

December 12, 2023

SHELBY COUNTY BOARD MEETING AGENDA
December 14, 2023 – 7:00 P. M.
Courtroom A – Shelby County Courthouse

1. Call to Order-Prayer - Pledge of Allegiance
2. Roll Call
3. Approval of Minutes from November 9, 2023 regular meeting
4. Approval of Minutes from November 27, 2023 Special meeting
5. Michael Tappendorf, County Highway Engineer's Report: Discussion and vote to approve the following items:
Declare a 1997 Caterpillar 320B1 Excavator, a 54-inch excavating bucket, and an 18- inch excavating bucket as surplus property
50/50 Petition Lakewood Township
Resolution – Herborn Bridge
6. Discussion and vote to approve Mytec managed services contract for FY 2024
7. Discussion and vote to approve resolution to recall use of photo option from electronic time keeping equipment
8. Discussion and vote to approve declaring the following vehicles as surplus on recommendation of the Public Safety Committee
Probation – 2000 Chevy G3500 Express van (VIN 1GAHG39J4Y1147819)
Sheriff – 2009 Chevy Impala (VIN 2G1WB57K991320615)
9. Discussion and vote to approve \$100,000 in ARPA funds for squad equipment purchases for FY 2024 for the Sheriff's office upon recommendation of the PSC
10. Discussion and vote to include the Sheriff with Coroner package; approve purchasing needed phone app for timekeeping in Sheriff's Department upon recommendation of PSC
11. Discussion and vote to approve County Title Policy on recommendation of the Legislative Committee
12. Jessica Fox, County Clerk – Discussion and vote to approve the Calendars of the Regularly Scheduled Board Meetings, Committee Meetings and County Holidays for 2024 (5 ILCS 120/2.02)
13. Committee Reports
14. Chairman Updates
15. Chairman Appointments
Sarah Barnes – Animal Control Administrator
Doug Uphoff – Planning Commission (3-year term)
Rob McCall – Shelby Co Housing Authority (5-year term)
16. Correspondence
17. Old Business
18. Approval of County Claims
19. Public Body Comment
20. Adjournment

Please silence cell phones during the Board meeting.

Prayer this month given by Board member Lori Nelson

SHELBY COUNTY BOARD MEETING

December 14, 2023 – 7:00 P.M.

Video archive of entire meeting can be found at shelbycounty-il.gov under You Tube

The Shelby County Board met on Thursday, December 14, 2023, at 7:00 P.M. in Courtroom A of the Shelby County Courthouse in Shelbyville, Illinois.

Chairman Robert Orman called the meeting to order. Board member Lori Nelson gave the prayer, and all present recited the Pledge of Allegiance.

County Clerk Jessica Fox called the roll. Brands, Cole, Davis, Firnhaber, and Martin were absent.

Minutes for the November 9, 2023, board meeting were presented for approval. Nelson made a motion to approve the minutes. McCormick seconded said motion, which passed by voice vote (16 yes, 0 no).

Minutes for the special meeting held on November 27, 2023, were presented for approval. Tate made motion to approve the minutes. Bennett seconded said motion, which passed by voice vote (15 yes, 1 no - Nelson).

Finance chair Mark Bennett addressed the board to state some claims from Community Services had not made it into the folders for review. Bennett asked some questions of Lavonne Chaney, who was in the audience and sits on the Mental Health "708" Board, for an explanation of some of the expenditure and showed her what had been submitted. Chaney informed the board about the various expenditures presented. The money is in the Community Services budget for FY 2024.

County Engineer Michael Tappendorf was not available for the meeting as he was attending bridge inspection training. R/B Chair Tim Brown presented the County Highway items.

Brown requested approval to declare the 1997 Caterpillar excavator as surplus equipment so the Highway department can put it up for sale. Williams made motion to approve. Morse seconded said motion, which passed by voice vote (16 yes, 0 no).

Next, Brown requested approval to declare a 54-inch excavator bucket and an 18-inch excavator bucket as surplus equipment as these items will not fit the new equipment. Hardy made motion to approve. Wallace seconded said motion, which passed by voice vote.

Brown presented a resolution for approval to allocate an additional \$155,000 and some change to replace the Herborn Bridge. Former County Engineer Alan Spesard had earmarked \$120,000 to this bridge and this additional sum of money will be added to that initial amount. The estimate for this bridge replacement is \$256,000. The additional \$155,000 will come from MFT Rebuild Illinois funds, which Brown informed the board is "use it or lose it."

McCormick made motion to approve the resolution for additional funding. Tate seconded said motion. Discussion was held as board members were not presented with a copy of the resolution prior to the meeting, as it was not provided to the Clerk.

Ross made motion to table, which died for lack of a second.

Mayhall made motion to amend the original motion to include up to an additional \$156,000 funding for the Herborn Bridge project. Shuff seconded said motion, which passed by roll call vote (16 yes, 0 no). Ayes: Amling, Bennett, Boehm, Brown, Edwards, Hardy, Mayhall, McCormick, Morse, Nelson, Orman, Ross, Shuff, Tate, Wallace, and Williams. Nay: none.

Original motion by McCormick to approve resolution, as amended, seconded by Tate, passed by roll call vote (16 yes, 0 no). Ayes: Amling, Bennett, Boehm, Brown, Edwards, Hardy, Mayhall, McCormick, Morse, Nelson, Orman, Ross, Shuff, Tate, Wallace, and Williams. Nay: none.

At this time, Chairman Orman presented the contract for managed services with Mytec Solutions for fiscal year 2024 to the board for approval. Williams made motion to approve the contract. Wallace seconded said motion. Discussion was held. David Woods, with Mytec, answered questions from the board. Woods made mention of the hold harmless agreement in his contract since his services are not on some machines in the courthouse, and this agreement also needs to be signed.

Chairman Orman requested a roll call vote for the Mytec contract, which passed (9 yes, 7 no). Ayes: Amling, Brown, Edwards, Hardy, McCormick, Morse, Orman, Wallace and Williams. Nays: Bennett, Boehm, Mayhall, Nelson, Ross, Shuff, and Tate.

Chairman Orman presented a resolution for approval to remove the photo option from the electronic timekeeping system recently installed. Orman read the resolution, which is attached to the minutes. Mayhall made motion to approve the resolution. Edwards seconded said motion. Discussion was held. Concerns were expressed over the collection of the photos and those being considered biometric data. Board members and employees were unaware that photos would be taken of them during the clock in/clock out procedure. Williams referred to 740 ILCS 14/10 which statutorily defines biometric data. Williams continued to express concerns about past payroll issues in the county and the Legislative committee saw concerns, needs and a solution. Williams stated there was concern about employees clocking others in/out, and those kinds of activities which might fall under an ethically questionable category. Photos would eliminate that type of behavior. It was asked where the photos would be store and who would have access to them. There are several security cameras in the courthouse, which could be reviewed should issues arise. Another comment was made about this being a community and knowing each other, it was questioned why we needed to always be taking pictures of people and why it was felt we couldn't trust the employees. Employees were agreeable to using the timeclock providing their pictures were not being taken.

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Mayhall's motion, with Edwards second passed by roll call vote (9 yes, 7 nay). Ayes: Amling, Boehm, Brown, Edwards, Hardy, Mayhall, McCormick, Morse, and Tate. Nay: Bennett, Nelson, Orman, Ross, Shuff, Wallace, and Williams.

Upon recommendation of the Public Safety committee a 2000 Chevy G3500 Express Van (VIN 1GAHG39J4Y1147819) used by Probation was declared surplus on a motion by Ross, second by Nelson, with all voting aye by voice (16 yes, 0 no).

Also, on recommendation of the PSC, a 2009 Chevy Impala (VIN 2G1WB57K991320615) used by the Sheriff's department was declared surplus on a motion by Ross, second by Tate with all voting aye by voice (16 yes, 0 no).

Williams made motion to approve \$100,000 in ARPA funds to be used by the Sheriff's office to purchase vehicles, since vehicle purchase money was eliminated from the Sheriff's budget for FY 2024. Wallace seconded said motion, which passed by roll call vote (16 yes, 0 no). Ayes: Amling, Bennett, Boehm, Brown, Edwards, Hardy, Mayhall, McCormick, Morse, Nelson, Orman, Ross, Shuff, Tate, Wallace, and Williams. Nay: none.

The next item presented to the board for approval was the purchase of the phone app for timekeeping for the Sheriff's Department. The coroner's office will be using this feature and the Sheriff feels this would be much easier for the deputies as well. McCormick made motion to approve the purchase. Edwards seconded said motion. Discussion was held. The app costs \$799.00 for 1-20 devices and will be installed on the employee's county phone. Concerns were voiced about data services and the sharing of sensitive information on the phones. Initially it was thought the deputies would use their web based tough books in the squad cars, but those computers can be tough to turn on when the cars are cold.

McCormick's motion, Edwards second to purchase the timekeeping phone app passed by roll call vote (14 yes, 2 nays). Ayes: Amling, Bennett, Boehm, Brown, Edwards, Hardy, McCormick, Nelson, Orman, Ross, Shuff, Tate, Wallace, and Williams. Nay: Mayhall, Morse.

Williams made motion to approve the county title policy upon recommendation by the Legislative committee. McCormick seconded said motion. This would require all vehicles to be titled as Shelby County and are to be maintained at the County Clerk's office. Property is also to be titled under Shelby County. The Sheriff stated all vehicles under the Sheriff's office are title under Shelby County Sheriff. Vehicles at the highway department are also titled under Shelby County Highway department. The costs to retitle/correct the vehicles are approximately \$2,000. ARPA funds could be used to retitle the vehicles. Another reason for making the change is to centralize records for insurance and auditing purposes.

William's motion, McCormick's second passed by voice vote (11 yes, 5 nay – Boehm, Hardy, Mayhall, Morse, and Wallace).

County Clerk Fox presented for approval the calendars of regularly scheduled board meetings, committee meetings and County holidays for 2024.

