

**NOTICE OF AND AGENDA FOR:**  
**HOWARD COUNTY BOARD OF COMMISSIONERS' REGULAR MEETING**  
**HOWARD COUNTY ADMINISTRATION CENTER**  
**220 NORTH MAIN STREET, ROOM 338 (3RD FLOOR)**  
**MONDAY, JUNE 2, 2025, AT 4:00 P.M.**

- I. Pledge of Allegiance, Prayer
- II. Special Announcements / Recognitions
- III. Approval of Previous Meeting's Minutes
- IV. Departmental Business & Reports
  - A. *Health Department – James Vest*
    - i. Copier Purchase
  - B. *Sheriff – Jerry Asher*
    - i. E911 J&K Project
  - C. *Recorder – Torie Kelley*
    - i. Monarch Agreement
  - D. *Planning Commission – Greg Sheline*
    - i. Rezone of Property 9145 E 100 S – 2025-BCCO-20
    - ii. Rezone of Property 11314 E 200 N – 2025-BCCO-21
    - iii. Rezone of Property 2874 S 1150 E – 2025-BCCO-22
    - iv. Rezone of Property 175 E 450 N – 2025-BCCO-23
    - v. Two Subdivision Plats
  - E. *Maintenance – Bill Stonestreet*
    - i. Evapar Maintenance Agreement
- V. New Business
  - A. *Purdue Extension – Allison Hillis*
    - i. 2025 Update
  - B. *4-H Educator – Jodie Schmitt*
    - i. Upcoming 4-H Fair
- VI. Claims & Reports
  - A. Salary Claims
  - B. Payroll Expense
  - C. Operating Claims
  - D. Ratify Claims
  - E. Monthly Reports
    - i. County Treasurer's Monthly Report for April 2025
  - F. Grants
- VII. County Attorney Issues

VIII. Commissioner Issues

IX. Public Comments

X. Adjourn

JACK W. DODD, PRESIDENT  
R. BRAD BRAY, VICE PRESIDENT  
JEFF S. LIPINSKI, MEMBER

## **HOWARD COUNTY BOARD OF COMMISSIONERS' MEETING: MAY 19, 2025**

The Howard County Board of Commissioners met in Regular Session on Monday, May 19, 2025, at 4:00 p.m. in Hearing Room 338 of the Howard County Administration Center. Those in attendance included Commissioner President Jack Dodd, Commissioner Vice President Brad Bray, Commissioner Member Jeff Lipinski, County Attorney Alan Wilson, and County Auditor Jessica Secrease.

The meeting was called to order by Major Gary Cook and conducted by President Dodd. Commissioner President Dodd led the Pledge of Allegiance, and Commissioner Lipinski offered a word of prayer.

### **IN THE MATTER OF SPECIAL ANNOUNCEMENTS & RECONGINITION:**

#### ***Employee Service Awards***

The Commissioners congratulated the following county employees, and Commissioner Lipinski read their Employee Service Awards into the record:

| <b>Employee</b>  | <b>Years of Service</b> | <b>Employee</b> | <b>Years of Service</b> |
|------------------|-------------------------|-----------------|-------------------------|
| Andrea Grove     | 1                       | Jason Pickett   | 5                       |
| Ashlyn Wallace   | 1                       | April Deckard   | 5                       |
| Melody Heming    | 1                       | Chad Story      | 5                       |
| Barbara Butler   | 1                       | Emily Coffman   | 5                       |
| Allen Stalhood   | 1                       | Abbey Parrott   | 5                       |
| Shane Cooner     | 1                       | Michael Krebs   | 20                      |
| Zachariah Estes  | 1                       | Michelle Wright | 20                      |
| Robert Trine III | 1                       | Loucretia Weed  | 30                      |
| Joanne Thorton   | 1                       | Bruce Babcock   | 40                      |
| Andrew VanMeter  | 1                       |                 |                         |
| Adam Sears       | 1                       |                 |                         |
| Bradley Cole     | 1                       |                 |                         |
| Johnathon Clark  | 1                       |                 |                         |

Commissioner Dodd and the rest of the county appreciate the work of the employees and all the years of service.

### **IN THE MATTER OF APPROVAL OF MINUTES:**

The minutes of the May 5, 2025, regular meeting, having been previously submitted and reviewed, were approved as presented on a motion made by Commissioner Lipinski. Commissioner Bray seconded the motion, and the motion carried.

### **IN THE MATTER OF DEPARTMENTAL BUSINESS & REPORTS:**

#### **MAINTENANCE**

##### ***Suspended Ceiling Replacement at the HCCJC***

Maintenance Supervisor Bill Stonestreet requested permission to replace the ceiling at the HCCJC building. They knew when they replaced the heat pumps they were going to need to replace the ceiling for it as well. The quote to replace the ceiling is \$13,500.00. Commissioner Lipinski made the motion to approve the replacement of the ceiling. Commissioner Bray seconded the motion, and the motion carried.

Commissioner Lipinski asked Bill if there will be anymore major repairs to the jail that they should be expecting.

Maintenance Supervisor Bill Stonestreet stated that this should be the last of the major repairs that they are planning on. There may be some future problems with the kitchen refrigerator and freezer but as of now, everything is good.

***Carpet at EMA Building on Berkley***

Maintenance Supervisor Bill Stonestreet requested permission to replace the carpet at the EMA building on Berkley. The total of the carpet is \$3,682.00. Commissioner Bray made a motion to approve the replacement of the carpet. Commissioner Lipinski seconded the motion, and the motion carried.

**IN THE MATTER OF NEW BUSINESS:**

Highway Superintendent Amber Tolle requested approval and signatures for her Annual Operations Report. Commissioner Bray made a motion to approve and sign the Annual Operations Report. Commissioner Lipinski seconded the motion, and the motion carried.

Commissioner Lipinski stated that they have been getting calls about the “speed bumps” on 931.

Highway Superintendent Amber Tolle stated that its all part of the milling and repaving process. They will be milling at night and paving during the day for the foreseeable future.

**IN THE MATTER OF CLAIMS AND REPORTS:**

Howard County Auditor Jessica Secrease submitted the following claims and reports for the Commissioners’ information and approval:

1. **Salary Claims:** The Commissioners’ Salary, Hourly, and Overtime Claims for payment on May 16, 2025, in the amounts of \$1,157,814.39 were submitted and approved on a motion made by Commissioner Bray. Commissioner Lipinski seconded the motion, and the motion carried.
2. **Payroll Expenses:** The Commissioners’ Payroll Expenses for payment on May 16, 2025, in the amounts of \$1,157,814.39 were submitted and approved as presented on a motion made by Commissioner Lipinski. Commissioner Bray seconded the motion, and the motion carried.
3. **Operating Claims:** The Commissioners’ Operating Claims to be paid May 19, 2025, in the amount of \$1,176,944.15 was submitted and approved as presented on a motion made by Commissioner Bray. The motion was seconded by Commissioner Lipinski, and the motion carried.
4. **Monthly Reports:** Auditor Jessica Secrease presented the following reports to be received into the record:
  - a. Weights & Measures Monthly Report for April 16, 2025 thru May 15, 2025

**IN THE MATTER OF COMMISSIONER ISSUES:**

Commissioner Lipinski asked County Attorney Alan Wilson for an update on the West Middleton property.

County Attorney Alan Wilson stated that he is going to present a Resolution at the next Commissioner meeting as the next step to get the property cleaned up.

Commissioner Lipinski asked County Auditor Jessica Secrease if we had any news or updates on the SB-1 bill.

County Attorney Jessica Secrease stated that they just attended and Auditor’s conference and the state and DLGF are still working through the Bill. As soon as she knows anything, she will relay the information to the Commissioners and Council members.

Commissioner Lipinski stated that the county would be happy to host a training over the SB-1 Bill if needed.

Commissioner Dodd stated the SB-1 Bill is a very large Bill and its challenging to figure out the fiscal impact it will have on the county.

*There being no further business to come before the Board of Commissioners at this time  
the meeting was adjourned at 4:12 p.m. on a motion made by Commissioner Lipinski.  
The motion was seconded by Commissioner Bray, and the motion carried.*

**HOWARD COUNTY BOARD OF COMMISSIONERS:**

\_\_\_\_\_  
JACK W. DODD, PRESIDENT

\_\_\_\_\_  
R. BRAD BRAY, VICE PRESIDENT

\_\_\_\_\_  
JEFF S. LIPINSKI, MEMBER

**ATTEST:**

\_\_\_\_\_  
JESSICA SECREASE, AUDITOR

Howard County Commissioners' Meeting: June 2, 2025

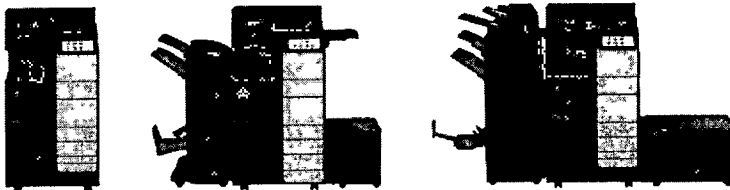
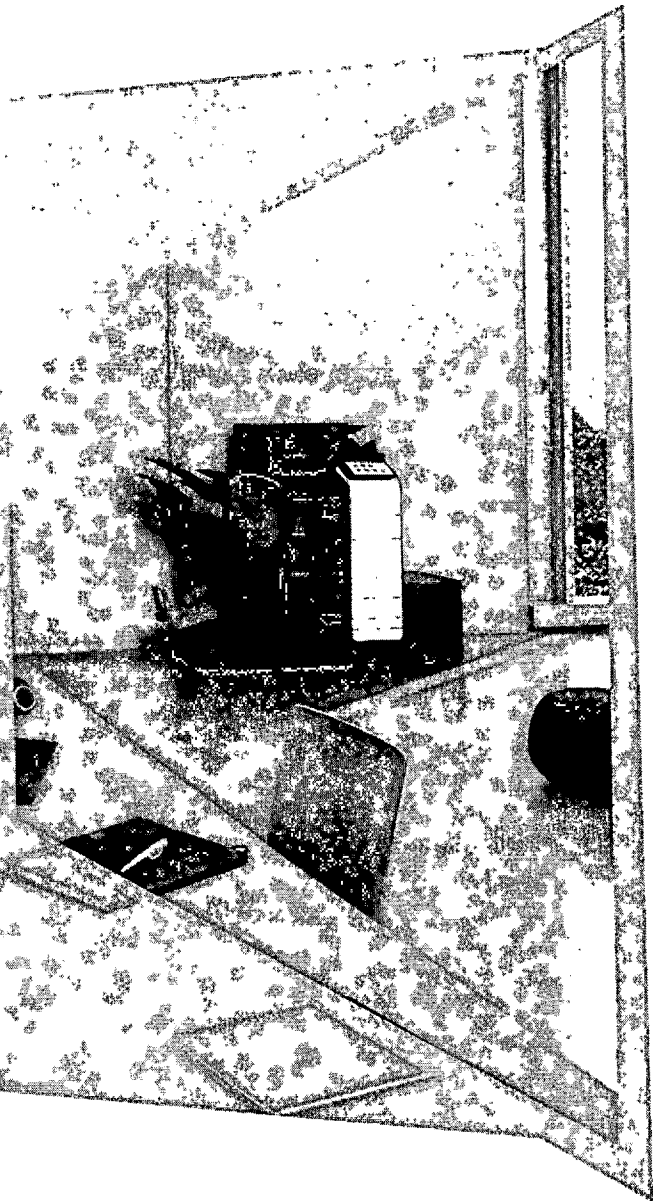


