

April 2, 2020

SHELBY COUNTY BOARD MEETING AGENDA

April 8, 2020 – 9:00 A. M.

9th Street Pavilion located north of 9th St. beach and southwest of the boat launch

1. Call to Order – Prayer - Pledge of Allegiance
2. Roll Call
3. Approval of Minutes
4. Health and EMA – Steve Melega (Health Administrator) and Jared Rowcliffe (EMA Director) to provide Covid-19 update
5. Mark Russillo, FOP Union Rep – Shelby County FOP position on payroll schedule change
6. Erica Firnhaber, Treasurer – Request approval of resolution changing payroll period schedule on May 15 (this payroll will be 1 week in arrears), Approve amendment to AFSCME contract to allow 1-time cash out of benefit time for May 15th payroll
7. County Highway Engineer Alan Spesard – Request to approve resolution to award contract for Clarksburg Railroad Crossing Approach project
8. Bobby Orman – Discussion and Action pertinent to Outside Attorneys
9. Approval of Claims (roll call vote)
10. Public Body Comment
11. Adjournment

Prayer today is given by Board member Bruce Cannon

Please silence cell phones during the Board meeting.

*******Please bring your own lawn chair. There are some picnic tables. Social distancing measures will be in place!!!*******

NO RESTROOMS ARE AVAILABLE AT THIS LOCATION

SHELBY COUNTY BOARD MEETING

April 8, 2020 – 9:00 A.M.

The Shelby County Board met on Wednesday, April 8, 2020, at 9:00 A.M. at the 9th Street Pavilion in Shelbyville, Illinois. The meeting was held at the pavilion due to the Covid-19 virus and the need for social distancing.

Chairman Bruce Cannon called the meeting to order. Chairman Cannon gave the prayer and all present recited the Pledge of Allegiance.

County Clerk Jessica Fox called the roll. Arthur, Coffman, Durbin, and Mulholland were absent. Chairman Cannon mentioned that due to the meeting space and board members not in assigned seating, all votes would be roll call so they could be noted properly.

Minutes for the March 11, 2020 board meeting were presented for approval. Wetherell moved to approve the minutes. Hayden seconded said motion, which passed by roll call vote, ayes: Baker, Barr, Bennett, Chaney, Drnjevic, Gergeni, Hayden, Jordan, Kearney, Lenz, Metzger, Orman, Patterson, Simpson, Swits, Wetherell and Williams. (17 yes, 0 no).

EMA Director Jared Rowcliffe and Health Administrator Steve Melega addressed the board to update them on the impacts of Covid-19 on Shelby County. There have been 3 positive cases confirmed in Shelby County. 2 of the positives are currently self-isolating at their second residence in Sangamon County and the 3rd case is self-isolating at home with their family in Shelbyville. The Health Department has approved 34 tests, other than the 3 positive tests, there are 29 negatives and 2 tests currently pending. Rowcliffe stated FEMA funding will be available and the County should be able to be reimbursed 75% of their expenses associated with this disaster. Rowcliffe is posting daily briefings on the Shelby County EMA Facebook page. He encouraged everyone to maintain social distancing and avoid large groups of people.

Melega stated he had worked with Judge Ade-Harlow on a quarantine order to be put in place if someone would violate the order to self-isolate. Melega informed the board that a person can be asymptomatic for 2 weeks and the corona virus was able to live on hard surfaces for up to 9 days. As of today, hospitals and physicians are no longer required to contact the local health department to get a 10-digit code for the testing. Melega stated there are 2 strains of the virus: Strain L, which is the most lethal of the 2 and Strain S, which shows as flu like symptoms. This is a new virus, so there are no antibodies for it. Those with diabetes and hypertension are being hit especially hard when contracting this illness. Both Melega and Rowcliffe reported that all the department heads in the County are included on conference calls weekly and everyone has worked together to keep employees safe, while continuing to serve the public and conduct the functions of the various offices.

Mark Rusillo, Union Representative for the Fraternal Order of Police, spoke with the Board regarding the Union's position regarding the possible changes to the payroll schedule. Russillo referenced a letter which had been signed by all 30 members of the FOP Union asking that the payroll schedule change be delayed until after the pandemic. FOP and the County are still in arbitration for the contract which would have been in place on September 1, 2018. Russillo suggested the contract be settled prior to discussions about changing the pay schedule to arrears, as this might create a financial hardship on the first responders. Russillo cited 5 ILCS 315/15 which references the Illinois Public Labor Relations Act.

Treasurer Erica Firnhaber addressed the board regarding the payroll schedule changes. Firnhaber stated this payroll schedule change gets the County in compliance with current payroll laws. None of the Shelby County employees will have a loss of pay and this impacts everyone. This payroll change has been set up since the first of the year and is scheduled to take place on May 15. Payroll will be in arrears for all future payroll schedules. The current payroll schedule has been in place since 1970 when the change was made from semi-monthly to bi-weekly. Law Enforcement Committee Chair Gary Patterson informed the board he had contacted both the Sheriff and the Undersheriff with information regarding this change in late February or early March to let them know AFSCME was on board, but did not contact the FOP Union representatives as he was not aware of who those were.

Shelby County Board Meeting
April 8, 2020

Wetherell made motion to approve the payroll schedule change resolution. Patterson seconded said motion which passed by roll call vote (9 yes, 8 no), ayes: Baker, Bennett, Chaney, Gergeni, Lenz, Orman, Patterson, Swits and Wetherell. Nays: Barr, Drnjevic, Hayden, Jordan, Kearney, Metzger, Simpson, and Williams. Not voting: Cannon.

Firnhaber next presented an amendment to the AFSCME Union contract allowing for a one-time benefit time cash out, so employees could use benefit time for the payroll schedule change in order to have a 10-day paycheck instead of a 5-day paycheck. This allowance will be for any employee who has accrued benefit time to use, whether they are in the Union or not.

Wetherell made motion to approve the AFSCME contract amendment. Baker seconded said motion, which passed by roll call vote (15 yes, 2 no), ayes: Baker, Bennett, Chaney, Gergeni, Hayden, Jordan, Kearney, Lenz, Metzger, Orman, Patterson, Simpson, Swits, Wetherell and Williams. Nay: Barr and Drnjevic. Not voting: Cannon.

