

July 1, 2020

**SHELBY COUNTY BOARD MEETING AGENDA**  
**July 8, 2020— 9:00 A. M.**  
**Lion's Club Building in Forest Park Shelbyville**

1. Call to Order-Prayer - Pledge of Allegiance
2. Roll Call
3. Approval of Minutes
4. Chairman Bruce Cannon -Appointment of Jeff Slifer to Shelby County Board District #6
5. Steve Melega, Health Administrator and Jared Rowcliffe, EMA Director – Shelby County Covid-19 update as State enters Phase 4 of Restore Illinois; Pandemic report (new improved testing, potential for virus surge, pertinent info)
6. County Clerk Jessica Fox – Report of Selection of Judges of Election 2020-2022 (submitted lists from County Central Committee Chairs on file in the Clerk's office for review)
7. Erica Firnhaber, County Treasurer – Monthly Revenue/Expense and Investment Report; Approval of Increase in Salary of Public Defender due to recent increase in State's Attorney Salary (55 ILCS 5/3-4007)
8. Grievance Committee – Request approval of agreement between the Shelby County Board and the Fraternal Order of Police Union to settle Grievance filed in response to payroll changes
9. Gary Gergeni – Request approval to accept letter of engagement for payroll audit for Sheriff's Department from BB & A
10. David Swits – Discussion to move responsibilities of Human Resources and Payroll from the Shelby County Treasurer's office to electronic time keeping methods and assigning HR/Payroll duties for Shelby County to an outside company
11. Bruce Cannon, Chairman –Discussion regarding the Shelby County Treasurer's/Human Resource Department (item tabled at June meeting)
12. County Highway Engineer Alan Spesard – Highway Engineer's Report – Request approval for Resolutions(3) to utilize Rebuild Illinois Funding for the following projects: A. Shelby County's portion of the Country Club Road improvements, B. Westervelt Bridge Improvements, C. Construction of a Salt Storage Shed at the Highway Department; Approve Resolution giving the Road & Bridge Committee authority to award contract to lowest bidder for the Ridge Township Railroad Crossing Approach project; Approve a 50/50 Petition from the Richland Township Highway Commissioner to replace a drainage structure
13. Committee Reports
14. Chairman Updates
15. Chairman Appointments – Mark Wolf Tri-County FPD Trustee, Kory Kersey Cowden FPD Trustee
16. Correspondence
17. Approve payment of claims
18. Public Body Comment
19. Adjournment

Please silence cell phones during the Board meeting.

Prayer this morning is given by board member Gary Gergeni

**SHELBY COUNTY BOARD MEETING**

**July 8, 2020 – 9:00 A.M.**

The Shelby County Board met on Wednesday, July 8, 2020, at 9:00 A.M. at the Lion's Club Building in Forest Park in Shelbyville, Illinois. Meeting location was changed to accommodate the public.

Chairman Bruce Cannon called the meeting to order. All present recited the Pledge of Allegiance and Board member Gary Gergeni.

County Clerk Jessica Fox called the roll. Mulholland was absent.

Minutes for the June 10, 2020 board meeting were presented for approval. Wetherell made motion to approve the minutes as presented. Gergeni seconded said motion, which passed by voice vote (19 yes, 0 no).

Upon recommendation by the Republican Central Committee, Chairman Cannon requested the appointment of Jeff Slifer to Shelby County Board District #6 to fill the vacancy created by the resignation of James Arthur.

Wetherell made motion to approve the appointment of Slifer. Gergeni seconded said motion, which passed by voice vote (19 yes, 0 no).

Clerk Fox administered the Oath to Mr. Slifer, and he took his seat on the board.

Health Administrator Steve Melega addressed the board to provide an update on the Covid-19 pandemic and its impact on Shelby County. 1,242 negative tests have been performed in Shelby County with 19 cases reported and 1 death. Melega reported 80% of the people who contract this disease will recover. Melega encouraged those in attendance to continue to minimize risks and exposure by following CDC guidelines, social distancing, using good hand hygiene, and wearing a mask. EMA Director Jared Rowcliffe stated he had been issuing press releases for the county, receiving, and distributing PPE resources to first responders and area long term care facilities to name a couple. Rowcliffe stated at this time local EMA services are being directed to stockpile as much resources as possible should another crisis occur soon.

Jessica Fox, Election Authority, addressed the board regarding the Report of the Selection of Election Judges for the 2020 – 2022 terms. Every two years, the board approves the proper ratio of persons to serve as Election Judges in each election precinct from certified lists which have been furnished by the Chairmen of the County Central Committees. (See list of Election Judges to be commissioned in the County Clerk's office).

Simpson made motion to approve the persons to serve as election judges for the 2020 – 2022 two-year terms as presented. Gergeni seconded said motion, which passed by voice vote (20 yes, 0 no).

Treasurer Erica Firnhaber presented the revenue and expense report. The county has a current cash balance of \$1,144,083.27. Next, Firnhaber informed the Board due to a recent cost of living increase for the State's Attorney, it is necessary for the Board to approve an increase in the Public Defender's salary (55 ILCS 5/3-4007). The new salary for the Shelby County Public Defender will be \$124,742.80. The State reimburses 2/3 of this salary.

Bennett made motion to approve the pay increase for the Public Defender. Orman seconded said motion, which passed by voice vote (19 yes, 1 no Barr).

The Grievance committee (Dale Wetherell, David Swits and Gary Patterson) addressed the board regarding the settlement with FOP for the payroll schedule change grievance that was filed against the county board. The remedy was filed in the County Clerk's office on June 29<sup>th</sup> after being presented to the State's Attorney for final approval. Clarification was requested about the 3rd item listed on the agreement that reads upon implementation, all reimbursements will be made to employees by the County under a separate check. Board members Gergeni and Orman asked the committee what exactly this meant? The committee explained that 2 checks were requested by FOP to have less of a tax deduction with receipt of this additional payroll check. The Treasurer confirmed that a reimbursement check and a payroll check are 2 different things. The FOP contract states the only time, per the FOP contract, the FOP is required to get 2 checks is for retroactive pay. Wetherell stated he had spoken with West and Co. the county auditor regarding this grievance agreement. (Grievance agreement filed in the Clerk's office on June 29<sup>th</sup> attached to these minutes).

Wetherell made motion to approve the FOP Grievance agreement. Coffman seconded said motion, which passed by roll call vote: Aye – Barr, Bennett, Chaney, Coffman, Drnjevic, Durbin, Gergeni, Hayden, Jordan, Kearney, Lenz, Metzger, Orman, Patterson, Simpson, Slifer, Swits, Wetherell and Williams. Nay – Baker. Not voting: Cannon.

**Shelby County Board Meeting**  
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Board member Gary Gergeni requested the county accept a letter of engagement from BB and A for a payroll audit to clear up the issue of a possible overpayment made to employees of the Shelby County Sheriff's office. Gergeni reported there is plenty of money in the budget line item to cover the expense related to this specialized audit. Some of the board members feel the county should wait to do a payroll audit until the Illinois State Police investigation into this matter is resolved. Others felt the board should have a choice of people/companies to choose from for a payroll audit.

Orman made motion to accept the letter of engagement and perform a payroll audit. Baker seconded said motion, which failed by roll call vote: Aye: Baker, Coffman, Gergeni, Orman, Slifer and Wetherell. Nay; Barr, Bennett, Chaney, Drnjevic, Durbin, Hayden, Jordan, Kearney, Lenz, Metzger, Patterson, Simpson, Swits and Williams. (letter of engagement attached to these minutes).

Board member David Swits passed a proposal from Paylocity for electronic time keeping, payroll and HR services. Discussion was held. Fox reported she had spoken with approximately 40 counties in Illinois and payroll is either done by the County Clerk or the County Treasurer; it is not outsourced.

At this time, Chairman Cannon called for the Highway Engineer's report.

Alan Spesard, County Highway Engineer, requested approval from the board for 4 resolutions and a petition. Spesard presented a petition from the Richland Township Highway Commissioner to replace a box culvert with pipe. This is located 2 miles west of Strasburg and the estimated cost is \$10,000 to be split equally between the Township and the County.

Swits made motion to approve the petition. Lenz seconded said motion, which passed by voice vote (20 yes, 0 no). (Petition attached to these minutes).

The next 3 resolutions presented by Spesard were part of the Rebuild Illinois Grant Funding, which can only be spent on bondable projects. The first resolution was for upgrades to "Country Club Road" which provides federal land access to the Army Corp of Engineers land. This road will be resurfaced from the City limits of Shelbyville to the Opossum Creek campground entry. They have received 2 grants in the amount of 2.1 million dollars. Spesard is requesting \$90,000 from Rebuild Illinois for this project which will still have to be approved by the State.

Wetherell made motion to approve the resolution. Drnjevic seconded said motion, which passed by voice vote (20 yes, 0 no). (Resolution attached to these minutes).

The next resolution was a major bridge grant for Westervelt bridge project on the county highway. This bridge will be funded 80/20 match. Spesard received a million-dollar grant for this bridge a couple of years ago and is asking for \$50,000 from Rebuild Illinois to offset expenses.

Jordan made motion to approve the resolution. Durbin seconded said motion, which passed by voice vote (20 yes, 0 no). (Resolution attached to these minutes).

The final Rebuild Illinois resolution presented was to improve the salt storage at the Highway Department by building a new facility for this. Spesard stated he is asking for \$55,000 in funding for this salt storage facility.

Wetherell made motion to approve the resolution. Patterson seconded said motion, which passed by voice vote (20 yes, 0 no). (Resolution attached to these minutes).

The ICC has awarded Shelby County 100% funding for the Westervelt Railroad Crossing located south of the winery. Spesard next presented a resolution giving the road and bridge committee authority to award the bid for this project on July 20, 2020 at the opening to be held at the County Highway Department. Discussion was held.

Wetherell made motion to approve the resolution. Baker seconded said motion, which passed by voice vote (19 yes, 1 no).

Continuing with updates, Spesard reported the closed bridge in Prairie Township was awarded by IDOT to low bidder Depew & Owen. The low bid was \$326,000 and the estimate for this project was \$288,000. This project will be funded 80% federal, 16% State and 4% local funding. The bridge in Windsor Township is 95% complete.

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

Fees and Salaries committee member Bennett stated the committee had discussed paying for an online meeting. The ETSB meetings were done by Zoom meetings and attended by Bobby Orman. These meetings are arranged by Christian County.

**Shelby County Board Meeting**  
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Grievance committee chair Wetherell stated the FOP union was happy about the grievance settlement.

Chairman Cannon reported board member Kay Kearney will be resigning from the board as she and her husband are moving. Kay was thanked for her service and given a standing ovation.

Mark Wolf was appointed trustee to the Tri-County Fire Protection District by resolution, on a motion by Wetherell and a second by Bennett. Motion passed by voice vote (20 yes, 0 no)

Kory Kersey was appointed as trustee to the Cowden Fire Protection District on a motion by Bennett and a second by Barr. Motion passed by voice vote (20 yes, 0 no).

Swits made motion to pay the bills for July. Chaney seconded said motion, which passed by roll call vote: Aye – Baker, Barr, Bennett, Chaney, Coffman, Drnjevic, Durbin, Gergeni, Hayden, Jordan, Kearney, Lenz, Metzger, Orman, Patterson, Simpson, Slifer, Swits, Wetherell and Williams. Nay: none. Not voting: Cannon.

Under public body comment:

Jeremy Williams suggested the board owes Treasurer Firnhaber an apology, requested a balanced budget without the raising of taxes, suggested new leadership for the board, requested the meetings be moved to evenings, requested the board be reduced in size, suggested term limits and thanked Kay Kearney for her service in a kind and professional manner.

Martha Firnhaber also thanked Kay for her professionalism during her time on the board. Firnhaber stated "words matter". She spoke on the investigation by the ISP and stated a payroll audit is vitally important to see if overpayments were not made and money was not overspent. 2 of the 3 companies spoke at an earlier board meeting. Alyssia Benford who's letter of engagement was presented at today's meeting was never given an opportunity to speak to the board and she wondered why. Firnhaber suggested a conflict of interest already exists for John Vanderburg, as he has worked with both the Sheriff and the State's Attorney. Firnhaber informed the board the County needs to stop spending money and protect the taxpaying citizens by allowing those elected officials to do the jobs they were elected to do without outsourcing them. Firnhaber encouraged the board and elected officials to listen to each other, work together and do what's right for the taxpayers.


Marsha White spoke on the fact she had asked for a point of clarification regarding the FOP grievance agreement. She requested the board do things right and make sure things are done legally.

John Kraft, Edgar County Watchdogs, stated the County needs to audit the payroll and if any overpayment is discovered, that amount should be paid back. The FOP grievance agreement is essentially a loan, the employees cashed out time, were paid for that time and now are going to be given the option to pay it back 4 hours per pay period over 10 weeks. Kraft said this is a loan and it is illegal. Committees have no authority; they only can discuss things and recommend to the full board. He questioned if the real estate tax issues at the Airport and the County Farm had been fixed yet. The lease holder, by statute pays the taxes; the county does not. Kraft recommended the board be reduced to 11 and get any money overpaid back on behalf of the taxpayers.

Kirk Allen, Edgar County Watchdogs, informed the board that the State's Attorney had paid back overcompensation she received. Allen suggested the board include in any future compensation resolutions what meetings the board can be paid for. Allen informed the board they have no authority to hire any attorney for the State's Attorney. The board only controls the number of assistants and the money. That is clearly outlined in the State's Attorney statutes. Allen urged the board to do a motion to reconsider the payroll audit at this meeting. Allen stated this board needed to have an honest and professional discussion to fix some of the problems currently being faced.

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

Wetherell made motion to adjourn until the next regular meeting to be held on August 12, 2020. Lenz seconded said motion, which passed by voice vote (20 yes, 0 no) and the meeting was adjourned at 10:59 A.M.

  
Jessica Fox  
Shelby County Clerk and Recorder

July 8, 2020

REGULAR MEETING

		ROLL CALL			QUESTIONS							
			7/8/2020	1/2020	FOP ON MOTIONS TO (Grievance)		Payroll ON MOTIONS TO Audit		Motion to ON MOTIONS TO Play Ball		ON MOTIONS TO	
COUNTY BOARD MEMBERS		MILEAGE	A.M.	P.M.	AYE	NAY	AYE	NAY	AYE	NAY	AYE	NAY
	BAKER, EARL	50	✓			✓	✓		✓			
110	BARR, KENNETH	50	✓		✓			✓	✓			
117	BENNETT, BARBARA	40	✓		✓			✓	✓			
45	CANNON, BRUCE	26	✓									
	CHANEY, LAVONNE		✓		✓			✓	✓			
510	COFFMAN, BRYON	48	✓		✓		✓		✓			
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		A		A							
	ORMAN, ROBERT	34	✓		✓		✓		✓			
	PATTERSON, GARY		✓		✓			✓	✓			
274	SIMPSON, ROBERT	32	✓		✓			✓	✓			
	SWITS, DAVID	34	✓		✓			✓	✓			
44	WETHERELL, DALE	46	✓		✓		✓		✓			
10	WILLIAMS, LYNN		✓		✓			✓	✓			

Jeff Slifer 32

✓ ✓ ✓



**Shelby County Clerk - Jessica Fox**

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**From:** Brad Halbrook <bradhalbrook@me.com>  
**Sent:** Saturday, June 20, 2020 1:26 PM  
**To:** Jessica Fox  
**Subject:** County Board Dist #6 Appointment

Chairman Bruce Cannon,

I, Brad Halbrook, as chairman of the Shelby Co Republican Central Committee request that Jeff Slifer, 2670 E 700 North Rd, Stewardson, IL. 62464, 217.690.1246, [slifarms4@gmail.com](mailto:slifarms4@gmail.com), be appointed to fill the unexpired term of James Arthur in County Board district #6.

