

**COUNTY OFFICES COMMITTEE
COUNTY BOARDROOM
TUESDAY, AUGUST 10, 2021
AGENDA
4:30 P.M.**

The public may feel free to participate via Zoom.

The ID is: 825 7992 8287

Password is: 737915

- 1. Call to Order**
- 2. Roll Call** – Jason Spence, Nathan Schertz, Richard Hill, Al Durst, Chuck Nagel
- 3. Approval of Minutes**
 - a. Approval of July 13, 2021 regular meeting minutes.
- 4. Public Input**
- 5. Appointments**
 - a. Appointment of Terry Pille to the Zoning Board of Appeals for a 5 year term expiring August 1, 2026.
 - b. Appointment of Dorothy Kelso to the Woodford County Housing Authority for a 1 year term expiring June 30, 2022.
 - c. Appointment of Donita Curtis to the Woodford County Housing Authority for a 3 year term expiring June 30, 2023.
- 6. Approval of Claims**
 - a. Approval of August claims
 - b. County Board Per Diem – Roll Call Vote
- 7. Unfinished Business**
 - a. Approval and discussion of Board Coordinator job description
 - b. Update on Recording System
- 8. New Business**
 - a. Approval of Resolution 2020/21 #059 Approving Step Increase for County Coordinator
 - b. Approval of Resolution 2020-21 #060 Approving Step Increase for Supervisor of Assessment
 - c. Approval of Election System Agreement for \$1,080.00
 - d. Approval of Media Conversion Agreement for \$204,791.66
- 9. Other**
- 10. Executive Session (if necessary)**
 - a. 5 ILCS 120/2(c)(1) Board Coordinator
- 11. Any action coming out of Executive Session**
 - a. 5 ILCS 120/2(c)(1) Board Coordinator
- 12. Adjournment**

**COUNTY OFFICES COMMITTEE
COUNTY BOARDROOM
TUESDAY, JULY 13, 2021
MINUTES
4:30 P.M.**

1. Call to Order

The meeting was called to order at 4:30 PM.

2. Roll Call

Jason Spence, Nathan Schertz, Richard Hill, Al Durst, Chuck Nagel all present.

3. Approval of Minutes

a. Approval of June 8, 2021 regular meeting minutes.

Motion to approve June 8 minutes made by Hill seconded by Nagel. *Motion passed.*

b. Release or keep confidential June 8, 2021 Executive Session Minutes

Motion to keep confidential the June 8 executive session minutes made by Schertz, seconded by Nagel. *Motion passed.*

4. Public Input

None

5. Appointments

- a. a Reappointment of Stanley Ulrich to the Linn Mt. Vernon Cemetery Association for a 4 year term expiring April 30, 2024.
- b. Reappointment of Vincent Winkler to the Linn Mt. Vernon Cemetery Association for a 3 year term expiring April 30, 2024.
- c. Reappointment of Timothy L. Schoon to the Linn Mt. Vernon Cemetery Association for a 3 year term expiring April 30, 2024.
- d. d Reappointment of Gretchen A. Strauch to the Linn Mt. Vernon Cemetery Association for a 3 year term expiring April 30, 2024.
- e. Reappointment of Lloyd Damerell to the Linn Mt. Vernon Cemetery Association for a 6 year term expiring April 30, 2027.
- f. Appointment of Harold Weiss to the Washburn Fire Protection District to complete the unexpired three year term of Stan Ulrich expiring June 1, 2024.

Motion to approve the appointments and reappointments A-F made by Nagel, seconded by Hill. *Motion passed.*

6. Approval of Claims

a. Approval of July claims

Motion to approve July claims made by Schertz, seconded by Hill. *Motion passed.*

b. County Board Per Diem – Roll Call Vote

There is one (1) per diem for Mr. Meinhold for \$300. Motion to approve per diem for Meinhold made by Nagel, seconded by Durst. Roll call vote – Spence-yes; Schertz-yes; Hill-yes; Durst-yes; Nagel- yes. *Motion passed.*

7. Unfinished Business

**COUNTY OFFICES COMMITTEE
COUNTY BOARDROOM
TUESDAY, JULY 13, 2021
MINUTES
4:30 P.M.**

8. New Business

a. Developing Administrative oversight for Courthouse Appointed Officials.
See "C" below.

b. Approval of Resolution 2020-21 #055 increasing the Public Defender salary
Motion to approve Resolution #055 made by Nagel, seconded by Durst. By statute the Public Defender's salary has to be within 10% of the State's Attorney's salary in order to have part of it reimbursed. We received notification that the State's Attorney will be receiving a 2.5 % cost of living wage bringing his salary to \$189,434.18. Therefore, the Public Defender's salary needs to be adjusted to \$165,090.76 retroactive to July 1. The State's Attorney is aware of this to include the new numbers in his budget. *Motion passed.*

c. Board Coordinator

The Board is transitioning with more and younger people being elected to serve on the Board. These members have jobs, families, etc. and don't have the time to dedicate to overseeing the administration duties of the Board, such as writing grants, overseeing appointed employees, etc. Mr. Krug, Mr. Nagel, and Mr. Spence have come up with the idea to have a person who would take direction from the Board and oversee the non-elected department heads. This would take nothing away from the elected officials, but would help the Board members jobs run smoother. At one time there was a County Administrator that came in and tried to take over, and that did not work. This person would be responsible to the Board. They would oversee the departments of Zoning, Supervisor of Assessments, and the County Coordinator. They could help take on budget responsibilities, give yearly evaluations, write grants, resolutions, etc. We recently were awarded a 7.5 million grant. The Board does not have the time to figure out how to apply this money, and that is something this Board Coordinator could do. The Board needs to figure out that person fits into the Board structure. Their duties could be written into the Board rules. If this is moved forward, they would want to pay an appropriate salary. The committee will reach out to the department heads and get their input also. By next month we will have a job description and will discuss further.