In Alan Spesard's absence, Chairman Cannon presented a resolution awarding the Clarksburg Township Railroad crossing project to Klein Excavating for the low bid of \$89,729.68.

Williams made motion to approve the resolution. Lenz seconded said motion, which passed by roll call vote (17 yes, 0 no), Ayes: Baker, Barr, Bennett, Chaney, Drnjevic, Gergeni, Hayden, Jordan, Kearney, Lenz, Metzger, Orman, Patterson, Simpson, Swits, Wetherell and Williams. Nays: None. Not voting: Cannon.

At this time Bobby Orman addressed the board requesting a precedence be established regarding the employment of outside attorneys doing work for Shelby County that were not hired properly. Concerns were expressed since the County is still in arbitration with FOP about the need for a labor relations attorney. Orman stated until the County gets legal clarity about the hiring of current labor relations attorney Ed Flynn, there should be no new relationships with any outside attorneys. Orman informed the board Flynn was only hired for labor relations work for 2014-2015 at a rate of \$150.00 an hour. Flynn, as well as others in his firm, are currently being paid \$195.00 an hour and his work has exceeded that of labor relations based on bills submitted.

Orman made a motion to put a cease and desist order of any outside attorney being used by any representative of the County. Baker seconded said motion, which failed by roll call vote (4 yes, 13 no), Ayes: Baker, Gergeni, Orman and Wetherell. Nays: Barr, Bennett, Chaney, Drnjevic, Hayden, Jordan, Kearney, Lenz, Metzger, Patterson, Simpson, Swits, and Williams. Not voting: Cannon.

Terry Metzger, purchasing committee member, questioned at this time why the bill for \$8,602 in payment to Ed Flynn that was approved by the board at the March 11, 2020 meeting still had not been paid. Treasurer Firnhaber stated she had questioned the legality of paying this bill to the State's Attorney and had never received a response. It was suggested the bill be paid under protest, but since the full board had approved it, the bill should be paid.

Bennett made motion to assess mileage and per diem for the April meetings, to pay the bills/payroll as reviewed by the committees (A \$12,000 bill submitted by Ed Flynn was withheld from the Purchasing committee). Chaney seconded said motion which passed by roll call vote (14 yes 3, no), Ayes: Barr, Bennett, Chaney, Drnjevic, Hayden, Jordan, Kearney, Lenz, Metzger, Patterson, Simpson, Swits, Wetherell and Williams. Nays: Baker, Gergeni and Orman. Not voting: Cannon.

At this time Chairman Cannon called for Public Body Comment.

Kirk Allen from the Edgar County Watchdogs addressed the board stating it is the responsibility of the vendor to make sure a transaction is legal in order to collect payment.

Paul Schmitz from Rose Township addressed the board regarding a problem with flooding due to a bridge being replaced with pipe in 2013. Schmitz had attended the Rose Township meeting on April 6, 2020 and was told he would need to get in touch with the County. This problem involves a drainage structure on a township road. Metzger told Schmitz

Shelby County Board Meeting
April 8, 2020


to speak with himself and Gary Patterson after the meeting so they could assist him with this issue.

Gary Patterson informed the board that his decision to vote against the motion to cease and desist is in the way it was phrased as any representative of the County, when the State's Attorney has the capacity as part of their job to hire additional attorneys.

Jeremy Williams with the Illinois Separation Group asked if anyone had any questions for him and once again encouraged the board to place this item on the May 13, 2020 board agenda.

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

Metzger made motion to adjourn until the next regular scheduled meeting to be held on May 13, 2020. Lenz seconded said motion, which passed by voice vote (17 yes, 0 no) and the meeting was adjourned at 10:35 AM.


Jessica Fox
Shelby County Clerk and Recorder

STATE OF ILLINOIS

ROLL CALL VOTES IN COUNTY BOARD

SHELBY COUNTY

April 8, 2020

REGULAR MEETING

		ROLL CALL			QUESTIONS							
			4 / 8 / 2020	1 / 2020	ON MOTIONS TO To Approve Minutes		ON MOTIONS TO To Change ON MOTIONS TO payroll		AFSCME ON MOTIONS TO Amendment		Resolution ON MOTIONS TO Clerks being Tied	
COUNTY BOARD MEMBERS		MILEAGE	A.M.	P.M.	AYE	NAY	AYE	NAY	AYE	NAY	AYE	NAY
50	ARTHUR, JAMES	38	A		A		A		A		A	
	BAKER, EARL	25	✓		✓		✓		✓		✓	
110	BARR, KENNETH	50	✓		✓		✓	✓		✓	✓	
117	BENNETT, BARBARA	40	✓		✓		✓		✓		✓	
45	CANNON, BRUCE	26	✓		—		—		—			
	CHANEY, LAVONNE		✓		✓		✓		✓		✓	
510	COFFMAN, BRYON	48	A		A		A		A		A	
500	DRNJEVIC, DENNIS	22	✓		✓			✓		✓	✓	
214	DURBIN, JESSE	12	A		A		A		A		A	
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		A		A		A		A		A	
	ORMAN, ROBERT	34	✓		✓		✓		✓		✓	
	PATTERSON, GARY		✓		✓		✓		✓		✓	
274	SIMPSON, ROBERT	32	✓		✓			✓	✓		✓	
	SWITS, DAVID	34	✓		✓		✓		✓		✓	
44	WETHERELL, DALE	46	✓		✓		✓		✓		✓	
10	WILLIAMS, LYNN		✓		✓			✓	✓		✓	

