

October 2, 2018

**SHELBY COUNTY BOARD MEETING AGENDA**

**October 10, 2018 – 9:00 A. M. in Courtroom B**

1. Call to Order- Prayer - Pledge of Allegiance
2. Roll Call
3. Approval of Minutes
4. Aaron Burdick, Probation CMO – Approve funding for Assistant Probation Officer salary and benefits from the General Fund (salary currently reimbursed of the State of IL, payroll benefits currently paid from Probation Fee Fund)
5. Danna Lewis, County Director U of I Extension – Updates regarding recent activities
6. Freddie Fry, Tourism – Update on summer Tourism
7. Debbie Ramey, Treasurer – Approve Resolution to transfer County Trustee Parcel 2013-07-19-411-005 (Certificate 201400128) to the City of Shelbyville
8. Debbie Ramey, Treasurer – Approval of Increase in Salary of Public Defender due to recent increase in State’s Attorney Salary (55 ILCS 5/3-4007)
9. Chairman Cruitt – Approve Resolution to Increase County Clerk’s fee
10. Chairman Cruitt – Approve Resolution to Increase and Set Predictable Recording Fees as per 55 ILCS 5/3-5018.1
11. County Highway Engineer Alan Spesard – Highway Engineer’s Report –Petition from Cold Spring Highway Commissioner for Drainage Improvement
12. Committee Reports
13. Chairman Updates
14. Chairman Appointments
15. States Attorney Gina Vonderheide – Closed Session Pursuant to 5 ILCS 120/2(C)(11) Possible Litigation
16. Correspondence
17. Public Body Comment
18. Adjournment

Shelby County Health Department Inoculation Clinic will be held in the basement of the Courthouse beginning at 8:15 A.M for County Employees, Elected Officials and their spouses. Please make sure you have either a copy your Insurance Card (both sides) or Medicare card for the billing of your flu shot.

Please silence cell phones during the Board meeting.

**Prayer this morning given by Board member Dennis Drnjevic**

SHELBY COUNTY BOARD MEETING

October 10, 2018 – 9:00 A.M.

The Shelby County Board met on Wednesday, October 10, 2018, at 9:00 A.M. at the Courthouse in Shelbyville, Illinois.

Chairman David Cruitt called the meeting to order. Board member Dennis Drnjevic gave the prayer and all present recited the Pledge of Allegiance.

County Clerk Jessica Fox called the roll. Behl, Cannon, Coffman and Strohl were absent.

Minutes for the September 12, 2018 board meeting were presented for approval. Mulholland made motion to approve the minutes as presented. Simpson seconded said motion, which passed by voice vote (17 yes, 0 no).

Probation CMO Aaron Burdick addressed the Board to update them regarding a letter Chief Judge Koester had sent to the Board regarding payroll benefits for the assistant Probation officer. Currently payroll benefits for this position are paid out of the Probation Fee Fund. This fund will no longer be able to pay for these benefits due to a loss in revenue. The General Fund, Social Security and IMRF will now pick up these benefits and will total approximately \$6,000 for the current assistant. Burdick informed the Board that both probation officer salaries are reimbursed by the State.

Williams made motion to approve moving the payment of these benefits from the Probation Fee Fund. Wetherell seconded said motion, which passed by voice vote (17 yes, 0 no).

Danna Lewis, County Director for the U of I Extension office, updated the Board on recent activities of the organization. Last fiscal year, the extension office was able to serve 320 people with programs involving youth and family, senior citizens and healthy eating. They are working on 4-H recruitment and enrollment, as well as taking 4-H into the schools. Next spring, they will begin a healthy food distribution that can serve 400 families. They are currently looking for an organization to host this with either a large gym or parking lot. Lewis also stated the extension office can hand out resources for those who might need to update their qualifications to spray pesticides.

Tourism Director Freddie Fry spoke to the Board regarding summer activities and the successful Balloon Fest held this past weekend at the Shelby County Airport in conjunction with Scarecrow Daze. Fry also reported their grants had been approved and they saw an increase of \$3,400 in funding. Spring was rough due to the weather, but Fry felt in terms of area visitors to the Lake Shelbyville area, those numbers should be on track with last year. Fry reminded the Board that the traveling Smithsonian Museum will be arriving in Shelbyville in December. They are still looking for transportation to get the museum here, but Fry is excited for the museum's arrival.

County Treasurer Debbie Ramey requested approval to transfer parcel 2013-07-19-411-005 to the City of Shelbyville for their bid of \$796.00

Mulholland made motion to approve the resolution. Bennett seconded said motion, which passed by voice vote (17 yes, 0 no). (Resolution attached to these minutes).

Next Ramey reported that the State's Attorney was given a 2.2% cost of living increase making her salary total \$131,796.10. Since Shelby County employs a full-time Public Defender, we are required to pay 90% of the State's Attorneys' salary, which would be \$118,616.49. Ramey reported the State does reimburse Shelby County 66 2/3% of the Public Defender's salary.

Bennett made motion to approve the pay increase for the Public Defender. Wetherell seconded said motion, which passed by voice vote (17 yes, 0 no).

Chairman Cruitt requested approval for a resolution increasing some of the County Clerk's fees. Clerk Fox explained that due to Public Act 100-0271, all Recorders in Illinois were required to have a "predictable recording fee." In order to calculate the fee for Shelby County, a cost study was performed by Bellwether, LLC, which also showed some Clerk fees which could be increased. Fox reported she had posted a notice, as required, for the past two weeks and these clerk and recording fee increases would not take effect until January 1, 2019.

Amling made motion to approve the increase in Clerk fees. Kearney seconded said motion, which passed by voice vote (17 yes, 0 no). (Resolution attached to these minutes).

Next, Cruitt presented the resolution to increase and set the predictable recording fee for the Recorder's office.

Bennett made motion to approve the increase in recorder's fees. Wetherell seconded said motion, which passed by voice vote (17 yes, 0 no). (Resolution attached to these minutes).

The County Highway Engineer was unavailable for this meeting, so in his absence Chairman Cruitt presented a 50/50 petition from the Cold Spring Highway commissioner to replace two culverts in Section 33, for an estimated cost of \$4,200.

Mulholland made motion to approve the petition. Lenz seconded said motion, which passed by voice vote (17 yes, 0 no). (Petition attached to these minutes).

Chairman Cruitt called for committee reports. (Committee reports are attached to these minutes). Reports were given and items presented for follow-up or for public awareness were as follows:



**Shelby County Board**  
**October 10, 2018**



Rescue Squad Committee chair Williams informed the Board that a new commander has been elected recently. Jordan Camic is now the commander for the Rescue Squad and John Hippard is the Secretary/Treasurer.

Public Buildings Chair Wetherell stated the scaffolding around the bell tower should be down by the end of the week.

Chairman Cruitt requested approval by resolution to appoint Michael Nohren as trustee of the Tower Hill Fire Protection District.

Bennett made motion to approve the appointment. Amling seconded said motion, which passed by voice vote (17 yes, 0 no). (Resolution attached to these minutes).

At this time, Chairman Cruitt requested a motion to enter into closed session pursuant to 5 ILCS 120/2 (C) (1) possible litigation.

Wetherell made motion to adjourn the regular meeting and convene to closed session. Williams seconded said motion. Roll Call Vote: Aye: Amling, Arthur, Barr, Bennett, Drnjevic, Durbin, Gergeni, Hayden, Jordan, Kearney, Lenz, Metzger, Mulholland, Simpson, Stephens, Wetherell and Williams. Nay: None. Not Voting: Cruitt. Motion carried.

**CLOSED SESSION OF THE COUNTY BOARD**

The Closed Session was ended, the doors opened and spectators were allowed to return to the meeting. There was no action taken in closed session.

Hayden made motion to adjourn the Closed Session and to reconvene the regular session. Metzger seconded said motion. Roll Call Vote: Aye: Amling, Arthur, Barr, Bennett, Drnjevic, Durbin, Gergeni, Hayden, Jordan, Kearney, Lenz, Metzger, Mulholland, Simpson, Stephens, Wetherell and Williams. Nay: None. Not Voting: Cruitt. Motion carried.

Chairman Cruitt reported the County had received an \$800 reimbursement from UCCI for meeting attendance. Cruitt thanked the Health Department for administering flu shots this morning to County Employees, County Board members and Elected Officials.

Under Public Body comment, Clerk Fox referenced the information regarding the Open Meetings Act that had been mailed to all the board members in their packets this month. She stressed the importance of making sure all of those committees which are supported in whole or part by tax dollars adhere to the OMA. Fox suggested if anyone has questions they contact the IL Attorney General or the State's Attorney.

There was no further business to come before the Shelby County Board.

Metzger made motion to assess mileage and per diem for the October meetings, to pay the bills/payroll as approved by the committees and adjourn until the next regular meeting to be held on November 14, 2018. Wetherell seconded said motion, which passed by voice vote (17 yes, 0 no) and the meeting was adjourned at 9:48 A.M.



Jessica Fox  
Shelby County Clerk and Recorder

October 10, 2018

REGULAR MEETING

		ROLL CALL			QUESTIONS							
			10/10/2018	1/2018	Closed Session ON MOTIONS TO Pending Litigation		Exit Closed ON MOTIONS TO Session			ON MOTIONS TO		ON MOTIONS TO
COUNTY BOARD MEMBERS		MILEAGE	A.M.	P.M.	AYE	NAY	AYE	NAY	AYE	NAY	AYE	NAY
217	AMLING, ROBERT	35	✓		✓		✓					
50	ARTHUR, JAMES	38	✓		✓		✓					
110	BARR, KENNETH	50	✓		✓		✓					
116	BEHL, ROBERT H.	42	A		A		A					
117	BENNETT, BARBARA	40	✓		✓		✓					
45	CANNON, BRUCE	26	A		A		A					
510	COFFMAN, BRYON	48	A		A		A					
99	CRUITT, DAVID		✓		-		-					
500	DRNJEVIC, DENNIS	22	✓		✓		✓					
214	DURBIN, JESSE	12	✓		✓		✓					
105	GERGENI, GARY	26	✓		✓		✓					
177	HAYDEN, RICHARD	44	✓		✓		✓					
193	JORDAN, ROBERT N.	31	✓		✓		✓					
64	KEARNEY, KAY		✓		✓		✓					
206	LENZ, LARRY	26	✓		✓		✓					
511	METZGER, TERRY		✓		✓		✓					
7	MULHOLLAND, FRANK		✓		✓		✓					
274	SIMPSON, ROBERT	32	✓		✓		✓					
	STEPHENS, RALPH JR	8	✓		✓		✓					
46	STROHL, DON	45	A		A		A					
44	WETHEREL, DALE	46	✓		✓		✓					
10	WILLIAMS, LYNN	0	✓		✓		✓					



STATE OF ILLINOIS  
OFFICE OF THE CHIEF JUDGE  
FOURTH JUDICIAL CIRCUIT

CHAMBERS OF  
KIMBERLY G. KOESTER  
CHIEF JUDGE

October 3, 2018

COURTHOUSE  
221 SOUTH 7<sup>th</sup> STREET  
VANDALIA, IL 62471  
OFFICE: 618-283-2030  
FAX: 618-283-9741

Jaime S. Warren  
Trial Court Administrator  
Rebecca A. Schulte  
Court Reporter Supervisor

Counties of:  
Christian, Clay, Clinton  
Effingham, Fayette, Jasper  
Marion, Montgomery, Shelby

**F I L E D**  
OCT 03 2018

Dave Cruitt, Chairman  
Shelby County Board  
c/o Shelby County Clerk  
P.O. Box 230  
Shelbyville, IL 62565

*Jessica Toy*  
SHELBY COUNTY CLERK

Re: FY 2019 Probation Budget – Probation Officer Contract

Dear Mr. Cruitt:

I am writing this letter to inform you that beginning Fiscal Year 2019, the Probation Services Fees Fund (PSF) will no longer pay for Probation Officer Heather Wade's benefits. This includes SUTA, IMRF, FICA, life and health insurance. As you are aware, the PSF balance in Shelby County is unable to support this payment and I am requesting the County Board to seek reimbursement from the state as any other P.O. salary and benefits. This is a fully funded position by the state and should be treated as such. It is my understanding that Aaron Burdick has already discussed this issue with the Budget Committee and they have requested a letter from me. Please let me know if you need any additional information. Thank you for your attention to this matter.

Cordially,

Kimberly G. Koester  
Chief Judge

KGK:jw



*Fourth Judicial Circuit*

## Shelby County Probation

Shelby County Courthouse · Phone: (217) 774-2412 Fax: (217) 774-2533

Chief Probation Officer: Aaron Burdick  
Probation Officer: Heather Wade  
Intake Specialist: Angie Durbin  
Public Service Work Coordinator: Teresa Bauer

<u>CFY</u>	<u>Budget Amount</u>	<u>Total Spent</u>	<u>Total Collected</u>	<u>Difference</u>
2013	\$89,500	\$59,692.40	\$83,276.97	+ \$23,584.57
2014	\$108,000	\$73,869.39	\$80,357.59	+\$6,488.20
2015	\$108,000	\$68,539.10	\$69,937.16	+\$1,398.06
2016	\$115,000	\$77,881.62	\$54,491.63	- <b>\$23,389.99</b>
2017	\$100,000	\$99,543.51	\$44,368.29	- <b>\$55,175.22</b>
2018	\$138,000	\$103,166.44	\$52,243.31	- <b>\$50,923.13</b>
2019	\$138,000			

# RESOLUTION

2018-36



WHEREAS, The County of Shelby, as Trustee for the Taxing Districts therein, has undertaken a program to collect delinquent taxes and to perfect titles to real property in cases in which the taxes on such real property have not been paid, pursuant to 35ILCS 200/21-90, and

WHEREAS, Pursuant to this program, the County of Shelby, as Trustee for the Taxing Districts therein, has acquired an interest in the following described real estate:

SHELBYVILLE TOWNSHIP

PERMANENT PARCEL NUMBER: 2013-07-19-411-005

As described in certificate(s) : 201400128 sold December 2015

and it appearing to the County Board that it is in the best interest of the County to dispose of its interest in said property.

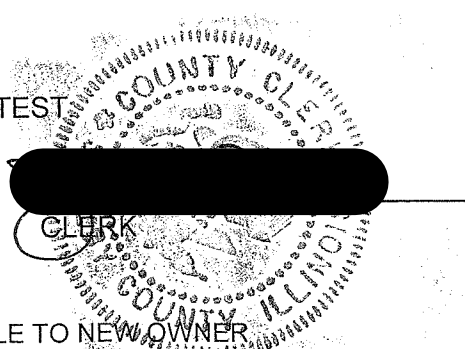
WHEREAS, City of Shelbyville, has bid \$796.00 for the County's interest, such bid having been presented to the County Board at the same time it having been determined by the County Board and the Agent for the County, that the County shall receive from such bid \$300.00 as a return for its certificate(s) of purchase. The County Clerk shall receive \$0.00 for cancellation of Certificate(s) and to reimburse the revolving account the charges advanced from this account, the auctioneer shall receive \$0.00 for his services and the Recorder of Deeds shall receive \$46.00 for recording. The remainder is the amount due the Agent under his contract for services. The total paid by purchaser is \$796.00.

WHEREAS, your County Board recommends the adoption of the following resolution:

BE IT RESOLVED BY THE COUNTY BOARD OF SHELBY COUNTY, ILLINOIS, that the Chairman of the Board of Shelby County, Illinois, be hereby authorized to execute a deed of conveyance of the County's interest or authorize the cancellation of the appropriate Certificate(s) of Purchase, as the case may be, on the above described real estate for the sum of \$300.00 to be paid to the Treasurer of Shelby County Illinois, to be disbursed according to law. This resolution to be effective for sixty (60) days from this date and any transaction between the above parties not occurring within this period shall be null and void.

ADOPTED by <sup>Voice</sup> ~~roll call~~ vote this 10th day of October, 2018




ATTEST



COUNTY BOARD CHAIRMAN

SALE TO NEW OWNER

RES#	Account	Type	Account Name	Parcel#	Township	Total Collected	County Clerk	Auctioneer	Recorder/Sec of State	Agent	Treasurer
10-18-001	0818978	SAL	CITY OF SHELBYVILLE	2013-07-19-411-005	SHELBYVILLE	796.00	0.00	0.00	46.00	450.00	
Totals						\$796.00	\$0.00	\$0.00	\$46.00	\$450.00	\$300.00

Clerk Fees \$0.00  
 Recorder/Sec of State Fees \$46.00  
 Total to County \$346.00

Committee Members

APPROVED Fees & Salaries Committee

409A

FILED

OCT 09 2018

*Jenica Day*  
 SHELBY COUNTY CLERK



## Shelby County Treasurer - Debbie Ramey

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**From:** Hampton, Michelle D. <Michelle.D.Hampton@illinois.gov>  
**Sent:** Tuesday, September 25, 2018 9:31 AM  
**Cc:** Shafer, Terry; Bailey, Adrienne; Kriener, Bradley  
**Subject:** Public Defenders Compensation  
**Attachments:** PTAX-451.pdf  
  
**Importance:** High

County Treasurers,

We, at the Department of Revenue, thank you in advance for your cooperation on this matter as it requires prompt attention on both our parts to assure Public Defenders receive proper compensation due to a recently enacted statutory change.

As you know, the State pays 66 2/3% of the total annual compensation of State's Attorneys based on the salaries in effect on December 31, 1988, and 100% of the increases in salaries taking effect after that date. (55 ILCS 5/4-2001(a)).

In the past, Illinois law prohibited State's Attorneys from receiving cost of living (COLA) increases. (25 ILCS 12/.6.5). On June 4, 2018, legislation was passed removing that prohibition. (55 ILCS 120/6.6) The new COLA increases were effective for the July 2018 monthly salary payments. The COLA increases for July and August 2018 were reflected in the August 2018 payments the State made for the State's Attorneys' salaries.

The State pays 66 2/3% of the Public Defenders' annual salaries. "If the Public Defender is employed full-time in that capacity, his or her salary must be at least 90% of that county's State's attorney's annual compensation..." Also, in counties with 30,000 or more in population where the Public Defender is receiving at least 90% of the State's Attorney's salary, "that Public Defender shall not engage in the private practice of law." (55 ILCS 5/3-4007)

Because of the COLA increases for the State's Attorneys, the Department believes the salaries of some full-time Public Defenders are now below the 90% requirement. To verify compliance with the statute, The Department is requiring a new PTAX-451 Form (fillable form attached), signed by the County Board Chairman and the County Clerk, along with the Board minutes authorizing any necessary increase in the Public Defender's salary due to the State's Attorney's recent COLA increase and the 90% requirement in 55 ILCS 5/3-4007. Even if you are in compliance, or if your Public Defender is part-time and not subject to the 90% requirement, you still must complete a new PTAX-451 so the Department can update its records. The Department will be following up with all counties that have not provided a new PTAX-451 by October 21, 2018.

To make this process as easy and quick as possible, please email the completed and signed PTAX-451 and Board minutes to:

[Michelle.D.Hampton@illinois.gov](mailto:Michelle.D.Hampton@illinois.gov)

Again, the Department thanks you for your cooperation and quick response in this matter.

Legislation passed a 2.2% COLA increase to July 1, 2018  
Gina Vonderheide current salary: \$128,959.00  
Her new salary: \$131,796.10

*Michelle D. Hampton*  
Administrative Assistant 1

Full-time Public Defenders must be paid 90% of SA's salary  
Brad Rau current salary: \$116,063.22  
His new salary: \$118,616.49

**Resolution No. 2018-37**

**Resolution to Increase Service Fees to be charged by the Shelby County Clerk**

**WHEREAS**, the County Board is authorized to review and establish fees to be charged for services performed by County Departments; and

**WHEREAS**, the Shelby County Clerk is currently providing services to the general public for which service fees should be collected to help defray the County cost of providing the services; and

**WHEREAS**, pursuant to 55 ILCS 5/4-4001 the County can charge fees for services provided by the County Clerk that are established by the Illinois Legislature, or fees established by County Resolution if the fees are justified by an acceptable cost study which shows the full cost of providing the service, and that the proposed fees will not exceed the full cost of providing the services; and

**WHEREAS**, the County Clerk had a cost study completed by Bellweather LLC, which documents the full cost of providing certain services; and that the cost study is available for public inspection and has been attached as part of the public record; and

**WHEREAS**, a notice was posted at least 2 weeks, but not more than 4 weeks prior to the regularly scheduled October 10, 2018 County Board meeting, which detailed the increase in the attached fees; and

**WHEREAS**, changes to the County Clerk's fee shall take effect 60 days after approval from the Shelby County Board on January 1, 2019.