Ross made motion to approve the 2024 holiday calendar, 2024 county board and committee meeting schedules. Edwards seconded said motion. Williams made motion to amend the committee meeting schedule and move the Legislative meeting to the 1st Tuesday of the month at 6:30 PM. McCormick seconded said motion, which passed by voice vote (16 yes, 0 no). Ross's motion to approve the 2024 schedule as amended for Legislative, seconded by Edwards, passed by voice vote (16 yes, 0 no).

Chairman Orman called for committee reports. (Committee reports are attached to these minutes).

Legislative chair Williams updated the board that at the last meeting the committee had received a lot of good input from Judge Ade-Harlow and Probation CMO Wade and would now have the County Clerk forward policy drafts to the department heads for input, prior to them coming before the board.

Board member Boehm requested an update on the audit for FY ending August 31, 2022. Chairman Orman stated the audit should be wrapped up by the January 11, 2024, board meeting. The Chairman was also requested to notify Benford Brown of the specials audits to be conducted in the State's Attorney's office, and the Dive Term.

Boehm also updated the board there was currently a balance of \$2,909,713 in the ARPA funds, however \$1.25 million of this has been earmarked for the Courthouse window project.

There was no correspondence or old business to come before the Board.

Bennet made motion to pay the claims as presented. Tate seconded said motion. The following claims from Shelby County Community Service, which failed to make it into the folders to be reviewed by the Finance committee were presented.

Payment of claims to be amended to include the following during roll call -

Bennett made motion to approve payment of \$109,500 for client services from Jan – March 2024. Tate seconded said motion, which passed by voice vote (16 yes, 0 no).

Bennett made motion to approve payment of \$7,500 for substance abused for Jan – March 2024. Tate seconded said motion, which passed by voice vote (16 yes, 0 no).

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Bennett made motion to approve payment of \$59,609.73 for computer upgrades. Mayhall seconded said motion, which passed by voice vote (16 yes, 0 no).

Bennett made motion to approve payment of \$23,400 for the bathroom remodel of the pavilion behind the main building of SCCS to make this ADA compliant. Mayhall seconded said motion, which passed by voice vote (16 yes, 0 no).

Bennett made motion to approve a balance payment of \$1,447.77 for security cameras that had been purchased. Mayhall seconded said motion, which passed by voice vote (16 yes, 0 no).

The total SCCS bills to be approved with the payment of claims is \$201,457.23.

The \$5,000 Mytec monthly bill was also okayed to pay with the approval of contract.

Motion to approve the payment of claims as amended to include the SCCS claims and Mytec on Bennett's motion and Tate's second passed by roll call vote (16 yes, 0 no). Ayes: Amling, Bennett, Boehm, Brown, Edwards, Hardy, Mayhall, McCormick, Morse, Nelson, Orman, Ross, Shuff, Tate, Wallace, and Williams. Nay: none.

Chairman Orman called for Public Body comment at 8:25 PM.

Public Body comments/opinions were voiced about the following:

Dive Team Intergovernmental Agreement with City of Shelbyville
Applications received for Dive Team, volunteers hired to date, instruction/training of volunteers
Dive Team insurance questions
Rescue Squad insurance
Appointment of Cemetery trustees
Titles of Dive Team vehicles
Treatment of County employees
Timeclock
Animal Control
Farming the County Farm
State's Attorney's office/ASA

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

Williams made motion to adjourn until the next regularly scheduled meeting to be held on January 11, 2024. Tate seconded said motion, which passed by voice vote (16 yes, 0 no) and the meeting was adjourned at 9:27 P. M.

Jessica Fox
Shelby County Clerk and Recorder

STATE OF ILLINOIS

ROLL CALL VOTES IN COUNTY BOARD

SHELBY COUNTY

December 14, 2023 REGULAR MEETING

		ROLL CALL			QUESTIONS									
			12/14/2023	1/2023	Amend ON MOTIONS TO Herborn	Resolution up to 150,000.-	Herborn bridge ON MOTIONS TO Resolution	Rebuild IL Funds	FY 2024 ON MOTIONS TO Mytec	Contract approval	Resolution ON MOTIONS TO Photo	Timekeeping	ARPA ON MOTIONS TO 100,000	Sheriff Budget
COUNTY BOARD MEMBERS		MILEAGE	P.M.	P.M.	AYE	NAY	AYE	NAY	AYE	NAY	AYE	NAY	AYE	NAY
	AMLING, CLARK		✓		✓		✓		✓		1		✓	
	BENNETT, MARK	34	✓		✓		✓			✓		1	✓	
	BOEHM, TERESA		✓		✓		✓			✓	2		✓	
	BRANDS, CODY	24	A		—		—		—		—		—	
	BROWN, TIM	41	✓		✓		✓		✓		3		✓	
	COLE, CAROL	0	A		—		—		—		—		—	
	DAVIS JR, CHARLES	48	A		—		—		—		—		—	
	EDWARDS, JULIE	0	✓		✓		✓		✓		4		✓	
	FIRNHABER, MARTHA	0	A		—		—		—		—		—	
	HARDY, CLAY	20	✓		✓		✓		✓		5		✓	
	MARTIN, ANNETTE	44	A		—		—		—		—		—	
	MAYHALL, TAD	14	✓		✓		✓		✓		6		✓	
	MCCORMICK, HEATH		✓		✓		✓		✓		7		✓	
	MORSE, TIM	0	✓		✓		✓		✓		8		✓	
	NELSON, LORI	54	✓		✓		✓			✓		2	✓	
	ORMAN, ROBERT	34	✓		✓		✓		✓			3	✓	
	ROSS, SONNY	24	✓		✓		✓			✓		4	✓	
	SHUFF, MITCHELL	10	✓		✓		✓			✓		5	✓	
	TATE, DON	40	✓		✓		✓			✓	9		✓	
	WALLACE, BRENT	50	✓		✓		✓		✓			6	✓	
	WILLIAMS, JEREMY		✓		✓		✓		✓			7	✓	

STATE OF ILLINOIS

ROLL CALL VOTES IN COUNTY BOARD

SHELBY COUNTY

December 14, 2023 REGULAR MEETING

		ROLL CALL			QUESTIONS									
			1 / 2023	1 / 2023	Phone app ON MOTIONS TO Sheriff	Time Keeping	Approval of ON MOTIONS TO Claims by Amended	ON MOTIONS TO		ON MOTIONS TO		ON MOTIONS TO		
COUNTY BOARD MEMBERS		MILEAGE	P.M.	P.M.	AYE	NAY	AYE	NAY	AYE	NAY	AYE	NAY	AYE	NAY
	AMLING, CLARK				✓		✓							
	BENNETT, MARK	34			✓		✓							
	BOEHM, TERESA				✓		✓							
	BRANDS, CODY	24												
	BROWN, TIM	41			✓		✓							
	COLE, CAROL	0												
	DAVIS JR, CHARLES	48												
	EDWARDS, JULIE	0			✓		✓							
	FIRNHABER, MARTHA	0												
	HARDY, CLAY	20			✓		✓							
	MARTIN, ANNETTE	44												
	MAYHALL, TAD	14				✓	✓							
	MCCORMICK, HEATH				✓		✓							
	MORSE, TIM	0				✓	✓							
	NELSON, LORI	54			✓		✓							
	ORMAN, ROBERT	34			✓		✓							
	ROSS, SONNY	24			✓		✓							
	SHUFF, MITCHELL	10			✓		✓							
	TATE, DON	40			✓		✓							
	WALLACE, BRENT	50			✓		✓							
	WILLIAMS, JEREMY				✓		✓							



Resolution for Improvement Under the Illinois Highway Code

Is this project a bondable capital improvement?

[X] Yes [] No

Table with Resolution Type (Supplemental), Resolution Number (2023-53), and Section Number (20-15136-00-DR)

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

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

For Roadway/Street Improvements:

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

For Structures:

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

BE IT FURTHER RESOLVED,

1. That the proposed improvement shall consist of

Bridge Replacment from removal of existing structure to installation of a new 3 sided precast concrete structure.

2. That there is hereby appropriated the sum of one hundred fifty five thousand - six hundred nineteen dollars

Dollars (\$155,619.00) for the improvement of said section from the Local Public Agency's allotment of Motor Fuel Tax funds.

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

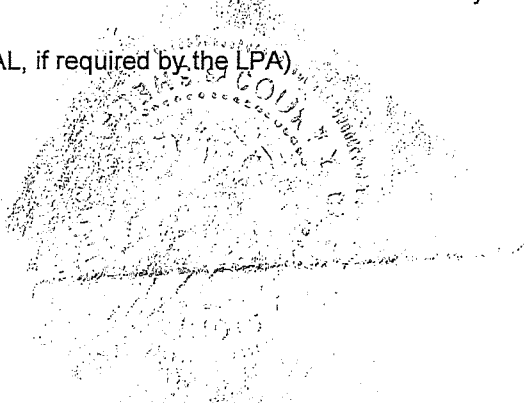
I, Jessica Fox County Clerk in and for said County

of Shelby in the State aforesaid, and keeper of the records and files thereof, as provided by statute, do hereby certify the foregoing to be a true, perfect and complete original of a resolution adopted by

Board of Shelby at a meeting held on December 14, 2023

IN TESTIMONY WHEREOF, I have hereunto set my hand and seal this 9th day of January, 2024

(SEAL, if required by the LPA)



Clerk Signature & Date [Signature] 1/9/2024

Approved Regional Engineer Signature & Date [Signature] 01/09/24



MYTEC COMPLETE CARE

THE COMPLETE IT MANAGEMENT SOLUTION

WHY MYTEC COMPLETE CARE?

What makes Mytec Solutions unique is our focus on providing your business with expertise and skills necessary for all of your IT support needs. We can help your organization by:

- Providing quality managed services at an affordable price
- Help improve our customer's ROI
- Maintain network security
- Maintain peak network performance
- Reduce system downtime
- Reduce reactionary services through proactive network management

By leveraging technology to increase your profits and lower your bottom line. We help ensure you have full focus on your business rather than on the annoyances that IT issues can cause.

