, the fee shall be \$40.00.

Section 28. Tax objection complaints. For each tax objection complaint containing one or more tax objections, regardless of the number of parcels involved or the number of taxpayers joining on the complaint, the fee shall be \$50.00.

Section 29. Tax Deeds.

- A. Petition for tax deed, if only one parcel is involved, the fee shall be \$100.00
- B. For each additional parcel, add a fee of \$60.00.

Section 30. Collections.

- A. For all collections made of others, except the State and county and except in maintenance or child support cases, a sum equal to 2.5% of the amount collected and turned over.
- B. Interest earned on any funds held by the clerk shall be turned over to the county general fund as an earning of the office.
- C. For any check, draft, or other bank instrument returned to the clerk for non-sufficient funds, account closed, or payment stopped, the fee shall be \$25.00.
- D. In child support and maintenance cases, the clerk is authorized by Resolution #23 passed April 21, 1987 to collect an annual fee of \$36.00 from the person making payment for maintaining child support records and the processing of support orders to the State of Illinois KIDS system and the recording of payments issued by the State Disbursement Unit for the official record of the Court. This fee shall be in addition to and separate from amounts ordered to be paid as maintenance or child support and shall be deposited into a Separate Maintenance and Child Support Collection Fund, of which the clerk shall be the custodian, *ex-officio*, to be used by the clerk to maintain child support orders and record all payments issued by the State Disbursement Unit for the official record of the Court. The clerk may recover from the person making the maintenance or child support payment any additional cost incurred in the collection of this annual fee.
- E. The clerk shall also be entitled to a fee of \$5.00 for certifications made to the Secretary of State as provided in the Family Financial Responsibility Law. These fees shall be deposited into the Separate Maintenance and Child Support Collection Fund.

Section 31. Corrections of Numbers. For correction of the case number, case title, or attorney computer identification number, if required by rule of court, on any document filed in the clerk's office, to be charged against the party that filed the document, the fee shall be \$15.00.

Section 32. Exceptions. No fee provided herein shall:

1. Apply to law enforcement agencies. "Law enforcement agency" means 1) an agency of the State or a unit of local government which is vested by law or ordinance with the duty to maintain public order and to enforce criminal laws or ordinances, 2) the Attorney General or 3) any state's attorney.
2. Be charged to any unit of local government or school district.
3. Apply to any action instituted under subsection (b) of Section 11-31-1 of the Illinois Municipal Code by a private owner or tenant of real property within 1,200 feet of a dangerous or unsafe building seeking an order compelling the owner(s) of the building to take any of the actions authorized by that subsection.

Section 33. Adoptions. The fee shall be \$65.00, except upon good cause shown, the court may waive the adoption filing fee in a special needs adoption. The term "special needs adoption" shall have the meaning ascribed to it by the Illinois Department of Children and Family Services. No fee other than that set forth in Section 33 shall be charged to any person in connection with an adoption proceeding.

Court Services (Security) Fee	\$25.00	Ordinance # 11 11/18/03
Taking Bond:	\$20.00	Ordinance # 11 12/16/03
Law Library Fee	\$10.00	Motion 12/16/1997
	\$13.00	Ord #8 adopted 09/21/04)
Court Automation Fee	\$15.00	Resolution 04/15/1985 (\$3.00) Resolution 10/20/1992 (added \$2.00) Ord. #13, 10-20-09 (set at \$15)
Court Document Storage Fee	\$15.00	Resolution #10-11/15/1994 Resolution # 6 - 10/20/1992 Ord. #13, 10-20-09 (set at \$15)

PUBLIC WORKS / HIGHWAY

County Highway Maps	\$1.25 each	Motion 04/15/03
Installation of tubes (farm entrance, driveway)	\$200.00	Motion 04/15/03
Tubes (sold to townships only)	10% mark up, plus labor	Motion 04/15/03
On-site Technical Assistance to Townships	Actual approved labor & equipment Rental rates.	Motion 04/15/03
Utility Permit Fee	\$100.00	Resolution #7 02/18/03
Stormwater Ordinance Fee	\$100.00 plus \$5.00/acre for each acre over 5.	Resolution 03/24/98
Pipeline Permit Fee	\$1,000.00	Resolution #8 02/18/03
On-site Technical Assistance to Townships	Costs	
Salt, Sand and Mix (Materials and Loading Fee)	Small Load: \$4.00 + Material Large Load: \$6.00 + Material	Motion 04/15/03 Motion 04/15/03
Over Size/Over Weight Permit Fee	Schedule - Highway Office	Motion 02/16/99
Inspection Fees (Charges to Townships and Municipalities in Whiteside County)		Motion 06/19/07
Box Culvert Inspection:	\$34.00 each	Effective 06/19/07
Single Span Bridge Inspection:	\$50.00 each	