STATE OF ILLINOIS

ROLL CALL VOTES IN COUNTY BOARD

SHELBY COUNTY

April 8, 2020

REGULAR MEETING

		ROLL CALL			QUESTIONS							
			4/8/2020 A.M.	Ed Flynn P.M.	Approve the ON MOTIONS TO bills		ON MOTIONS TO		ON MOTIONS TO		ON MOTIONS TO	
COUNTY BOARD MEMBERS		MILEAGE	A.M.	P.M.	AYE	NAY	AYE	NAY	AYE	NAY	AYE	NAY
50	ARTHUR, JAMES	38	A		A							
	BAKER, EARL	25	✓			✓						
110	BARR, KENNETH	50		✓	✓							
117	BENNETT, BARBARA	40		✓	✓							
45	CANNON, BRUCE	26	—		—							
	CHANEY, LAVONNE			✓	✓							
510	COFFMAN, BRYON	48	A		A							
500	DRNJEVIC, DENNIS	22		✓	✓							
214	DURBIN, JESSE	12	A		A							
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		A		A							
	ORMAN, ROBERT	34	✓			✓						
	PATTERSON, GARY			✓	✓							
274	SIMPSON, ROBERT	32		✓	✓							
	SWITS, DAVID	34		✓	✓							
44	WETHERELL, DALE	46	✓		✓							
10	WILLIAMS, LYNN			✓	✓							



Interim Guidance for Crisis Management for Essential Critical Infrastructure Workers
April 7, 2020

Based on the needs of individual jurisdictions, essential critical infrastructure workers may be permitted to continue work following potential exposure to SARS-CoV-2, provided they remain asymptomatic and additional precautions are implemented to protect the community. A potential exposure means being a household contact or intimate partner or having close contact within 6 feet for more than 10 minutes or more with an individual with confirmed or suspected infectious COVID-19, or having traveled from a country with widespread sustained transmission or on a cruise ship.

The Department of Homeland Security developed a list of essential critical infrastructure workers. (Law enforcement and corrections officers are both on the list.) The timeframe for having contact with an infectious individual includes the period of time of 48 hours before the individual became symptomatic until they meet CDC's criteria for discontinuation of home isolation.

Employers of essential critical infrastructure workers should implement work practices to protect their workforce from COVID-19 while ensuring continuity of operations. Employers of and essential critical infrastructure workers who have had an exposure and remain asymptomatic should adhere to the following practices prior to and during their work shift:

- Self-monitor under the supervision of their employer's occupational health program including taking their temperature before each work shift to ensure they remain afebrile
- On days these individuals are scheduled to work, the employer should measure the employee's temperature and assess symptoms prior to their starting work
- The employee should wear a facemask at all times while in the workplace until 14 days after last exposure
- The employee should practice social distancing as much as possible
- If the employee becomes sick during the day, they should be separated from other employees and be sent home immediately
- Employees should not share headsets or other objects
- Employees should avoid taking breaks together and congregating in break areas. Consider staggering breaks to reduce time spent together.
- Employers should work with maintenance to increase air exchanges
- Employers should increase frequency of cleaning commonly touched surfaces
- Testing of asymptomatic employees is NOT recommended

Employers should implement the recommendations in the Interim Guidance for Businesses and Employers to Plan and Respond to Coronavirus Disease 2019 to help prevent and slow the spread of COVID-19 in the workplace.

LETTER OF CONCERN REGARDING RESOLUTION TO CHANGE EMPLOYEE SALARIES

Submitted by Shelby County Sheriff's Department Employees

represented by
The Illinois Fraternal Order of Police Labor Council

It has been brought to our attention that the County Board intends to update the salary schedule from a "current pay" system to an "arrears" pay system by reducing employee salaries during the month of May, 2020. It is also our understanding that employees would be forced to expend hard-earned benefit time to make up this shortfall. It is our considered opinion this act would be a detriment to the economic well-being of members of our union, by creating undue financial hardship to us, and to the County economy as a whole.

We are a group of first-responders and support staff who are depending on our hard-earned salary to see us through dire economic times, as we are engaged providing safety and security during a pandemic the likes of which this County has never seen. While we agree the issue should be addressed, and we are willing to work on the details of such a transition, we strongly suggest that the time to do it is after we have returned to normal operations in relative economic security.

In addition, given that the parties await a final arbitration decision, the parties' collective bargaining agreement (and its terms and conditions) should remain status quo until a successor agreement has been signed as per Article XXVIII, Section 28.2 of said agreement. Any deviation from these terms would therefore constitute a unilateral decision on the County's part to alter said terms and conditions (a violation of the collective bargaining agreement), and a possible Unfair Labor Practice under the Illinois Public Labor Relations Act. _____

SHELBY COUNTY RESOLUTION 2020- 10

WHEREAS, No Article or provision of the parties' Collective Bargaining Agreement specifies, establishes, or otherwise defines the pay cycle to be utilized.

WHEREAS, Historically, the County has utilized a biweekly current pay cycle whereby employees were paid through and including the actual date of pay. To do this, payroll must be processed *before* the actual pay date and *before* the time is actually worked or, in the case of paid time off, used. This means that overtime pay, vacation pay, personal leave, sick leave, etc., cannot be processed until the next pay date, after the overtime, vacation, personal leave, sick leave, etc., is actually worked or used.

WHEREAS, The parties have conferred about transitioning to a biweekly in arrears pay cycle that is, in the opinion of the employer, advantageous for both the employees and the employer. Being paid biweekly in arrears means that employees will receive a paycheck that will cover two weeks of pay and will include all overtime, vacation, personal leave, sick leave, etc., which is worked or used during the pay period. Additionally, a biweekly in arrears pay cycle improves payroll accuracy and reduces time-consuming measures necessary to correct payroll errors and to properly account for time worked or paid time off utilized.

WHEREAS, The pay period utilized will continue to be a biweekly period beginning on Sunday and ending on Saturday. To facilitate the transition from a biweekly current pay cycle to a biweekly in arrears cycle, the parties recognize and agree that half of a pay cycle, *i.e.*, one work week commencing on Sunday and ending on the Saturday before the Friday payday, must be held back. The County agrees that to ease any financial burdens imposed upon employees and to facilitate this transition, affected employees will be allowed the following action:

- a. Employees with available vacation time, compensatory time, personal leave, sick time, or any combination thereof, may, at their sole discretion, use thirty-five (35) hours of accrued time to offset any reduction in pay resulting from the transition from a biweekly current pay cycle to a biweekly in arrears pay cycle.

WHEREAS, This transition from a biweekly current pay cycle to a biweekly in arrears pay cycle will be effective on May 15, 2020 payroll covering May 3, 2020 at 12:00 am to May 9, 2020 at 11:59 pm.

