

February 6, 2024

**SHELBY COUNTY BOARD MEETING AGENDA**  
**February 8, 2024 – 7:00 P. M.**  
**Courtroom A – Shelby County Courthouse – Shelbyville**

1. Call to Order- Pledge of Allegiance – Prayer
2. Roll Call
3. Discussion and vote to approve the minutes from January 11, 2024
4. Michael Tappendorf, County Highway Engineer's Report – Discussion and vote to approve the following items:
  - Engineer's** report/Dept. update
  - Resolution** to remove and replace existing structure 087-3236 (Oconee Twp)
  - Resolution** for approval of County Engineer's Salary for 2023 in the amount of \$45,000
  - Resolution** for temporary speed limit sign to be placed on County Highway 3 (East of Findlay) due to condition of roadway
  - Resolution** to award bids for hauling
  - Resolution** to award bids for culverts
  - Resolution** to award bids for Bituminous materials
5. Discussion and vote to approve the use of \$15,000 in ARPA funds to complete the funding of the sign on bonus for the Highway Engineer
6. Discussion and vote to accept bids submitted for sale of surplus vehicles from Sheriff's office, Probation, and Dive Team
7. Discussion and vote to approve the Dive Resolution update
8. Committee Reports
9. Chairman Updates
10. Chairman Appointments
  - Shawne Martz to Public Safety committee
  - Clark Amling to the Budget committee to replace Lori Nelson
11. Correspondence
12. Old Business
13. Approval of Claims
14. Public Body Comment
15. Adjournment

**Please silence cell phones during the Board meeting**

**PRAYER THIS MONTH IS GIVEN BY BOARD MEMBER TAD MAYHALL**

**SHELBY COUNTY BOARD MEETING**

**February 8, 2024 at 7:00 P.M.**

Video archive of meeting can be found at [shelbycounty-il.gov](https://shelbycounty-il.gov) under You Tube

The Shelby County Board met on Thursday, February 8, 2024, at 7:00 P.M. in Courtroom A of the Shelby County Courthouse in Shelbyville, Illinois.

Chairman Orman called the meeting to order. All present recited the Pledge of Allegiance, and the prayer was given by board member Tad Mayhall.

County Clerk Jessica Fox called the roll. Amling, Brands, McCormick, and Shuff were absent.

Minutes for the January 11, 2024, board meeting were presented for approval. Nelson made motion to approve the minutes as presented. Firnhaber seconded said motion, which passed by voice vote (17 yes, 0 no).

At this time, Chairman Orman called for the County Highway Engineer's Report.

Engineer Michael Tappendorf stated he wanted to begin his report by bragging on his department. The department is now fully staffed. Tappendorf reported in the past month the maintenance team has completed painting the entire front office, fabricated sign posts (savings \$1,600 +/-), fabricated custom hitches for the dump trucks, completed safety trainings (JULIE, flagging and 10 hour OSHA), completed patching on the Findlay road, and many other items throughout the County. The front office team has coordinated and supported the material and excavator bid lettings, digitized records, filed away old 2020 records and coordinated with all township road commissioners in regards to acceptance of last month's lettings, trainings and many other things. Tappendorf stated he has a good team and a good group of guys. Future pending projects include designs for county highway 3, multiple railroad crossing estimates, equipment replacement (have reached out to different dealers), bridge replacement in Herborn, which is anticipated to begin in the Spring of 2024, and 2 bridge projects in Oconee Township that are set for an IDOT State letting in March.

Tappendorf presented for approval a resolution to remove and replace existing structure 087-3236 in Oconee Township. This bridge is currently out of service. This structure must be demolished to make room for the new structure.

Brown made motion to approve the resolution. Williams seconded said motion, which passed by voice vote (17 yes, 0 no).

The next resolution to be approved was IDOT resolution to cover the 2023 costs of the County Engineers salary in the amount of \$45,000 from motor fuel tax.

Brown made motion to approve the resolution. Hardy seconded said motion, which passed by roll call vote (17 yes, 0 no). Ayes: Bennett, Boehm, Brown, Cole, Edwards, Firnhaber, Hardy, Martin, Martz, Mayhall, Morse, Nelson, Orman, Ross, Tate, Wallace, and Williams. Nay: none.

The next resolution presented was for a temporary speed limit sign to be placed on the Findlay Road from the railroad tracks east towards the bridge, and from the bridge (bridge omitted from the speed sign) to the maintenance line with Moultrie County. The temporary speed signage will be in place until the Findlay Road is reconstructed to a suitable condition. Brown made motion to approve the resolution. Bennett seconded said motion. Discussion was held.

Due to the condition of this road, Tappendorf would like to lower the speed limit from 55 mph to 30 mph for safety purposes. Martz amended the motion to allow for the Engineer to use his discretion regarding the posted speed limit signage as he sees fit. Bennett seconded said motion. Amended motion passed by voice vote (17 yes, 0 no). Original motion by Brown, seconded by Bennett, also passed by voice vote (17 yes, 0 no).

At a letting held at the Highway department on February 5th, bids were awarded to Hiler Farms, MCS Trucking, and Corz Enterprises, LLC for the hauling of various materials for the Highway Department. The resolution to approve these low bids was submitted for approval. Brown made motion to approve, seconded by Firnhaber. Tappendorf informed the board, the maintenance crew will do most of the hauling, as this is cheaper than hiring it out.

Brown's motion, seconded by Firnhaber passed by roll call vote (17 yes, 0 no). Ayes: Bennet, Boehm, Brown, Cole, Edwards, Firnhaber, Hardy, Martin, Martz, Mayhall, Morse, Nelson, Orman, Ross, Tate, Wallace, and Williams. Nay: none.

A letting for culverts was also held on February 5<sup>th</sup> at the Highway department. Low bids were submitted from 2 companies (Contech Engineered Solutions and Metal Culverts) to provide culverts to the Highway Department. Brown made motion to approve the resolution to

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award the low bids for culverts. Tate seconded said motion, which passed by roll call vote (17 yes, 0 no). Ayes: Bennett, Boehm, Brown, Cole, Edwards, Firnhaber, Hardy, Martin, Martz, Mayhall, Morse, Nelson, Orman, Ross, Tate, Wallace, and Williams. Nay: none.

The final resolution presented was to award the low bid for bituminous materials. Howell paving was the only bidder. Brown made motion to approve the resolution. Martz seconded said motion, which passed by roll call vote (17 yes, 0 no). Ayes: Bennett, Boehm, Brown, Cole, Edwards, Firnhaber, Hardy, Martin, Martz, Mayhall, Morse, Nelson, Orman, Ross, Tate, Wallace, and Williams. Nay: none.

Chairman Orman informed the board that during a budget committee held on January 30, it was discussed that although the use of ARPA funds to pay the sign on bonus for the county engineer had been addressed by the board, no board action had been taken. Williams made motion to approve the use of \$15,000 in ARPA funds to complete the funding of the sign on bonus for the Highway Engineer. Brown seconded said motion, which passed by roll call vote (17 yes, 0 no). Ayes: Bennett, Boehm, Brown, Cole, Edwards, Firnhaber, Hardy, Martin, Martz, Mayhall, Morse, Nelson, Orman, Ross, Tate, Wallace, and Williams. Nay: none.

Bids were recently submitted for the sale of surplus vehicles and reviewed by the public safety committee. Edwards made motion to accept the bids submitted and award the sale of the surplus vehicles. Ross seconded said motion. Sheriff McReynolds informed those in attendance of the bids submitted for the respective vehicles.

A bid of \$4,100 for the 2004 F150 (used by a former Sheriff before being used by the Dive Team) was submitted than retracted, the next bid was \$3,510 by Zach Ballinger.

Angela Moore submitted a bid of \$5,265 for the 2009 Chevy Impala.

Tim Baumgartan submitted a bid of \$2,952 for the 2010 Ford Explorer

Clayton Carpenter submitted a bid of \$1,000 for the 2000 Van previously used by Probation.

Firnhaber amended the motion to accept the bid of \$3,510 as for the 2003 F150. Bennett seconded said motion, which passed by roll call vote (17 yes, 0 no). Ayes: Bennett, Boehm, Brown, Cole, Edwards, Firnhaber, Hardy, Martin, Martz, Mayhall, Morse, Nelson, Orman, Ross, Tate, Wallace, and Williams. Nay: none.

Original motion by Edwards, seconded by Ross for the sale of the vehicles passed by roll call vote (17 yes, 0 no). Ayes: Bennett, Boehm, Brown, Cole, Edwards, Firnhaber, Hardy, Martin, Martz, Mayhall, Morse, Nelson, Orman, Ross, Tate, Wallace, and Williams. Nay: none.

Upon recommendation by the Public Safety Committee, Edwards made motion to approve the Dive Team resolution update. Brown seconded said motion. The draft of this resolution had been emailed to the full board for review at 8:10 AM on February 8<sup>th</sup>. Mayhall made a motion to table this update to allow for further review. Boehm seconded said motion, which failed by voice vote (5 yes – Boehm, Cole, Hardy, Mayhall, and Morse; 12 no). Discussion was held. Mayhall requested going through the draft line by line since the board had not received the document sooner and since the county has been 7 months without a dive team. Mayhall stated the objective was to clean this document up and get something workable moving forward

Mayhall requested the board begin with Paragraph 9 (page 2 paragraph 2) which states -

*BE IT FURTHER RESOLVED, that the Shelby County Dive Team Commander and the Assistant Commander(s) be duly appointed by the Shelby County Board Chairman, using consideration of the members of the Shelby County Dive Team in addition to recommendations from the Public Safety Committee, with advice and consent of the Shelby County Board.*

Mayhall feels the Commander should appoint his own assistant commander and that this should not be a single unilateral appointment by the Board Chairman. Boehm asked who on the board had the experience to appoint a Dive Team Commander. Ross stated he previously served on the Dive Team. The language is written in the document for the future. There must be a path moving forward to appoint a commander of the dive team.

Page 2, paragraph 2 (aka paragraph 9) draft reads –

*BE IT FURTHER RESOLVED, that the Shelby County Dive Team Commander shall create and coordinate training exercises and standards congruent to Emergency Response Diving International (ERDI) standards. The Shelby County Dive Team Commander shall ensure team*

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*members are current on such training standards and is responsible for maintaining such records that are to be reported, at minimum, semi-annually to the Public Safety Committee for review.*

After discussion regarding the state standards, Ross made motion to amend this paragraph to include all acronyms that fall under the state standards. Edwards seconded said motion, which passed by voice vote (17 yes, 0 no). Paragraph will now read -

BE IT FURTHER RESOLVED, that the Shelby County Dive Team Commander shall create and coordinator training exercises and standards congruent to Emergency Response Diving International (ERDI) standards or equivalent, SDI, TDI, Rescue International, and AUI, PADI, SSI, TMCA, IDEA, LACO and others as approved by Recreational SCUBA Training Council. The Shelby County Dive Team Commander shall ensure team members are current on such training standards and is responsible for maintaining such records that are to be reported, at a minimum, semi-annually to the Public Safety Committee for review.

Page 2, paragraph 3 draft reads -

*BE IT FURTHER RESOLVED, all training activities of the Shelby County Dive Team shall be documented in such fashion as to establish the following:*

- 1. The training objective.*
- 2. The public purpose associated with the training.*
- 3. The procedure used to objectively assess the effectiveness of the training.*

*Shelby County Dive Team Commander shall submit to the Public Safety Committee the proposed annual training schedule at least 1(one) week prior to conducting any/all training. This annual training schedule only needs to be presented at the beginning of each year. Shelby County Dive Team Commander shall maintain written report of any/all training activity, articulating, at a minimum; those members of the Shelby County Dive Team present at training, summary of the training activity along with beginning and end times of the training. If conditions arise that require a change in the training schedule, or conditions arise that indicate a change in the training schedule would be more beneficial to the Shelby County Dive Team, the commander will communicate those needs and request the change with the Public Safety Committee chairman, if the Public Safety Chairman is unavailable, the needs and request for a training change can be made directly to the County Board Chairman. No training shall take place without prior approval.*

Mayhall expressed concerns that changes in training schedules being required to come before the County Board could be problematic for the dive team commander and is restrictive. Ross stated there has to be some structure to the training regimen. A change in training can be made to either the County Board Chairman or the Public Safety Chairman, if one or the other is unavailable. There was much discussion related to training, topics discussed were training plans, training plan substitutions and training schedules that allowed for flexibility in case of weather or other issues, making sure the training and exercises pertain to state standard guidelines, and make sure the trainings meet a public purpose.

Page 3 paragraph 1 draft reads -

*BE IT FURTHER RESOLVED, each member of the Shelby County Dive Team will receive a reimbursement payment to assist the member in covering some of their expenses incurred while acting in their role as a member of the Shelby County Dive Team. The amount of this payment reimbursement for expenses is set at \$20.00(Twenty Dollars) per member, per call out where aide or services by the team, are rendered. Training exercises, whether member attendance is mandatory, optional or volunteer, will have no reimbursement for expenses paid to the individual members.*

Mayhall stated he had spoken with Chris Smith, from Gallagher Insurance today to discuss work compensation/reimbursement of the dive team volunteers. Mayhall stated removing reimbursement and calling it payment would eliminate any potential conflict with reimbursement voiding workmen's comp. Once again there was a lot of discussion held amongst the board members regarding the payment/reimbursement of the dive team volunteers to make sure they would be covered under the county work comp insurance. It was discussed that a payment per call could lead to a budget crunch for a department that already doesn't have a lot of money to work with. Ross stated he had spoken with Rich Stokluska, who is also with Gallagher Insurance, they had decided on \$20.00 per call. Ross stated the language for reimbursement of expenses was what Ross had derived from Stokluska, but Ross had no issue with removing the word reimbursement. Ross stated if they are an unpaid volunteer, they are considered an independent contractor and are only covered by their own liability insurance. This brought up the discussion of taxable income if payment is considered as a reimbursement. The estimated reimbursement is not a large sum of money and should equate to approximately \$3,000 annually for the entire dive team. Ross stated he had no issue removing the word reimbursement and calling it payment, and also to include training in the payment structure, but would object to removing the payment for call outs, which is the services they are rendering.

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Firnhaber made motion to approve the paying of the monthly bills as reviewed by committees. Tate seconded said motion. Discussion was held as the claims for Animal Control

and Rescue had not been reviewed by either Finance or Public Safety. Bennett made motion to amend the payment of claims to include the following Animal Control claims as signed and submitted by Administrator Miller. Firnhaber seconded said motion, which passed by voice vote (17 yes, 0 no).

FESSI - \$50.00 (fire extinguisher inspection)  
City of Shelbyville - \$42.13 – Warden cell phone  
LRS - \$87.00 – 3-month trash service  
Ace - \$47.92 – cleaning supplies for facility  
Sheriff - \$118.07 fuel

Bennett made motion to amend the payment of claims to include the following claims submitted by the Rescue squad. Ross seconded said motion, which passed by voice vote (17 yes, 0 no).