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SMARTER  
WORKING  
RETHINK IT**



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## CUSTOMER BENEFITS



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Operate the bizhub like a smartphone or tablet with fully customized user interface



**Mobile connectivity**  
Print anytime from anywhere with Konica Minolta's innovative mobile technologies



**Security**  
Secure network integration, data encryption, hard drive overwrite, and advanced user authentication



**Application ecosystem**  
Enhanced efficiency thanks to Konica Minolta's extensive applications portfolio



**Productivity**  
Reliability, high-speed scanning and printing, combined with powerful finishing functions



**Sustainability**  
Numerous eco features reduce energy consumption and costs

## OPTIONS

### 1 ENHANCED FEATURES

Barcode fonts  
LK-106

Unicode fonts  
LK-107

OCR A and B fonts  
LK-108

Document converter pack  
LK-110v2

ThinPrint® client  
LK-111

Antivirus  
LK-116

### 2 CONNECTIVITY

Fax board  
FK-514 x2

Wireless LAN  
UK-221

USB I/F kit  
EK-608

USB I/F kit  
EK-609

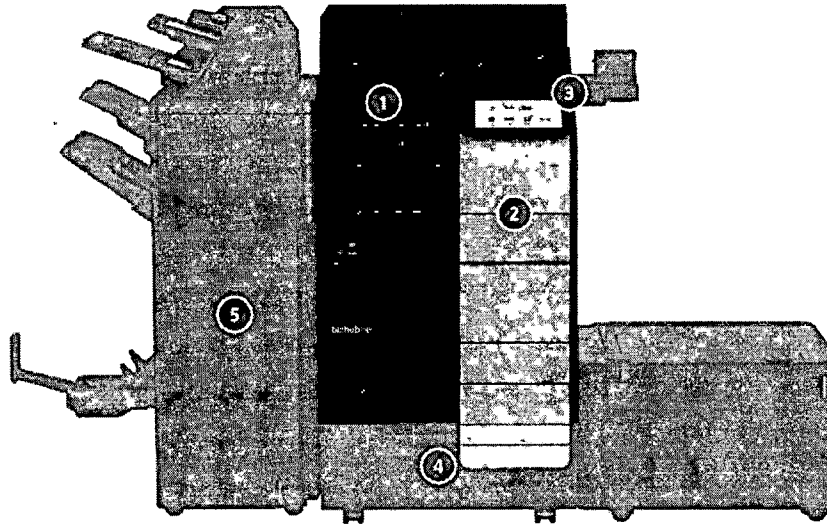
Fiery controller  
IC-420

Interface kit for IC-420  
VI-516

Interface board for IC-420  
UK-115

Card authentication  
ID card reader

Mount kit  
MK-735



### 3 OTHERS

Working table  
WT-506

Online Stapler  
FS-P04

10-Key pad  
KP-102

Replacement SSD  
EM-908

Keyboard holder  
KH-102

Convenience Stapler  
CS-2

### 4 MEDIA INPUT

1x Universal tray  
PC-116

2x Universal tray  
PC-216

Large capacity tray  
PC-416

Large capacity tray  
PC-417

Copier desk  
DK-516x

Large capacity tray  
LU-302

Large capacity tray  
LU-207

Banner tray  
MK-730

### 5 MEDIA OUTPUT

Output tray  
OE-513

Job separator  
JS-508

Inner finisher  
FS-533

Attachment kit  
MK-607

Punch kit for FS-533  
PK-519

Staple finisher  
FS-539

Relay unit  
RU-513

Booklet finisher  
FS-539SD

Relay unit  
RU-513

Punch kit for FS-539/SD  
PK-524

Staple finisher  
FS-540

Relay unit  
RU-513

Booklet finisher  
FS-540SD

Relay unit  
RU-513

Punch kit for FS-540/SD  
PK-526

Post inserter for FS-540/SD  
PI-507

Job separator for FS-540/SD  
JS-602

Z-fold unit for FS-540/SD  
ZU-609

#### LEGEND

Mandatory option

Option

This option can only be installed with the respective option above it

## FINISHING FUNCTIONALITIES



Corner stapling



Two-point stapling



Two-hole punching



Three-hole punching



Duplex



Combined mixplex/mixmedia



Half-fold



Sheet insertion



Letter-fold



Booklet



Offset sorting



Z-fold



Banner printing



Corner Stapling (offline)

## ENHANCED FEATURES

|                                   |  |
|-----------------------------------|--|
| LK-106 Barcode fonts              | Supports native barcode printing   |
| LK-107 Unicode fonts              | Supports native Unicode printing   |
| LK-108 OCR A and B fonts          | Supports native OCR A and B font printing  |
| LK-110v2 Document file conversion | Supports Searchable PDF and OOXML (DOCX, XLSX, etc.) file formats                    |
| LK-111 ThinPrint client           | Print data compression for reduced network impact                                    |
| LK-116 Antivirus                  | Bitdefender® antivirus provides real time scanning of all incoming and outgoing data |

## CONNECTIVITY

|                                 |   |
|---------------------------------|---|
| FK-514 Fax board                | Super G3 fax, digital fax functionality         |
| UK-221 Wireless LAN             | Wireless LAN and wireless LAN Access Point Mode |
| EK-608 USB I/F kit              | USB keyboard connection                         |
| EK-609 USB I/F kit              | USB keyboard connection, Bluetooth              |
| IC-420 Fiery controller         | Professional color print controller             |
| VI-516 Interface kit for IC-420 | Fiery controller interface card                 |
| UK-115 Mount kit                | Fiery controller mount kit                      |
| AU-205H ID card reader          | Supports various ID card technologies           |
| MK-735 Mount kit                | Installation kit for ID card reader             |

## OTHERS

|                        |  |
|------------------------|--|
| WT-506 Working table   | Authentication device placement          |
| KP-102 10-Key pad      | For numeric entry instead of touchscreen |
| SC-509 Security kit    | Copy guard function                      |
| EM-908 SSD             | 1 TB SSD to increase storage space       |
| FS-P04                 | Offline Stapler                          |
| CS-2                   | Convenience Stapler                      |
| KH-102 Keyboard holder | To place USB keyboard                    |
| External keyboard      | Keyboard for alpha numeric data entry    |

## MEDIA INPUT

|                            |  |
|----------------------------|--|
| PC-116 1x Universal tray   | 500 sheets / 5.5" x 8.5" - 11" x 17" / 52-256 g/m <sup>2</sup>             |
| PC-216 2x Universal tray   | 2x 500 sheets / 5.5" x 8.5" - 11" x 17" / 52-256 g/m <sup>2</sup>          |
| PC-416 Large capacity tray | 2,500 sheets / 8.5" x 11" / 52-256 g/m <sup>2</sup>                        |
| PC-417 Large capacity tray | 1,500 + 1,000 sheets / 5.5" x 8.5" or 8.5" x 11" / 52-256 g/m <sup>2</sup> |
| LU-302 Large capacity tray | 3,000 sheets / 8.5" x 11" / 52-256 g/m <sup>2</sup>                        |
| LU-207 Large capacity tray | 2,500 sheets / 8.5" x 11" - 12" x 18" / 52-256 g/m <sup>2</sup>            |
| MK-730 Banner tray         | Multipage banner feeding   |
| DK-516 Copier desk         | Provides storage space for print media and other materials                 |

## MEDIA OUTPUT

|                                    |   |
|------------------------------------|---|
| OT-513 Output tray                 | Output tray used instead of finisher                                      |
| JS-508 Job separator               | Separation of fax output; etc.  |
| FS-533 Inner finisher              | 50-sheet stapling, 500 sheets max. output                                 |
| MK-607 Attachment kit              | For FS-533 installation   |
| PK-519 Punch kit for FS-533        | 2/4 hole punching, auto switching   |
| FS-539 Staple finisher             | 50-sheet stapling / 3,200 sheets max. output                              |
| FS-539SD Booklet finisher          | 50-sheet stapling / 20-sheet booklet finisher / 2,200 sheets max. output  |
| PK-524 Punch kit for FS-539/SD     | 2/3 hole punching, auto switching   |
| FS-540 Staple finisher             | 100-sheet stapling / 3,200 sheets max. output                             |
| FS-540SD Booklet finisher          | 100-sheet stapling / 20-sheet booklet finisher / 2,700 sheets max. output |
| PK-526 Punch kit for FS-540/SD     | 2/3 hole punching, auto switching   |
| RU-513 Relay unit                  | For FS-539/SD or FS-540/SD installation                                   |
| JS-602 Job separator for FS-540/SD | Separation of fax output, etc.  |
| PI-507 Post inserter for FS-540/SD | Cover insertion, post finishing   |
| ZU-609 Z-fold unit for FS-540/SD   | Z-fold for 11" x 17" prints   |