IT IS HEREBY RESOLVED, Pay Periods are every two weeks starting on Sunday at 12:00 a.m. and ending on Saturday at 11:59 p.m. All pay checks for two-week pay periods will be distributed within six working days after the last working day of the pay period. Paychecks will be directly deposited into individual employee checking or savings accounts on the Friday following the end of the pay

period. Paper checks will be available in the County Clerk's office for pick up by Department Representatives on the Thursday following the pay period end date at 3:00 p.m. This will require a signature by the Representative for release.

IT IS HEREBY FURTHER RESOLVED, the Chairman of the County Board is authorized to execute any agreement or memorandum of understanding with the local AFSCME union consistent with this Resolution.

Approved this 8th day of April, 2020.




Bruce Cannon, Chairman

ATTEST:



Jessica Fox
Shelby County Clerk

Memorandum of Agreement

Between County of Shelby, A Body Politic, Shelby County Board of Health and the County Clerk-Recorder, Supervisor of Assessments, Circuit Clerk and Treasurer-Collector of Shelby County Co-Employers

And American Federation of State, County and Municipal Employees Union, Council 31, AFL-CIO On Behalf of and With Local 3323

With the understanding that the Employer plans to adjust the payroll periods to provide more time between the end of each payroll period and the day that paychecks are issued, the Parties agree to the following:

1. In consideration of the potential financial impact on employees due to the transition of the payroll periods, the Parties agree that the Employer will allow employees who request it to "cash in" accrued benefit time in order to make up for wages up to the maximum number of days that will not be paid on the May 15 paycheck (3 days for highway and 5 days for others). Employees shall be allowed to receive up to but no more than a full two weeks of pay on the May 15 paycheck.

The Parties understand that this agreement only pertains to this one-time event, and therefore, employees shall be able to "cash in" benefit time only to supplement their May 15, 2020, paycheck.

This agreement is made without precedent.

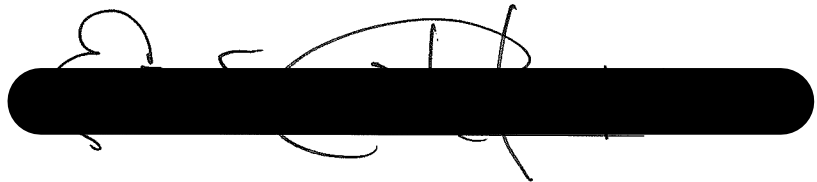
For the Union

Date

For the Employer

Date





FILED
APR 09 2020


SHELBY COUNTY CLERK

Award Charlesburg
RRX. 6

TO: THE SHELBY COUNTY BOARD

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

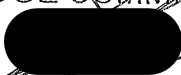
RESOLUTION X


PETITION _____


AGREEMENT _____

DO HEREBY RECOMMEND APPROVAL OF SAME BY THE COUNTY BOARD.

RESPECTFULLY SUBMITTED,
ROAD & BRIDGE COMMITTEE







RESOLUTION

2020-11

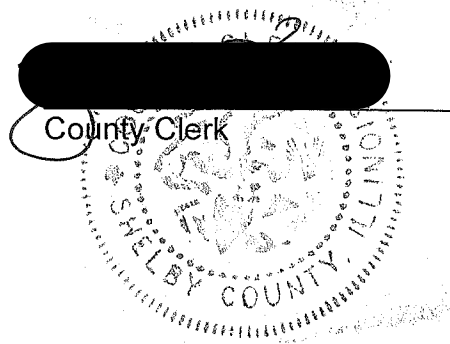
BE IT RESOLVED, by the County Board of Shelby County, State of Illinois, that Shelby County concurs in the awarding of a contract for the Clarksburg Township Railroad Crossing Approach, Section 17-03117-00-FL, to Klein Excavating based on their low bid submitted at a letting held April 3, 2020, of \$ 89,729.68.

STATE OF ILLINOIS)
) SS
COUNTY OF SHELBY)

I, Jessica Fox County Clerk in and for said County in the State aforesaid, and keeper of the records and files thereof, as provided by statute, do hereby certify the foregoing to be a true, perfect, and complete copy of a Resolution adopted by the County Board of Shelby County at its regular Meeting held in Shelbyville, Illinois on April 8, 2020.

IN TESTIMONY WHEREOF, I have hereunto set my hand and affixed the seal of said County at my office in Shelbyville in said County this 8th day of April, 2020 A.D.


County Clerk



Road & Bridge Committee Meeting Minutes

- **Date and Time of Meeting:** April 3, 2020; 9am
- **Location of Meeting:** Shelby County Highway Department
1590 State Highway 16
Shelbyville, Illinois 62565
- **Roll Call:** Bruce Cannon, Bryon Coffman, Larry Lenz,
 - Also in attendance: Alan Spesard
- **Approval of Last Month's Minutes**
- **Bid Opening – Clarksburg Railroad Crossing Approach Project**
 - 2 bids were publically opened and read
- **Financial Review**
- **Review Claims**
- **New Business:**
 - Resolution to Award Clarksburg Railroad crossing approach project to low bidder
 - Committee recommended Award to Low Bidder – Klein Excavating
 - Ash Grove/Big Spring bridge construction has restarted
 - Getting quotes for salt mix storage hoop building
 - Westervelt railroad crossing upgrade project requires tree removal prior to April 1st due to concerns about endangered bats nesting – completed by Brad Agney
 - Prairie Bridge approved for bid on June 12th
 - Illinois Commerce Commission has issued 4 year plan for railroad crossing projects
 - Project delays – IDOT District 7 working from home
 - Monday, Wednesday, Friday telecon on Covid-19: led by Jared Rowcliffe
 - County Board meeting agenda: payroll voted on to change payroll to be 1 week in arrears but highway department is currently 3 days in arrears?? Non-union able to cash out benefits is not addressed?
 - It was understood by the Committee that Highway Department is only 3 days in arrears since payroll ends on Wednesday and not Friday
 - Committee unable to answer question about non-union employees benefits
 - County Engineer requested there be an alternative to reducing/deferring pay for employees
 - Rotating staff due to Covid-19/Governors Stay at Home order; Staff getting full pay while at home
 - Committee agreed will staff getting full pay during Governors stay at home order
 - IDOT may impose restrictions on use of \$1.5 Billion MFT uses – “Bondable Projects”
- **Old Business:**
 - Sigel Bridge posting at 10 Ton per IDOT – Highway Comm. wants bridge replaced
 - Review snow plow policy; Contacted Christian, Cumberland and Fayette County for their policy – they do not have a written policy but they do same as us.
 - County Engineer agreed to order more salt to prepare for next winter.
 - FLAP grant applications due in June. Same grant as the one we got for the Country Club road
 - Quality Based Selection for Construction Oversight of FLAP – Country Club road project
 - GIS Agreement for grant to inspect Township Culverts should be ready for approval in May.
 - Advertised for two Civil Technician positions – closes March 13th – 3 applicants – have delayed interview process due to Covid-19
 - Employee Handbook Draft in review – need to include highway Department overtime process
 - Discussion included conflicts with Union Contract, needing a professional review, treating all employees the same
- **Adjournment:** Next meetings scheduled for May 8th and 11th