We are offering you a complete package for your necessary IT maintenance and projects. We also make sure your business is 100% HIPAA compliant if your focus is within the medical field.

Our method of providing IT services allows for more productive employees. Taking you as the business owner out of the equation, we offer the ability for any one of your staff to request IT support, resulting in no lag time or wait time on getting your network taken care of. This allows your employees to return to work faster.

COVERED SERVICES DESCRIPTIONS

MONITORING

- **System Performance:** Support detailed monitoring of the utilization of operating system resources. Monitor trends for capacity planning to allow for scheduled upgrades to components as needed. Maintain logged data in a database and observe changes to identify changes in resource requirements. Identify areas that might require additional resources.
- **Event Logs:** Monitors all the event IDs for specific failures or alerts and places them into the appropriate Event Log file, (eg. Application Log, System Log, NTDS Log, Replication Logs, DNS Logs and Security Logs.
- **Drive space and health monitoring:** Monitor and warn of a low disk space problem before it occurs. Microsoft's guidelines define 'low free disk space' is 15% to 20%, depending on the tasks and functions assigned to the particular server or workstation. Once these thresholds are reached, Mytec Solutions will then take corrective action to alleviate disk space problems upon system notification. Corrective actions may involve customer investment in upgrades or replacement of existing equipment or software. Health monitoring also performs regular checks for disk health to help predict possible failures.

need computer help? call **Mytec**
SOLUTIONS



- **Backup log monitoring:** Data backup logs are monitored and reported daily to the Mytec Solutions NOC, where they are analyzed and addressed according to the alert and MSP plan.
- **Application & hardware change monitoring:** Comprehensive hardware and software inventory reporting. Daily recurring computer audits keep inventory up-to-date and accurate at all times. Access the computer inventory information needed to manage the network efficiently.
- **Service availability monitoring:** Critical Services are monitored to verify they are up and running. When a service fails a Critical Alert is sent directly to the Mytec Solutions Monitoring interface and the appropriate action is taken.
- **Antivirus / Ransomware monitoring:** Mytec Solutions will ensure the customer implements a sound Antivirus/anti-spyware programs on their systems. Mytec Solutions will then provide the management necessary to ensure that the product, and workstation protection remains effective and up-to-date as per the manufacturer's suggested guidelines.
- **Firewall, Router and Smart Switch:** IDS and general monitoring to attempt predictive failure and notification upon failures.

MAINTENANCE

- Server optimization
- System updates weekly
- Service pack updates weekly
- Temp file removal and system cleanup
- Daily system audits
- Log file maintenance
- 3rd party software updates
- Quarterly maintenance reports and review
- Network documentation updated (1 update per year)
- Backup software update installation
- Antivirus/Malware definition updates reviewed daily
- Antivirus/Malware quarantine reviewed daily
- Firewall and NAS firmware updates

MANAGEMENT

- End User Support Portal
- Microsoft and 3rd party software patch management
- Monthly report generation
- Software license management
- Server life-cycle management
- Workstation life-cycle management
- Review backup logs daily
- Verify Firewall configuration backup emailed offsite and received.
- Review Group Policy changes monthly
- Review Vendor logon reports weekly
- Review firewall Web Admin logins daily



SECURITY

- User Account Management
- Firewall IDS monitoring and management
- Antivirus/Malware services

SUPPORT

- Online Trouble Ticket Management
- End user support portal access

Managed services will be provided as outlined above. We will provide an Excel Spreadsheet each month that will show devices by department with cost breakdown per device for servers and workstations.

Mytec Managed services software and antivirus solution will be installed on all computer equipment (servers, workstations and notebooks) that is connected to the courthouse or sheriff's department networks. **Mytec must be notified immediately when any computer equipment is purchased to arrange for installation of their services. To maintain the integrity of the network any equipment that is not purchased thru Mytec must meet minimum basic industry standards for connection to a domain network. Mytec should be consulted before final purchase to verify that the new hardware meets those standards. This is required to remain in compliance with the Cyber Security Insurance provider coverage.**

Managed Services work is to monitor and maintain the existing systems (hardware, software, driver updates and troubleshooting).

This agreement does not include the cost of the hardware component in existing systems unless they are under warranty.

This agreement does include labor for replacement of the hardware component that is under warranty.

Does not include labor for replacement of Servers, Networking Cabling, Major Vendor Software upgrades or third-party vendor support.

Work will be completed during normal business hours as much as possible which could mean minimal interruption of the network. Advance notice will be given (if possible) should this happen. Response time for work will be same day if notified before noon or next business day morning if notified after noon.

Does not include work required on new projects outside this scope of work.

Does not include website hosting fees, email hosting fees, yearly software or maintenance/support fees from third party vendors.

Does not include internet access fees



Managed services will be provided as outlined above on the following devices for the cost as outlined in the engagement letter:

- 16 Windows Servers
- 84 Workstation
- 2 Network Attached Storage Devices
- 2 Backup Management Servers – Hourly, Daily, Weekly, Monthly, Quarterly – Includes Recovery Testing
- 102 Antivirus / Ransomware Detection
- 1 Sophos Firewall with Web-Filtering and Intrusion Detection Software License
- 2 Ubiquiti XG Switch
- 33 Ubiquiti Switches
- 9 Ubiquiti Wireless Access Points
- 1 Wireless Bridge to EMA / Zoning Building
- 61 VoIP Phones including 2 Voice/VoIP phone portals
- 8 IP Subnets
- 6 Network V-lans
- 7 Wireless Networks
- 4 Guest Wireless Networks
- 24 network and local printers
- 9 Commercial Copiers
- 18 Desktop Scanners
- 11 Battery Backup Devices

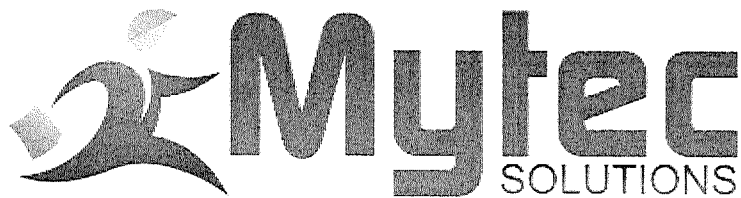
If the terms are in accordance with your understanding and acceptable to you, please sign, date, and return the duplicate copy of this letter to us. We very much appreciate the opportunity to serve you and will be pleased to discuss any questions you may have.

David Woods – President
Mytec Solutions, Inc.

By: Shelby County Board Chairman

Date: Dec. 14, 2023

Printed Name Robert C. Orman
Officer or Authorized Designee of Shelby County



502 North Cedar St., Suite A
P.O. Box 178
Shelbyville, IL. 62565
217-774-2525

Hold Harmless Agreement

This Hold Harmless Agreement ("Agreement") is made effective as of December 01, 2023 (the "Effective Date") by and between: Mytec Solutions, Inc. located at 502 N Cedar St, P.O. Box 178, Shelbyville, IL. 62565 referred to as the "Service Provider," and Shelby County, located at Shelby County Courthouse, 301 East Main St, Shelbyville, IL. 62565, referred to as the "Client."

Whereas, the Client has engaged the Service Provider to provide certain services related to integrity, reliability, recoverability and security of client information and data

Whereas, the Service Provider has recommended certain basic security services to ensure the safety and integrity of the Client's systems, data, and infrastructure, and

Whereas, the Client has declined to implement or utilize the recommended basic security services, despite being informed of the potential risks and vulnerabilities associated with such a decision.

Now, therefore, in consideration of the mutual covenants and promises contained herein, the parties agree as follows:

Acknowledgment of Risks: The Client acknowledges that by refusing to implement or utilize the recommended basic security services, there may be potential risks, vulnerabilities, and adverse consequences that could impact the confidentiality, integrity, and availability of the Client's systems, data, and infrastructure.

Release and Hold Harmless: The Client agrees to release, hold harmless, and indemnify the Service Provider, its officers, directors, employees, agents, and affiliates from any claims, damages, liabilities, losses, or expenses arising out of or in connection with the Client's decision to refuse the recommended basic security services.

Assumption of Responsibility: The Client assumes all responsibility and liability for any breaches, damages, losses, or disruptions that may occur as a result of the Client's refusal to implement or utilize the recommended basic security services.

Limited Liability: The Service Provider assumes NO LIABILITY under this Agreement and in no event shall the Service Provider be liable for any indirect, consequential, special, or punitive damages as a result of the Clients refusal of basic security services and measures.

Governing Law and Jurisdiction: This Agreement shall be governed by and construed in accordance with the laws of the State of Illinois. Any disputes arising out of or in connection with this Agreement shall be subject to the exclusive jurisdiction of the courts in the State of Illinois.

Entire Agreement: This Agreement constitutes the entire understanding and agreement between the parties concerning the subject matter hereof and supersedes all prior discussions, negotiations, and agreements, whether oral or written.

Services Refused in the following offices:

MSA (Managed Service Agreement that includes Patch Management, Security Updates, R.M.M. (Remote Monitoring and Management, EDR/Malware and Spam/Phishing Protection).

Offices that have refused these services:

States Attorney's Office – 5 workstations, 1 copier, 1 network printer.

Circuit Clerk's Office (Note here that the circuit clerk has approved the installation of our managed service on all of the following systems since they are under her control in the court system. Judge Harlow has removed all of our services indicating that she has total control of anything connected to the courtroom.

Judges Bench Courtroom A and B (home edition operating system)


Judges Chamber Courtroom A (home edition operating system)

Yogi Notebooks that Judge Harlow has attached to the network.

By signing below, the parties acknowledge that they have read, understood, and agreed to the terms and conditions of this Hold Harmless Agreement.