Sincerely,

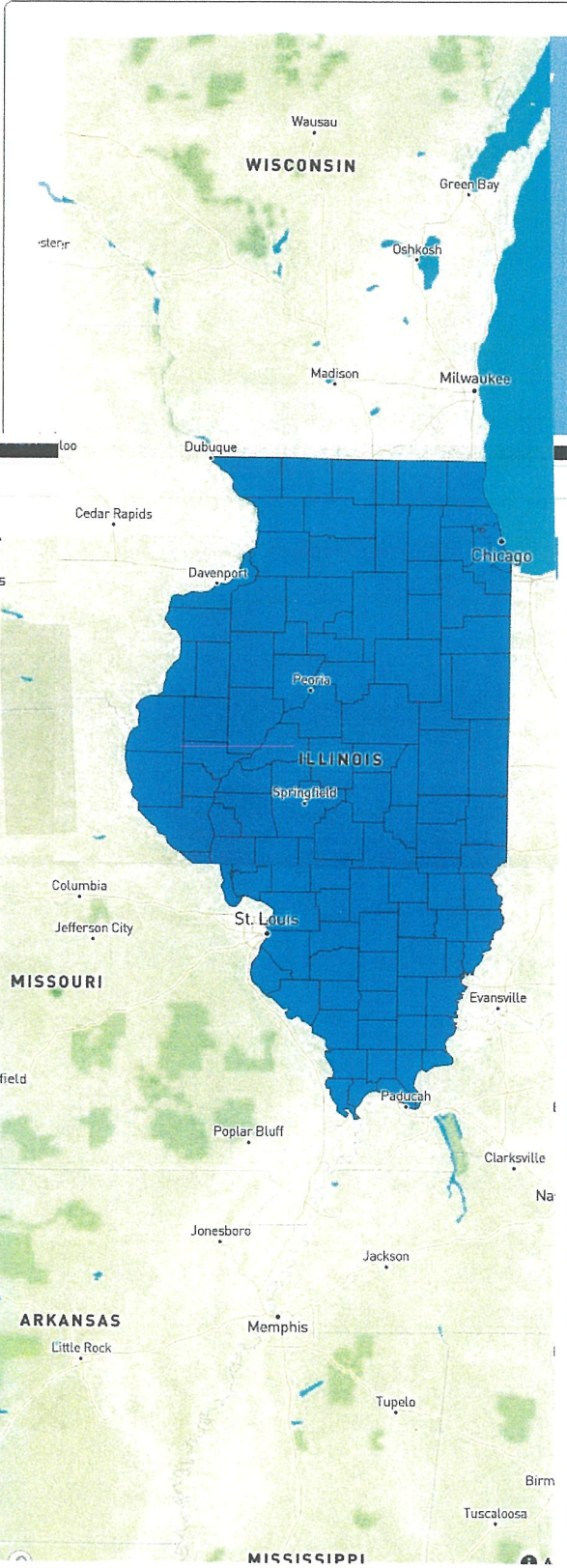
Brad

Brad Halbrook

Data is provisional

Select County:

Shelby



### New Cases Per 100,000

Case rate reported Sun-Sat  
(Target: less than 50 per 100,000)

2 cases

Target

### Number of Deaths

Death number reported Sun-Sat  
(Target: decreasing or stable Sun-Sat)

0

Target

### Test Positivity (%)

(%) positive tests reported Sun-Sat  
(Target: less than or equal to 10%)

0.9%

Target

### Tests Performed

Number of tests reported Sun-Sat  
Target: Testing is Sufficient when test positivity is less than or equal to 10%

233

Target

(%) positive tests reported Sun-Sat  
(Target: less than or equal to 10%)

0.9%

Target

Number of tests reported Sun-Sat  
Target: Testing is Sufficient when test positivity is less than or equal to 10%

233

Target

### CLI ED Visits (%), Adults

Emergency Department visits for COVID-19-like illness  
(Target: decreasing or stable Sun-Sat)

1.4%

Target

### Number of CLI Admissions

Hospital admissions for COVID-19-like illness  
(Target: decreasing or stable Sun-Sat)

0

Target

### Cluster (%) of cases

No Target  
This metric helps explain large increase in cases

<5

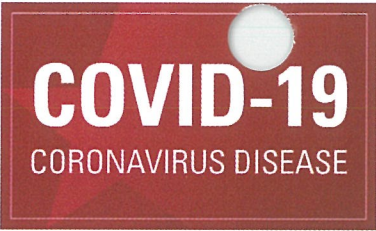
### ICU (%) Available

ICU bed availability  
(Target: at least 20% of ICU beds available)

54.7%

Target





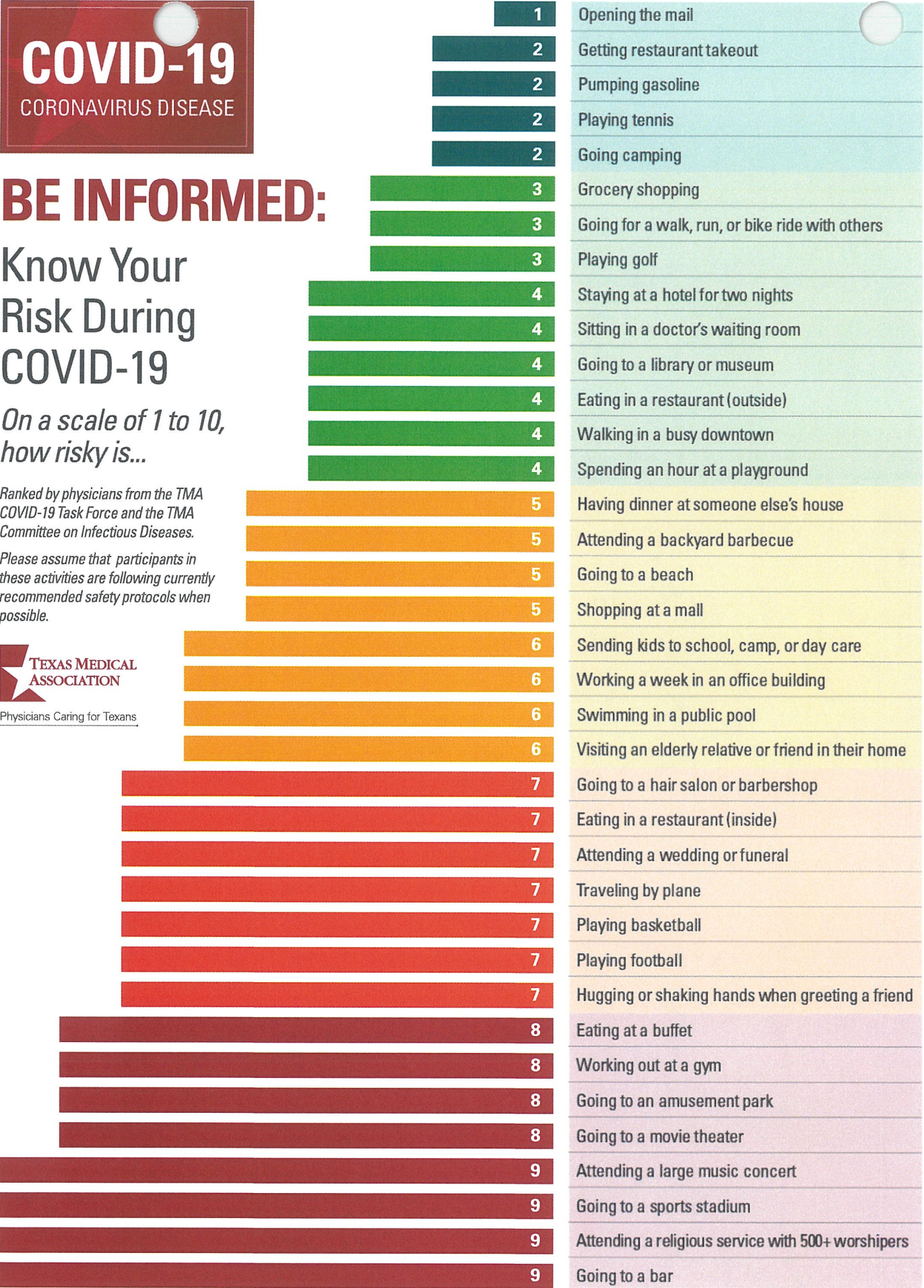
# BE INFORMED:

## Know Your Risk During COVID-19

On a scale of 1 to 10, how risky is...

Ranked by physicians from the TMA COVID-19 Task Force and the TMA Committee on Infectious Diseases.

Please assume that participants in these activities are following currently recommended safety protocols when possible.



LOW RISK

LOW-MODERATE

MODERATE RISK

MODERATE-HIGH

HIGH RISK

**Notes to County Board Members re:**  
**Selection of Election Judges for 2018-2020**

Every two years, the County Board approves the proper ratio of persons to serve as election judges in each election precinct from the certified lists which have been furnished by the Chairmen of the County Central Committees. Motion and vote required.

The number of votes cast for Governor in the last three Governor elections determines the ratio of Democratic and Republican judges in each precinct. Based upon those numbers, the ratio of three Republican judges and two Democratic judges will be used in all 33 precincts.

A copy of the Governor vote totals spreadsheet for the years 2010, 2014 and 2018 is available in the County Clerk's office.

Please, do not hesitate to contact me if you have any questions about the selection of election judges for 2020-2022. Jessica

# Shelby County Monthly Investment Report

			5/31/2020	6/30/2020
ASSETS				
GENERAL	001-1000-00-000	BU CHECKING	\$9,441.36	\$9,441.36
GENERAL	001-1001-00-000	SC PAYROLL .50% INT	\$36,551.73	\$30,143.52
GENERAL	001-1005-00-000	FF AP CLAIMS .25% INT	\$11,907.37	\$11,934.98
GENERAL	001-1100-00-000	PC TREASURER	\$2,500.00	\$2,500.00
GENERAL	001-1101-00-000	PC PROBATION	\$50.00	\$50.00
GENERAL	001-1300-00-000	BU .75% INT	\$350,603.40	\$352,282.99
GENERAL	001-1302-00-000	FF .50% INT	\$147,538.20	\$426,472.15
GENERAL	001-1400-00-000	FF CD MATURES 9/6/2020 1.50%	\$612,018.31	\$612,018.31
GENERAL	001-1402-00-000	FF CD MATURES 6/6/2020 2.25%	\$409,756.52	\$0.00
GENERAL	001-1999-00-000	DUE TO/FROM GENERAL FUND	\$49,232.09	\$35,088.76
Totals for Fund 001:			<u>\$1,629,598.98</u>	<u>\$1,479,932.07</u>
COUNTY HEALTH	002-1100-00-000	PETTY CASH	\$135.64	\$135.64
COUNTY HEALTH	002-1200-00-000	FF .50% INT	\$74,540.50	\$71,731.87
COUNTY HEALTH	002-1300-00-000	FF .50% INT	\$30,073.78	\$30,083.05
Totals for Fund 002:			<u>\$104,749.92</u>	<u>\$101,950.56</u>
ANIMAL CONTROL	003-1300-00-000	SC .50% INT	\$46,948.82	\$48,646.13
ANIMAL CONTROL	003-1400-00-000	SC CD MATURES 1/31/2021 1.55%	\$25,193.58	\$25,193.58
ANIMAL CONTROL	003-1402-00-000	BU CD MATURES 1/31/2021 2.50%	\$40,752.62	\$41,251.29
ANIMAL CONTROL	003-1999-00-000	DUE TO/FROM GENERAL FUND	\$0.00	(\$400.00)
Totals for Fund 003:			<u>\$112,895.02</u>	<u>\$114,691.00</u>
AMBULANCE	004-1200-00-000	FF .50% INT	\$28,038.91	\$27,724.62
AMBULANCE	004-1400-00-000	FF CD MATURES 10/28/2020 1.60%	\$70,000.00	\$70,474.13
Totals for Fund 004:			<u>\$98,038.91</u>	<u>\$98,198.75</u>
MENTAL HEALTH	005-1300-00-000	SC .50% INT	\$265,498.51	\$197,257.31
MENTAL HEALTH	005-1400-00-000	FF CD MATURES 7/28/2020 1.01%	\$410,238.24	\$410,238.24
MENTAL HEALTH	005-1402-00-000	SC CD MATURES 1/25/2021 2.33%	\$411,779.98	\$411,779.98
MENTAL HEALTH	005-1403-00-000	SC CD MATURES 1/25/2022 2.53%	\$412,803.93	\$412,803.93
Totals for Fund 005:			<u>\$1,500,320.66</u>	<u>\$1,432,079.46</u>
IMRF	006-1200-00-000	FF .50% INT	\$464,734.18	\$404,623.17
IMRF	006-1999-00-000	DUE TO/FROM GENERAL FUND	(\$49,232.09)	(\$35,088.76)
Totals for Fund 006:			<u>\$415,502.09</u>	<u>\$369,534.41</u>
SOCIAL SECURITY	007-1200-00-000	FF .50% INT	\$70,824.91	\$47,356.71
SOCIAL SECURITY	007-1400-00-000	FF CD MATURES 10/28/2020 1.60%	\$75,207.40	\$75,507.99
Totals for Fund 007:			<u>\$146,032.31</u>	<u>\$122,864.70</u>
INDEMNITY	008-1200-00-000	FF .50% INT	\$9,008.35	\$9,019.59
INDEMNITY	008-1400-00-000	SC CD MATURES 1/28/2021 1.55%	\$120,000.00	\$120,000.00
Totals for Fund 008:			<u>\$129,008.35</u>	<u>\$129,019.59</u>
HEALTH INSURANCE	009-1002-00-000	BU SECTION 105	\$35,950.64	\$10,114.76
HEALTH INSURANCE	009-1203-00-000	BU SHELBY CO GROUP INS .01% INT	\$182,270.18	\$177,077.69
HEALTH INSURANCE	009-1450-00-000	PARADIGM HOLDINGS	\$46,662.00	\$46,662.00
Totals for Fund 009:			<u>\$264,882.82</u>	<u>\$233,854.45</u>
COURT SECURITY	010-1200-00-000	FF .50% INT	\$47,192.10	\$48,115.84
Totals for Fund 010:			<u>\$47,192.10</u>	<u>\$48,115.84</u>
COUNTY BRIDGE	011-1300-00-000	FF .50% INT	\$117,411.47	\$121,400.09
Totals for Fund 011:			<u>\$117,411.47</u>	<u>\$121,400.09</u>
COUNTY HIGHWAY	012-1200-00-000	FF .50% INT	\$61,973.30	\$95,551.63
Totals for Fund 012:			<u>\$61,973.30</u>	<u>\$95,551.63</u>
FASM	013-1300-00-000	SC .50% INT	\$89,271.72	\$13,224.93
Totals for Fund 013:			<u>\$89,271.72</u>	<u>\$13,224.93</u>

COUNTY MFT	014-1300-00-000	SC .50% INT	\$686,699.74	\$609,622.32
		Totals for Fund 014:	5,699.74	\$609,622.32
TOURISM	015-1200-00-000	FF .50% INT	\$4,118.89	\$5,614.30
		Totals for Fund 015:	\$4,118.89	\$5,614.30
PROBATION	016-1200-00-000	FF .50% INT	\$142,313.49	\$145,900.12
PROBATION	016-1400-00-000	FF CD MATURES 10/30/2020 2.00% INT	\$201,683.44	\$202,691.41
		Totals for Fund 016:	\$343,996.93	\$348,591.53
ASSIST COURT	017-1200-00-000	FF .50% INT	\$46,348.69	\$47,570.80
		Totals for Fund 017:	\$46,348.69	\$47,570.80
LAW LIBRARY	018-1200-00-000	FF .50% INT	\$7,415.87	\$6,522.55
		Totals for Fund 018:	\$7,415.87	\$6,522.55
AUTOMATION	019-1200-00-000	FF .50% INT	\$45,226.98	\$45,782.94
		Totals for Fund 019:	\$45,226.98	\$45,782.94
RECORDING	020-1200-00-000	FF .75% INT	\$74,785.61	\$81,955.27
RECORDING	020-1400-00-000	SC CD MATURES 1/28/2021 1.55%	\$102,380.97	\$102,380.97
		Totals for Fund 020:	\$177,166.58	\$184,336.24
DRUG TRAFFIC PREVENTION	021-1200-00-000	FF .50% INT	\$331.71	\$331.71
		Totals for Fund 021:	\$331.71	\$331.71
AIRPORT	022-1000-00-000	FF .25% INT	\$860.75	\$860.75
AIRPORT	022-1300-00-000	MONEY MARKETS	\$15,554.00	\$15,554.00
AIRPORT	022-1400-00-000	CERTIFICATE OF DEPOSITS	\$21,466.03	\$21,466.03
		Totals for Fund 022:	\$37,880.78	\$37,880.78
CEFS	023-1200-00-000	FF .50% INT	\$4,219.57	\$255,898.15
		Totals for Fund 023:	\$4,219.57	\$255,898.15
HOME NURSING	024-1300-00-000	SC .50% INT	\$815,579.55	\$816,049.85
HOME NURSING	024-1400-00-000	BU CD MATURES 2/4/2021 2.50%	\$254,703.85	\$257,882.87
HOME NURSING	024-1402-00-000	SC CD MATURES 2/11/2021 1.55%	\$102,380.96	\$102,380.96
		Totals for Fund 024:	\$1,172,664.36	\$1,176,313.68
WIC	025-1200-00-000	FF .00% INT	\$18,240.06	\$8,916.28
		Totals for Fund 025:	\$18,240.06	\$8,916.28
LOCAL BRIDGE	026-1300-00-000	SC .50% INT	\$178,208.53	\$164,681.16
		Totals for Fund 026:	\$178,208.53	\$164,681.16
TOWNSHIP BRIDGE	027-1200-00-000	FF .50% INT	\$25,635.76	\$20,934.32
		Totals for Fund 027:	\$25,635.76	\$20,934.32
TOWNSHIP CONTRUCTION	028-1000-00-000	BU CHECKING	\$0.24	\$0.24
		Totals for Fund 028:	\$0.24	\$0.24
TOWNSHIP MFT	029-1300-00-000	SC .50% INT	\$2,759,929.85	\$2,828,758.12
		Totals for Fund 029:	\$2,759,929.85	\$2,828,758.12
COUNTY JAIL MEDICAL COST	030-1200-00-000	FF .50% INT	\$1,833.87	\$1,916.09
		Totals for Fund 030:	\$1,833.87	\$1,916.09
ESTATE TAX	031-1200-00-000	SAVINGS	\$0.00	\$0.75
		Totals for Fund 031:	\$0.00	\$0.75
MINOR UNKNOWN HEIRS	032-1200-00-000	FF .50% INT	\$600.55	\$600.55
MINOR UNKNOWN HEIRS	032-1400-00-000	FF CD MATURES 3/29/2021 .75%	\$43,994.55	\$44,233.27
		Totals for Fund 032:	\$44,595.10	\$44,833.82
PUBLIC DEFENDER RECORDS AUTO	033-1200-00-000	FF .75% INT	\$147.39	\$159.57
		Totals for Fund 033:	\$147.39	\$159.57