9. Other

10. Executive Session (if necessary)

None

11. Any action coming out of Executive Session

12. Adjournment

Motion to adjourn made by Hill, seconded by Schertz. *Motion passed.*

Meeting adjourned at 5 PM.

Submitted by: Deb Breyman

Jason Spence, Chairman
County Offices Committee

115 N. Main St. Room 100
Eureka, Illinois 61530



Phone: (309) 467 - 3023
wczoning@woodford-county.org

Woodford County Zoning

July 21, 2021

RE: Zoning Board of Appeals Regular Member Appointment

County Offices Committee,

I recommend the appointment of the following Zoning Board of Appeal Regular member:

Terry Pille
3133 County Road 2000 N
Minonk, IL 61760

Minonk Township

For a five year term expiring 5 year term expiring August 1, 2026.

John Krug

A handwritten signature in black ink that reads "John Krug".

Woodford County Board Chairman

RECEIVED

JUL 21 2021

WOODFORD COUNTY
CLERK AND RECORDER

Cc: ZBA Secretary



410 EAST EUREKA AVENUE
P O BOX 223
EUREKA IL 61530-0223
PH: 309-467-4623
FAX 309-467-6927

RECEIVED

JUL 20 2021

WOODFORD COUNTY
CLERK AND RECORDER

July 19, 2021

WOODFORD COUNTY CLERK
115 N MAIN ST ROOM 202
EUREKA IL 61530

RE: Appointment/Reappointment Board Commissioners

The Woodford County Housing Authority Board of Commissioners would like to have Dorothy Kelso, Eureka, appointed for a 1 year term as our resident commissioner for the one year term that has expired June 30, 2021 and Donita Curtis, Eureka, reappointed for a two year term that expired June 30, 2021.

Thank you for your assistance with this matter. If you have questions or concerns, please let myself or Tammy Prather, Chairperson, know. We look forward to hearing from you as soon as the appointments have been approved.

Sincerely,

WOODFORD COUNTY HOUSING AUTHORITY

Diane Gregoire
Executive Director

Appointment of Dorothy Kelso to the Woodford County Housing Authority for a 1 year term expiring June 30, 2022.
Reappointment of Donita Curtis to the Woodford County Housing Authority for a 3 year term expiring June 30, 2023.



RESOLUTION 2020/21 #059

RESOLUTION SETTING THE SALARY FOR THE COUNTY COORDINATOR

WHEREAS, the County Board has adopted a policy directing that non-union employees in management positions such as the Zoning Administrator, will start at negotiated starting wages and then shall receive longevity in service and COLA increases in pay in the same manner as other non-union employees.

WHEREAS, the County Coordinator achieves a 5 year longevity step on August 2, 2021.

NOW THEREFORE BE IT RESOLVED by the Woodford County Board this day of August 17, 2021, that the salary for the County Coordinator be set at \$40,115.00.

AND BE IT FURTHER RESOLVED: that said salary increase be effective in the pay period of July 30, 2021 –August 12, 2021.

ATTEST:

Dawn L Kupfer
Woodford County Clerk

John Krug
Chairman of the Woodford County Board



RESOLUTION 2020/21 #060

**RESOLUTION SETTING THE SALARY FOR THE
SUPERVISOR OF ASSESSMENT**

WHEREAS, the County Board has adopted a policy directing that non-union employees in management positions such as the Supervisor of Assessment, will start at negotiated starting wages and then shall receive longevity in service and COLA increases in pay in the same manner as other non-union employees.

WHEREAS, the Supervisor of Assessment achieves a 10 year longevity step on September 9, 2021.

WHEREAS, all future COLA raises will be given automatically at the beginning of the budget cycle each year.

NOW THEREFORE BE IT RESOLVED by the Woodford County Board this day of August 17, 2021, that the salary for the Supervisor of Assessment be set at \$54,220.00.

AND BE IT FURTHER RESOLVED: that said salary increase be effective in the pay period of August 27, 2021 –September 9, 2021.

ATTEST:

Dawn L. Kupfer
Woodford County Clerk

John Krug
Chairman of the Woodford County Board



Woodford County, IL

Media Conversion Agreement

Danielle Westerfield
Partner Relationship Manager
Office: (563) 345-1321
Mobile: (317) 605-4232
Email: daniellew@fidlar.com

Woodford County, IL

Statement of Work

Book Type	Range	# of Books
Official Record Books	Vols. 1-143	143
Deed Record Books	Vols. A-Z, 30-174	171
Miscellaneous Record Books	Vols. 1-55	55
Mortgage Record Books	Vols. A-Z, 1-113	139
Release Record Records	Vols. A-Z, 1-15	41
**DRIVE SPACE REQUIRED: 32.37GB		



Woodford County, IL Media Conversion Agreement

July 21st, 2021

Woodford County Clerk & Recorder
Ms. Dawn Kupfer
115 N Main Street
Eureka, IL 61530

Dear Dawn,

The following provides the details of your upcoming scanning agreement.