**THEREFORE BE IT RESOLVED** by the County Board of Shelby County, that effective on January 1, 2019, the Shelby County Clerk is approved to charge and collect, in addition to fees already approved, the following fees, and that the fees collected will be deposited as follows on the attached Exhibit A.

**THIS RESOLUTION PRESENTED, ADOPTED and APPROVED** this 10th day of October, 2018, at a regular meeting of the Shelby County Board.

**APPROVED:**

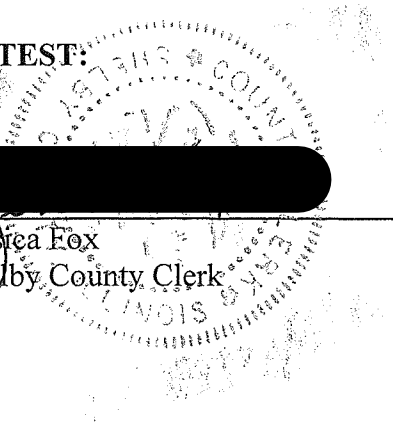


David Cruitt, Shelby County Board Chairman

**ATTEST:**



Jessrea Fox  
Shelby County Clerk



**County Clerk Fee Study – Effective Date: January 1, 2019**

**Additional Birth/Marriage Certificates**

General Fund	5.00
Automation	2.00
<b>TOTAL</b>	<b>7.00</b>

**Additional Death Certificates**

General Fund	5.00
Automation	2.00
State fees	4.00
<b>TOTAL</b>	<b>11.00</b>

**Tax Redemption Clerk Fee**

General Fund	105.00
<b>TOTAL</b>	<b>105.00</b>

**Notary – in person**

General Fund	17.00
<b>TOTAL</b>	<b>17.00</b>

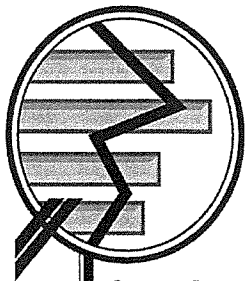
**Notary – by mail**

General Fund	17.00
<b>TOTAL</b>	<b>17.00</b>

**Search fee (Genealogy 5 year search)**

General Fund	15.00
<b>TOTAL</b>	<b>15.00</b>

**EXHIBIT A**



**Bellwether, LLC**

Management Services & Consulting

# Government Performance Services

*East of Services*

**Shelby County, Illinois**

County Clerk / Recorder's Office

June 2018

413

F I L R D

JUN 10 2018

*Yvonne Boyd*  
SHELBY COUNTY CLERK

## Report Summary

Shelby County Clerk/Recorder engaged Bellwether, LLC. (Bellwether) to provide a review of the actual cost of providing permitted fee services within the County Clerk/Recorder Department which currently charges fees to residents and non-residents of Shelby County as services are requested.

The County Clerk / Recorder's Office provides several services as a part of their role as an elected official. These services are funded differently based on the statute. Recording, Vital Records and Tax Redemption are intended to be fully funded through Fee Revenue. All other functions are funded through the General Fund.

Service	Statute Basis of Activity	Funding Source
Recording of deeds and recorders	<ul style="list-style-type: none"> <li>Activities defined by statute</li> </ul>	<ul style="list-style-type: none"> <li>Zero impact to General Fund</li> </ul>
Recording of Vital Records	<ul style="list-style-type: none"> <li>Activities defined by statute</li> </ul>	<ul style="list-style-type: none"> <li>Zero impact to General Fund</li> </ul>
Management of the Property Tax Redemption Process	<ul style="list-style-type: none"> <li>Activities defined by statute</li> </ul>	<ul style="list-style-type: none"> <li>Zero impact to General Fund</li> </ul>
Elections	<ul style="list-style-type: none"> <li>Activities defined by statute and modified by the State Board of Elections</li> </ul>	<ul style="list-style-type: none"> <li>100% General Fund Supported</li> </ul>
County Board Agenda and Minutes	<ul style="list-style-type: none"> <li>Role is defined by statute</li> </ul>	<ul style="list-style-type: none"> <li>100% General Fund Supported</li> </ul>
Maintain County Board Files	<ul style="list-style-type: none"> <li>Additional role is accepted voluntarily by the County Clerk</li> </ul>	<ul style="list-style-type: none"> <li>100% General Fund Supported</li> </ul>
Maintain County Payroll	<ul style="list-style-type: none"> <li>Additional role is accepted voluntarily by the County Clerk</li> </ul>	<ul style="list-style-type: none"> <li>100% General Fund Supported</li> </ul>
Maintain County Benefits Program	<ul style="list-style-type: none"> <li>Additional role is accepted voluntarily by the County Clerk</li> </ul>	<ul style="list-style-type: none"> <li>100% General Fund Supported</li> </ul>
Maintain County Accounts Payable Process	<ul style="list-style-type: none"> <li>Role is defined by statute</li> </ul>	<ul style="list-style-type: none"> <li>100% General Fund Supported</li> </ul>

Fee prices are defined by state laws and county ordinances. County governments may charter cost studies to review the appropriateness of these fees and make adjustments to meet actual expenses. The process and authority to adjust these fees are addressed in laws of the State, as an example, – 55 ILCS 5/3-5018 (from CH. 34, Par. 305018) (County Recorder Fees), states:

*The county board may, however, by ordinance, increase the fees allowed by this Section and collect such increased fees from all persons and entities other than officers, agencies, departments and other instrumentalities of the State if the increase is justified by an acceptable cost study showing that the fees allowed by this Section are not sufficient to cover the cost of providing the service.....*

*A statement of the costs of providing each service, program and activity shall be prepared by the county board. All supporting documents shall be public record and subject to public examination and audit. All direct and indirect costs, as defined in the United States Office of Management and Budget Circular A-87, may be included in the determination of the costs of each'*

**Table 1: Potential Fee Based Increase (Rounded Value)**

Department	Gross Fee Increase Potential
County Clerk Function	\$ 3,338
Recorder of Deeds Function	\$ 53,295
<b>Total Potential</b>	<b>\$ 56,633</b>

These summary findings reflect conservative calculations of the labor, equipment, consumables, facilities and other department allocated costs of providing the services reviewed within this study and under the control of the Shelby County Board.

The potential to capture this new revenue depends on a constant volume of transactions and establishing fees at the cost threshold. Distribution charts included in this report use a rounded value and may vary from the summary above.

Bellwether recommends a conservative approach to budgeting for the first year to demonstrate actual increases. Actual increased revenue may vary based volume.

## Methods

The Cost of Services Study or Fee Review is a detailed analysis of the data related to the operations and expenses of the department. Central to the analysis is:

- Annual budgeted expenses
- Actual expenses
- Inclusion (or exclusion) of expense categories or lines within the department budget(s)
- Actual staff related expenses
- Current revenues derived from fees
- Current revenues derived from other sources
- Service requests - Volumes and trends
- Changes in State Law or Regulations
- Onsite observation of core processes related to each service
- Appropriate exclusions of data (related to services that are non-eligible for fees)

Bellwether engaged County staff only to the extent necessary to collect and clarify the data. All departments should be recognized for the thorough nature of their record keeping, willingness to participate in the review process and the direct support of the elected or appointed official. These reviews would not be possible without the added effort from all staff involved.

- The provided data was assessed for reasonableness and completeness. The Bellwether analysis produced a detailed description of each service under review and detailed direct and indirect costs that can be attributed to each.
- Both direct and indirect expenses may be included for the purpose of establishing the cost of services under Illinois law. Direct expenses are expenses, including labor, that are directly incurred for the purpose of delivering a particular service. These expenses include pre-printed forms, dedicated equipment or software, or dedicated office facilities. Indirect expenses are expenses that include shared management services or administrative costs, portions of shared facility costs and equipment.
- While it is not possible to attribute every moment of every transaction to an individual, it is possible to understand the flow of the work and develop a weighted value of labor.
- Several processes have direct materials, equipment and other relatable costs. To the extent possible these costs are determined on a "per transaction" basis.

Indirect costs were allocated to specific activities within the office when possible; when not possible the costs were allocated to general infrastructure.

According to federal rules (US Office of Management & Budget Circular A-87), indirect expenses associated with central services provided to sub-units of local governments would be documented in a Central Services Cost Allocation Plan to ensure the consistent treatment of these expenses. Shelby County does not allocate central service costs or infrastructure costs to the department level.

Infrastructure (facilities, maintenance, utilities) were conservatively allocated based on the estimated occupancy of the county court house. (total budget amount allocated based on the estimated percentage of total available space)

**Table 2: Examples of Allocations**

Expense Item	Allocation Process
General Management & Administrative Time	The cost of management time, training time, and other administrative time was allocated to the services under review based on the amount of time employees spend providing the services under review. Not all management and administrative time was allocated to the services under review as other work is conducted within the offices that are not subject to service fees.
General Equipment, Telephone and Supplies	The cost of equipment and supplies that are used to provide multiple services within an office were allocated based on the volume of transactions in the office, and the estimated consumption of the resource per transaction.

The Shelby County Clerk indicated a shortfall in Document Storage funds necessary to fund a multi-year imaging effort. 55 ILCS 5/3-5018 allows such expenses to be included in the list of Recording Fees and placed into the Document Storage Fund. The amount added to the fee should be sufficient to fund the project, without adding a disproportionate amount to the total fee.

For the purposes of this fee review a \$25,000 annual amount was used to calculate the \$6.68 Document Storage Fee. This amount may be adjusted as project costs change.

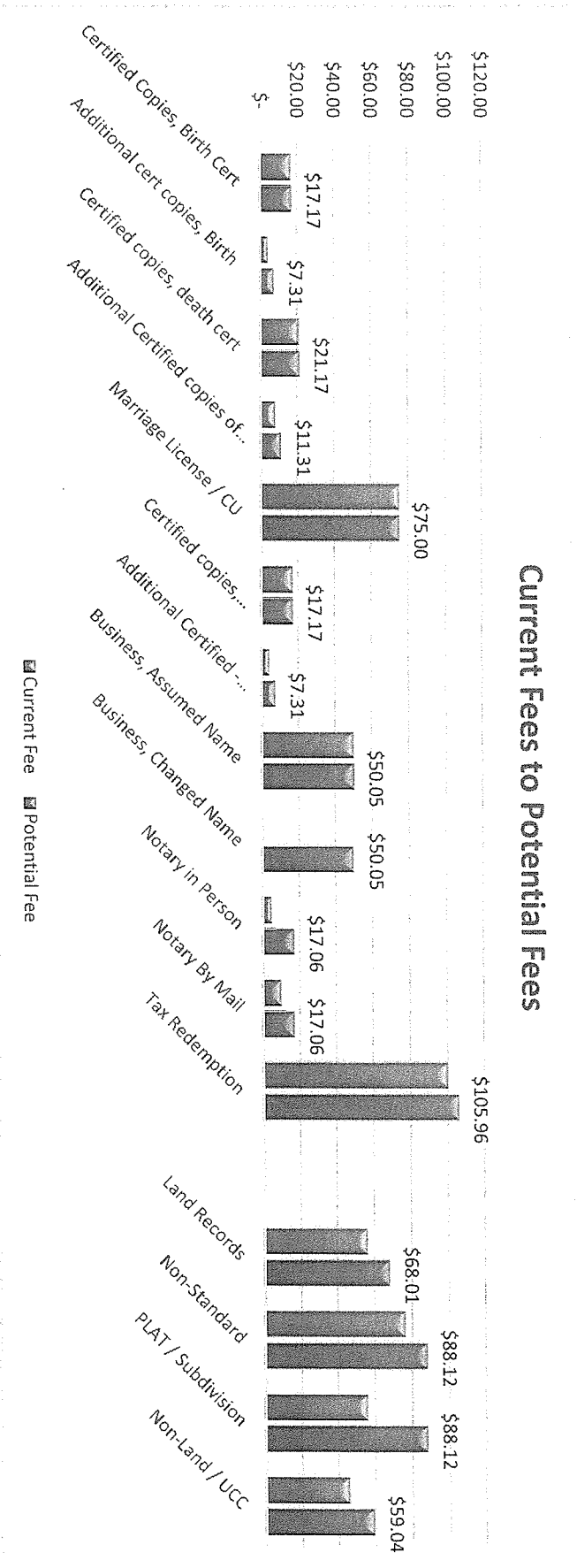
17



## Shelby County Clerk / Recorder

The **County Clerk / Recorder Office** is well organized with engaged and capable staff. The notes and comments provided by staff were more than sufficient to establish a conservative baseline.

**Table 3: Overview of gap between current fees (blue) and actual costs (red) to provide services.**



- The volume of questions by phone, email and in person adds a significant effort. The total effort is allocated across all transactions.
- Marriage License and Civil Union fees may be increased to \$75 without further justification.
- The calculated fees for Marriage License and Civil Union include \$5.00 in fees distributed to the State of Illinois
- The calculated fees for Certified Copies of Death Certificates includes \$4.00 in fees distributed to the State of Illinois
- The calculated fees for all certified copies includes \$2.00 in fees distributed to the County Clerk Automation fund.
- The increase in Tax Redemption represents 1/3 of the tax software divided among the annual volume of redemptions.
- See distribution charts

*Illinois law - 55 ILCS 5/4-4001 (from Ch. 34, par. 4-4001) (County Clerk Fees), prescribes:*

"For issuing each civil union or marriage license, the certificate thereof, and for recording the same, including the recording of the parent's or guardian's consent where indicated, a fee to be determined by the county board of the county, not to exceed \$75, which shall be the same, whether for a civil union or marriage license. \$5 from all civil union and marriage license fees shall be remitted by the clerk to the State Treasurer for deposit into the Domestic Violence Fund."

- This report reflects the current technology costs for the County Clerk's Office and includes the allowed fee for technology.

*Illinois law - 55 ILCS 5/4-4001 (from Ch. 34, par. 4-4001) (County Clerk Fees), prescribes:*

"For each official copy of any process, file, record or other instrument of and pertaining to his office, 50¢ for each 100 words, and \$1 additional for certifying and sealing the same."

"The county board of any county of the first or second class may by ordinance authorize the county clerk to impose an additional \$2 charge for certified copies of vital records as defined in the Section 1 of the Vital Records Act, for the purpose of developing, maintaining, and improving technology in the office of the County Clerk."

- The calculated fees for Certified Copies of Death Certificates includes \$4.00 in fees distributed to the State of Illinois

*Illinois law - 410 ILCS 535/25 (from Ch. 111 1/2, par. 73-25)Vital Records Act*

"Any local registrar or county clerk shall search the files of birth, death and fetal death records, upon receipt of a written request from any applicant entitled to such search. If upon search the record requested is found, such local registrar or county clerk shall furnish the applicant one certification or certified copy of such record, under the seal of such office, upon payment of the applicable fees. If the requested record is not found, the local registrar or county clerk shall furnish the applicant a certification attesting to that fact, if so requested by the applicant and upon payment of applicable fee. The local registrar or county clerk must charge a \$2 fee for each certified copy of a death certificate. The fee is in addition to any other fees that are charged by the local registrar or county clerk. The additional fees must be transmitted to the State Registrar monthly and deposited into the Death Certificate Surcharge Fund. The local registrar or county clerk may charge fees for providing other services for which the State Registrar may charge fees under this Section."

"Any custodian of vital records, whether it may be the Department of Public Health, a local registrar, or a county clerk shall charge an additional \$2 for each certified copy of a death certificate and that additional fee shall be collected on behalf of the Department of Financial and Professional Regulation for deposit into the Cemetery Oversight Licensing and Disciplinary Fund."

Illinois law - 55 ILCS 5/4-4001 (from Ch. 34, par. 4-4001) (County Clerk Fees), prescribes:

"The foregoing fees allowed by this Section are the maximum fees that may be collected from any officer, agency, department or other instrumentality of the State. The county board may, however, by ordinance, increase the fees allowed by this Section and collect such increased fees from all persons and entities other than officers, agencies, departments and other instrumentalities of the State if the increase is justified by an acceptable cost study showing that the fees allowed by this Section are not sufficient to cover the cost of providing the service."

55 ILCS 5/3-5018) (from Ch. 34, par. 3-5018)

"Sec. 3-5018. Fees. The recorder elected as provided for in this Division shall receive such fees as are or may be provided for him or her by law, in case of provision therefore: otherwise he or she shall receive the same fees as are or may be provided in this Section, except when increased by county ordinance pursuant to the provisions of this Section, to be paid to the county clerk for his or her services in the office of recorder for like services."

"For recording any document that affects an interest in real property other than documents which solely affect or relate to an easement for water, sewer, electricity, gas, telephone or other public service, the recorder shall charge a fee of \$1 per document to all filers of documents not filed by any State agency, any unit of local government, or any school district. Fifty cents of the \$1 fee hereby established shall be deposited into the County General Revenue Fund. The remaining \$0.50 shall be deposited into the Recorder's Automation Fund and may not be appropriated or expended for any other purpose. The additional amounts available to the recorder for expenditure from the Recorder's Automation Fund shall not offset or reduce any other county appropriations or funding for the office of the recorder."

"The county board of any county may provide for an additional charge of \$3 for filing every instrument, paper, or notice for record, (1) in order to defray the cost of converting the county recorder's document storage system to computers or micrographics and (2) in order to defray the cost of providing access to records through the global information system known as the Internet."

"The county board of any county that provides and maintains a countywide map through a Geographic Information System (GIS) may provide for an additional charge of \$3 for filing every instrument, paper, or notice for record (1) in order to defray the cost of implementing or maintaining the county's Geographic Information System and (2) in order to defray the cost of providing electronic access to the county's Geographic Information System records. Of that amount, \$2 must be deposited into a special fund set up by the treasurer of the county, and any moneys collected pursuant to this amendatory Act of the 91st General Assembly and deposited into that fund must be used solely for the equipment, materials, and necessary expenses incurred in implementing and maintaining a Geographic Information System and in order to defray the cost of providing electronic access to the county's Geographic Information System records. The remaining \$1 must be deposited into the recorder's special funds created under Section 3-5005.4. The recorder may, in his or her discretion, use moneys in the funds created under Section 3-5005.4 to defray the cost of implementing or maintaining the county's Geographic Information System and to defray the cost of providing electronic access to the county's Geographic Information System records. "

"The recorder shall collect a \$9 Rental Housing Support Program State surcharge for the recordation of any real estate-related document. Payment of the Rental Housing Support Program State surcharge shall be evidenced by a receipt that shall be marked upon or otherwise affixed to the real estate-related document by the recorder. The form of this receipt shall be prescribed by the Department of Revenue and the receipts shall be issued by the Department of Revenue to each county recorder. "

Illinois HB 3036 effected changes to 55 ILCS 5/3-5018.1 wherein it directed that counties:

"shall adopt and implement, by ordinance or resolution, a predictable fee schedule that eliminates surcharges or fees based on the individual attributes of a standard document to be recorded."

The revised statute further defines and disallows additional fees previously allowed and collected by the Recorder of Deeds for standard documents.

"Under a predictable fee schedule, no charge shall be based on: page count; number, length, or type of legal descriptions; number of tax identification or other parcel identifying code numbers; number of common addresses; number of references contained as to other recorded documents or document numbers; or any other individual attribute of the document except as expressly provided in this Section.