4-7-20

Health Comm -
all Bills were approved

10:00

[REDACTED]
[REDACTED]
[REDACTED]

Williams - motion to approve
Hayden - second all approved

10:30

FILED

APR 07 2020

Jennie Cox

SHELBY COUNTY CLERK

April 7, 2020

Porching

9:00 AM

Lynn Williams

Terry Metzger

Berry Bergen

Richard Hayden

Call to Order

Richard Hayden Motion to accept bills as presented
2nd Kenny Bown
motion pass

Terry Metzger

Motion to Excuse one bill Mytax Fee
other bill For legal attorney Fee

2nd Kenny Bown

motion Pass

Terry Metzger

Motion to adjourn
2nd Kenny Bown
Pass

FILED
APR 07 2020

Jenna Fox

SHELBY COUNTY CLERK

Lees & Salary
April 7, 2020

Kay Kearney Barb Bennett in Attendance

Meeting 9:00 adjourn 9:45
Kay made motion. I seconded.

Claims were approved.

FILED
APR 07 2020

Jessie Fox
SHELBY COUNTY CLERK

Law Enforcement Committee

April 2, 2020

The Meeting was held at the Shelby County Courthouse in courtroom B. at 9:00 AM to allow more room for spacing.

Sheriff Koonce called the meeting to order at 9:00 AM

Members present: Gary Patterson, Robert Simpson and Dennis Drnjevic

John Curtis from the Daily Union was also present

The minutes from the March 5th, 2020 meeting were read and discussed. Bob made the motion to approve and Denny 2nd the motion. All voted aye.

Sheriff Koonce said they talk daily with Jared and Steve about health procedures. The jail has very limited access and is sanitized often. The Deputies sanitize the vehicles at the start of the shift and when they have any contacts. Masks are worn at the jail and all follow recommendations they have received. We currently have 13 inmates and they do not leave the jail. They use closed circuit for needed communication. We currently have inmates ready for pickup at other facilities but will not get them until the restrictions are lifted. Currently Shelby Co has no positive Covid 19 cases.

Denny reported that Steve and Jared will be reporting updates at the next Co Board meeting.

Sheriff Koonce reported that the Judges direct security at the courthouse. Currently security asks all who enter the courthouse what their business is, screens them, and they call the correct office. Some offices come down to do business and some have the customers come up. All offices have areas set up for the safety of staff and customers.

We all had discussion about meeting control, proper procedure and public limits. Also discussed what the Deputies current priorities are.

The Committee reviewed the expenditures and did have a question on payment due to Terminex. Gary talked to the secretary Erica at the jail. She answered the question. We receive a 3% discount for paying 1 year in advance and then they bill against the credit monthly.

Denny made the motion to adjourn and Bob made the second. Motion passed and the meeting was adjourned at 9:58.


Gary Patterson—Committee member

SHELBY COUNTY SHERIFF'S OFFICE



Sheriff
Don Koonce

151 North Morgan Street
Shelbyville, IL. 62565
Phone: 217-774-3941 Fax: 217-774-2851



Undersheriff
Rob McCall

AGREEMENT

Agreement made this first day of **March 2020**, by and between the
Shelby County Sheriff's Office for the County of Shelby, hereinafter referred to as first party,
And **HSHS Good Shepherd Hospital**, hereinafter referred to as second party,

WITNESSETH:

WHEREAS, first party has advertised for bids to provide food services for detainees held in custody at the Shelby County Detention Center; and

WHEREAS, second party has made a bid to provide necessary food services pursuant to certain specifications issued by first party, a copy of which is attached hereto and made a part hereof; and

WHEREAS, second party is the lowest and most responsible bidder and first party desires to award the contract for food services to second party.

NOW, THEREFORE, for and in consideration of the mutual covenants hereinafter recited, the parties agree as follows:

1. The term of this Agreement shall be for a period of two years commencing **March 1, 2020** and ending **August 31, 2022**.
2. Second party agrees to provide food services to first party in accordance with first party's specifications, a copy of which is attached hereto and made a part of hereof.
3. First party agrees to pay second party, on a monthly basis, at a rate of **\$3.50** per meal served. Second party agrees to provide first party with voucher forms and data on number of meals served as may be required by first party on a monthly basis.
4. Time is of the essence in the performance of this Agreement. In the event second party fails to comply with the specifications attached hereto or otherwise breaches the terms of this Agreement in a material fashion, first party may, at its option, terminate this Agreement upon 14 days notice to second party and seek damages for losses occasioned by second party's breach; or in the alternative, maintain the Agreement in effect for the balance of the term of the Agreement and recover damages occasioned by second party's breach by way of set-off or collection procedures.
5. This Agreement may not be assigned in any part without the express written authority of the parties hereto.

Dated this day of , 2020.

Shelby County Sheriff's Office,
For the County of Shelby, First Party,

By: _____

Shelby County Sheriff

Second Party

FILED
MAR 19 2020

Jessie Fox
SHELBY COUNTY CLERK

Finance Committee

March 16, 2020

Chair Gary Patterson called meeting to order.