## TECHNICAL SPECIFICATIONS

## SYSTEM SPECIFICATIONS

|                              |  |
|------------------------------|--|
| System speed 8.5" x 11"      | Up to 45/45 ppm (mono/color)   |
| System speed 11" x 17"       | Up to 22/22 ppm (mono/color)   |
| Auto duplex speed 8.5" x 11" | Up to 45/45 ppm (mono/color)   |
| 1st page out time 8.5" x 11" | 3.8/5.0 sec. (mono/color)  |
| Warm-up time                 | Approx. 15/17 sec. (mono/color) <sup>1</sup>   |
| Imaging technology           | Laser  |
| Toner technology             | Simitri® HD polymerized toner  |
| Panel size/resolution        | 10.1" / 1,024 x 600  |
| System memory                | 8 GB (standard/max.)   |
| System hard drive            | 256 GB SSD (standard) / 1 TB SSD (optional)  |
| Interface                    | 10/100/1,000-Base-T Ethernet, USB 2.0, Wi-Fi 802.11 b/g/n/ac (optional)  |
| Network protocols            | TCP/IP (IPv4 / IPv6) / SMB / LPD / IPP / SNMP / HTTP(S) / Bonjour  |
| Automatic document feeder    | Up to 300 originals / 5.5" x 8.5" - 11" x 17" / 35-210 g/m <sup>2</sup> / Dualscan ADF   |
| ADF double feed detection    | Standard   |
| Printable paper size         | 3.5" x 5.5" - 12" x 18" / customized paper sizes / banner paper max. 47.2" x 11.7"   |
| Printable paper weight       | 52-300 g/m <sup>2</sup>  |
| Paper input capacity         | 1,150 sheets / 6,650 sheets (standard/max.)  |
| Paper tray input (standard)  | 1 x 500 / 3.5" x 5.8" - 11" x 17" / custom sizes / 52-256 g/m <sup>2</sup><br>1 x 500 / 5.5" x 8.5" - 12" x 18" / custom sizes / 52-256 g/m <sup>2</sup>   |
| Paper tray input (optional)  | 1 x 500 / 5.5" x 8.5" - 11" x 17" / 52-256 g/m <sup>2</sup><br>2 x 500 / 5.5" x 8.5" - 11" x 17" / 52-256 g/m <sup>2</sup><br>1 x 2,500 / 8.5" x 11" / 52-256 g/m <sup>2</sup><br>1 x 1,500 + 1 x 1,000 sheets / 5.5" x 8.5" or 8.5" x 11" / 52-256 g/m <sup>2</sup> |

|                                |   |
|--------------------------------|---|
| Large capacity tray (optional) | 1 x 3,000 / 8.5" x 11" / 52-256 g/m <sup>2</sup><br>1 x 2,500 / 8.5" x 11" - 12" x 18" / custom sizes / 52-256 g/m <sup>2</sup> |
| Manual bypass                  | 150 sheets / 3.5" x 5.5" - 12" x 18" / custom sizes / banner / 60-300 g/m <sup>2</sup>  |
| Finishing modes (optional)     | Offset, Group, Sort, Staple, Staple (offline), Punch, Half-fold, Letter-fold, Booklet, Post insertion, Z-fold                   |
| Automatic duplexing            | 4.1" x 5.5" - 12" x 18" / 52-256 g/m <sup>2</sup>   |
| Output capacity                | Up to 250 sheets / up to 3,300 sheets (standard/max.)   |
| Stapling                       | Max. 100 sheets or 98 sheets + 2 cover sheets (up to 300 g/m <sup>2</sup> )   |
| Stapling output capacity       | Max. 200 sets   |
| Letter fold                    | Max. 3 sheets   |
| Letter fold capacity           | Max. 50 sets, unlimited (without tray)  |
| Booklet                        | Max. 20 sheets or 19 sheets + 1 cover sheet (up to 300 g/m <sup>2</sup> )   |
| Booklet output capacity        | Max. 35 booklets, unlimited (without tray)  |
| Duty cycle (monthly)           | Max. <sup>2</sup> 200,000 pages   |
| Toner lifetime                 | Black up to 28,000 pages<br>CMY up to 28,000 pages  |
| Imaging unit lifetime          | Black up to 240,000/1,000,000 pages (drum/developer)<br>CMY up to 165,000/1,000,000 pages (drum/developer)                      |
| Power consumption              | 110-120 V / 60 Hz, Less than 1.6 kW   |
| System dimension (W x D x H)   | 24.2" x 27.1" x 37.8" (without options)   |
| System weight                  | Approx. 220 lb (without options)  |



## PRINTER SPECIFICATIONS

|                           |   |
|---------------------------|---|
| Print resolution          | 1,800 (equivalent) x 600 dpi, 1,200 x 1,200 dpi   |
| Page description language | PostScript 3 (3016) Emulation<br>PCL 6 (XL Version 3.0 Emulation<br>PCL 5e/c Emulation<br>XPS Version 1.0   |
| Operating systems         | Server: Windows Server 2016<br>Windows Server 2019<br>Windows Server 2022<br>Client: Windows 10<br>Windows 10 / 11x64 Edition<br>Windows Server 2016 / Server 2019 / Server 2022<br>macOS 10.14 / 10.15 / 11 / 12 / 13 Intel<br>macOS 11 AppleM1<br>macOS 12 / 13 AppleM1 / AppleM2<br>Red Hat Enterprise Linux<br>Google Chrome OS |
| Printer fonts             | PCL:<br>Western type: 80 outline fonts<br>Japanese fonts: HG Mincho L / HGP Mincho L / HG Gothic B /<br>HGP Gothic B<br>Postscript 3 Emulation:<br>Western type1 font: 137 outline fonts<br>Japanese fonts: HG Mincho L / HG Gothic B   |
| Mobile printing           | AirPrint (iOS), Mopria (Android),<br>Konica Minolta Print Service (Android),<br>Konica Minolta Mobile Print (iOS/Android)<br>Optional: Google Cloud Print, Wi-Fi Direct   |

## PRINTER SPECIFICATIONS (OPTIONAL)

|                           |  |
|---------------------------|--|
| Print controller          | Embedded Fiery IC-420  |
| Controller CPU            | AMD GX-424CC @ 2.4 GHz   |
| Memory/HDD                | 8 GB (8192MB) (standard)   |
| Page description language | Adobe PostScript 3 (CPSI 3020), PCL 6, PCL 5c  |
| Operating systems         | Windows 7 (32/64), Windows 8.1 (32/64),<br>Windows 10 (32/64), Windows Server 2008 (32/64),<br>Windows Server 2008 R2, Windows Server 2012, Windows<br>Server 2012 R2, Windows Server 2016, Windows Server<br>2019, Macintosh OS X 10.10 or later, Linux |

## SCANNER SPECIFICATIONS

|                   |  |
|-------------------|--|
| Scan speed        | Up to 140/140 ipm in simplex (mono/color)<br>Up to 280/280 ipm in duplex (mono/color)  |
| Scan resolution   | Up to 600 x 600 dpi  |
| Scan modes        | Scan-to-eMail (Scan-to-Me), Scan-to-SMB (Scan-to-Home), Scan-to-FTP, Scan-to-Box, Scan-to-USB, Scan-to-WebDAV, Scan-to-DPWS, Scan-to-URL, TWAIN scan           |
| File formats      | TIFF, PDF, Compact PDF, JPEG, XPS, Compact XPS, pptx, docx, xlsx, Searchable PDF, PDF/A, Linearized PDF, Page setting (Single page (1-999 pages) / Multi page) |
| Scan destinations | 2,000 destinations + 100 groups, LDAP support  |

## COPIER SPECIFICATIONS

|                 |                                  |
|-----------------|----------------------------------|
| Copy resolution | 600 x 600 dpi                    |
| Gradation       | 256 gradations                   |
| Multicopy       | 1-9,999                          |
| Original format | Max. 11" x 17"                   |
| Magnification   | 25-400% in 0.1% steps, Auto zoom |

## FAX SPECIFICATIONS

|                  |                                    |
|------------------|------------------------------------|
| Fax standard     | Super G3 (optional)                |
| Fax transmission | Analog, i-Fax, Color i-Fax, IP-Fax |
| Fax resolution   | Up to 600 x 600 dpi                |
| Fax compression  | MH, MR, MMR, JBIG                  |
| Fax modem        | Up to 33.6 Kbps                    |
| Fax destinations | 2,000 single + 100 groups          |

## USER BOX SPECIFICATIONS

|                      |   |
|----------------------|---|
| Storable documents   | Up to 3,000 documents or 10,000 pages   |
| Type of user boxes   | Public, Personal (with password or authentication), Group (with authentication) |
| Type of system boxes | Secure print, Encrypted PDF print, Fax receipt, Fax polling                     |

## SYSTEM FEATURES

|            |  |
|------------|--|
| Security   | ISO 15408 HCD-PP Common Criteria (in evaluation), IP filtering and port blocking, SSL3 and TLS1.0/1.1/1.2 network communication, IPsec support, IEEE 802.1x support, User authentication, Authentication log, Secure print, Kerberos, Hard drive data encryption (AES 256), Confidential fax, Print user data encryption (Optional: Antivirus scanning (Bitdefender)), Copy protection (Copy Guard, Password Copy) |
| Accounting | Up to 1,000 user accounts, Active Directory support (user name + password + e-mail + smb folder), User function access definition, Authentication by mobile device (Android)<br>ID card authentication (ID card reader), Authentication by mobile device (iOS)   |
| Software   | Net Care Device Manager, Data Administrator, Box Operator, Web Connection, Log Management Utility  |

<sup>1</sup> Warm-up time may vary depending on the operating environment and usage.

<sup>2</sup> Maximum monthly copy/print volume supported under standard vendor-supplied service defines the upper end of expected customer volume for the device. Customers should consider multiple machines if average monthly volume approaches duty cycle on a continual basis.

- All specifications refer to 8.5" x 11" paper of 80 g/m<sup>2</sup> weight
- The support and availability of the listed specifications and functionalities vary depending on operating systems, applications and network protocols as well as network and system configurations.
- The stated life expectancy of each consumable is based on specific operating conditions such as page coverage for a particular page size (5% coverage of 8.5" x 11"). The actual life of each consumable will vary depending on use and other printing variables including page coverage, page size, media type, continuous or intermittent printing, ambient temperature and humidity.
- Some of the product illustrations contain optional accessories.
- Specifications and accessories are based on the information available at the time of printing and are subject to change without notice.
- Konica Minolta does not warrant that any specifications mentioned will be error-free

Simitri HD  
High Definition PaperPrint™

SAP® Printer Vendor  
Solution

Works with  
Apple AirPrint

mopria



For complete information on Konica Minolta products and solutions, please visit: [CountOnKonicaMinolta.com](http://CountOnKonicaMinolta.com)

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KONICA MINOLTA

KONICA MINOLTA BUSINESS SOLUTIONS U.S.A., INC.  
100 Williams Drive, Ramsey, New Jersey 07446

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



Item #: C451IDATASHEET  
S/2024-Z

# A SHEARER PRINTING & OFFICE SOLUTIONS PROPOSAL

## PREPARED FOR



Health Department

### Prepared By

Michael Shearer  
Vice President  
765-457-3274

[mshearer@shearerpos.com](mailto:mshearer@shearerpos.com)



Pricing valid for 30 days

# FINANCIAL CONSIDERATION

## Bizhub C451i

- 45 PPM Digital Multifunction Color Machine
- Print, Copy, Scan
- Dual Scan Document Feeder
- Automatic Duplex
- 50-sheet staple finisher
- 2/3-hole punch kit
- 2x500 sheet paper tray
- 1x2500 large capacity tray
- 150-sheet bypass tray
- Sorting
- Grouping

Purchase – \$6,748

Service Program - \$720/yr.