The fee charged under this Section shall be inclusive of all county and State fees that the county may elect or is required to impose or adjust, including, but not limited to, GIS fees, automation fees, document storage fees, and the Rental Housing Support Program State surcharge."

The Recorder of Deeds may continue to charge previously allowed additional fees for Non-Standard Documents.

"(a) As used in this Section: "Nonstandard document" means:

- (1) a document that creates a division of a then active existing tax parcel identification number;
- (2) a document recorded pursuant to the Uniform Commercial Code;
- (3) a document which is non-conforming, as described in paragraphs (1) through (5) of Section 3-5018;
- (4) a State Lien or a Federal Lien;
- (5) a document making specific reference to more than 5 tax parcel identification numbers in the county in which it is presented for recording; or
- (6) a document making specific reference to more than 5 other document numbers recorded in the county in which it is presented for recording.

"Standard document" means any document other than a nonstandard document."

Key information was provided by the Shelby County Recorder. The average page count per document type was identified as a proxy for individual fees charged. The revenue created by this additional page count was allocated across all documents within the Standard Document category.

Total Number of Recorded Documents	3,947
Number of document types with additional pages	1,838
Total Revenue from Added pages	\$ 9,220
Divided across all documents	\$ 2.34
Round up to next whole dollar	\$ 3.00

For distribution, these funds are added to the General Fund.

422

#### Table 4: Distribution by Fund

The final results identified increases in General Fund revenue, however the review also identified expenses diverted from the General Fund to be paid from the County Clerk's Automation / Document Storage Fee. Bellwether recommends a conservative approach to budgeting these changes for the first year. Revenue is related directly to volume which is subject to change.

- The Rounded Value represents a whole dollar value proposed fee compliant with Illinois State statute methods for establishing fees and are sufficient to fund the total expense of the Vital Record, Tax and Recording functions.
- Election expenses and expenses related to general county functions such as accounts payable and support of the County Board are not included in these calculations.
- Tax Redemption automation represents 1/3 of the tax management system costs applied to the annual volume of redemptions.
- The current GIS budget plus anticipated flyover costs have a lower per transaction value than the previous fee.
- Often county financial reports use different terms to describe fund accounts. This report uses the statute verbiage describing an Automation and Document Storage fund.
- The Document Storage portion of the fee includes funds for imaging and electronic storage of existing files and documents.

423

Recording Fee Distribution

Land Records	Prior	Actual	Change	Extended
Summary	\$ 56.00	\$ 68.04	\$ 12.04	\$ 45,057
General Fund	\$ 20.50	\$ 20.08	\$ (0.42)	\$ (1,566)
County Allocations	\$ -	\$ 0.49	\$ 0.49	\$ 1,898
Distributed to GIS	\$ 23.00	\$ 17.37	\$ (5.63)	\$ (21,089)
Retained GIS	\$ -	\$ 1.00	\$ 1.00	\$ 3,743
Total RHSP collected	\$ 9.00	\$ 9.00	\$ -	\$ -
Retained RHSP	\$ 0.50	\$ -	\$ (0.50)	\$ (1,872)
Automation Fund	\$ 3.00	\$ 10.42	\$ 7.42	\$ 27,774
Document Storage	\$ -	\$ 6.68	\$ 6.68	\$ 25,000
Predictable	\$ -	\$ 3.00	\$ 3.00	\$ 11,229

CONDO / PLAT	Prior	Actual	Change	Extended
Summary	\$ 56.00	\$ 88.12	\$ 32.12	\$ 224.84
General Fund	\$ 20.50	\$ 40.16	\$ 19.66	\$ 137.64
County Allocations	\$ -	\$ 0.49	\$ 0.49	\$ 3.44
Distributed to GIS	\$ 23.00	\$ 17.37	\$ (5.63)	\$ (39.44)
Retained GIS	\$ -	\$ 1.00	\$ 1.00	\$ 7.00
Total RHSP collected	\$ 9.00	\$ 9.00	\$ -	\$ -
Retained RHSP	\$ 0.50	\$ -	\$ (0.50)	\$ (3.50)
Automation Fund	\$ 3.00	\$ 10.42	\$ 7.42	\$ 51.94
Document Storage	\$ -	\$ 6.68	\$ 6.68	\$ 46.75
Predictable	\$ -	\$ 3.00	\$ 3.00	\$ 21.00

Non-Standard Doc	Prior	Actual	Change	Extended
Summary	\$ 68.00	\$ 88.12	\$ 20.12	\$ 60
General Fund	\$ 41.00	\$ 40.16	\$ (0.84)	\$ (3)
County Allocations	\$ -	\$ 0.49	\$ 0.49	\$ 1
Distributed to GIS	\$ 23.00	\$ 17.37	\$ (5.63)	\$ (17)
Retained GIS	\$ -	\$ 1.00	\$ 1.00	\$ 3
Total RHSP collected	\$ 9.00	\$ 9.00	\$ -	\$ -
Retained RHSP	\$ 0.50	\$ -	\$ (0.50)	\$ (2)
Automation Fund	\$ 3.00	\$ 10.42	\$ 7.42	\$ 22
Document Storage	\$ -	\$ 6.68	\$ 6.68	\$ 20
Predictable	\$ -	\$ 3.00	\$ 3.00	\$ 9

Non Land Records	Prior	Actual	Change	Extended
Summary	\$ 46.00	\$ 59.04	\$ 13.04	\$ 6,101.66
General Fund	\$ 20.00	\$ 20.08	\$ 0.08	\$ 38.18
County Allocations	\$ -	\$ 0.49	\$ 0.49	\$ 229.84
Distributed to GIS	\$ 23.00	\$ 17.37	\$ (5.63)	\$ (2,636.83)
Retained GIS	\$ -	\$ 1.00	\$ 1.00	\$ 468.00
Automation Fund	\$ 3.00	\$ 10.42	\$ 7.42	\$ 3,472.64
Document Storage	\$ -	\$ 6.68	\$ 6.68	\$ 3,125.83
Predictable	\$ -	\$ 3.00	\$ 3.00	\$ 1,404.00

Fee	Current	Actual	Rounded
Land Records	\$ 56.00	\$ 68.04	\$ 68.00
Non-Standard Record	\$ 68.00	\$ 88.12	\$ 88.00
Plat / Condo	\$ 56.00	\$ 88.12	\$ 88.00
Non-land Record UCC	\$ 46.00	\$ 59.04	\$ 59.00

Total Fund Impact	
General	\$ 13,343
Automation	\$ 35,542
Storage	\$ 28,193
GIS	\$ (23,782)
<b>Total Increase</b>	<b>\$ 53,295</b>

Extended represents the revenue increase using 2017 transaction count.

424

**Clerk Fee Distribution**

Birth Certified		Rounded	Change	Extended
Summary	\$ 17.00	\$ 17.00	\$ -	\$ -
General	\$ 15.00	\$ 15.00	\$ -	\$ -
Automation	\$ 2.00	\$ 2.00	\$ -	\$ -
Other	\$ -	\$ -	\$ -	\$ -
Death Certified				
Summary	\$ 21.00	\$ 21.00	\$ -	\$ -
General	\$ 15.00	\$ 15.00	\$ -	\$ -
Automation	\$ 2.00	\$ 2.00	\$ -	\$ -
Other	\$ 4.00	\$ 4.00	\$ -	\$ -
Marriage				
Summary	\$ 75.00	\$ 75.00	\$ -	\$ -
General	\$ 70.00	\$ 70.00	\$ -	\$ -
Automation	\$ -	\$ -	\$ -	\$ -
Other	\$ 5.00	\$ 5.00	\$ -	\$ -
Add Cert Copies - Marriage				
Summary	\$ 4.00	\$ 7.00	\$ 3.00	\$ 1,134.00
General	\$ 2.00	\$ 5.00	\$ 3.00	\$ 1,134.00
Automation	\$ 2.00	\$ 2.00	\$ -	\$ -
Other	\$ -	\$ -	\$ -	\$ -

Add Cert Copies - Birth		Rounded	Change	Extended
Summary	\$ 4.00	\$ 7.00	\$ 3.00	\$ 345.00
General	\$ 2.00	\$ 5.00	\$ 3.00	\$ 345.00
Automation	\$ 2.00	\$ 2.00	\$ -	\$ -
Other	\$ -	\$ -	\$ -	\$ -
Add Cert Copies - Death				
Summary	\$ 8.00	\$ 11.00	\$ 3.00	\$ 99.00
General	\$ 2.00	\$ 5.00	\$ 3.00	\$ 99.00
Automation	\$ 2.00	\$ 2.00	\$ -	\$ -
Other	\$ 4.00	\$ 4.00	\$ -	\$ -
Marriage Cert Copy				
Summary	\$ 17.00	\$ 17.00	\$ -	\$ -
General	\$ 15.00	\$ 15.00	\$ -	\$ -
Automation	\$ 2.00	\$ 2.00	\$ -	\$ -
Other	\$ -	\$ -	\$ -	\$ -

Extended represents the revenue increase using 2017 transaction count.



Business, Assumed Name	Rounded	Change	Extended	Business, Changed Name	Rounded	Change	Extended
<b>Summary</b>	<b>\$ 50.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>Summary</b>	<b>\$ 50.00</b>	<b>\$ 50.00</b>	<b>\$ 50.00</b>
General	\$ 5.00	\$ 50.00	\$ 45.00	General	\$ -	\$ 50.00	\$ 50.00
Automation	\$ -	\$ -	\$ -	Automation	\$ -	\$ -	\$ -
Other	\$ -	\$ -	\$ -	Other	\$ -	\$ -	\$ -
<b>Notary In Person</b>				<b>Notary by Mail</b>			
<b>Summary</b>	<b>\$ 5.00</b>	<b>\$ 17.00</b>	<b>\$ 12.00</b>	<b>Summary</b>	<b>\$ 10.00</b>	<b>\$ 17.00</b>	<b>\$ 7.00</b>
General	\$ 5.00	\$ 17.00	\$ 12.00	General	\$ 10.00	\$ 17.00	\$ 7.00
Automation	\$ -	\$ -	\$ -	Automation	\$ -	\$ -	\$ -
Other	\$ -	\$ -	\$ -	Other	\$ -	\$ -	\$ -
<b>Tax Redemption</b>				<b>Total Fund Impact</b>			
<b>Summary</b>	<b>\$ 100.00</b>	<b>\$ 105.00</b>	<b>\$ 5.00</b>	General	\$		3,338
General	\$ 100.00	\$ 105.00	\$ 5.00	Automation	\$		-
Automation	\$ -	\$ -	\$ -	Other	\$		-
Other	\$ -	\$ -	\$ -	<b>Total Increase</b>	\$		<b>3,338</b>

Extended represents the revenue increase using 2017 transaction count.

Bellwether assumes the information provided by the departments to be true and accurate to the best of their ability. Bellwether does not validate provided information.

Projected revenue is based on reported volume by transaction type. Volume may change due to a number of external factors. Counties experiencing significant revenue increases are strongly encouraged to take a first year conservative approach to budgeting.

Bellwether does not propose specific recommendations for establishing or changing fees. Our observations suggest an increase in some fees may be warranted under current state law. The decision to change or add fees is the sole responsibility of Shelby County government.

426

**Attachment A – Sample County Board Action on Clerk Fees**

WHEREAS, 55 ILCS 5/4-4001 provides that the statutory County Clerk fees may be increased by the County Board if an increase is “justified by an acceptable cost study showing that the fees allowed by this Section (55 ILCS 5/4-4001) are not sufficient to cover the costs of providing the services”; and

WHEREAS, both 55 ILCS 5/4-4001 require a statement of the costs of providing each service, program and activity be prepared and be part of the public record; and

WHEREAS, a statement of cost (attached hereto and made a part hereof) and cost analysis by Bellwether, LLC. has been prepared; and

WHEREAS, 410 ILCS 535/25 directs the County Clerk to collect \$2.00 for the Death Certificate Surcharge Fund and \$2.00 for the Cemetery Oversight Licensing and Disciplinary Fund added to each certified Death Certificate; and

WHEREAS, 55 ILCS 5/4-4001 directs the County Clerk to collect \$.00 added to each Marriage and Civil Union License for the Domestic Violence Fund; and

WHEREAS, 55 ILCS 5/4-4001 provides authority to the County Board to establish a County Clerk’s Automation Fund and collect a \$3.00 fee for each copy of a certified document produced by the County Clerk; and

WHEREAS, based on the Bellwether, LLC study and the recommendation of the County Clerk, and the County Board agrees that the County Code should be amended to change and establish the fees charged by the Shelby County Clerk.

NOW, THEREFORE, BE IT ORDAINED that the County Code is amended as follows:

**INSERT NEW FEE SCHEDULE HERE**

427

**Attachment B – Sample County Board Action on Recorder Fees**

WHEREAS, 55 ILCS 5/3-5018 provides that the statutory County Recorder fees may be increased by the County Board if an increase is "justified by an acceptable cost study showing that the fees allowed by this Section (55 ILCS 5/3-5018) are not sufficient to cover the costs of providing the services"; and

WHEREAS, both 55 ILCS 5/3-5018 require a statement of the costs of providing each service, program and activity be prepared and be part of the public record; and

WHEREAS, 55 ILCS 5/3-5018 provides authority to the County Board to establish a County Recorder's Automation Fund to collect a \$11.39 fee for each document recorded by the Recorder; and

WHEREAS, 55 ILCS 5/3-5018 provides authority to the County Board to establish County Recorder's Document Storage Fund collect a \$4.00 for document storage for each document recorded by the Recorder; and

WHEREAS, 55 ILCS 5/3-5018 directs the County Board to collect a Rental Housing Support Program Fee of \$9.00 for each document recording reflecting financial value; and

WHEREAS, 55 ILCS 5/3-5018 provides authority to the County Board to establish a County GIS Fee of 19.00 County Recorders to collect with \$1.00 retained in the County Recorder Automation Fund; and

WHEREAS, 55 ILCS 5/3-5018 requires an established predictable fee for standard documents and said fee is set at \$3.00; and

WHEREAS, notice was posted as required by 55 ILCS 5/3-5018, at least 2 weeks prior, but not more than 4 weeks prior to the adoption of the predictable fees; and

WHEREAS, the newly approved fees for recording shall not be effective for 60 days; and

WHEREAS, a statement of cost (attached hereto and made a part hereof) and cost analysis by Bellwether, LLC. has been prepared; and

WHEREAS, based on the Bellwether, LLC study and the County Board agrees that the County Code should be amended to change and establish the fees charged by the Shelby County Clerk.

NOW, THEREFORE, BE IT ORDAINED that the County Code is amended as follows:

**INSERT NEW FEE SCHEDULE HERE**

27

RESOLUTION NO. 2018-38

COUNTY RECORDING PREDICTABLE FEE SCHEDULE

**WHEREAS**, the Governor of the State of Illinois, on August 22, 2017, signed into law Public Act 100-0271, which requires counties to adopt a predictable fee schedule for the County Recorder's Office; and

**WHEREAS**, 55 ILCS 5/3-5018 provides that the statutory County Recorder fees may be increased by the County Board if an increase is "justified by an acceptable cost study showing that the fees allowed by this Section (55 ILCS 5/3-5018) are not sufficient to cover the costs of providing the services"; and

**WHEREAS**, 55 ILCS 5/3-5018 requires a statement of the costs providing each service, program and activity be prepared and part of the public record; and

**WHEREAS**, 55 ILCS 5/3-5018 provides authority to the County Board to establish a County Recorder's Automation fund to collect an \$11.00 fee for each document recorded by the Recorder; and

**WHEREAS**, 55 ILCS 5/3-5018 provides authority to the County Board to establish a County Recorder's Document Storage Fund and collect \$7.00 for document storage for each document recorded by the Recorder; and

**WHEREAS**, 55 ILCS 5/3-5018 directs the County Board to collect a Rental Housing Support Program Fee of \$9.00 for each document recording reflecting financial value; and

**WHEREAS**, 55 ILCS 5/3-5018 provides authority to the County Board to establish a County GIS fee of \$18.00 which the County Recorder is to collect with \$1.00 retained in the County Recorder Automation Fund; and

**WHEREAS**, 55 ILCS 5/3-5018 requires an established predictable fee for standard documents and said fee is set at \$3.00; and

**WHEREAS**, notice was posted as required by 55 ILCS 5/3-5018 at least 2 weeks prior, but not more than 4 weeks prior to the adoption of the predictable fees; and

**WHEREAS**, the newly approved fees for recording shall not be effective for 60 days; and

**WHEREAS**, a statement of cost (attached hereto and made a part hereof) and cost analysis by Bellweather, LLC has been prepared; and

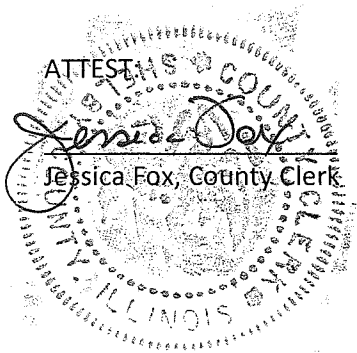
**WHEREAS**, based on the Bellweather, LLC study, the County Board agrees to approve and establish the fees charged by the Shelby County Recorder.

**NOW, THEREFORE,** be it ordained by the County Board of Shelby County that a \$3.00 predictable fee factor will be added to each standard document recorded within the office of the Shelby County Recorder and the changes to the fee schedule shall take effect on January 1, 2019.

**PASSED** and approved this 10<sup>th</sup> day of October, 2018.



David Cruitt, Shelby County Board Chairman



Public Act 100-271 requires County Recorders to adopt a predictable fee schedule that eliminates the charge for additional pages. This schedule of predictable fees is presented to the Shelby County Board for passage in October 2018 with an effective date for the new fees of January 1, 2019.

### **Predictable Fees- Land**

General Fund/ Recording	23.00
Automation	11.00
Document Storage	7.00
Rental Housing	9.00
GIS Fee	18.00
<b>TOTAL</b>	<b>68.00</b>

### **Predictable Fees – Non Land**

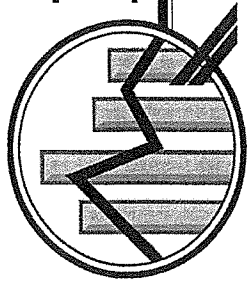
General Fund/ Recording	23.00
Automation	11.00
Document Storage	7.00
GIS Fee	18.00
<b>TOTAL</b>	<b>59.00</b>

### **Non Standard Document Fees**

General Fund/ Recording	43.00
Automation	11.00
Document Storage	7.00
Rental Housing	9.00
GIS Fee	18.00
<b>TOTAL</b>	<b>88.00</b>

### **Condo/Plat**

General Fund/ Recording	43.00
Automation	11.00
Document Storage	7.00
Rental Housing	9.00
GIS Fee	18.00
<b>TOTAL</b>	<b>88.00</b>



# Bellwether, LLC

Management Services & Consulting

## Government Performance Services

*Cost of Services*

**Shelby County, Illinois**

County Clerk / Recorder's Office

June 2018

F I L E D

JUN 10 2018

*Jessica Fox*  
SHELBY COUNTY CLERK

## Report Summary

Shelby County Clerk/Recorder engaged Bellwether, LLC. (Bellwether) to provide a review of the actual cost of providing permitted fee services within the County Clerk/Recorder Department which currently charges fees to residents and non-residents of Shelby County as services are requested.

The County Clerk / Recorder's Office provides several services as a part of their role as an elected official. These services are funded differently based on the statute. Recording, Vital Records and Tax Redemption are intended to be fully funded through Fee Revenue. All other functions are funded through the General Fund.