Present: Larry Lenz, Terry Metzger, Gary Patterson,
LaBonne Chaney, Treasurer Erica
Finkhaber

Erica presented two reports - Expenses for 5
years County Clerk and Revenue for 5 years
for the General Fund

Members discussed the reports to gain
an understanding of accounts and their
expenditures and revenues over 5 years

The committee also discussed payroll issues and
time sheets.

We will meet again once the budget process
gets underway. We can let Erica know
if we need other documentation.

Larry moved; Larry seconded a motion to adjourn at 11:12.

Secretary

FILED
MAR 16 2020

Jamie Fox
SHELBY COUNTY CLERK

SHELBY COUNTY AIRPORT and LANDING FIELD COMMISSION **TREASURERS REPORT** **February 29, 2020**

Beginning Balance

February 1, 2020 \$ 15,708.12

Deposits

Arrow Energy--Credit Card Fuel Sales	\$	1,219.15	
Fuel Sales--Cash & Check	\$	1,562.66	
Rent	\$	4,150.00	
Shelby County Aviation--Ameren	\$	446.95	
Shelby Electric Cooperative/To Scott Jetson	\$	300.00	
Bank Interest	\$	1.13	
			\$ 7,679.89
			<u>\$ 23,388.01</u>

Bills Received and Paid

Shelby County Aviation--FBO February, 2020	\$	3,500.00	
Shelby Electric Cooperative	\$	944.48	
Steve Wempen--Bookkeeping February, 2020	\$	200.00	
Ameren Illinois	\$	338.35	
Illinois Department of Revenue--Sales Tax Payment	\$	138.00	
City Area Water-Sewer Department	\$	22.13	
Consolidated Communications	\$	245.55	
Steve Wempen--9-564XL HP Ink Cartridges/Ebay	\$	56.04	
Shelby County Aviation--MEBULBS/25 LED Bulbs	\$	248.06	
Big D's Septic Service--Yearly Service Contract	\$	235.00	
			\$ 5,927.61
			<u>\$ 17,460.40</u>

Shelby County State Bank	\$	17,460.40
First Federal Savings and Loan	\$	100.00
Farm Agency Account	\$	34,655.79
Gas Receivable	\$	1,155.32
Rent Receivable	\$	1,140.00
Cash On Hand	\$	1,551.81
Certificates of Deposit	\$	21,466.03
		<u>\$ 77,529.35</u>

FILED
MAR 19 2020

Prepared by Steve Wempen--Sec/Treas

Jennie Boy
SHELBY COUNTY CLERK

175

175

SHELBY COUNTY AIRPORT and LANDING FIELD COMMISSION

MINUTES OF MEETING

February 10, 2020

Members present at meeting:

Commissioners--Steve Wempen, Rick Brown, Walt Lookofsky, Jeff Green, John Hall
County Board Members--Bob Simpson, Earl Baker
Airport Manager--Scott Jefson
Others Present--

Commissioner Rick Brown calls the meeting to order.

Scott asks if everyone was getting the communications from Susan Zellars and himself. Steve said he had received the email he had forwarded and Rick mentioned getting one on the ALP update. Scott said yes and that he had emailed her back and also mentioned to her that all the trees had been trimmed. Susan replied asking what he had used to trim them. Scott said he had used her figures off of her reports and that they trimmed a minimum of ten feet, but most were trimmed twenty to twenty-five feet.

Jeff asks Scott if the neighbors were good with it and no issues and Scott said for the most part yes. A short discussion followed on the matter.

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

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

Bills Presented

Big D's Septic Service--Yearly Service Contract	\$	235.00
Shelby County Aviation--MEBULBS/25 Bulbs	\$	248.06
Steve Wempen--eBay/9 HP 564XL Ink Cartridges	\$	56.04

Rick made a motion to accept the bills as presented. Jeff seconded it and it was approved by all saying aye.

Manager's Report

Scott mentions talking about the jet fuel pump not working again and that he's been working with John McKeighan. The problem has been narrowed down to the wiring harness, that everything else has been replaced.

Scott said he had forwarded all the information that Susan Zellars had sent him to Jim Schwerman and that she was able to put all that info into her reports and sent it to the state. She's waiting to hear back from them to see if they will make an exception and give back some of the ground they took.

Scott said all the trees had been trimmed and the all the neighbors were happy. Scott mentions a new hangar tenant that came in and staying in the Main Hangar for now. He had just purchased a Challenger and was going to start taking lessons again. He already has about thirty hours, but hasn't flown since 2012.

Scott also said he had been on the phone earlier with a guy, who contacted him thru the EAA, that said he wants to put on a show for Corveyor powered aircraft. He said we'd be looking at June or July, and he could have three or four aircraft up here with Corveyor engines in them. They would be on display only and make some kind of show out of it, but it would be static, no flying unless one of them decides to go up. A short discussion followed.

Scott said he also, when he talked to MEBULBS and bought a case of LED bulbs for the shop, got a quote on some bulbs to replace the outdoor lights and making them LEDs. They have 100 watt at \$116 each, 120 watt at \$132 each, or 54 watt at \$62 each. Scott said much like what he's already been doing by replacing the corn cob bulb, but all the photo cells have to be replaced with photo cells for LED lights. Scott also mentions them giving him a 16 watt bulb that is supposed to give off as much light as the 300 watt bulbs in the Main Hangar and they cost about \$50-\$55 each.

Scott said they had a couple options for the 450 Watt Metal Halide fixtures and went on to explain them. To replace a fixture with a new fixture would cost \$253.23 ea. Scott went over the different options. Scott said they, MEBULBS, said their 45 watt corn cob light bulb sounded like our best option for our 4500watt Wal Pak fixture and they cost \$58.38 each. A lengthy discussion ensued on the lighting issue.

Bob Simpson mentions a new tractor still being an issue. Scott replied that a tractor was the number one priority and switching out the lights to LED was one option for cutting expenses. Earl asks Scott what kind of tractor is it that we are needing and Scott told him a mowing tractor. Scott went on to explain, to Earl, what specs were needed in the replacement tractor and the reasons why.