First 80,000 B/W copies included per year

Includes all parts, labor & supplies (toner/drum)

Additional Black and White Impressions @ \$0.009

All Color impressions @ \$0.075



Pricing valid for 30 days

**J & K Communications, Inc.**

222 Towerview Dr.  
Columbia City, IN 46725  
Phone: (260) 244-7975  
Fax: (260) 244-3253

**Invoice**Number: **134802**Date: **5/20/2025**Source: **SO No. 254502****Bill-To**

**Attn: Zach Tigrett**  
**Howard County Sheriff**  
**1800 West Markland Avenue**  
**Kokomo, IN 46901 U.S.A.**

**Ship-To**

**Attn: Zach Tigrett**  
**Howard County Sheriff**  
**1800 West Markland Avenue**  
**Kokomo, IN 46901 U.S.A.**

| Acct. No. | A/R Cust. No.     | Customer PO | Reference | Sales Rep  | Ship Via         | Terms  |
|-----------|-------------------|-------------|-----------|------------|------------------|--------|
| 103806    | Howard County She |             |           | Ted Hurley | J&K Installation | Net 30 |

| Qty.   | Item ID         | Description   | UOM             | Ea. Price       | Total                    |
|--|-----------------|---|-----------------|-----------------|--------------------------|
| REFRESH ZETRON CONSOLES AND FIVE YEAR SERVICE CONTRACT (System ID: 229596)   |                 |   |                 |                 |                          |
| 8  | 905-0581        | MAX Standard Workstation Bundle; Position: 1 Operator Workstation PC, 1 Media Dock, 2 speakers & Power Supply | EA              | \$9,467.00      | \$75,736.00 <sup>T</sup> |
| 2.00   | MISC            | 901-9675 MAX RADIO GATEWAY CONVENTINAL (DB15) HARDWARE  | EA              | \$5,065.00      | \$10,130.00 <sup>T</sup> |
| 4.00   | MISC            | 901-9677 MAX RADIO GATEWAY CONVENTIONAL (RJ21) HARDWARE   | EA              | \$4,842.00      | \$19,368.00 <sup>T</sup> |
| 4  | 901-9740        | MAX CENTRAL   | EA              | \$5,120.00      | \$20,480.00 <sup>T</sup> |
| <i>4 Serial Numbers have been assigned</i>   |                 |   |                 |                 |                          |
| 324921   |                 | 324925  | 324927          | 324929          |                          |
| 1  | 950-1337        | MAX SOLUTIONS WIN10 WORKSTATION   | EA              | \$2,839.00      | \$2,839.00               |
| <i>Serial Number: 8QPPQ54</i>  |                 |   |                 |                 |                          |
| 1  | 950-1134        | 12VDC POWER DISTRIBUTION PANEL  | EA              | \$641.00        | \$641.00                 |
| 1  | 950-1142        | REDUNDANT 12VDC POWER SYSTEM - UP TO 20 DEVICES   | EA              | \$3,479.00      | \$3,479.00               |
| <i>Up to 20 devices- This is a redundant power supply that can support up to 20 MAX Dispatch devices. Includes 19" rack mount enclosure.</i> |                 |   |                 |                 |                          |
| 2  | 950-1461        | MAX DISP 24-PORT (Non-POE) MANAGED GIGABIT SWITCH   | EA              | \$3,250.00      | \$6,500.00 <sup>T</sup>  |
| <i>2 Serial Numbers have been assigned</i>   |                 |   |                 |                 |                          |
| SFOC2817Y5HT   |                 | SFOC2835Y4S1  |                 |                 |                          |
| 1.00   | Labor           | LABOR TO UPGRADE ZETRON CONSOLE FOR SERVICE CONTRACT  | EA              | \$12,500.00     | \$12,500.00              |
| 4  | VM5930-DM/PII-L | VIKING VM5000 SERIES MOBILE, DASH MOUNT, 700/800 MHZ, P25CAI / P25 TRUNKING, PHASE 2                          | EA              | \$3,250.00      | \$13,000.00 <sup>T</sup> |
| <i>4 Serial Numbers have been assigned</i>   |                 |   |                 |                 |                          |
| X93011434530302  |                 | X93011434530338   | X93011434530426 | X93011434530431 |                          |
| 4  | 8326000013      | THIRD PARTY INTERFACE, VIKING   | EA              | \$180.00        | \$720.00 <sup>T</sup>    |

**J & K Communications, Inc.**

222 Towerview Dr.  
Columbia City, IN 46725  
Phone: (260) 244-7975  
Fax: (260) 244-3253

**Invoice**Number: **134802**Date: **5/20/2025**Source: **SO No. 254502**

| Acct. No. | A/R Cust. No. | Customer PO       | Reference | Sales Rep  | Ship Via         | Terms  |
|-----------|---------------|-------------------|-----------|------------|------------------|--------|
| 103806    |               | Howard County She |           | Ted Hurley | J&K Installation | Net 30 |

|   |                        |  |   |  |    |          |                         |
|---|------------------------|--|---|--|----|----------|-------------------------|
| 4 | 8323000004             |  | AES FIPS MULTI-KEY                                |  | EA | \$560.00 | \$2,240.00 <sup>T</sup> |
| 4 | 930-0360               |  | RADIO GATEWAY EF JOHNSON INTERFACE<br>LICENSE     |  | EA | \$307.00 | \$1,228.00              |
| 4 | 709-8104-6F            |  | RADIO GATEWAY TO EFJ VM5000 CABLE,<br>6FT         |  | EA | \$166.95 | \$667.80                |
| 4 | BASE-STATION-NX700/800 |  | BASE STATION FOR KENWOOD NEXEDGE<br>SERIES RADIOS |  | EA | \$242.42 | \$969.68 <sup>T</sup>   |

**Each Assembly Includes:**

| Qty.                                       | Item ID   | Description                                    | UOM       | Ea. Price | Total                 |
|--|-----------|--|-----------|-----------|-----------------------|
| 1  | ICT12-20  | POWER SUPPLY, 20A, DESKTOP,<br>7.1IN WIDE CASE | EA        | \$242.42  | \$242.42 <sup>T</sup> |
| <b>4 Serial Numbers have been assigned</b> |           |  |           |           |                       |
|  | 153043744 | 153043745                                      | 153045178 | 153046406 |                       |
|  |           |  |           |           | <b>\$242.42</b>       |

|      |              |   |  |    |          |                       |
|------|--------------|---|--|----|----------|-----------------------|
| 4    | ICT-KEN13    | HOOD, FOR 20A POWER SUPPLY  |  | EA | \$65.11  | \$260.44 <sup>T</sup> |
| 4.00 | Labor        | SHOP LABOR TO ASSEMBLE CONTROL<br>STATIONS AND PROGRAM                      |  | EA | \$150.00 | \$600.00              |
| 4.00 | INSTALLATION | REMOVE OLD CONTROL STATIONS AND<br>INSTALL NEW CONTROL STATIONS AND<br>TEST |  | EA | \$50.00  | \$200.00              |

Item Total: **\$171,558.92****Total Amount Due: \$171,558.92**

Please remit all payments to:

J&K Communications, Inc.  
222 Towerview Dr.  
Columbia City, IN 46725

\*All credit card payments are subject to a 2% credit card processing fee.

## BULK USER AGREEMENT

This BULK USER AGREEMENT ("Agreement") is entered into this 29th day of April, 2025, by and between Zillow, Inc. the ("Company"), and the Recorder of Howard County, Indiana (the "County Recorder" or "County"). Both shall be referred to as the "Parties", and each, a "Party" throughout this Agreement.

### RECITALS

**WHEREAS**, I.C. § 36-2-7-10.1 describes the process by which Company may purchase Bulk Form copies of Recorded Documents from County Recorder in Bulk Form for a fee;

**WHEREAS**, I.C. § 36-2-7-10.1 (g) requires Company to enter into a contract with County Recorder and the County Recorder's designee in order to receive Bulk Form copies of Recorded Documents from County Recorder; and

**WHEREAS**, Company desires to obtain Recorded Documents in Bulk Form from the County Recorder for uses permitted under, and subject to, I.C. § 36-2-7-10.1 and this Agreement.

**NOW, THEREFORE**, to induce the County Recorder to enter into this Agreement and to sell the Bulk Form copies to the Company, and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the Parties hereby agree as follows:

**Section 1: Definitions.** The following terms defined under I.C. § 36-2-7-10.1 and used in this Section 1 apply to this Agreement:

(a) "Bulk Form" means an aggregation of (i) copies of all recorded documents received by the County Recorder for recording in a calendar day, week, month or year; (ii) the Indices for finding, retrieving, and viewing all recorded documents received by the County Recorder for recording in a calendar day, week, month, or year; or (iii) both subdivision (i) and (ii). The term includes Recorded Documents that have been appropriately watermarked by the County Recorder.

(b) "Bulk User" means an individual, a corporation, a partnership, a limited liability company, or an unincorporated association that receives Bulk Form pursuant to a contract with the County Recorder.

(c) "Copy" means a reproduction, including an image of a Recorded Document or Indices created by: (i) duplicating electronically stored data onto a disk, tape, drum, or any other medium of electronic data storage; or (ii) reproducing on microfilm.

(d) "Indices" means all of the indexing information used by the County Recorder for finding, retrieving, and viewing a Recorded Document.

(e) "County Ordinance" means an ordinance passed by the county executive that establishes: (i) the fee a County Recorder may charge for Bulk Form copies; and (ii) the format by which the County Recorder with provide copies of Recorded Documents.

(f) "Permitted Use" means the utilization or access to data and information contained in Bulk Form copies by the Company, or a customer of the Company, for purposes collateral or incidental to the ordinary course of business of the Company.

(g) "Prohibited Use" means selling, offering for sale, advertising for sale, soliciting a purchase of, loaning, giving away, allowing subscription service to (whether by electronic or physical access), or otherwise transferring, providing, or allowing the transfer of Bulk Form copies for commercial purposes to a third party, whether the copies are in bulk form or individual copies or images. For clarification, this definition applies only to the Bulk Form copies, and does not place any restriction on data and information extracted from such Bulk Form copies.

(h) "Recorded Document" means a writing, a paper, a document, a plat, a map, a survey, or anything else received at any time for recording or filing in the public records maintained by the County Recorder or the County Recorder's designee.

(i) "Terminable offense" means: (i) engaging in a Prohibited Use; (ii) engaging in the unauthorized access to Recorded Documents; (iii) engaging in the unauthorized alteration of Recorded Documents; (iv) non-compliance with any of the provisions of this Agreement; (v) any conduct prohibited by IC 36-2-7-10.1(g) & (j), as amended.

## **Section 2: Term and Termination.**

(a) The term of this Agreement ("Term") commences upon the date fully executed by the Parties ("Effective Date") and continues for a period of one (1) year unless and until terminated as provided under this Agreement. Thereafter, this Agreement shall automatically renew for consecutive one (1) year periods, unless either Party notifies the other Party in writing of its intent not to renew this Agreement not less than thirty (30) days prior to the expiration of the current term.