Sheriff - \$28.71 November 2023 fuel  
Sheriff - \$40.61 December 2023 fuel  
Craig's Antenna - \$1,718 (4 handheld radios)


Firnhaber's motion, with Tate's seconded to approve payment of the claims passed by roll call vote (17 yes, 0 no). Ayes: Bennett, Boehm, Brown, Cole, Edwards, Firnhaber, Hardy, Martin, Martz, Mayhall, Morse, Nelson, Orman, Ross, Tate, Wallace, and Williams. Nay: none.

At this time Chairman Orman called for Public Body Comment.

Public comments/opinions expressed covered the following topics.

Dive Team/Rescue Squad Insurance  
Dive Team shed lease agreement  
Work Comp coverage for volunteer organizations  
Mutual respect between board members and community members

Ross made motion to adjourn until the next meeting to be held on March 14, 2024. Nelson seconded said motion, which passed by voice vote (17 yes, 0 no) and the meeting was adjourned at 9:48 P.M.

  
\_\_\_\_\_  
Jessica Fox  
Shelby County Clerk and Recorder



STATE OF ILLINOIS

ROLL CALL VOTES IN COUNTY BOARD

SHELBY COUNTY

Feb. 8, 2024

REGULAR MEETING

		ROLL CALL			QUESTIONS									
		MILEAGE	1/2024 P.M.	1/2024 P.M.	Bid amend ON MOTIONS TO F150		Award bids ON MOTIONS TO accepted For sale of Surplus	Pay ON MOTIONS TO Claims		ON MOTIONS TO		ON MOTIONS TO		
COUNTY BOARD MEMBERS					AYE	NAY	AYE	NAY	AYE	NAY	AYE	NAY	AYE	NAY
	AMLING, CLARK													
	BENNETT, MARK	34			✓		✓		✓					
	BOEHM, TERESA				✓		✓		✓					
	BRANDS, CODY	24												
	BROWN, TIM	41			✓		✓		✓					
	COLE, CAROL	0			✓		✓		✓					
	EDWARDS, JULIE				✓		✓		✓					
	FIRNHABER, MARTHA	0			✓		✓		✓					
	HARDY, CLAY	20			✓		✓		✓					
	MARTIN, ANNETTE	44			✓		✓		✓					
	MARTZ, SHAWNE	44			✓		✓		✓					
	MAYHALL, TAD	14			✓		✓		✓					
	MCCORMICK, HEATH													
	MORSE, TIM	0			✓		✓		✓					
	NELSON, LORI	54			✓		✓		✓					
	ORMAN, ROBERT	34			✓		✓		✓					
	ROSS, SONNY	24			✓		✓		✓					
	SHUFF, MITCHELL	10												
	TATE, DON	40			✓		✓		✓					
	WALLACE, BRENT	50			✓		✓		✓					
	WILLIAMS, JEREMY				✓		✓		✓					

#### Engineer Report:

- Resolutions for County Board Approval
  - Resolution for Approval of Removal and Replacement of existing structure 087-3236 (Oconee Township)
  - Resolution for approval of County Engineers Salary for 2023 in the amount of \$45,000.
  - Resolution for temporary speed limit sign to be placed on County Highway 3 East of Findlay due to condition of roadway.
  - Resolution for Approval of Bids for hauling culverts & Bituminous materials.
    - County MFT – Requires approval through board
    - Township MFT – Approval is by commissioner not by us.
- Items for future Discussion to County Board (more to come throughout the month)
  - Discussion for Road use agreement, what is County wanting to implement to protect our roads.
  - Discussion on FASM use for Pugmill rock, guardrail, and engineering expenses for CH 3
  - Petition for 50/50 to construct drainage improvements in Ash Grove Township at the Southeast Quadrant of Section 34 in Ash Grove Township. (Intersection of 3405E/1500N)
  - Petition for 50/50 to construct drainage improvements in Pickaway Township at the Southeast Quadrant of Section 35 in Pickaway Township. (North of Intersection of 1645E/2175N)
  - Petitions for 50/50 to construct drainage improvements in Todds' Point Township, 2 in Prairie Township.
- Brag on Highway Department Team
  - In the last month, the maintenance team has completed painting of the entire front office, fabricating sign posts (saving \$1,600 +/-), Fabrication of custom trailer hitches for dump trucks, completed safety trainings (Julie, Flagging and 10 hour OSHA) patching on Findlay Road and many other items throughout County. Front office Team has coordinated and supported the material & excavator bid lettings, Digitizing Records, file away old 2020 records, coordination with all township commissioners and acceptance of last month lettings, trainings, and again many other things.
- Personnel – Fully Staffed
- Projects
  - Union Pacific Railroad Crossings – Agenda Item.
    - Meeting occurred. There are multiple crossing to contend with. Estimates are being worked on.
    - Todds point crossing petition submitted to ICC.
  - County Highway 3
    - Design will commence soon on CH 3. This will be “LAFO” policy (Local Agency Functional Overlay). Which means easier and less hoops to jump through.
    - Tentative Letting of Next Summer, Possible construction Next Fall or Early Spring of 2025. This is soonest possible.
    - Update has been posted online. Call Department for more information.
  - Prairie Bridge
    - Bridge in Herborn.



- Estimated start in May of 2024.
- Oconee Township Bridges – 2 Separate Projects
  - Section 19-11120-00-BR, Federal Bridge project.
    - Plans are tentatively set for IDOT State Bid letting March of 2024. Construction in Summer.
  - Section 21-11120-00-BR, Township Bridge Project. Less hoops to jump through than federal. Final Plans are complete and at IDOT for review.
    - Anticipating Local Letting 2 weeks after other bridge. Construction will be phased to be mandatory construction after other bridge construction completed.
- Training from Contech was completed and we are looking to complete a Day Labor project locally using Township Bridge Program funds. This will allow us to free up money.
- Other
  - FACEBOOK Profile for Posting only. Comments by public to be turned Off
  - Highway Department Trainings
    - Safety in Excavation, Confined Space Entry, OSHA 10 hour, Sexual Harassment and many more.
  - Michael Trainings
    - HR Training – Not Necessary at this time, but something to consider for future. All above trainings with rest of department.
  - Equipment Wish List from Labor Force.
    - I have reached out to Althorfer-CAT (Urbana), Birkey's – Case (Mattoon), Martin – John Deere (Tolono). All are interested in giving quotes
    - \$150,000 Used medium Hour Grader Approved ARPA amount.
      - I have spoke with Brian Luttrell from CAT, he is going to work on finding us a grader.
      - Would like capability of inputting GPS Surfaces, Possible extra \$60k that can be installed at a later date.
      - Would like to present at the next committee and board meeting in January for ARPA. There would be no trade in with this grader. We would like to keep our current grader.
    - Excavator
      - We as a department are happy with the Excavator. Thank you to the County Board & Committee for the support.
  - County Highway 2 No parking signs at twin bridges? – Tom Newman Email.
  - Road Use agreement for Wind and Solar Farms. If they tear up roads they are responsible for fixing. This would be for Township and County Highways.
    - Examples provided upon request.
  - Expectations – Please be forthcoming if anything is not meeting expectations.
  - Funds – Information available upon request.

**RESOLUTION NO.** 2024-07

**A Resolution for:**

Section No: 19-11120-00-BR

Job No: C-97-071-22

Project No: NB36(014)

**WHEREAS**, the county of Shelby is proposing to remove and replace existing SN-087-3236.

**WHEREAS**, the above stated improvement will necessitate the use of funding provided through the Illinois Department of Transportation (IDOT); and signee

**WHEREAS**, the use of these funds requires a joint funding agreement (AGREEMENT) with IDOT; and

**WHEREAS**, the improvement requires matching funds; and

**NOW, THEREFORE**, be it resolved by the County:

**Section 1:** The County hereby appropriates \$600,000.00 or as much as may be needed to match the required funding to complete the proposed improvement from Township MFT and County Bridge and furthermore agree to pass a supplemental resolution if necessary to appropriate additional funds for completion of the project.

**Section 2:** The County Board Chairperson is hereby authorized to execute an AGREEMENT with IDOT for the above-mentioned project>

**Section 3:** This resolution will become Attachment 3 of the AGREEMENT

**Section 4:** The County Clerk of Shelby County is directed to transmit 5 (five) copies of the AGREEMENT and Resolution to IDOT District 7 Bureau of Local Roads and Street.

I, Jessica Fox, County Clerk in and for Shelby County, Illinois, and keeper of the records and files thereof, as provided by statute, do hereby certify the forgoing to be a true, perfect and complete copy of the resolution approved by the County Board of Shelby County at its regular meeting held in Shelbyville, Illinois on day of Feb. 8, 2024.

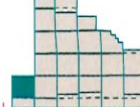
IN TESTIMONY WHEREOF I have here unto set my hand and affixed the seal, at my office in Shelbyville in said County this 8th day of Feb. A.D. 2024.

(Seal)

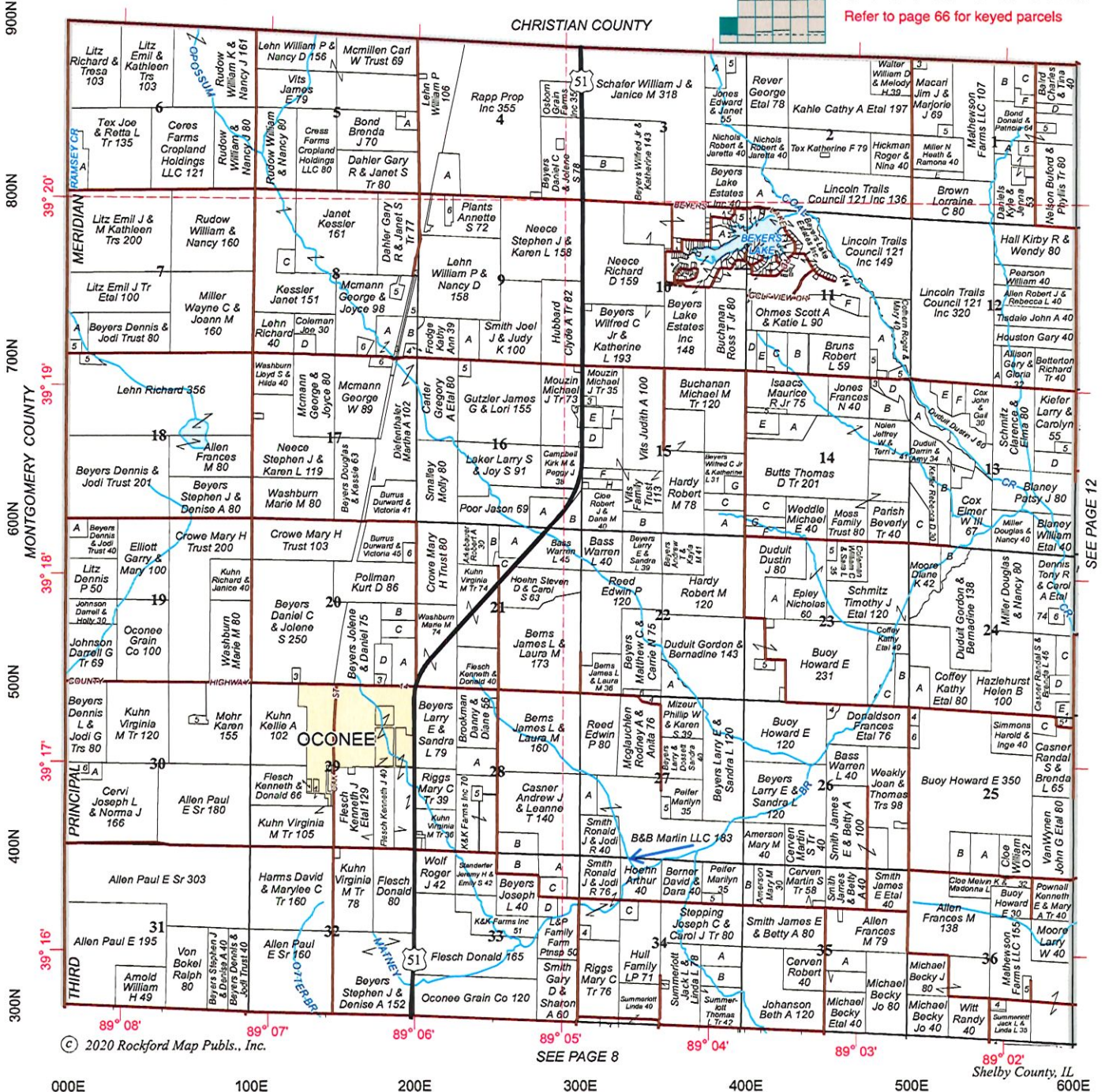
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NORTH PART **OCONEE**

**T.10N.-R.1E.**



Refer to page 66 for keyed parcels



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SEE PAGE 8

Shelby County, IL

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JOHNSON FAMILY FARM



Joint Funding Agreement for Construction Work

LOCAL PUBLIC AGENCY

Local Public Agency: Shelby County, County: Shelby, Section Number: 19-11120-00-BR, Fund Type: LBFP Off-Sys, ITEP, SRTS, HSIP Number(s): N/A, MPO Name: N/A, MPO TIP Number: N/A

Construction

State Job Number: C-97-071-22, Project Number: NB36(014)

- State-Let Construction (checked), Locally Let Construction, Construction Engineering, Utilities, Railroad Work

This Agreement is made and entered into between the above local public agency, hereinafter referred to as the "LPA" and the State of Illinois, acting by and through its Department of Transportation, hereinafter referred to as "STATE".

LOCATION

Local Street/Road Name: 375 N RD, Key Route: TR 0387, Length: 0.01 miles, Stationing: From 00.25 To 00.26

Location Termini: 1.2 MI SE of Oconee At Matney Branch

Current Jurisdiction: Shelby County, Existing Structure Number(s): 087-3236, Add Location/Remove buttons

PROJECT DESCRIPTION

Remove and replace existing SN 087-3236 with a precast prestressed concrete deck beam bridge.

LOCAL PUBLIC AGENCY APPROPRIATION - REQUIRED FOR STATE LET CONTRACTS

By execution of this Agreement the LPA attests that sufficient moneys have been appropriated or reserved by resolution or ordinance to fund the LPA share of project costs.