As your Land Records software vendor, we provide a 100% guarantee that all image and index file formats generated from this project are fully compatible with your Fidlar image database.

Fidlar will manage all aspects of this project from start to finish. Services include coordinating the necessary resources for scanning your books, conversion, enhancement of the images, grouping and naming of the appropriate pages of each book into individual documents, and importing all specified book records into your Fidlar AVID/Laredo system.

As your business partner, we greatly appreciate the opportunity to continue to provide you with the valued services and products you have come to expect from Fidlar. We look forward to adding additional value to your office, your constituents, and your abstract and title searchers.

Sincerely,

Danielle Westerfield
Partner Relationship Manager
Fidlar Technologies
Office: 563-345-1321
Mobile: 317-605-4232
Email: daniellew@fidlar.com



Investment Summary: Fidlar Services Description

✓ **Scan & Capture**

Professionally trained and qualified personnel, utilizing state-of-the-art scanning equipment and processes, will scan the books. During this phase, the following activities will occur: travel, configuration of scanning equipment and computer peripherals, inventory, inspection, handling and scanning, and content inspection. The end result is a set of digitized images that will be enhanced and imported into your system.

✓ **Image Cropping, Border Removal & Image Enhancements**

Utilizing customizable and automated image enhancement software, excess borders will be removed and the images will be enhanced into a usable state. Pages with multiple documents on a page will have unwanted documents masked, so only one document is visible at a time. Images will go through single inspection at 98.5% accuracy.

✓ **Grouping/Naming of Images**

The images will be grouped into unique documents and named with the appropriate document number. The accuracy of grouping/naming is 98.5%. Fidlar will provide the county with Grouper. Grouper will offer the county the ability to manipulate images returned from their imaging project for cleanup purposes: moving, copying, splitting and deleting images.

Images that cannot be corrected using Grouper and require further manipulation, will be done so at the county's expense.

✓ **Project Resources Management & Import**

Fidlar utilizes many resources in the management of the complete project from start to finish. This includes coordinating and scheduling all project resources, importation of all document images and document number index files into your Fidlar system, and configuring your Fidlar system for immediate access to newly imported documents via Laredo, Tapestry, and AVID. The imported documents will also be made available for back indexing in AVID if desired.



Estimated Investment Summary: Professional Services Rendered

In exchange for products and services outlined in this Professional Services Agreement, Woodford County agrees to pay Fidlar Technologies the total amount due in the following payment schedule:

✓ Scan, Capture, & Image Processing	\$175,536.06
○ Includes Scanning, Image Cropping, Border Removal, Image Enhancements & Grouping/Naming of Images	
✓ Project Resource Management & Import	\$29,255.60
TOTAL INVESTMENT	<u>\$204,791.66</u>

***Totals are based on 24-hour on-site access for scanning (Estimated Days On-Site: 11).**

****Total Investment is based on estimated quantities. Final invoice will reflect actual quantities.**

Billing Milestones

1. 25% due upon signing of this Professional Services Agreement.
\$ 51,197.92
2. 50% due upon scanning completion.
\$ 102,395.83
3. Balance due upon completion of importing of documents/images (based on actual quantities of scanned and processed images), with prior approval by County Recorder if the total investment exceeds the estimate.
\$ 51,197.91 (**Estimated)

** Your final invoice will be charged based upon the final document count after grouping and naming. This charge may vary from the estimated count found during discovery.

These payments are not "deferred payments" under section 3.10 and are subject to County's statutory claims procedure.



Schedule "A" – Media Conversion Project

This Agreement is made this ___ day of _____, 2021, by and between FIDLAR TECHNOLOGIES, (FIDLAR) and WOODFORD COUNTY, IL (the "CLIENT").

RECITALS

- A. FIDLAR provides various image archival services, all of which are hereinafter referred to as "ARCHIVAL SERVICES."
- B. CLIENT desires to purchase from FIDLAR image archival services for the purpose of indexing and imaging documents electronically.

TERMS OF AGREEMENT

In consideration of the facts mentioned above and the mutual promises set out below, the parties agree as follows:

ARTICLE I - GENERAL TERMS

- 1.1 ARCHIVAL SERVICES: CLIENT agrees to buy from FIDLAR, and FIDLAR agrees to sell to CLIENT, image archival service(s) described in the Image Archival Services Statement of Work, at the price quoted and subject to the terms of this Agreement. Article II describes the terms of this Agreement as it relates to the services.
- 1.2 ACCEPTANCE BY CLIENT: CLIENT agrees to accept the image archival services at the conclusion of the project referenced in the Image Archival Services Statement of Work. If CLIENT notifies FIDLAR of a material problem with the services within 30 days of installation and testing, FIDLAR will use its best efforts to correct such problems; otherwise, CLIENT will be conclusively presumed to have accepted the services upon completion of installation and testing.