(b) Either Party may terminate this Agreement prior to the expiration date as follows:

(1) **Breach.** Upon a Party's knowledge of a material breach by the other Party, such Party shall provide notice to the breaching Party and an opportunity to cure the breach or end the violation within ten (10) days of the date of the written notice. The non-breaching Party may terminate this Agreement if the breaching Party fails to cure the breach within the ten (1) day period; provided, however, that in no case shall a party be given more than two (2) cure periods during the term of this Agreement or any renewal term. If a Party determines that the other Party has committed a material breach and a cure is not possible, the non-breaching Party may immediately terminate the Agreement upon written notice to the breaching Party. Company's commission of a Terminable Offense during the term of this Agreement is a material breach purposes of this section (b)(1).

(2) **Without cause.** Either Party may terminate this Agreement without any reason upon giving the other Party at least thirty (30) days written notice.

(3) ***Effect of Termination.*** County shall immediately cease providing Bulk Form copies requested by the Company once all the termination procedures have been met.

**Section 3:** **Payment.** In exchange for Bulk Form copies requested by the Company and provided by the County Recorder, or its designee, Company agrees to pay for Bulk Form copies subject to the following:

**Section 3.1.** **Rates.** Pursuant to I.C. § 36-2-7-10.1(d), a County Recorder shall charge a minimum of \$.10 per image for a recorded document unless the County establishes a higher fee by County Ordinance that does not exceed \$.20 per image. The County's rates for the provision of Bulk Form copies to Company shall be as follows as indicated by the accompanying checkmark:

*County to check one*

☐ **Section 3.1.1.** **Statutory minimum** (IC § 36-2-7-10.1(d))

Ten cents (\$.10) per page for a Recorded Document, including the index of the instrument number or book and page, or both, for retrieving the Recorded Document.

Ten cents (\$.10) per Recorded Document for a copy of the other Indices used by the County Recorder for finding, retrieving, and viewing a Recorded Document as requested.

☒ **Section 3.1.2.** **By County Ordinance** (IC § 36-2-7-10.1(e))

Twenty cents (\$.20) per page for a Recorded Document, including the index of the instrument number or book and page, or both, for retrieving the Recorded Document.

Twenty cents (\$.20) per Recorded Document for a copy of the other Indices used by the County Recorder for finding, retrieving, and viewing a Recorded Document as requested.

If applicable, County Recorder's Ordinance establishing a higher fee is hereby attached and incorporated into this Agreement as Exhibit A.

**Section 3.2.** **Payment.** County, or the County's designee, shall notify Company in writing of the amount due and owing prior to submitting images to the Company and demanding payment. For purposes of this Agreement, County, or designee, shall require payment from Company as follows:



*County to check one*

- ☐ Company shall remit the entire amount due prior to County's provision of images in response to Company's request. Company shall remit payment to County, or designee, in full no later than thirty (30) days following the date of the County's notification of the amount due under Section 3.2. County, or designee, shall have no obligation to complete the request if the Company fails to provide payment within the timelines specified herein.
- ☒ County, or designee, shall submit the requested Bulk Form copies to the Company and submit an invoice to the Company to be paid as specified thereunder. Company shall make payment in full within thirty (30) days of the date of the invoice. County reserves the right to take appropriate legal action, including the termination of this Agreement, due to Company's failure to comply with this paragraph.

**Section 4. Delivery.** Upon satisfaction of the payment provision selected in Section 3, the County Recorder, or designee, shall prepare the requested Bulk Form copies for transmission to Company. In preparing the bulk form copies, County Recorder, or designee, may also apply a watermark that identifies the documents as not eligible for resale. Such watermark shall read as follows:

This document is provided for the sole use of Zillow, Inc., and except as provided for in I.C. § 36-2-7-10.1(h), shall not be resold pursuant to I.C. § 36-2-7-10.1. Official copies may be obtained at the County Recorder's office.

Company agrees only to accept bulk form copies bearing the aforementioned watermark when applied.

**Section 5: Representations, Warranties, and Covenants.** The Company hereby represents, warrants, and covenants as follows:

- (a) The Company is a "Bulk User."
- (b) The Bulk Form copies are being purchased solely for the use and benefit of the Company in its ordinary course of business;
- (c) The Bulk Form copies are not being purchased for, on behalf of, in conjunction with, or in cooperation with any officials, employees, affiliates, subsidiaries, divisions, joint ventures or business alliances of the Company;
- (d) The Company will not engage in any Prohibited Use of the Bulk Form copies.
- (e) That an Indiana County Recorder has never terminated a bulk user agreement between the Company, or an individual with a majority or controlling interest in the Company, and said county as a result of Company's or such individual's material breach of such agreement. Company agrees to immediately report the termination of any bulk user agreement between Company and an Indiana county recorder that occurs after the Effective date in writing to the County, including

the reasons for such termination(s). For purposes of this subsection (e), the term Company includes the Company's agents, affiliates, or subsidiaries, as currently named or under any previous legal name.

**Section 6: Prohibited Acts.** Notwithstanding anything to the contrary in this Agreement, the Company, its agents, affiliates, employees, representatives, and associates shall not engage in any Prohibited Use of Bulk Form copies or Recorded Documents obtained from Bulk Form copies. In accordance with I.C. § 36-2-7-10.1(g) & (i), the provisions of this Section 6 shall survive the expiration or earlier termination of this Agreement indefinitely.

**Section 6.1. Title Company/Title Plant.** Notwithstanding any provision of this Agreement, a Bulk User meeting the requirements of I.C. § 36-2-7-10.1(h) may engage in conduct consistent with that subsection without violating the terms of this Agreement. A party who believes that it meets that definition shall submit a certificate of authority, licensure, or other evidence to the County, or designee, within fifteen (15) days of executing this Agreement. A party who fails to provide this supporting documentation within this period shall not be treated as a Title Company or Title Plant for purposes of this Agreement or I.C. § 36-2-7-10.1(h).

**Section 7: Survival.** The provisions of Sections 5 and 6, as well as any other provision that must survive in order to give proper effect to its intent, shall survive the expiration or earlier termination of this Agreement for the period specified in the applicable provision or, if no period is specified, for a period of twelve (12) months after such expiration or termination.

**Section 8: Parties in Interest.** This Agreement is made solely for the benefit of the Company and the County Recorder, and no other party shall acquire or have any right, title or interest hereunder or by virtue hereof.

**Section 9: Successors and Assigns.** This Agreement is binding on and inures to the benefit of the Parties and their respective permitted successors and permitted assigns.

**Section 10: Governing Law and Jurisdiction.** This Agreement is governed by the laws of the State of Indiana. The Parties agree that any lawsuit, action or proceeding arising out of or relating to this Agreement shall be instituted in the courts of the State of Indiana in each case located in the County of **Howard County** only, and each Party irrevocably submits to the exclusive jurisdiction of such courts in any such suit, action or proceeding.

**Section 11: Severability.** If any term or provision of this Agreement is held or deemed to be invalid, illegal or unenforceable as applied in any particular case, or in any particular jurisdiction, because it conflicts with any provisions of any constitution, statute, rule or public policy, or any other reason, the invalidity, illegality or unenforceability does not affect any other term or provision of this Agreement or invalidate or render unenforceable the term or provision in any other jurisdiction. Any change in law that conflicts with an obligation in this Agreement shall supersede such obligation and control.

**Section 12: Entire Agreement.** This Agreement, including and together with all related attachments and exhibits, constitutes the Parties' sole and entire agreement regarding the subject matter of this Agreement, and supersedes all prior and contemporaneous understandings, agreements, representations and warranties, both written and oral, regarding the subject matter.

**Section 13: Counterparts.** This Agreement may be executed in counterparts, each of which is deemed an original, but all of which together are deemed to be one and the same agreement. A signed copy of this Agreement delivered by facsimile, e-mail or other means of electronic transmission is deemed to have the same legal effect as delivery of an original signed copy of this Agreement, if the party sending the facsimile, e-mail or other means of electronic transmission has received express confirmation that the recipient party received the Agreement (not merely an electronic facsimile confirmation or automatic e-mail reply).

**Section 14: Headings.** The headings in this Agreement are for reference only and do not affect the interpretation of this Agreement.

**Section 15: Indemnification.** Company agrees to indemnify, and hold harmless the County Recorder, its agents, officials, and employees from all third party claims and suits relating to Recorded Documents, including court costs, attorney's fees, and other expenses caused by any act or omission of the Company, its agents, officials, and employees in the performance of the Agreement or as a result of any breach thereof.

**Section 16. Notice to Parties.** Any notices required or permitted to be given under this Agreement shall be in writing and shall be personally delivered or sent by facsimile or by certified or registered overnight mail, first class postage prepaid, return receipt requested, or by prepaid overnight delivery service such that proof of delivery will be obtained, and shall be addressed as set forth below or to such other address as may be specified in a prior written notice to the other party:

(1) If to County Recorder:  
Howard County Recorder  
220 N. Main St, RM #3306  
Kokomo, IN 46901

(2) If to Bulk User:  
Zillow, Inc.  
1301 2<sup>nd</sup> Avenue, Floor 36  
Seattle, WA 98101  
With electronic copy to:  
[legal@zillowgroup.com](mailto:legal@zillowgroup.com)  
and  
[susanno@zillowgroup.com](mailto:susanno@zillowgroup.com)

Such notice shall be deemed to be given on the date it is hand delivered, faxed or deposited in the overnight mail, as stated above. A notice shall be deemed to have been given personally to a party if it is handed to the representative of the party to whom the notice must be addressed or if left at his or her office located at the street address to which a notice would be mailed.

**Section 17. No Waiver.** No waiver of one or more of the provisions of this Agreement or the failure to enforce any provision of this Agreement by either party shall be construed as a waiver of any subsequent breach of this Agreement, nor a waiver of the right at any time thereafter to require strict compliance with all of its terms.

**Section 18. Modification.** No modifications, amendments, or supplements to this Agreement shall be effective for any purpose unless duly recorded in writing and signed by authorized representatives of all parties to this Agreement or their successors or assigns.

**SIGNATURE PAGE FOLLOWS**

IN WITNESS WHEREOF, the Parties hereto have executed this Agreement as of the Effective Date.

ZILLOW, INC.

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

Printed Name: Veronica Ojeda

Title: Senior Director - Operations & Administration

ATTEST:

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

Printed Name: \_\_\_\_\_

STATE OF \_\_\_\_\_ )  
COUNTY OF \_\_\_\_\_ ) : SS

Before me, a Notary Public, in and for said County and State, personally appeared \_\_\_\_\_, who, being first duly sworn upon his oath, acknowledged the execution of the foregoing "Bulk User Agreement" as his/her voluntary act and deed.