METHOD OF FINANCING - (State-Let Contract Work Only)

Check One

- METHOD A - Lump Sum (80% of LPA Obligation)
METHOD B - Monthly Payments of ...
METHOD C - LPA's Share BALANCE divided by estimated total cost multiplied by actual progress payment (checked)

Failure to remit the payment(s) in a timely manner as required under Methods A, B, or C shall allow the **STATE** to internally offset, reduce, or deduct the arrearage from any payment or reimbursement due or about to become due and payable from the **STATE** to the **LPA** on this or any other contract. The **STATE** at its sole option, upon notice to the **LPA**, may place the debit into the Illinois Comptroller's Offset System (15 ILCS 405/10.05) or take such other and further action as may be required to recover the debt.

**THE LPA AGREES:**

1. To acquire in its name, or in the name of the **STATE** if on the **STATE** highway system, all right-of-way necessary for this project in accordance with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, and established State policies and procedures. Prior to advertising for bids, the **LPA** shall certify to the **STATE** that all requirements of Titles II and III of said Uniform Act have been satisfied. The disposition of encroachments, if any, will be cooperatively determined by representatives of the **LPA**, the **STATE**, and the **FHWA** if required.
2. To provide for all utility adjustments and to regulate the use of the right-of-way of this improvement by utilities, public and private, in accordance with the current Utility Accommodation Policy for Local Public Agency Highway and Street Systems.
3. To provide for surveys and the preparation of plans for the proposed improvement and engineering supervision during construction of the proposed improvement.
4. To retain jurisdiction of the completed improvement unless specified otherwise by addendum (addendum should be accompanied by a location map). If the improvement location is currently under road district jurisdiction, a jurisdictional addendum is required.
5. To maintain or cause to be maintained the completed improvement (or that portion within its jurisdiction as established by addendum referred to in item 4 above) in a manner satisfactory to the **STATE** and the **FHWA**.
6. To comply with all applicable Executive Orders and Federal Highway Acts pursuant to the Equal Employment Opportunity and Nondiscrimination Regulations required by the U.S. Department of Transportation.
7. To maintain for a minimum of 3 years after final project close out by the **STATE**, adequate books, records and supporting documents to verify the amounts, recipients and uses of all disbursements of funds passing in conjunction with the contract. The contract and all books, records, and supporting documents related to the contract shall be available for review and audit by the Auditor General and the **STATE**. The **LPA** agrees to cooperate fully with any audit conducted by the Auditor General, the **STATE**, and to provide full access to all relevant materials. Failure to maintain the books, records, and supporting documents required by this section shall establish presumption in favor of the **STATE** for recovery of any funds paid by the **STATE** under the contract for which adequate books, records and supporting documentation are not available to support their purported disbursement.
8. To provide if required, for the improvement of any railroad-highway grade crossing and rail crossing protection within the limits of the proposed improvement.
9. To comply with Federal requirements or possibly lose (partial or total) Federal participation as determined by the **FHWA**.
10. To provide or cause to be provided all of the initial funding, equipment, labor, material, and services necessary to complete locally administered portions of the project.
11. (Railroad Related Work) The **LPA** is responsible for the payment of the railroad related expenses in accordance with the LPA/ railroad agreement prior to requesting reimbursement from the **STATE**. Requests for reimbursement should be sent to the appropriate IDOT District Bureau of Local Roads and Streets Office. Engineer's Payment Estimates shall be in accordance with the Division of Cost.
12. Certifies to the best of its knowledge and belief that its officials:
  - a. are not presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from covered transactions by any Federal department or agency;
  - b. have not within a three-year period preceding this agreement been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State anti-trust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements receiving stolen property;
  - c. are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, Local) with commission of any of the offenses enumerated in item (b) of this certification; and
  - d. have not within a three-year period preceding the agreement had one or more public transactions (Federal, State, Local) terminated for cause or default.
13. To include the certifications, listed in item 12 above, and all other certifications required by State statutes, in every contract, including procurement of materials and leases of equipment.
14. That execution of this agreement constitutes the **LPA's** concurrence in the award of the construction contract to the responsible low bidder as determined by the **STATE**.
15. That for agreements exceeding \$100,000 in federal funds, execution of this agreement constitutes the **LPA's** certification that:
  - a. No federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a member of congress, an officer or employee of congress, or any employee of a member of congress in connection with the awarding of any federal contract, the making of any cooperative agreement, and the extension, continuation, renewal, amendment or

modification of any Federal contract, grant, loan or cooperative agreement.

- b. If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a member of congress, an officer or employee of congress or an employee of a member of congress in connection with this federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit standard form - LLL, "Disclosure Form to Report Lobbying", in accordance with its instructions.
- c. The LPA shall require that the language of this certification be included in the award documents for all subawards (including subcontracts, subgrants and contracts under grants, loans, and cooperative agreements), and that all subrecipients shall certify and disclose accordingly

- 16. To regulate parking and traffic in accordance with the approved project report.
- 17. To regulate encroachments on public rights-of-way in accordance with current Illinois Compiled Statutes.
- 18. To regulate the discharge of sanitary sewage into any storm water drainage system constructed with this improvement in accordance with the current Illinois Compiled Statutes.

**THE STATE AGREES:**

- 1. To provide such guidance, assistance, and supervision to monitor and perform audits to the extent necessary to assure validity of the LPA's certification of compliance with Title II and III Requirements.
- 2. To receive bids for construction of the proposed improvement when the plans have been approved by the STATE (and FHWA, if required) and to award a contract for construction of the proposed improvement after receipt of a satisfactory bid.
- 3. To provide all initial funding and payments to the contractor for construction work let by the STATE. The LPA will be invoiced for their share of contract costs per the method of payment selected under Method of Financing based on the Division of Costs shown on Addendum 2.
- 4. For agreements with federal and/or state funds in construction engineering, utility work and/or railroad work:
  - a. To reimburse the LPA for federal and/or state share on the basis of periodic billings, provided said billings contain sufficient cost information and show evidence of payments by the LPA;
  - b. To provide independent assurance sampling and furnish off-site material inspection and testing at sources normally visited by STATE inspectors for steel, cement, aggregate, structural steel, and other materials customarily tested by the STATE.

**IT IS MUTUALLY AGREED:**

- 1. Construction of the project will utilize domestic steel as required by Section 106.01 of the current edition of the Standard Specifications for Road and Bridge Construction and federal Buy America provisions
- 2. That this Agreement and the covenants contained herein shall become null and void in the event that the FHWA does not approve the proposed improvement for Federal-aid participation within one (1) year of the date of execution of this agreement.
- 3. This agreement shall be binding upon the parties, their successors, and assigns.
- 4. For contracts awarded by the LPA, the LPA shall not discriminate on the basis of race, color, national origin or sex in the award and performance of any USDOT - assisted contract or in the administration of its DBE program or the requirements of 49 CFR part 26. The LPA shall take all necessary and reasonable steps under 49 CFR part 26 to ensure nondiscrimination in the award and administration of USDOT - assisted contracts. The LPA's DBE program, as required by 49 CFR part 26 and as approved by USDOT, is incorporated by reference in this agreement. Upon notification to the recipient of its failure to carry out its approved program, the STATE may impose sanctions as provided for under part 26 and may, in appropriate cases, refer the matter for enforcement under 18 U.S.C 1001 and/or the Program Fraud Civil Remedies Act of 1986 (31 U.S.C 3801 et seq.). In the absence of a USDOT - approved LPA DBE Program or on state awarded contracts, this agreement shall be administered under the provisions of the STATE'S USDOT approved Disadvantaged Business Enterprise Program.
- 5. In cases where the STATE is reimbursing the LPA, obligation of the STATE shall cease immediately without penalty or further payment being required if, in any fiscal year, the Illinois General Assembly or applicable federal funding source fails to appropriate or otherwise make available funds for the work contemplated herein.
- 6. All projects for the construction of fixed works which are financed in whole or in part with funds provided by this agreement and/or amendment shall be subject to the Prevailing Wage Act (820 ILCS 130/0.01 et seq.) unless the provisions of the act exempt its application.

**FISCAL RESPONSIBILITIES:**

- 1. **Reimbursement Requests:** For reimbursement requests the LPA will submit supporting documentation with each invoice. Supporting documentation is defined as verification of payment, certified time sheets or summaries, vendor invoices, vendor receipts, cost plus fix fee invoice, progress report, personnel and direct cost summaries, and other documentation supporting the requested reimbursement amount (Form BLR 05621 should be used for consultant invoicing purposes). LPA invoice requests to the STATE will be submitted with sequential invoice numbers by project.
- 2. **Financial Integrity Review and Evaluation (FIRE) program:** LPA's and the STATE must justify continued federal funding on inactive projects. 23 CFR 630.106(a)(5) defines an inactive project as a project which no expenditures have been charged against Federal funds for the past twelve (12) months. To keep projects active, invoicing must occur a minimum of one time within any given twelve (12) month period. However, to ensure adequate processing time, the first invoice shall be submitted to

the **STATE** within six (6) months of the federal authorization date. Subsequent invoices will be submitted in intervals not to exceed six (6) months.

3. **Final Invoice:** The **LPA** will submit to the **STATE** a complete and detailed final invoice with applicable supporting documentation of all incurred costs, less previous payments, no later than twelve (12) months from the date of completion of work or from the date of the previous invoice, whichever occurs first. If a final invoice is not received within this time frame, the most recent invoice may be considered the final invoice and the obligation of the funds closed. Form BLR 05613 (Engineering Payment Record) is required to be submitted with the final invoice for engineering projects.
4. **Project Closeout:** The **LPA** shall provide the final report to the appropriate **STATE** district office within twelve (12) months of the physical completion date of the project so that the report may be audited and approved for payment. If the deadline cannot be met, a written explanation must be provided to the district prior to the end of the twelve (12) months documenting the reason and the new anticipated date of completion. If the extended deadline is not met, this process must be repeated until the project is closed. Failure to follow this process may result in the immediate close-out of the project and loss of further funding.
5. **Project End Date:** The period of performance (end date) for state and federal obligation purposes is five (5) years for projects under \$1,000,000 or seven (7) years for projects over \$1,000,000 from the execution date of the agreement.

Requests for time extensions and joint agreement amendments must be received and approved prior to expiration of the project end date. Failure to extend the end date may result in the immediate close-out of the project and loss of further funding.

6. **Single Audit Requirements:** If the **LPA** expends \$750,000 or more a year in federal financial assistance, they shall have an audit made in accordance with 2 CFR 200. **LPA's** expending less than \$750,000 a year shall be exempt from compliance. A copy of the audit report must be submitted to the **STATE** (IDOT's Office of Internal Audit, Room 201, 2300 South Dirksen Parkway, Springfield, Illinois, 62764) within 30 days after the completion of the audit, but no later than one year after the end of the **LPA's** fiscal year. The ALN number for all highway planning and construction activities is 20.205. Federal funds utilized for construction activities on projects let and awarded by the **STATE** (federal amounts shown as "Participating Construction" on Addendum 2) are not included in a **LPA's** calculation of federal funds expended by the **LPA** for Single Audit purposes..
7. **Federal Registration:** **LPA's** are required to register with the System for Award Management or SAM, which is a web-enabled government-wide application that collects, validates, stores, and disseminates business information about the federal government's trading partners in support of the contract award and the electronic payment processes. To register or renew, please use the following website: <https://www.sam.gov/SAM/>

**ADDENDA**

Additional information and/or stipulations are hereby attached and identified below as being a part of this agreement.

<input checked="" type="checkbox"/>	1.	Location Map
<input checked="" type="checkbox"/>	2.	Division of Cost
<input checked="" type="checkbox"/>	3.	Resolution*
<input checked="" type="checkbox"/>	4.	Township Jurisdiction

\*Appropriation and signature authority resolution must be in effect on, or prior to, the execution date of the agreement.

The LPA further agrees as a condition of payment, that it accepts and will comply with the applicable provisions set forth in this agreement and all Addenda indicated above.

**APPROVED**

Local Public Agency

Name of Official (Print or Type Name)

Robert Orman

Title of Official

County Board Chairperson

Signature

Date



2/14/24

The above signature certifies the agency's TIN number is 376002119 conducting business as a Governmental Entity.

DUNS Number 040135279

UEI

**APPROVED**

State of Illinois  
Department of Transportation

Omer Osman, P.E., Secretary of Transportation

Date

By:

George A. Tapas, P.E., S.E., Engineer of Local Roads & Streets

Date

Stephen M. Travia, P.E., Director of Highways PI/Chief Engineer

Date

Yongsu Kim, Chief Counsel

Date

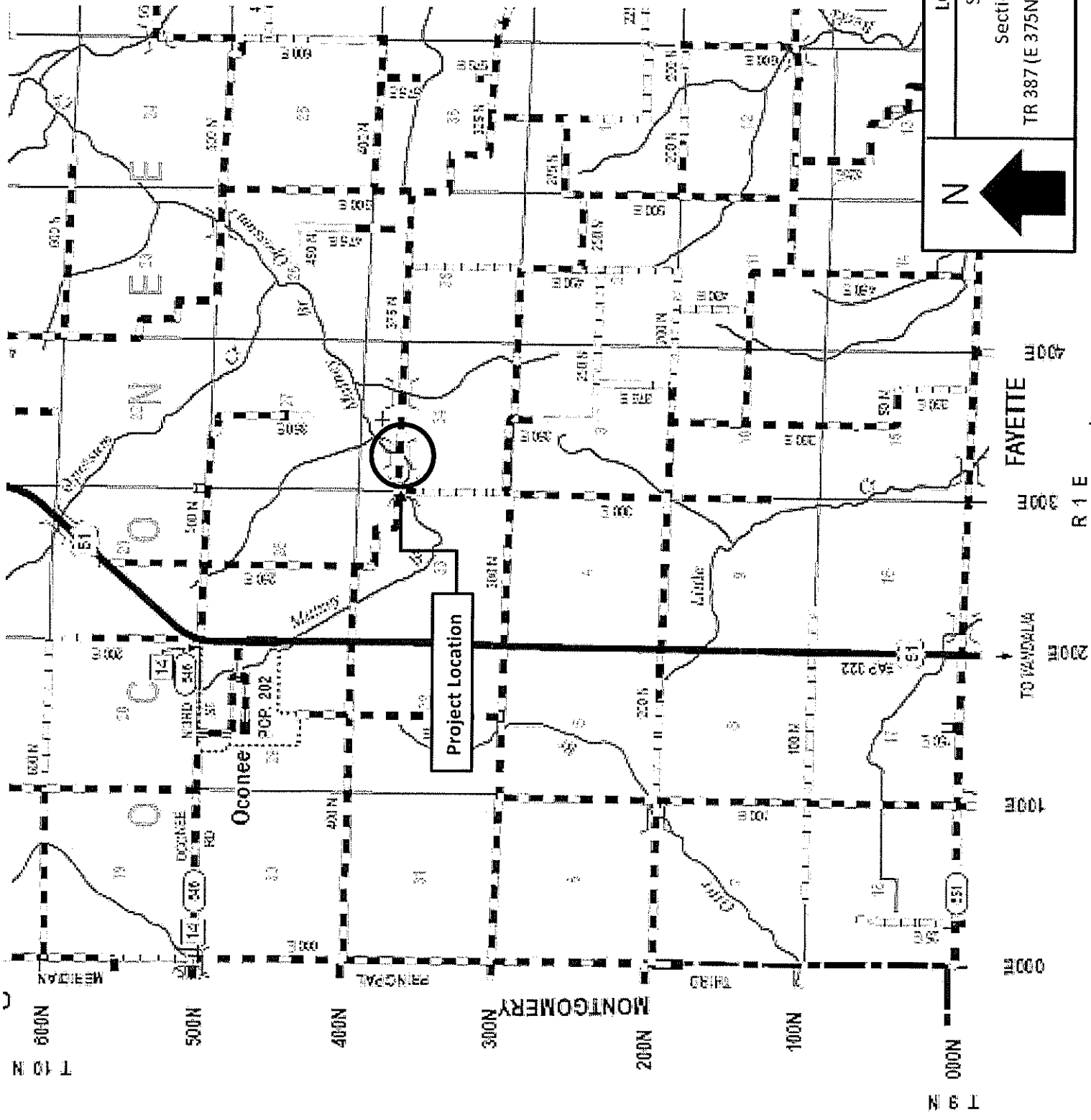
Vicki Wilson, Chief Fiscal Officer

Date

**NOTE:** A resolution authorizing the local official (or their delegate) to execute this agreement and appropriation of local funds is required to be attached as an addendum. The resolution must be approved prior to, or concurrently with, the execution of this agreement. If BLR 09110 or BLR 09120 are used to appropriate local matching funds, attach these forms to the signature authorization resolution.