Multiple Span Bridge Inspection: \$65.00 each

Filing Fee: application for site approval of a pollution control facility. Resolution # 17 04/20/82

\$0.01/gallon of liquid waste & \$0.01/ pound of solid waste proposed to be delivered to the site during the first 5 years of operation; however, the fee be cannot be less than \$5,000 nor more than \$50,000.

RECORDER / ASSESSOR

Copies of Aerial Maps \$10.00 each Resolution #12 11/20/84

Line Drawings \$1.00 each Resolution #12 11/20/84;

GIS Fees (\$10.00) - \$9.00 deposited into GIS Fund
- \$1.00 deposited into Recorder's Document Storage Fund
Resolution #507/18/00;
Ordinance #3 01/15/02

Recorder's Document Storage Fund Fee \$3.00 Res. #12 11/20/84 [1st dollar];
Res. #22 02/17/87 [add. \$1.00];
Res. #5 07/18/00 [add.\$1.00]

Transfers - Qualifying Beneficial Interests Same as other Transfers Res. #7 05/17/2005
(\$0.25/\$500)

SHERIFF

Search/copy of criminal history record \$10.00 Resolution of 03/11/1976

TREASURER

Drainage Districts \$3.00

Duplicate Tax Bills for mortgage companies \$5.00 Motion 10/19/1999

BUILDING USAGE FEES - COUNTY COURTHOUSE

Designated Rooms, if available: \$10.00 (No Charge for use by Political Parties.)

WHITESIDE COUNTY HEALTH DEPARTMENT

(Food Fees Effective January 1, 2005)

I. Full-Time Retail Food Establishments	Annual Permit Fee
1 High Risk Facilities	
a Seating from 0 - 99 & fewer than 2 cash registers	\$150
b Seating from 0 - 99 with 2 or 3 cash registers	\$200
c Seating greater than 99 OR more than 3 cash registers	\$250
d Retail food facilities with deli & bakery	\$300
2 Medium Risk Facilities	
a Seating from 0 - 99 & fewer than 2 cash registers	\$100
b Seating from 0 - 99 with 2 or 3 cash registers	\$140
c Seating greater than 99 OR more than 3 cash registers	\$180
3 Day Care Centers	\$150
4 Bed and Breakfast	\$100
5 Beverage & Ice Dispensing Facilities Only	
a Seating from 0 - 99 & fewer than 2 cash registers	\$60
b Seating from 0 - 99 with 2 or 3 cash registers	\$70
c Seating greater than 99 OR more than 3 cash registers	\$80
6 Facilities That Only Sell Prepackage Foods	
a Fewer than 2 cash registers	\$60
b 2 or 3 cash registers	\$70
c More than 3 cash registers	\$80

~~d Vending Machines~~ (Editorial Note: No Fee - Not Inspected)

7. Confectionaries	\$30
8 Tax-Exempt Organizations	
a High Risk Facility	\$20
b Medium Risk Facility	\$10
c Low Risk Facility	\$10

II Temporary Food Service Establishments **Permit Fee (Per Occurrence)**

1. For Profit Facility	\$35
2. Tax-Exempt Facility	No Charge

III Seasonal Retail Food Establishments **Annual Permit Fee**

1 High Risk Facilities	
a Seating from 0 - 99 & fewer than 2 cash registers	\$100
b Seating from 0 - 99 with 2 or 3 cash registers	\$140
c Seating greater than 99 OR more than 3 cash registers	\$180
d Retail food facilities with deli & bakery	\$220
2 Medium Risk Facilities	
a Seating from 0 - 99 & fewer than 2 cash registers	\$60
b Seating from 0 - 99 with 2 or 3 cash registers	\$80
c Seating greater than 99 OR more than 3 cash registers	\$100
3 Day Care Centers	\$100
4 Bed and Breakfast	\$60
5 Beverage & Ice Dispensing Facilities Only	
a Seating from 0 - 99 & fewer than 2 cash registers	\$60
b Seating from 0 - 99 with 2 or 3 cash registers	\$70
c Seating greater than 99 OR more than 3 cash registers	\$80
6 Facilities That Only Sell Prepackage Foods	
a Fewer than 2 cash registers	\$60
b 2 or 3 cash registers	\$70
c More than 3 cash registers	\$80