Mytec Solutions, Inc.
Service Provider

By: _____ Date: _____
Managing Partner

Shelby County
By:  _____ Date: 12/14/2023
Authorized Representative



118 North Morgan
P.O. Box 178
Shelbyville, IL. 62565
217-774-2525

October 15, 2023

Shelby County
Board Chair – Bobby Orman
East Main St.
Shelbyville, IL 62565

RE: Managed Services Proposal – 2024

This letter serves as a letter of engagement for our services related to the Management of I.T. Infrastructure and review of reports. Mytec Solutions, Inc. will provide the following services to Shelby County (referred to in this agreement as the “Customer”).

Scope of Work:

Mytec Managed Services as outlined in the Mytec Complete Care Service Details document and Service Level Agreement.

Fees:

Managed Services Monthly per outline \$ 5,000.00

Billing:

- Monthly fees are due and payable by the 15th of each month in advance.
- Monthly invoices will be automatically generated by the ticketing system and e-mailed on the 25th of each month beginning November 25th, 2023.
- Additional work outside the managed services agreement and over the contracted amount for additional labor will be invoiced as completed and paid next payment cycle.

All requests for assistance will be completed using Mytec Solutions ticketing software, by email, or telephone. All requests received for additional work or assistance outside the scope will be entered into the ticketing software and e-mailed to requesting party for approval before work proceeds. Emergency work is exempt from this process but will require approval as soon as possible. This system allows both parties to monitor progress

of work, track time used, and identify repetitive issues that may require further investigation or additional time to complete the work.

Notification of any events or anomalies identified by this work will be reported to Shelby County's I.T support staff for authorization of work to be completed to correct the issue before work is completed unless it is determined by consultant to be an emergency. Emergency work will be completed and reported as soon as possible.

All work is to be completed during normal business hours (7:30am to 5:30 pm) which could mean minimal interruption of the network. Advance notices will be given (if possible) should this happen.

All after hours and emergency response time will be same day if notified before noon or next business day morning if notified after noon.

While every attempt will be made to stay within the time and cost estimated, unforeseen complications or changes in the scope of the engagement might increase our fees and expenses. The need and reason for additional fees and expenses will be communicated to management for approval before said time and costs are incurred (if possible).

Provisions

The Customer shall provide Mytec Solutions access to the network resources as well as login accounts and passwords as needed to complete the above stated items. Additionally, the Customer grants Mytec Solutions permission to test the IP addresses, equipment, and resources needed to complete the defined scope.

This letter with addendums constitutes the entire agreement regarding the services we will provide and supersedes all prior agreements, understandings, negotiations, and discussions between us, whether written or oral. This agreement may be supplemented only by other written agreements. This is a 1-year agreement starting December 1, 2023. Either party may terminate the contract at any time with a 30 day written notice and without penalty except for third party software that is purchased from a third party vendor with a 1-year commitment.

Mytec Solutions shall provide an annual certificate of insurance, disaster recovery plan and information security program within reason to demonstrate their preparedness for unforeseen events. These documents may be provided to the Customer's regulatory agency if requested. Failure to provide these statements may result in termination of services.

Mytec Solutions will discuss monthly support provided to the Customer that falls outside the maintenance agreement to help the Customer's IT department understand recurring issues that can be resolved internally.

It is our understanding that the primary intent of engaging our professional services is for the benefit of the staff and management of Shelby County. Our services are not intended to benefit or influence any other person or entity. Any reports that we may prepare will

indicate that they are for limited distribution to only management personnel of the Customer and their regulatory agency if requested.

Contacts:

- Mytec Solutions - Main Office - Phone 217-774-2525 Normal Business Hours
- Mytec Solutions - David Woods Cell Phone 217-827-0714 After Hours Emergency
- Mytec Solutions - Charles Baker – Cell Phone 217-220-0425 After Hours Emergency

If a bill for services is not paid within 45 days from receipt of invoice, we reserve the right to cease work and withdraw from the engagement. In that event, we will charge interest on the unpaid balance at the monthly rate of 1 1/2%, which is an ANNUAL PERCENTAGE RATE OF 18%. In the event that any collection action is required to collect unpaid balances due us, reasonable attorney fees and expenses shall be recovered. Our maximum liability relating to breach of this contract (regardless of form of action, whether in contract, negligence or otherwise) shall be limited to the amount of the contract giving rise to liability. In no event shall we be liable for, special, incidental or punitive loss, damage or expense (including without limitation, lost profits, opportunity costs, etc.) even if we have been advised of their possible existence.

The Customer shall indemnify and hold us, and our personnel, harmless from and against any claims, liabilities, costs and expenses (including without limitation, attorneys' fees and the time involved of our personnel) brought against, paid or incurred by us at any time and in any way arising out of actions or failure to act, except to the extent of gross negligence or willful misconduct of our personnel. This provision shall survive the termination of this agreement for any reasons.

Protection of Customer Data: All data relating to Shelby County business provided to Mytec Solutions, Inc. (Mytec Solutions) by the Customer, including any non-public personal information relating to customers of Shelby County, shall be treated confidentially and safeguarded by Mytec Solutions. Mytec Solutions will not disclose or use any such non-public personal information except as necessary to carry out the services for which Mytec Solutions has been engaged or under an exception provided by applicable law in the ordinary course of business to carry out those services. Mytec Solutions will safeguard any such non-public personal information through appropriate measures designed to ensure the security and confidentiality of customer information; protect against unauthorized access or use of customer information that could result in substantial harm or inconvenience to a customer; and otherwise meet the objectives of the Interagency Guidelines Establishing Standards for Safeguarding Customer Information.

Disposal of non-public information: All work papers, software, or equipment should be kept in a secure location. No records will be accessible by non-authorized persons.

Breach Notification

Mytec Solutions will notify the County Board Chair or I.T. Committee Chair of any breach of Mytec resources for potential review in the event the breach may expose the Customer to undue harm.

Mytec Solutions has made multiple people aware (Board Chairman Orman, Vice Chairman Bennett as well as the Legislative Committee members on several occasions that there are systems in the County network that are not covered by Mytec Managed Services and do not meet industry standard requirements for connection to the County network.

Mytec Hold Harmless Agreement is attached and is included as part of this contract agreement. Any systems that are in the County network and are not covered with Mytec Managed Services and Mytec Antivirus / EDR software are not the responsibility of Mytec Solutions. If any of those systems result in a breach of the County network, Mytec Solutions will not be held responsible and cannot be held liable for any damages resulting from any breach linked back to those systems or an outside e-mail account.

If the terms are in accordance with your understanding and acceptable to you, please sign, date, and return the duplicate copy of this letter to us. We very much appreciate the opportunity to serve you and will be pleased to discuss any questions you may have.

David Woods - President
Mytec Solutions, Inc.

Officer or Authorized Designee of Shelby County

By: Shelby County Board Chairman

Date: December 14, 2023

Printed Name: Robert C. Orman

Enc:
Mytec Hold Harmless Agreement
Mytec Complete Care Service Details
Service Level Agreement

RESOLUTION NO.- 2023 - 54

A RESOLUTION TO ELIMINATE PHOTO OPTION WITH ELECTRONIC TIMEKEEPING EQUIPMENT

WHEREAS, the Legislative committee recommended and the full County Board passed a time keeping policy that utilizes electronic timekeeping; and

WHEREAS, members of both the county board and employees of the county were unaware of the use of a photo being taken during the clock in and clock out process; and

WHEREAS, the photo option has caused concern and dissatisfied employees;

NOW, THEREFORE, IT IS HEREBY RESOLVED, by members of the Shelby County Board that the use of the photo option will no longer be implemented in the electronic time keeping system for Shelby County employees.

PASSED THIS 14TH DAY OF DECEMBER 2023

SIGNED:

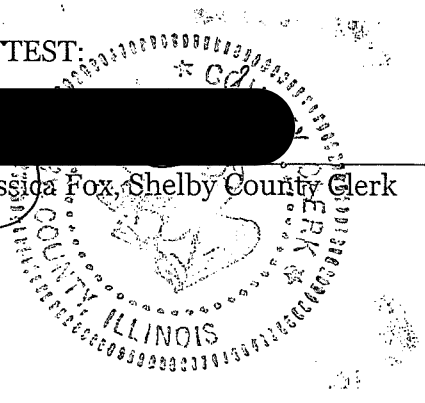


Robert Orman, Shelby County Board Chairman

ATTEST:



Jessida Fox, Shelby County Clerk



Shelby County Title Policy

All County Owned and Operated Equipment that requires a Title from the Secretary of State in Illinois or any other department from the State of Illinois will be required as followed:

1. The Title and registration will be registered in the name of Shelby County
2. The address of ALL equipment will be 301 E Main St Shelbyville, IL 62565
3. All Titles will be in control of the County Clerk

All County owned buildings Property Titles will be send to the County Clerks for record keeping.

Buildings to be Titled as Shelby County with the appropriate address.

All Departments have until March 1st, 2024 to correct any Titles or Registrations that do not follow above Policy Rules.

FILED
DEC 14 2023

Jessie Fox

SHELBY COUNTY CLERK

*** * * 2024 HOLIDAY CALENDAR * * ***

SHELBY COUNTY OFFICES

		<u>Observed</u>
January 1	New Year's Day	Monday, January 1
January 15	Martin Luther King, Jr. Day	Monday, January 15
February 12	Lincoln's Birthday	Monday, February 12
February 19	Presidents Day	Monday, February 19
March 29	Good Friday	Friday, March 29
May 27	Memorial Day	Monday, May 27
June 19	Juneteenth	Wednesday, June 19
July 4	Independence Day	Thursday, July 4
September 2	Labor Day	Monday, September 2
October 14	Columbus Day	Monday, October 14
November 5	Election Day	Tuesday, November 5
November 11	Veterans Day	Monday, November 11
November 28	Thanksgiving Day	Thursday, November 28
November 29	Day following Thanksgiving	Friday, November 29
December 24	Christmas Eve	Tuesday, December 24
December 25	Christmas Day	Wednesday, December 25

Approved by the Shelby County Board at their regular meeting, December 14, 2023.