Please check this box to open a fillable Resolution Form within this Addenda.





	<b>LOCATION MAP</b>
	Shelby County
	Section 19-11120-00-BR TR 387 (E 375N Road) over Matney Branch 087-3236

T 19 N

000 FT    100 FT    200 FT    300 FT    400 FT    500 FT

TO TANDALIA

FAYETTE

R 1 E

Project Location

+

+



**ADDENDUM #4**

**TOWNSHIP JURISDICTION**

County:	Shelby
Road District:	Oconee
Section:	19-11120-00-BR
Job No:	C-97-071-22

The ROAD DISTRICT hereby agrees:

- 1) To the implementation of the subject improvement by the STATE and COUNTY.
- 2) To retain jurisdiction of the completed improvement.
- 3) To maintain or cause to be maintained in a manner satisfactory to the STATE and THE FHWA, the completed improvement.

  
\_\_\_\_\_  
Oconee Road District Commissioner



Resolution for Improvement Under the Illinois Highway Code

Is this project a bondable capital improvement?

Yes No

Resolution Type: Original, Resolution Number: 2024-08, Section Number: 23-00000-00-GM

BE IT RESOLVED, by the Board of the County

of Shelby Illinois that the following described street(s)/road(s)/structure be improved under

the Illinois Highway Code. Work shall be done by Contract or Day Labor

For Roadway/Street Improvements:

Table with columns: Name of Street(s)/Road(s), Length (miles), Route, From, To

For Structures:

Table with columns: Name of Street(s)/Road(s), Existing Structure No., Route, Location, Feature Crossed

BE IT FURTHER RESOLVED,

1. That the proposed improvement shall consist of

FY 2023 County Engineer Salary.

2. That there is hereby appropriated the sum of forty-five thousand

Dollars ( \$45,000.00 ) for the improvement of

said section from the Local Public Agency's allotment of Motor Fuel Tax funds.

BE IT FURTHER RESOLVED, that the Clerk is hereby directed to transmit four (4) certified originals of this resolution to the district office of the Department of Transportation.

I, Jessica Fox County Clerk in and for said County

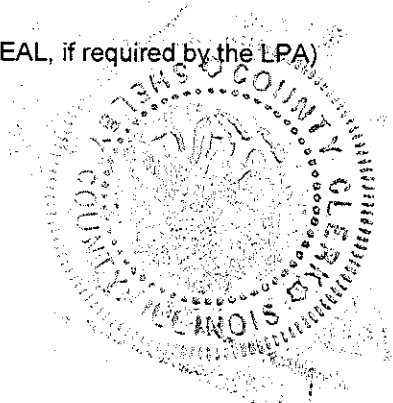
of Shelby in the State aforesaid, and keeper of the records and files thereof, as provided by

statute, do hereby certify the foregoing to be a true, perfect and complete original of a resolution adopted by

Board of Shelby at a meeting held on Feb. 8 2024

IN TESTIMONY WHEREOF, I have hereunto set my hand and seal this 8th day of Feb., 2024

(SEAL, if required by the LPA)



Clerk Signature & Date

Approved Regional Engineer Signature & Date Department of Transportation

**RESOLUTION NO.**

2024-09

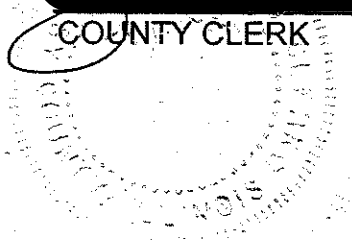
BE IT RESOLVED, by the County Board of Shelby County, State of Illinois, that Shelby County concurs to place Speed Limit signage on County Highway 3, East of Findlay, at the discretion of the Engineer's judgment. These will be placed until the Findlay Road is reconstructed to a suitable condition and will be removed post construction. A speed study is normally required but is not being conducted due to placement is due to issues with the road.

**STATE OF ILLINOIS)**  
**COUNTY OF SHELBY)      SS**

I Jessica Fox County Clerk in and for said County in the state aforesaid and keeper of the records and files thereof, as provided by statute, do hereby certify the foregoing to be a true perfect and complete copy of a RESOLUTION adopted by the County Board of Shelby County at its regular meeting held in Shelbyville Illinois on Feb. 8, 2024

IN TESTIMONY WHEREOF I have hereunto set my hand and affixed the seal of said County at my office in Shelbyville in said County this 8th day of Feb. A.D. 2024.

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



**RESOLUTION NO.**

2024-10

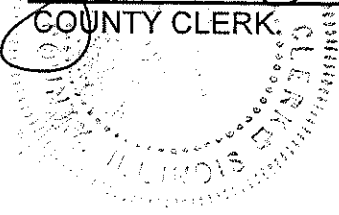
BE IT RESOLVED, by the County Board of Shelby County, State of Illinois, that Shelby County concurs in the awarding of a contract to Hiler Farms for Group 1, MCS trucking for Group 2, Item 1, and Corz Enterprises LLC for Group 2, Item 2 for the supplying of labor and equipment for the proposed hauling to the County. Section 24-00000-00-GM, Shelby County based on their low bid submitted at a letting held February 5, 2024. See attached bid tabulation for low bidders. The awarded bidder will be highlighted for his/her award amount.

**STATE OF ILLINOIS)  
COUNTY OF SHELBY)      SS**

I Jessica Fox County Clerk in and for said County in the state aforesaid and keeper of the records and files thereof, as provided by statute, do hereby certify the foregoing to be a true perfect and complete copy of a RESOLUTION adopted by the County Board of Shelby County at its regular meeting held in Shelbyville Illinois on Feb. 8, 2024.

IN TESTIMONY WHEREOF I have hereunto set my hand and affixed the seal of said County at my office in Shelbyville in said County this 8th day of Feb. A.D. 2024.

[Redacted Signature]



Illinois Department  
of Transportation

County: SHELBY HULLING Date: 2-5-2024  
 Municipality: Tinsboro 8:00 AM  
 Section: 24-000020-00-CAL & 24-000000-00-CAL Appropriation: SHELBY COUNTY DEPT  
 Approved By: [Signature] Bidder: [Signature]

Item No. or Group	Items	Delivery	Unit	Quantity	Approved Estimate		1-1 MCS Trucking		1-2 Heauman Brothers		1-3 RJ Doherty Trucking		1-4 Core Enterprises LLC		1-5 S Sharr's Logistics		1-6 Mac Frenck		1-7 SHAN FERRIS	
					Unit Price	Total	Unit Price	Total	Unit Price	Total	Unit Price	Total	Unit Price	Total	Unit Price	Total	Unit Price	Total	Unit Price	Total
1	SHELBY COUNTY AGG SEAL COAT CA 14 CR STONE	HAIL FROM NOKOLUS QUARRY	TON	200.00	10.50	2,100.00														
2	AGG SEAL COAT CA 14 AND CA 15 CR STONE	HAIL FROM NOKOLUS QUARRY	TON	600.00	10.50	6,300.00	11.45	6,870.00	11.50	6,900.00	11.54	6,924.00	7.94	1,588.00	13.16	7,899.00	6.98	1,396.00	13.42	8,022.00
	AGG SEAL COAT CA 14 AND CA 15 CR STONE	HAIL FROM NOKOLUS QUARRY	TON	200.00	10.50	2,100.00							9.85	1,972.00						

## RESOLUTION NO.

2024-11

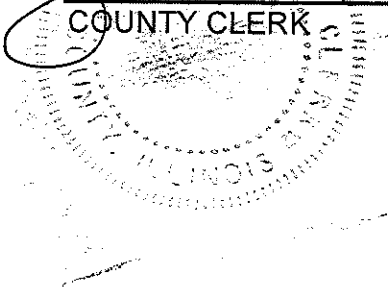
BE IT RESOLVED, by the County Board of Shelby County, State of Illinois, that Shelby County concurs in the awarding of a contract to Contech Engineered Solutions for Group 1, and Metal Culverts for Group 2 and Group 3 for the supplying of Proposed culverts to the County. Section 24-00000-00-GM, Shelby County based on their low bid submitted at a letting held February 5, 2024. See attached bid tabulation for low bidders. The awarded bidder will be highlighted for his/her award amount.

STATE OF ILLINOIS)  
COUNTY OF SHELBY) SS

I Jessica Fox County Clerk in and for said County in the state aforesaid and keeper of the records and files thereof, as provided by statute, do hereby certify the foregoing to be a true perfect and complete copy of a RESOLUTION adopted by the County Board of Shelby County at its regular meeting held in Shelbyville Illinois on Feb. 8, 2024.

IN TESTIMONY WHEREOF I have hereunto set my hand and affixed the seal of said County at my office in Shelbyville in said County this 8th day of Feb. A.D. 2024.

  
COUNTY CLERK





County		SHELBY		Date		2-5-2024		Name and Address of Bidders		Contech Engineered Solutions 2517 Sage Lane Springfield, IL 62711		Metal Culverts		728 Heisinger Rd Jefferson City NO 65102	
Municipal R.D. Section		24-00000-00-GM		Time		9:00 AM		Approved Engineer's Estimate							
Appropriation		SHELBY CO HWY DEPT		Attended by											
Proposal Guarantee Terms															
Item No. or Group	Items	Delivery	Unit	Quantity	Unit Price	Total	Unit Price	Total	Unit Price	Total					
1	SPIRALIZED ALUMINUM	FOB STOCKPILED CO HWY GARAGE	LIN FT												
	CORR STEEL CULVERT PIPE 12" SPIKAL ALUM		LIN FT	170.00	12.50	2,125.00	13.54	2,301.80							
	CORR STEEL CULVERT PIPE 16" SPIKAL ALUM		LIN FT	220.00	15.43	3,394.60	16.84	3,704.80							
	CORR STEEL CULVERT PIPE 18" SPIKAL ALUM		LIN FT	40.00	18.48	739.20	19.94	797.60							
	CORR STEEL CULVERT PIPE 24" SPIKAL ALUM		LIN FT	40.00	24.77	990.80	26.64	1,065.60							
	CORR STEEL CULVERT PIPE 30" SPIKAL ALUM		LIN FT	30.00	37.50	1,125.00	39.34	1,180.20							
	CORR STEEL CULVERT PIPE 36" SPIKAL ALUM		LIN FT	30.00	45.54	1,366.20	48.84	1,465.20							
	<b>GROUP TOTAL</b>					<b>9,740.80</b>				<b>10,515.20</b>					

County		SHELBY		Date	2-5-2024		Name and Address of Bidders		2517 Sage Lane Springfield, IL 62711		Metal Culverts 728 Heisinger Rd Jefferson City NO 65102		
Municipality				Time	9:00 AM		Approved Engineer's Estimate						
Section		24-00000-00-GM		Appropriation	SHELBY CO HWY DEPT		Blidders						
Attended by													
Proposal													
Guarantee													
Terms													
Item No. or Group	Items	Delivery	Unit	Quantity	Unit Price	Total	Unit Price	Total	Unit Price	Total			
2	RIVETED ALUMINUM	FOB UNCRIPLED CO HW GARAGE	LIN FT	450.00	15.75	7,087.50	12.86	5,787.00					
			CORR STEEL CULVERT PIPE 12" - ALUMINIZED	LIN FT	362.00	19.44	7,037.28	16.16	5,849.92				
			CORR STEEL CULVERT PIPE 16" - ALUMINIZED	LIN FT	180.00	28.35	5,103.00	23.96	4,312.80				
			CORR STEEL CULVERT PIPE 18" - ALUMINIZED	LIN FT	184.00	38.34	7,054.56	31.96	5,880.64				
			CORR STEEL CULVERT PIPE 24" - ALUMINIZED	LIN FT	90.00	66.03	5,942.70	54.66	4,919.40				
			<b>GROUP TOTAL</b>					<b>32,225.04</b>		<b>26,749.76</b>			
			3	RIVETED POLY COATED STOCKPILED CO HW GARAGE	FOB	LIN FT	60.00	21.83	1,309.80	16.40	984.00		
						CORR STEEL CULVERT PIPE 12" POLY COATED	LIN FT	60.00	38.48	2,308.80	30.25	1,815.00	
						CORR STEEL CULVERT PIPE 18" POLY COATED	LIN FT	60.00	51.30	3,078.00	40.30	2,418.00	
						CORR STEEL CULVERT PIPE 24" POLY COATED	<b>GROUP TOTAL</b>			<b>6,696.60</b>		<b>5,217.00</b>	

**RESOLUTION NO.**

2024-12

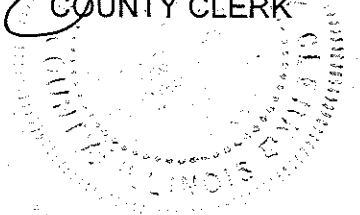
BE IT RESOLVED, by the County Board of Shelby County, State of Illinois, that Shelby County concurs in the awarding of a contract to Howell Paving for the supplying and installation of proposed bituminous materials to the County. Section 24-00000-00-GM, Shelby County based on their low bid submitted at a letting held February 5, 2024. See attached bid tabulation for low bidders. The awarded bidder will be highlighted for his/her award amount.