Woodford County, IL Media Conversion Agreement

- 1.3 DELIVERY: FIDLAR will deliver the image archival services to CLIENT at CLIENT'S facility located at:

Woodford County Clerk & Recorder
Ms. Dawn Kupfer
115 N Main Street
Eureka, IL 61530

ARTICLE II – SERVICES PERFORMED

- 2.1 FIDLAR shall perform the work in accordance with currently approved methods and standards of practice in the image archival professional specialty.
- 2.2 All images, film, documents, books and other memoranda or writings relating to the work and services hereunder, shall remain or become the property of the CLIENT whether executed by or for FIDLAR for CLIENT and all such documents and copies thereof shall be returned or transmitted to CLIENT forth with upon CLIENT termination or completion of the work under this Agreement.

ARTICLE III

- 3.1 CONFIDENTIAL INFORMATION: FIDLAR and CLIENT agree that information designated in writing as proprietary by one party shall be held in confidence by the other party.
- 3.2 EXCLUSIVE REMEDY: CLIENT's exclusive remedy against FIDLAR for any breach of warranty under this Agreement is limited to repair, replacement or refund with respect to the item in question, at FIDLAR's option and subject to applicable law. CLIENT will only be entitled to the direct damages that CLIENT actually incurs in reasonable reliance, up to the amount of a refund of the price (plus sales tax) that CLIENT paid for the item. CLIENT will not be entitled to any incidental, consequential or other damages, including but not limited to damages for loss of profits or confidential or other information, for business interruption, for personal injury, for loss of privacy for failure to meet any duty including of good faith or of reasonable care, for negligence or negligent misrepresentation, and for any other pecuniary or other loss whatsoever, even in the event of the fault of FIDLAR (or any supplier), of tort (including negligence),



Woodford County, IL Media Conversion Agreement

strict or product liability, breach of agreement or breach of warranty, and even if FIDLAR or any supplier has been advised of the possibility of such damages. These limitations and exclusions regarding damages will apply even if any remedy fails.

- 3.3 WAIVER: Any waiver by either party of any provision of this Agreement shall not imply a subsequent waiver of that, or any other provision.
- 3.4 NOTICES: Any notices or demands required to be given herein shall be given to the parties in writing, and by mailing to the address hereinafter set forth, or to such other addresses as the parties may hereinafter substitute by written notice given in the manner prescribed in this Section.
- a. Notice to FIDLAR: Fidlar Technologies, Inc.
 350 Research Parkway
 Davenport, IA 52806
 Attn: Ernest Rikken, President
- b. Notice to CLIENT: Ms. Dawn Kupfer
 115 N Main Street
 Eureka, IL 61530
- 3.5 ENTIRE AGREEMENT: It is expressly agreed that this Agreement embodies the entire agreement and that there is no other oral or written agreement or understanding between the parties at the time of the execution hereunder. Further, this Agreement cannot be modified except by written agreement of all parties hereto.
- 3.6 GOVERNING LAW: The parties agree that this Agreement shall be governed by the laws of the State of Illinois.
- 3.7 BINDING EFFECT: This Agreement shall inure to the benefit of and bind the parties hereto, their successors and assigns.
- 3.8 AUTHORITY: FIDLAR and CLIENT each hereby warrant and represent that their respective signatures set forth below have been and are on the date of this Agreement duly authorized by all necessary and appropriate corporate and/or governmental action to execute this Agreement.



Woodford County, IL Media Conversion Agreement

- 3.9 SECTION HEADINGS: All section headings contained herein are for convenience or reference only and are not intended to define or limit the scope of any provision of this Agreement.
- 3.10 DEFERRED PAYMENT: To the extent that this Agreement includes deferred payments, such payments will include an imputed interest factor based on a current market rate. Deferred payments are defined as payments which extend beyond completion of the project installation and acceptance. Deferred payments are exempt from interest under the Installment Payment Agreement attached hereto and made a part hereof, except as may be provided for late charges as described in Section I of the Installment Payment Agreement.



Woodford County, IL Media Conversion Agreement

This Agreement has been executed by the parties as of the aforementioned date.

ACCEPTANCE AND AUTHORIZATION:

Woodford County may designate acceptance of this proposal by signature of a duly authorized officer of the company. Total costs for initial implementation and ongoing costs have been described herein.

In exchange for products and services outlined in this proposal, Woodford County agrees to pay Fidlar Technologies, the total amount due within 30 days from the date of invoice. Fidlar Technologies also reserves the right to collect monies owed in the event of nonpayment and recover any and all legal fees in addition to the unpaid balance.

ACCEPTED:

Ms. Dawn Kupfer
Woodford County, IL
115 N Main Street
Eureka, IL 61530

Print _____

Signature _____

Title _____

Date _____

ACCEPTED:

Fidlar Technologies
350 Research Parkway
Davenport, IA 52806

Print _____

Signature _____

Title _____

Date _____



**ELECTION SYSTEMS & SOFTWARE, LLC
BALLOT ON DEMAND SYSTEM, ONGOING LICENSE, SOFTWARE MAINTENANCE, AND SERVICES
AGREEMENT**

This Agreement is made as of the date it is executed by the last of the parties named below on the signature page (the "Effective Date"),

BETWEEN: ELECTION SYSTEMS & SOFTWARE, LLC, a Delaware Limited Liability Company ("ES&S")

AND: WOODFORD COUNTY, ILLINOIS ("Customer").