SHOP WITH A COP	034-1200-00-000	FF .50% INT	\$4,910.85	\$4,916.98
		Totals for Fund 034:	\$4,910.85	\$4,916.98
PROBATION DRUG TESTING	037-1200-00-000	FF .50% INT	\$13,596.52	\$14,154.78
		Totals for Fund 037:	\$13,596.52	\$14,154.78
DRAINAGE	039-1000-00-000	FF .25% INT	\$1,000.30	\$1,000.68
DRAINAGE	039-1200-00-000	FF .50% INT	\$128,053.96	\$121,901.94
DRAINAGE	039-1400-00-000	FF CD MATURES 9/23/2020 1.50%	\$202,342.24	\$203,100.33
DRAINAGE	039-1402-00-000	FF CD MATURES 3/29/2021 .75%	\$102,338.16	\$102,879.09
		Totals for Fund 039:	\$433,734.66	\$428,882.04
DOCUMENT STORAGE	040-1200-00-000	FF .50% INT	\$102,606.80	\$103,163.98
		Totals for Fund 040:	\$102,606.80	\$103,163.98
MISC COUNTY HEALTH	043-1200-00-000	FF .50% INT	\$306,260.21	\$318,901.81
		Totals for Fund 043:	\$306,260.21	\$318,901.81
VICTIM IMPACT PANEL	046-1200-00-000	FF .50% INT	\$14,951.01	\$15,019.62
		Totals for Fund 046:	\$14,951.01	\$15,019.62
STATE'S ATTORNEY FORFEITED	047-1200-00-000	FF .50% INT	\$1,135.96	\$1,137.38
		Totals for Fund 047:	\$1,135.96	\$1,137.38
RESCUE SQUAD DIVE TEAM	050-1200-00-000	FF .50% INT	\$14,518.90	\$10,010.75
		Totals for Fund 050:	\$14,518.90	\$10,010.75
DUI EQUIPMENT	051-1200-00-000	FF .50% INT	\$30,415.22	\$30,653.06
		Totals for Fund 051:	\$30,415.22	\$30,653.06
GIS	052-1200-00-000	FF .50% INT	\$233,071.20	\$238,203.15
GIS	052-1400-00-000	SC CD MATURES 1/28/2021 1.55%	\$204,761.93	\$204,761.93
		Totals for Fund 052:	\$437,833.13	\$442,965.08
CAPITAL IMPROVEMENT	054-1300-00-000	FF .25% INT	\$1,275.89	\$1,276.15
		Totals for Fund 054:	\$1,275.89	\$1,276.15
PET POPULATION	055-1000-00-000	SC .50% INT	\$18,123.40	\$18,130.83
PET POPULATION	055-1400-00-000	SC CD MATURES 1/31/2021 1.55%	\$20,000.00	\$20,000.00
PET POPULATION	055-1999-00-000	DUE TO/FROM GENERAL FUND	\$0.00	\$400.00
		Totals for Fund 055:	\$38,123.40	\$38,530.83
EMA SPECIAL	056-1300-00-000	SC .50% INT	\$15,341.97	\$15,348.26
		Totals for Fund 056:	\$15,341.97	\$15,348.26
STATE'S ATTORNEY AUTOMATION	057-1200-00-000	FF .50% INT	\$5,611.07	\$5,640.06
		Totals for Fund 057:	\$5,611.07	\$5,640.06
DRUG COURT	058-1200-00-000	FF .50% INT	\$20,725.72	\$20,924.72
		Totals for Fund 058:	\$20,725.72	\$20,924.72
TAX SALE AUTOMATION	060-1200-00-000	FF .50% INT	\$8,338.64	\$8,445.05
		Totals for Fund 060:	\$8,338.64	\$8,445.05
MISC STATE GRANT PROGRAM	061-1300-00-000	SC .44% INT	\$27.75	\$27.76
		Totals for Fund 061:	\$27.75	\$27.76
RESCUE SQUAD	062-1200-00-000	FF .50% INT	\$8,243.27	\$8,253.55
		Totals for Fund 062:	\$8,243.27	\$8,253.55
CORONER SPECIAL FUND	063-1200-00-000	FF .50% INT	\$25,346.78	\$25,728.27
		Totals for Fund 063:	\$25,346.78	\$25,728.27
SOLID WASTE FUND	064-1200-00-000	FF .75% INT	\$880.15	\$881.25
		Totals for Fund 064:	\$880.15	\$881.25
SALE IN ERROR	065-1200-00-000	FF .75% INT	\$6,249.17	\$6,256.96

Totals for Fund 065:

\$6,249.17 \$6,256.96

Total

\$11,665.62 \$11,650,201.17

Total ASSETS

\$11,761,665.62 \$11,650,201.17

LIABILITIES AND FUND BALANCE

LIABILITIES

GENERAL

001-2002-00-000 PAYROLL CLEARING

\$85,524.43 \$65,164.46

Totals for Fund 001:

(\$85,524.43) (\$65,164.46)

TOTAL LIABILITIES

\$85,524.43 \$65,164.46

TOTAL LIABILITIES AND FUND BALANCE

\$85,524.43 \$65,164.46

SHELBY COUNTY STATE BANK \$ 6,141,191.54

BUSEYBANK \$ 848,051.20

FIRST FEDERAL S & L \$ 4,574,590.01

Shelby County Collector Balance Sheet

County Collector Accounts

		5/31/2020	6/30/2020
<b>Assets</b>			
100-1001-001	SHELBY COUNTY STATE BANK .50% INT	\$214.98	\$214.98
100-1203-003	1ST NATL BANK OF ASSUMPTION	\$3,579.90	\$89,939.29
100-1205-005	COMMUNITY BANKS OF SHELBY COUNTY	\$108,237.45	\$549,073.30
100-1210-010	SCSB-STRASBURG .29% INT	\$79,801.43	\$548,574.67
100-1215-015	BUSEYBANK-TAX TRUST .01% INT	\$10,790.23	\$10,790.23
100-1301-001	SHELBY COUNTY STATE BANK .49% INT	\$367,623.40	\$7,993,630.23
100-1302-002	BUSEYBANK 1.05% INT	\$125,409.61	\$672,028.41
100-1304-004	FIRST NATL BANK OF NOKOMIS-MOWEAQUA .04% INT	\$65,899.42	\$560,997.79
100-1306-006	SCSB-FINDLAY .48% INT	\$69,203.81	\$429,143.84
100-1307-007	FIRST NATL BANK OF PANA .06% INT	\$62,083.28	\$466,403.04
100-1308-008	PEOPLES BANK & TRUST-PANA	\$29,983.06	\$264,678.49
100-1309-009	1ST NATL BANK OF WATERLOO-STEWARDSON .18% INT	\$62,177.63	\$503,530.70
100-1311-011	SCSB-WINDSOR .48% INT	\$96,068.34	\$510,606.59
100-1312-012	DEWITT SAVINGS BANK-MOWEAQUA .03% INT	\$22,508.87	\$213,808.45
100-1313-013	FIRST FEDERAL S & L .15% INT	\$177,948.10	\$2,570,002.50
100-1316-016	TSB-TEUTOPOLIS STATE BANK-SIGEL .22% INT	\$40,289.99	\$334,283.69
100-1317-017	BANK OF HILLSBORO-PANA .06% INT	\$1,090.37	\$52,225.13
100-1318-018	SCSB-MOWEAQUA .51% INT	\$19,314.46	\$386,566.70
100-1413-013	FF CD MATURES 9/4/2020 1.50% INT	\$50,243.05	\$50,243.05
100-1414-013	FF CD MATURES 7/27/2020 1.01% INT	\$14,024.81	\$14,024.81
100-1415-013	FF CD MATURES 7/21/2020 .75% INT	\$1,800,000.00	\$1,800,000.00
100-1416-013	FF CD MATURES 7/21/2020 .75% INT	\$0.00	\$1,500,000.00
<b>Total Assets</b>		<b>\$3,206,492.19</b>	<b>\$19,520,765.89</b>
<b>Liabilities and Fund Balance</b>			
<b>Fund Balance</b>			
100-3000-000	Fund Balance--	\$3,206,578.59	\$19,520,852.29
<b>Total Fund Balance</b>		<b>\$3,206,578.59</b>	<b>\$19,520,852.29</b>
<b>Total Liabilities and Fund Balance</b>		<b>\$3,206,578.59</b>	<b>\$19,520,852.29</b>
<b>BEGINNING BALANCE WITH CURRENT YEAR ADJUSTMENTS</b>		<b>\$3,751,809.60</b>	<b>\$3,751,809.60</b>
<b>NET SURPLUS/(DEFICIT)</b>		<b>(\$545,231.01)</b>	<b>\$15,769,042.69</b>
<b>ENDING FUND BALANCE</b>		<b>\$3,206,578.59</b>	<b>\$19,520,852.29</b>

GENERAL FUND AVAILABLE CASH REPORT

General Fund	September	October	November	December	January	February	March	April	May	June	July	August
Beginning Balance	\$2,619,477.42	\$2,445,173.36	\$3,013,355.22	\$2,887,161.24	\$2,583,412.86	\$2,389,186.28	\$2,332,876.34	\$2,159,321.70	\$2,134,699.09	\$1,869,792.20		
- Payroll Liability	\$58,981.57	\$54,311.82	\$55,321.10	\$78,651.02	\$54,403.19	\$46,341.99	\$67,335.41	\$67,855.50	\$63,324.57	\$85,524.45		
+ Revenue	\$204,432.75	\$895,204.71	\$296,788.68	\$291,226.54	\$239,725.05	\$243,803.02	\$225,444.77	\$305,984.84	\$251,227.84	\$201,880.50		
- Expense	\$374,067.06	\$328,032.13	\$446,312.58	\$570,727.14	\$425,890.43	\$321,106.38	\$399,519.50	\$326,069.85	\$538,334.61	\$362,215.55		
+ Payroll Liability	\$54,311.82	\$55,321.10	\$78,651.02	\$54,403.19	\$46,341.99	\$67,335.41	\$67,855.50	\$63,324.57	\$85,524.45	\$65,164.46		
Ending Balance	\$2,445,173.36	\$3,013,355.22	\$2,887,161.24	\$2,583,412.81	\$2,389,186.28	\$2,332,876.34	\$2,159,321.70	\$2,134,705.76	\$1,869,792.20	\$1,689,097.16	\$0.00	\$0.00
- Restricted Funds	\$737,088.97	\$736,998.03	\$732,074.59	\$554,466.67	\$551,849.15	\$549,350.26	\$547,202.65	\$545,885.46	\$545,188.54	\$545,013.89		
Cash Balance	\$1,708,084.39	\$2,276,357.19	\$2,155,086.65	\$2,016,063.49	\$1,837,337.13	\$1,783,526.08	\$1,612,119.05	\$1,588,820.30	\$1,324,603.66	\$1,144,083.27		

**FY 19**

General Fund	September	October	November	December	January	February	March	April	May	June	July	August
Beginning Balance	\$3,945,456.63	\$3,787,036.96	\$4,019,487.86	\$3,442,533.93	\$3,287,444.57	\$3,164,162.95	\$3,011,589.56	\$2,824,770.91	\$2,706,161.84	\$2,331,852.76	\$2,148,498.66	\$3,077,756.17
- Payroll Liability	\$58,508.04	\$54,502.05	\$45,160.62	\$81,434.57	\$62,147.28	\$57,224.83	\$58,885.44	\$60,805.87	\$57,385.20	\$79,172.37	\$56,229.33	\$55,578.79
+ Revenue	\$194,448.81	\$753,540.72	\$205,053.81	\$331,055.62	\$263,370.89	\$224,631.64	\$254,468.11	\$254,176.09	\$390,924.75	\$199,230.44	\$1,285,532.58	\$224,138.62
- Expense	\$348,787.49	\$511,748.39	\$818,281.69	\$466,857.69	\$381,730.06	\$378,865.64	\$443,207.19	\$369,364.49	\$787,021.00	\$359,641.50	\$355,624.53	\$682,820.15
+ Payroll Liability	\$54,502.05	\$45,160.62	\$81,434.57	\$62,147.28	\$57,224.83	\$58,885.44	\$60,805.87	\$57,385.20	\$79,172.37	\$56,229.33	\$55,578.79	\$58,981.57
Ending Balance	\$3,787,111.96	\$4,019,487.86	\$3,442,533.93	\$3,287,444.57	\$3,164,162.95	\$3,011,589.56	\$2,824,770.91	\$2,706,161.84	\$2,331,852.76	\$2,148,498.66	\$3,077,756.17	\$2,619,477.42
- Restricted Funds	\$899,085.04	\$898,251.58	\$898,075.81	\$727,263.61	\$725,084.48	\$723,025.09	\$721,178.93	\$738,316.76	\$737,591.19	\$737,341.57	\$737,131.50	\$737,254.17
Cash Balance	\$2,888,026.92	\$3,121,236.28	\$2,544,458.12	\$2,560,180.96	\$2,439,078.47	\$2,288,564.47	\$2,103,591.98	\$1,967,845.08	\$1,594,261.57	\$1,411,157.09	\$2,340,624.67	\$1,882,223.25

6-3-20 Remedy Agreement of Grievance with Shelby Co. FOP

\*Meeting was held between Shelby Co Board Grievance Comm and Shelby Co. FOP representatives

\*The following settlement and terms were agreed to by All

\*The agreement was presented to the Shelby County Board on 6-10-20 and will be presented  
For approval of the board on 7-8-20.

\*The one time options can be elected by any Shelby County FOP employee at the next payroll period

This Remedy is to allow a Shelby County Sheriff Dept FOP member to change the election they made  
5-9-20 and take another option. This is when Shelby County payroll periods moved to arrears.

1. Some Employees will Accept the one-week offset

2. Some employees will agree to up to 40 hrs of pay for the move to arrear week. They will pay back  
the hours at 4 hrs per pay period until payback is reached. Replenish of leave banks used on  
5-15-20 payroll can be done up to 40 hrs.

3. Upon implementation, all Reimbursements will be made to employees by the County under a  
separate check.

Dale Wetherell-Grievance chairperson

Mark Russillo --FOP

David Swits—Grievance Comm.

Daine Burkhead-FOP

Gary Patterson—Grievance Comm.

Justin Dudra--FOP

Gina Vonderheide --States Attorney

Jeff Wood-FOP

FILED  
JUN 29 2020

*Jessie Cox*

SHELBY COUNTY CLERK



6-3-20 Remedy Agreement of Grievance with Shelby Co. FOP

\*Meeting was held between Shelby Co. Board Grievance Comm. And Shelby Co. FOP representatives.

\*The following settlement and terms were agreed to by All.

\*The agreement was presented to the Shelby County Board on 6-10-20 and will be presented for approval of the board on 7-8-20.

\*The one time options can be elected by any Shelby County FOP employee at the next payroll period.

This Remedy is to allow a Shelby County Sheriff Department FOP members to change the election they made 5-9-20 and take another option. This is when Shelby County payroll period moved to arrears.

Group 1- Chose not to cash out benefit time and will accept the one week pay period.

Group 2- Chose to cash out 40 hours of benefit time to receive a 2 week paycheck. Some of these employees will elect to buy back that benefit time in 4 hour increments over 10 pay periods. This will credit their benefit time 4 hours every two weeks for a total of the 40 hours cashed out.

Group 3- Chose not to cash out on the 5-15-20 pay period and would now like to exercise that option due to financial hardship. Those who chose this option now will receive a paycheck that will be 2 weeks pay based on work complete and up to 40 hours buy out of a benefit time. This is a one time option to correct the 5-15-20 payroll.

Dale Wetherell-Grievance Chairperson

Mark Russillo--FOP

David Swits -Grievance Comm.

Daine Burkhead-FOP

Gary Patterson-Grievance Comm.

Justin Dudra-FOP

Gina Vonderheide -States Attorney

Jeff Wood-FOP



Benford Brown & Associates

CPA Firm  
Bright People  
Brilliant Ideas  
Amazing Results

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Bolingbrook, IL 60440  
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Fax (630) 679-9432  
[www.benfordbrown.com](http://www.benfordbrown.com)

February 27, 2020

Gina Vonderheide  
Shelby County State's Attorney  
301 East Main Street  
Shelbyville, Illinois 62565

**Re: Forensic Accounting Services**

Dear Ms. Vonderheide:

Benford Brown & Associates, LLC (BB&A) is pleased to confirm our understanding of the nature of our services to the Shelby County Sheriff Department, in relation to payroll disbursements including comp time and overtime payments made from January 2015 through February 2020. BB&A will provide forensic accounting services and report our findings regarding the disbursements. This letter provides our overall understanding of the scope of the engagement, an outline of our approach for providing the required professional services, timing of performance and our estimated fee.

**Background**

The Shelby County Board believes there may be overpayments or payments made that were not in accordance with contract agreements or state and/or federal law. The board has requested that the books and records of the Sheriff Department be reviewed and that supporting evidence be accumulated to support any misappropriations that may have occurred.

**Scope and Objectives**

BB&A's professional services will be conducted in accordance with Statement on Standards for Consulting Services No. 1 (SSCS No. 1) issued by the American Institute of Certified Public Accountants (AICPA). Our forensic accounting services will cover all payroll disbursements of the Sheriff's Department for the period from January 1, 2015 to February 29, 2020. Our services will be focused on the following objectives:

- Determine whether or not disbursements were properly authorized by the governing body.
- Determine whether or not the disbursements were made in accordance with the law.
- Determine whether or not any disbursements were made in accordance with contract agreements.
- Determine whether or not adequate payroll records are maintained in accordance with the law.
- Evaluate current internal controls and provide recommendations for improvement.

### **Approach to Services and Timing**

BB&A is prepared to begin work upon receipt of the signed engagement letter. We fully understand the urgency of the matter to the Shelby County Sheriff Department, and we will work aggressively to report to you our preliminary findings within six to eight weeks after we begin our audit.

To begin, we would meet with the current Sheriff Staff personnel responsible for payroll, and the Current County Treasurer. We would also interview the board members individually to ensure we are addressing their concerns during our forensic audit. You or the board will need to determine who we can consider our point of contact to gather all relevant information and records.

Our work will include:

- Detailed review of any established policies and procedures, as they relate to authorization required for disbursements of payroll
- Review of transactions for required standard documentation to support the payroll detail particularly documents that clearly explain the pay received and how pay is calculated and determined.
- Review of transactions to determine compliance with contract agreements
- Review of transactions to determine compliance with state and federal laws
- Evaluate current internal controls and provide recommendations for improvement.

### **Reporting**

At the end of the fieldwork phase, we will conduct an exit meeting to discuss preliminary findings which will include a summary of any exceptions noted accompanied by appropriate explanations.

We will provide a written report that will quantify any misappropriated funds. Our written report can be used to support your efforts to recover any funds that were overpaid to employees. We understand that elected officials have an ethical duty to attempt to recover taxpayer funds that were not disbursed in accordance with the law.

### **Staffing**

BB&A will assign Alyssia Benford, CPA, MGA to be the lead Partner on this engagement and Ericka Sellars-Crook, MBA as the engagement Manager and Maya Booker as the Senior Auditor. Ms. Benford has a Master's in Governmental Accounting from Rutgers University, extensive payroll experience, governmental accounting experience and internal control experience. She is currently completing a doctoral degree with Florida State University. Ms. Sellars-Crook has over twenty years of governmental and nonprofit audit experience. Ms. Booker is currently pursuing a Master's in Forensic Accounting at Roosevelt University.

### **Estimated Level of Effort and Fee**

Our fees for services rendered to the Shelby County Sheriff will be billed at \$100 per hour for Senior Auditors, \$150 per hour for Managers and \$200 per hour for Partners. A retainer fee of \$5,000 is required upon the acceptance of this engagement letter. The retainer will be applied to the first invoice provided.

We devote considerable effort to controlling the time expended consistent with the need to discharge our professional responsibilities in conformity with professional standards and our desire to provide outstanding service. However, there are cases in which we may need to perform work outside of the scope that we have proposed. Our goal is to minimize "surprises" and BB&A will obtain your agreement before we begin any expanded work that may be requested or required for us to issue our report.

We anticipate incurring minimal out-of-town travel expenses. We will obtain prior approval for travel expenses.