**STATE OF ILLINOIS)  
COUNTY OF SHELBY)      SS**

I Jessica Fox County Clerk in and for said County in the state aforesaid and keeper of the records and files thereof, as provided by statute, do hereby certify the foregoing to be a true perfect and complete copy of a RESOLUTION adopted by the County Board of Shelby County at its regular meeting held in Shelbyville Illinois on Feb. 8, 2024.

IN TESTIMONY WHEREOF I have hereunto set my hand and affixed the seal of said County at my office in Shelbyville in said County this 8<sup>th</sup> day of Feb. A.D. 2024.

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





Shelby County Board  
Resolution No. 2024-13

WHEREAS, in order to provide more effective emergency services to citizens and visitors of Shelby County waterways; and

WHEREAS, it is desirable that Shelby County have available trained SCUBA diving services for surface and underwater rescue, search, and recovery; and

WHEREAS, the Shelby County Board desires to form a volunteer team that is thoroughly trained, equipped, and ready to provide such services; and

WHEREAS, 50 ILCS 755, known as the Water Rescue Act, authorizes County units of government to authorize, fund, and support such water rescue/recovery departments within their jurisdiction for the purposes of surface and underwater rescue and recovery;

NOW, THEREFORE, BE IT RESOLVED, by the members of the Shelby County Board that the Shelby County Dive Team is hereby established.

BE IT FURTHER RESOLVED, that any and all ordinances, resolutions or other acts heretofore enacted concerning this subject matter be, and the same are hereby, repealed.

BE IT FURTHER RESOLVED, that the Shelby County Dive Team is placed under the oversight of the duly appointed members of the Shelby County Board's Public Safety Committee.

BE IT FURTHER RESOLVED, that the Shelby County Public Safety Committee, acting as an oversight regulatory committee, will ensure compliance with all policies and procedures governing the Shelby County Dive Team as passed by the Shelby County Board.

BE IT FURTHER RESOLVED, that the Shelby County Dive Team Commander and the Assistant Commander(s) be duly appointed by the Shelby County Board Chairman, using consideration of the members of the Shelby County Dive Team in addition to recommendations from the Public Safety Committee, with advice and consent of the Shelby County Board.

BE IT FURTHER RESOLVED, that the Shelby County Dive Team Commander, in conjunction with the Public Safety Committee will create a comprehensive collection of Standard Operating Procedures and Guidelines by which the Shelby County Dive Team will operate and function. The Public Safety Committee will approve a final draft and once the documents are approved by the Shelby County Board, the official documents will be filed with the Shelby County Clerk's office.

BE IT FURTHER RESOLVED, that the Shelby County Dive Team Commander shall create and coordinate training exercises and standards congruent to Emergency Response Diving International (ERDI) standards or equivalent, SDI, TDI, Dive Rescue International, and AUI, PADI, SSI, TMCA, IDEA, PDIC, LACO, and others as approved by Recreational SCUBA Training Council. The Shelby County Dive Team Commander shall ensure team members are current on such training standards and is responsible for maintaining such records that are to be reported, at minimum, semi-annually to the Public Safety Committee for review.

BE IT FURTHER RESOLVED, all training activities of the Shelby County Dive Team shall be documented in such fashion as to establish the following:

1. The training objective.
2. The public purpose associated with the training.
3. The procedure used to objectively assess the effectiveness of the training.

Shelby County Dive Team Commander shall submit to the Public Safety Committee the proposed annual training schedule at least 1(one) week prior to conducting any/all training. This annual training schedule only needs to be presented at the beginning of each year. Shelby County Dive Team Commander shall maintain written report of any/all training activity, articulating, at a minimum; those members of the Shelby County Dive Team present at training, summary of the training activity along with beginning and end times of the training. If conditions arise that require a change in the training schedule, or conditions arise that indicate a change in the training schedule would be more beneficial to the Shelby County Dive Team, the commander will communicate those needs and request the change with the Public Safety Committee chairman, if the Public Safety Chairman is unavailable, the needs and request for a training change can be made directly to the County Board Chairman. No training shall take place without prior approval.


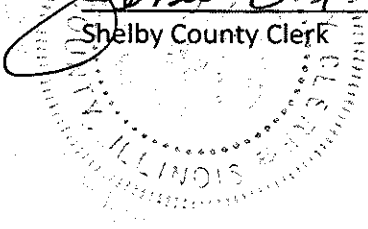
BE IT FURTHER RESOLVED, in the event the Shelby County Dive Team Commander fails to comply with requirements as established, the Public Safety Committee shall work with the Commander to correct the issue. If the matter is not resolved and the failure persists, the County Board Chairman shall have the power to suspend the Commander. The Commander shall have the right to request a review of the alleged failure to the Shelby County Board. Upon application for such review from the Commander, the Shelby County Board will determine the direction and outcome of the suspension. The Commander shall have 5(five) business days to apply in writing to the Shelby County Board, for a review of such suspension.

BE IT FURTHER RESOLVED, each member of the Shelby County Dive Team will receive a payment to assist the member in covering some of their expenses incurred while acting in their role as a member of the Shelby County Dive Team. The amount of this payment is set at \$20.00(Twenty Dollars) per member, per call out where aide or services by the team, are rendered. Training exercises, whether member attendance is mandatory, optional or volunteer, will have a payment of \$10.00(Ten Dollars) paid to the individual members.

BE IT FURTHER RESOLVED, in cases of emergency regarding the Shelby County Dive Team, said emergencies shall be communicated with the Shelby County Dive Commander, the Public Safety Chairman, as well as the County Board Chairman. Advice from the County's legal advisor will dictate the appropriate actions to properly handle the emergency. The authority to suspend operations of the Shelby County Dive Team to ensure the health, safety and welfare of the citizens of Shelby County as well as the health, safety and welfare of the members of the Shelby County Dive Team, shall lie in the hands of the Shelby County Board and require a majority vote from the same to suspend operations.

APPROVED AND ADOPTED at a regular meeting of the Shelby County Board, Shelby County, State of Illinois on this 8th day of February, 2024.

  
Shelby County Board Chairman

ATTEST:   
Shelby County Clerk  


Yea 13  
Nay 4

**COUNTY BOARD COMMITTEES**

**FINANCE:**

**Mark Bennett**  
Teresa Boehm  
Martha Firnhaber  
Clay Hardy  
Tad Mayhall  
Sonny Ross  
Don Tate

**COUNTY FARM:**

Carol Cole  
Mitchell Shuff  
Jeremy Williams  
Heath McCormick

**ROAD & BRIDGE:**

**Tim Brown**  
Clay Hardy  
Mitchell Shuff  
Brent Wallace  
Mark Bennett

**PUBLIC SAFETY**

**Cody Brands**  
Teresa Boehm  
Annette Martin  
Shawne Martz  
Julie Edwards  
Lori Nelson  
Sonny Ross

**LEGISLATIVE:**

**Jeremy Williams**  
Cody Brands  
Julie Edwards  
Martha Firnhaber  
Heath McCormick

**BUDGET:**

**Board Chairman**  
Mark Bennett  
Annette Martin  
Tim Morse  
Jeremy Williams  
Clark Amling  
Martha Firnhaber

**AIRPORT:**

**Carol Cole**

**PUBLIC AID:**

**Board Chairman**  
Teresa Boehm (D)  
Julie Edwards (R)  
unassigned (D)  
unassigned (R)



February 2, 2024

**NOTICE OF FINANCE COMMITTEE MEETING**

The Finance Committee will meet at 4:30 PM on Tuesday, February 6, 2024, in Courtroom B of the Shelby County Courthouse.

**Agenda**

1. Call to Order
2. Approval of minutes - January
3. Public Body Comment
4. Review and discussion committee policy, if needed.
5. Deborah Dunaway / Supervisor of Assessments –  
\* Discuss the billing of Shelby County Townships, where Township Assessor is vacant, and work was completed for tax year 2023 (payable 2024)
6. Discussion and vote to make recommendation to County Board for approval: For which the County Board would submit a bill to the Township Board of Trustees for reasonable cost incurred by the Supervisor of Assessment to complete Township Assessors duty and be approved by the Finance Committee for claims.
7. Review claims (invoices) submitted for payment by County Departments from General Fund, Special Fund accounts not reviewed by the Road/Bridge committee and Animal Control Fund not reviewed by their committee.
8. Discussion and vote to make recommendation to County Board for approval to pay claims reviewed by the Finance Committee.
9. Adjournment

By Committee Chairman,  
Mark Bennett

**FILED**  
FEB 02 2024

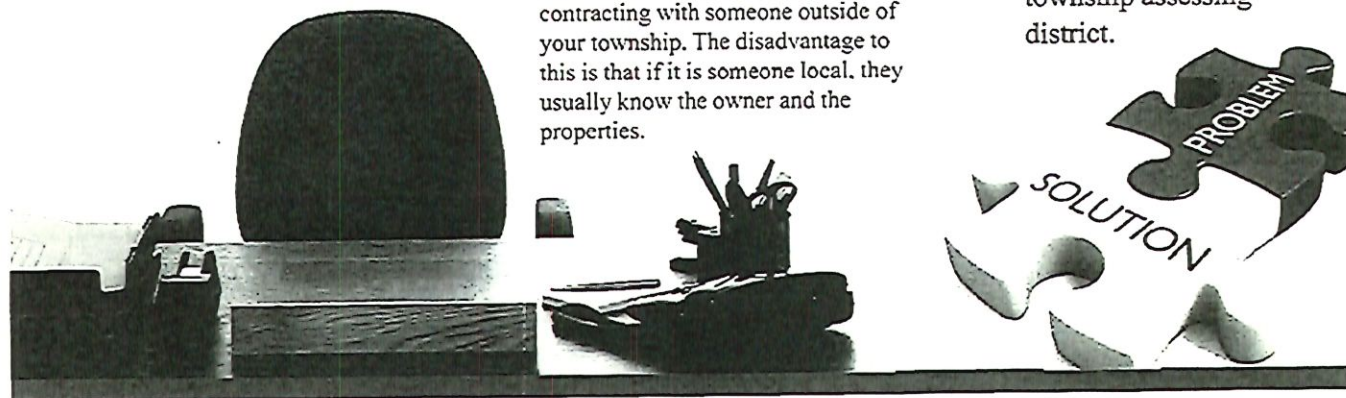
*Jessie Fox*  
**SHELBY COUNTY CLERK**

# How do you fill a Township Assessor vacancy?

When a township or multi-township assessment district fails to elect an assessor or when an assessor's office becomes vacant for any reason specified in Section 25-2 of the Election Code, the township or multi-township assessment districts must appoint a person qualified as required under Section 2-45 or as revised by the department under section 2-52 of the Illinois Property Tax code.

If a qualified candidate is not available for appointment, the township or multi-township may contract with a qualified individual.

There is also the possibility of contracting with someone outside of your township. The disadvantage to this is that if it is someone local, they usually know the owner and the properties.



## MULTI-TOWNSHIP DISTRICT

Another option is to become a multi-township district or consolidate into a larger multi-township district if your jurisdiction is already a part of a multi-township district or larger multi-township assessing district.

*Where can I get more information on filling a vacancy?*

Contact your Township or Multi-Township District office or the county government in which you reside.

### ADDITIONAL RESOURCES

- Township Officials of Illinois [toi.org](http://toi.org)
- Illinois Property Assessment Institute (IPAI) [ipaieducation.org](http://ipaieducation.org)
- Illinois Department of Revenue (IDOR) <https://www2.illinois.gov/rev/localgovernments/property/Pages/General-Information.aspx>

## Consequences of not filling a Township Assessor position

Township Assessor vacancies may affect all taxing bodies in the county on your local tax bill.

They may not have time, staff, or budget to complete the work for the appropriate tax year.

Equalized Assessed Value (EAV) is determined by having equitable and fair assessments on all properties in your township/county. The larger the EAV in a Township, the lower the tax rate could be.



Counties can charge an amount based on **35ILCS 200 9-230(b)** that could be higher than the salary of the Township Assessor position. Values will become inequitable and increase the

If a Township Assessor does not complete their annual work, then the Supervisor of Assessments becomes responsible for incomplete work.

possibility of having large equalization factors in the townships or counties and unfair tax bills. Remember, assessment work is completed locally. The assessing official usually knows the owners and their properties.



the township board of trustees for the reasonable costs incurred by the supervisor of assessments in completing the assessments. The moneys collected under this subsection may be used by the supervisor of assessments only for the purpose of recouping costs incurred in completing the assessments.

(Source: P.A. 96-486, eff. 8-14-09; 97-797, eff. 1-1-13.)

(35 ILCS 200/9-235)

Sec. 9-235. Failure to complete assessments. If the board of review, in any county under township organization with less than 3,000,000 inhabitants, fails to complete its work for the assessment year by the next January 1, the supervisor of assessments shall issue work books to the township assessors until the board of review completes its work.

(Source: P.A. 85-1253; 88-455.)

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January 26, 2024

**NOTICE OF BUDGET COMMITTEE MEETING**

There will be a Budget Committee (Orman, Bennett, Firnhaber, Martin, Morse, Nelson, and Williams) meeting on Tuesday, January 30, 2024 at 6:00 PM in Courtroom B of the Shelby County Courthouse.