Jessica Fox, Shelby County Clerk

SHELBY COUNTY REGULARLY SCHEDULED

BOARD MEETINGS FOR 2024

January 11

February 8

March 14

April 11

May 9

June 13

July 11

August 8

September 12

October 10

November 14

December 2 – Organizational meeting

December 12

Meetings are scheduled to commence at 7:00 P. M. in Courtroom A on the Third floor of the Courthouse in Shelbyville, Illinois.

Posted at the office of the Shelby County Clerk on December 14, 2023.

Jessica Fox
Shelby County Clerk

2024 COUNTY BOARD MEMBER/MINISTER SELECTION SCHEDULE

The following County Board members are responsible for giving the prayer, or having their minister or a minister or person of their choice deliver prayer for the County Board meeting date listed.

January 11 – Clay Hardy

February 8 – Tad Mayhall

March 14 – Clark Amling

April 11 – Brent Wallace

May 9 – Don Tate

June 13 – Sonny Ross

July 11 – Jeremy Williams

August 8 – Ogden replacement

September 12 – Martha Firnhaber

October 10 – Julie Edwards

November 14 – Tim Brown

December 2 – Organizational meeting County Clerk

December 12 – District 2

If you select a minister to give the prayer, please provide the Clerk's office with that information (774-4421 or email at shcoclerk@shelbycounty-il.gov) so it can be listed on the County Board agenda prior to it being distributed. **This information is needed by the first Wednesday of the month, no later than Noon!!** Thank you!

SHELBY COUNTY
NOTICE OF 2024 MEETING DATES
COUNTY BOARD and COMMITTEES

COUNTY BOARD – Regularly scheduled meetings of the County Board of Shelby County will be held in Courtroom A, Shelby County Courthouse in Shelbyville, Illinois commencing at 7:00 P.M. on the following dates:

January 11	February 8	March 14	April 11
May 9	June 13	July 11	August 8
September 12	October 10	November 14	December 12
	<u>December 2 – Organizational Meeting</u>		

FINANCE COMMITTEE - Regularly scheduled committee meetings will be held in Jury room B, Shelby County Courthouse in Shelbyville, Illinois commencing at 4:30 P.M. on the following dates:

January 9	February 6	March 12	April 9
May 7	June 11	July 9	August 6
September 10	October 8	November 12	December 10

AIRPORT – Regularly scheduled meetings will be held at the Airport commencing at 7:00 P. M. on the following dates:

January <u>no meeting</u>	February 5	March 11	April 8
May 6	June 10	July 8	August 5
September 9	October 7	November 4	December 9

PUBLIC SAFETY – Regularly scheduled meetings will be held in Courtroom B of the Shelby County Courthouse, 301 E. Main St., Shelbyville, Illinois commencing at 6:00 P. M. on the following dates:

January 4	February 1	March 7	April 4
May 2	June 6	<u>July 3*</u>	August 1
September 5	October 3	November 7	December 5

ROAD AND BRIDGE – Regularly scheduled meetings will be held at the County Highway Office Building, 1590 State Hwy 16, Shelbyville, Illinois commencing at 4:30 P. M., unless otherwise noted, on the following dates:

January 8 (3 PM)	February 5(3 PM)	March 11	April 8
May 6	June 10	July 8	August 5
September 9	October 7	<u>November 12*</u>	December 9 (3 PM)

LEGISLATIVE – Regularly scheduled meetings will be held in Courtroom B of the Shelby County Courthouse, 301 E. Main St., Shelbyville, Illinois commencing at 6:30 P.M. on the following dates:

January 2	February 6	March 5	April 2
May 7	June 4	July 2	August 6
September 3	October 1	<u>November 4*</u>	December 3

BUDGET – Regularly scheduled meetings will be held in Courtroom B of the Shelby County Courthouse, 301 E. Main St., Shelbyville, Illinois commencing at 6:00 P. M. on the following dates:

January 30	February 27	March 26	April 30
May 28	June 25	July 30	August 27
September 24	October 29	November 26	December 31

Jessica Fox
County Clerk and Recorder

***denotes date change due to holiday or election**

Shelby County Title Policy

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1. The Title and registration will be registered in the name of Shelby County
2. The address of ALL equipment will be 301 E Main St Shelbyville, IL 62565
3. All Titles will be in control of the County Clerk

All County owned buildings Property Titles will be send to the County Clerks for record keeping.

Buildings to be Titled as Shelby County with the appropriate address.

All Departments have until March 1st, 2024 to correct any Titles or Registrations that do not follow above Policy Rules.

FILED
DEC 14 2023

Jessie Jones
SHELBY COUNTY CLERK

Shelby County Board Legislative Committee Agenda

12/7/23

Courtroom A-5:00pm

1. Roll Call
2. Recommendation to Full County Board to have Mytec block usage of video streaming services from County WiFi
3. Discussion and vote on edits/amendments to Shelby County Travel Policy
4. Discussion and vote on County Fuel Policy
5. Discussion and vote on County Records Policy
6. Discussion and vote on County Time Keeping Policy
7. Discussion and vote on recommendation to full board to request Sheriff's Office to investigate various allegations made in county board meetings
8. Discussion and vote on recommendation to full board to approve County Vehicle Title Policy
9. Public Comment
10. Approval of 10/17/23 Minutes
11. Approval of Tonight's Minutes
12. Adjournment

FILED
NOV 27 2023
Jamie Cox
SHELBY COUNTY CLERK

Dec 12, 2023

NOTICE OF FINANCE COMMITTEE MEETING

The Finance Committee will meet at 4:30 PM on Tuesday, December 12, 2023, in Courtroom B of the Shelby County Courthouse.

Agenda

1. Call to Order
2. Public Body Comment
3. Review and discussion committee policy, if needed.
4. Review claims (invoices) submitted for payment by County Departments from General Fund, Special Fund accounts not reviewed by the Road/Bridge committee and Animal Control Fund not reviewed by their committee.
5. Discussion and vote to make recommendation to County Board for approval to pay claims reviewed by the committee.
6. Adjournment

By Committee Chairman,
Mark Bennett

Public Safety Committee Meeting-Thursday, Dec. 7, 2023, 6:00pm

Shelby County Courthouse, Courtroom A

Minutes

1. Call to Order-
2. Roll Call- Cody Brands, Lori Nelson, Sonny Ross,
3. Discussion and vote to have Committee Liaison to work with Sherriff on courthouse window project.
4. Discussion and vote to recommend to full Board to declare Rescue Squad 1981 International Truck as surplus, by Cody Brands.
5. Discussion and vote to recommend to full Board to declare Probation 2000 Chevy G3500 Express van, **VIN:1GAHG39J4Y1147819** as surplus, by Cody Brands; Sheriff's Dept. 2009 Chevrolet Impala **VIN# 2G1WB57K991320615**, Sheriff McReynolds
6. Discussion and vote to recommend to board AC Admin as Vet job description, by Lori Nelson.
7. Discussion and vote to recommend to board to approve Vehicle Mileage sheet for Animal Control, Dive and Rescue, by Cody Brands.
8. Discussion and vote to recommend to board Vehicle Mileage Policy, by Cody Brands.
9. Discuss and vote to recommend to full board use of \$100,000 ARPA obligated for 2024 FY for squad equipment purchases, by Sheriff McReynolds
10. Discussion and vote to Approve Animal Control bills
11. Old Business
12. New Business
13. Public Comment

FILED
DEC 08 2023

Jerrin Cox
SHELBY COUNTY CLERK

14. Reading of minutes, discussion and vote to approve
15. Adjournment

FILED
DEC 08 2023
Jessie Fox
SHELBY COUNTY CLERK

Public Safety Committee Meeting-Thursday, Dec. 7, 2023, 6:00pm

Shelby County Courthouse, Courtroom A

Minutes:

1. Call to Order at 6:13pm
2. Roll Call-Julie, Sonny, Cody, Lori signed in. Teresa Absent, Charles Davis Absent, Annette Absent
3. Sonny Motion, Lori 2nd to have Cody as Committee Liaison to work with Sherriff on courthouse window project. Passed w 4 yes
4. Julie Motion to recommend to full Board to declare Probation 2000 Chevy G3500 Express van, **VIN:1GAHG39J4Y1147819** as surplus, Cody 2nd, Passed w/ 4 YES
5. Recess at 6:16, back in session at 6:17pm
6. Sonny Motion to recommend to full board to declare Sheriff's Dept. 2009 Chevrolet Impala **VIN# 2G1WB57K991320615**, as surplus Julie 2nd, Passed w/ 4 YES
7. Sonny Motion to recommend to board to approve Vehicle Mileage sheet for Animal Control, Dive and Rescue, Lori 2nd
Discussion was to be reported to PSC monthly, Sonny withdraws motion- no action
8. Sonny Motion to recommend to full board use of \$100,000 ARPA obligated for 2024 FY for squad equipment purchases, Julie 2nd, Discussion- 2 additional vehicles, Passed w/ 4 yes
9. Julie Motion to discuss purchasing needed phone App for timekeeping in Sheriff's Dept., Lori 2nd- Discussion- App should be easier to use all around, waiting for CIC for total \$ amount, to add to Coroner's package

Julie to amend – Motion to recommend to full board to include Sheriff's w/ Coroner package

Amendment passed w 4 YES.