#### **Limitations**

The scope of work we propose to perform is limited to matters and transactions related to the handling of the Sheriff's Department payroll during the period stipulated above. If, for any reason, we are unable to complete any of the proposed services, we will inform you immediately, as soon as we become aware of any restrictions. We will advise you of any alternate procedures that may be performed in lieu of any procedure that cannot be performed due to any restrictions.

Any controversy or claim arising out of or relating to services covered by this letter or hereafter provided by us for the Sheriff Department or at its request (including any such matter involving any parent, subsidiary, affiliate, successor in interest, or agent of the Sheriff's Department or of Benford Brown & Associates, LLC, or involving any person or entity for whose benefit the services in question are or were provided), shall be submitted first to voluntary mediation, and if mediation is not successful, then to binding arbitration, in accordance with the dispute resolution procedures set forth in the attachment to this letter. Judgment on any arbitration award may be entered in any court having jurisdiction.

If any portion of this letter is held to be void, invalid, or otherwise unenforceable, in whole or part, the remaining portions of this letter shall remain in effect.

We appreciate the opportunity to assist you and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please feel free to contact me at (630) 679-9424. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us. If the need for additional services arises, our agreement with you will need to be revised. It is customary for us to enumerate these revisions in an addendum to this letter.

Shelby County State's Attorney  
Page 4

Sincerely,



Benford Brown & Associates, LLC  
Bolingbrook, IL

Shelby County State's Attorney

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title

## **Attachment A**

### **Dispute Resolution Procedures**

The following procedures shall be used to resolve any controversy or claim ("dispute") as provided in our engagement letter of February 27, 2020. If any of these provisions are determined to be invalid or unenforceable, the remaining provisions shall remain in effect and binding on the parties to the fullest extent permitted by law.

#### **Mediation**

A dispute shall be submitted to mediation by written notice to the other party or parties. The mediator shall be selected by agreement of the parties with the location in Chicago, IL mutually acceptable to the parties. If the parties cannot agree on a mediator, a mediator shall be designated by ADR Systems of America, LLC at the request of a party. Any mediator so designated must be acceptable to all parties.

The mediation shall be conducted as specified by the mediator and agreed upon by the parties. The parties agree to discuss their differences in good faith and to attempt, with facilitation by the mediator, to reach an amicable resolution of the dispute. The mediation shall be treated as a settlement discussion and therefore shall be confidential. The mediator may not testify for either party in any later proceeding relating to the dispute. No recording or transcript shall be made of the mediation proceedings.

Each party shall bear its own costs in the mediation. The fees and expenses of the mediator shall be shared equally by the parties.

#### **Arbitration**

If a dispute has not been resolved within ninety (90) days after the written notice beginning the mediation process (or a longer period, if the parties agree to extend the mediation), the mediation shall terminate and the dispute shall be settled by arbitration. The arbitration will be conducted in accordance with the procedures in this document and the Rules for Non-Administered Arbitration of ADR Systems of America, LLC ("Rules") as in effect on the date of the engagement letter, or such other rules and procedures as the parties may designate by mutual agreement. In the event of a conflict, the provisions of this document will control.

The arbitration will be conducted before a panel of three arbitrators, of which each party chooses one arbitrator and the two party-selected arbitrators choose the third, all of whom are to be designated from the arbitrators affiliated with ADR Systems of America, LLC using the screened selection process provided in the Rules. Any issue concerning the extent to which any dispute is

subject to arbitration, or concerning the applicability, interpretation, or enforceability of these procedures, including any contention that all or part of these procedures are invalid or unenforceable, shall be governed by the Federal Arbitration Act and resolved by the arbitrators. No potential arbitrator shall be appointed unless he or she has agreed in writing to abide and be bound by these procedures. The arbitration shall take place at a location in Chicago, IL mutually acceptable to the parties and shall proceed within ninety (90) days after the arbitrators are chosen.

The arbitration panel shall have no power to award non-monetary or equitable relief of any sort. It shall also have no power to award (a) damages inconsistent with any applicable agreement between the parties or (b) punitive damages or any other damages not measured by the prevailing party's actual damages; and the parties expressly waive their right to obtain such damages in arbitration or in any other forum. In no event, even if any other portion of these provisions is held to be invalid or unenforceable, shall the arbitration panel have power to make an award or impose a remedy that could not be made or imposed by a court deciding the matter in the same jurisdiction.

Discovery shall be permitted in connection with the arbitration only to the extent, if any, expressly authorized by the arbitration panel upon a showing of substantial need by the party seeking discovery.

All aspects of the arbitration shall be treated as confidential. The parties and the arbitration panel may disclose the existence, content or results of the arbitration only as provided in the Rules. Before making any such disclosure, a party shall give written notice to all other parties and shall afford such parties a reasonable opportunity to protect their interests.

The result of the arbitration will be binding on the parties, and judgment on the arbitration award may be entered in any court having jurisdiction.

1517 Somerfield Drive  
Bolingbrook, IL 60490

**Alyssia M. Benford, CPA, MGA**

630.699.2998

### **PROFESSIONAL QUALIFICATIONS**

Certified Public Accounts (CPA)  
Chicago, Illinois - **May 1993**

Community Association Manager - License  
Illinois – August 2012

### **EDUCATION**

Florida State University  
Doctoral Candidate, Educational Leadership and Policy  
Study – Governmental Pension Plans, Property Taxes and Education Funding

Rutgers University, Newark, New Jersey  
Master's Degree, Governmental Accounting  
May 2014

Florida A&M University, Tallahassee, Florida  
Bachelor of Science Degree, Accounting  
**April 1992 - Cum Laude**

### **PROFESSIONAL EXPERIENCE**

**Aurora University**  
**Adjunct Professor – Accounting**

**2016 – Present**

Accounting Teacher Responsibilities

Primary Responsibilities

- Instruct students about the usage of learning materials
- Keep track of the students' performance
- Develop lesson plans for students and take adequate measures to facilitate active learning experiences
- Assign different assignments, class work, home work, and tests to students and provide grades accordingly
- Maintain accurate records of the students' progress
- Keep abreast with relevant technologies to support the instructing process



**Alyssia M. Benford, CPA**

**Page 2**

**Aurora University (Continued)**

**Secondary Responsibilities**

- Ensure maintenance of proper discipline within the institute premises
- Identify the progress of individual students and guide them if they fail to perform satisfactorily
- Manage the class room behavior of students and make certain that they adhere to the rules and policies
- Give appropriate feedback on the work assigned to students

**Courses Taught**

- Accounting Practice, Theory and Reporting – Graduate Level
- Advanced Accounting – Graduate Level
- Business Regulations – Graduate Level

**DuPage Township  
Trustee**

**2011 - Present**

Elected by the voters of DuPage Township in Will County. Responsible for assisting the township in the area

- General Assistance
- Property assessment
- Road and Bridge Maintenance

**Benford Brown & Associates, LLC- Bolingbrook, Illinois  
Partner**

**1996 - Present**

Responsible for managing a Certified Public Accounting firm

- Maintain accounting records for various clients
- Perform independent audits of corporations and non-for-profit organizations
- File Corporate Tax Returns
- File Personal Income Tax Returns
- File Sales Tax Returns
- Provide consulting services for corporations and non-for-profit corporations
- Assist with complex tax matters and advocate on behalf of taxpayers, with the Internal Revenue Service

**Alyssia M. Benford, CPA**  
Page 3

**Motorola, Inc.,- Schaumburg, Illinois**  
**Internal Controls Manager**

1999 - 2002

Responsible for ensuring compliance with Motorola's Policies and Procedures within the Global Marketing and Sales Group (GMSG)

- Acted as world-wide group coordinator on various internal control issues.
- Coordinated self-assessment program within the group
- Provided employees within GMSG with Standards of Internal Control training
- Ensured employees within GMSG have received proper Government Awareness training
- Performed various internal control reviews for world-wide group locations, as needed
- Coordinated quarterly audits of the Protection of Proprietary Information (POPI) Program

**Zurich U.S. Inc.- Schaumburg, Illinois**  
**Payroll Operations Manager**

1999 - 2000

Responsible for ensuring all employees on Zurich U.S. Payroll are paid timely and accurately.

- Managed a department of seven payroll associates responsible for payroll, tax reporting and accounting functions for 4,000 employees
- Assisted with implementation of SAP Human Resources/Payroll System
- Assisted with implementation of On-Line Time Entry SAP System
- Managed customer complaints and resolve issues

**Motorola, Inc.,-Schaumburg, Illinois**  
**Corporate Payroll Manager**

1994 - 1999

1997 - 1999

Responsible for Corporate Payroll, which included Corporate, Land Mobile Product Sector, Automotive Group and Messaging Information Media Sector.

- Managed a department of fourteen payroll associates responsible for payroll and accounting functions for over 30,000 employees
- Assisted with implementation of SAP Human Resource/Payroll System
- Communicated impacts of SAP to predefined audiences (i.e. Management, HR users, and employees)
- Performed Job Redesign during the implementation of SAP to ensure compliance with internal controls
- Managed customer complaints and resolve issues
- Developed audit procedures for the On-Line Timekeeping System

**Corporate Payroll Accounting Supervisor**

1996 - 1997

Responsible for supervising five payroll associates.

- Completed quarterly filing of payroll tax information with the Corporate Tax Department
- Assisted with relocation of Motorola employees within the United States
- Recorded payroll charges in the Oracle General Ledger

**Alyssia M. Benford, CPA**

Page 4

**Motorola, Inc.,-Schaumburg, Illinois**  
**Corporate Payroll Manager (Continued)**

**1994 - 1999**  
**1997 - 1999**

- Issued Special Payments to employees consisting of relocation checks, tuition reimbursements, bonuses, commissions, ETC
- Completed garnishment of employee wages for wage assignments, child support and tax levies

**Staff Auditor**

**1994 - 1996**

Performed financial and operational audits of Motorola facilities to ensure compliance with Motorola Policy & Procedures, Standards of Internal Controls and Electronic Information System Standards. Performed audits of the following Sector/Groups:

- Corporate - Payroll, Motorola Canada Limited Payroll, Child Care Construction, Phoenix Corporate Research Laboratories, Facility Management and Insurance
- Semiconductor Products Sector - Traffic/Freight, Munich - Germany Sales Office
- Messaging Information & Media Sector - Codex Revenue, Boynton Beach Paging Revenue
- Land Mobile Products Sector - Sector Finance, Self Audit Review, Parts-Sales-Service Center
- General Systems Sector - MCG Sales Office
- Assisted external auditors (KPMG) with Year-End audit responsibilities

**Deloitte & Touche - Chicago, Illinois**

**1992 - 1994**

**Senior Accountant**

Performed audits for Allstate Insurance Corporation, Allstate Motor Club, Archdioceses of Chicago/Catholic Charities, various construction companies, and manufacturing companies.

- Loss Reserve Analysis and Premium analysis
- Interim & Year-End Pension Audit
- Various Investment Audits (Bonds, Common Stock, Etc.)
- Initial Public Offering
- Developed a procedural manual for Chicago O'Hare International Airport Parking Garage

**GE Capital Audit Staff - Stamford, Connecticut**

**Summer 1991**

**Audit Intern**

Conducted an internal audit within the Private Label Credit Card unit. Retailer Financial Services.

**McDonald's Corporation - Oak Brook, Illinois**

**Summer 1989, 1990, 1992**

Participated in a cross-rotational summer internship program

**ACCOMPLISHMENTS**

Bolingbrook Female Citizen of the Year Award  
Bolingbrook Area Chamber of Commerce Entrepreneur of the Year Award  
Women of Power Award for the Central Region of Alpha Kappa Alpha Sorority, Inc.  
Sorority Chapter Significant Community Service Award  
Sorority Chapter Significant Achievement Award

**AFFILIATIONS**

Hilton Grand Vacation Club Seaworld Resort (Former Chairman of the Board)  
American Institute of Certified Public Accountants  
Illinois Certified Public Accountants Society  
National Association of Black Accountants  
United Way of Will County - Program and Allocations Committee (Former Board Member)  
Bolingbrook Chamber of Commerce (Treasurer and Past Chairman of the Board)  
Bolingbrook Rotary International (Past President)  
Bolingbrook Police Pension Board (Former Trustee)  
Alpha Kappa Alpha Sorority, Incorporated (Former Chapter Officer)



## Paylocity Quote for Service

March 23, 2020

This quote valid for 30 days

Company Information	
Number of Employees	80
Number of Annual Payroll Processings	26
Number of State / Local Tax Reports	1

One-Time Fees	Qty	Cost Per	Ext. Cost
Full Bundle Pricing - Implementation			\$ 2,934.74
Time & Labor Implementation			
Tablet Kiosk	1	\$ 980.00	\$ 980.00
<b>Total</b>			<b>\$ 3,914.74</b>

Monthly Fees	Qty	Cost Per	Ext. Cost
Full Bundle Pricing	80	\$ 11.50 Base \$ 180.25	\$ 1,100.25
Bi-Weekly Payroll Processing			
General Ledger Service			
Signed and Sealed Checks			
Direct Deposit			
New Hire Reporting			
Unlimited Product Training			
Report Writer (Ad Hoc Reporting)			
Comprehensive Report Library			
Analytics			
Payroll Proration/Retro-pay			
Employee Action Forms			
Time Off Accruals			
Online Quarterly Reports and W2 Access			
Electronic Child Support Payments (\$1.50 per payment)			
Retirement File Transfer			
Tax Filing - Bi-Weekly	1		
HR Bundle	80		
Full HRIS - Reporting, PTO Mgmt., Mobile, Notifications, Unlimited Doc Storage, etc.			
Self Service Portal			
Peer-to-Peer Recognition			
Community			
Mobile Access			
Compliance	80		
Time and Labor			
<b>Total Per Month</b>			<b>\$ 1,100.25</b>

Year-End Fees	Qty	Cost Per	ext. Cost
Year-End W2/1099	250	\$ 6.50 Base \$ 45.00	\$ 1,670.00
Quarterly Tax Return - Internet Delivery			Included
<b>Total</b>			<b>\$ 1,670.00</b>

Total Cost Summary*		
Total One-Time Fees	Total One-Time	\$ 3,914.74
Year-End Fees	Total Year-End	\$ 1,670.00
Total Yearly Fees (Annualized)	Total Per Year	\$ 13,203.00

\*Annualized Fees do not include Payroll Delivery Charges

\*Monthly fees based on # of Active Employees

\*\*Plus sales tax if applicable

THE PAYLOCITY SERVICES COVERED BY THIS AGREEMENT  
ARE PROVIDED IN ACCORDANCE WITH THE TERMS  
AND CONDITIONS OF THIS AGREEMENT

Paylocity Associate	Date
	3/23/2020
Andrea Vanwynsberg 1400 American Lane Schaumburg, IL 60173	

Client Authorization
Client Name (Print)
Shelby County Board

Petition  
Richland  
2550E/950N

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

[Redacted signature]

[Redacted signature]

[Redacted signature]

[Redacted signature]

STATE OF ILLINOIS,
County of Shelby ss.
Road District of Richland

To the County Board of Shelby County, Illinois:

The undersigned, Highway Commissioner of the Road District of Richland in said County, would respectfully represent that a drainage structure needs to be replaced over the unnamed tributary where the same is crossed by the highway TR 243 at a point near SE 1/4 SW 1/4 Section 32; R5E; T10N; 3rd PM

in said Road District, for which said work the Road District of Richland is responsible; and the cost of which work will be eight thousand 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 1st day of July 2020

[Redacted Signature]

Highway Commissioner.

STATE OF ILLINOIS,
County of Shelby ss.
Road District of Richland

I, the undersigned Highway Commissioner of the Road District of Richland 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.)

Table with 2 columns: Description, Amount. Row 1: Pipe Culverts - 6000. Row 2: Labor, Equip, Mat'l - 2000. Row 3: \$8000. Row 4: 2525E/950N

and I do estimate that the probable cost of the same will be eight thousand Dollars.

Witness my hand, this 1st day of July 2020

[Redacted Signature]

Highway Commissioner.



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

Joe Oakley Highway Commissioner of said Road District of  
Richland being duly sworn, on oath says that

eight thousand 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.

[Redacted Signature] Highway Commissioner.

Subscribed and sworn to before me, this 1st day of July 2020

[Redacted Signature]



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

Filed this \_\_\_\_\_ day of \_\_\_\_\_  
County Clerk.  
258 Evers Printing Company, Springfield, Illinois.



2525E 950N

Country Clear Road  
Rebuilt ~~It was~~  
ILLINOIS  
Installation

TO: THE SHELBY COUNTY BOARD

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


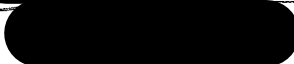


RESOLUTION   X  

PETITION \_\_\_\_\_

AGREEMENT \_\_\_\_\_

DO HEREBY RECOMMEND APPROVAL OF SAME BY THE COUNTY BOARD.

RESPECTFULLY SUBMITTED,  
ROAD & BRIDGE COMMITTEE

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



Resolution for Improvement Under the Illinois Highway Code



Is this project a bondable capital improvement?

[X] Yes [ ] No

Table with Resolution Type (Original), Resolution Number (2020-20), and Section Number (17-00284-00-rs)

BE IT RESOLVED, by the Board of the County of Shelby County

Illinois that the following described street(s)/road(s)/structure be improved under the Illinois Highway Code. Work shall be done by Contract

For Roadway/Street Improvements:

Table with columns: Name of Street(s)/Road(s), Length (miles), Route, From, To. Row: Country Club Road, 4.5, CH#5, City of Shelbyville, CH#42

For Structures:

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

BE IT FURTHER RESOLVED,

1. That the proposed improvement shall consist of

Engineering Design and Construction oversight, Right-Of-Way acquisition, and contract Construction to reconstruct the CH#5 and other incidentals. Funds are from the Rebuild Illinois Installments.

2. That there is hereby appropriated the sum of ninety thousand

Dollars (\$90,000.00) for the improvement of said section from the Local Public Agency's allotment of Motor Fuel Tax funds.

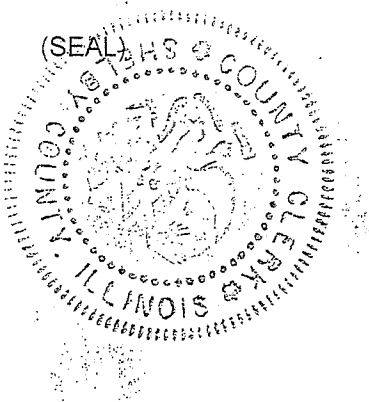
BE IT FURTHER RESOLVED, that the Clerk is hereby directed to transmit four (4) certified originals of this resolution to the district office of the Department of Transportation.