Scott asks Steve where Kenny Baker stood as far as his rent because he needed a hangar for the person he is letting stay in the Main Hangar who has the Challenger. Steve said he was paid up thru March. Scott then ask how long a tenant can go if doesn't own a plane. Some discussion followed. Rick asks how much the tree trimming cost. John Hall said \$3725 to Shane Perry of S \$ M Tree Service.

Scott Said that Jim Schwerman had gotten hold of him and wanted to burn all the ditches and help burn fences. Scott said there was too much water in the ditches at present.

Scott said if we need to prioritize things, first we need a tractor, we need to get the runway painted, the cracks never got filled before winter got here, then general maintenance.

Scott asks where Brian Cooper was with his rent and Steve said he was paid up for last year but hadn't paid January or February rent yet.

Scott mentions Dom from Aerinova had called him and he wanted to know how much jet fuel we had on hand, that he was wanting to send another 7500 gallon our way while the price was down.

Steve said until we get the jet fuel pump metering correctly, he didn't think letting Aerinova put another 7500 gallon in our tank would be a good idea. Steve said because of the never ending issue with the jet fuel pump, we have no idea how many gallon that has been pumped out of the tank or how many gallon Aerinova pumped in their tank, not metered. It is a mess and that he would try to sort things out, but didn't think we should allow Aerinova to do it until we are all in agreement where we're at.

A lengthy discussion followed on the Jet Fuel issue.

Rick asks how soon would the ag pilots start spraying and Scott said it depends on the weather.

Steve asks Scott how long until we have to blend in new fuel into the tank to stay compliant.

Scott replied that it is supposed to be at least within twelve months. Steve said he would look back and check when we bought the 2500 gallon and put in there. Some discussion ensued on jet fuel.

Scott asks what he should tell Dom (Aerinova) about the fuel. Steve said he thinks we should wait until the pump is fixed. Jeff mentions if Aerinova is willing to put fuel in the tank, that he'd rather see the fuel being mixed to keep it good, than to maybe have an incident because the fuel gelled.

More discussion followed on the Jet Fuel issue.

Steve asks what we want to tell Aerinova. There is more discussion. Walt said he would hate to see us losing the opportunity and they go to plan B.

Earl asks we had talked anymore about having a concert or something out here. Rick said he had done some investigating on that and found that there is a lot of stuff to deal with and not as easy as he thought it would be. Rick explain some on the idea.

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

SHELBY COUNTY AIRPORT AND LANDING FIELD COMMISSION RECORD JOURNAL

CHECK NO.	DATE	DESCRIPTION OF TRANSACTION	BUDGET ACCT NO.	DEBITS	CREDITS	BALANCE
	31-Jan-20	Balance Shelby County State Bank				\$ 15,708.12
5719	3-Feb-20	Shelby County Aviation--FBO Feb. 2020	022-5210-12-023	\$ 3,500.00		\$ 12,208.12
5720	6-Feb-20	City Area Water-Sewer Department	022-7800-12-023	\$ 22.13		\$ 12,185.99
5721	6-Feb-20	Shelby Electric Cooperative	022-7800-12-023	\$ 944.48		\$ 11,241.51
	7-Feb-20	Arrow Energy--Deposit			\$ 411.08	\$ 11,652.59
5722	8-Feb-20	Ameren IP--SCA37528 \$224.00, Airport 06211 \$114.35	022-7800-12-023	\$ 338.35		\$ 11,314.24
	11-Feb-20	Illinois Department of Revenue--Sales Tax Payment		\$ 138.00		\$ 11,176.24
	14-Feb-20	Arrow Energy--Deposit			\$ 196.98	\$ 11,373.22
5723	16-Feb-20	Big D's Septic Service--Yearly Service Contract	022-7441-12-023	\$ 235.00		\$ 11,138.22
5724	16-Feb-20	Shelby County Aviation--ME Bulbs/25 B LED Bulbs	022-7440-12-023	\$ 248.06		\$ 10,890.16
7425	16-Feb-20	Steve Wempen--9-564XL Ink Cartridges/Ebay	022-7000-12-023	\$ 56.04		\$ 10,834.12
	20-Feb-20	Rent--K Best \$190, K Harshman \$95, C Crosby \$285				
		Fuel--\$389.16 Rent--\$570.00			959.16	\$ 11,793.28
	20-Feb-20	Rent--B Brunken \$95, J Green \$95, S Wempen \$95				
		M Coady \$570, J Livesay \$105, R Brown \$570				
		D Kroenlein \$190, M Figlins \$1260				
		Fuel--\$954.74 Rent--\$2980.00			\$ 3,934.74	\$ 15,728.02
	21-Feb-20	Arrow Energy--Deposit			\$ 280.21	\$ 16,008.23
	27-Feb-20	Rent--B Bachman \$95				
		Fuel--\$218.76, SCA/Ameren--\$446.95, Shelby Elec/Scott \$300			\$ 1,060.71	\$ 17,068.94
	27-Feb-20	Rent--S Wempen \$190, R Creamer \$315			\$ 505.00	\$ 17,573.94
	28-Feb-20	Arrow Energy--Deposit			\$ 330.88	\$ 17,904.82
5726	28-Feb-20	Consolidated Communications	022-7800-12-023	\$ 245.55		\$ 17,659.27
2727	28-Feb-20	Steve Wempen--Bookkeeping February 2020	022-5220-12-023	\$ 200.00		\$ 17,459.27
	29-Feb-20	Bank Interest			\$ 1.13	\$ 17,460.40
		Board Meeting--March 9, 2020				

February 29, 2020

[illegible][illegible]

Shelby County Airport and Landing Field Commission
Jet Fuel Sales 2019/20

[illegible]

Shelby County Airport and Landing Field Commission
Fuel Sales February, 2020

[illegible]

Animal Control

March 25, 2020

9:00 a.m. -

Brad, Jerry, Kay

Absent - Bob

Dr. Spesard

Reviewed and approve the bills

Dog Wash - February 330⁰⁰ YTD 632⁰⁰
Dog Wash is closed now (Coronavirus)