Motion to Passed w/ 4 YES

10. Sonny to Motion to Approve Animal Control bills and send to Finance Committee, per PSC Rules, Julie 2nd- Passed w/ 4 yes
 1. Ace Hardware-39.13
 2. Shelby County Sheriffs Office- fuel- \$149.02
 3. Ameren- 192.63
 4. City of S'ville- \$42.12
 5. S'ville Vet Clinic, Dr. Spessard dart meds- \$100.00
 6. Dr. Spessard- Admin pay- \$200.00
11. Sheriff Dept. Updates-

12. EMA Dept. Updates-Mutual Aid, \$250.00 annual fee with IPWAM, gives first 5 days of service free regarding highway Dept. Scott attended Region 9 IEMA function, New coordinators workshop training, to keep Emergency plans updated. Attended Macon County workshop Dec 7. Wants to gear training towards tornado and flooding plans. Accreditation possible in the future.
13. Dive Team Updates- Sonny- Unpaid volunteers do not fall under county worker's comp, possible option is \$5-80/call, to qualify as paid volunteer that triggers worker's comp coverage to properly cover each member. Trainings are uncertain regarding pay. However, as a qualified paid volunteer status, coverage is for any activity with the dept.
14. Animal Control Updates-truck topper "quote", timeclocks aren't working, "Not connected to server." Kennel was full, empty today. Admin job description is now on line
15. Old Business-UTZ contacted, Cody hopes to update soon
16. New Business
17. Public Comment
18. Reading of minutes, Julie motion to approve minutes, Sonny 2nd Passed w 4 Yes
19. Adjournment

Shelby County Board Legislative Committee Agenda

10/17/23

Jury Room B-6:30pm

1. **Roll Call** – Jeremy called the meeting to order at 6: 32. present – Cody Brands, Julie Edwards, Martha Firnhaber and Jeremy. Absent – Heath McCormick
2. **Update on County Insurance** - Martha provided brief update regarding CIRMA meeting on Oct 26th, lunch with Travis and Kate from Dansig with Rob Hanlon joining us. Cody asked if the dividend pay back could be used to fund insurance for employees family coverage. Martha will check into this.
3. **Recommendation to Full County Board to have Mytec block usage of video streaming services from County WiFi** – Julie – she had contacted Judge Ade Harlow regarding the blocking of the WiFi servies she had a lot of questions. Rob Hanlon was present and advised the termination of the WiFi creates issues and shutting down all streaming could disrupt the business of the courts. The topic created concerns with the court and with Rob/SA office. GEMS (spelling) is a system used by the court and shutting down the WiFi would create significant issues and should not be done. Rob and Judge would like to meeting with Board Chairman and someone from the Legislative Committee to discuss this. Rob knows Probation uses some streaming (i.e. Zoom meetings) and that cannot be accomplished without WiFi. Rob asking for a meeting prior to the board taking action. Jake interrupted Rob and would not stop when asked and Jeremy give him a first warning for being disruptive. David Woods, mentioned he spoke to all department heads and they all use WiFi. Some department heads have outside vendors that come to their offices for business purposes and need WiFi to be available. Jeremy mentioned the email Sheriff McReynolds had sent to the committee and the iPads inmates have access to that would require WiFi and streaming. Due to concerns that need to be addressed no action was taken.

FILED
DEC 08 2023

Jessie Cox
SHELBY COUNTY CLERK

- 4. Discussion and vote to recommend that full board to solicit bids for forensic audit of State's Attorney's Office due to resignation of previous state's attorney - 55 ILCS 5/6-31005 is the statute that requires this. Titled Funds Managed by Public Officials. Jeremy read the statute. It does require this to be done within 180 days. Jeremy mentioned we are past the date. Martha asked if it should be a forensic audit or a standard. Rob explained that a forensic audit would not necessarily be beneficial or worth the cost as SA office does not typically handle many funds. Jeremy made the motion to put audit of SA department to bid, Julie seconded. Julie asked if it needed to be bid out. Discussion had and belief was it could go to Benford Brown. Martha made motion to amend to not put to bid and approach B & B. Jeremy seconded. All in favor of amendment - unanimous. Returned to now amended motion to ask B & B to perform statutorily required audit of SA department due to Kroncke departure. All in favor - unanimous.**
- 5. Discussion and vote to finalize Sheriff's Department forensic audit to discern overpayment and underpayment amounts for employees - Soc Sec, IMRF, unions and dept of revenue are entities that could come after the county due to the findings of the Sheriff forensic audit. Treasurer has said to date there has been no contact from any of them. Jeremy believes the entities have about 10 years to do so. Jeremy would like to involve SA Hanlon for review and advice. Julie mentioned the previous SA Kroncke had discussed hiring special council. Cody made motion recommend to the full board that we put the forensic audit in the hands of SA Hanlon. Jeremy seconded. No further discussion. All in favor - unanimous.**
- 6. Discussion and vote on recommendation to full board to conduct forensic audit on Dive Team - Cody made the motion to send to the full board. Jeremy seconded. Julie asked if we are going forensic route or standard. Jeremy said we could take out forensic and he had spoken to SA Hanlon and the Dive Team commander is a defacto dept head and it would trigger the statute mentioned in #4 above. Julie asked how many accounts. Jeremy mentioned the non-profit account and it not being set up properly/registered with the state. Martha said she believes with the accusations of theft and the Dive Commander managing funds which the SA office did not a forensic audit makes more sense. Julie made motion to amend initial motion to ask B & B rather than bid it out. Martha seconded the motion. All in favor - unanimous. Back to original motion - Jeremy mentioned he had been asked about the Dive Team not being properly formed is it a dept head and were the funds subject to audit. Julie mentioned they did receive tax payer dollars as a budget. No further discussion. All in favor - unanimous.**

- 7. Discussion and vote on recommendation to full board to conduct forensic audit of Health Dept. due to ~\$90k of grant money unaccounted for in 2020 audit - Julie went through that audit and did not see anything that specifically mentioned \$90k figure. Cody mentioned the numbers provided in the audit had a difference between 2 numbers that equaled \$90k. Julie read from the 2021 audit noting findings being addressed. Julie read a response from B & B she received when she had asked a question. Cody mentioned that there were issues that happened year over year that he felt were not addressed. Julie read further notes from the 2020 finding and then the 2021 audit finding and it noted that the results of the 2020 audit findings were resolved. Cody mentions time keeping questions with someone being on vacation and turning time sheet in showing they were working. Cody said the issue is there being multiple sets of books. Jeremy said the visual he had when Steve mentioned he keeps the official books and not the Treasurer. Jeremy said he believes electronic time keeping should alleviate that. Martha mentioned that Steve mentioned the state audits his grant records and that the state does not do a deep dive into the time sheets, etc behind the hours per grant. Julie feels we should table until Steve returns from vacation and discuss with him as a professional courtesy. Julie made motion to table. Jeremy seconded. All in favor - Martha, Julie, Jeremy. Nay - Cody. Julie with get with Steve when he returns from vacation.**
- 8. Discussion and vote on edits/amendments to Shelby County Travel Policy - no action. It will be on November agenda to allow more time for review of current policy.**
- 9. Discussion and vote on the purchase of building for Rescue/Dive Team/Coroner/EMA with storage to replace rental building/storage units for courthouse. Will also go before Finance Cmte. and Budget Cmte. - Cody makes motion to approve purchase of the building known as the tumbling building and send to other committees. Jeremy seconded. Jeremy asked Cody had been in it. Yes. Is it in good shape - yes. Cody mentioned one roll up door in the back. Jeremy asked about heat and air - climate controlled - yes - the whole building. Julie asked if there are offices upstairs. Cody said could be. Enough space to have meeting area. Jeremy asked cost - \$330k. Total rents for multiple buildings now is \$12k. would take roughly 30 years but have better facilities. Cody mentioned the condition of the current rented facilities and the records with all the mold and the employees working in the mold. Belief is 1990 but not 100% sure. Cody said the issues to be worked out are ADA compliance. The other issue is the mold on records currently before they would be moved. Cody had mentioned the Coroner having an office in his house. Jeremy asked if only 1 door for auto movement in and out would be an issue. Cody did not believe so. It will have electric and then always a manual way to raise it. Cody believes HVAC is about 2 years old and the pits from gymnastics were filled. Jeremy asked who else had toured the building and Cody mentioned Chairman Bobby Orman and SA Hanlon. Jeremy mentioned the 30 years pay back did not contemplate rent increases and Martha mentioned that if purchased the county has an asset for tax payer dollars spent over rent having nothing when done. Vote to send to other two committees. All in favor - unanimous.**

10. Public Comment – Clint Stiner – mentioned bathrooms upstairs – need ADA compliance and suggested speak with the Fire Chief. Clint does not believe a building with only one door would work. Paula Kunsman (sp) Asked what we would be looking for in performing an audit on SA office due to Kroncke resignation. Jeremy explained that we are not looking for anything in particular and that we are being compliant with statute. Jake Cole asked who wrote the agenda and are we saying that all these audits are required. Jeremy said he wrote the agenda and Jake asked why we are looking at spending. Jake went on regarding the farm, Alan Spesard, the airport, ARPA funds, etc. Karen Canada – asked about audits and are they to be done in say July for fiscal year. She said the audits were not done when supposed to and if we audit the time in office do we go back after her. Karen asked what we will do with the information from the audits. Julie said it would totally depend on what they show and that the audit findings will be made public. Clint Stiner – asked if Health Department has its own board. Why not approach that board before putting an agenda item on. He mentions an accusation of \$90k is stout. Clint said Steve mentioned he is audited and asked why we would not approach that board. Clint asked if Steve pays for audits and Julie said no that the state audits or whoever gives the grants would audit it for compliance. Darrell Best – instead of hire for another audit why not ask that person where the variance (discrepancy) is. Jeremy read the audit statute again. Darrell meant the Health Dept. Julie – West and Co did 2020 audit and Wipfly did the 2021 audit. Julie said Steve is willing to sit down with her and she will bring that back to the committee. Jeff Gregg – asked Jeremy about his visual as Steve gave his address to the board and it sounding like two sets of books. Jeff heard an intelligent man that is professional and Jeff did not take away he was running two sets of books. Jeff – regarding the building purchase – give the Dive Team equipment and let the city run it and if we need a building for other departments then find a smaller building. Jeremy agreed that we should get with Steve and review his other audits and that agenda item could have been written differently and the \$90k figure could have been left off. Jeremy explained that his comment regarding the “two sets of books” that the Treasurer in that meeting said that for two years’ worth of time that no employee of Health Department had taken any vacation time per the time sheets that go to Treasurer Department and that the figures that each department have may not match. Cody asked Jeff if he was okay with someone being on vacation and being paid for working. Discussion had on that issue. Julie said the issue needs to be resolved with Steve, Treasurer, the Board. Lisa Best – will the \$90k issue be resolved as the community thinks there is an issue and wants to know how this will be rectified. Jeremy said the streaming of the meeting, Julie reading the 2021 audit findings and no action was taken on the agenda item. Teresa Boehm mentioned she had no knowledge of the building in what she feels is a timely fashion. She does not understand in three weeks how it can be decided to buy a \$300k building. Teresa said that she spoke to one dept head told her that she will not move her records or her equipment into the new building if it is bought. Cody mentioned that he had Jessica send an email to dept heads to ask about their concerns and Coroner was the only person that responded. Christine Matlock – she agrees with consolidating departments. She has concerns with the building out east and no room to add on, on four lane highway and getting in and out in emergency, storing vehicles inside and fire risk, beyond the railroad tracks, too far from courthouse, we have room on currently owned land that we can build on. Why not discuss putting a storage building up in current parking lot. County does not have a Dive team right now. Her understanding is Coroner does not need a place to park truck. Office – okay. She said the tumbling building is at least 35 years old. Multiple people want to see options to the purchase of the building East of town. Tricia Miller – brought up the statute and it mentioning the 180 days and so why doing it now. Audit on Health Dept she agrees that there were concerns in public brought on by the way the agenda was written and she appreciated Jeremy’s apology. Jeff Gregg brought up the 2022 audit and being behind and was insinuating B & B was behind so why use them for another audit. Jeremy mentioned two departments that have not been cooperative and Jeff said the departments need to have the heat put on them to be cooperative. Tricia said if those depts have legitimate reasons to not have not complied yet then we need to listen and understand. Mark Shanks – question regarding audits and the statute and it does not mention the types of audit. Mark is aware of