1. Call to Order
2. Roll call
3. Review and discussion of forensic audit of Sheriff's department
4. ARPA update, discussion, and vote to recommend obligations for projects
5. Public Body Comment
6. Adjournment

Public Safety Committee Meeting for February 1st, 2024

Call to Order at 6pm Courtroom B

1. Discussion and vote to approve PSC minutes from Jan. 4, 2024.
2. Discussion and vote to recommend to full board amending Animal Control fees schedule Resolution 2023-06 to align with HB 2500
3. Discussion and vote to recommend to full Board to declare Rescue Squad 1981 International Truck and 2001 Oldsmobile Bravada as surplus to be used for training purposes. Cody Brands
4. Discussion and vote to recommend to full board giving the Public Safety Chairman and the County Board Chairman access keys to County Dive Building. Cody Brands
5. Discussion and vote to send to full board Migrant Revolution. Sheriff McReynolds
6. Discussion and vote to Approve bills and send to Finance Committee, per PSC Rules
7. Dive Team Resolution updating. Discussion and vote to send to full board. Sonny Ross
8. Sheriff Dept. Updates
9. EMA Dept. Updates
10. Dive Team Updates
11. Animal Control Updates
12. Old Business
13. New Business
14. Public Comment
15. Adjournment

FILED  
JAN 30 2024  
*Jessie Cox*  
SHELBY COUNTY CLERK

Public Safety Committee Meeting for February 1st, 2024

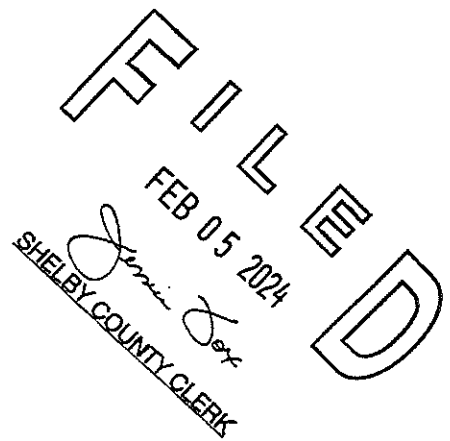
Call to Order at 6pm Courtroom B

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9. EMA Dept. Updates
10. Dive Team Updates
11. Animal Control Updates
12. Old Business
13. New Business
14. Public Comment
15. Adjournment

THIS MEETING WILL RECONVENE IN COURTROOM B ON

**WEDNESDAY FEBRUARY 7, 2024 AT 6:00 PM**

**Public Safety Committee Meeting**  
**Thursday, January 4, 2024, 6:00pm**  
**Shelby County Courthouse, Courtroom A**



**MINUTES:** Respectfully submitted by Lori Nelson, as amended

1. Meeting was called to Order at 6:05pm by Chr. Cody Brands
2. Roll Call- present were Cody Brands, Lori Nelson, Annette Martin, Julie Edwards, Sonny Ross- quorum present, Teresa Boehm was absent
3. Motion to amend PSC Rules/Job Description-Lori, Julie 2<sup>nd</sup>, Sonny motion to strike "Rescue" from page 1 and 3, Cody 2<sup>nd</sup>- yes-all, no nay- Amendment Motion passed

As amended- yes all, no nays, motion passed as amended

Discussion on several parts not needed such as "county admin, Rescue, sign in sheet" and Legislative Committee is able to review legal concerns

4. Motion to recommend to full board Animal Control Part Time employee pay and hours change to follow new state law, Paid Leave for All Workers Act (820 ILCS 192/1), to \$15/hr., motion by Lori, 2<sup>nd</sup> Cody- Sonny motioned to amend to add specific hours, no second  
Cody motion to amend to add "hours worked," Julie 2<sup>nd</sup>- yes All, full motion yes- all, no nay- Motion Passed  
Discussion about what PT warden does now, current pay structure, why does \$50/day not comply with new law, ways to compensate within 2024 budget and new law.
5. Motion to recommend to full board amending Animal Control fees schedule Resolution 2023-06 to align with HB 2500- Julie motion, Lori 2<sup>nd</sup>, withdrawn by Julie  
(Animal control facilities shall not charge an adoption fee for dogs or cats if the person presents a valid ID or Illinois Person with a disability card with the word "veteran" printed on its face.) Discussion on who is allowed this status, anyone with state ID.  
Chairman requests PSC to clarify agenda item for Feb, then go to full board.
6. Motion to recommend to full board to rescind Administrator VET job description- Sonny, Lori 2<sup>nd</sup>- yes, all  
Discussion that approved job description is not needed and had technical and clerical errors that did not provide concise direction for the position. Rescinding clears up the responsibilities for all parties.

Addressed Agenda item 8 being tabled, it was approved Nov. 1 to go to full board.  
Item was Deputy Admin job description, recommend approval by full board.



7. Motion to recommend to full board sending Press Release of AC Admin Non- Vet part time job opening available- Julie, Cody 2<sup>nd</sup>-no action taken Discussion that conversations were had with person of consideration went well, Julie expects appointment to be soon and there would be no need to advertise when there is a person who may be appointed in January.
8. Motion to recommend to full board Animal Control topper "quote" from Jones Trailer Co.- Julie, Cody 2<sup>nd</sup>- amend Cody, Julie 2<sup>nd</sup> "to send updated quote by Thursday to include ramps"- yes ALL, no nays,  
**"Motion to recommend to full board Animal Control topper "quote" from Jones Trailer Co. to send updated quote by Thursday to include ramps"**  
As amended- yes- ALL, motion passed  
Julie gave update that Jones Trailer Co was very helpful, explained the product and answered questions thoroughly. Ramp can be purchased somewhere or built by Jones.
9. Motion on sources for AC training-Julie, Cody 2<sup>nd</sup>- IACA \$50 membership, no action taken. IACA says they do not lobby but advocate for service animal work and trainings. This is open to anyone in the membership in person or Zoom, beneficial for new Admin. This seemed to be a good option for our county at this point. Other options were did not have better offerings.
10. UTZ- still working on our documents
11. Motion to Approve PSC dept bills (EMA, AC, Dive) and send to Finance Committee, per PSC Rules. Sonny motioned, Cody 2<sup>nd</sup>- YES- all, motion passed
12. Sheriff Dept. Updates- hired new deputy, Sheriff can pay for advertisement for surplus vehicles and will include probation truck with Sheriff's office to pay for ad, CIC time clock issues
13. EMA Dept. Updates – 2 incidents, Herrick water plant suffered a breach, truck spill, Active Shooter training drill coming up to include Firefighters, trainings coming up, Cowden updates
14. Dive Team Updates
15. Animal Control Updates- Lori looking at Dept of AG for required forms
16. Old Business- UTZ behind, but should hear back soon, windows in Tax Assessors office
17. New Business- Meeting Time could be changed- prefer 5pm on Thursdays, EMS systems communications waiting on Bids
18. Public Comment- concerns about Dive Team, Concern about minutes and order of adjournment  
Annette left at 7:28
19. Adjournment- Sonny motion, Cody 2<sup>nd</sup>, all Yes, motion passed at 7.34pm

**FILED**  
FEB 05 2024  
*Jenni Cox*  
SHELBY COUNTY CLERK

**FILED**  
FEB 07 2024  
Jennin Fox  
SHELBY COUNTY CLERK

**January 9, 2024 FINANCE COMMITTEE MEETING minutes**

The Finance Committee will meet at 4:30 PM on Tuesday, January 9, 2024, in Courtroom B of the Shelby County Courthouse.

**Agenda**

1. Call to Order – Mark called the meeting to order at 4:36 pm  
Present – Clay Hardy, Don Tate, Sonny Ross, Martha Firnhaber and Mark Bennett.  
Absent – Teresa Boehm, Tad Mayhall
2. Public Body Comment **no public body present**
3. Review and discussion committee policy, if needed. **None discussed.**
4. Review claims (invoices) submitted for payment by County Departments from General Fund, Special Fund accounts not reviewed by the Road/Bridge committee and Animal Control Fund not reviewed by their committee.

**Called Heather Wade as itemized invoice for Office Essentials \$195.08 was missing. We had statement only. We advised we will approve and she will send Jessica the itemized report to go with the claim.**

**Concerns with Thomson Reuters-West – four invoices with 3 from one fund and 1 from another fund. The 3 and 1 are in two separate folders. This is difficult to follow as the “top sheets” in each folder are identical. Looks like paying the total dollar amount twice and the coversheet does not match the attached invoices. Would like to discuss the possibility of having a less confusing way to handle these. Curious if a check should be written for one fund only rather than comingling payments for different funds on the same check?**

**Email sent to David Woods of Mytec Solutions requesting assistance for the committee in understanding the services included in the \$5,000 monthly charge, the separate email hosting charges and then a request for an up to date list of the monies spent for the VOiP project so we can compare it to the bid.**

5. Discussion and vote to make recommendation to County Board for approval to pay claims reviewed by the committee. **Don makes motion to recommend approval of all claims to the full board. Sonny seconded. All in favor – unanimous. Motion passed.**
6. Adjournment **Martha made the motion to adjourn at 5:59 pm. Sonny seconded. All in favor – unanimous. Meeting adjourned.**

**SHELBY COUNTY AIRPORT AND LANDING FIELD COMMISSION  
SHELBYVILLE, IL.**

**REGULAR MEETING AGENDA**

Meeting to be held at the Shelby County Airport  
February 5, 2024  
7:00 PM

- I. Call Meeting to Order**
- II. Guest Speaker (If Scheduled)**
  - 1 Jim Schwerman to present Farm Report
  - 2
- III. Approval of Minutes**
- IV. Approval of Treasurer's Report**
- V. Approval of Bills Presented**
- VI. Airport Manager's Report**
- VII. Old Business**
  - 1 Discuss overhead door estimates for T-Hangars from ARPA Funds
  - 2 Discuss new fence and gates
  - 3 Continue discussion on location for new mobile toilet
  - 4 Discuss tree removal progress
- VIII. New Business**
  - 1
  - 2
  - 3
- IX. Adjournment**

COUNTY CLERK RECORDER REPORT  
FOR PERIOD OF  
JANUARY 2024

COUNTY FUNDS

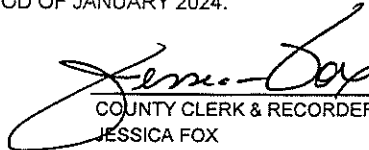
RECORDING FUNDS ON HAND balance from last month	\$50,529.73
RECORDING	\$18,587.00
IL REAL ESTATE TRANSFER TAX	\$5,370.50
COUNTY REAL ESTATE TRANSFER TAX	\$2,685.25
VITAL CERTIFIED COPIES	\$1,298.00
XEROX COPIES	\$920.00
MARRIAGE LICENSE	\$210.00
DOMESTIC VIOLENCE FUND 3 Jan. marriage licenses @ \$5.00 EA	\$15.00
TAX REDEMPTION	\$4,088.26
MISCELLANEOUS	\$70.00
CHARGE PAYMENTS	\$528.00
LAREDO PAYMENTS	\$0.01
TOTAL RECIEPTS	\$33,772.02
RECEIPTS PLUS BEGINNING BALANCE	\$84,301.75
TRANSFERRED TO COUNTY TREASURER	\$28,987.73
RHSP TO STATE	\$4,104.00
IL TRANSFER TAX PAYMENT for previous month	\$17,414.00
IDPH 8 DECEMBER DEATH CERTS @ \$4 EA	\$32.00
DOMESTIC VIOLENCE FUND 5 DEC MARR. LIC. @ \$5 EA	\$25.00
TOTAL PAYMENTS	\$50,562.73
ENDING BALANCE for Funds on Hand January 31, 2024	\$33,739.02
TOTAL	\$84,301.75

FUNDS ON HAND

BANK CHECKING ACCT JUANUARY 31, 2024	\$31,498.77
CASH ON HAND JANUARY 31, 2024	\$2,240.25
TOTAL ending balance	\$33,739.02

I, JESSICA FOX, COUNTY CLERK & RECORDER, DO HEREBY CERTIFY THAT THIS IS A TRUE REPORT OF THE MONIES RECEIVED AND TRANSACTIONS OF THE OFFICE OF SHELBY COUNTY CLERK & RECORDER FOR THE PERIOD OF JANUARY 2024.

DATED: FEBRUARY 8, 2024

  
COUNTY CLERK & RECORDER  
JESSICA FOX

GIS

259	doc @	\$1.00	\$259.00	Treasurer ck #3587
259	doc @	\$17.00	\$4,403.00	Treasurer ck #3588

EARNINGS

259	doc @	\$18.00	\$4,662.00	Treasurer ck #3589
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FEEES

BALANCE OF FEEES	\$12,236.27	Treasurer ck #3590
IL TRANSFER TAX	\$5,370.50	ACH pmt 2/8/2024 \$5,200.50 due to voided eRecording credit
CO TRANSFER TAX	\$2,685.25	Treasurer ck #3591

217	doc @	\$18.00	\$3,906.00	RHSP ACH pmt 2/6/2024
217	doc @	\$0.50	\$108.50	Treasurer ck #3592
217	doc @	\$0.50	\$108.50	County Clerk

TOTAL \$33,739.02

JANUARY DEATH CERTS 28 @ \$4 = \$112.00

Prepared by Amelia Brecken Date 2-8-24

FILED

FEB 08 2024

  
SHELBY COUNTY CLERK

**SHELBY COUNTY AIRPORT and LANDING FIELD COMMISSION**  
**TREASURER'S REPORT**      **December 31, 2023**

Beginning Balance November 30, 2023 \$ 25,568.81

**Deposits**

Arrow Energy--Credit Card Fuel Sales	\$	6,129.92
Fuel Sales--Cash & Check	\$	2,770.17
Rent	\$	1,800.00
Shelby County Aviation--Ameren	\$	112.35
Bank Interest	\$	1.73
	<u>\$</u>	<u>10,814.17</u>
		36,382.98

**Bills Received and Paid**

Shelby County Aviation--FBO December, 2023	\$	3,500.00
Shelby Electric Cooperative	\$	1,044.11
Steve Wempen--Bookkeeping December, 2023	\$	200.00
Illinois Department of Revenue--Sales Tax Payment	\$	536.00
John Deere Financial--New Tractor Payment 44 of 84	\$	751.36
Shelbyville Water Department	\$	33.75
Ameren IP	\$	171.00
Shelbyville Ace Hardware--#6 Hangar Door Repair	\$	65.98
Illinois Oil Marketing--Jet A Fuel Pump Repair	\$	3,104.80
Arrow Energy--2142 Gallon 100LL @\$4.22005 per Gallon	\$	9,039.34
John Hall--Reimbursement for Mobil Toilet & Fence Panels	\$	3,517.50
Shelby County Aviation--Fuel for Van / Fan Motor	\$	335.02
Illinois Department of Agriculture--Flow Test	\$	200.00
Consolidated Communications	\$	329.04
	<u>\$</u>	<u>22,827.90</u>
		13,555.08

- Shelby County State Bank
- First Federal Savings and Loan
- Farm Agency Account
- Fuel Receivable
- Rent Receivable
- Cash On Hand
- Certificates of Deposit

FILED

FEB 08 2024

*Jamie Boy*  
 SHELBY COUNTY CLERK

	\$	13,555.08
	\$	7,256.21
	\$	43,569.22
	\$	1,319.97
	\$	230.00
	\$	821.02
	<u>\$</u>	<u>120,396.71</u>
		187,148.21

## **SHELBY COUNTY AIRPORT and LANDING FIELD COMMISSION**

### **REGULAR MEETING MINUTES**

**December 11, 2023**

#### Members present at meeting:

Commissioners—John Hall, Rick Brown, Steve Wempen, Paul Canaday

#### Members not present at meeting:

Commissioners—Walt Lookofsky

County Board Members—Carol Cole

Airport Manager—Scott Jefson

Others Present—Jim Schwerman, Don Kroenlein, Derek Alms

Rick calls the meeting to order.