Service	Statute Basis of Activity	Funding Source
Recording of deeds and recorders	<ul style="list-style-type: none"> <li>Activities defined by statute</li> </ul>	<ul style="list-style-type: none"> <li>Zero impact to General Fund</li> </ul>
Recording of Vital Records	<ul style="list-style-type: none"> <li>Activities defined by statute</li> </ul>	<ul style="list-style-type: none"> <li>Zero impact to General Fund</li> </ul>
Management of the Property Tax Redemption Process	<ul style="list-style-type: none"> <li>Activities defined by statute</li> </ul>	<ul style="list-style-type: none"> <li>Zero impact to General Fund</li> </ul>
Elections	<ul style="list-style-type: none"> <li>Activities defined by statute and modified by the State Board of Elections</li> </ul>	<ul style="list-style-type: none"> <li>100% General Fund Supported</li> </ul>
County Board Agenda and Minutes	<ul style="list-style-type: none"> <li>Role is defined by statute</li> </ul>	<ul style="list-style-type: none"> <li>100% General Fund Supported</li> </ul>
Maintain County Board Files	<ul style="list-style-type: none"> <li>Additional role is accepted voluntarily by the County Clerk</li> </ul>	<ul style="list-style-type: none"> <li>100% General Fund Supported</li> </ul>
Maintain County Payroll	<ul style="list-style-type: none"> <li>Additional role is accepted voluntarily by the County Clerk</li> </ul>	<ul style="list-style-type: none"> <li>100% General Fund Supported</li> </ul>
Maintain County Benefits Program	<ul style="list-style-type: none"> <li>Additional role is accepted voluntarily by the County Clerk</li> </ul>	<ul style="list-style-type: none"> <li>100% General Fund Supported</li> </ul>
Maintain County Accounts Payable Process	<ul style="list-style-type: none"> <li>Role is defined by statute</li> </ul>	<ul style="list-style-type: none"> <li>100% General Fund Supported</li> </ul>



Fee prices are defined by state laws and county ordinances. County governments may charter cost studies to review the appropriateness of these fees and make adjustments to meet actual expenses. The process and authority to adjust these fees are addressed in laws of the State, as an example, - 55 ILCS 5/3-5018 (from CH. 34, Par. 305018) (County Recorder Fees), states:

*'The county board may, however, by ordinance, increase the fees allowed by this Section and collect such increased fees from all persons and entities other than officers, agencies, departments and other instrumentalities of the State if the increase is justified by an acceptable cost study showing that the fees allowed by this Section are not sufficient to cover the cost of providing the service.....'*

*A statement of the costs of providing each service, program and activity shall be prepared by the county board. All supporting documents shall be public record and subject to public examination and audit. All direct and indirect costs, as defined in the United States Office of Management and Budget Circular A-87, may be included in the determination of the costs of each'*

**Table 1: Potential Fee Based Increase (Rounded Value)**

Department	Gross Fee Increase Potential
County Clerk Function	\$ 3,338
Recorder of Deeds Function	\$ 53,295
<b>Total Potential</b>	<b>\$ 56,633</b>

These summary findings reflect conservative calculations of the labor, equipment, consumables, facilities and other department allocated costs of providing the services reviewed within this study and under the control of the Shelby County Board.

The potential to capture this new revenue depends on a constant volume of transactions and establishing fees at the cost threshold. Distribution charts included in this report use a rounded value and may vary from the summary above.

Bellwether recommends a conservative approach to budgeting for the first year to demonstrate actual increases. Actual increased revenue may vary based volume.

## Methods

The Cost of Services Study or Fee Review is a detailed analysis of the data related to the operations and expenses of the department. Central to the analysis is:

- Annual budgeted expenses
- Actual expenses
- Inclusion (or exclusion) of expense categories or lines within the department budget(s)
- Actual staff related expenses
- Current revenues derived from fees
- Current revenues derived from other sources
- Service requests - Volumes and trends
- Changes in State Law or Regulations
- Onsite observation of core processes related to each service
- Appropriate exclusions of data (related to services that are non-eligible for fees)

Bellwether engaged County staff only to the extent necessary to collect and clarify the data. All departments should be recognized for the thorough nature of their record keeping, willingness to participate in the review process and the direct support of the elected or appointed official. These reviews would not be possible without the added effort from all staff involved.

- The provided data was assessed for reasonableness and completeness. The Bellwether analysis produced a detailed description of each service under review and detailed direct and indirect costs that can be attributed to each.
- Both direct and indirect expenses may be included for the purpose of establishing the cost of services under Illinois law. Direct expenses are expenses, including labor, that are directly incurred for the purpose of delivering a particular service. These expenses include pre-printed forms, dedicated equipment or software, or dedicated office facilities. Indirect expenses are expenses that include shared management services or administrative costs, portions of shared facility costs and equipment.
- While it is not possible to attribute every moment of every transaction to an individual, it is possible to understand the flow of the work and develop a weighted value of labor.
- Several processes have direct materials, equipment and other relatable costs. To the extent possible these costs are determined on a "per transaction" basis.

Indirect costs were allocated to specific activities within the office when possible; when not possible the costs were allocated to general infrastructure.

According to federal rules (US Office of Management & Budget Circular A-87), indirect expenses associated with central services provided to sub-units of local governments would be documented in a Central Services Cost Allocation Plan to ensure the consistent treatment of these expenses. Shelby County does not allocate central service costs or infrastructure costs to the department level.

Infrastructure (facilities, maintenance, utilities) were conservatively allocated based on the estimated occupancy of the county court house. (total budget amount allocated based on the estimated percentage of total available space)

**Table 2: Examples of Allocations**

Expense Item	Allocation Process
General Management & Administrative Time	The cost of management time, training time, and other administrative time was allocated to the services under review based on the amount of time employees spend providing the services under review. Not all management and administrative time was allocated to the services under review as other work is conducted within the offices that are not subject to service fees.
General Equipment, Telephone and Supplies	The cost of equipment and supplies that are used to provide multiple services within an office were allocated based on the volume of transactions in the office, and the estimated consumption of the resource per transaction.

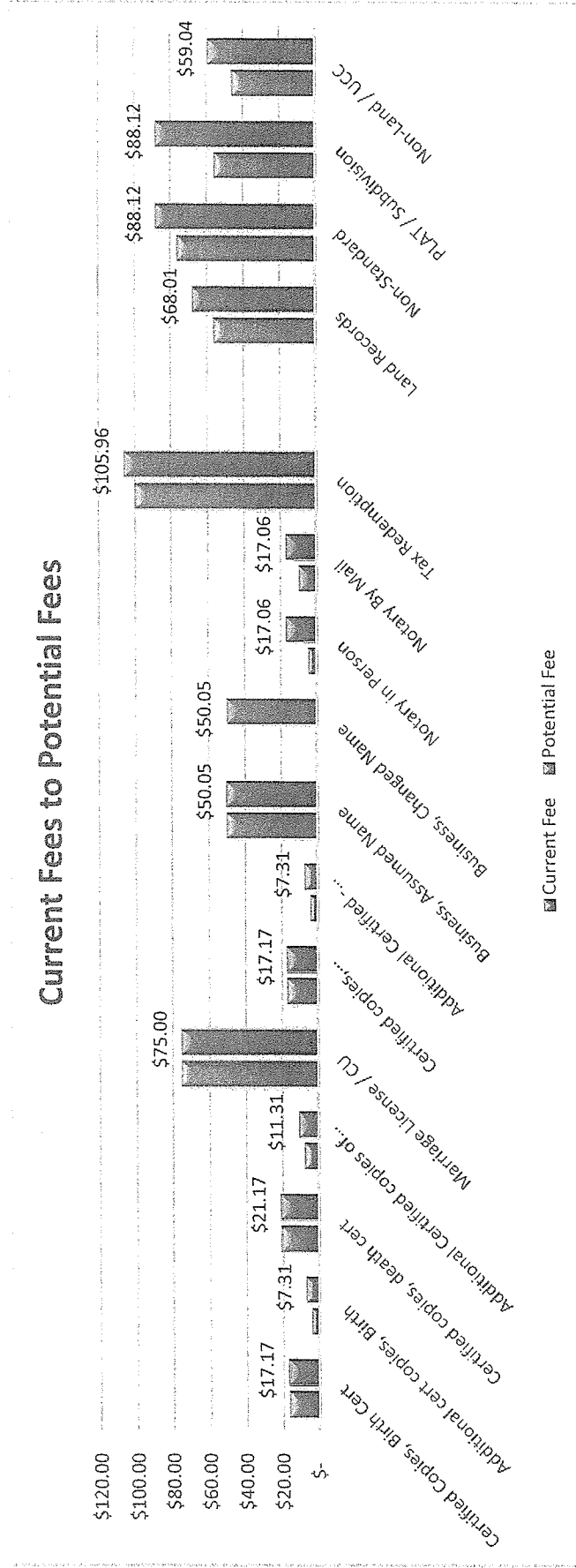
The Shelby County Clerk indicated a shortfall in Document Storage funds necessary to fund a multi-year imaging effort. 55 ILCS 5/3-5018 allows such expenses to be included in the list of Recording Fees and placed into the Document Storage Fund. The amount added to the fee should be sufficient to fund the project, without adding a disproportionate amount to the total fee.

For the purposes of this fee review a \$25,000 annual amount was used to calculate the \$6.68 Document Storage Fee. This amount may be adjusted as project costs change.

## Shelby County Clerk / Recorder

The **County Clerk / Recorder Office** is well organized with engaged and capable staff. The notes and comments provided by staff were more than sufficient to establish a conservative baseline.

**Table 3:** Overview of gap between current fees (blue) and actual costs (red) to provide services.



- The volume of questions by phone, email and in person adds a significant effort. The total effort is allocated across all transactions.
- Marriage License and Civil Union fees may be increased to \$75 without further justification.
- The calculated fees for Marriage License and Civil Union include \$5.00 in fees distributed to the State of Illinois
- The calculated fees for Certified Copies of Death Certificates includes \$4.00 in fees distributed to the State of Illinois
- The calculated fees for all certified copies includes \$2.00 in fees distributed to the County Clerk Automation fund.
- The increase in Tax Redemption represents 1/3 of the tax software divided among the annual volume of redemptions.
- See distribution charts

**Illinois law - 55 ILCS 5/4-4001 (from Ch. 34, par. 4-4001) (County Clerk Fees), prescribes:**

"For issuing each civil union or marriage license, the certificate thereof, and for recording the same, including the recording of the parent's or guardian's consent where indicated, a fee to be determined by the county board of the county, not to exceed \$75, which shall be the same, whether for a civil union or marriage license. \$5 from all civil union and marriage license fees shall be remitted by the clerk to the State Treasurer for deposit into the Domestic Violence Fund."

- This report reflects the current technology costs for the County Clerk's Office and includes the allowed fee for technology.

**Illinois law - 55 ILCS 5/4-4001 (from Ch. 34, par. 4-4001) (County Clerk Fees), prescribes:**

"For each official copy of any process, file, record or other instrument of and pertaining to his office, 50¢ for each 100 words, and \$1 additional for certifying and sealing the same."

"The county board of any county of the first or second class may by ordinance authorize the county clerk to impose an additional \$2 charge for certified copies of vital records as defined in the Section 1 of the Vital Records Act, for the purpose of developing, maintaining, and improving technology in the office of the County Clerk."

- The calculated fees for Certified Copies of Death Certificates includes \$4.00 in fees distributed to the State of Illinois

**Illinois law - 410 ILCS 535/25 (from Ch. 111 1/2, par. 73-25)Vital Records Act**

"Any local registrar or county clerk shall search the files of birth, death and fetal death records, upon receipt of a written request from any applicant entitled to such search. If upon search the record requested is found, such local registrar or county clerk shall furnish the applicant one certification or certified copy of such record, under the seal of such office, upon payment of the applicable fees. If the requested record is not found, the local registrar or county clerk shall furnish the applicant a certification attesting to that fact, if so requested by the applicant and upon payment of applicable fee. The local registrar or county clerk must charge a \$2 fee for each certified copy of a death certificate. The fee is in addition to any other fees that are charged by the local registrar or county clerk. The additional fees must be transmitted to the State Registrar monthly and deposited into the Death Certificate Surcharge Fund. The local registrar or county clerk may charge fees for providing other services for which the State Registrar may charge fees under this Section."

"Any custodian of vital records, whether it may be the Department of Public Health, a local registrar, or a county clerk shall charge an additional \$2 for each certified copy of a death certificate and that additional fee shall be collected on behalf of the Department of Financial and Professional Regulation for deposit into the Cemetery Oversight Licensing and Disciplinary Fund."

Illinois law - 55 ILCS 5/4-4001 (from Ch. 34, par. 4-4001) (County Clerk Fees), prescribes:

"The foregoing fees allowed by this Section are the maximum fees that may be collected from any officer, agency, department or other instrumentality of the State. The county board may, however, by ordinance, increase the fees allowed by this Section and collect such increased fees from all persons and entities other than officers, agencies, departments and other instrumentalities of the State if the increase is justified by an acceptable cost study showing that the fees allowed by this Section are not sufficient to cover the cost of providing the service."

55 ILCS 5/3-5018) (from Ch. 34, par. 3-5018)

"Sec. 3-5018. Fees. The recorder elected as provided for in this Division shall receive such fees as are or may be provided for him or her by law, in case of provision therefore: otherwise he or she shall receive the same fees as are or may be provided in this Section, **except when increased by county ordinance** pursuant to the provisions of this Section, to be paid to the county clerk for his or her services in the office of recorder for like services."

"For recording any document that affects an interest in real property other than documents which solely affect or relate to an easement for water, sewer, electricity, gas, telephone or other public service, the recorder shall charge a fee of \$1 per document to all filers of documents not filed by any State agency, any unit of local government, or any school district. Fifty cents of the \$1 fee hereby established shall be deposited into the County General Revenue Fund. The remaining \$0.50 shall be deposited into the **Recorder's Automation Fund** and may not be appropriated or expended for any other purpose. The additional amounts available to the recorder for expenditure from the Recorder's Automation Fund shall not offset or reduce any other county appropriations or funding for the office of the recorder."

"The county board of any county may provide for an additional charge of \$3 for filing every instrument, paper, or notice for record, (1) in order to defray the cost of converting the county **recorder's document storage system** to computers or micrographics and (2) in order to defray the cost of providing access to records through the global information system known as the Internet."

55 ILCS 5/3-5018) (from Ch. 34, par. 3-5018) (continued)

"The county board of any county that provides and maintains a countywide map through a **Geographic Information System (GIS)** may provide for an additional charge of \$3 for filing every instrument, paper, or notice for record (1) in order to defray the cost of implementing or maintaining the county's Geographic Information System and (2) in order to defray the cost of providing electronic access to the county's Geographic Information System records. Of that amount, \$2 must be deposited into a special fund set up by the treasurer of the county, and any moneys collected pursuant to this amendatory Act of the 91st General Assembly and deposited into that fund must be used solely for the equipment, materials, and necessary expenses incurred in implementing and maintaining a Geographic Information System and in order to defray the cost of providing electronic access to the county's Geographic Information System records. The remaining \$1 must be deposited into the recorder's special funds created under Section 3-5005.4. The recorder may, in his or her discretion, use moneys in the funds created under Section 3-5005.4 to defray the cost of implementing or maintaining the county's Geographic Information System and to defray the cost of providing electronic access to the county's Geographic Information System records."

"The recorder shall collect a \$9 **Rental Housing Support Program** State surcharge for the recordation of any real estate-related document. Payment of the Rental Housing Support Program State surcharge shall be evidenced by a receipt that shall be marked upon or otherwise affixed to the real estate-related document by the recorder. The form of this receipt shall be prescribed by the Department of Revenue and the receipts shall be issued by the Department of Revenue to each county recorder."

FFD  
Illinois HB 3036 effected changes to 55 ILCS 5/3-5018.1 wherein it directed that counties:

"shall adopt and implement, by ordinance or resolution, a predictable fee schedule that eliminates surcharges or fees based on the individual attributes of a standard document to be recorded."

The revised statute further defines and disallows additional fees previously allowed and collected by the Recorder of Deeds for standard documents.

"Under a predictable fee schedule, no charge shall be based on: page count; number, length, or type of legal descriptions; number of tax identification or other parcel identifying code numbers; number of common addresses; number of references contained as to other recorded documents or document numbers; or any other individual attribute of the document except as expressly provided in this Section.

The fee charged under this Section shall be inclusive of all county and State fees that the county may elect or is required to impose or adjust, including, but not limited to, GIS fees, automation fees, document storage fees, and the Rental Housing Support Program State surcharge."

The Recorder of Deeds may continue to charge previously allowed additional fees for Non-Standard Documents.

"(a) As used in this Section: "Nonstandard document" means:

- (1) a document that creates a division of a then active existing tax parcel identification number;
- (2) a document recorded pursuant to the Uniform Commercial Code;
- (3) a document which is non-conforming, as described in paragraphs (1) through (5) of Section 3-5018;
- (4) a State lien or a federal lien;
- (5) a document making specific reference to more than 5 tax parcel identification numbers in the county in which it is presented for recording; or
- (6) a document making specific reference to more than 5 other document numbers recorded in the county in which it is presented for recording.

"Standard document" means any document other than a nonstandard document."

Key information was provided by the Shelby County Recorder. The average page count per document type was identified as a proxy for individual fees charged. The revenue created by this additional page count was allocated across all documents within the Standard Document category.

Total Number of Recorded Documents	3,947
Number of document types with additional pages	1,838
Total Revenue from Added pages	\$ 9,220
Divided across all documents	\$ 2.34
Round up to next whole dollar	\$ 3.00

For distribution, these funds are added to the General Fund.



#### Table 4: Distribution by Fund

The final results identified increases in General Fund revenue, however the review also identified expenses diverted from the General Fund to be paid from the County Clerk's Automation / Document Storage Fee. Bellwether recommends a conservative approach to budgeting these changes for the first year. Revenue is related directly to volume which is subject to change.

- The Rounded Value represents a whole dollar value proposed fee compliant with Illinois State statute methods for establishing fees and are sufficient to fund the total expense of the Vital Record, Tax and Recording functions.
- Election expenses and expenses related to general county functions such as accounts payable and support of the County Board are not included in these calculations.
- Tax Redemption automation represents 1/3 of the tax management system costs applied to the annual volume of redemptions.
- The current GIS budget plus anticipated flyover costs have a lower per transaction value than the previous fee.
- Often county financial reports use different terms to describe fund accounts. This report uses the statute verbiage describing an Automation and Document Storage fund.
- The Document Storage portion of the fee includes funds for imaging and electronic storage of existing files and documents.