WITNESS my hand and Notarial Seal this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

See Attached

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

CA Jurat

Printed: \_\_\_\_\_

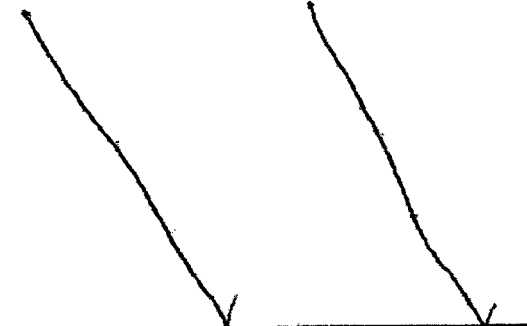
Resident of \_\_\_\_\_ County

My Commission Expires:

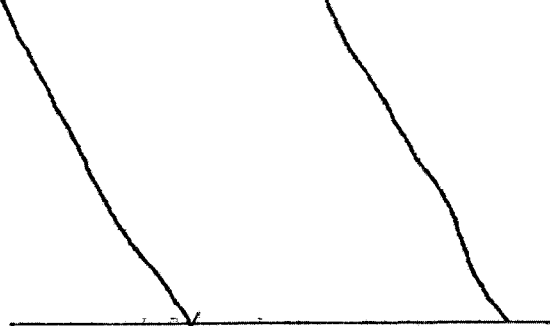
\_\_\_\_\_

**CALIFORNIA JURAT WITH AFFIANT STATEMENT**

GOVERNMENT CODE § 8202

☐ See Attached Document (Notary to cross out lines 1-6 below)☒ See Statement Below (Lines 1-6 to be completed only by document signer[s], not Notary)

Signature of Document Signer No. 1



Signature of Document Signer No. 2 (if any)

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

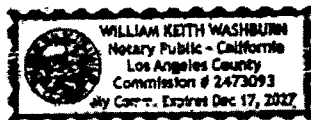
State of California

County of Los Angeles

Subscribed and sworn to (or affirmed) before me

on this 30th day of April, 2025.by Date Month Year(1) Veronica Ojeda(and (2) [Signature]),

Name(s) of Signer(s)



proved to me on the basis of satisfactory evidence to be the person(s) who appeared before me.

Signature William Keith Washburn  
Signature of Notary PublicSeal  
Place Notary Seal Above**OPTIONAL**

Though this section is optional, completing this information can deter alteration of the document or fraudulent reattachment of this form to an unintended document.

**Description of Attached Document**Title or Type of Document: Bulk User AgreementHoward County  
Document Date: 04-29-2025Number of Pages: 13 Signer(s) Other Than Named Above: N/A

Howard COUNTY RECORDER

By: Torie Kelley

Printed Name: Torie Kelley

Title: Howard County Recorder

ATTEST:

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

Printed Name: \_\_\_\_\_

STATE OF Indiana )  
COUNTY OF Howard ) : SS

Before me, a Notary Public, in and for said County and State, personally appeared Torie Kelley, who, being first duly sworn upon his oath, acknowledged the execution of the foregoing "Bulk User Agreement" as his/her voluntary act and deed.

WITNESS my hand and Notarial Seal this 2 day of May, 2025.



Alex Snyder, Notary Public  
Commission Number: NP0750241  
My Commission Expires: 07/18/2031  
Residing in Howard County, IN

Alex Snyder  
Notary Public

Printed: Alex Snyder

Resident of Howard County

My Commission Expires:

7/18/2031

KD\_7651354\_7.docx

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

Howard County Commissioners for and on  
behalf of Howard County Recorder

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Exhibit "A"

Second Draft  
05-26-17

ORDINANCE NO. 2017 BCCO- 22

**AN ORDINANCE OF THE  
HOWARD COUNTY BOARD OF COMMISSIONERS  
ESTABLISHING THE MANNER AND FORM  
IN WHICH THE RECORDER MAY PROVIDE  
BULK FORM COPIES TO A BULK USER**

**WHEREAS**, IC 36-2-7-10.1 dealing with the County Recorder's sale of documents in bulk to bulk users has been materially amended and revised effective July 1, 2017; and

**WHEREAS**, Subsection (b) of this statute provides that a County Executive shall establish by Ordinance the manner and form in which the County Recorder may provide bulk form copies to a bulk user, and the permissible fees the Recorder may charge.

**NOW, THEREFORE, IN CONSIDERATION OF THE FOREGOING RECITALS AND THE PROVISIONS HEREAFTER MADE, BE IT ORDAINED BY THE BOARD AS FOLLOWS:**

**Section 1. Definitions.** The following definitions shall apply throughout this Ordinance:

- (a) **"Bulk form copy"** means an aggregation of:
  - (1) copies of all recorded documents received by the county recorder for recording in a calendar day, week, month, or year;
  - (2) the Indices for finding, retrieving, and viewing all recorded documents received by the county recorder for recording in a calendar day, week, month, or year; or
  - (3) both clauses (1) and (2).
- (b) **"Bulk user"** means an individual, a corporation, a partnership, a limited liability company, or an unincorporated association that receives bulk form copies under a contract with the county recorder.



- (c) "Copy" means a reproduction, including an image of a recorder document or indices created by:
  - (1) duplicating electronically stored data onto a disk, tape, drum, or any other medium of electronic data storage; or
  - (2) reproducing on microfilm.
- (d) "Indices" means all of the indexing information used by the county recorder for finding, retrieving, and viewing a recorded document.
- (e) "Recorded document" means a writing, a paper, a document, a plat, a map, a survey, or anything else received at any time for recording or filing in the public records maintained by the county recorder or the county recorder's designee.

**Section II. Manner and Form of Production.** It is hereby established that the Howard County Recorder shall provide bulk form copies to a bulk user only by electronically transmitting the copies using an electronic transfer process.

**Section III. Procedure for Requesting Bulk Form Copies.** A bulk user must submit a written request to the County Recorder that identifies the requested bulk form copies with reasonable particularity. Unless the request is refused under Section VI, upon receipt of a valid written request the County Recorder or the County Recorder's designee shall provide the bulk form copies to the bulk user by the method or methods established by Ordinance. The bulk form copies shall be provided within a reasonable time after the later of the following events:

- (1) The Recorder's archival process is completed and bulk form copies become available in the County Recorder's Office.
- (2) The bulk form user executes a contract that meets the requirements of Section V with:
  - (A) the County Recorder; and
  - (B) If the County Recorder uses a third party to provide bulk copy services, the County Recorder's designee.

The County Recorder or the County Recorder's designee shall work with reasonable diligence to ensure that bulk form copies are timely produced to the bulk user.

#### **Section IV. Fees Charged for Bulk Form Copies.**

- (a) Based on a cost study dated September 12, 2018 and performed by Maximus for the Indiana Recorder's Association (which is incorporated herein by reference), this Board finds and determines that the costs incurred by the Howard County Recorder of producing bulk form copies (including applying a watermark or other protective feature) substantially exceed both the standard fee of ten cents (\$0.10) per page or per recorded document fixed by subsection (d) of IC 36-2-7-10.1, and the fee hereafter fixed. Accordingly, the following fee schedule is hereby adopted:
- (1) Thirteen cents (\$0.13) per page for a copy of a recorded document, including the instrument's book and page, if applicable.
  - (2) Thirteen cents (\$0.13) per recorded document for a copy of the indices used by the County Recorder for finding, retrieving, and viewing a recorded document.
- (b) The fees charged by the County Recorder are subject to the following requirements:
- (1) The County Recorder shall pay the fees into the County Treasury at the end of each calendar month.
  - (2) The fees prescribed and collected under this section supersede all other fees for bulk form copies required by law to be charged for services rendered by the County Recorder to bulk users.
  - (3) All revenue generated by the County Recorder under this section shall be deposited in the County Recorder's records perpetuation fund and used by the Recorder in accordance with IC 36-2-7-10(f).
  - (4) The Recorder shall periodically update and verify the cost study referred to in subsection (a) immediately above.

#### **Section V. Bulk User Contract--Termination.**

- (a) A bulk user must enter into a contract with the County Recorder and if the County Recorder uses a third party to provide bulk copy services, the County Recorder's designee, in order to receive bulk form copies. The contract must be in writing and must require that the bulk user agree not to do any of the following:

(1) Except as provided in Section VI, provide, transfer, or allow the transfer of any copy of a recorded document obtained by the bulk user under this section to a third party.

(2) Engage in unauthorized access to recorded documents.

(3) Engage in unauthorized alteration of recorded documents.

A contract required under this subsection may not include any restrictions on a bulk form user's use of the bulk form copies other than those contained in this section.

(b) If a bulk user does not comply with a contract, the County Recorder may terminate the contract, immediately stop providing bulk form copies to the bulk user, and refuse to provide the bulk form copies required by the bulk user if all termination provisions and procedures in the contract have been met by the County Recorder. The County Recorder may refuse subsequent requests from a bulk user for bulk form copies in the following circumstances:

(1) The bulk user is a person that has had a previous bulk form copy contract terminated by the County Recorder because the Recorder determined that the bulk user failed to comply with the contract.

(2) The bulk user is a corporation or limited liability company in which a person has a majority or controlling interest and:

(A) the person requested bulk form copies under a previous contract with the County Recorder; and

(B) the contract was terminated by the County Recorder because the County Recorder determined that the person failed to comply with the contract.

#### **Section VI. Resale of Bulk Form Copies by Bulk User.**

(a) A bulk user that is licensed under IC 27-1-15.6-6(d) or holds a certificate of authority under IC 27-7-3-6 may provide bulk form copies related to the specific order for a title search (as defined in IC 27-7-3-2) when operating as:

(1) a title plant for the issuance of title insurance (as defined in IC 27-7-3-2); or

(2) title company (as defined in IC 27-7-3-2).

A bulk user that meets the requirements of this subsection may charge its customers a fee for using the bulk form copies obtained by the bulk user that may not exceed the costs incurred by the bulk user for obtaining the bulk form copies. A bulk user that meets the requirements of this subsection may not resell, provide, transfer, or allow the transfer of any copy of a recorded document, whether in bulk form or as individual copies or images, to any other bulk user or title plant.

- (b) A bulk user that does not meet the requirements of subsection (a) immediately above is prohibited from selling, offering for sale, advertising for sale, soliciting a purchase of, loaning, giving away, allowing subscription service to, or otherwise transferring, provide, or allowing the transfer of bulk form copies for commercial purposes to a third party, whether the copies are in bulk form or individual copies or images.

**Section VII. Enhanced Access Not Affected.** This Ordinance does not apply to enhanced access authorized under IC 5-14-3-3 and any Howard County Ordinances promulgated thereunder, including (but not limited to) Ordinance No. 2007 BCCO-45.