RECITALS:

- A. Customer previously purchased certain ballot printing equipment and licensed certain ballot on demand software from ES&S and now desires to continue such license of software as well as purchase related services from ES&S for use in Woodford County, Illinois (the "Jurisdiction"). The terms and conditions under which such software and services shall be provided are set forth in the **GENERAL TERMS** attached hereto and incorporated herein by reference.
- B. The following Exhibits are incorporated into, and constitute an integral part of, this Agreement (check all that apply):
- Exhibit A (Pricing Summary)
- Exhibit B (ES&S Software and Services Description, Pricing and Fees)

NOW, THEREFORE, for good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, each of the parties hereto:

- Agrees to the **GENERAL TERMS** and the terms and conditions set forth in each Exhibit attached hereto and incorporated herein.
- Agrees that at all times, this Agreement shall be governed by and construed in accordance with the laws of the State of Illinois, without regard to conflicts of law principles that would require the application of the laws of any other state.
- Represents and warrants to the other party that as of its signature below it has full power and authority to enter into and perform this Agreement, and that the person signing below on its behalf has been properly authorized to execute this Agreement.
- Acknowledges that it has read this Agreement, understands it and intends to be bound by it.

ELECTION SYSTEMS & SOFTWARE, LLC
11208 John Galt Boulevard
Omaha, NE 68137
Fax No.: (402) 970-1291

WOODFORD COUNTY, ILLINOIS
115 N Main Room 202
Eureka, IL 61530-1287
Fax No.: (309) 467-7391

Signature

Signature

Name (Printed or Typed)

Name (Printed or Typed)

Title

Title

Date

Date

**GENERAL TERMS
ARTICLE 1
DEFINITIONS**

All capitalized terms used, but not otherwise defined, in these General Terms or in an Exhibit shall have the following meanings:

- a. "Documentation" means the operating instructions, user manuals or training materials for the ES&S Software.
- b. "ES&S Equipment" means ES&S' hardware or other ES&S proprietary equipment.
- c. "ES&S Software" means ES&S' proprietary Ballot On Demand software and all Updates delivered to Customer under this Agreement, unless licensed pursuant to a separate written agreement.

**ARTICLE 2
LICENSE OF ES&S SOFTWARE AND PAYMENT OF FEES**

2.1 a. **Grant of Licenses.** Subject to the terms and conditions of this Agreement, ES&S hereby grants to Customer nonexclusive, nontransferable licenses for its bona fide full time, part time and temporary employees to use the ES&S Software described on Exhibit B and related Documentation supplied by ES&S. The licenses allow Customer to use (but not copy) the ES&S Software and the Documentation in the course of operating the ES&S Equipment and solely for the purposes of managing the printing of ballots in the Jurisdiction. The licenses granted in this Section 2.1 do not permit Customer to use the source code for the ES&S Software.

b. **Prohibited Uses.** Customer shall not take any of the following actions with respect to the ES&S Software or the Documentation:

i. Reverse engineer, decompile, disassemble, re-engineer or otherwise create, attempt to create, or permit, allow or assist others to create, the source code or the structural framework for part or all of the ES&S Software;

ii. Cause or permit any use, display, loan, publication, transfer of possession, sublicensing or other dissemination of the ES&S Software or Documentation, in whole or in part, to or by any third party, including, but not limited to, any transfer of possession to, or use of the ES&S Software or Documentation by any third party to perform any services for Customer (including, but not limited to, any ballot printing, coding, programming or ballot layout services) without ES&S's prior written consent; or

iii. Cause or permit any change to be made to the ES&S Software without ES&S' prior written consent; or

iv. Allow a third party to cause or permit any copying, reproduction or printing of any output generated by the Software (except ballots by ballot printers selected by Customer) in which ES&S owns or claims any proprietary intellectual property rights (e.g., copyright, trademark, patent pending or patent), including, but not limited to, any ballot shells or ballot code stock.

2.2 **Term of Licenses.** The licenses granted in Section 2.1 shall be in effect for the Term of the Agreement (as defined in Section 3.1 below) provided Customer timely pays the annual software license and maintenance and support fees as determined by ES&S. ES&S may terminate the license if Customer fails to pay the consideration due for, or breaches Sections 2.1, 2.4, or 3.6 with respect to, such license. Upon the termination of either of the licenses granted in Section 2.1 for ES&S Software or upon

Customer's discontinuance of the use of any ES&S Software, Customer shall immediately return such ES&S Software and the related Documentation (including any and all copies thereof) to ES&S, or (if requested by ES&S) destroy such ES&S Software and Documentation and certify in writing to ES&S that such destruction has occurred.