~~d Vending Machines~~ (Editorial Note: No Fee - Not Inspected)

7. Confectionaries	\$30
8 Tax-Exempt Organizations	
a High Risk Facility	\$20
b Medium Risk Facility	\$10
c Low Risk Facility	\$10

IV. Other Fees

1. Plan Review Fees	
A. Full-Time and Seasonal Retail Food Establishments; not tax-exempt organizations	
1. High & Medium Risk Facilities; Seating <100 & < 2 cash registers	\$85
2. High & Medium Risk Facilities; Seating <100 & 2 or 3 cash registers And all day care centers	\$125
3. High & Medium Risk Facilities; Seating > 99 or > 3 cash registers	\$160
4. Low Risk; Seating <100 and < 2 cash registers	\$30
5. Low Risk, Seating <100 and 2 or 3 cash registers	\$45
6. Low Risk, Seating > 99 or more than 3 cash registers	\$60
7. Bed and Breakfasts	\$80
B. Full-Time and Seasonal Retail Food Establishments; tax-exempt	
1. High, Medium and Low Risk Facilities; Tax-Exempt Organizations	\$20

- 2. Reinspections
 - A. Full-Time Retail Food Establishment \$25.00 per Reinspection
 - B. Seasonal Retail Food Establishment \$25.00 per Reinspection
 - C. Temporary Food Service Establishment No Charge
- 3. Late Permit Filing Fee
 - A. Full-Time Retail Food Establishment \$30.00
 - B. Seasonal Retail Food Establishment \$30.00
 - C. Temporary Food Service Establishment \$30.00

V. Body Art Permit Fee Schedule (Fee Schedule Updated January 1, 2003)

- Body Art Establishment Permit Fee: \$300.00 Annual
- Operator Permit Fee: \$100.00 Biennial
- Reinspection Fee: \$0.00

VI. Other Environmental Health Permit and License Fees (Fee Schedule Updated 05/21/2002)

Sewage Program	FEES	Annual	Per Occurrence
Sewage Permit - Residential - New or Repair	\$100		x
Sewage Permit - Commercial property (with 2 or more employees)	\$150		x
Sewage Permit - Homeowner Installation - New or Repair	\$200		x
Individual Sewage Contractor Installer Licence	\$75	x	
Corporate Sewage Contractor License (2 or more approved employees)	\$125	x	
Individual Sewage Pumper License	\$75	x	
Corporate Sewage Pumper License (2 or more approved employees)	\$125	x	
Well Water Program			
Well Water Construction Permit Fee	\$100		x
Other Service Fees			
Subdivision Plat Review Fees (min.\$100.00 or \$20.00/lot)	variable		x
License replacement \$10.00	\$10		x
Late Fee	\$30		x

Editorial Note: The foregoing schedules related to the Whiteside County Health Department do not reflect or include fees for programs and services that are set solely by the Whiteside County Board of Health, as authorized by Chapter 20 of this Code.

ZONING (Unless indicated otherwise, all fees are effective as of September 1, 2003. Enacting Ordinance adopted by the Board on August 19, 2003)

HEARINGS: (A penalty fee will be charged if a hearing is being held in order to correct a zoning classification violation or an area requirement violation. A penalty fee will also be charged if an Administrative Variance is needed to address/correct a violation. (See PENALTIES.)

ACTIONS

- Rezoning \$525.00
- Special Uses \$525.00
- Variances \$525.00
- Each additional action required by a single applicant \$125.00
- Special Hearing Dates \$1,050.00
- Administrative Variance \$200.00
- Appeals of Planning and Zoning Administrator decision \$525.00
- Prepare LESA report \$50.00

WAIVING OF HEARING FEES (Res. approved 10/19/04)

For those citizens that feel they cannot afford the required fee(s) for a hearing before the Whiteside County Planning and Zoning Commission, the following procedures will be followed:

1. Such requests will be made, by the individual, to the Whiteside County Health and Social Services Committee at their regular meeting. The Committee may request any information deemed necessary to determine that a financial hardship exists.
2. The Health and Social Services Committee will forward the requested waiving of fees to the County Board, if the matter is to be considered. The individual may be required by the Committee to appear at the County Board meeting.
3. The final decision of the County Board will be by motion, passed on to the Zoning Officer for their files.
4. The Zoning Office will schedule such requests for a hearing by the Planning and Zoning Commission, at the next meeting date that has at least one hearing scheduled.