Jim Schwerman is present and hands out a copy of his farm report to all commissioners. Jim mentions that the report is for the end of the quarter, from September 1st to the end of November. Jim said the rent money came in from Stuart Fox and that he had to pay crop insurance, the federal crop insurance bill came due. Jim also mentions a distribution of \$40,000 that he and Steve had talked about. He said that was basically it, then went on to go over the other entry's in the report and explained them. Jim said he and a couple others met with Scott and went to look at the tree line needing removed. He said he would be getting a bid from them on what it would cost to remove them and also clean up afterwards. Also he said he didn't reach out to Brad Eversole, that they mow pretty well up to the fence line and if the decision is made to have a contractor do the work up there that they should help with the expenses, that it would benefit them too. Jim mentioned how big some of the trees are and the danger if we tried to remove ourselves. Carol ask Jim if he only gets paid when we sell something and Jim said yes, that's the way it's always been. That's why he always tries to do the best as he can for his customers and explained it some. Jim wished all a Merry Christmas and excused himself.

Rick asks Don Kroenlein and Derek Alms if they had anything they wanted to discuss and they both said they were just observing.

The minutes for the Regular meeting held November 6th were read by all. Rick made a motion to approve the minutes. It was second by John and was approved by all saying aye.

Carol asks Steve if Erica purchased the new CD's for the airport and Steve said no that he did, that we have total control of what the airport does with it's money. A short discussion ensued on the new CD's, the rate, term and amounts.

The Treasurer's report was read by all. Paul made a motion to approve the Treasurer's Report. It was second by John and approved by all saying aye.

#### Bills Presented

Arrow Energy—2142 Gallon of 100LL @\$4.22005 per gal.	\$ 9,039.34
Shelby Electric Cooperative	\$ 1,044.11
Ameren IP	\$ 171.00
Shelbyville Ace Hardware—Building Material and Light Bulbs	\$ 65.98
Department of Agriculture—Bureau of Weights and Measures/Flow Test	\$ 200.00
Illinois Oil Marketing Equipment—Jet Fuel Pump Repair	\$ 3,104.80
John Hall—Mobile Toilet and Fence Panels	\$ 3,517.50
Shelby County Aviation—Fuel for Courtesy Van and Fan Motor	\$ 335.02

Rick makes a motion to accept the bills as presented. John second it and it was approved by all saying aye.

#### Managers Report

Scott mentions getting a load of fuel and that the Jet fuel was on line for two days, then got shut down by the state until recalibrated. You have to pump out 150 gallon and pump it back in and that Illinois Oil Marketing did not do that so he found a company in Quincy and Oreaana that could do it and will check with them.

Barry Brunken, one of our hangar renters, brought over his backhoe and together, after seven days, they removed all of the old fence that we wanted removed except for across the front. Scott said he had been using his own trailer and after blowing a tire and ripping a fender off he talked to Colemans, where he had been taking the old fence and they had a container they would bring over, but with limited time to use it. With bad weather coming he wasn't sure about what to do. Also all the steel post had concrete at the bottom, so there are a lot of holes that need to be dealt with.

The new mobile toilet and the new fencing is in the Main Hangar, if anyone wanted to look at it.

Rick asks John about the gates we didn't win because of out bidding. Some discussion ensued on the gates and how they were constructed.

Scott mentions to Steve that he had just looked at Fore Flight and Vandalia's fuel is at \$4.85, Greenville is at \$5.46, Taylorville is at \$5.25, we are at \$5.69, Litchfield is at \$5.20, Lincoln is at \$5.30. Steve said we brought it at \$4.22 and after adding sales tax of 6.25% and another 3% for credit card, which usually runs about 2.2% to 2.6%, it puts cost up to \$4.61 per gallon. Steve said he likes to get at least 10% and last year on sales of \$100,000 we made just over 10% on fuel. Mt. Vernon is at \$5.38, Benton is \$5.35, Pinckneyville is at \$5.35, Perryville is \$5.40, Tuscola is at \$6.50, Coles County at \$6.49, Champaign at \$5.89, Urbana's at \$6.80 Decatur is at \$6.93. After some discussion it was decided that we drop our price to \$5.35.

#### End of Managers Report

#### Old Business

Discussion of where to place the new mobile toilet. Scott mentions recessing it into the half hangar next to hangar No.1 since there is water, sewer and electricity already there. A lengthy discussion ensued on the matter. It was decided that installing into the hangar, flush with the outside wall, would be the best option if possible.

Placement of the new fence was discussed and Scott explained that we could tie into the SRE building, come east across the drive with a gate and hook on to the Terminal building. Then from the east end of building, stay just south of the septic system and make kind of a sweeping arch over to the other drive thru with a gate and there put a key pad so hangar renters could open it and not use a chain and padlock. A total of three drive thru and two walk thru gates.

Some more discussion on the tree removal and how to approach the issue ensued. It was decided that we hold off until we see what we can work out with the county.

Rick asks Scott about the new hangar doors and Scott said he hadn't had time to do anything with that yet.

A short discussion ensued on the new hangar doors.

#### New Business

None

Paul makes a motion to adjourn and John second it.

## SHELBY COUNTY AIRPORT AND LANDING FIELD COMMISSION RECORD JOURNAL

CHECK NO.	DATE	DESCRIPTION OF TRANSACTION	BUDGET ACCT NO.	DEBITS	CREDITS	BALANCE
	30-Nov-23	Balance Shelby County State Bank				\$ 25,568.81
6358	1-Dec-23	Shelby County Aviation--FBO December, 2023	022-5210-12-023	\$ 3,500.00		\$ 22,068.81
6359	1-Dec-23	John Deere Financial--Payment # 44 of 84	022-5455-12-023	\$ 751.36		\$ 21,317.45
6360	1-Dec-23	Arrow Energy--2142 Gallon 100LL Avgas @ \$4.22005	022-8010-12-023	\$ 9,039.34		\$ 12,278.11
	1-Dec-23	Arrow Energy--Deposit			\$ 1,612.55	\$ 13,890.66
6361	2-Dec-23	John Hall--Reimbursement for Mobile Toilet & Fence Panels	022-7444-12-023	\$ 3,517.50		\$ 10,373.16
6362	3-Dec-23	Shelbyville Water Department	022-7800-12-023	\$ 33.75		\$ 10,339.41
	5-Dec-23	Illinois Department of Revenue--ACH Sales Tax Payment			\$ 536.00	\$ 9,803.41
	7-Dec-23	Rent--D Gherardini \$115, D Kroenlein \$115, J Green \$115 B Brunken \$115, D Collette \$115, J Livesay \$125 BARR AIR \$230, S Wempen \$115, R Spain \$230 Flying Club \$230				
		Fuel--\$1579.43 SCA/Ameren \$31.01 Rent--\$1505.00			\$ 3,115.44	\$ 12,918.85
	8-Dec-23	Arrow Energy--Deposit			\$ 415.41	\$ 13,334.26
6363	14-Dec-23	Shelby County Aviation--Fuel for Van/Fan Motor	022-7441-12-023	\$ 335.02		\$ 12,999.24
6364	14-Dec-23	Shelby Electric Cooperative	022-7800-12-023	\$ 1,044.11		\$ 11,955.13
6365	14-Dec-23	Shelbyville Ace Hardware--Building Maintenance	022-7440-12-023	\$ 65.98		\$ 11,889.15
	14-Dec-23	Rent--D Collette \$115, W Jesse \$115, R Heimberger \$65 Fuel--\$1190.74 SCA/Ameren \$81.34 Rent--\$295.00			\$ 1,567.08	\$ 13,456.23
6366	14-Dec-23	Ameren IP-- SCA 37528 \$81.34 Airport 06211 \$89.66	022/7800-12-023	\$ 171.00		\$ 13,285.23
6367	14-Dec-23	Illinois Department of Agriculture--Flow Test	022-7441-12-023	\$ 200.00		\$ 13,085.23
6368	14-Dec-23	Illinois Oil Marketing Equipment, Inc.--Jet Fuel Pump Repair	022-7441-12-023	\$ 3,104.80		\$ 9,980.43
	15-Dec-23	Arrow Energy--Deposit			\$ 1,408.97	\$ 11,389.40
6369	18-Dec-23	Consolidated Communications	022-7800-12-023	\$ 329.04		\$ 11,060.36
6370	19-Dec-23	Steve Wempen--Bookkeeping December, 2023	022-5220-12-023	\$ 200.00		\$ 10,860.36
	22-Dec-23	Arrow Energy--Deposit			\$ 1,521.80	\$ 12,382.16
	29-Dec-23	Arrow Energy--Deposit			\$ 1,171.19	\$ 13,553.35
	31-Dec-23	Bank Interest			\$ 1.73	\$ 13,555.08
		No January Meeting				







**Shelby County Airport and Landing Field Commission**  
**Fuel Sales                      December, 2023**

DATE	QUANTITY	CUSTOMER	INVOICE	PRICE	CREDIT CD	CHARGE	CASH
5-Dec-23	57.61	Cash Customer	1467	\$ 5.69			\$ 327.80
5-Dec-23	10.55	Cash Customer	1468	\$ 5.69			\$ 60.03
6-Dec-23	4.60	Credit Card Customer	1469	\$ 5.69	\$ 26.17		
6-Dec-23	6.34	Credit Card Customer	1470	\$ 5.69	\$ 36.07		
6-Dec-23	6.03	Credit Card Customer	1471	\$ 5.69	\$ 34.31		
6-Dec-23	3.98	Credit Card Customer	1472	\$ 5.69	\$ 22.65		
7-Dec-23	59.63	Credit Card Customer	1473	\$ 5.69	\$ 339.29		
7-Dec-23	6.98	Credit Card Customer	1474	\$ 5.69	\$ 39.72		
8-Dec-23	1.41	Paul Canaday	1475	\$ 5.64		\$ 7.95	
8-Dec-23	3.11	Credit Card Customer	1476	\$ 5.69	\$ 17.70		
8-Dec-23	5.11	Credit Card Customer	1477	\$ 5.69	\$ 29.08		
8-Dec-23	7.08	Credit Card Customer	1478	\$ 5.69	\$ 40.29		
8-Dec-23	7.02	Credit Card Customer	1479	\$ 5.69	\$ 39.94		
8-Dec-23	58.42	Credit Card Customer	1480	\$ 5.69	\$ 332.41		
8-Dec-23	3.60	Credit Card Customer	1481	\$ 5.69	\$ 20.48		
9-Dec-23	8.79	Credit Card Customer	1482	\$ 5.69	\$ 50.02		
9-Dec-23	8.31	Credit Card Customer	1483	\$ 5.69	\$ 47.28		
9-Dec-23	6.00	Scott Jefson	1484	\$ 5.64		\$ 22.84	
10-Dec-23	5.60	Credit Card Customer	1485	\$ 5.69	\$ 31.86		
11-Dec-23	20.10	Credit Card Customer	1486	\$ 5.69	\$ 114.37		
11-Dec-23	6.18	Credit Card Customer	1487	\$ 5.69	\$ 35.16		
12-Dec-23	5.68	Credit Card Customer	1488	\$ 5.35	\$ 30.39		
12-Dec-23	6.53	Credit Card Customer	1489	\$ 5.35	\$ 34.94		
12-Dec-23	16.13	Credit Card Customer	1490	\$ 5.35	\$ 86.30		
12-Dec-23	7.04	Credit Card Customer	1491	\$ 5.35	\$ 37.66		
12-Dec-23	20.01	Scott Jefson	1492	\$ 5.30		\$ 106.05	
12-Dec-23	5.54	Chapter 274, EAA	1493	\$ 5.30		\$ 29.36	
13-Dec-23	10.55	Credit Card Customer	1494	\$ 5.35	\$ 56.44		
13-Dec-23	5.01	Credit Card Customer	1495	\$ 5.35	\$ 26.80		
13-Dec-23	20.53	Credit Card Customer	1496	\$ 5.35	\$ 109.84		
13-Dec-23	4.11	Credit Card Customer	1497	\$ 5.35	\$ 21.99		
14-Dec-23	60.37	Credit Card Customer	1498	\$ 5.35	\$ 322.98		
14-Dec-23	10.91	Credit Card Customer	1499	\$ 5.35	\$ 58.37		
14-Dec-23	40.15	Credit Card Customer	1500	\$ 5.35	\$ 214.80		
14-Dec-23	11.59	Matt Figgins	1501	\$ 5.30		\$ 61.43	
14-Dec-23	58.76	Credit Card Customer	1502	\$ 5.35	\$ 314.37		
14-Dec-23	12.02	Credit Card Customer	1503	\$ 5.35	\$ 64.31		
15-Dec-23	26.43	Jeff Green	1504	\$ 5.30		\$ 140.08	
15-Dec-23	14.68	Credit Card Customer	1505	\$ 5.35	\$ 78.54		
15-Dec-23	7.01	Credit Card Customer	1506	\$ 5.35	\$ 37.50		
15-Dec-23	5.05	Credit Card Customer	1507	\$ 5.35	\$ 27.02		
19-Dec-23	15.38	Garrett Wasson	1508	\$ 5.30		\$ 81.51	
19-Dec-23	19.71	Credit Card Customer	1509	\$ 5.35	\$ 105.45		
19-Dec-23	10.10	Credit Card Customer	1510	\$ 5.35	\$ 54.04		
19-Dec-23	7.03	Credit Card Customer	1511	\$ 5.35	\$ 37.61		
19-Dec-23	6.62	Credit Card Customer	1512	\$ 5.35	\$ 35.42		
20-Dec-23	8.17	Credit Card Customer	1513	\$ 5.35	\$ 43.71		
20-Dec-23	7.69	Credit Card Customer	1514	\$ 5.35	\$ 41.14		
20-Dec-23	4.11	Credit Card Customer	1515	\$ 5.35	\$ 21.99		
20-Dec-23	3.11	Credit Card Customer	1516	\$ 5.35	\$ 16.64		
20-Dec-23	7.53	Credit Card Customer	1517	\$ 5.35	\$ 40.29		
20-Dec-23	50.11	Credit Card Customer	1518	\$ 5.35	\$ 268.09		
20-Dec-23	5.11	Credit Card Customer	1519	\$ 5.35	\$ 27.34		
21-Dec-23	6.58	Credit Card Customer	1520	\$ 5.35	\$ 35.20		
21-Dec-23	10.11	Credit Card Customer	1521	\$ 5.35	\$ 54.09		
21-Dec-23	4.52	Credit Card Customer	1522	\$ 5.35	\$ 24.18		
21-Dec-23	12.68	Garrett Wasson	1523	\$ 5.30		\$ 67.20	
21-Dec-23	7.64	Credit Card Customer	1524	\$ 5.35	\$ 40.87		
21-Dec-23	13.61	Credit Card Customer	1525	\$ 5.35	\$ 72.81		
21-Dec-23	7.99	Credit Card Customer	1526	\$ 5.35	\$ 42.75		
22-Dec-23	57.99	Credit Card Customer	1527	\$ 5.35	\$ 347.36		
26-Dec-23	4.01	Credit Card Customer	1528	\$ 5.35	\$ 21.45		