2.3 **Updates.** During the Term, ES&S may provide new releases, upgrades or maintenance patches to the ES&S Software, together with appropriate Documentation ("Updates"), on a schedule defined by ES&S. Customer is responsible for obtaining any upgrades or purchases of Third Party Items required to operate the Updates as well as the cost of any replacements, retrofits or modifications to the ES&S Equipment which may be necessary in order to operate the Updates. All Updates shall be deemed to be ES&S Software for purposes of this Agreement upon delivery. Customer may install the Updates in accordance with ES&S' recommended instructions or may request that ES&S install the Updates. ES&S may charge Customer at its then-current rates to (i) install the Updates to the Customer, (ii) train Customer on Updates, if such training is requested by Customer; or (iii) provide maintenance and support on the ES&S Software that is required as a result of Customer's failure to timely or properly install an Update. Customer shall be responsible for any claim, damage, loss, judgment, penalty, cost, amount paid in settlement or fee which is caused by Customer's failure to install and use the most recent Update provided to it by ES&S. If Customer proposes changes in the ES&S Software to ES&S, such proposals will become ES&S' property. ES&S may, in its sole discretion, elect to make or not to make such changes without reference or compensation to Customer or any third party. ES&S represents to Customer that the Updates will comply with all applicable state law requirements at the time of delivery. Customer shall be responsible to ensure that it has installed and is using only certified versions of ES&S Software in accordance with applicable law. Customer shall pay ES&S for any Update which is required due to a change in state or local law.

2.4 **Fees**

a. **Software License and Maintenance Fees.** The fees for ES&S Software License, Maintenance and Support Services are set forth on Exhibit A

b. **Election Set-Up Fee.** The per election fee for election setup is set forth on Exhibit B.

c. **Pre-Election Services.** The fees for the optional Pre-Election Services are set forth on Exhibit B.

**ARTICLE 3
MISCELLANEOUS**

3.1 **Term; Termination.** This Agreement shall be effective for a **One (1) Year Period beginning on the Effective Date** (the "Initial Term"). The Initial Term shall automatically renew for an unlimited number of successive one-year period unless otherwise agreed to, in writing, by the parties (each a "Renewal Period"). The Initial Term and all Renewal Periods shall be collectively referred to herein as the "Term". The Term shall continue until this Agreement is terminated by the first to occur of (i) either party's election to terminate it upon the expiration of the Initial Term or any Renewal Period thereof, written notice of such election shall be given to the other party at least sixty (60) calendar days prior to the expiration of the Initial Term or any Renewal Period; (ii) the date that is thirty (30) days after either party notifies the other that the other has materially breached this Agreement, and the breaching party fails to cure such breach within such thirty (30) day period, (except a breach as provided in (iv) below which will require no notice); (iii) the date which is thirty (30) days after ES&S notifies the Customer of ES&S intent to terminate the Agreement as a result of the Customer no longer utilizing ES&S' voter tabulation system with the Ballot On Demand printer purchased and licensed hereunder, or (iv) Customer's failure to make any payment due hereunder within thirty (30) days after it is due. In the event of early termination by ES&S due to (a) a breach of this Agreement by Customer, (b) Customer's failure to pay any amounts owed under this Agreement or (c) the failure of Customer to appropriate funds to make the payments due under this Agreement, Customer shall pay ES&S for all products delivered and services performed up through the effective date of

termination, Upon termination of this Agreement, Customer shall immediately return all ES&S Software and Documentation (including any and all copies thereof) to ES&S, or (if requested by ES&S) destroy such ES&S Software and Documentation and certify in writing to ES&S that such destruction has occurred.

3.2 **Maintenance; Support**

a. **ES&S Software.** Provided Customer pays the applicable annual fees set forth on Exhibit A for ES&S Software license maintenance and support services, ES&S agrees that during the Term of the Agreement, ES&S shall maintain provide maintenance and support services for ES&S Software to enable it to perform in accordance with its Documentation in all material respects, and to cure any defect in material or workmanship. If a defect or malfunction occurs in the ES&S Software while it is under normal use and service, Customer shall promptly notify ES&S, and ES&S or its authorized representatives shall use reasonable efforts to restore the Software to perform in accordance with its Documentation as soon as practicable. ES&S or its authorized representatives shall restore ES&S Software at a location as determined by ES&S in its sole discretion. If a defect or malfunction occurs in any ES&S Software as a result of (1) repairs, changes, modifications or alterations not authorized or approved by ES&S, (2) accident, theft, vandalism, neglect, abuse or use that is not in accordance with instructions or specifications furnished by ES&S or (3) causes beyond the reasonable control of ES&S or Customer, including acts of God, fire, floods riots, acts of war, terrorism or insurrection, labor disputes, transportation delays, governmental regulations, rodent infestation, and utility or communication interruptions, Customer shall pay ES&S for any maintenance services at ES&S' then-current rates, as well as for the cost of all parts used in connection with the performance of such maintenance services.

b. **Disclaimer of Warranties.** EXCEPT AS OTHERWISE SET FORTH HEREIN, ES&S EXPRESSLY DISCLAIMS ALL WARRANTIES, WHETHER EXPRESS OR IMPLIED, WHICH ARE NOT SPECIFICALLY SET FORTH IN THIS AGREEMENT, INCLUDING BUT NOT LIMITED TO, ANY IMPLIED WARRANTIES OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE..