**Recording Fee Distribution**

Land Records Summary	Prior	Actual	Change	Extended	CONDO / PIAT Summary	Prior	Actual	Change	Extended
	\$ 56.00	\$ 68.04	\$ 12.04	\$ 45,057		\$ 56.00	\$ 88.12	\$ 32.12	\$ 224.84
General Fund	\$ 20.50	\$ 20.08	\$ (0.42)	\$ (1,566)	General Fund	\$ 20.50	\$ 40.16	\$ 19.66	\$ 137.64
County Allocations	\$ -	\$ 0.49	\$ 0.49	\$ 1,838	County Allocations	\$ -	\$ 0.49	\$ 0.49	\$ 3.44
Distributed to GIS	\$ 23.00	\$ 17.37	\$ (5.63)	\$ (21,089)	Distributed to GIS	\$ 23.00	\$ 17.37	\$ (5.63)	\$ (39.44)
Retained GIS	\$ -	\$ 1.00	\$ 1.00	\$ 3,743	Retained GIS	\$ -	\$ 1.00	\$ 1.00	\$ 7.00
Total RHSP collected	\$ 9.00	\$ 9.00	\$ -	\$ -	Total RHSP collected	\$ 9.00	\$ 9.00	\$ -	\$ -
Retained RHSP	\$ 0.50	\$ -	\$ (0.50)	\$ (1,872)	Retained RHSP	\$ 0.50	\$ -	\$ (0.50)	\$ (3.50)
Automation Fund	\$ 3.00	\$ 10.42	\$ 7.42	\$ 27,774	Automation Fund	\$ 3.00	\$ 10.42	\$ 7.42	\$ 51.94
Document Storage	\$ -	\$ 6.68	\$ 6.68	\$ 25,000	Document Storage	\$ -	\$ 6.68	\$ 6.68	\$ 46.75
Predictable	\$ -	\$ 3.00	\$ 3.00	\$ 11,229	Predictable	\$ -	\$ 3.00	\$ 3.00	\$ 21.00

Non-Standard Doc Summary	Prior	Actual	Change	Extended	Non Land Records Summary	Prior	Actual	Change	Extended
	\$ 68.00	\$ 88.12	\$ 20.12	\$ 60		\$ 46.00	\$ 59.04	\$ 13.04	\$ 6,101.66
General Fund	\$ 41.00	\$ 40.16	\$ (0.84)	\$ (3)	General Fund	\$ 20.00	\$ 20.08	\$ 0.08	\$ 38.18
County Allocations	\$ -	\$ 0.49	\$ 0.49	\$ 1	County Allocations	\$ -	\$ 0.49	\$ 0.49	\$ 229.84
Distributed to GIS	\$ 23.00	\$ 17.37	\$ (5.63)	\$ (17)	Distributed to GIS	\$ 23.00	\$ 17.37	\$ (5.63)	\$ (2,636.83)
Retained GIS	\$ -	\$ 1.00	\$ 1.00	\$ 3	Retained GIS	\$ -	\$ 1.00	\$ 1.00	\$ 468.00
Total RHSP collected	\$ 9.00	\$ 9.00	\$ -	\$ -	Automation Fund	\$ 3.00	\$ 10.42	\$ 7.42	\$ 3,472.64
Retained RHSP	\$ 0.50	\$ -	\$ (0.50)	\$ (2)	Document Storage	\$ -	\$ 6.68	\$ 6.68	\$ 3,125.83
Automation Fund	\$ 3.00	\$ 10.42	\$ 7.42	\$ 22	Predictable	\$ -	\$ 3.00	\$ 3.00	\$ 1,404.00
Document Storage	\$ -	\$ 6.68	\$ 6.68	\$ 20					
Predictable	\$ -	\$ 3.00	\$ 3.00	\$ 9					

Total Fund Impact	
General	\$ 13,343
Automation	\$ 35,542
Storage	\$ 28,193
GIS	\$ (23,782)
<b>Total Increase</b>	<b>\$ 53,295</b>

Summary			
Fee	Current	Actual	Rounded
Land Records	\$ 56.00	\$ 68.04	\$ 68.00
Non-Standard Record	\$ 68.00	\$ 88.12	\$ 88.00
Plat / Condo	\$ 56.00	\$ 88.12	\$ 88.00
Non-Land Record UCC	\$ 46.00	\$ 59.04	\$ 59.00

Extended represents the revenue increase using 2017 transaction count.

**Clerk Fee Distribution**

Birth Certified		Rounded	Change	Extended	Add Cert Copies - Birth		Rounded	Change	Extended	
Summary	\$	17.00	\$	-	\$	4.00	\$	7.00	\$	345.00
General	\$	15.00	\$	-	\$	2.00	\$	5.00	\$	345.00
Automation	\$	2.00	\$	-	\$	2.00	\$	2.00	\$	-
Other	\$	-	\$	-	\$	-	\$	-	\$	-
<b>Death Certified</b>										
Summary	\$	21.00	\$	-	\$	8.00	\$	11.00	\$	99.00
General	\$	15.00	\$	-	\$	2.00	\$	5.00	\$	99.00
Automation	\$	2.00	\$	-	\$	2.00	\$	2.00	\$	-
Other	\$	4.00	\$	-	\$	4.00	\$	4.00	\$	-
<b>Marriage</b>										
Summary	\$	75.00	\$	-	\$	17.00	\$	17.00	\$	-
General	\$	70.00	\$	-	\$	15.00	\$	15.00	\$	-
Automation	\$	-	\$	-	\$	2.00	\$	2.00	\$	-
Other	\$	5.00	\$	-	\$	-	\$	-	\$	-
<b>Add Cert Copies - Marriage</b>										
Summary	\$	4.00	\$	3.00	\$	4.00	\$	7.00	\$	1,134.00
General	\$	2.00	\$	3.00	\$	2.00	\$	5.00	\$	1,134.00
Automation	\$	2.00	\$	-	\$	2.00	\$	2.00	\$	-
Other	\$	-	\$	-	\$	-	\$	-	\$	-

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Extended represents the revenue increase using 2017 transaction count.

Business, Assumed Name	Rounded	Change	Extended	Business, Changed Name	Rounded	Change	Extended
<b>Summary</b>	<b>\$ 50.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>Summary</b>	<b>\$ 50.00</b>	<b>\$ 50.00</b>	<b>\$ 50.00</b>
General	\$ 5.00	\$ 45.00	\$ -	General	\$ 50.00	\$ 50.00	\$ 50.00
Automation	\$ -	\$ -	\$ -	Automation	\$ -	\$ -	\$ -
Other	\$ -	\$ -	\$ -	Other	\$ -	\$ -	\$ -
<b>Notary In Person</b>	<b>Rounded</b>	<b>Change</b>	<b>Extended</b>	<b>Notary by Mail</b>	<b>Rounded</b>	<b>Change</b>	<b>Extended</b>
<b>Summary</b>	<b>\$ 5.00</b>	<b>\$ 12.00</b>	<b>\$ 528.00</b>	<b>Summary</b>	<b>\$ 10.00</b>	<b>\$ 7.00</b>	<b>\$ 182.00</b>
General	\$ 5.00	\$ 12.00	\$ 528.00	General	\$ 10.00	\$ 7.00	\$ 182.00
Automation	\$ -	\$ -	\$ -	Automation	\$ -	\$ -	\$ -
Other	\$ -	\$ -	\$ -	Other	\$ -	\$ -	\$ -
<b>Tax Redemption</b>	<b>Rounded</b>	<b>Change</b>	<b>Extended</b>	<b>Total Fund Impact</b>			
<b>Summary</b>	<b>\$ 100.00</b>	<b>\$ 5.00</b>	<b>\$ 985.00</b>	General	\$	\$	3,338
General	\$ 100.00	\$ 5.00	\$ 985.00	Automation	\$	\$	-
Automation	\$ -	\$ -	\$ -	Other	\$	\$	-
Other	\$ -	\$ -	\$ -	Total Increase	\$	\$	3,338

Extended represents the revenue increase using 2017 transaction count.

Bellwether assumes the information provided by the departments to be true and accurate to the best of their ability. Bellwether does not validate provided information.

Projected revenue is based on reported volume by transaction type. Volume may change due to a number of external factors. Counties experiencing significant revenue increases are strongly encouraged to take a first year conservative approach to budgeting.

Bellwether does not propose specific recommendations for establishing or changing fees. Our observations suggest an increase in some fees may be warranted under current state law. The decision to change or add fees is the sole responsibility of Shelby County government.

Attachment A – Sample County Board Action on Clerk Fees

WHEREAS, 55 ILCS 5/4-4001 provides that the statutory County Clerk fees may be increased by the County Board if an increase is “justified by an acceptable cost study showing that the fees allowed by this Section (55 ILCS 5/4-4001) are not sufficient to cover the costs of providing the services”; and

WHEREAS, both 55 ILCS 5/4-4001 require a statement of the costs of providing each service, program and activity be prepared and be part of the public record; and

WHEREAS, a statement of cost (attached hereto and made a part hereof) and cost analysis by Bellwether, LLC. has been prepared; and

WHEREAS, 410 ILCS 535/25 directs the County Clerk to collect \$2.00 for the Death Certificate Surcharge Fund and \$2.00 for the Cemetery Oversight Licensing and Disciplinary Fund added to each certified Death Certificate; and

WHEREAS, 55 ILCS 5/4-4001 directs the County Clerk to collect \$5.00 added to each Marriage and Civil Union License for the Domestic Violence Fund; and

WHEREAS, 55 ILCS 5/4-4001 provides authority to the County Board to establish a County Clerk’s Automation Fund and collect a \$3.00 fee for each copy of a certified document produced by the County Clerk; and

WHEREAS, based on the Bellwether, LLC study and the recommendation of the County Clerk, and the County Board agrees that the County Code should be amended to change and establish the fees charged by the Shelby County Clerk.

NOW, THEREFORE, BE IT ORDAINED that the County Code is amended as follows:

**INSERT NEW FEE SCHEDULE HERE**

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**Attachment B – Sample County Board Action on Recorder Fees**

WHEREAS, 55 ILCS 5/3-5018 provides that the statutory County Recorder fees may be increased by the County Board if an increase is “justified by an acceptable cost study showing that the fees allowed by this Section (55 ILCS 5/3-5018) are not sufficient to cover the costs of providing the services”; and

WHEREAS, both 55 ILCS 5/3-5018 require a statement of the costs of providing each service, program and activity be prepared and be part of the public record; and

WHEREAS, 55 ILCS 5/3-5018 provides authority to the County Board to establish a County Recorder’s Automation Fund to collect a \$11.39 fee for each document recorded by the Recorder; and

WHEREAS, 55 ILCS 5/3-5018 provides authority to the County Board to establish County Recorder’s Document Storage Fund collect a \$4.00 for document storage for each document recorded by the Recorder; and

WHEREAS, 55 ILCS 5/3-5018 directs the County Board to collect a Rental Housing Support Program Fee of \$9.00 for each document recording reflecting financial value; and

WHEREAS, 55 ILCS 5/3-5018 provides authority to the County Board to establish a County GIS Fee of 19.00 County Recorders to collect with \$1.00 retained in the County Recorder Automation Fund; and

WHEREAS, 55 ILCS 5/3-5018 requires an established predictable fee for standard documents and said fee is set at \$3.00; and

WHEREAS, notice was posted as required by 55 ILCS 5/3-5018, at least 2 weeks prior, but not more than 4 weeks prior to the adoption of the predictable fees; and

WHEREAS, the newly approved fees for recording shall not be effective for 60 days; and

WHEREAS, a statement of cost (attached hereto and made a part hereof) and cost analysis by Bellwether, LLC. has been prepared; and

WHEREAS, based on the Bellwether, LLC study and the County Board agrees that the County Code should be amended to change and establish the fees charged by the Shelby County Clerk.

NOW, THEREFORE, BE IT ORDAINED that the County Code is amended as follows:

**INSERT NEW FEE SCHEDULE HERE**

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TO: THE SHELBY COUNTY BOARD

WE, THE MEMBERS OF THE ROAD AND BRIDGE COMMITTEE, HAVING EXAMINED THE ATTACHED



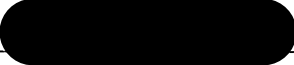
RESOLUTION \_\_\_\_\_

PETITION   X  

AGREEMENT \_\_\_\_\_

DO HEREBY RECOMMEND APPROVAL OF SAME BY THE COUNTY BOARD.

RESPECTFULLY SUBMITTED,  
ROAD & BRIDGE COMMITTEE

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

STATE OF ILLINOIS, }  
County of Shelby } ss.  
Road District of Cold Spring }

To the County Board of Shelby County, Illinois:

The undersigned, Highway Commissioner of the Road District of Cold Spring in said County, would respectfully represent that a drainage crossing needs to be repaired over the unnamed tributary where the same is crossed by the highway TR 373 at a point near NW 1/4 NW 1/4 Section 33; R2E; T10N 3rd PM in said Road District, for which said work the Road District of Cold Spring is

responsible; and the cost of which work will be four thousand two hundred Dollars, which sum will be more than .02 per cent of the full, fair cash value of all the taxable property in said Road District, as equalized or assessed by the Department of Revenue, and the tax rate for road purposes in said Road District was in each year for the 2 years last past not less than the maximum allowable rate provided for in Section 6-501 of the Illinois Highway Code.

Wherefore, the said Highway Commissioner hereby petitions you for aid, and for an appropriation from the "County Bridge Fund" in the County Treasury of a sum sufficient to meet one half the expenses of said bridge or other work, said Road District being prepared to furnish the other half of the amount required.

Dated at Shelbyville, this 3rd day of October 2018.

  
Highway Commissioner.

STATE OF ILLINOIS, }  
County of Shelby } ss.  
Road District of Cold Spring }

I, the undersigned Highway Commissioner of the Road District of Cold Spring, County aforesaid, hereby state that I have made a careful estimate of the probable cost of the

(Here state the description of the work asked for.)

Two Culverts - 2200

Labor, Equip, Mat'l - 2000

4200

and I do estimate that the probable cost of the same will be four thousand two hundred Dollars.

Witness my hand, this 3rd day of October 2018.

  
Highway Commissioner.



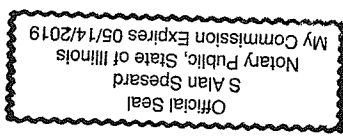


PETITION FOR COUNTY AID TO BUILD  
 OR REPAIR BRIDGE, CULVERT OR  
 DRAINAGE STRUCTURE  
 ROAD DISTRICT OF

Cold Spring  
 Shelby  
 COUNTY, ILLINOIS

Filed this \_\_\_\_\_ day of \_\_\_\_\_

\_\_\_\_\_  
 County Clerk  
 203 Brown Printing Company, Springfield, Illinois.



Subscribed and sworn to before me, this \_\_\_\_\_ 3rd \_\_\_\_\_ day of \_\_\_\_\_ October \_\_\_\_\_ 2018  
 \_\_\_\_\_  
 Highway Commissioner.

Four thousand two hundred \_\_\_\_\_ Dollars mentioned in the estimate to which this affidavit is attached is necessary, and that the same will not be more expensive than is needed for the purpose required.  
 \_\_\_\_\_  
 Gold Spring  
 being duly sworn, on oath says that  
 \_\_\_\_\_  
 Highway Commissioner of said Road District of  
 Donald Simpson

STATE OF ILLINOIS,  
 County of Shelby }  
 ss. }  
 Road District of Cold Spring

cold spring825e375n.jpg (1600x1200x24b jpeg)



Health Comm.

10:00

[REDACTED]  
Lynn Williams

[REDACTED]  
Jim Arthur

All Bill Reed & approved

10:

FILED

OCT 09 2018

Jessica Fox  
SHERY COUNTY CLERK

Oct. 9, 2018

Fees & Salary

Kay Kearney, Frank Mulholland,  
Barbara Bennett

Claims were approved.

FILED

OCT 09 2018

Jessica Cox  
SHELBY COUNTY CLERK

FILED

SEP 18 2018

Jessica Tox  
SHELBY COUNTY CLERK

Insurance  
Sept 18, 2018

9:00 AM.

Chris Smith with Gallagher Insurance  
met to discuss Liability Insurance  
Decided to let him give us a proposal.

Kay Kearney, Terry Metzger, Barbara Bennett

Purchasing Committee

TERRY Metzger  
Lynn Williams  
Gary Gergen  
Jim Arthur  
Richard Hayden

TERRY motion to accept bills as presidential  
2nd Jim Arthur  
POSS

motion to adjourn  
Jim 2nd Terry Metzger  
POSS

FILED

OCT 09 2018

Jessica Day  
SHELBY COUNTY CLERK

**Road & Bridge Committee  
Meeting Minutes  
September 10, 2018**

- **Roll Call: Dave Cruitt, Bruce Cannon, Jesse Durbin, Larry Lenz**
  - Also in attendance: Alan Spesard, County Engineer
- **Approval of Last Month's Minutes**
  - **Committee recommended approval**
- **Review Claims**
  - **Committee recommended approval**
- **Review County Highway Finances**
- **New Business:**
  - Agreement for engineering design of Prairie Township bridge
    - Committee recommended approval
  - Ordinance for Fair Housing for RLF project
    - Committee recommended approval
  - Resolution Adopting Quality Based Selection Policy
    - Committee recommended approval
  - Richland Bridge construction start October 1st
  - Staff present and future – promotion of Trevor Pruemer and pay increase
  - Effingham County Line – closure of concrete box structure – approval to move forward sharing cost with Effingham County
  - Guardrail Damage repair – Neoga Road and Tower Hill-Herrick Road
  - Help with Balloon Fest on October 5<sup>th</sup>
  - Vacation week of October 8<sup>th</sup> – missing County Board Meeting
  
- **Old Business:**
  - Keith Petard status pending
  - Had no response to ad for Laborer; a couple of applicants
  - Hosting District 7 County Engineer Meeting on October 3<sup>rd</sup>
  - Herrick and Cold Spring Bridge replacement status
  
- **Adjournment: Next meetings scheduled for October 4<sup>th</sup> and 5<sup>th</sup>**

**Road & Bridge Committee  
Meeting Minutes  
September 7th, 2018**

- **Roll Call: Dave Cruitt, Bruce Cannon, Jesse Durbin, Larry Lenz**
  - Also in attendance: Alan Spesard, County Engineer
  - **Road Trip to view upcoming and ongoing projects:**
    - Oconee Bridge
    - Guardrail damage Neoga Road
    - Closed box culvert on County Line with Effingham
    - Cowden Intersection Project
    - Cold Spring Closed Bridge
  
- **Adjournment: Next meetings scheduled for September 10<sup>th</sup> , 2018**



## Zoning/EMA/PCOM Report

### Shelby County Board Meeting 10/10/18

#### Zoning

- 3 Building Permits Issued in August
  - 1 New Residence
  - 1 Mobile Homes
  - 1 Accessory Building

Board of Appeals and Planning Commission will meet in a joint meeting to discuss recommendation of adoption of a Solar Farm ordinance on October 25<sup>th</sup> at 7:00 pm.

#### EMA

- Attended IEMA Training Summit Sept 4<sup>th</sup> – 6<sup>th</sup>.
- Attended Rend Lake Water Shortage Workshop Sept. 14<sup>th</sup>
- Shelby County LEPC will meet October 25<sup>th</sup> at 3:00 pm.
- Attending IL-CATT training session on October 11<sup>th</sup> in Mt. Vernon.

#### PCOM

Please Reference PCOM Report in Board Packet.

CIPT beginning more outreach to local groups that would like them to speak about the service if anyone has a recommendation, please let us know.