I, Jessica Fox, County Clerk in and for said County

of Shelby 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 original of a resolution adopted by

Board of Shelby County at a meeting held on July 8, 2020

IN TESTIMONY WHEREOF, I have hereunto set my hand and seal this 8th day of July, 2020



Clerk Signature [Redacted] Date 7/8/2020

Approved

Regional Engineer Department of Transportation [Redacted] Date 7.22.20

18-00287-03A  
Major Bridge  
Match  
Rebuild Illinois

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 for Improvement Under the Illinois Highway Code



Is this project a bondable capital improvement?  
 Yes  No

Resolution Type	Resolution Number	Section Number
Original	2020-21	18-00287-00-br

BE IT RESOLVED, by the Board of the County of Shelby County Illinois that the following described street(s)/road(s)/structure be improved under the Illinois Highway Code. Work shall be done by Contract

Governing Body Type Local Public Agency Type

Name of Local Public Agency Contract or Day Labor

For Roadway/Street Improvements:

Name of Street(s)/Road(s)	Length (miles)	Route	From	To

For Structures:

Name of Street(s)/Road(s)	Existing Structure No.	Route	Location	Feature Crossed
N 1525 E Rd	087-3016	CH#41	0.6 miles S Westervelt	Robinson Creek

BE IT FURTHER RESOLVED,

1. That the proposed improvement shall consist of

Engineering Design and Construction oversite, Right-Of-Way acquisition, and contract Construction to replace Bridge 087-3016 and other incidentals . Funds are from the Rebuild Illinois Installments.

2. That there is hereby appropriated the sum of fifty thousand

Dollars ( \$50,000.00 ) for the improvement of

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

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

I, Jessica Fox County Shelby Clerk in and for said County Shelby

Name of Clerk Local Public Agency Type Local Public Agency Type

of Shelby 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 original of a resolution adopted by

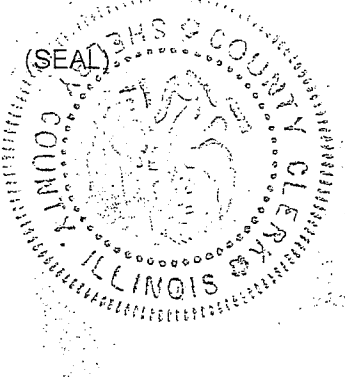
Name of Local Public Agency

Board of Shelby County at a meeting held on July 8, 2020

Governing Body Type Name of Local Public Agency Date

IN TESTIMONY WHEREOF, I have hereunto set my hand and seal this 8th day of July, 2020

Day Month, Year



Clerk Signature	Date
	7/8/2020

Approved

Regional Engineer Department of Transportation	Date
	7.22.2020

Salt Storage  
Shed

Rebuild Illinois  
Installation

20-00289-0025

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 for Improvement Under the Illinois Highway Code



Is this project a bondable capital improvement?

Yes No

Resolution Type: Original, Resolution Number: 2020-22, Section Number: 20-00289-00-rs

BE IT RESOLVED, by the Board of the County of Shelby County

the Illinois Highway Code. Work shall be done by Contract

For Roadway/Street Improvements:

Table with columns: Name of Street(s)/Road(s), Length (miles), Route, From, To. Row 1: County Highway Department, 0, 1590 State Highway 16, same

For Structures:

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

BE IT FURTHER RESOLVED,

1. That the proposed improvement shall consist of

Engineering Design and Construction oversite, and Construction Contract to construct a salt storage shed and other incidentals. Funds are from the Rebuild Illinois Installment

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

Dollars ( \$55,000.00 ) for the improvement of said section from the Local Public Agency's allotment of Motor Fuel Tax funds.

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

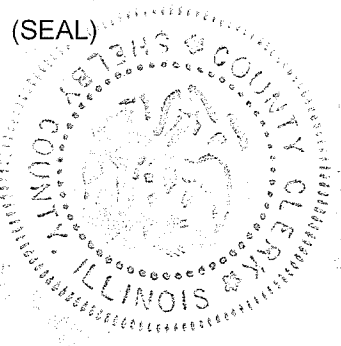
I, Jessica Fox, County Clerk in and for said County

of Shelby 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 original of a resolution adopted by

Board of Shelby County at a meeting held on July 8, 2020

IN TESTIMONY WHEREOF, I have hereunto set my hand and seal this 8th day of July, 2020

(SEAL)



Clerk Signature and Date fields. Date: 7/8/2020

Approved

Regional Engineer and Date fields



Westerville  
RRC ~~Casey~~ Approach  
authority given  
to R+B committee  
17-17118-00 FL





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 NO.**

2020-23

WHEREAS, The Shelby County Board resolves that Ridge Township railroad crossing approaches requires improvement.

AND, the Illinois Commerce Commission has agreed to pay for 100% of the road improvements

AND, a bid letting is scheduled for July 20<sup>th</sup> in order to have the road improvements (Section 17-17118-00 FL) completed in accordance with the ICC order T19-0051.

NOW THEREFORE, BE IT RESOLVED, that the Shelby County Board give the Road & Bridge Committee authority to approve and award to the acceptable low bidder for the road improvements.

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

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

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

SHELBY COUNTY, ILL.

## Road & Bridge Committee Meeting Minutes

- **Date and Time of Meeting:** July 6, 2020; 9am
- **Location of Meeting:** Shelby County Highway Department  
1590 State Highway 16  
Shelbyville, Illinois 62565
- **Roll Call:** Bruce Cannon, Bryon Coffman, Larry Lenz, Jesse Durbin
  - Also in attendance: Alan Spesard
- **Approval of Last Month's Minutes**
  - **Committee recommended approval**
- **Financial Review**
- **Review Claims**
  - **Committee recommended approval**
- **New Business:**
  - Petition from Richland Highway Commissioner to replace drainage structure
    - Committee recommended approval
  - Resolution to use Rebuild Illinois Grant funds for engineering and construction of Country Club Road Improvements
    - Committee recommended approval
  - Resolution to use Rebuild Illinois Grant funds for engineering and construction of Westervelt Bridge;
    - Committee recommended approval
  - Resolution to use Rebuild Illinois Grant Funds for engineering and construction of salt storage shed at highway department
    - Committee recommended approval
  - Resolution giving authority to Road & Bridge committee authority to award contract to low bidder on Ridge Township railroad crossing approach project
    - Committee recommended approval
  - Bid Westervelt/Ridge railroad crossing approach project on July 20, 2020 at 9am
  - Prairie Township bridge low bidder was Depew & Owen at a bid of \$326,288; estimate was \$288,000
  - Next year's Budget approval status
    - Bruce said no cuts are to be expected to County Highway Accounts as long as can justify revenue
  - Cell Phone has been disconnected
  - Interviewed Engineering Technician. Set starting pay
    - Committee agreed with \$34k starting pay
  - FHWA audit of two Shelby County Bridges for appropriate labor wage rates
  - Review project list
  - Consider hiring Assistant County Engineer for transition: Alan stated he expects to retire in 1 to 3 years
    - Committee wants Alan to find out what the expected salary would be
- **Old Business:**
  - 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.
  - Employee Handbook Draft in review – need to include highway Department overtime process, conflicts with Union Contract, needing a professional review, treating all employees the same; **Who is County Administrator, Rules Committee, Technology Committee?**
  - New payroll policy issued by Treasurer: Sick time, vacation time, personal time now being tracked by County Treasurer. Issues being worked on
- **Adjournment: Next meetings scheduled for August 7<sup>th</sup> and 10<sup>th</sup>**

**Road & Bridge Committee**

**Meeting Minutes**

**July 2, 2020 @ 9:00 am**

- **Roll Call: Bruce Cannon, Bryon Coffman, Jesse Durbin, Larry Lenz**
  - Also in attendance: Alan Spesard
- **Road Trip inspection of projects and issues:**
  - **County Line Pipe replacement with Effingham and Fayette Counties**
  - **Closed Bridge in Prairie Township**
  - **Petition in Richland Township to replace Drainage Structure**
  - **Ash Grove/Big Spring Bridge Construction**
  - **Windsor Bridge Construction**
- **Adjournment: Next meetings scheduled for July 6<sup>th</sup>**

# Shelby County Animal Control Monthly Committee Meeting Agenda

(7/1/2020)

Old Business:

Monthly Bill

Village of Stewardson – No Contract

Rt. 57 Response Time and Dangers of traffic

New Business:

Approval of new Bills

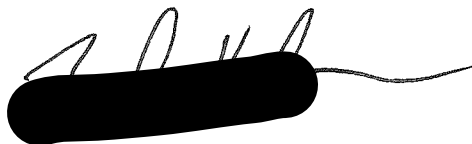
Part Time Employees – Hours worked

Payment of bill – Shelby Vet Clinic

Posted 6/29/2020

FILED  
JUL 01 2020

  
SHELBY COUNTY CLERK



FILED

Animal Control

JUL 01 2020

Brad, Terry

July 1, 2020

Jessie Fox

Bob, Kay

SHELBY COUNTY CLERK

Reviewed and signed the bills and payroll

Discussion regarding of a pit bull that "tore up an individual" in Sower Hill. The owner of the dog is refusing to pay the bill for euthanasia.

The bill is \$304.65. Ginoi says it will take 2 years for the court process to be completed. We agreed to pay the bill and turn it over to the States Attorney to recover the expense.

Brad will be going to Craig & Craig law offices in Mattoon on July 14 for a discovery deposition. (Nelson vs. Richards)

Dog Wash April	\$424.37	May	\$669.25
Total for the year			\$1733.25

The issue of Comp time was discussed. Since May 2019 Brad has accumulated 34.75 hrs. It was decided that Brad should discuss this with the Union (Lisa S) and Erica to see how this is compensated.

LAW ENFORCEMENT COMMITTEE

June 4<sup>th</sup> 2020

Sheriff Koonce called the meeting to order at 9:00 a.m. with the following members of the committee present: Denny Drnjevic, Bob Simpson and Gary Patterson Undersheriff McCall served as secretary.

The Committee read and approved the meeting minutes for May.

Sheriff Koonce informed the committee the Sheriff's Office has replaced its K-9 with a dog that was purchased from Marshal County. This was the same K-9 he reported on having visited last month and seeing it being demonstrated. The dog was purchased by a safety grant from our former insurance company that had been unused until this point.

The Sheriff, Undersheriff and Sheriff's assistance Tina Wade all met the Auditors from West and company to go over some recommendations they are making in the recording keeping in the office. Change in procedures were presented to the Auditors with positive response from them in regards to the changes that have and will be made.

Sheriff Koonce spoke briefly on the budget and reported he will meet the budget committee on June 11<sup>th</sup> to discuss his request.

The Committee reviewed expenditures and the meeting was concluded.

Denny Drnjevic made a motion to adjourn with Bob Simpson second.

Respectfully submitted

Rob McCall

Undersheriff

7-7-20

Health Comm.  
All Bills were approved

10:00

10:25

[REDACTED]

APPROVED Health Committee

FILED  
JUL 07 2020

*Jessie Cox*  
SHELBY COUNTY CLERK



Health Comm. - 6-9-20

10:00

All Bills were approved

10:25

[Redacted signature block]

Lees & Salaries  
July 7, 2020

Kay Kearney Barber, Bennett

Claims were approved

Discussion on on-line meeting.  
OK to pay if virtual or zoom mtg.

FILED

JUL 07 2020

Jemini Fox

SHELBY COUNTY CLERK

Purchasing Committee

8-7-2020  
9:00 AM

Lynn Williams  
Terry Metzger  
Kenny Barr  
Richard Hayden  
Gary Gergeni

Richard Hayden Call to Order

Motion to accept bills as presented  
2nd Gary Gergeni

Terry Metzger Motion to adjourn

2nd Gary Gergeni

Pass

FILED

JUL 07 2020

Jessie Fox

SHELBY COUNTY CLERK

## Zoning/EMA/PCOM Report Shelby County Board Meeting 7/8/2020

### Zoning

- 5 Building Permits Issued in June
- 1 Accessory Buildings
  - 2 New Residence
  - 1 Residential Addition
  - 1 Mobile/Manufactured Home

### EMA

911 Board meeting on July 13th.

IEMA meetings all being held remotely. Attending statewide briefings every Friday.

Personal Protective Equipment logistics transitioning from distribution efforts to stockpile efforts. IEMA is advising Counties to track and maintain supply for future use. Preference would be to for each County to have 60-day supply on hand.

Application submitted to DCEO for \$250,000 grant to use on County Courthouse improvements/repairs.

### PCOM

Please Reference PCOM Report in Board Packet.

CIPT applied for federal CARES act funding using IDOT guidelines.

### June Building Permit Log

<u>Permit #</u>	<u>Date</u>	<u>Name</u>	<u>Township</u>	<u>Parcel ID</u>	<u>Type</u>	<u>Est. Cost</u>	<u>Fee</u>
20-029	6/3/2020	Trevor and JeriAnn Higgins	04; Flat Branch	0603-04-01-101-012	Res. Addition	N/A	\$ 125.00
20-030	6/4/2020	Corey and Rebecca Reynolds	02; Shelbyville	2013-02-04-402-013	Acc. Building	N/A	\$ 125.00
20-031	6/8/2020	Shawn Starwalt	14; Lakewood	0918-14-00-200-014	New Residence	\$ 180,000.00	\$ 175.00
20-032	6/17/2020	Dennis Wirth	33; Ash Grove	0110-33-00-200-001	New Residence	\$ 315,000.00	\$ 175.00
20-033	6/18/2020	Jim and Scelina Ellenberg	33; Tower Hill	2311-33-00-100-011	Mobile Home	N/A	\$ 175.00

# 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](mailto:cefs@cefseoc.org)  
WEBSITE: [www.cefseoc.org](http://www.cefseoc.org)

KEVIN BUSHUR  
Chief Executive Officer

June 22, 2020


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

FILED  
JUN 24 2020

*Jamie Fox*  
SHELBY COUNTY CLERK

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

Enclosed is a copy of the Shelby County May 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](mailto:jgillmore@cefseoc.org) if there are any questions.

  
John Gillmore  
Program Manager

Enclosures

EQUAL OPPORTUNITY EMPLOYER

.328

Daily Management Statistics Report

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

05/01/2020 - 05/31/2020

Shelby

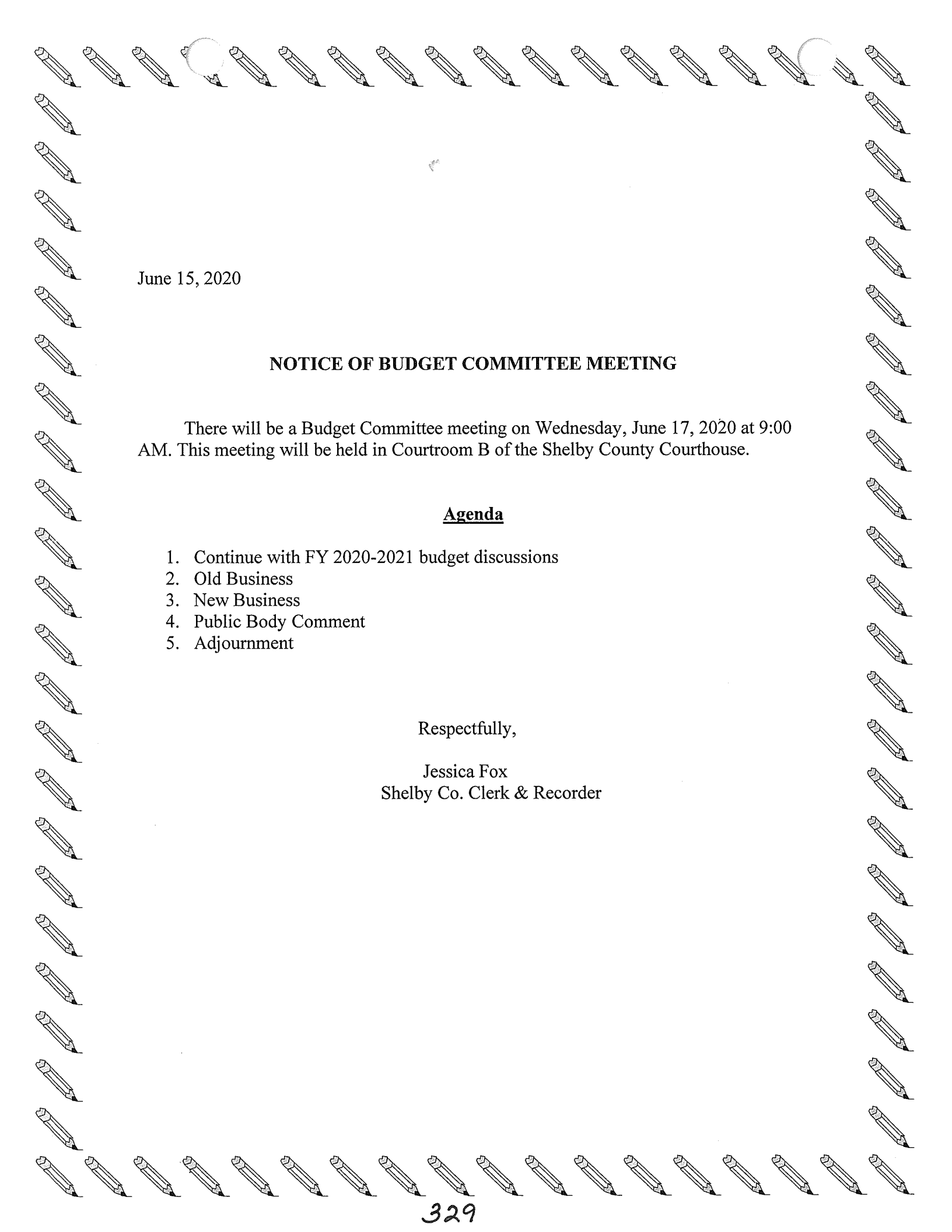
Days of Service:	21
Invoice Revenue:	\$0.00
Fares Collected:	\$0.00
Total Revenue:	\$0.00
ServiceMiles:	3566
Non-Service/Admin Miles:	474
Service Hours:	270.56668
NonService Hours:	16.3
Total Billable Riders:	221
Average Revenue Per Ride:	\$0.00
Average Miles Per Ride:	16.1
Average Hours Per Ride:	1.2243
Average Rides Per Day:	10.5
Average Service Miles Per Day:	169.8
Average Service Hours Per Day:	12.9
Average Revenue Per Day:	\$0.00
Total Passenger Trips	273
NonBillable No Shows:	2
Rider Cancels:	162
Subscription Rides:	175
Demand Rides:	46
Immediate Rides:	4
In Area Rides:	221
Out of Area Rides:	0
In County Rides:	221
Out of County Rides:	0
Unduplicated Riders:	14
Denied Rides:	1
Ambulatory Rides:	195
Non Ambulatory Rides:	26
Accidents:	0
Breakdowns:	0
Wait Hours:	0.0
Escort Hours:	0.0
Trainee Hours:	0.0
Fuel Cost:	\$766.27
Gallons Fuel:	403.8
Fuel Cost Per Gallon	\$1.90