3.3 **Consumables.** Customer shall be responsible for the purchase, shipping and installation of all components that are consumed in the normal course of operating the ES&S Equipment, including, but not limited to, toner, drums, transfer belts, fusers, and ballot stock (collectively, "Consumables"). All Consumables shall meet ES&S' specifications and may be purchased directly from ES&S or from authorized dealers. In the event the Customer purchases Consumables which do not meet ES&S specifications, Customer shall be solely responsible for any and all costs, expenses, liabilities, losses and damages resulting from the Customer's failure to purchase Consumables which meet ES&S' specifications

3.4 **Limitation Of Liability.** Neither party shall be liable for any indirect, incidental, punitive, exemplary, special or consequential damages of any kind whatsoever arising out of or relating to this Agreement. Neither party shall be liable for the other party's negligent or willful misconduct. ES&S' total liability to Customer arising out of or relating to this Agreement shall not exceed the aggregate amount to be paid to ES&S hereunder. By entering into this Agreement, Customer agrees to accept responsibility for (a) the selection of, use of and results obtained from any equipment, software or services not provided by ES&S and used with the ES&S Equipment or ES&S Software; or (b) errors that arise from mechanical or electronic component failures that are not covered under warranty or not subject to maintenance efforts or cure under this Agreement; or (c) user errors, voter errors or problems encountered by any individual in voting that are not otherwise a result of the failure of ES&S to perform its obligations under this Agreement.

3.5 **Taxes; interest.** Customer shall provide ES&S with proof of its tax-exempt status. If Customer does not provide such proof, it shall pay, or shall reimburse ES&S for, all sales and use, excise or other similar taxes imposed on the transactions contemplated by this Agreement; provided, however, Customer shall in no event be liable for taxes imposed on or measured by ES&S' income. If Customer disputes the applicability of any tax to be paid pursuant to this Section 3.7, it shall pay the tax and may thereafter seek a refund. Any disputed or undisputed payment not paid by Customer to ES&S when due shall bear interest from the due date at a rate equal to the lesser of one and one-half percent (1.5%) per

month or the maximum amount permitted by applicable law for each month or portion thereof during which it remains unpaid.

3.6 **Proprietary Rights.** Customer acknowledges and agrees as follows:

a. ES&S owns the ES&S Software, all Documentation and training materials provided by ES&S, the design and configuration of the ES&S Equipment and the format, layout, measurements, design and all other technical information associated with the ballots to be used with the ES&S Equipment. Customer has the right to use the aforementioned items to the extent specified in this Agreement. ES&S also owns all patents, trademarks, copyrights, trade names and other proprietary or intellectual property in, or used in connection with, the aforementioned items. The aforementioned items also contain confidential and proprietary trade secrets of ES&S that are protected by law and are of substantial value to ES&S.

b. Customer shall not cause or permit the adaptation, conversion, reverse engineering, disassembly or decompilation of any of the ES&S Equipment or ES&S Software.

c. Customer shall keep the ES&S Software and related Documentation free and clear of all claims, liens and encumbrances and shall maintain all copyright, trademark, patent or other intellectual or proprietary rights notices that are set forth on the ES&S Equipment, the ES&S Software, the Documentation, training materials and ballots that are provided, and all permitted copies of the foregoing.

3.7 **Excusable Nonperformance.** Except for obligations to make payments hereunder, if either party is delayed or prevented from performing its obligations under this Agreement as a result of any cause beyond its reasonable control, including acts of God, fire, floods, riots, acts of war, terrorism or insurrection, labor disputes, transportation delays, governmental regulations and utility or communication interruptions, the delay shall be excused during the continuance of, and to the extent of, such cause, and the period of performance shall be extended to the extent necessary to allow performance after the cause of delay has been removed. ES&S agrees to work with Customer, at Customer's request, to develop mutually agreeable alternatives in order to minimize the negative impact of any such delay.

3.8 **Non-Appropriation of Funds.** Customer represents, warrants, and covenants that it has appropriated, and will have appropriated, funds available necessary to pay the amounts due herein through the end of the Customer's current fiscal year, and that Customer shall use its best efforts to obtain and appropriate funds in order to pay all payments which shall be due in each year of this Agreement. In the event that funds are not appropriated or otherwise made available to support the continuation of performance by Customer hereunder in any subsequent fiscal period, this Agreement may be terminated by either party; provided, however, that this Section 3.8 shall not be construed so as to permit Customer to terminate this Agreement in order to acquire a ballot on demand system and/or related services from a third party. Either party may notify the other of the termination, which may occur no later than the beginning of the subsequent fiscal period. Upon termination, Customer shall pay ES&S for all services performed pursuant to this Agreement up to the date of termination and reasonable exit costs incurred by ES&S. The amount of such payment may be paid from any appropriations available for such purposes, and Customer's highest-ranking officer or official shall use his/her best efforts to timely and sufficiently request the appropriation necessary to pay such amount.

3.9 **Assignment.** Except in the case of a reorganization of the assets or operation of ES&S with one or more affiliates of ES&S or the sale, transfer or assignment of all or substantially all of the assets of ES&S to a successor who has asserted its intent to continue the business of ES&S, neither party may assign or transfer this Agreement or assign, subcontract or delegate any of its rights, duties or obligations hereunder without the prior written consent of the other party hereto, such consent not to be unreasonably withheld or conditioned, nor unduly delayed.