#### September Building Permit Log

Permit #	Date	Name	Township	Parcel ID	Type	Est. Cost	Fee
18-060	9/11/2018	Bill and Elaine Pirtle	30; Cold Spring	0417-30-00-200-001	New Residence	\$ 35,000.00	\$ 175.00
18-061	9/11/2018	Bill and Elaine Pirtle	30; Cold Spring	0417-30-00-200-001	Acc. Building	N/A	N/F
18-062	9/12/2018	Andrew Stodden	15; Sigel	2127-15-00-300-014	Mobile Home	N/A	\$ 175.00

**C.E.F.S. ECONOMIC OPPORTUNITY CORPORATION**  
Statement of Revenues and Expenditures - Unposted Transactions Included In Report  
SHE - SHELBY COUNTY  
From 8/1/2018 Through 8/31/2018

	<u>Current Period Actual</u>	<u>Current Year Actual</u>	<u>Total Budget - Original</u>
<b>REVENUES:</b>			
Program Income	5,716.67	5,806.67	0.00
Local Cash	335.00	861.00	0.00
Other Income	<u>174.77</u>	<u>565.68</u>	<u>0.00</u>
Total REVENUES:	<u>6,226.44</u>	<u>7,233.35</u>	<u>0.00</u>
<b>EXPENDITURES</b>			
Labor	19,208.73	37,121.85	0.00
Fringe Benefits	4,230.88	9,052.80	0.00
Services	1,077.59	1,390.22	0.00
Materials & Supplies	6,934.20	12,191.95	0.00
Utilities	993.39	2,153.70	0.00
Miscellaneous	762.28	1,413.50	0.00
Leases & Rentals	<u>269.63</u>	<u>548.79</u>	<u>0.00</u>
Total EXPENDITURES	<u>33,476.70</u>	<u>63,872.81</u>	<u>0.00</u>
<b>INDIRECT COSTS</b>			
Indirect Costs	<u>2,842.88</u>	<u>5,494.03</u>	<u>0.00</u>
Total INDIRECT COSTS	<u>2,842.88</u>	<u>5,494.03</u>	<u>0.00</u>

**F I L E D**  
SEP 20 2018

*Jessica Fox*  
**SHELBY COUNTY CLERK**

C. E. F. S./Central Illinois Public Transit  
Grant Recipient Monthly Monitoring Outcome Report  
Shelby County

	Jul-17	Aug-17	Sep-17	Oct-17	Nov-17	Dec-17	Jan-18	Feb-18	Mar-18	Apr-18	May-18	Jun-18	Total
of Service for Shelby County Transportation are 6:00 A.M. to 6:00 P.M.													
Monitoring Indexes													
Number of Days of Service	21	23											44
Number of Trips	1,550	2,090											3,640
Number of Vehicles	9	9											2,072
Revenue Vehicle Hours	981	1,091											27,210
Revenue Vehicle Miles	12,613	14,597											27,210
DOAP Revenues													\$0
5311 Revenues													\$0
Contract Revenues		\$5,717											\$5,717
Fares	\$526	\$335											\$861
System Expenses	\$30,396	\$38,971											\$69,367
Net Revenues	-\$29,870	-\$32,919	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-\$62,789
Ridership	80	145											225
Trip Denials	1	1											2
Trip Denied but Provided	0	0											0
Cost per Trip	\$19,61	\$18,65	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$19,06
Cost per Hour	\$30,98	\$35,72	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$33,48
Cost per Mile	\$2,41	\$2,67	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,55
Maintenance of Vehicles	7	10											17
Maintenance of Facilities	0	0											0
New Service Contracts	0	2											2
Overtime Hours	32	86											118
Complaints	0	0											0
Vehicle Accidents	0	0											0
Mobility Index Outcomes/Efforts	0.069	0.093	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.163
Annualized Mobility Index	0.832	0.977	0.651	0.488	0.391	0.326	0.279	0.244	0.217	0.195	0.178	0.163	
(Note - Annual Goal is .69)													
2010 Census Rural Population													
Shelby County	22,363												

F I L E D  
SEP 20 2018

*Jessica Fox*  
SHELBY COUNTY CLERK

# C.E.F.S. Economic Opportunity Corporation

*"Community Action Agency"*



1805 S. Banker Street, P.O. Box 928  
Effingham, IL 62401-0928  
PHONE: (217) 342-2193 ~ FAX: (217) 342-4701  
EMAIL: [cefs@cefseoc.org](mailto:cefs@cefseoc.org)  
WEBSITE: [www.cefseoc.org](http://www.cefseoc.org)

**PAUL D. WHITE**  
*Chief Executive Officer*

September 18, 2018

**FILED**  
SEP 20 2018  
*Jessica Fox*  
SHELBY COUNTY CLERK

TO: Jessica Fox  
Shelby County Clerk  
301 E. Main  
PO Box 320  
Shelbyville, IL 62565

FROM: Susan Love  
Transportation Director  
1805 S. Banker St.  
Effingham, IL 62041

During the month of August, Nathan Nichols, Mobility Manager, established a new contract with MAPS and GAP. He attended the Inter-Agency meeting. He also distributed updated calendars and info to various locations. Enclosed are copies of the Shelby County August PCOM report to share with your board members. Please contact Susan Love, Transportation Director, at 217-342-2193 ext. 161 or by e-mail at [salove@cefseoc.org](mailto:salove@cefseoc.org) if there are any questions.

Susan Love  
Transportation Director

Enclosures

**EQUAL OPPORTUNITY EMPLOYER**

September 24, 2018

**NOTICE OF BUDGET COMMITTEE MEETING**

There will be a Budget Committee meeting on **Thursday September 27 at 9:00 AM**. This meeting will be held in the Courtroom B of the Shelby County Courthouse. The agenda for this meeting is as follows:

1. Aaron Burdick, Probation CMO – Changes to the Probation Fee Fund
2. Rescue Squad need for new vehicle
3. Jessica Fox, County Clerk/Recorder – Increase in fees
4. Review of year end fiscal reports for FY 2017-2018
5. Begin discussion regarding FY 2018-2019 tax levies
6. Old Business
7. New Business

Respectfully,

Jessica Fox  
Shelby Co. Clerk & Recorder

Public Act 100-271 requires County Recorders to adopt a predictable fee schedule that eliminates the charge for additional pages. This schedule of predictable fees is presented to the Shelby County Board for passage in October 2018 with an effective date for the new fees of January 1, 2019.

### **Predictable Fees- Land**

General Fund/ Recording	23.00
Automation	11.00
Document Storage	7.00
Rental Housing	9.00
GIS Fee	18.00
<b>TOTAL</b>	<b>68.00</b>

### **Predictable Fees – Non Land**

General Fund/ Recording	23.00
Automation	11.00
Document Storage	7.00
GIS Fee	18.00
<b>TOTAL</b>	<b>59.00</b>

### **Non Standard Document Fees**

General Fund/ Recording	43.00
Automation	11.00
Document Storage	7.00
Rental Housing	9.00
GIS Fee	18.00
<b>TOTAL</b>	<b>88.00</b>

### **Condo/Plat**

General Fund/ Recording	43.00
Automation	11.00
Document Storage	7.00
Rental Housing	9.00
GIS Fee	18.00
<b>TOTAL</b>	<b>88.00</b>

August 23, 2018

**NOTICE OF BUDGET COMMITTEE MEETING**

There will be a Budget Committee meeting on **Thursday September 27, 2018** at 9:00 AM. This meeting will be held in Courtroom B of the Shelby County Courthouse. The purpose of this meeting will be to discuss the FY 2018-2019 tax levy for Shelby County.

**Budget Committee members –**

- \*The CPI for 2018 – 2019 is 2.1%, last year the levies were increased by 3% to capture new property
- \*Estimated Assessed Value and estimated new property values are not yet available
- \***Ambulance, Work Comp, Unemployment and Liability levies will be reduced due to reserves that can only be used for those purposes**
- \***Mental Health will be levied at the maximum rate of .15**
- \*Estimated AV for 2017-18 was 380,492,560 compared to final EAV of 379,553,776
- \*Last year's extension is attached

I have attached a listing of the 20 highest taxpayers in Shelby County so you can actually see how the County and Ambulance levies impact those taxpayers in relationship to other taxing districts.

The tax levy must be passed no later than December 12, 2018.

Respectfully,

Jessica Fox  
Shelby County Clerk

# NOTICE

Notice is hereby given, that on October 10, 2018, during a regularly scheduled County Board meeting, that resolutions will be discussed and acted upon, which will increase fees in the County Clerk's office and also establish a Predictable Fee for each standard document to be recorded by the Shelby County Recorder. Said increase in Clerk's fees and the Predictable Fee shall be effective January 1, 2019, pursuant to 55 ILCS 5/3-5018.1. The fee schedule for those Clerk's fee and Predictable fees, which subject to change, pending County Board action, are attached. All previously approved fees remain the same.

Said Notice shall be posted at least 2 weeks prior but not more than 4 weeks prior to the October 10, 2018 County Board meeting.

Dated: September 17, 2018

Jessica Fox  
Shelby County Clerk & Recorder

## SHELBY CLERK/RECORDER FEES PROPOSED INCREASE

	<u>CURRENT</u>	<u>PROPOSED</u>
Birth/Marriage	\$17	\$17
Copy	\$4	\$7
Death	\$21	\$21
Copy	\$8	\$11
Search Fee	\$10	\$15
Notary – in person	\$5	\$17
By mail	10	17
Tax Redemption (clerk's fee)	\$100	\$105
Land Records	\$56	\$68
Non-Standard	\$68	\$88
PLAT Subdivision	\$100	\$88
Non-Land/UCC/ Cemetery Deeds	\$56	\$59



Animal Control

Sept 26, 2018

9:00 am - 9:45 am

Brad, Bob,  
Kay, Jerry  
Dr. Spesard

Message on machine from Cowden: wanted help with an animal. Brad explained that they have not signed a contract for service. Evidently the Mayor had told the person to bring the animal to AC in Shelbyville. Cowden, Strasburg & Stewardson have still not signed an agreement (~~Stewardson~~<sup>Strasburg</sup> has not requested help in past years anyway.)

Reviewed bills

Routine Inspection by Ill Dept of Agriculture was done on 9-4-18 - Acceptable Rating

Dog Wash August \$332.50  
Year to Date = \$3,350.20

Cat problems still a daily issue  
Number of dogs has slowed.

FILED

SEP 26 2018

Jessica Joy  
SHELBY COUNTY CLERK

**SHELBY COUNTY AIRPORT and LANDING FIELD COMMISSION**  
**TREASURER'S REPORT**      **August 31, 2018**

<b>Beginning Balance</b>	August 1, 2018	
<b>Deposits</b>		
Arrow Energy--Credit Card Fuel Sales		\$ 7,857.58
Fuel Sales--Cash & Check		\$ 1,951.76
Rent		\$ 1,930.00
Shelby County Aviation--Utilities		\$ 46.39
State of Illinois--Retainage Reimbursement/Project 2H0-4341		\$ 6,519.11
Transfer from Busey Bank		\$ 27,117.38
Bank Interest		\$ 1.02
		<u>\$ 45,423.24</u>
		<u>\$ 56,708.42</u>

<b>Bills Received and Paid</b>		
Consolidated Communications	\$ 221.11	
Shelby County Aviation--FBO August, 2018	\$ 3,500.00	
Shelby Electric Cooperative	\$ 768.29	
Steve Wempem--Bookkeeping August, 2018	\$ 200.00	
Ameren Illinois	\$ 75.10	
Deposit Item Returned--A Krause NSF	\$ 85.00	
Illinois Department of Revenue--August Sales Tax Payment	\$ 440.00	
City Area Water-Sewer Department	\$ 37.90	
John Hall--Payment on Promissory Note	\$ 7,250.00	
Bahrms Equipment, Inc.--New Mower Blades	\$ 467.62	
Steve Wempem--Ink Cartridges & Copy Paper	\$ 66.38	
Neil Tire Shelbyville--Tire for Zero Turn	\$ 60.37	
Shelbyville Ace Hardware--Equipment Maint.	\$ 17.69	
Shelby County Aviation--O'Reilly Auto/ Brake Rotor & Pads Courtesy Van	\$ 160.18	
Sloan Implement Co.--Blades for Zero Turn & Filter	\$ 89.40	
Arrow Energy--1964 Gallon 100LL @ \$3.85614 per gal	\$ 7,605.81	
		<u>\$ 21,044.85</u>
		<u>\$ 35,663.57</u>

Shelby County State Bank		
Busey Bank		\$ 35,663.57
Farm Agency Account		\$ 232.70
Gas Receivable		\$ 43,820.42
Rent Receivable		\$ 1,839.70
Cash On Hand		\$ 1,710.00
Certificates of Deposit		\$ 721.57
		<u>\$ 21,380.36</u>
		<u>\$ 105,368.32</u>

**F I L E D**  
**SEP 13 2018**  
**D**

*Jessica York*  
**SHELBY COUNTY CLERK**

**Total**

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

## **MINUTES OF MEETING**

**August 6, 2018**

Members present at meeting:

Commissioners--Rick Brown, Steve Wempen, John Hall, Jeff Green, Walt Lookofsky  
County Board Members--Bruce Cannon, Bob Simpson, Bob Jordan  
Airport Manager--Scott Jefson  
Others Present--Kevin Berson, Jim Schwerman

Commissioner Rick Brown calls the meeting to order.

Jim Schwerman is present and Rick asks Jim to go ahead and give his farm report. Jim started out by saying the wheat was harvested and the yield was 62 bushel an acre. Jim also said that he was pleased with that, considering how dry it was, and that we got 5,345 bushel of which he sold half at \$4.77 a bushel and stored the rest. Since then the price has gone up to \$5.53. Jim said if the price gets to \$5.65, he would consider selling some more. Jim said they had sprayed 24d and Roundup about a week ago to kill the weeds and water hemp that had been coming up after harvesting the wheat and his intention is to seed the area on the east side of the airport with a cover crop of either cereal rye or a small radish or turnip. Jim will talk to the people he buys the seed from and tell them we do not want a large radish because of the stench it will cause. Scott mentions, since larger radishes are good for the soil, that we might try the larger ones the first time and see what happens as far as receiving complaints from the neighbors since it's only for a few days. Jim suggested easing into this type of cover crop and see how it goes.

Jim mentions why there is so much volunteer corn in the bean field this year and that there is a reason for it. Jim goes on to explain why.

Jim said the plan was to seed the cover crop in the next couple weeks. Scott asks if they are going to till it up so it might look better and Jim replied that rye comes up pretty fast, especially if there's a lot of rain.

Scott mentions on the far side the west waterway is being taken over with fox tail grass. Jim said he wanted to talk about that. He needed to know what we want to do with the ground the state says we can't farm anymore.

There is some discussion on the issue. Steve mentions the next airport inspection is next year. Scott mentions not planting anything from the PAPI Lights south and mentions weeds that are getting pretty tall at present and needed mowing. Jim said he would talk to Jim Hampton about mowing them.

Jim mentions checking the corn and said it will be 190/200 bushel corn. Jim went on to explain the differences of the two numbers of corn planted.

Rick told Jim that we would talk about what to do west of the runway and let him know. Before excusing himself Jim talks about the crops prices and what we might expect in the near future depending on the tariffs and other things going on in the world.

Kevin Berson is present and Rick gives the floor to Kevin. Kevin starts out mentioning the Balloon Fest is coming up on October 5th, 6th, and 7th and that they would like to use the airport again this year for part of the festivities. Kevin mentions they have several things lined up for Saturday and that mainly because of the weather there were fewer expenses incurred allowing them to refund part of the airports donation last year to the Balloon Fest, back to the airport. Kevin explains where most of the money donated goes and that he also was there too ask that we consider donating \$1500 again this year to help with the expenses. Kevin goes on to talk about the different activities and where they are going to be held and when. After some more discussion on the Balloon Fest, Rick mentions discussing it some more later in the meeting and then make a decision. Kevin thanked us for our time and excused himself.

The new mower that John bought for the airport and how we want to pay for it is discussed. It was decided that we make out a promissory note to John for the full amount of \$19,935.00. We sold the old mower for \$7250 and it was decided that we put that money against the note to John.

The minutes were read by all. Rick makes a motion to approve the minutes. It was seconded by Jeff and was approved by all saying aye.

Scott mentions having to buy a new spindle for the new mower. Some discussion followed on the issue because of

the mower supposedly being lightly used.

Scott also mentions the meter had stopped working on the jet fuel pump and causing some major issues. Some discussion followed on the matter.

The Treasurer's report was read by all. Walt makes a motion to approve the Treasurers Report. It was seconded by John and approved by all saying aye.

#### Bills Presented

Bahrns Equipment, Inc.--Spindle for New Mower	\$	467.62
Neal Tire Shelbyville--Tires for the Zero Turn Mower	\$	60.37
Shelby County Aviation--O'Reilly Auto Parts/Brake Rotor & Pads/Courtesy Vn	\$	160.18
Shelbyville Ace Hardware--Equipment Maintenance	\$	17.69
Steve Wempen--Ink Cartridges and Copy Paper	\$	66.38
Sloan Implement--Set of Mower Blades , Filter and Misc. Parts	\$	89.40
John Hall--Promissory Note for New Mower	\$	19,935.00

Walt made a motion to pay the bills as presented and also the Promissory Note as set up to John Hall, second by Jeff and was approved by all saying aye.

Rick makes motion to give John Hall \$7250 as a payment on the note. It was seconded by John and approved by all saying aye.

#### Managers Report

Scott said he lost a few days helping with the recovery of a missing man in the river. The following week Scott said he went to Yak school and is now certified to work on Yak aircraft.

Went to Oshkosh and spent four days and met up with some gyro people and talked about meeting at Cerro Gordo on September 1st to discuss bringing the gyro fly-in back to Shelby County.

Also Scott said he had talk to some powered parachutes up by Chicago and they visit the lake and different things from time to time and ask about bringing the powered parachutes and putting on a demonstration. Not sure if this year or next.

Rick asks Scott about the Glider people and their interest in Shelbyville. Scott replied that the last he had heard was that they were choosing between Danville and Paxton. Shelbyville was too far off the interstate for them to come here.

Still mowing at least three times every two weeks. Had a couple issues with the zero turn and already thrown a spindle bearing and John has spoken to the seller about it and about any warranty on it. Not sure what will come of that. Scott said he went ahead and got a new spindle and got the mower going. The NDB got struck by lightning and Albion Radio come up Friday and fixed it. The repair should be covered by our maintenance fee.

Received an email from an engineering company out of Effingham and they are going to bore under the highway to get water to a couple of houses and would be trenching along the ditch outside of our fence. Replied to email saying it shouldn't be an issue.

Scott reminds Steve about the taxiway lights.

About to get started getting ready for the Balloon Fest.

Jet Fuel pump is mentioned again and a lengthy discussion ensues about the pump metering issue and also Aerinova in regards to who should buy the next load.

#### End of Managers Report

Rick mentions finishing up with the Balloon Fest donation. Rick makes a motion to make a donation to the Balloon Fest for \$1500 after we received our tax distribution. Jeff seconded it and it was approved by all saying aye.

Steve mentions the FAA and a special fund for additional projects for airport improvement that is separate from our entitlement money. This could possibly get the ground work done for the next set of ten T-Hangars before the hangars are built. Steve said he would look into it and see what has to be done to pursue a project.

Some discussion followed. Scott mentions possibly making two of the new T-Hangars wider and taller for corporate aircraft. Some discussion followed.

Rick makes a motion to adjourn and it was seconded by Jeff.