**Section VIII. Effective Date.** Upon adoption and signature, this Ordinance shall become effective on July 1, 2017.

ADOPTED THIS 5 DAY OF JUNE, 2017.

HOWARD COUNTY BOARD OF COMMISSIONERS

  
Paul G. Wyman, President

  
Tyler O. Moore, Vice President

  
Robert B. Bray, Member

ATTEST:

  
Martha J. Lake, Howard County Auditor

Publish one (1) time in Kokomo Tribune and Kokomo Herald

This Ordinance was prepared by Lawrence R. Murrell, Howard County Attorney, on May 24, 2017. No subsequent revision to this Ordinance has been reviewed by Mr. Murrell for legal sufficiency or otherwise.

Ordinance No. 2025-BCCO-20

**AN ORDINANCE AMENDING HOWARD COUNTY ORDINANCE NO. 2009-BCCO-21, AS AMENDED:**

**NOW THEREFORE, BE IT ORDAINED BY THE BOARD OF COMMISSIONERS OF HOWARD COUNTY, INDIANA, UNDER AUTHORITY OF CHAPTER 174, ACTS OF 1947, GENERAL ASSEMBLY OF THE STATE OF INDIANA, AND ALL AMENDATORY THERETO, AS FOLLOWS:**

**Petitioner Name(s): Breanna Hostetler**

**Section I.** The following described tract of land shall be changed from **AG (Agricultural)** to **RR (Rural Residential )** for property described as follows, to-wit:

Part of the northwest Quarter of Section 10, Township 23 North, Range 5 East, Liberty Township, Howard County, Indiana, shown on the plat of an original boundary survey certified by Seth Johnson, PS # LS21300001 on January 16, 2025 as 40<sup>th</sup> Parallel Surveying's Job Number 2006-079 (All references to monuments and courses herein are as shown on said plat of survey) described as follows:

Commencing at the northwest corner of said Quarter marked by an aluminum disk; thence S 89°27'01" E (Indiana East State Plane Coordinate System) 767.93 feet along the north line of said Quarter to the point of beginning; thence S 89°27'01" E 120.00 feet along said north line to the northwest corner of Woody East Subdivision recorded in Instrument Number 0934000070 marked by a magnetic nail; thence S 00°23'33" E 403.05 feet along the west line of said subdivision to a 5/8 inch diameter rebar with an orange plastic cap stamped "FIRM 0047" (hereafter referred to as "rebar"); thence N 89°27'01" W 120.00 feet to a rebar; thence N 00°23'33" W 403.05 feet to the north line of said Quarter and the point of beginning, containing 1.11 acres, more or less, subject to highway right-of-way and all easements of record; Liberty Township, Greentown, Howard County, Indiana **at 9145 E 100 S.**

**Section II.** The above changes shall be duly entered on the filed copies of the zone map, which is part of Howard County Ordinance 2009-BCCO-21

**Section III.** This Ordinance shall be in full force and effect from and after its passage, signature by the Commissioners of Howard County, Indiana, and publication in the Kokomo Tribune as provided by law.

PASSED BY THE BOARD OF COUNTY COMMISSIONERS THIS \_\_\_\_ DAY OF \_\_\_\_\_, 2025.

HOWARD COUNTY BOARD OF COMMISSIONERS

\_\_\_\_\_  
Bradley Bray

\_\_\_\_\_  
Jack Dodd

\_\_\_\_\_  
Jeff Lipinski

Attest:

\_\_\_\_\_  
Jessica Secrease, Auditor

This instrument was prepared by Dianne Trobaugh, Secretary, Howard County Plan Commission. I affirm under penalty of perjury, that I have taken reasonable care to redact each social security number in the document unless required by law.

Ordinance No. 2025-BCCO-21

**AN ORDINANCE AMENDING HOWARD COUNTY ORDINANCE NO. 2009-BCCO-21, AS AMENDED:**

**NOW THEREFORE, BE IT ORDAINED BY THE BOARD OF COMMISSIONERS OF HOWARD COUNTY, INDIANA, UNDER AUTHORITY OF CHAPTER 174, ACTS OF 1947, GENERAL ASSEMBLY OF THE STATE OF INDIANA, AND ALL AMENDATORY THERETO, AS FOLLOWS:**

**Petitioner Name(s): Stanley & Janet Middlesworth**

**Section I.** The following described tract of land shall be changed from **AG (Agricultural)** to **RR (Rural Residential )** for property described as follows, to-wit:

Part of the southwest Quarter of Section 24 Township 24 North, Range 5 East, Jackson Township, Howard County, Indiana, shown on the plat of an original boundary survey certified by Seth Johnson, PS # LS21300001 on March 20, 2025 as 40<sup>th</sup> Parallel Surveying's Job Number 2009-106 (All references to monuments and courses herein are as shown on said plat of survey) described as follows:

Commencing at the southeast corner of said Quarter, marked by an aluminum disc; thence S 89°01'56" W (Indiana East State Plane Coordinate System) 941.34 feet along the south line of said Quarter to the point of beginning; thence S 89°01'56" W 50.00 feet along said line to the southeast corner of a parcel described in Instrument Number 1334012404; thence N 01°08'04" W 198.11 feet along the east line of said parcel to a 5/8-inch diameter rebar with an orange plastic cap stamped "FIRM 0047" (hereafter referred to as "a rebar"); thence N 58°31'31" E 87.43 feet to a rebar; thence N 00°20'46" W 381.22 feet to a rebar; thence N 89°01'56" E 250.00 feet to a rebar; thence S 01°24'17" W 360.00 feet to a rebar; thence S 89°01'56" W 104.24 feet to a rebar; thence S 58°31'31" W 185.98 feet to a rebar; thence S 01°08'04" E 169.59 feet to the south line of said Quarter and the point of beginning, containing 2.42 acres, more or less, subject to highway right-of-way and all easements of record; Jackson Township, Greentown, Howard County, Indiana at **11314 E 200 N**.

**Section II.** The above changes shall be duly entered on the filed copies of the zone map, which is part of Howard County Ordinance 2009-BCCO-21

**Section III.** This Ordinance shall be in full force and effect from and after its passage, signature by the Commissioners of Howard County, Indiana, and publication in the Kokomo Tribune as provided by law.

PASSED BY THE BOARD OF COUNTY COMMISSIONERS THIS \_\_\_\_ DAY OF \_\_\_\_\_, 2025.

HOWARD COUNTY BOARD OF COMMISSIONERS

\_\_\_\_\_  
Bradley Bray

---

Jack Dodd

---

Jeff Lipinski

Attest:

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Jessica Secrease, Auditor

This instrument was prepared by Dianne Trobaugh, Secretary, Howard County Plan Commission. I affirm under penalty of perjury, that I have taken reasonable care to redact each social security number in the document unless required by law.



Ordinance No. 2025-BCCO-22

**AN ORDINANCE AMENDING HOWARD COUNTY ORDINANCE NO. 2009-BCCO-21, AS AMENDED:**

**NOW THEREFORE, BE IT ORDAINED BY THE BOARD OF COMMISSIONERS OF HOWARD COUNTY, INDIANA, UNDER AUTHORITY OF CHAPTER 174, ACTS OF 1947, GENERAL ASSEMBLY OF THE STATE OF INDIANA, AND ALL AMENDATORY THERETO, AS FOLLOWS:**

**Petitioner Name(s): Jennifer Khatibi**

**Section I.** The following described tract of land shall be changed from **AG (Agricultural) to RR (Rural Residential )** for property described as follows, to-wit:

That portion of parcel number 34-11-13-400-003.000-016 in Union Township, Howard County, Indiana lying northeast of the centerline of County Road S 1150 E. Being 6.9 acres, more or less: All that part of the following described parcel lying northeast of the centerline of Howard County, County Road S 1150 E: INSTRUMENT NUMBER 2234006958: The west half of the Southeast Quarter of Section 13, Township 23 North, Range 5 East, Union Township, Howard County, Indiana;  
EXCEPTING THEREFROM: Part of the West half of the Southeast Quarter of Section 13, Township 23 North, Range East, Howard County, Indiana, described as follows: Beginning at a point on the Quarter Quarter Section line, 237.52' North of the Southeast corner of said West half; thence North 389.66'; thence West 300 feet; thence South 275 feet; thence South 69.05' East 321.16' to the point of beginning, containing 2.29 acres.

ALSO EXCEPTING THEREFROM: Part of the Southeast Quarter of Section 13, Township 23 North Range 5 East, Union Township, Howard County, Indiana and more particularly described as follows: Commencing at the Southwest corner of the aforesaid Southeast Quarter; thence North 00°14'04" East (assumed bearing) on the West Line of said Quarter Section a distance of 809.9 feet, or to the place of beginning; thence continuing North 00°14'04" East on said West line and centerline of County Road 1150 East a distance of 1842 feet, or to the Northwest corner of the Southeast Quarter; thence South 89°55'55" East on an existing property line a distance of 1322.3 feet to a stone found, said stone being the Northeast corner of the West Half of the Southeast corner; thence South 00°19'39" West on the East Line of said West Half and existing property line a distance of 2024.7 feet; thence North 89°40'21" West a distance of 300 feet; thence North 46°11'47" West a distance of 103.0 feet; thence North 00°31'58" West a distance of 362.9 feet; thence North 87°36'40" West a distance of 266.0 feet; thence South 76°42'06" West a distance of 125.9 feet; thence South 00°00'43" East a distance of 270.0 feet; thence South 85°54'23" West a distance of 117.6 feet; thence South 02°08'22" West a distance of 178.1 feet, or to a point on the centerline of a county Road; thence North 62°33'53" West on said centerline of a distance of 482.7 feet, or to the place of beginning, containing 6.9 acres more or less, and 1 lot; subject to highway right-of-way and all easements of record; Union Township, Greentown, Howard County, Indiana at 2874 S 1150 E.

**Section II.** The above changes shall be duly entered on the filed copies of the zone map, which is part of Howard County Ordinance 2009-BCCO-21

**Section III.** This Ordinance shall be in full force and effect from and after its passage, signature by the Commissioners of Howard County, Indiana, and publication in the Kokomo Tribune as provided by law.

PASSED BY THE BOARD OF COUNTY COMMISSIONERS THIS \_\_\_\_ DAY OF \_\_\_\_\_, 2025.

HOWARD COUNTY BOARD OF COMMISSIONERS

\_\_\_\_\_  
Bradley Bray

\_\_\_\_\_  
Jack Dodd

\_\_\_\_\_  
Jeff Lipinski

Attest:

\_\_\_\_\_  
Jessica Secrease, Auditor

This instrument was prepared by Dianne Trobaugh, Secretary, Howard County Plan Commission. I affirm under penalty of perjury, that I have taken reasonable care to redact each social security number in the document unless required by law.