FILED  
JUN 24 2020  
Jerrin Fox  
SHELBY COUNTY CLERK

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

Shelby County

Monitoring Indexes	Hours of Service for Shelby County Transportation are 6:00 A.M. to 6:00 P.M.												Total
	Jul-19	Aug-19	Sep-19	Oct-19	Nov-19	Dec-19	Jan-20	Feb-20	Mar-20	Apr-20	May-20	Jun-20	
Number of Days of Service	22	22	21	23	20	19	22	20	22	22	21	20	234
Number of Trips	1,431	2,066	2,324	2,630	2,097	933	2,428	2,212	1,351	309	273	309	18,054
Number of Vehicles	13	12	16	16	19	13	4	17	25	13	11	13	8,755
Revenue Vehicle Hours	982	1,065	974	1,112	924	321	1,110	989	729	278	271	278	117,314
Revenue Vehicle Miles	12,714	15,092	13,727	16,025	12,746	1,485	15,089	12,705	9,862	4,303	3,566	4,303	\$190,269
DOAP Revenues					\$113,417		\$51,449	\$76,852					\$190,269
5311 Revenues								\$44,964					\$96,413
Contract Revenues			\$14,489	\$6,268	\$6,352	\$6,104	-\$2,392	\$15,180	\$4,280	\$25,686	\$0		\$75,967
Fares	\$334	\$292	\$444	\$403	\$324	\$278	\$558	\$264	\$390	\$2	\$45		\$3,334
System Expenses	\$31,600	\$32,040	\$29,968	\$37,917	\$34,092	\$37,189	\$67,736	\$37,055	\$27,806	\$18,174	\$21,150		\$374,727
Net Revenues	-\$31,266	-\$31,748	-\$15,035	-\$31,246	\$86,001	-\$30,807	-\$18,121	\$55,241	\$21,828	\$7,514	-\$21,105	\$0	-\$8,744
Ridership	76	81	75	81	79	44	73	71	67	19	14	19	680
Trip Denials	0	0	4	3	5	2	2	1	2	0	1	0	20
Trip Denied but Provided	0	0	0	0	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	\$20.58	\$58.82	\$77.47	\$0.00	\$20.76
Cost per Hour	\$32.18	\$30.08	\$30.77	\$34.10	\$36.90	\$115.85	\$61.02	\$37.47	\$38.14	\$65.37	\$78.04	\$0.00	\$42.80
Cost per Mile	\$2.49	\$2.12	\$2.18	\$2.37	\$2.67	\$25.04	\$4.49	\$2.92	\$2.82	\$4.22	\$5.93	\$0.00	\$3.19
Maintenance of Vehicles	9	3	9	7	8	5	6	7	3	6	5	6	68
Maintenance of Facilities	0	0	0	0	0	0	0	0	0	0	0	0	0
New Service Contracts	1	4	0	0	0	0	0	0	0	0	0	0	5
Overtime Hours	28	34	44	44	68	63	48	72	44	12	3	12	460
Complaints	0	0	0	0	0	0	0	0	0	0	0	0	0
Vehicle Accidents	0	0	1	0	0	0	0	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	0.060	0.014	0.012	0.014	0.807
Annualized Mobility Index	0.768	0.938	1.041	1.134	1.132	1.027	1.066	1.081	1.042	0.954	0.881	0.954	0.807
(Note - Annual Goal is .69)													
2010 Census Rural Population													
Shelby County	22,363												

A decorative border of pencils surrounds the text on the page. The pencils are arranged in a rectangular frame, with some pencils at the corners pointing outwards and others along the sides pointing inwards.

June 15, 2020

**NOTICE OF BUDGET COMMITTEE MEETING**

There will be a Budget Committee meeting on Wednesday, June 17, 2020 at 9:00 AM. This meeting will be held in Courtroom B of the Shelby County Courthouse.

**Agenda**

1. Continue with FY 2020-2021 budget discussions
2. Old Business
3. New Business
4. Public Body Comment
5. Adjournment

Respectfully,

Jessica Fox  
Shelby Co. Clerk & Recorder



**SHELBY COUNTY BUDGET MEETING**

**June 25, 2020**

The Shelby County Budget Committee met on Thursday, June 25, 2020 at 9:00 A.M. at the Courthouse in Shelbyville, Illinois.

Vice-Chairman Frank Mulholland called the meeting to order. Those Budget members in attendance were Kay Kearney, Larry Lenz, Gary Patterson, Frank Mulholland, Gary Gergeni, Barbara Bennett, and Terry Metzger. Chairman Bruce Cannon was tardy. Office heads in attendance were SOA Debbie Dunaway and County Clerk Jessica Fox.

Clerk Fox passed the 9 - month budget report, new estimated revenue report, and current budget worksheet showing a current budget deficit of 1,648,558. Estimated revenues were again discussed. The committee would like a break down of the estimated revenues from the Treasurer, with a detailed listing of what the makes up these revenues. An updated 9-month revenue expense report will be provided to the committee before the next meeting. Without additional revenues, expenses will have to be reduced to get a balanced budget presented by the August board meeting. It was recommended the revenues be shared with the department heads so they can verify their estimated revenues. Departments may be requested to reduce their budgets by 30%. The committee would like to see a breakdown of revenues for each department for the next budget committee before requesting budget reductions.

A brief review of the 9-month budget report was completed. There was no new or old business to come before the committee.

There was no public body comment.

Mulholland made motion to adjourn, Lenz seconded said motion, which passed by voice vote. The next budget meeting will be held on Thursday, July 9 at 9:00 AM.

The meeting was adjourned at 10:05 AM.

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Jessica Fox, Shelby County Clerk

**SHELBY COUNTY BUDGET MEETING**

**June 17, 2020**

The Shelby County Budget Committee met on Wednesday, June 17, 2020 at 9:00 A.M. at the Courthouse in Shelbyville, Illinois.

Chairman Bruce Cannon called the meeting to order. Those Budget members in attendance were Kay Kearney, Larry Lenz, Barbara Bennett, Gary Patterson, and Gary Gergeni. Office heads in attendance were SOA Debbie Dunaway, County Clerk Jessica Fox, and Judge Ade-Harlow. Board member Dennis Drnjevic also joined the meeting.

Judge Ade- Harlow addressed those in attendance. She stated she was currently working with a local attorney about possibly doing a contract for conflict public defender to help keep those costs better inline. She has also reduced the hourly charge for the appointed counsel to \$75.00 an hour while in court and \$60.00 an hour when they are not in court. Christian County has done this for years and it is a cost savings. Ade-Harlow reported she is currently speaking with Chief Circuit Judge Koester to see if juvenile detention could be moved from the Sheriff's office general fund budget to the Probation office general fund budget. Court has not run behind during the coronavirus, however arrests are down, as are the number of inmates currently housed in the Shelby County Jail. Ade-Harlow thanked the committee and left the meeting.

Clerk Fox passed the most recent budget work sheet showing a 1.678 million deficit.

Gary Patterson expressed concerns over estimated revenues. The estimated revenues will be discussed with Treasurer Firnhaber at the June 25<sup>th</sup> budget meeting. A request was made to have Firnhaber email out the estimated revenues for last year.

Lenz made motion to adjourn, Patterson seconded said motion, which passed by voice vote.

The meeting was adjourned at 9:34AM.

---

Jessica Fox, Shelby County Clerk

**SHELBY COUNTY AIRPORT and LANDING FIELD COMMISSION**  
**TREASURER'S REPORT**                      **May 31, 2020**

<b>Beginning Balance</b>	May 1, 2020	
<b>Deposits</b>		
Arrow Energy--Credit Card Fuel Sales		\$ 4,417.11
Fuel Sales--Cash & Check		\$ 1,513.62
Rent		\$ 1,360.00
Correct Arrow Energy Check #5750 Listing Error		\$ 18.00
Bank Interest		\$ 1.20
		\$ 7,309.93
		\$ 21,494.04

<b>Bills Received and Paid</b>		
Shelby County Aviation--FBO May, 2020	\$	3,500.00
Shelby Electric Cooperative	\$	780.93
Steve Wempen--Bookkeeping May, 2020	\$	200.00
Ameren Illinois	\$	162.12
Illinois Department of Revenue--Sales Tax Payment	\$	287.00
Syn-Tech Systems, Inc.--Fuel Master Limited Maintenance	\$	550.00
Tony's Welding--Hangar Door Repair	\$	100.00
Shelby County Aviation--Runway Lightbulbs & Jack	\$	334.07
Sloan Implement--Mower Maintenance	\$	25.92
		\$ 5,940.04
		\$ 15,554.00

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

	\$	15,554.00
	\$	860.75
	\$	32,558.86
	\$	1,443.58
	\$	1,455.00
	\$	1,422.26
	\$	21,466.03
	\$	74,760.48

F I L E D

JUN 11 2020

*Jennifer Doy*  
 SHELBY COUNTY CLERK

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

## **MINUTES OF MEETING**

**May 11, 2020**

Members present at meeting:

Commissioners--Rick Brown, Steve Wempen, Walt Lookofsky, Jeff Green, John Hall

County Board Members--Bob Simpson, Earl Baker, Bob Jordan

Airport Manager--Scott Jefson

Others Present--

Commissioner Rick Brown calls the meeting to order.

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

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

### **Bills Presented**

Syn-Tech Systems, Inc.--Fuel Master Limited Maintenance	\$	550.00
Battery & Starter Specialist--New Battery for Zero Turn	\$	79.95
Tony's Welding--Hangar Door Repair, 1/2 Done	\$	100.00
Shelby County Aviation--Runway Light Bulbs & Jack	\$	334.07
Sloan Implement Co.--Oil Filter & DEF	\$	25.92

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

### **Manager's Report**

Scott starts out saying the new tractor is here and is doing a great job. It takes about one and a half tanks of fuel per mowing and uses about two and a half gallons of DEF per tank of fuel. Scott said that because of the short shelf life of DEF, Nick at Sloan's will fill the two jugs as needed and give us the bulk price. Scott then mention that Nick had originally thought that it would only take about thirty days to switch tires with a tractor already on order but Deere had change things and it now takes ninety days to swap tires. Scott said he thinks we need to do something else with tires because of how wet it is and every time he mows the runways, he has to roll them. Rick asks Scott what the cost of was for the other turf tires. Scott said he thought the quote from POMS was around \$6300 for the flotation tires but he hadn't priced any locally yet.

Scott then mention that he has a virtual tour the next day with Hanson Engineering out of Indianapolis. It has to do with rating the state of Illinois department of aviation and how our airport is used, how much it's used, any needs we might have. Went over hangars, fuel sales, etc. and also some surveys that pilots had filled out that had stopped by. Bob Simpson asks Scott if there was a place for a list of pilots needing a hangar and Scott said there was and that he was going to talk to them about it.

Scott said he got a call from the FAA and that they were going the shut the NDB down and that he asks them not to do that because the GPS approach was presently under question. The FAA emailed back and said they wouldn't shut down the NDB and gave him an email address of where to complain about the GPS approach. Scott said he emailed them and got an automated reply that they had received our request for a waiver and that they would send more information when available. A short discussion on the issue followed.

Steve asks Scott if he had received the copy of the FBO Contract he had sent him and if he had any questions or concerns. Scott mentions the only thing was maybe renting a spot in the main hangar to a pilot needing a hangar for awhile. Rick asks about the part that mentioned providing fuel 24 hrs. a day. Scott said with the Fuel Master taking credit cards that we are now providing fuel 24 hrs. a day without having to be here. Scott also said that Dom (Aerinova) had put a load of Jet fuel in our tank and he was working on getting an accurate gallon on hand figure so we could update the system before we start selling. Rick mentions to Scott that he had a copy of the new FBO contract and that if he was ok with everything he could go ahead and sign it and Scott agreed.

## End of Managers Report

### Old Business

Rick mentions that at the last meeting we talked about updating the Hangar Lease Agreement, that he didn't think it had been updated for many years. One thing Rick mentioned as a way to generate a little revenue would be to include a so-called surcharge with the rent as an incentive to purchase fuel and then get credited for it as you buy fuel or something similar to that. A short discussion on the idea followed. Scott mentions this all got started with there being one hangar that hasn't got an airplane in it and hasn't for several months. That there are four other hangars that have planes that haven't been out in ages and if we can't afford to build more hangars he's looking at a way to generate more income by getting active pilots in those hangars and sell more fuel. Scott also said he had a waiting list of five or six pilots wanting a hangar and that maybe something about not using it for storage should be listed in the lease or something along those lines.

Rick said there maybe should be something in the lease about that and maybe have something in the lease about the types of aircraft that could be hangared there because of the different fuel usages. A lengthy discussion ensued on the Hangar Lease Agreement. Jeff mentions he would be ok with paying so much a year fee and getting credit as fuel is bought but someone else isn't going to be ok with it. John mentions maybe sending out some type of ultimatum or something explaining that we want flyable airplanes hangared here or terminate the lease. People like to see activity including himself when they come to the airport. Jeff mentions having a time limit on not having an airplane in the hangar and then give a renter sixty days to rectify it or move out. Jeff also mentioned hangars that were being used as storage units with planes that hadn't been outside in years.

Scott mentions having a pilots appreciation dumpster day here June 13th and should try and have a new lease or rough draft and talk to the renters about how we feel and get everyone's thoughts, not wanting to upset anyone. More discussion on the lease issue ensued. Rick mentions he would rather talk to people first before sending any letters. John and Steve both felt that if we explain our situation to them, that most would understand.

Rick mentions sending a letter out for the renter appreciation cookout but waiting till the end of the month because of Covid-19. Rick then read the letter he had drafted explaining about having a dumpster for anything they want to throw away and also having the cookout and having a talk session while eating and explaining some of our concerns and send letters to the ones that don't show up. Bob Simpson mentions paying for dumpster with airports funds would be ok but food and such should be paid with donations or something. That was well accepted by the commission as not being a problem. Rick said he would go ahead and write up a letter about the cookout and send them out in a week or so. Walt said he would maybe add a paragraph stating we want to discuss changes in the lease also. Some discussion on Kenny Bakers hangar ensued and also new guide lines for hangars from the FAA. More discussion on termination letters, a sixty day notice, and the new lease followed.

Steve mentions calling Syn-Tech about downloading an update to the Fuel Master System and also having them fix Ken Bests and Mike Coadys smart card to give them a nickel discount. Scott mentions renumbering all the T-Hangars with the renters user number and putting on new vinyl numbers on the doors.

Rick asks Scott if we're selling Jet fuel yet and Scott said not yet. Also the guy from Arrow mentioned us not buying any Jet A since November of 2018 but the new to old fuel ratio was big enough where he was ok with it. Some discussion on jet fuel followed.

Scott asks Steve if he new when we could expect the \$30,000 from the CARES ACT and Steve said he was calling Melanie Turner with IDOT the next day about it, so we could get it going. Scott said he wondered about putting it down on new hangars. Some discussion on the different hangar options ensued and also the money from the CARES ACT would be available for the hangars. Scott asks if anyone had any ideas on tires for the new tractor. More discussion on the different tire options ensued. Scott said he would call POMS again and get new prices and also Neil tire.

John makes a motion to adjourn and it was seconded by Walt.