# SHELBY COUNTY AIRPORT

## 100LL COST OF SALES REPORT 2023-2024

MONTH	GALLONS SOLD	AVE. PRICE PER GAL.	SALES AMOUNT			TOTAL SALES	COST PER GAL	WITH TAX	ARROW FEE	TOTAL COST		NET PROFIT OR LOSS
			CREDIT CD	CHARGE	CASH					TOTAL COST	NET PROFIT OR LOSS	
December	1064.94		\$ 4,915.13	\$ 516.42	\$ 387.83	\$ 5,819.38	\$ 4.22	\$ 4.48	\$ 163.20	\$ 4,938.12	\$ 881.26	
January												
February												
March												
April												
May												
June												
July												
August												
September												
October												
November												
<b>TOTAL</b>	1064.94		\$ 4,915.13	\$ 516.42	\$ 387.83	\$ 5,819.38			\$ 163.20	\$ 4,938.12	\$ 881.26	

\$30 Monthly Fee Included in Arrow Fee Above

## JET A COST OF SALES REPORT 2023-2024

MONTH	GALLONS SOLD	AVE. PRICE PER GAL.	SALES AMOUNT			TOTAL SALES	COST PER GAL	WITH TAX	ARROW FEE	TOTAL COST		NET PROFIT OR LOSS
			CREDIT CD	CHARGE	CASH					TOTAL COST	NET PROFIT OR LOSS	
December	14.77	\$ 5.99	\$ 88.47	\$ -	\$ -	\$ 88.47	\$ 4.39	\$ 4.66	\$ 2.40	\$ 71.29	\$ 17.18	
January												
February												
March												
April												
May												
June												
July												
August												
September												
October												
November												
<b>TOTAL</b>	14.77		\$ 88.47	\$ -	\$ -	\$ 88.47			\$ 2.40	\$ 71.29	\$ 17.18	

**SHELBY COUNTY AIRPORT and LANDING FIELD COMMISSION**  
**TREASURER'S REPORT**      **January 31, 2024**

Beginning Balance	December 31, 2023	\$ 13,555.08
<b>Deposits</b>		
Arrow Energy--Credit Card Fuel Sales		\$ 3,093.99
Fuel Sales--Cash & Check		\$ 1,083.61
Rent		\$ 3,115.00
Transfer From Farm Account		\$ 10,000.00
Transfer From First Federal--Project 2H0-4487		\$ 5,398.45
Bank Interest		\$ 1.08
		<u>\$ 22,692.13</u>
		\$ 36,247.21

<b>Bills Received and Paid</b>		
Shelby County Aviation--FBO January, 2024	\$ 3,500.00	
Shelby Electric Cooperative	\$ 1,028.59	
Steve Wempen--Bookkeeping January, 2024	\$ 200.00	
Illinois Department of Revenue--Sales Tax Payment	\$ 343.00	
John Deere Financial--New Tractor Payment 45 of 84	\$ 751.36	
Shelbyville Water Department	\$ 21.30	
Ameren IP	\$ 276.21	
Shelbyville Ace Hardware--#6 Hangar Door Repair	\$ 82.09	
Hanson Professional Services--Project 2H0-4487	\$ 5,398.45	
Arrow Energy--1122 Gallon 100LL @\$4.2802 Per Gallon	\$ 4,802.38	
Albion Radio Communication, Inc.--4th Qrt. NDB Maintenance	\$ 504.00	
USPS--Annual PO Box Fee	\$ 118.00	
Weber Welding--Hydraulic Repair	\$ 19.02	
Effingham Sewer Services--Balloon Fest Porta Potties	\$ 1,443.30	
LRS--Trash Service	\$ 90.00	
Consolidated Communications	\$ 339.56	
		<u>\$ 18,917.26</u>
		\$ 17,329.95

Shelby County State Bank  
 First Federal Savings and Loan  
 Farm Agency Account  
 Fuel Receivable  
 Rent Receivable  
 Cash On Hand  
 Certificates of Deposit

FILED

FEB 08 2024

*Jennie Doy*

SHELBY COUNTY CLERK

	\$ 17,329.95	
	\$ 8,655.30	
	\$ 28,963.38	
	\$ 1,314.24	
	\$ 805.00	
	<u>\$ 121,023.37</u>	
	\$ 178,091.24	

## SHELBY COUNTY AIRPORT AND LANDING FIELD COMMISSION RECORD JOURNAL

CHECK NO.	DATE	DESCRIPTION OF TRANSACTION	BUDGET ACCT NO.	DEBITS	CREDITS	BALANCE
	31-Dec-23	Balance Shelby County State Bank				\$ 13,555.08
6371	2-Jan-24	Shelby County Aviation--FBO January, 2024	022-5210-12-023	\$ 3,500.00		\$ 10,055.08
6372	2-Jan-24	John Deere Financial--Payment # 45 of 84	022-5455-12-023	\$ 751.36		\$ 9,303.72
6373	2-Jan-24	Shelbyville Water Department	022-7800-12-023	\$ 21.30		\$ 9,282.42
	5-Jan-24	Arrow Energy--Deposit			\$ 982.55	\$ 10,264.97
6374	10-Jan-24	Shelby Electric Cooperative	022-7800-12-023	\$ 956.59		\$ 9,308.38
6375	10-Jan-24	Shelbyville Ace Hardware--Building Maintenance	022-7440-12-023	\$ 82.09		\$ 9,226.29
6376	10-Jan-24	USPS--Annual PO Box Fee	022-7000-12-023	\$ 118.00		\$ 9,108.29
6377	10-Jan-24	Weber Welding--Hydraulic Repair	022-7441-12-023	\$ 19.02		\$ 9,089.27
6378	10-Jan-24	Albion Radio Communications, Inc--4th Qtr. NDB Maintenance	022-7442-12-023	\$ 504.00		\$ 8,585.27
6379	10-Jan-24	LRS--Trash Service	022-7444-12-023	\$ 90.00		\$ 8,495.27
6380	11-Jan-24	Arrow Energy--1122 Gal 100LL @\$4.2802 Per Gal	022-8010-12-023	\$ 4,802.38		\$ 3,692.89
	12-Jan-24	Arrow Energy--Deposit			\$ 858.44	\$ 4,551.33
	17-Jan-24	Illinois Department of Revenue--Sales Tax Payment		\$ 343.00		\$ 4,208.33
6381	17-Jan-24	Hanson Professional Services--Project 2H0-4487	022-5455-12-023	\$ 5,398.45		\$ (1,190.12)
	19-Jan-24	Arrow Energy--Deposit			\$ 619.12	\$ (571.00)
6382	20-Jan-24	Ameren IP-- SCA 37528 \$152.65 Airport 06211 \$123.56	022-7800-12-023	276.21		\$ (847.21)
6383	22-Jan-24	Steve Wempen--Bookkeeping January, 2024	022-5220-12-023	\$ 200.00		\$ (1,047.21)
6384	24-Jan-24	Consolidated Communications	022-7800-12-023	\$ 339.56		\$ (1,386.77)
6385	26-Jan-24	Shelby Electric Cooperative--Correct Payment Error	022-7800-12-023	\$ 72.00		\$ (1,458.77)
	26-Jan-24	Transfer from Farm Account			\$ 10,000.00	\$ 8,541.23
	26-Jan-24	Arrow Energy--Deposit			\$ 633.88	\$ 9,175.11
	27-Jan-24	Rent--R Brown \$690, M Figgins \$125, K Best \$250				
		J Green \$115, T Chamberlain \$115, LS Fying Club \$230				
		J Weber \$250, W Jesse \$115, S Wempen \$115				
		B Brunken \$115, D Kroenlein \$115, G Wasson \$115				
		D Collette \$115, J Livesay \$125, R Heimberger \$65				
		Barr Air Patrol \$115				
		Fuel \$943.53				
		Rent \$2770.00				
	27-Jan-24	Transfer from First Federal--Project 2H0-4487			\$ 3,713.53	\$ 12,888.64
	30-Jan-24	Rent--D Kroenlein \$115, J Green \$115, R Spain \$115			\$ 5,398.45	\$ 18,287.09
		Fuel \$140.08				
		Rent \$345.00				
6386	31-Jan-24	Effingham Sewer Services--Balloon Fest	022-7442-12-023	\$ 1,443.30		\$ 18,772.17
	31-Jan-24	Bank Interest			\$ 1.08	\$ 17,328.87
		Board Meeting February 5, 2024				\$ 17,329.95













# SHELBY COUNTY AIRPORT

## 100LL COST OF SALES REPORT 2023-2024

MONTH	GALLONS SOLD	AVE. PRICE PER GAL.	SALES AMOUNT			TOTAL SALES	COST PER GAL	WITH TAX	ARROW FEE	TOTAL		NET PROFIT OR LOSS
			CREDIT CD	CHARGE	CASH					SALES	COST	
December	1064.94	\$ 5.46	\$ 4,915.13	\$ 516.42	\$ 387.83	\$ 5,819.38	\$ 4.22	\$ 4.48	\$ 163.20	\$ 4,938.12	\$ 881.26	
January	688.91	\$ 5.35	\$ 2,622.10	\$ 441.42	\$ 618.99	\$ 3,682.51	\$ 4.24	\$ 4.51	\$ 102.11	\$ 3,205.65	\$ 476.86	
February												
March												
April												
May												
June												
July												
August												
September												
October												
November												
<b>TOTAL</b>	1753.85		\$ 7,537.23	\$ 957.84	\$ 1,006.82	\$ 9,501.89			\$ 265.31	\$ 8,143.77	\$ 1,358.12	

\$30 Monthly Fee Included In Arrow Fee Above

## JET A COST OF SALES REPORT 2023-2024

MONTH	GALLONS SOLD	AVE. PRICE PER GAL.	SALES AMOUNT			TOTAL SALES	COST PER GAL	WITH TAX	ARROW FEE	TOTAL		NET PROFIT OR LOSS
			CREDIT CD	CHARGE	CASH					SALES	COST	
December	14.77	\$ 5.99	\$ 88.47	\$ -	\$ -	\$ 88.47	\$ 4.39	\$ 4.66	\$ 2.40	\$ 71.29	\$ 17.18	
January	4.06	\$ 5.99	\$ 24.32	\$ -	\$ -	\$ 24.32	\$ 4.39	\$ 4.66	\$ 0.67	\$ 19.61	\$ 4.71	
February												
March												
April												
May												
June												
July												
August												
September												
October												
November												
<b>TOTAL</b>	18.83		\$ 112.79	\$ -	\$ -	\$ 112.79			\$ 3.07	\$ 90.90	\$ 21.89	

**SHELBY COUNTY AIRPORT AND LANDING FIELD COMMISSION  
SHELBYVILLE, IL.**

**REGULAR MEETING AGENDA**

**Meeting to be held at the Shelby County Airport  
February 5, 2024  
7:00 PM**

- I. Call Meeting to Order**
- II. Guest Speaker (If Scheduled)**
  - 1 Jim Schwerman to present Farm Report**
  - 2**
- III. Approval of Minutes**
- IV. Approval of Treasurer's Report**
- V. Approval of Bills Presented**
- VI. Airport Manager's Report**
- VII. Old Business**
  - 1 Discuss overhead door estimates for T-Hangars from ARPA Funds**
  - 2 Discuss new fence and gates**
  - 3 Continue discussion on location for new mobile toilet**
  - 4 Discuss tree removal progress**
- VIII. New Business**
  - 1**
  - 2**
  - 3**
- IX. Adjournment**

COUNTY CLERK RECORDER REPORT  
FOR PERIOD OF  
JANUARY 2024

COUNTY FUNDS

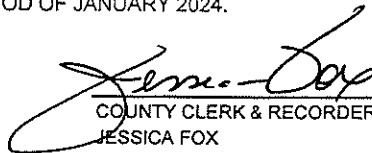
RECORDING FUNDS ON HAND balance from last month	\$50,529.73
RECORDING	\$18,587.00
IL REAL ESTATE TRANSFER TAX	\$5,370.50
COUNTY REAL ESTATE TRANSFER TAX	\$2,685.25
VITAL CERTIFIED COPIES	\$1,298.00
XEROX COPIES	\$920.00
MARRIAGE LICENSE	\$210.00
DOMESTIC VIOLENCE FUND 3 Jan. marriage licenses @ \$5.00 EA	\$15.00
TAX REDEMPTION	\$4,088.26
MISCELLANEOUS	\$70.00
CHARGE PAYMENTS	\$528.00
LAREDO PAYMENTS	\$0.01
TOTAL RECIEPTS	\$33,772.02
RECEIPTS PLUS BEGINNING BALANCE	\$84,301.75
TRANSFERRED TO COUNTY TREASURER	\$28,987.73
RHSP TO STATE	\$4,104.00
IL TRANSFER TAX PAYMENT for previous month	\$17,414.00
IDPH 8 DECEMBER DEATH CERTS @ \$4 EA	\$32.00
DOMESTIC VIOLENCE FUND 5 DEC MARR. LIC. @ \$5 EA	\$25.00
TOTAL PAYMENTS	\$50,562.73
ENDING BALANCE for Funds on Hand January 31, 2024	\$33,739.02
TOTAL	\$84,301.75

FUNDS ON HAND

BANK CHECKING ACCT JUANUARY 31, 2024	\$31,498.77
CASH ON HAND JANUARY 31, 2024	\$2,240.25
TOTAL ending balance	\$33,739.02

I, JESSICA FOX, COUNTY CLERK & RECORDER, DO HEREBY CERTIFY THAT THIS IS A TRUE REPORT OF THE MONIES RECEIVED AND TRANSACTIONS OF THE OFFICE OF SHELBY COUNTY CLERK & RECORDER FOR THE PERIOD OF JANUARY 2024.

DATED: FEBRUARY 8, 2024

  
COUNTY CLERK & RECORDER  
JESSICA FOX

GIS

259	doc @	\$1.00	\$259.00	Treasurer ck #3587
259	doc @	\$17.00	\$4,403.00	Treasurer ck #3588

EARNINGS

259	doc @	\$18.00	\$4,662.00	Treasurer ck #3589
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FEES

BALANCE OF FEES			\$12,236.27	Treasurer ck #3590
IL TRANSFER TAX			\$5,370.50	ACH pmt 2/8/2024 \$5,200.50 due to voided eRecording credit
CO TRANSFER TAX			\$2,685.25	Treasurer ck #3591

217	doc @	\$18.00	\$3,906.00	RHSP ACH pmt 2/6/2024
217	doc @	\$0.50	\$108.50	Treasurer ck #3592
217	doc @	\$0.50	\$108.50	County Clerk

TOTAL \$33,739.02

JANUARY DEATH CERTS 28 @ \$4 = \$112.00

Prepared by Anaia Breckin Date 2-8-24

FILED  
FEB 08 2024

  
SHELBY COUNTY CLERK