three types - internal, professional audit and then forensic audit. Doesn't say which of those three types. Would it not make sense to use an internal audit? Jeremy thinks legal counsel would need to provide that answer. Tricia - the allegation of theft was of a county board member and Jeremy said correct. Paula Kunsman - if an elected official does not win re-election would there be an audit. Jeremy said yes. Jeremy mentioned he appreciated the thoughtful conversation.

11. Approval of Tonight's Minutes -

12. Adjournment Cody made the motion to adjourn. Julie seconded - all in favor - unanimous.

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

REGULAR MEETING AGENDA

**Meeting to be held at the Shelby County Airport
December 11, 2023
7:00 PM**

- I. Call Meeting to Order**
- II. Guest Speaker (If Scheduled)**
 - 1 Jim Schwerman to discuss bids for tree removal across highway**
 - 2**
- III. Approval of Minutes**
- IV. Approval of Treasurer's Report**
- V. Approval of Bills Presented**
- VI. Airport Manager's Report**
- VII. Old Business**
 - 1 Discuss location for new Mobile Toilet**
 - 2 Discuss options for recently purchased fence**
 - 3 Discuss tree removal across highway**
- VIII. New Business**
 - 1**
 - 2**
 - 3**
- IX. Adjournment**

**SHELBY COUNTY AIRPORT and LANDING FIELD COMMISSION
TREASURER'S REPORT November 30, 2023**

Beginning Balance	October 31, 2023	\$ 23,755.88
Deposits		
Arrow Energy--Credit Card Fuel Sales	\$ 4,789.87	
Fuel Sales--Cash & Check	\$ 2,118.26	
Rent	\$ 1,580.00	
Transfer from Farm Account	\$ 40,000.00	
Aviation Fuel Tax Reimbursement	\$ 33,586.76	
Bank Interest	\$ 3.41	
		<u>\$ 82,078.30</u>
		\$ 105,834.18

Bills Received and Paid		
Shelby County Aviation--FBO November, 2023	\$ 3,500.00	
Shelby Electric Cooperative	\$ 769.70	
Steve Wempen--Bookkeeping November, 2023	\$ 200.00	
Illinois Department of Revenue--Sales Tax Payment	\$ 446.00	
John Deere Financial--New Tractor Payment 43 of 84	\$ 751.36	
Shelbyville Water Department	\$ 32.92	
Consolidated Communications	\$ 328.13	
Ameren IP	\$ 90.57	
Shelbyville Ace Hardware--#6 Hangar Door Repair	\$ 81.54	
Illinois Oil Marketing--Jet A Fuel Pump Repair	\$ 3,270.50	
LRS, LLC--Trash Service & Dumpster for Balloon Fest	\$ 275.00	
Purchase Four Certificates of Deposit	\$ 70,000.00	
Triple B Home Center--#6 Hangar Door Repair	\$ 29.99	
Reber Welding--#6 Hangar Door Repair	\$ 145.17	
Steve Wempen--New Computer for Office	\$ 212.49	
USPS--200 Stamps	\$ 132.00	
		<u>\$ 80,265.37</u>
		\$ 25,568.81

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

F I L E D
DEC 14 2023

Jessica Dor
SHELBY COUNTY CLERK

\$ 25,568.81	\$ 25,568.81
\$ 6,623.39	
\$ 45,889.49	
\$ 2,976.31	
\$ 460.00	
\$ 874.37	
\$ 120,396.71	
\$ 202,789.08	

SHELBY COUNTY AIRPORT and LANDING FIELD COMMISSION

REGULAR MEETING MINUTES

November 6, 2023

Members present at meeting:

Commissioners--John Hall, Rick Brown, Steve Wempen

Members not present at meeting:

Commissioners--Walt Lookofsky, Paul Canaday

County Board Members--Carroll Cole

Airport Manager--Scott Jefson

Others Present--Jim Schwerman

Rick calls the meeting to order.

Jim Schwerman is present to give his farm report. Jim gives everyone a copy of the farm report.

Jim asks about the change in the county fiscal year and said he would change his reports to the same time line.

Jim said all the corn and beans had been harvested and that he was a little disappointed with the corn, yielding 166 bushel an acre and explained some on it. The beans yielded 32 1/2 bushel an acre. Jim also said he would turn in both crops to see if there was any revenue loss. Sold 540 bushel of corn and there is about 1900 bushel left. None of the double crop beans had been sold yet and 2000 bushel of wheat had been sold at harvest with about 2800 bushel left to price. Jim mentioned talking to Steve about moving some of the farm account money because of the better interest rates in cd's. A short discussion ensued and Steve mentioned how many cd's he was planning on purchasing.

Jim also mentions talking to Steve about the fence line and getting some bids to remove the trees. A short discussion ensued on the matter. Scott mentions Dennis Jarman from IDOT coming next summer to do the airport inspection and he had listed the trees across the highway in his report three years ago getting close to the safe zone to the approach to runway 36. More discussion ensued on the tree removal.

Jim also mentioned putting together two years of all records on the airport farm that Steve had been FOID for by Mitchel Shuff. Scott also mentioned to Jim that he had talked to Dennis Jarman while at the TIPS meeting and there's a possibility of getting some ground back from the VASI Lights on the west side of the runway and all the way north and around the runway that we could go back to row crops. A short discussion ensued on the issue. More discussion on the recent FOIA started up and Jim said he hoped the information he gathered at least got read because of the loss of work time it cost him.

Jim said that was all he had, thanked the Commission and excused himself.

The minutes for the Regular meeting held August 7th were read by all. John made a motion to approve the minutes. It was second by Rick and was approved by all saying aye.

The Treasurer's report was read by all. Rick made a motion to approve the Treasurer's Report.

It was second by John and approved by all saying aye.

Bills Presented

Ameren IP	\$	90.57
Reber Welding--Material for #6 Hangar Door	\$	145.17
Triple B Home Center--Material for #6 Hangar Door	\$	29.99
LRS, LLC--Trash Service & Dumpster for Balloon Fest	\$	275.00
Steve Wempen--Reimbursement for New Computer for Office	\$	212.49
Shelbyville Ace Hardware--Fasteners for #6 Hangar Door	\$	81.54
Illinois Oil Marketing Equipment, Inc.--Repair Jet Fuel Pump	\$	3,270.50

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

Managers Report

Scott said John come out and spent a couple days repairing Hangar #6 door and mentioned as much work and time spent on Hangar 6 door he didn't anymore should be done until we find out more on the ARPA funds.

Illinois Oil Marketing was here and spent the day. Scott said the service man mentioned doing away with the monitoring stuff in the jet fuel system that the Fuel Master should be able to do the monitoring. He is going to check on that. Some discussion ensued on the matter.

Scott mentioned that Hangar 6 is rented now. Also Scott said that Paul is done painting the Main Hangar roof. The mowers are still mowing but about done for the year and will be coming back next year. Just got a load of 100LL and the sales have still been fairly decent.

End of Managers Report

Old Business

Rick mentions the new hangar doors. Carroll explains how the ARPA funds were going to be handled and said that the airport needs to get two bids to take back to the board. Some discussion ensued on getting a couple bids on the doors. John said he could call an outfit in Texas and get a bid. Carroll said at least it's on the budget but no figures listed.

New Business

John mentions Langham Auctions holding an auction on the 24th and had some gates and fencing to be auctioned. Some discussion ensued on replacing some gates. Scott said the main one would be over by the hangars so renters could automatically open the gate to get in. Rick looked Langham Auctions on his iPhone and John found the ones we'd be interested in. After some discussion Rick made a motion to allow John to bid on some gates up to \$750 each and Steve second it.

Tree removal already discussed in Jim's report

Rick makes a motion to adjourn and Steve second it.