## SHELBY COUNTY AIRPORT AND LANDING FIELD COMMISSION RECORD JOURNAL

CHECK NO.	DATE	DESCRIPTION OF TRANSACTION	BUDGET ACCT NO.	DEBITS	CREDITS	BALANCE
	30-Apr-20	Balance Shelby County State Bank				\$ 14,184.11
	8-May-20	Arrow Energy--Deposit			\$ 954.93	\$ 15,139.04
5752	9-May-20	Shelby County Aviation--FBO May 2020	022-5210-12-023	\$ 3,500.00		\$ 11,639.04
5753	9-May-20	Shelby Electric Cooperative	022-7800-12-023	\$ 780.93		\$ 10,858.11
5754	10-May-20	Ameren IP--SCA 37528 \$81.15 Airport 06211 \$80.97	022-7800-12-023	\$ 162.12		\$ 10,695.99
	12-May-20	Illinois Department of Revenue--Sales Tax Payment			\$ 287.00	\$ 10,408.99
	14-May-20	Rent--K Baker \$190, S Wempen \$95, J Green \$95 J Livesay \$105, B Brunken \$95				
	15-May-20	Fuel--\$405.37 Arrow Energy--Deposit			\$ 985.37	\$ 11,394.36
5755	21-May-20	Syn-Tech Systems, Inc.--Fuel Master Limited Maintenance	022-7441-12-023	\$ 550.00		\$ 12,059.64
5756	21-May-20	Tony's Welding--Repair Hangar Door	022-7440-12-023	\$ 100.00		\$ 11,959.64
5757	21-May-20	Shelby County Aviation--Runway Lightbulbs & Jack	022-7442-12-023	\$ 334.07		\$ 11,625.57
5758	21-May-20	Sloan Implement--Mower Maintenance	022-7441-12-023	\$ 25.92		\$ 11,599.65
5759	21-May-20	Steve Wempen--Bookkeeping May, 2020	022-5220-12-023	\$ 200.00		\$ 11,399.65
	22-May-20	Arrow Energy--Deposit			\$ 1,009.21	\$ 12,408.86
	28-May-20	Rent--A Krause \$95, R Creamer \$105, K Best \$105 D Kroenlien \$95, K Harshman \$95, C Crosby \$285				
	29-May-20	Fuel--\$1108.25 Arrow Energy--Deposit			\$ 1,888.25	\$ 14,297.11
	31-May-20	Bank Interest			\$ 1,237.69	\$ 15,534.80
	31-May-20	Correct Arrow Energy Check No. 5750 Listing Error	022-8010-12-023		\$ 1.20	\$ 15,536.00
		Board Meeting--June 8, 2020			\$ 18.00	\$ 15,554.00

# SHELBY COUNTY AIRPORT AND LANDING FIELD COMMISSION RECORD JOURNAL

CHECK NO.	DATE	DESCRIPTION OF TRANSACTION	DEBITS	CREDITS	BALANCE
	1-Sep-19	Beginning Balance - First Federal 2019-2020			173.52
	17-Sep-19	Replacement Tax--7th Allocation	Ck.#7028	\$ 1,276.43	\$ 1,449.95
	19-Oct-19	Shelby County Treasurer	Ck.#962	\$ 14,940.30	\$ 16,390.25
1004	7-Nov-19	Transfer to SC SB	\$ 1,364.41		\$ 15,025.84
	27-Nov-19	Shelby County Treasurer	Ck.#1534	\$ 1,592.97	\$ 16,618.81
1005	29-Nov-19	Transfer to SC SB	\$ 16,518.81		\$ 100.00
	27-Dec-19	Replacement Tax--8th Allocation	Ck.#7061	\$ 211.98	\$ 311.98
1006	19-Jan-20	Transfer to SC SB	\$ 211.98		\$ 100.00
	18-Nov-19	CK Interest 10/31/19		\$ 2.38	\$ 102.38
	19-Nov-19	November Receipts		\$ 59.14	\$ 161.52
	27-Nov-19	Airport Reimburse---Sales Tax		\$ 1,250.85	\$ 1,412.37
	10-Oct-19	December Receipts		\$ 80.34	\$ 1,492.71
	17-Dec-19	CK Interest 11/30/19		\$ 3.30	\$ 1,496.01
	31-Dec-19	CK Interest 12/31/19		\$ 0.43	\$ 1,496.44
	14-Jan-20	January Receipts		\$ 51.21	\$ 1,547.65
	31-Jan-20	CK Interest 1/31/20		\$ 0.36	\$ 1,548.01
	5-Feb-20	Replacement Tax--1st Allocation	Ck.#7074	\$ 775.10	\$ 2,323.11
	20-Feb-20	February Receipts		\$ 36.03	\$ 2,359.14
	29-Feb-20	CK Interest 2/29/20		\$ 0.44	\$ 2,359.58
	29-Feb-20	Beginning Balance Adjustment		\$ 1.73	\$ 2,361.31
	27-Mar-20	Replacement Tax--2nd Allocation	Ck.#7088	\$ 154.09	\$ 2,515.40
	31-Mar-20	CK Interest--3/31/20		\$ 0.50	\$ 2,515.90
	14-Apr-20	Replacement Tax--3rd Allocation	Ck.#7100	\$ 1,063.99	\$ 3,579.89
1007	20-Apr-20	Transfer to SC SB	\$ 3,400.00		\$ 179.89
	30-Apr-20	MMD Interest 4/30/2020		\$ 0.63	\$ 180.52
	19-May-20	Replacement Tax--4th Allocation	Ck.#7112	\$ 680.23	\$ 860.75

**SHELBY COUNTY AIRPORT AND LANDING FIELD COMMISSION**  
**BUDGET ACCOUNT SUMMARY**      **May 31, 2020**

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	\$ 28,000.00	\$ 1,600.00	\$ 46,537.85	\$ 10,878.00	\$ 293.88	\$ 694.92	\$ 3,587.27	\$ 2,442.51	\$ 3,725.00	\$ 916.65	\$ 11,558.66	\$ 26,428.77	\$ 39.90
5752	9-May-20	\$ 3,500.00										\$ 780.93		
5753	9-May-20											\$ 162.12		
5754	10-May-20													
5755	21-May-20						\$ 100.00	\$ 550.00						
5756	21-May-20													
5757	21-May-20								\$ 334.07					
5758	21-May-20							\$ 25.92						
5759	21-May-20		\$ 200.00											

31-May-20	\$ 3,500.00	\$ 200.00	\$ -	\$ -	\$ -	\$ 293.88	\$ 100.00	\$ 575.92	\$ 334.07	\$ -	\$ -	\$ 943.05	\$ -	\$ -
YTD	\$ 31,500.00	\$ 1,800.00	\$ 46,537.85	\$ 10,878.00	\$ 293.88	\$ 794.92	\$ 4,163.19	\$ 2,776.58	\$ 3,725.00	\$ 916.65	\$ 12,501.71	\$ 26,428.77	\$ 39.90	\$ -
Monthly Expenses	\$ 5,653.04	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
IL Dept. of Revenue	\$ 287.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Monthly Expenses	\$ 5,940.04	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Fuel Account 8010 to be credited \$18



# Shelby County Airport and Landing Field Commission

## Fuel Sales                      May, 2020

DATE	QUANTITY	CUSTOMER	INVOICE	PRICE	CREDIT CD	CHARGE	CASH
1-May-20	28.11	Credit Card Customer	1973	\$ 3.79	\$	106.54	
1-May-20	9.36	Credit Card Customer	1974	\$ 3.79	\$	35.47	
1-May-20	42.11	Rick Brown	1975	\$ 3.74		\$ 157.49	
1-May-20	5.24	Barry Brunken	1976	\$ 3.74		\$ 19.60	
1-May-20	48.37	Credit Card Customer	1977	\$ 3.79	\$	183.32	
1-May-20	17.78	Credit Card Customer	1978	\$ 3.79	\$	67.39	
1-May-20	4.80	Scott Jefson	1979	\$ 3.74		\$ 17.95	
2-May-20	5.28	Credit Card Customer	1980	\$ 3.79	\$	20.01	
2-May-20	41.90	Credit Card Customer	1981	\$ 3.79	\$	158.80	
2-May-20	26.61	Rick Brown	1982	\$ 3.74		\$ 99.52	
2-May-20	26.85	Credit Card Customer	1983	\$ 3.79	\$	101.76	
2-May-20	3.48	Credit Card Customer	1984	\$ 3.79	\$	13.19	
2-May-20	12.11	Credit Card Customer	1985	\$ 3.79	\$	45.90	
2-May-20	6.00	Wyatt Jesse	1986	\$ 3.74		\$ 22.44	
2-May-20	6.01	Sam Durbin Card	1987	\$ 3.74		\$ 22.48	
2-May-20	5.79	Credit Card Customer	1988	\$ 3.79	\$	21.94	
3-May-20	1.00	Credit Card Customer	1989	\$ 3.79	\$	3.79	
3-May-20	16.09	Credit Card Customer	1990	\$ 3.79	\$	60.98	
3-May-20	10.12	Credit Card Customer	1991	\$ 3.79	\$	38.35	
3-May-20	25.83	Rick Brown	1992	\$ 3.74		\$ 96.60	
6-May-20	22.34	Rick Brown	1993	\$ 3.74		\$ 83.55	
6-May-20	3.12	Credit Card Customer	1994	\$ 3.79	\$	11.82	
7-May-20	16.57	Rick Brown	1995	\$ 3.74		\$ 61.97	
7-May-20	57.89	Credit Card Customer	1996	\$ 3.79	\$	219.40	
7-May-20	18.09	Credit Card Customer	1997	\$ 3.79	\$	68.56	
7-May-20	4.12	Credit Card Customer	1998	\$ 3.79	\$	15.61	
8-May-20	5.13	Credit Card Customer	1999	\$ 3.79	\$	19.44	
8-May-20	18.28	Credit Card Customer	2000	\$ 3.79	\$	69.28	
9-May-20	9.45	Credit Card Customer	2001	\$ 3.79	\$	35.82	
9-May-20	10.12	Credit Card Customer	2002	\$ 3.79	\$	38.35	
9-May-20	60.54	Credit Card Customer	2003	\$ 3.79	\$	229.45	
9-May-20	19.16	Credit Card Customer	2004	\$ 3.79	\$	72.62	
11-May-20	10.82	Cash Customer	2005	\$ 3.79			\$ 41.01
11-May-20	17.49	Credit Card Customer	2006	\$ 3.79	\$	66.29	
11-May-20	61.43	Credit Card Customer	2007	\$ 3.79	\$	232.82	
12-May-20	15.04	Paul Canaday	2008	\$ 3.74		\$ 56.25	
12-May-20	33.11	Credit Card Customer	2009	\$ 3.79	\$	125.49	
12-May-20	4.82	Credit Card Customer	2010	\$ 3.79	\$	18.27	
12-May-20	34.29	Rick Brown	2011	\$ 3.74		\$ 128.24	
12-May-20	5.12	Credit Card Customer	2012	\$ 3.79	\$	19.40	
13-May-20	10.12	Credit Card Customer	2013	\$ 3.79	\$	38.35	
14-May-20	4.76	Credit Card Customer	2014	\$ 3.79	\$	18.04	
14-May-20	2.50	Credit Card Customer	2015	\$ 3.79	\$	9.48	
14-May-20	37.93	Scott Jefson	2016	\$ 3.74		\$ 141.86	
15-May-20	35.10	Credit Card Customer	2017	\$ 3.79	\$	133.03	
16-May-20	2.23	Credit Card Customer	2018	\$ 3.79	\$	8.45	
16-May-20	2.49	Credit Card Customer	2019	\$ 3.79	\$	9.44	
16-May-20	13.01	Credit Card Customer	2020	\$ 3.79	\$	49.31	
16-May-20	10.12	Credit Card Customer	2021	\$ 3.79	\$	38.35	
16-May-20	39.93	Credit Card Customer	2022	\$ 3.79	\$	151.33	
16-May-20	25.53	Credit Card Customer	2023	\$ 3.79	\$	96.76	
16-May-20	1.12	Credit Card Customer	2024	\$ 3.79	\$	4.24	
18-May-20	6.17	Ken Best	2025	\$ 3.74		\$ 23.08	
18-May-20	10.11	Credit Card Customer	2026	\$ 3.79	\$	38.32	
18-May-20	60.11	Credit Card Customer	2027	\$ 3.79	\$	227.82	
18-May-20	55.06	Credit Card Customer	2028	\$ 3.79	\$	208.68	

20-May-20	70.45	Ken Best	2029	\$ 3.74		\$ 263.48	
20-May-20	10.03	Credit Card Customer	2030	\$ 3.79	\$ 38.01		
21-May-20	4.12	Credit Card Customer	2031	\$ 3.79	\$ 15.61		
21-May-20	30.90	Credit Card Customer	2032	\$ 3.79	\$ 117.11		
21-May-20	51.88	Credit Card Customer	2033	\$ 3.79	\$ 196.63		
21-May-20	5.12	Credit Card Customer	2035	\$ 3.79	\$ 19.40		
22-May-20	20.02	Credit Card Customer	2036	\$ 3.79	\$ 75.88		
22-May-20	16.63	Credit Card Customer	2037	\$ 3.79	\$ 63.03		
22-May-20	13.01	Barry Brunken	2038	\$ 3.74		\$ 48.66	
22-May-20	5.12	Credit Card Customer	2039	\$ 3.79	\$ 19.40		
22-May-20	10.13	Credit Card Customer	2040	\$ 3.79	\$ 38.39		
22-May-20	6.13	Scott Jefson	2041	\$ 3.74		\$ 22.93	
22-May-20	2.12	Credit Card Customer	2042	\$ 3.79	\$ 8.03		
22-May-20	10.12	Credit Card Customer	2043	\$ 3.79	\$ 38.35		
22-May-20	12.55	Credit Card Customer	2044	\$ 3.79	\$ 47.56		
23-May-20	4.13	Credit Card Customer	2045	\$ 3.79	\$ 15.65		
23-May-20	5.30	Credit Card Customer	2046	\$ 3.79	\$ 20.09		
23-May-20	33.24	Credit Card Customer	2047	\$ 3.79	\$ 125.98		
23-May-20	4.11	Credit Card Customer	2048	\$ 3.79	\$ 15.58		
23-May-20	5.62	Scott Jefson	2049	\$ 3.74		\$ 21.02	
24-May-20	3.11	Credit Card Customer	2050	\$ 3.79	\$ 11.79		
25-May-20	14.20	Credit Card Customer	2051	\$ 3.79	\$ 53.82		
25-May-20		Jet Fuel Sale	2052				
25-May-20		Jet Fuel Sale	2054				
26-May-20	33.07	Credit Card Customer	2055	\$ 3.79	\$ 125.34		
26-May-20	9.10	Credit Card Customer	2056	\$ 3.79	\$ 34.49		
26-May-20	2.13	Credit Card Customer	2057	\$ 3.79	\$ 8.07		
27-May-20	24.49	Credit Card Customer	2058	\$ 3.79	\$ 92.82		
28-May-20		Jet Fuel Sale	2059				
29-May-20	28.39	Matt Figgins	2060	\$ 3.74		\$ 106.18	
29-May-20	18.29	Credit Card Customer	2061	\$ 3.79	\$ 69.32		
29-May-20	75.08	Aerinova	2062	\$ 3.04		\$ 228.24	
29-May-20	75.02	Aerinova	2063	\$ 3.04		\$ 228.06	
29-May-20	40.06	Aerinova	2064	\$ 3.04		\$ 121.78	
29-May-20	75.04	Aerinova	2065	\$ 3.04		\$ 228.12	
29-May-20	75.08	Aerinova	2066	\$ 3.04		\$ 228.24	
29-May-20	75.10	Aerinova	2067	\$ 3.04		\$ 228.30	
29-May-20	75.01	Aerinova	2068	\$ 3.04		\$ 228.04	
29-May-20	75.02	Aerinova	2069	\$ 3.04		\$ 228.06	
29-May-20	75.05	Aerinova	2070	\$ 3.04		\$ 228.15	
29-May-20	75.05	Aerinova	2071	\$ 3.04		\$ 228.15	
29-May-20	75.09	Aerinova	2072	\$ 3.04		\$ 228.27	
29-May-20	75.11	Aerinova	2073	\$ 3.04		\$ 228.33	
29-May-20	38.58	Aerinova	2074	\$ 3.04		\$ 117.28	
29-May-20	5.12	Credit Card Customer	2075	\$ 3.79	\$ 19.40		
29-May-20	38.00	Credit Card Customer	2076	\$ 3.79	\$ 144.02		
30-May-20	5.69	Don Gherardini	2077	\$ 3.74		\$ 21.28	
30-May-20	12.57	Credit Card Customer	2078	\$ 3.79	\$ 47.64		
30-May-20	28.67	Credit Card Customer	2079	\$ 3.79	\$ 108.66		
31-May-20	18.12	Credit Card Customer	2080	\$ 3.79	\$ 68.67		
31-May-20	16.10	Credit Card Customer	2081	\$ 3.79	\$ 61.02		
31-May-20	7.06	Credit Card Customer	2082	\$ 3.79	\$ 26.76		
31-May-20	6.00	Wyatt Jesse	2083	\$ 3.74		\$ 22.44	
31-May-20	9.49	Mike Coady	2084	\$ 3.74		\$ 35.49	
<b>TOTAL</b>	<b>2590.68</b>				<b>\$ 4,858.18</b>	<b>\$ 4,221.53</b>	<b>\$ 41.01</b>
			<b>TOTAL</b>				<b>\$ 9,120.72</b>

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## Shelby County Airport and Landing Field Commission

### Jet Fuel Sales

### 2019/20

DATE	QUANTITY	CUSTOMER INVOICE	PRICE	CREDIT CD	CHARGE	CASH
6-Sep-19	35.66	Credit Card Customer	1565	\$ 3.85	\$ 137.29	\$ -
9-Sep-19	54.37	Credit Card Customer	1573	\$ 3.85	\$ 209.32	\$ -
9-Sep-19	129.83	Credit Card Customer	1574	\$ 3.85	\$ 499.85	\$ -
18-Sep-19	5.00	Credit Card Customer	1600	\$ 3.85	\$ 19.25	\$ -
<b>TOTAL</b>	<b>224.86</b>				<b>\$ 865.71</b>	<b>\$ -</b>
			<b>TOTAL</b>			<b>\$ 865.71</b>
					<b>TOTAL</b>	<b>\$ 865.71</b>
18-Oct-19	60.00	Brandon Stenzer--724-986-0142	1675	\$ 3.85	\$ -	\$ 231.00
18-Oct-19		51.22 Gallon--Test	1676		\$ -	\$ -
18-Oct-19		33.81 Gallon--Test	1677		\$ -	\$ -
23-Oct-19	2.15	Credit Card Customer	1684	\$ 3.85	\$ 8.28	\$ -
24-Oct-19		251.78 Gallon--Test	1686		\$ -	\$ -
24-Oct-19		8.31 Gallon--Test	1687		\$ -	\$ -
24-Oct-19		40.16 Gallon--Test	1688		\$ -	\$ -
24-Oct-19		5.93 Gallon--Test	1690		\$ -	\$ -
<b>TOTAL</b>	<b>62.15</b>				<b>\$ 8.28</b>	<b>\$ 231.00</b>
			<b>TOTAL</b>			<b>\$ 239.28</b>
					<b>TOTAL</b>	<b>\$ 1,104.99</b>
12-Nov-19	0.37	Credit Card Customer	1711	\$ 3.85	\$ 1.42	\$ -
12-Nov-19	30.85	Credit Card Customer	1712	\$ 3.85	\$ 118.77	\$ -
16-Nov-19	9.69	Credit Card Customer	1719	\$ 3.85	\$ 37.31	\$ -
22-Nov-19	61.04	Credit Card Customer	1724	\$ 3.85	\$ 235.00	\$ -
<b>TOTAL</b>	<b>101.95</b>				<b>\$ 392.50</b>	<b>\$ -</b>
						<b>\$ 392.50</b>
					<b>TOTAL</b>	<b>\$ 1,497.49</b>
19-Dec-19	81.05	Credit Card Customer	1761	\$ 3.85	\$ 312.04	\$ -
19-Dec-19	98.46	Credit Card Customer	1762	\$ 3.85	\$ 379.07	\$ -
<b>TOTAL</b>	<b>179.51</b>				<b>\$ 691.11</b>	<b>\$ -</b>
						<b>\$ 691.11</b>
					<b>TOTAL</b>	<b>\$ 2,188.60</b>
26-Jan-20	0.26	Credit Card Customer	1793	\$ 3.85	\$ 1.00	\$ -
<b>TOTAL</b>	<b>0.26</b>				<b>\$ 1.00</b>	<b>\$ -</b>
						<b>\$ 1.00</b>
					<b>TOTAL</b>	<b>\$ 2,189.60</b>
26-Feb-20	125.00	St. Louis Helicopter (1-26-20)	1793	\$ 3.85	\$ -	\$ 481.25
<b>TOTAL</b>	<b>125.00</b>	<b>CORRECTED PUMP FAIL</b>			<b>\$ -</b>	<b>\$ 481.25</b>
						<b>\$ 481.25</b>
					<b>TOTAL</b>	<b>\$ 2,670.85</b>
5-Mar-20	45.97	Credit Card Customer	1835	\$ 3.85	\$ 176.98	\$ -
13-Mar-20	56.89	Credit Card Customer	1848	\$ 3.85	\$ 219.03	\$ -
23-Mar-20		Pump Test .18 Gal.	1869			
23-Mar-20		Pump Test 20.25 Gal.	1870			
23-Mar-20		Pump Test 22.10 Gal.	1871			
27-Mar-20	50.69	Credit Card Sale	1884	\$ 3.85	\$ 195.16	\$ -