PERMITS: (Penalties for permit violations are listed under PENALTIES)

Permit Fees	Base	Plus
Residential (New Construction)	\$95.00	\$0.10 per square foot
Residential (Additions)	\$40.00	\$0.10 per square foot
Residential Conversions (Effective 11/01/03. See Resolution # 16 of 10/21/03.)		
Non-residential to Residential	\$350.00	
Residential to Non-Residential*	\$350.00	
* Excluding manufactured homes		
Manufactured	\$95.00	\$0.10 per square foot
Modular	\$95.00	\$0.10 per square foot
Commercial (New Construction and Additions)	\$200.00	\$0.12 per square foot
Industrial (New Construction and Additions)	\$500.00	\$0.15 per square foot
Garages (per 12' width)	\$25.00 per each 288 square foot	
Half stall (5-8' width)	\$10.00 for remainder	
Open porches and decks	\$20.00	
Telecommunication Towers	\$25.00 per linear foot	
Co-Locations	\$1,200.00 (approved 10/04, effective 11/01/04)	
Amateur Radio Tower	\$50.00 (approved 10/04, effective 11/01/04)	
Wind Towers		
Non-Commercial	\$250.00	
Commercial*		
5 or fewer Commercial WECS	\$25.00 per foot of tower height per tower	
6-19 Commercial WECS	\$12.00 per foot of tower height per tower	
20 or more Commercial WECS	\$8.00 per foot of tower height per tower	
Replacement of major components on an existing commercial facility	\$1,200.00 flat fee	
* approved 10/04, effective 11/01/04		
Pole Buildings	\$0.05 per square foot	
Swimming Pools		
Above ground	\$30.00	
In ground	\$50.00	
Fences		
Livestock	\$10.00 (not farms)	
Decorative	\$25.00	
Privacy	\$35.00	
Security		
Residential	\$30.00	
Business/Industrial	\$50.00	
Accessory Residential Buildings.		
Sheds (pre-built)	\$20.00	
Storage building	\$0.05 per square foot	
Land Use Permits	\$150.00	
Moved Buildings	\$35.00	
Reissued Permits	\$25.00	
90 day Travel Trailer/RV/Mobile Home	\$100.00	

180 day Travel Trailer/RV/Mobile Home	\$150.00
Floodplains	
Raised Buildings	\$50.00
Fill	\$20.00
Signs	
Single- Double Fare	\$1.00 per square foot
Projecting Pylons	\$1.00 per square foot
Marquees	\$1.00 per square foot
Pole Signs	\$1.00 per square foot
Plaster Panels	\$1.00 per square foot
Wall Signboards	\$1.00 per square foot
Individual letters	\$1.00 per square foot
Home Occupations	\$200.00
Salvage Yards (per year)	\$150.00
Salvage Yard start-up	\$500.00
PUBLICATIONS:	
Zoning Ordinance	\$30.00
Subdivision Regulations	\$20.00
Flood Ordinance	\$15.00
LESA Manual	\$20.00
Stormwater Management Ordinance	\$15.00
SUBDIVISIONS:	
Preliminary Plats	\$100.00
Per lot over 10	\$5.00
Final Plats	\$100.00
Per lot over 10	\$5.00
PENALTIES: (These fees are in addition to the any fees normally assessed.)	
Penalty Fees:	
For a hearing to correct a classification violation	\$125.00
For an Administrative Variance to address/correct a violation	\$100.00
For a permit violation up to and including a \$100 permit fee	\$40.00
For a permit violation from \$101 to \$199 permit fee	\$70.00
For a permit violation over a \$200 permit fee	½ permit cost
Violation of zoning during a re-zoning process	\$125.00 (approved 10/04, effective 11/01/04)
Late Fees:	
Junkyard Licenses (paid after December 31 st)	\$100.00

End of Appendix 2. Fee Schedule

Last Amended 10/20/2009