3.10 **Notice.** Any notice or other communication required or permitted hereunder shall be in writing, and will be deemed given when (a) delivered personally, (b) sent by confirmed email, (c) sent by

confirmed fax, (d) sent by commercial overnight courier (with written verification of receipt) or (e) sent by registered or certified mail, return receipt requested, postage prepaid, when the return receipt is received. All communications shall be sent to the attention of the persons listed on the signature page to this Agreement and at the addresses, email address or fax numbers set forth on such signature page unless other names, addresses or fax numbers are provided by either or both parties in accordance herewith.

3.11 **Disputes.**

a. **Payment of Undisputed Amounts.** In the event of a dispute between the parties regarding (1) a product or service for which payment has not yet been made to ES&S, (2) the amount due ES&S for any product or service, or (3) the due date of any payment, Customer shall nevertheless pay to ES&S when due all undisputed amounts. Such payment shall not constitute a waiver by Customer or ES&S of any of its rights and remedies against the other party.

b. **Remedies for Past Due Undisputed Payments.** If any undisputed payment to ES&S is past due more than thirty (30) days, ES&S may suspend performance under this Agreement until such amount is paid.

3.12 **Entire Agreement.** This Agreement, including all exhibits hereto, shall be binding upon and inure to the benefit of the parties and their respective representatives, successors and assigns. This Agreement, including all Exhibits hereto, contains the entire agreement of the parties with respect to the subject matter hereof and shall supersede and replace any and all other prior or contemporaneous discussions, negotiations, agreements or understandings between the parties, whether written or oral, regarding the subject matter hereof. Any provision of any purchase order, form or other agreement which conflicts with or is in addition to the provisions of this Agreement shall be of no force or effect. In the event of any conflict between a provision contained in an Exhibit to this Agreement and these General Terms, the provision contained in the Exhibit shall control. No waiver, amendment or modification of any provision of this Agreement shall be effective unless in writing and signed by the party against whom such waiver, amendment or modification is sought to be enforced. No consent by either party to, or waiver of, a breach by either party shall constitute a consent to or waiver of any other different or subsequent breach by either party. ES&S is providing Software and services to Customer as an independent contractor, and shall not be deemed to be a "state actor" for purposes of 42 U.S.C. § 1983. ES&S may engage subcontractors to provide certain of the Software or services, but shall remain fully responsible for such performance. The provisions of Article 2 and Sections 3.6-3.12 of these General Terms shall survive the termination of this Agreement, to the extent applicable.

[END OF GENERAL TERMS]

**EXHIBIT A
PRICING SUMMARY**

Sale Summary:		
Description	Refer to	Amount
ES&S Software License, Maintenance and Support Fees	Exhibit B	\$1,080.00
Total Net Sale:		\$1,080.00
Election Set Up Fees and Optional Pre-Election Services are not included in Total Net Sale. Please see <u>Exhibit B</u> for Election Set-Up Fees and Optional Pre-Election Services Fees and payment terms.		
Terms & Conditions:		
<p>Note 1: Pursuant Section 3.5, any applicable state and local taxes are not included, and are the responsibility of Customer. Premium or rush transportation services incurred in connection with deliverables included in the Total Net Sale are additive and will be billed as incurred.</p> <p>Note 2: <u>Invoicing and Payment Terms are as Follows:</u></p> <p>\$1,080.00 due Thirty (30) Calendar Days after Receipt of Corresponding ES&S Invoice.</p> <p>All other Service Fees are set forth on <u>Exhibit B</u> and are due within thirty (30) days of Customer's receipt of ES&S' invoice.</p>		
Ongoing Services:		
Description	Annual Fee	
Software License, Maintenance & Support Services:		
<ul style="list-style-type: none"> Ballot On Demand Software Fees (See <u>Exhibit B</u> for descriptions). Fees for any Renewal Term will be increased at a rate not to exceed more than 5% of the previously paid fee. 	\$1,080.00	

**EXHIBIT B
SOFTWARE AND SERVICES DESCRIPTION,
PRICING AND FEES**

QUANTITY	DESCRIPTION	UNIT PRICE	TOTAL PRICE
Ballot On Demand Software			\$1,080.00
	Software Licenses and Maintenance Including the Following Features:		
X	Single Request Software	N/A	
X	Multiple Request Software	N/A	

ELECTION SETUP FEES

Initial Election Set-Up Fee per Election Event	
Black and White Ballot Set-Up:	
\$450.00 per election set-up + \$1.00 per unique PDF for first Computer	
\$75.00 for each additional Computer set-up	
Color Ballot Set-Up:	
\$550.00 per election set-up + \$1.00 per unique PDF for first Computer	
\$75.00 for each additional Computer set-up	
Rework of Set-Up due to Customer Changes After Initial Set-Up is Complete	
\$175.00 per change event for first Computer set-up	
\$75.00 for each additional Computer set-up	
Other	
\$350.00 fee for L&A Test Deck Creation	
On-Site Set-Up: \$1,700.00 per person, per day	

Election Set-Up Fees are due within thirty (30) days of receipt of ES&S invoice.

OPTIONAL PRE-ELECTION SERVICES FEES

Upon request by the Customer and the payment of the associated fees, ES&S shall provide on-site Pre-Election services to the Customer ("Pre-Election Services") at the rate of \$1,700.00 per day for the Initial Term.

Optional Pre-Election Services Fees are due within thirty (30) days of receipt of ES&S invoice.

ES&S reserves the right to increase the fees set forth in Exhibit B at the beginning of each Renewal Period.