## SHELBY COUNTY AIRPORT AND LANDING FIELD COMMISSION RECORD JOURNAL

CHECK NO.	DESCRIPTION OF TRANSACTION	BUDGET ACCT NOS.	DEBITS	CREDITS	BALANCE
	31-Jul-18 Balance Shelby County State Bank				11,285.1
5486	3-Aug-18 Arrow Energy--Deposit	022-5210-12-023	\$ 3,500.00	\$ 2,012.90	\$ 13,298.0
5487	4-Aug-18 Shelby County Aviation--FBO August 2018	022-7800-12-023	\$ 768.29		\$ 9,798.0
5488	4-Aug-18 Shelby Electric Cooperative	022-7800-12-023	\$ 37.90		\$ 9,029.7
	4-Aug-18 City Area Water-Sewer Department				\$ 8,991.8
	8-Aug-18 Illinois Department of Revenue--Sales Tax Payment		\$ 440.00		\$ 8,551.8
	9-Aug-18 Rent--J Livesay \$95, A Krause \$85, B Brunken \$85, J Green \$85				
	S Wempen \$85,				
	Fuel--\$759.45 SCA/Ameren \$23.04 Rent--\$435.00			\$ 1,217.49	\$ 9,769.3
5489	9-Aug-18 John Hall--Payment on Promissory Note	022-7441-12-023	\$ 7,250.00		\$ 2,519.3
	10-Aug-18 Arrow Energy--Deposit			1747.47	\$ 4,266.8
	15-Aug-18 Deposit Item Returned--NSF A Krause		\$ 85.00		\$ 4,181.8
	17-Aug-18 Arrow Energy--Deposit			\$ 2,382.53	\$ 6,564.3
	24-Aug-18 Arrow Energy--Deposit			\$ 630.62	\$ 7,195.0
5490	29-Aug-18 Ameren Illinois--SCA 37528 \$23.41, Airport \$51.69	022-7800-12-023	\$ 75.10		\$ 7,119.9
	29-Aug-18 Rent--R Creamer \$190, K Harshman \$95, K Entpr's. \$170				
	D Beyers \$190, S Durbin \$170, D Gherardini \$170				
	Fuel--920.34 Rent--\$985.00			\$ 1,905.34	\$ 9,025.2
5491	29-Aug-18 Arrow Energy--1977 Gallon 100LL @ \$3.85 per gal	022-8010-12-023	\$ 7,605.81		\$ 1,419.4
5492	29-Aug-18 Consolidated Communications	022-7800-12-023	\$ 221.11		\$ 1,198.3
5493	29-Aug-18 Steve Wempen--Ink Cartridges & Copy Paper	022-7000-12-023	\$ 66.38		\$ 1,131.9
	29-Aug-18 State of Illinois--Retainage Reimbursement Project 2H0-4341			\$ 6,519.11	\$ 7,651.0
	29-Aug-18 Transfer to SCSB			\$ 27,117.38	\$ 34,768.4
5494	29-Aug-18 Shelbyville Ace Hardware--Equipment Maintenance	022-7441-12-023	\$ 17.69		\$ 34,750.7
5495	29-Aug-18 Neal Tire Shelbyville--Tires for Zero Turn Mower	022-7441-12-023	\$ 60.37		\$ 34,690.3
5496	29-Aug-18 Bahns Equipment, Inc.--New Spindle for New Mower	022-7441-12-023	\$ 467.62		\$ 34,222.7
5497	29-Aug-18 Sloan Implement Co.--Blades for Zero Turn & Filter	022-7441-12-023	\$ 89.40		\$ 34,133.3
5498	29-Aug-18 Shelby County Aviation--O'Reilly/Brake Rotor & Pads	022-7441-12-023	\$ 160.18		\$ 33,973.1
5499	29-Aug-18 Steve Wempen--Bookkeeping August 2018	022-5220-12-023	\$ 200.00		\$ 33,773.1
	30-Aug-18 Rent--B Bachman \$85, K Baker \$255, C Crosby \$170			\$ 805.32	\$ 34,578.4
	Fuel--271.97 SCA-Ameren \$23.35 Rent \$510.00			\$ 1,084.06	\$ 35,662.5
	31-Aug-18 Arrow Energy--Deposit			\$ 1.02	\$ 35,663.5
	31-Aug-18 Bank Interest				
	<b>Board Meeting September 10, 2018</b>				

## SHELBY COUNTY AIRPORT AND LANDING FIELD COMMISSION SHORT TERM LOANS

DATE	PAYMENT	DESCRIPTION OF TRANSACTION	PRINCIPAL	INTEREST	BALANCE
10-Feb-17		Promissary Note--Shelby County State Bank #10021222	\$ 100,000.00	5.00%	\$ 100,000.00
8-May-17	\$ 101,191.78	Payment in Full with Interest	\$ 100,000.00	\$ 1,191.78	\$ -
23-Aug-17		Promissary Note--Shelby County State Bank #10021295	\$ 150,000.00	5.00%	\$ 150,000.00
15-Dec-17	\$ 152,219.18	Payment in Full with Interest	\$ 150,000.00	\$ 2,219.18	\$ -
6-Aug-18		Promissory Note--John Hall/New Mower	\$ 19,935.00	0%	\$ 19,935.00
9-Aug-18	\$ 7,250.00	Payment		-	\$ 12,685.00

## SHELBY COUNTY AIRPORT AND LANDING FIELD COMMISSION RECORD JOURNAL

CHECK NO.	DATE	DESCRIPTION OF TRANSACTION	DEBITS	CREDITS	BALANCE
	1-Sep-17	Beginning Balance - Busey Bank 2017-2018			\$ 952.44
736	11-Sep-17	Transfer to SCSB	790.68		\$ 161.76
	13-Sep-17	Replacement Tax--6th Allocation		36.46	\$ 198.22
	29-Sep-17	Treasurer Shelby County		14,007.91	\$ 14,206.13
737	12-Oct-17	Transfer to SCSB	14,007.91		\$ 198.22
	16-Oct-17	Replacement Tax--7th Allocation		539.78	\$ 738.00
738	6-Nov-17	Transfer to SCSB	576.24		\$ 161.76
	20-Dec-17	Replacement Tax--8th Allocation		142.32	\$ 304.08
739	8-Jan-18	Transfer to SCSB	142.32		\$ 161.76
	16-Jan-17	Replacement Tax--1st Allocation		484.57	\$ 646.33
740	1-Feb-18	Transfer to SCSB	484.57		\$ 161.76
	15-Mar-18	Replacement Tax--2nd Allocation		429.87	\$ 591.63
741	28-Mar-18	Transfer to SCSB	429.87		\$ 161.76
	13-Apr-18	Replacement Tax--3rd Allocation		883.65	\$ 1,045.41
742	30-Apr-18	Transfer to SCSB	883.65		\$ 161.76
	16-May-18	Replacement Tax--4th Allocation		900.73	\$ 1,062.49
743	28-May-18	Transfer to SCSB	900.73		\$ 161.76
	25-Jul-18	Replacement Tax--5th Allocation		701.86	\$ 863.62
	8-Aug-18	Shelby County Treasurer		26,415.52	\$ 27,279.14
	17-Aug-18	Replacement Tax--6th Allocation		70.94	\$ 27,350.08
744	29-Aug-18	Transfer to SCSB	27,117.38		\$ 232.70

**SHELBY COUNTY AIRPORT AND LANDING FIELD COMMISSION  
BUDGET ACCOUNT SUMMARY August 31, 2018**

CHECK NO.	DATE	5210-01	5220-12	5455-12	6120-12	7000-12	7440-12	7441-12	7442-12	7443-12	7444-12	7800-12	8010-12	9900-12
	YTD													

5486	4-Aug-18	\$ 3,500.00	\$ 2,200.00	\$ 11,751.83	\$ 10,502.00	\$ 362.63	\$ 4,284.99	\$ 5,194.21	\$ 1,440.83	\$ 500.00	\$ 236.79	\$ 17,239.90	\$ 56,801.79	\$ 88.00
5487	4-Aug-18													
5488	4-Aug-18													
5489	9-Aug-18													
5490	29-Aug-18													
5491	29-Aug-18													
5492	29-Aug-18													
5493	29-Aug-18													
5494	29-Aug-18													
5495	29-Aug-18													
5496	29-Aug-18													
5497	29-Aug-18													
5498	29-Aug-18													
5499	29-Aug-18													

31-Aug-18	\$ 3,500.00	\$ 200.00	\$ -	\$ -	\$ 66.38	\$ -	\$ 4,284.99	\$ 8,045.26	\$ 1,440.83	\$ 500.00	\$ 236.79	\$ 1,102.40	\$ 7,605.81	\$ -
<b>YTD</b>	<b>\$ 42,000.00</b>	<b>\$ 2,400.00</b>	<b>\$ 11,751.83</b>	<b>\$ 10,502.00</b>	<b>\$ 429.01</b>	<b>\$ -</b>	<b>\$ 4,284.99</b>	<b>\$ 13,239.47</b>	<b>\$ 1,440.83</b>	<b>\$ 500.00</b>	<b>\$ 236.79</b>	<b>\$ 18,342.30</b>	<b>\$ 64,401.60</b>	<b>\$ 88.00</b>

<b>Monthly Expenses</b>	<b>\$ 20,519.85</b>
Deposit Item Returned	\$ 85.00
IL Dept. of Revenue	\$ 440.00

<b>Total Monthly Expenses</b>	<b>\$ 21,044.85</b>
	\$ -
	<b>\$ 21,044.85</b>

**YTD Total Budget** \$ 341,103.57

727



## Shelby County Airport and Landing Field Commission

### Jet Fuel Sales 2017/18

DATE	QUANTITY	CUSTOMER INVOICE	PRICE	CREDIT CD	CHARGE	CASH
25-Nov-17	9.44	Scott Jefson 120	\$ 3.15		\$ 29.74	
<b>TOTAL</b>	9.44			\$ -	\$ 29.74	\$ -
			<b>TOTAL</b>			\$ 29.74
17-Jan-18	5.01	Scott Jefson 195	\$ 3.15		\$ 15.78	
<b>TOTAL</b>	5.01			\$ -	\$ 15.78	\$ -
			<b>TOTAL</b>			\$ 15.78
4-Mar-18	158.82	Credit Card Customer 275	\$ 3.15	\$ 500.28		
4-Mar-18	139.92	Credit Card Customer 276	\$ 3.15	\$ 440.75		
9-Mar-18	4.76	Credit Card Customer 279	\$ 3.15	\$ 14.99		
22-Mar-18	6.92	Scott Jefson 315	\$ 3.15		\$ 21.80	
<b>TOTAL</b>	310.42			\$ 956.02	\$ 21.80	\$ -
			<b>TOTAL</b>			\$ 977.82
1-Apr-18	36.98	Credit Card Customer 338	\$ 3.15	\$ 116.49		
20-Apr-18	62.32	Credit Card Customer 373	\$ 3.15	\$ 196.31		
20-Apr-18	32.99	Credit Card Customer 376	\$ 3.15	\$ 103.92		
<b>TOTAL</b>	132.29			\$ 416.72	\$ -	\$ -
			<b>TOTAL</b>			\$ 416.72
15-May-18	150.60	Credit Card Customer 481	\$ 3.15	\$ 474.39		
15-May-18	127.60	Credit Card Customer 482	\$ 3.15	\$ 401.94		
16-May-18	79.63	Credit Card Customer 483	\$ 3.15	\$ 250.83		
16-May-18	17.91	Credit Card Customer 484	\$ 3.15	\$ 56.42		
19-May-18	8.77	Scott Jefson 503	\$ 3.15		\$ 27.63	
24-May-18	108.11	Credit Card Customer 516	\$ 3.15	\$ 340.55	\$ -	\$ -
<b>TOTAL</b>	492.62			\$ 1,524.13	\$ 27.63	\$ -
			<b>TOTAL</b>			\$ 1,551.76
4-Jul-18	58.89	Credit Card Customer 630	\$ 3.85	\$ 226.73		
12-Jul-18	29.75	Scott Jefson 661	\$ 3.85		\$ 114.54	
13-Jul-18	2.05	Scott Jefson 664	\$ 3.85		\$ 7.89	
<b>TOTAL</b>	90.69			\$ 226.73	\$ 122.43	\$ 349.16
			<b>TOTAL</b>			\$ 698.32
2-Aug-17	129.55	Credit Card Customer 724	\$ 3.85	\$ 498.77	\$ -	
2-Aug-18	123.27	Credit Card Customer 725	\$ 3.85	\$ 474.59	\$ -	
<b>TOTAL</b>	252.82			\$ 973.36	\$ -	\$ -
			<b>TOTAL</b>			\$ 973.36
<b>TOTAL</b>	1293.29				<b>TOTAL</b>	\$ 4,663.50

## Shelby County Airport and Landing Field Commission

### Fuel Sales

### August, 2018

DATE	QUANTITY	CUSTOMER INVOICE	PRICE	CREDIT CD	CHARGE	CASH
1-Aug-18	49.46	Credit Card Customer	717	\$ 4.69		\$ 231.97
1-Aug-18	10.79	Credit Card Customer	718	\$ 4.69	\$ 50.61	
2-Aug-18	25.07	Credit Card Customer	719	\$ 4.69	\$ 117.58	
2-Aug-18	13.10	Paul Canaday	720	\$ 4.64	\$ 60.78	
2-Aug-18	10.12	Credit Card Customer	721	\$ 4.69	\$ 47.46	
2-Aug-18	4.11	Credit Card Customer	722	\$ 4.69	\$ 19.28	
2-Aug-18	30.11	Credit Card Customer	723	\$ 4.69	\$ 141.22	
3-Aug-18	25.28	Credit Card Customer	726	\$ 4.69	\$ 118.56	
3-Aug-18	1.10	Credit Card Customer	727	\$ 4.69	\$ 5.16	
4-Aug-18	5.13	Credit Card Customer	729	\$ 4.69	\$ 24.06	
4-Aug-18	22.62	Ken Best	730	\$ 4.69	\$ 106.09	
4-Aug-18	53.12	Credit Card Customer	731	\$ 4.69	\$ 249.13	
4-Aug-18	15.68	Credit Card Customer	732	\$ 4.69	\$ 73.54	
4-Aug-18	13.52	Don Gherardini	733	\$ 4.64	\$ 62.73	
5-Aug-18	100.11	Don Kroelien	734	\$ 4.64	\$ 464.51	
5-Aug-18	25.53	Don Kroelien	735	\$ 4.64	\$ 118.46	
6-Aug-18	2.54	Credit Card Customer	736	\$ 4.69	\$ 11.91	
8-Aug-18	106.11	Credit Card Customer	737	\$ 4.69	\$ 497.66	
8-Aug-18	16.99	Rick Brown	738	\$ 4.64	\$ 78.83	
9-Aug-18	5.02	Credit Card Customer	739	\$ 4.69	\$ 23.54	
9-Aug-18	40.12	Credit Card Customer	740	\$ 4.69	\$ 188.16	
9-Aug-18	6.02	Credit Card Customer	741	\$ 4.69	\$ 28.23	
9-Aug-18	14.07	Scott Jefson	742	\$ 4.64	\$ 65.28	
9-Aug-18	9.13	Don Gherardini	744	\$ 4.64	\$ 42.36	
10-Aug-18	57.83	Credit Card Customer	745	\$ 4.69	\$ 271.22	
10-Aug-18	13.33	Credit Card Customer	747	\$ 4.69	\$ 62.52	
10-Aug-18	13.51	Barry Brunken	748	\$ 4.64	\$ 62.69	
10-Aug-18	15.12	Credit Card Customer	749	\$ 4.69	\$ 70.91	
11-Aug-18	14.44	Credit Card Customer	750	\$ 4.69	\$ 67.72	
11-Aug-18	20.11	Credit Card Customer	751	\$ 4.69	\$ 94.32	
11-Aug-18	54.26	Credit Card Customer	752	\$ 4.69	\$ 254.48	
11-Aug-18	5.44	Scott Jefson	753	\$ 4.64	\$ 25.24	
12-Aug-18	30.11	Credit Card Customer	755	\$ 4.69	\$ 141.22	
12-Aug-18	4.87	Credit Card Customer	756	\$ 4.69	\$ 22.84	
12-Aug-18	5.10	Credit Card Customer	757	\$ 4.69	\$ 23.92	
12-Aug-18	12.08	Barry Brunken	758	\$ 4.64	\$ 56.05	
13-Sep-18	0.75	Credit Card Customer	759	\$ 4.69	\$ 3.52	
13-Aug-18	34.03	Credit Card Customer	760	\$ 4.69	\$ 159.60	
14-Aug-18	55.02	Credit Card Customer	761	\$ 4.69	\$ 258.04	
14-Aug-18	50.02	Credit Card Customer	762	\$ 4.69	\$ 234.59	
14-Aug-18	7.34	Credit Card Customer	763	\$ 4.69	\$ 34.42	
16-Aug-18	21.21	Matt Figgins	764	\$ 4.64	\$ 98.41	
16-Aug-18	4.12	Credit Card Customer	765	\$ 4.69	\$ 19.32	
17-Aug-18	10.12	Credit Card Customer	766	\$ 4.69	\$ 47.46	
18-Aug-18	10.11	Credit Card Customer	767	\$ 4.69	\$ 47.42	
18-Aug-18	61.79	Credit Card Customer	768	\$ 4.69	\$ 289.80	
18-Aug-18	19.16	Credit Card Customer	770	\$ 4.69	\$ 89.86	
19-Aug-18	40.09	Ken Best	771	\$ 4.69	\$ 188.02	
19-Aug-18	1.12	Credit Card Customer	773	\$ 4.69	\$ 5.25	
21-Aug-18	31.08	Credit Card Customer	774	\$ 4.69	\$ 145.77	
22-Aug-18	6.12	Credit Card Customer	777	\$ 4.69	\$ 28.70	

22-Aug-18	39.26	Credit Card Customer	778	\$ 4.69	\$ 184.13		
23-Aug-18	23.67	Eric Long	779	\$ 4.69		\$ 111.01	
25-Aug-18	11.12	Credit Card Customer	780	\$ 4.69	\$ 52.15		
25-Aug-18	6.00	Wyatt Jesse	781	\$ 4.64		\$ 27.84	
25-Aug-18	5.13	Credit Card Customer	782	\$ 4.69	\$ 24.06		
25-Aug-18	55.69	Credit Card Customer	783	\$ 4.69	\$ 261.19		
25-Aug-18	8.12	Credit Card Customer	784	\$ 4.69	\$ 38.08		
27-Aug-18	20.94	Credit Card Customer	786	\$ 4.69	\$ 98.21		
27-Aug-18	2.00	Cash Customer	787	\$ 4.69			9.38
27-Aug-18	28.96	Credit Card Customer	788	\$ 4.69	\$ 135.82		
27-Aug-18	61.21	Credit Card Customer	790	\$ 4.69	\$ 287.07		
28-Aug-18	16.11	Paul Canaday	791	\$ 4.64		\$ 74.75	
28-Aug-18	5.12	Cash Customer	792	\$ 4.69			24.01
29-Aug-18	2.12	Credit Card Customer	793	\$ 4.69	\$ 9.94		
29-Aug-18	30.87	Rick Brown	794	\$ 4.64		\$ 143.24	
30-Aug-18	100.12	Credit Card Customer	795	\$ 4.69	\$ 469.56		
30-Aug-18	6.00	Wyatt Jesse	796	\$ 4.64		\$ 27.84	
30-Aug-18	30.12	Credit Card Customer	797	\$ 4.69	\$ 141.26		
30-Aug-18	23.69	Credit Card Customer	798	\$ 4.69	\$ 111.11		
31-Aug-18	6.13	Credit Card Customer	799	\$ 4.69	\$ 28.75		
31-Aug-18	8.11	Credit Card Customer	800	\$ 4.69	\$ 38.04		
31-Aug-18	5.12	Credit Card Customer	801	\$ 4.69	\$ 24.01		
31-Aug-18	5.13	Credit Card Customer	802	\$ 4.69	\$ 24.06		
31-Aug-18	59.98	Credit Card Customer	803	\$ 4.69	\$ 281.31		
31-Aug-18	5.91	Credit Card Customer	804	\$ 4.69	\$ 27.72		
31-Aug-18	23.47	Credit Card Customer	805	\$ 4.69	\$ 110.07		
31-Aug-18	10.00	Credit Card Customer	806	\$ 4.69	\$ 46.90		
31-Aug-18	10.02	Credit Card Customer	807	\$ 4.69	\$ 46.99		
<b>TOTAL</b>	1813.25				\$ 6,409.43	\$ 1,814.13	\$ 265.36
			<b>TOTAL</b>				\$ 8,488.92

RESOLUTION APPROVING THE APPOINTMENT OF TRUSTEE  
FOR THE TOWER HILL FIRE PROTECTION DISTRICT  
2018-39

WHEREAS, THE TOWER HILL FIRE PROTECTION DISTRICT is a duly organized and operating fire protection district contained entirely within the County of Shelby, State of Illinois, but not wholly within a single township or municipality, and

WHEREAS, 70 ILCS 705/4 (3), provides that the trustees for a fire protection district so situated shall be appointed by the presiding officer of the County Board with the advice and consent of the County Board, and

WHEREAS, the Chairman of the County Board has appointed MICHAEL NOHREN to serve a two-year term as trustee commencing Monday, October 1, 2018, and directed that, prior to that time, he file with the Shelby County Circuit Clerk his bond in the amount of Five Hundred Dollars (\$500.00) with two individual sureties,

NOW THEREFORE, be it resolved by the County Board of Shelby County, Illinois, that the Chairman's appointment of MICHAEL NOHREN to serve as Trustee for the TOWER HILL FIRE PROTECTION DISTRICT, is hereby approved, and the Chairman is authorized to approve his Trustee's Bond in the amount of Five Hundred Dollars (\$500.00) with two individual sureties.

PASSED AND APPROVED this 10th day of October, 2018.

  
\_\_\_\_\_  
Chairman, Shelby County Board

ATTEST

  
\_\_\_\_\_  
County Clerk

IN THE CIRCUIT COURT OF THE FOURTH JUDICIAL CIRCUIT  
SHELBY COUNTY, ILLINOIS


IN THE MATTER OF )  
THE TOWER HILL )  
FIRE PROTECTION DISTRICT ) NO. 1985-MC-1


**TRUSTEE'S BOND**


KNOW ALL MEN BY THESE PRESENTS, that we, MICHAEL NOHREN as Principal, and Jared Rowcliffe and Donald Selby as sureties, of the County of Shelby and State of Illinois, are bound to the People of the State of Illinois in the penal sum of Five Hundred Dollars (\$500.00).