Reviewed proposed 2020-2021 Budget

- Part time Employees was raised because Brad has been here for 10 years and will get another week vacation.
- Pound Repairs - new rock - Ice stops need to be replaced on roof
- Animal Care - Increased in case we have to hold animals for court cases

Discussion on ~~Personal~~^{Employee} Handbook

- Passengers in County Vehicles not allowed
- Dept of Agriculture Rep. rides with Brad

FILED

MAR 25 2020

Jensen Fox

SHELBY COUNTY CLERK

C.E.F.S. Economic Opportunity Corporation

"Community Action Agency"



1805 S. Banker Street, P.O. Box 928
Effingham, Illinois 62401-0928
PHONE: (217) 342-2193 ~ FAX: (217) 342-4701
E-MAIL: cefs@cefseoc.org
WEBSITE: www.cefseoc.org

KEVIN BUSHUR
Chief Executive Officer

March 9, 2020

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

FROM: John Gillmore
Program Manager
1805 S. Banker St.
Effingham, IL 62041

FILED
APR 06 2020
Jessie Fox
SHELBY COUNTY CLERK

Enclosed is a copy of the Shelby County February PCOM report to share with your board members. Please contact me at 217-342-2193 ext. 161 or by e-mail at jgillmore@cefseoc.org if there are any questions.


John Gillmore
Program Manager

Enclosures

EQUAL OPPORTUNITY EMPLOYER

184

Daily Management Statistics Report

C.E.F.S. Eco. Opp. Corp.

02/01/2020 - 02/29/2020

Shelby

Days of Service:	20
Invoice Revenue:	\$8,804.83
Fares Collected:	\$148.00
Total Revenue:	\$8,952.83
ServiceMiles:	12705
Non-Service/Admin Miles:	93
Service Hours:	988.70003
NonService Hours:	2.6
Total Billable Riders:	1,469
Average Revenue Per Ride:	\$6.09
Average Miles Per Ride:	8.6
Average Hours Per Ride:	0.6730
Average Rides Per Day:	73.5
Average Service Miles Per Day:	635.3
Average Service Hours Per Day:	49.4
Average Revenue Per Day:	\$447.64
Total Passenger Trips	2,212
NonBillable No Shows:	6
Rider Cancells:	337
Subscription Rides:	1133
Demand Rides:	336
Immediate Rides:	9
In Area Rides:	1,469
Out of Area Rides:	0
In County Rides:	1,469
Out of County Rides:	0
Unduplicated Riders:	71
Denied Rides:	1
Ambulatory Rides:	1,324
Non Ambulatory Rides:	145
Accidents:	0
Breakdowns:	0
Wait Hours:	0.0
Escort Hours:	0.0
Trainee Hours:	0.0
Fuel Cost:	\$3,620.68
Gallons Fuel:	1,480.1
Fuel Cost Per Gallon	\$2.45

FILED

APR 06 2020

Jessie Cox

SHELBY COUNTY CLERK

C.E.F.S./Central Illinois Public Transit													
Grant Recipient Monthly Monitoring Outcome Report													
Shelby County													
Hours of Service for Shelby County Transportation are 6:00 A.M. to 6:00 P.M.													
Monitoring Indexes	Jul-19	Aug-19	Sep-19	Oct-19	Nov-19	Dec-19	Jan-20	Feb-20	Mar-20	Apr-20	May-20	Jun-20	Total
Number of Days of Service	22	22	21	23	20	19	22	20					169
Number of Trips	1,431	2,066	2,324	2,630	2,097	933	2,428	2,212					16,121
Number of Vehicles	13	12	16	16	19	13	4	17					
Revenue Vehicle Hours	982	1,065	974	1,112	924	321	1,110	989					7,477
Revenue Vehicle Miles	12,714	15,092	13,727	16,025	12,746	1,485	15,089	12,705					99,583
DOAP Revenues					\$113,417			\$76,852					\$190,269
5311 Revenues								\$52,854					\$52,854
Contract Revenues								\$15,180					\$46,001
Fares	\$334	\$292	\$14,489	\$6,268	\$6,352	\$6,104	-\$2,392	\$264					\$2,897
System Expenses	\$31,600	\$32,040	\$29,968	\$37,917	\$34,092	\$37,189	\$67,736	\$37,055					\$307,597
Net Revenues	-\$31,266	-\$31,748	-\$15,035	-\$31,246	\$86,001	-\$30,807	-\$69,570	\$108,095	\$0	\$0	\$0	\$0	-\$15,576
Ridership	76	81	75	81	79	44	73	71					580
Trip Denials	0	0	4	3	5	2	2	1					17
Trip Denied but Provided	0	0	0	0	0	0	0	0					0
Cost per Trip	\$22.08	\$15.51	\$12.90	\$14.42	\$16.26	\$39.86	\$27.90	\$16.75	\$0.00	\$0.00	\$0.00	\$0.00	\$19.08
Cost per Hour	\$32.18	\$30.08	\$30.77	\$34.10	\$36.90	\$115.85	\$61.02	\$37.47	\$0.00	\$0.00	\$0.00	\$0.00	\$41.14
Cost per Mile	\$2.49	\$2.12	\$2.18	\$2.37	\$2.67	\$25.04	\$4.49	\$2.92	\$0.00	\$0.00	\$0.00	\$0.00	\$3.09
Maintenance of Vehicles	9	3	9	7	8	5	6	7					54
Maintenance of Facilities	0	0	0	0	0	0	0	0					0
New Service Contracts	1	4	0	0	0	0	0	0					5
Overtime Hours	28	34	44	44	68	63	48	72					401
Complaints	0	0	0	0	0	0	0	0					0
Vehicle Accidents	0	0	1	0	0	0	0	0					1
Mobility Index Outcomes/Efforts	0.064	0.092	0.104	0.118	0.094	0.042	0.109	0.099	0.000	0.000	0.000	0.000	0.721
Annualized Mobility Index	0.768	0.938	1.041	1.134	1.132	1.027	1.066	1.081	0.961	0.865	0.786	0.721	
(Note - Annual Goals .69)													
2010 Census Rural Population													
Shelby County	22,363												

FILED

APR 06 2020

Jenni Fox
SHELBY COUNTY CLERK