Ordinance No. 2025-BCCO-23

**AN ORDINANCE AMENDING HOWARD COUNTY ORDINANCE NO. 2009-BCCO-21, AS AMENDED:**

**NOW THEREFORE, BE IT ORDAINED BY THE BOARD OF COMMISSIONERS OF HOWARD COUNTY, INDIANA, UNDER AUTHORITY OF CHAPTER 174, ACTS OF 1947, GENERAL ASSEMBLY OF THE STATE OF INDIANA, AND ALL AMENDATORY THERETO, AS FOLLOWS:**

**Petitioner Name(s): Victor L. & William D. Devore**

**Section I.** The following described tract of land shall be changed from AG (Agricultural) with OIA-OL (Office/Industrial/Agricultural Overlay) to C2 (Medium to Large Scale General Commercial) with OIA-OL (Office/Industrial/Agricultural Overlay) for property described as follows, to-wit:

Part of the west half of the Southwest Quarter of Section 7, Township 24 North, Range 4 East, Howard Township, Howard County, Indiana, and being also part of real estate described in document 1234026418 in the office of the Recorder of Howard County, more particularly described as follows:

Commencing at the Northeast corner of the Southwest quarter of said section 7; thence South 88°37'12" West (Deed bearing found in document 1234000019 in the office of the Recorder of Howard County) on the north line of said southwest quarter, a distance of 1,321.82 feet to the northeast corner of the west half of the southwest quarter of said section 7; thence south 00°02'33" west on the east line of said west half, a distance of 57.45 feet to the south right-of-way line of County Road E 450 N and the point of beginning; thence continuing South 00°02'35" west on said east line a distance of 966.23 feet to the northerly right-of-way line of U.S. Highway 31 as described in said document 1234000019; thence North 45°06'54" West on said northerly right-of-way line, a distance of 295.56 feet; thence North 40°02'06" West, continuing on said northerly right-of-way line, a distance of 453.34 feet; thence North 33°57'18" West, continuing on said northerly right-of-way line, a distance of 74.53 feet to the easterly line of the lands of the former Lake Erie & Western Railroad (Nickle Plate Railroad) (lands of the City of Kokomo as described in document 1534000018 in said Recorder's Office); thence North 07°39'55" East on said easterly line, a distance of 339.75 feet to said south right-of-way line of county road E 450 N; thence on said south right-of-way line, the following 5 courses: North 88°37'02" East 168.37 feet (167.10 feet recorded); thence North 01°22'58" West 6.56 feet; thence North 88°37'02" East 68.90 feet; thence South 01°22'58" East 6.56 feet; thence North 88°37'02" East 260.94 feet to the point of beginning, containing 8.179 acres, more or less; Howard Township, Kokomo, Howard County, Indiana **at 175 E 450 N.**

**Section II.** The above changes shall be duly entered on the filed copies of the zone map, which is part of Howard County Ordinance 2009-BCCO-21

**Section III.** This Ordinance shall be in full force and effect from and after its passage, signature by the Commissioners of Howard County, Indiana, and publication in the Kokomo Tribune as provided by law.

PASSED BY THE BOARD OF COUNTY COMMISSIONERS THIS \_\_\_\_ DAY OF \_\_\_\_\_, 2025.

HOWARD COUNTY BOARD OF COMMISSIONERS

\_\_\_\_\_  
Bradley Bray

\_\_\_\_\_  
Jack Dodd

\_\_\_\_\_  
Jeff Lipinski

Attest:

\_\_\_\_\_  
Jessica Secrease, Auditor

This instrument was prepared by Dianne Trobaugh, Secretary, Howard County Plan Commission. I affirm under penalty of perjury, that I have taken reasonable care to redact each social security number in the document unless required by law.



May 19<sup>th</sup>, 2025

Howard County Board of Commissioners  
Attn: Bill Stonestreet  
104 North Buckeye – Room 13  
Kokomo, IN 46901  
765-432-7558 – [bill.stonestreet@howardcountyin.gov](mailto:bill.stonestreet@howardcountyin.gov)

Reference: Generator Planned Maintenance Agreement – Liquid Cooled Units (Semi-Annual)

Please find enclosed information regarding the EVAPAR Planned Maintenance Agreement for your generator(s). EVAPAR understands how critical downtime can be in your time of need. Scheduled inspections, regular planned maintenance, and load bank testing can help ensure proper operation at the time when you need your generator most.

Established in 1912, EVAPAR has been dedicated to supporting our generator customers for over 70 years. Covering Indiana, Kentucky, Central and Southern Illinois and Eastern Missouri with experienced factory-trained and certified technicians, a full parts department, rental generators, and knowledgeable support staff.

Emergencies cannot be predicted, but a fast response plan is a critical part of our responsibility to you. Thanks in part to our extensive experience with life/safety and mission-critical applications, we have developed a strategy for responding quickly to emergencies. Our service department is on call 24 hours a day, 7 days a week should you or your organization require emergency generator service.

I appreciate the opportunity to quote your Planned Maintenance Agreement. Please review the agreement and return a signed copy to me, if you would like to proceed. You may reply by mail, fax, or email. If you have any questions or need additional information, please do not hesitate to contact me.

Respectfully,

*Jim Siemers*

EVAPAR  
Aftermarket Support Representative  
317-771-0697 (Cellular)  
317-783-5434 (Office)  
317-783-5870 (Fax)  
[JSiemers@evapar.com](mailto:JSiemers@evapar.com)

# PLANNED MAINTENANCE SCOPE OF WORK

## **Engine**

- Below 350kW: Replace air filter(s) every three years.
- 350kW and Larger: Inspect air filter(s), clean, or replace as needed for an additional cost.
- Check the condition/ tension of belts (adjust as needed)
- Check ignition system, distributor coils, and wires (if applicable)
- Check fuel lines for leaks/damage
- Check flexible fuel line connections
- Lubricate governor and linkage
- Inspect hoses, and clamps for any air intake restrictions

## **Oil System**

- Change oil (annually)
- Change oil filter(s) (annually)
- Annual Oil Sample Analysis with Report
- Inspect for leaks

## **Cooling System**

- Check radiator coolant level
- Annual Coolant Sample Analysis with Report
- Test/record anti-freeze temperature
- Test/record anti-freeze nitrites
- Check for leaks
- Check all hoses
- Check the operation of the engine block heater

## **Battery**

- Inspect / clean terminal on cables
- Clean and treat battery post/cable
- Check battery fluid level
- Check/ record battery volts/amps
- Check/record charger volts/amps
- Check/ record alternator volts/amps
- Load test or perform specific gravity test

## **Starting System**

- Check start solenoid terminals
- Check starter connections

## **Electrical**

- Inspect control panel: Check gauges, meters, and indicator lights
- Visually inspect electrical connections
- Inspect the main line circuit breaker
- Check the generator output voltage

## **Fuel System**

- Change fuel filter(s) (annually)
- Check for fuel leaks
- Clean/ inspect the fuel bowl or water separator (if applicable)
- Check injection pump lines
- Check day tank operation and record level
- Check the fuel transfer pump
- Check fuel solenoid
- Check the fuel pressure regulator
- Inspect the fuel tank and rupture basin for leaks

## **Exhaust System**

- Visually inspect for leaks/damage
- Visually inspect flexible exhaust
- Drain condensation trap

## **Operating Check**

- Run and inspect for proper: oil pressure, coolant/ oil temperature, alternator charger rate, generator voltage, and frequency
- Record gauge and meter readings
- Check for leaks and excessive vibration
- Test safety shutdowns
- Check operation of louvers (if applicable)

## **Automatic Transfer Switch**

- Inspect ATS & enclosure for corrosion/moisture
- Inspect controls and calibrate as needed
- Exercise clock-check and verify operation
- Record normal and emergency frequency/voltage at ATS connection
- Perform power failure or building load test (with approval), check/ record amperage/voltage on each leg
- Check transfer switch contacts for voltage drop(normal and emergency)
- Replace exerciser battery as needed.
- Return all switches into proper operating mode

## **Reports and Instruction**

- Submit inspection/ test report to owner, with any recommendations of future work/ parts required
- Instruct owner personnel in operating or upkeep procedure

## **OPTIONAL SERVICES**

- Diesel Fuel Analysis
- Load Bank Testing (NFPA110)
- Remote Monitoring

## PLANNED MAINTENANCE AGREEMENT

- This Planned Maintenance Agreement is entered into by EVAPAR and the owner for EVAPAR to perform Planned Maintenance Service(s) on the equipment listed below.
- Semi-Annual: EVAPAR will perform two (2) visits annually. One (1) Inspection and one (1) Full Service, at approximately six (6) month intervals. Work is to be scheduled and performed during regular business hours.
- This scope of work to be performed includes labor, parts, travel time, and mileage.
- Any additional work recommended or required will be brought to the owner's attention, and upon approval, additional work will be performed for an agreed-upon charge.
- Any scheduled maintenance items (such as ATS transfer tests) that are unable to be performed while EVAPAR is on-site for services, due to personnel or logistics changes by the customer on the day of service will result in an additional trip and or labor charges to return to perform those re-scheduled services.
- This agreement does not include expenses to repair damage caused by abuse, accident, theft, acts of a third person, forces of nature, or altering the equipment. EVAPAR shall not be responsible for failure to render the service for causes beyond its control, including pandemics, strikes and labor disputes. This agreement is not assignable without the consent of EVAPAR and will remain in force until cancelled by either party through written notice to the other.

| Make    | Model Number | Serial Number | kW   | Location   | Price     |
|---------|--------------|---------------|------|------------|-----------|
| Generac | SD025        | 3000172164    | 25kW | New London | \$1110.00 |
| Generac | SD025        | 3000172163    | 25kW | Greentown  | \$1110.00 |
|         |              |               |      |            |           |
|         |              |               |      |            |           |
|         |              |               |      |            |           |
|         |              |               |      |            |           |
|         |              |               |      |            |           |
| Total   |              |               |      |            | \$2220.00 |

### **Please initial one (1) payment term:**

**Pre-Paid Terms:** the entire amount of this contract is to be paid in full before any services are rendered. Issued Purchase Orders do not constitute payment. Upon receipt of payment, agreed-upon services can be scheduled for execution. A Pre-Paid Agreement will benefit the customer on additional services performed outside of this agreement, in receiving a 10% discount on Labor charges. ☐ (Initial)

**Billed Terms:** This agreement will be invoiced in full after the first service visit. ☐ (Initial)

Signature \_\_\_\_\_  
 Print Name \_\_\_\_\_  
 Title \_\_\_\_\_  
 Date \_\_\_\_\_

Signature Jim Siemers  
 Date May 19<sup>th</sup>, 2025

*Quote Expires in 90 Days*