THE CONDITION OF THIS OBLIGATION IS SUCH that, if the said PRINCIPAL who has been appointed a member of the Board of Trustees of TOWER HILL FIRE PROTECTION DISTRICT, faithfully discharges the duties of his office according to law and does all acts which at any time may be required of him by law, then this obligation is void; otherwise it remains in full force and effect.

WITNESS our hands and seals this 8 day of October, 2018.

  
Principal

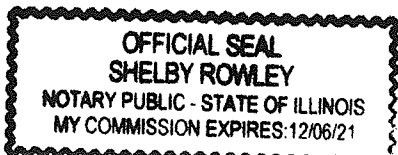
  
Surety

  
Surety

STATE OF ILLINOIS )  
COUNTY OF SHELBY) SS.

I, the undersigned, a Notary Public in and for said County, in the State aforesaid, do hereby certify that MICHAEL NOHREN and Donald Selby and Jared Rowcliffe, personally known to me to be the same persons whose names are subscribed to the foregoing instrument, appeared before me this day in person and acknowledged that they signed, sealed and delivered the said instrument as their free and voluntary act, for the uses and purposes therein set forth.

GIVEN under my hand and Notarial Seal this 8 day of OCTOBER, 2018.



  
Notary Public

IN THE CIRCUIT COURT OF THE FOURTH JUDICIAL CIRCUIT  
SHELBY COUNTY, ILLINOIS

IN THE MATTER OF  
THE TOWER HILL FIRE  
PROTECTION DISTRICT

)  
)  
)

NO. 1985-MC-1

**OATH OF OFFICE**

I, MICHAEL NOHREN, do solemnly swear that I will faithfully perform the duties of a Trustee of the TOWER HILL FIRE PROTECTION DISTRICT, and that I will do and perform all acts required of me by law to the best of my ability.

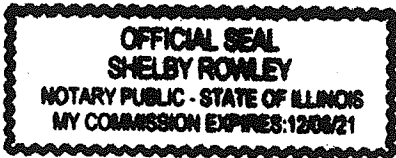
Dated this 8 day of October, 2018.



SUBSCRIBED AND SWORN TO before me this 8 day of OCTOBER, 2018.



Notary Public



BOND APPROVED:




Chairman, Shelby County Board

APPOINTMENT OF TRUSTEE FOR  
THE TOWER HILL FIRE PROTECTION DISTRICT

PURSUANT TO authority granted in 70 ILCS 705/4 (3), I, the undersigned, being the presiding officer of the County Board of Shelby County, Illinois, hereby appoint MICHAEL NOHREN as Trustee for the **TOWER HILL FIRE PROTECTION DISTRICT**, with the advice and consent of the County Board, to serve a two-year term commencing on Monday, October 1, 2018, and direct that, prior to that date, he present to me for approval his bond in the amount of Five Hundred Dollars (\$500.00) with two individuals as sureties thereon and that, upon approval thereof, he file such bond in the office of the Shelby County Circuit Clerk.

Dated this 10th day of October, 2018.

  
\_\_\_\_\_  
Chairman, Shelby County Board

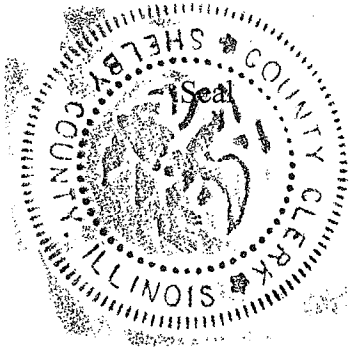
IN THE CIRCUIT COURT OF THE FOURTH JUDICIAL CIRCUIT  
SHELBY COUNTY, ILLINOIS

IN THE MATTER OF )  
THE TOWER HILL )  
FIRE PROTECTION DISTRICT ) NO. 1985-MC-1

**CERTIFICATE OF APPOINTMENT**

I, the undersigned, County Clerk of Shelby County, Illinois, do hereby certify that **MICHAEL NOHREN** was appointed by the Chairman of the County Board of Shelby County, Illinois, to a two-year term beginning on Monday, October 1, 2018, as trustee of THE TOWER HILL FIRE PROTECTION DISTRICT, and that said appointment was approved by the County Board of Shelby County on the 10th day of October, 2018.

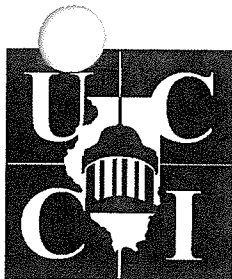
IN WITNESS WHEREOF, I have hereunto affixed my official signature and seal of office on the 10th day of October, 2018.



[Redacted Signature]

County Clerk





# UNITED COUNTIES COUNCIL OF ILLINOIS

217 East Monroe • Suite 101 • Springfield, IL 62701  
(217) 544-5585 • [ucci@unitedcounties.com](mailto:ucci@unitedcounties.com)

October 5, 2018

Mr. Dave Cruitt  
County Board Chairman  
Shelby County  
301 East Main – P.O. Box 230  
Shelbyville, Illinois 62565

**F I L E D**  
OCT 09 2018

In Re: Meeting Attendance Reimbursement  
Third quarter 2018

*Jessica Doye*  
SHELBY COUNTY CLERK

Dear Mr. Cruitt:

In accordance with Board policy, we are pleased to submit the enclosed check in the amount of \$800.00 which represents reimbursement for attendance at two UCCI Membership meetings held during the third quarter of 2018.

We are pleased that the financial stability of our organization allows this reimbursement; and, acknowledge that your continued support and participation are elements that make up the strong financial position of UCCI and allow the continuation of programs to its members.

Thank you for your interest and participation. If you have any questions, do not hesitate to give our office a call.

W. Michael McCreery  
Executive Director

Enclosure

# Shelby County Monthly Balance Sheet Shelby County

		<b>9/30/2018</b>
ASSETS		
GENERAL	001-1000-00-00 CHECKING	\$8,472.84
GENERAL	001-1001-00-00 COUNTY PAYROLL CLEARING	\$27,009.68
GENERAL	001-1100-00-00 PETTY CASH	\$5,000.00
GENERAL	001-1101-00-00 PROBATION CASH	\$50.00
GENERAL	001-1300-00-00 MONEY MARKETS	\$2,763,181.09
GENERAL	001-1400-00-00 CERTIFICATE OF DEPOSITS	\$647,455.87
GENERAL	001-1999-00-00 DUE TO/DUE FROM GENERAL FUND	\$114,455.61
	Totals for Fund 001:	\$3,565,625.09
COUNTY HEALTH	002-1100-00-00 PETTY CASH	\$135.64
COUNTY HEALTH	002-1200-00-00 SAVINGS	\$150,622.56
COUNTY HEALTH	002-1300-00-00 MONEY MARKETS	\$27,300.87
COUNTY HEALTH	002-1999-00-00 DUE TO/DUE FROM GENERAL FUND	(\$312.28)
	Totals for Fund 002:	\$177,746.79
ANIMAL CONTROL	003-1300-00-00 MONEY MARKETS	\$56,422.18
ANIMAL CONTROL	003-1400-00-00 CERTIFICATE OF DEPOSITS	\$38,127.80
	Totals for Fund 003:	\$94,549.98
AMBULANCE	004-1200-00-00 SAVINGS	\$116,816.08
AMBULANCE	004-1400-00-00 CERTIFICATE OF DEPOSITS	\$23,735.03
	Totals for Fund 004:	\$140,551.11
MENTAL HEALTH	005-1300-00-00 MONEY MARKETS	\$1,630,744.32
MENTAL HEALTH	005-1400-00-00 CERTIFICATE OF DEPOSITS	\$154,277.68
	Totals for Fund 005:	\$1,785,022.00
IMRF	006-1200-00-00 SAVINGS	\$970,453.76
IMRF	006-1999-00-00 DUE TO/DUE FROM GENERAL FUND	(\$35,750.42)
	Totals for Fund 006:	\$934,703.34
SOCIAL SECURITY	007-1200-00-00 SAVINGS	\$254,030.58
	Totals for Fund 007:	\$254,030.58
INDEMNITY	008-1200-00-00 SAVINGS	\$62,415.10
INDEMNITY	008-1400-00-00 CERTIFICATE OF DEPOSITS	\$54,998.80
	Totals for Fund 008:	\$117,413.90
HEALTH INSURANCE	009-1002-00-00 SECTION 105	\$10,000.00
HEALTH INSURANCE	009-1203-00-00 SHELBY CO GROUP INSURANCE	\$684.38
HEALTH INSURANCE	009-1450-00-00 PARADIGM HOLDINGS	\$46,662.00
HEALTH INSURANCE	009-1999-00-00 DUE TO/DUE FROM GENERAL FUND	(\$73,000.00)
	Totals for Fund 009:	(\$15,653.62)
COURT SECURITY	010-1200-00-00 SAVINGS	\$2,662.22
COURT SECURITY	010-1999-00-00 DUE TO/DUE FROM GENERAL FUND	(\$2,834.25)

**Shelby County**  
**Monthly Balance Sheet**  
 Shelby County

		<u><b>9/30/2018</b></u>
	Totals for Fund 010:	(\$172.03)
COUNTY BRIDGE	011-1300-00-00 MONEY MARKETS	\$223,409.59
	Totals for Fund 011:	\$223,409.59
COUNTY HIGHWAY	012-1200-00-00 SAVINGS	\$217,674.43
COUNTY HIGHWAY	012-1999-00-00 DUE TO/DUE FROM GENERAL FUND	(\$486.65)
	Totals for Fund 012:	\$217,187.78
FASM	013-1300-00-00 MONEY MARKETS	\$169,647.37
	Totals for Fund 013:	\$169,647.37
COUNTY MFT	014-1300-00-00 MONEY MARKETS	\$462,501.27
	Totals for Fund 014:	\$462,501.27
TOURISM	015-1200-00-00 SAVINGS	\$13,597.00
	Totals for Fund 015:	\$13,597.00
PROBATION	016-1200-00-00 SAVINGS	\$170,361.27
PROBATION	016-1400-00-00 CERTIFICATE OF DEPOSITS	\$98,531.06
PROBATION	016-1999-00-00 DUE TO/DUE FROM GENERAL FUND	(\$253.11)
	Totals for Fund 016:	\$268,639.22
ASSIST COURT	017-1200-00-00 SAVINGS	\$5,782.36
	Totals for Fund 017:	\$5,782.36
LAW LIBRARY	018-1200-00-00 SAVINGS	\$2,834.83
	Totals for Fund 018:	\$2,834.83
AUTOMATION	019-1200-00-00 SAVINGS	\$64,574.91
	Totals for Fund 019:	\$64,574.91
RECORDING	020-1200-00-00 SAVINGS	\$162,963.66
RECORDING	020-1999-00-00 DUE TO/DUE FROM GENERAL FUND	(\$1,527.16)
	Totals for Fund 020:	\$161,441.50
DRUG TRAFFIC PREVENTION	021-1200-00-00 SAVINGS	\$743.18
	Totals for Fund 021:	\$743.18
AIRPORT	022-1000-00-00 CHECKING	\$2,083.15
AIRPORT	022-1300-00-00 MONEY MARKETS	\$35,653.62
AIRPORT	022-1400-00-00 CERTIFICATE OF DEPOSITS	\$20,659.75
	Totals for Fund 022:	\$58,406.52
CEFS	023-1200-00-00 SAVINGS	\$14,861.75
	Totals for Fund 023:	\$14,861.75
HOME NURSING	024-1300-00-00 MONEY MARKETS	\$880,063.42

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**Shelby County**  
**Monthly Balance Sheet**  
 Shelby County

		<u>9/30/2018</u>
HOME NURSING	024-1400-00-00 CERTIFICATE OF DEPOSITS	\$243,675.22
HOME NURSING	024-1999-00-00 DUE TO/DUE FROM GENERAL FUND	(\$152.91)
	Totals for Fund 024:	<u>\$1,123,585.73</u>
WIC	025-1000-00-00 CHECKING	\$18,435.87
WIC	025-1999-00-00 DUE TO/DUE FROM GENERAL FUND	(\$68.91)
	Totals for Fund 025:	<u>\$18,366.96</u>
LOCAL BRIDGE	026-1300-00-00 MONEY MARKETS	\$154,819.08
	Totals for Fund 026:	<u>\$154,819.08</u>
TOWNSHIP BRIDGE	027-1200-00-00 SAVINGS	\$7,088.40
	Totals for Fund 027:	<u>\$7,088.40</u>
TOWNSHIP CONTRUCTION	028-1000-00-00 CHECKING	\$0.24
	Totals for Fund 028:	<u>\$0.24</u>
TOWNSHIP MFT	029-1300-00-00 MONEY MARKETS	\$1,238,327.50
	Totals for Fund 029:	<u>\$1,238,327.50</u>
ESTATE TAX	031-1200-00-00 SAVINGS	\$1,150.29
	Totals for Fund 031:	<u>\$1,150.29</u>
MINOR UNKNOWN HEIRS	032-1200-00-00 SAVINGS	\$46,059.83
	Totals for Fund 032:	<u>\$46,059.83</u>
PROBATION DRUG TESTING	037-1200-00-00 SAVINGS	\$7,995.60
	Totals for Fund 037:	<u>\$7,995.60</u>
DRAINAGE	039-1000-00-00 CHECKING	\$9,338.82
DRAINAGE	039-1200-00-00 SAVINGS	\$377,311.14
DRAINAGE	039-1300-00-00 MONEY MARKETS	\$40,319.80
	Totals for Fund 039:	<u>\$426,969.76</u>
DOCUMENT STORAGE	040-1200-00-00 SAVINGS	\$77,088.43
	Totals for Fund 040:	<u>\$77,088.43</u>
MISC COUNTY HEALTH	043-1200-00-00 SAVINGS	\$122,020.96
MISC COUNTY HEALTH	043-1400-00-00 CERTIFICATE OF DEPOSITS	\$83,072.67
	Totals for Fund 043:	<u>\$205,093.63</u>
LITIGATION	044-1200-00-00 SAVINGS	\$5,633.11
LITIGATION	044-1300-00-00 MONEY MARKETS	\$17,795.90
	Totals for Fund 044:	<u>\$23,429.01</u>
VICTIM IMPACT PANEL	046-1200-00-00 SAVINGS	\$15,484.52
	Totals for Fund 046:	<u>\$15,484.52</u>

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# Shelby County Monthly Balance Sheet Shelby County

		<u>9/30/2018</u>
STATE'S ATTORNEY FORFEITE	047-1200-00-00 SAVINGS	\$1,126.75
	Totals for Fund 047:	<u>\$1,126.75</u>
RESCUE SQUAD DIVE TEAM	050-1200-00-00 SAVINGS	\$9,577.24
	Totals for Fund 050:	<u>\$9,577.24</u>
DUI EQUIPMENT	051-1200-00-00 SAVINGS	\$27,209.34
	Totals for Fund 051:	<u>\$27,209.34</u>
GIS	052-1200-00-00 SAVINGS	\$419,679.78
	Totals for Fund 052:	<u>\$419,679.78</u>
CAPITAL IMPROVEMENT	054-1300-00-00 MONEY MARKETS	\$232,799.53
	Totals for Fund 054:	<u>\$232,799.53</u>
PET POPULATION	055-1000-00-00 CHECKING	\$31,379.41
PET POPULATION	055-1999-00-00 DUE TO/DUE FROM GENERAL FUND	(\$170.00)
	Totals for Fund 055:	<u>\$31,209.41</u>
EMA SPECIAL	056-1300-00-00 MONEY MARKETS	\$13,441.35
	Totals for Fund 056:	<u>\$13,441.35</u>
STATE'S ATTORNEY AUTOMATED	057-1200-00-00 SAVINGS	\$4,840.75
	Totals for Fund 057:	<u>\$4,840.75</u>
DRUG COURT	058-1200-00-00 SAVINGS	\$19,070.04
	Totals for Fund 058:	<u>\$19,070.04</u>
TAX SALE AUTOMATION	060-1200-00-00 SAVINGS	\$7,081.37
	Totals for Fund 060:	<u>\$7,081.37</u>
MISC STATE GRANT PROGRAM	061-1300-00-00 MONEY MARKETS	\$27.59
	Totals for Fund 061:	<u>\$27.59</u>
RESCUE SQUAD	062-1200-00-00 SAVINGS	\$6,951.85
	Totals for Fund 062:	<u>\$6,951.85</u>
CORONER SPECIAL FUND	063-1200-00-00 SAVINGS	\$14,235.45
	Totals for Fund 063:	<u>\$14,235.45</u>
SOLID WASTE FUND	064-1200-00-00 SAVINGS	\$873.03
	Totals for Fund 064:	<u>\$873.03</u>
	Total	<u>\$12,851,031.88</u>
	Total ASSETS	<u>\$12,851,031.88</u>

LIABILITIES AND FUND BALANCE

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# Shelby County Monthly Balance Sheet Shelby County

		<u>9/30/2018</u>
	LIABILITIES	
GENERAL	001-2001-00-00 ACCOUNTS PAYABLE CLEARING	(\$55.33)
GENERAL	001-2002-00-00 PAYROLL CLEARING	<u>\$57,634.27</u>
	Totals for Fund 001:	(\$57,578.94)
RECORDING	020-2001-00-00 ACCOUNTS PAYABLE CLEARING	<u>(\$1,527.16)</u>
	Totals for Fund 020:	\$1,527.16
	TOTAL LIABILITIES	<u>\$56,051.78</u>
	TOTAL LIABILITIES AND FUND BALANCE	<u><u>\$56,051.78</u></u>

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# Shelby County Collector Balance Sheet

## County Collector Accounts

		<u>9/30/2018</u>
<b>Assets</b>		
100-1001-001	SHELBY COUNTY STATE BANK	\$515.45
100-1002-002	BUSEYBANK-BUSEY	\$10,000.00
100-1019-019	INB-ILLINOIS EPAY	\$46,304.88
100-1030-030	BUSEYBANK-TRUSTEE PAYMENT ACCT	\$0.00
100-1203-003	1ST NATL BANK OF ASSUMPTION	\$41,698.04
100-1205-005	COMMUNITY BANKS	\$258,361.26
100-1210-010	SCSB-STRASBURG	\$231,476.76
100-1215-015	BUSEYBANK-TAX TRUST	\$1,394.79
100-1301-001	SHELBY COUNTY STATE BANK	\$3,970,044.39
100-1302-002	BUSEYBANK-BUSEY	\$3,488,514.53
100-1304-004	FIRST NATL BANK OF NOKOMIS	\$231,937.40
100-1306-006	SCSB-FINDLAY	\$180,367.15
100-1307-007	FIRST NATL BANK OF PANA	\$205,636.44
100-1308-008	PEOPLES BANK & TRUST	\$132,699.13
100-1309-009	1ST NATL BANK	\$197,218.99
100-1311-011	SCSB-WINDSOR	\$263,389.03
100-1312-012	DEWITT SAVINGS BANK	\$136,988.31
100-1313-013	FIRST FEDERAL S & L	\$143,818.10
100-1316-016	SIGEL COMMUNITY	\$150,967.80
100-1317-017	NATL BANK-PANA	\$26,478.15
100-1318-018	SCSB-MOWEAQUA	\$125,926.85
100-1319-019	THE ILLINOIS FUNDS-ILLINOIS EPAY	\$293,206.92
<b>Total Assets</b>		<u><u>\$10,136,944.37</u></u>
 <b>Liabilities and Fund Balance</b>		
<b>Liabilities</b>		
100-2000-000	ACCOUNTS PAYABLE CLEARING--	\$0.00
<b>Total Liabilities</b>		<u><u>\$0.00</u></u>
 <b>Fund Balance</b>		
100-3000-000	Fund Balance--	\$70,611,865.22
<b>Total Fund Balance</b>		<u><u>\$70,611,865.22</u></u>
 <b>Total Liabilities and Fund Balance</b>		 <u><u>\$70,611,865.22</u></u>

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