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TOTAL	153.55				\$ 591.17	\$ -	\$ -
							\$ 591.17
						TOTAL	\$ 3,262.02
25-May-20	0.12	Credit Card Sale	2052	\$ 3.85	\$ 0.46	\$ -	\$ -
25-May-20	45.52	Credit Card Sale	2054	\$ 3.85	\$ 175.25	\$ -	\$ -
28-May-20	40.57	Credit Card Sale	2059	\$ 3.85	\$ 156.19	\$ -	\$ -
	86.21				\$ 331.90	\$ -	\$ -
							\$ 331.90
TOTAL	933.49					TOTAL	\$ 3,593.92

# SHELBY COUNTY AIRPORT

## 100LL COST OF SALES REPORT 2020

MONTH	GALLONS SOLD	AVE. PRICE PER GAL.	SALES AMOUNT			TOTAL SALES	COST PER GAL	WITH TAX	ARROW FEE	TOTAL		NET PROFIT OR LOSS
			CREDIT CD	CHARGE	CASH					COST		
January	548.07	\$ 4.20	\$ 1,300.43	\$ 1,069.70	\$ 10.54	\$ 2,380.67	\$ 3.65	\$ 3.88	\$ 63.81	\$ 2,189.30	\$ 191.37	
February	500.98	\$ 4.20	\$ 1,457.36	\$ 618.32	\$ 21.00	\$ 2,096.68	\$ 3.65	\$ 3.88	\$ 62.06	\$ 2,004.92	\$ 91.76	
March	871.94	\$ 4.20	\$ 2,601.45	\$ 1,022.02	\$ 26.33	\$ 3,649.80	\$ 3.65	\$ 3.88	\$ 97.64	\$ 3,479.13	\$ 170.67	
April	1223.08	\$ 4.05	\$ 3,875.87	\$ 1,020.45	\$ 52.75	\$ 4,949.07	\$ 3.13	\$ 3.33	\$ 123.02	\$ 4,190.53	\$ 758.54	
May	2590.68	\$ 3.53	\$ 4,858.18	\$ 4,221.53	\$ 41.01	\$ 9,120.72	\$ 2.54	\$ 2.70	\$ 136.88	\$ 7,128.48	\$ 1,992.24	
June						\$ -	\$ 2.82	\$ 3.00		\$ #VALUE!	\$ #VALUE!	
July						\$ -				\$ #VALUE!	\$ #VALUE!	
August						\$ -				\$ #VALUE!	\$ #VALUE!	
September						\$ -				\$ #VALUE!	\$ #VALUE!	
October						\$ -				\$ #VALUE!	\$ #VALUE!	
November						\$ -				\$ #VALUE!	\$ #VALUE!	
December						\$ -				\$ #VALUE!	\$ #VALUE!	
<b>TOTAL</b>	<b>5734.75</b>		<b>\$ 14,093.29</b>	<b>\$ 7,952.02</b>	<b>\$ 151.63</b>	<b>\$ 22,196.94</b>				<b>\$ #VALUE!</b>	<b>\$ #VALUE!</b>	

\$30 Monthly Fee Included In Arrow Fee Above

## JET A COST OF SALES REPORT 2020

MONTH	GALLONS SOLD	AVE. PRICE PER GAL.	SALES AMOUNT			TOTAL SALES	COST PER GAL	WITH TAX	ARROW FEE	TOTAL		NET PROFIT OR LOSS
			CREDIT CD	CHARGE	CASH					COST		
January	0.26	\$ 3.85	\$ 1.00	\$ -	\$ -	\$ 1.00	\$ 2.33	\$ 2.48	\$ 0.03	\$ 0.67	\$ 0.33	
February	125.00	\$ 3.85	\$ -	\$ -	\$ 481.25	\$ 481.25	\$ 2.33	\$ 2.48	\$ -	\$ 309.45	\$ 171.80	
March	153.55	\$ 3.85	\$ 591.17	\$ -	\$ -	\$ 591.17	\$ 2.33	\$ 2.48	\$ 15.37	\$ 395.50	\$ 195.67	
April	0.00					\$ -				\$ #VALUE!	\$ #VALUE!	
May	86.21	\$ 3.85	\$ 331.90	\$ -	\$ -	\$ 331.90	\$ 2.00	\$ 2.13	\$ 9.96	\$ 193.15	\$ 138.75	
June						\$ -				\$ #VALUE!	\$ #VALUE!	
July						\$ -				\$ #VALUE!	\$ #VALUE!	
August						\$ -				\$ #VALUE!	\$ #VALUE!	
September						\$ -				\$ #VALUE!	\$ #VALUE!	
October						\$ -				\$ #VALUE!	\$ #VALUE!	
November						\$ -				\$ #VALUE!	\$ #VALUE!	
December						\$ -				\$ #VALUE!	\$ #VALUE!	
<b>TOTAL</b>	<b>365.02</b>		<b>\$ 924.07</b>	<b>\$ -</b>	<b>\$ 481.25</b>	<b>\$ 1,405.32</b>				<b>\$ #VALUE!</b>	<b>\$ #VALUE!</b>	

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

**BOARD MEETING AGENDA**

**June 8, 2020**

**7:00 PM**

- I. Call Meeting to Order**
- II. Guest Speaker (If Scheduled)**
- III. Approval of Minutes**
- IV. Approval of Treasurer's Report**
- V. Approval of Bills Presented**
- VI. Airport Manager's Report**
- VII. Unfinished Business**
- VIII. New Business**
- IX. Adjournment**

**RESOLUTION**  
2020-24

This matter coming on to be heard upon the application of Mark S. Wolf to be appointed as Trustee of the Tri-County Fire Protection District to fill the term expiring on May 1, 2020, and the County Board of Shelby County, Illinois, having been fully advised in the premises:

IT IS HEREBY RESOLVED:

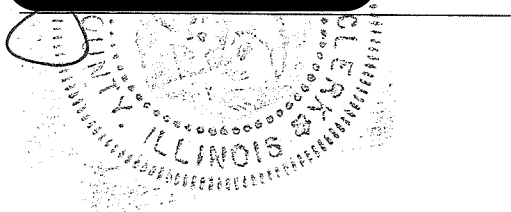
- A. That Mark S. Wolf be appointed as Trustee of the Tri-County Fire Protection District for the term which will expire on the day preceding the first Monday in May, 2023.
- B. That bond be set at \$5,000.00.
- C. That this appointment shall be effective immediately, or upon filing of the bond, whichever last occurs.

Dated: 7-8, 2020.




\_\_\_\_\_  
President, County Board of  
Shelby County, Illinois

ATTEST:



**CERTIFICATE**

I, the undersigned, the duly elected Clerk of Shelby County, Illinois, do hereby certify that the foregoing is a true and correct copy of the Resolution of the County Board of Shelby County, Illinois, passed in regular session on July 8, 2020.

  
COUNTY CLERK





FILED  
JUN 25 2020

TO: County Board  
County Courthouse  
Effingham, Illinois 62401


*Jemie Fox*  
SHELBY COUNTY CLERK

**PETITION FOR APPOINTMENT AS TRUSTEE OF  
TRI-COUNTY FIRE PROTECTION DISTRICT**

I, Mark S. Wolf, being first duly sworn do hereby make application for appointment as Trustee of the Tri-County Fire Protection District of Effingham, Fayette and Shelby Counties, Illinois, to fill the vacancy created by the expiration of my current term which expires on May 1, 2020, and in support of this application state as follows:

1. I am a resident of the Tri-County Fire Protection District and Shelby County, Illinois.
2. Tri-County Fire Protection District includes parts of Effingham, Fayette and Shelby Counties, Illinois.
3. The approximate percent of population distribution of Tri-County Fire Protection District is: Effingham County, 60%; Fayette County, 35%; and Shelby County, 5%.
4. Current trustees of Tri-County Fire Protection District whose terms extend beyond the current year and their respective counties and municipalities of residence are: Anthony Schlanser, R. R. 1, Box 33, Beecher City, Fayette County, Illinois; David Wayne Petty, 3023 N. 2200 St., Beecher City, Fayette County, Illinois; Jeffrey W. Evans, 407 South Charles Street, Beecher City, Effingham County, Illinois; and, Larry Doty, 265 East 1800<sup>th</sup> Avenue, Beecher City, Effingham County, Illinois.
5. My appointment as Trustee will be consistent with the provisions of 70 ILCS 705/4, relating to proportionate representation among counties with respect to population.
6. My appointment as Trustee will not violate the provisions of 70 ILCS 705/4, prohibiting more than one (1) trustee from an incorporated municipality except where such municipality contains more than 50% of the population of the District.
7. If appointed, I agree to enter into a bond with such surety and in such amount as this County Board determines.

WHEREFORE, I request this County Board to appoint me as Trustee of the Tri-County Fire Protection District for the term to expire on the day preceding the first Monday in May, 2023.

  
\_\_\_\_\_  
Mark S. Wolf

STATE OF ILLINOIS        )  
  ) ss.  
COUNTY OF EFFINGHAM )

Subscribed and sworn to before me this 8th day of June, 2020, by Mark S. Wolf.

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



STATE OF ILLINOIS )  
 )  
COUNTY OF SHELBY )

BEFORE THE MEMBERS OF  
THE COUNTY BOARD  
SHELBY COUNTY, ILLINOIS


IN THE MATTER OF THE TRI-COUNTY )  
FIRE PROTECTION DISTRICT, A )  
MUNICIPAL CORPORATION. )

**BOND OF TRUSTEE**

KNOW ALL MEN BY THESE PRESENTS, that we, Mark S. Wolf, being a resident of the County of Shelby, State of Illinois; and Jeffrey W. Evans and Larry Doty, being residents of the County of Effingham, State of Illinois, and David Wayne Petty and Anthony Schlanser, being residents of the County of Fayette, State of Illinois, are each held and each firmly bound to the People of the State of Illinois for the use and the benefit of the Tri-County Fire Protection District, a municipal corporation, in the penal sum of FIVE THOUSAND DOLLARS (\$5,000.00), lawful money of the United States of America for the payment of which said sum we do hereby and herewith bind ourselves and our heirs, executors and administrators jointly and firmly and severally by these presents.

The condition of this obligation is such that, if the said Mark S. Wolf, one of the Trustees of the Tri-County Fire Protection District, a municipal corporation, shall well and truly and faithfully discharge each and all of the duties of his office as such Trustee of the Tri-County Fire Protection District according to law and does each and all of the acts by which may, at anytime hereafter, be required of him as such Trustee, by the appropriate authority, then, and in such event, this obligation shall be void and of no force and effect, otherwise the said bond is to remain in full force and effect.

IN WITNESS WHEREOF, each of us have hereunto affixed his hand and seal this 8 day of JUNE, 2020.

  
\_\_\_\_\_  
Mark S. Wolf, Trustee of the Tri-County Fire  
Protection District and Principal of this Bond

[Redacted]  
David Wayne Petty  
Security on this Bond

[Redacted]  
Jeffrey W. Evans  
Security on this Bond

[Redacted]  
Larry Doty  
Security on this Bond

[Redacted]  
Anthony Schlanser  
Security on this Bond

STATE OF ILLINOIS        )  
  )  
COUNTY OF Elkhart

I, the undersigned, being a notary public in and for the said County do hereby and herewith certify that Mark S. Wolf, David Wayne Petty, Jeffrey W. Evans, Larry Doty and Anthony Schlanser, who are personally known to me to be residents of the Tri-County Fire Protection District, a municipal corporation, and each of the said persons are personally known to me to be the same persons whose names are subscribed to the foregoing instrument, being the Bond of Trustee, and each of the said persons signed and acknowledged said instrument to be the free and voluntary act of each of them and each acknowledged that they have executed the bond for the uses and purposes set forth therein.

Given under my hand and notarial seal this 8th day of June, 2020.

[Redacted Signature]  
\_\_\_\_\_  
Notary Public

My commission expires: 2/25/23



STATE OF ILLINOIS )  
 )  
COUNTY OF SHELBY )

BEFORE THE MEMBERS OF  
THE COUNTY BOARD  
SHELBY COUNTY, ILLINOIS


IN THE MATTER OF THE TRI-COUNTY )  
FIRE PROTECTION DISTRICT, A )  
MUNICIPAL CORPORATION. )

**OATH OF TRUSTEE**

TRUSTEE, Mark S. Wolf, being first duly sworn on his oath according to law, states as follows:

That this affiant, Mark S. Wolf, is a Trustee of the Tri-County Fire Protection District, a municipal corporation, organized and existing under the laws of the State of Illinois, and that this affiant was duly and regularly appointed by the appropriate appointing authority as set out in 70 ILCS 705/4, as the Trustee of the said District on JUNE 8, 2020, and that in accordance with said appointment I am to serve for a term ending on the day preceding the first Monday in May, 2023, or until my successor is appointed and qualifies.

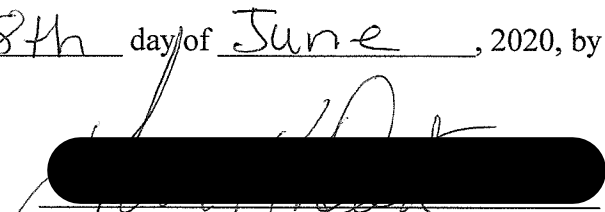
That the undersigned, Mark S. Wolf, will well and truly and faithfully do and perform each and all of the acts that are required of him to do and perform under the law and to the very best of his ability as Trustee of the Tri-County Fire Protection District, a municipal corporation.

  
\_\_\_\_\_  
Mark S. Wolf, Trustee of the Tri-County Fire Protection District, a Municipal Corporation

STATE OF ILLINOIS )  
 ) ss.  
COUNTY OF Effingham

Subscribed and sworn to before me this 8th day of June, 2020, by Mark S. Wolf.



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

PETITION TO THE CHAIR AND COUNTY BOARD

OF

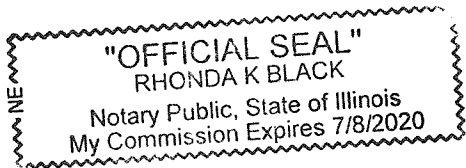
SHELBY COUNTY, ILLINOIS

The undersigned herewith petitions the Honorable Chair and the Honorable Members of the County Board of Shelby County, Illinois for appointment as a Trustee of the Cowden Fire Protection District in accordance with the provisions of Section 4 of the Illinois Fire Protection District Act (70 ILCS 705/4) for a term ending the first Monday in May 2023. The undersigned certifies that he is a registered voter residing within the jurisdiction of the Cowden Fire Protection District and meets all qualifications to serve as a member of the Board of Trustees of the said Fire Protection District.

  
Kory Kersey

STATE OF ILLINOIS )  
  ) SS.  
COUNTY OF SHELBY )

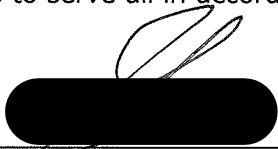
Subscribed and sworn to before me, a Notary Public, this 29th day of June, 2020.




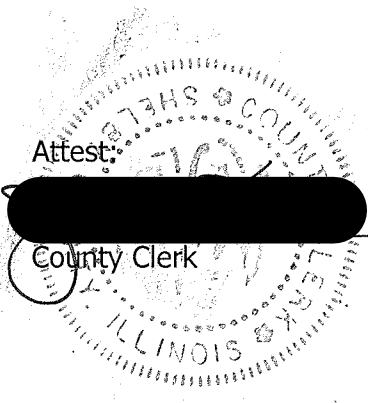
  
Notary Public

APPROVAL

The undersigned Chair of the County Board of Shelby County, Illinois with the advice and consent of the County Board of Shelby County, Illinois, does hereby appoint Kory Kersey as a trustee of the Cowden Fire Protection District for ending the first Monday in May 2023 and until his successor has been appointed and qualifies to serve all in accordance with Section 4 of Illinois Fire Protection District Act (70 ILCS 705/4).

  
Chair  
County Board of Shelby County, Illinois  
Date: 7/08/2020

Attest:  
  
County Clerk





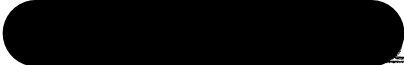
FILED  
JUN 30 2020

  
SHELBY COUNTY CLERK

SHELBY COUNTY, ILLINOIS

BOND OF FIRE PROTECTION DISTRICT TRUSTEE

The undersigned, Kory Kersey, as principal, and Lana Stephens, as surety, and Virginia Hostetler, as surety, jointly and severally, do herewith bind ourselves to the People of the State of Illinois in the penal sum of \$500.00 and the said principal will faithfully discharge his obligation and duties as a Trustee of the Cowden Fire Protection District.



  
Principal  
  
Surety  
  
Surety

STATE OF ILLINOIS )  
                                  ) SS.  
COUNTY OF SHELBY )

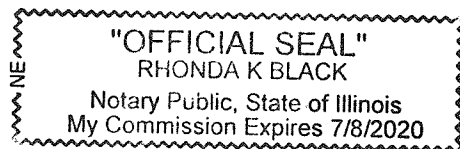
On the 29th day of June, 2020, there did appear before me, a Notary Public, Kory Kersey, Lana Stephens, and Virginia Hostetler, who being personally known to me, did execute the above and foregoing instrument as their free and voluntary act for the uses and purposes therein set forth.

  
Notary Public

APPROVED:

  
  
\_\_\_\_\_  
Chair, Shelby County Board

Date: 7/8/2020



FILED  
JUN 30 2020

  
SHELBY COUNTY CLERK