SHELBY COUNTY AIRPORT AND LANDING FIELD COMMISSION RECORD JOURNAL

CHECK NO.	DATE	DESCRIPTION OF TRANSACTION	BUDGET ACCT NO.	DEBITS	CREDITS	BALANCE
	31-Oct-23	Balance Shelby County State Bank				\$ 23,755.88
6344	1-Nov-23	Shelby County Aviation--FBO November, 2023	022-5210-12-023	\$ 3,500.00		\$ 20,255.88
6345	1-Nov-23	John Deere Financial--Payment # 43 of 84	022-5455-12-023	\$ 751.36		\$ 19,504.52
6346	2-Nov-23	Shelbyville Water Department	022-7800-12-023	\$ 32.92		\$ 19,471.60
6347	2-Nov-23	Shelby Electric Cooperative	022-7800-12-023	\$ 769.70		\$ 18,701.90
	2-Nov-23	Aviation Fuel Tax Reimbursement			\$ 33,586.76	\$ 52,288.66
	3-Nov-23	Arrow Energy--Deposit			\$ 384.98	\$ 52,673.64
	6-Nov-23	Illinois Department of Revenue--ACH Sales Tax Payment		\$ 446.00		\$ 52,227.64
	9-Nov-23	Rent--D Gherardini \$115, D Kroenlein \$115, J Green \$115 B Brunken \$115, R Heimberger \$65, J Livesay \$125 BARR AIR \$115, G Wasson \$115				
		Fuel--\$1849.02			\$ 2,729.02	\$ 54,956.66
		Rent--\$880.00				\$ 54,956.66
	9-Nov-23	Purchase Two Certificates of Deposit				\$ 54,956.66
6348	10-Nov-23	Ameren IP--SCA 37528 \$31.01, Airport 06211 \$59.56	022-7800-12-023	\$ 90.57		\$ 24,866.09
6349	10-Nov-23	Illinois Oil Marketing--Jet A Fuel Pump Repair	022-7441-12-023	\$ 3,270.50		\$ 21,595.59
6350	10-Nov-23	Shelbyville Ace Hardware--#6 Hangar Door Repair	022-7440-12-023	\$ 81.54		\$ 21,514.05
6351	10-Nov-23	LRS, LLC--Trash Service & Dumpster for Balloon Fest	022-7444-12-023	275.00		\$ 21,239.05
	10-Nov-23	Transfer from Farm Account			\$ 40,000.00	\$ 61,239.05
	10-Nov-23	Arrow Energy--Deposit			\$ 1,863.29	\$ 63,102.34
	10-Nov-23	Purchase Two Certificates of Deposit				\$ 63,102.34
6352	10-Nov-23	Triple B Home Center--#6 Hangar Door Repair	022-7440-12-023	\$ 29.99		\$ 23,072.35
6353	10-Nov-23	Reber Welding--#6 Hangar Door Repair	022-7440-12-023	\$ 145.17		\$ 22,927.18
6354	10-Nov-23	Steve Wempen--New Computer for Office	022-7444-12-023	\$ 212.49		\$ 22,714.69
6355	10-Nov-23	USPS--200 Stamps	022-7000-12-023	\$ 132.00		\$ 22,582.69
	17-Nov-23	Arrow Energy--Deposit			\$ 1,386.30	\$ 23,968.99
6356	21-Nov-23	Consolidated Communications	022-7800-12-023	\$ 328.13		\$ 23,640.86
6357	21-Nov-23	Steve Wempen--Bookkeeping November, 2023	0225220-12-023	\$ 200.00		\$ 23,440.86
	24-Nov-23	Arrow Energy--Deposit			\$ 1,155.30	\$ 24,596.16
	25-Nov-23	Rent--T Chamberlain \$115, L S Flying Club \$230, W Jesse \$115				
		Fuel--\$269.24			\$ 969.24	\$ 25,565.40
		Rent--\$700.00			\$ 3.41	\$ 25,568.81
	30-Nov-23	Bank Interest				\$ 25,568.81
		Board Meeting December 11, 2023				

SHELBY COUNTY AIRPORT AND LANDING FIELD COMMISSION RECORD JOURNAL

CHECK NO.	DATE	DESCRIPTION OF TRANSACTION	DEBITS	CREDITS	BALANCE
	1-Sep-23	Beginning Balance - First Federal Sept-Nov 2023			\$ 35,033.69
	26-Sep-23	Treasurer Shelby County--Disbursement		12,432.80	\$ 47,466.49
	26-Sep-23	Transfer to SCSB	\$ 12,432.80		\$ 35,033.69
1022	29-Sep-23	Interest Compounded		3.61	\$ 35,037.30
	20-Oct-23	Replacement Tax--7th Allocation		2,036.81	\$ 37,074.11
	26-Oct-23	Transfer to SCSB	\$ 2,036.81		\$ 35,037.30
1023	31-Oct-23	Interest Compounded		3.87	\$ 35,041.17
	10-Nov-23	To CD 1831339881	\$ 10,000.00		\$ 25,041.17
	10-Nov-23	To CD 1834548360	\$ 20,000.00		\$ 5,041.17
	14-Nov-23	Treasurer Shelby County--Disbursement		1,561.10	\$ 6,602.27
	27-Nov-23	Treasurer Shelby County--Disbursement		19.59	\$ 6,621.86
	30-Nov-23	Interest Compounded		1.53	\$ 6,623.39

**SHELBY COUNTY AIRPORT AND LANDING FIELD COMMISSION
BUDGET ACCOUNT SUMMARY November 30, 2023**

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	\$ 7,000.00	\$ 400.00	\$ 1,502.72	\$ 20,713.00	\$ 77.31	\$ 542.14	\$ 187.55	\$ 504.00	\$ -	\$ 1,267.69	\$ 2,812.12	\$ 16,507.11	\$ -
6344	1-Nov-23	\$ 3,500.00												
6345	1-Nov-23													
6346	2-Nov-23			\$ 751.36								\$ 32.92		
6347	2-Nov-23											\$ 769.70		
6348	10-Nov-23											\$ 90.57		
6349	10-Nov-23													
6350	10-Nov-23						\$ 81.54	\$ 3,270.50						
6351	10-Nov-23										\$ 275.00			
6352	10-Nov-23						\$ 29.99							
6353	10-Nov-23						\$ 145.17							
6354	10-Nov-23										\$ 212.49			
6355	10-Nov-23													
6356	21-Nov-23		\$ 200.00			\$ 132.00								
6357	21-Nov-23											\$ 328.13		
	30-Nov-23	\$ 3,500.00	\$ 200.00	\$ 751.36	\$ -	\$ 132.00	\$ 256.70	\$ 3,270.50	\$ -	\$ -	\$ 487.49	\$ 1,221.32	\$ -	\$ -
	YTD	\$ 10,500.00	\$ 600.00	\$ 2,254.08	\$ 20,713.00	\$ 209.31	\$ 798.84	\$ 3,458.15	\$ 504.00	\$ -	\$ 1,755.18	\$ 4,033.44	\$ 16,507.11	\$ -
	CD Purchase		\$ 9,819.37										\$ 61,997.11	
	ACH-LL Dept. of Revenue		\$ 70,000.00										\$ 1,571.00	
			\$ 446.00										\$ -	
	Total Monthly Expenses		\$ 80,265.37										\$ 63,668.11	
			\$ -										\$ -	
			\$ 80,265.37										\$ 63,668.11	

SHELBY COUNTY AIRPORT---CERTIFICATES OF DEPOSIT

ISSUE/ING FACILITY	ACCT. NO.	OPG. DATE	AMOUNT	APY RATE	MAT. TERM	NEXT MAT.	BALANCE
SHELBY COUNTY STATE BANK	100021032	12-Jan-23	\$ 20,000.00	4.00	12 Month	12-Jan-24	\$ 20,396.71
SHELBY COUNTY STATE BANK	100023190	9-Nov-23	\$ 20,000.00	5.4	9 Month	9-Aug-24	\$ 10,000.00
SHELBY COUNTY STATE BANK	100023191	9-Nov-23	\$ 10,000.00	5.4	9 Month	9-Aug-24	\$ 20,000.00
SHELBY COUNTY STATE BANK	100023194	10-Nov-23	\$ 20,000.00	5.4	9 Month	10-Aug-24	\$ 20,000.00
SHELBY COUNTY STATE BANK	100023195	10-Nov-23	\$ 20,000.00	5.4	9 Month	10-Aug-24	\$ 20,000.00
FIRST FEDERAL SAVINGS & LOAN	1831339881	10-Nov-23	\$ 10,000.00	5.25	12 Month	10-Nov-24	\$ 10,000.00
FIRST FEDERAL SAVINGS & LOAN	1834548360	10-Nov-23	\$ 20,000.00	5.25	12 Month	10-Nov-24	\$ 20,000.00
Total			\$				120,396.71

Shelby County Airport and Landing Field Commission
Fuel Sales November, 2023

DATE	QUANTITY	CUSTOMER INVOICE	PRICE	CREDIT CD	CHARGE	CASH
1-Nov-23	3.92	Credit Card Customer 1363	\$ 5.69	\$ 22.30		
1-Nov-23	6.24	Credit Card Customer 1364	\$ 5.69	\$ 35.51		
1-Nov-23	4.63	Credit Card Customer 1365	\$ 5.69	\$ 26.34		
1-Nov-23	4.14	Chapter 274, EAA 1366	\$ 5.64		\$ 23.35	
1-Nov-23	7.44	Credit Card Customer 1367	\$ 5.69	\$ 42.33		
2-Nov-23	55.33	Credit Card Customer 1368	\$ 5.69	\$ 314.83		
3-Nov-23	6.02	Credit Card Customer 1369	\$ 5.69	\$ 34.25		
3-Nov-23	1.11	Credit Card Customer 1370	\$ 5.69	\$ 6.32		
4-Nov-23	8.10	Credit Card Customer 1371	\$ 5.69	\$ 46.09		
4-Nov-23	4.01	Credit Card Customer 1372	\$ 5.69	\$ 22.82		
4-Nov-23	4.40	Credit Card Customer 1373	\$ 5.69	\$ 25.04		
4-Nov-23	7.02	Credit Card Customer 1374	\$ 5.69	\$ 39.94		
4-Nov-23	45.76	Credit Card Customer 1375	\$ 5.69	\$ 260.37		
4-Nov-23	7.08	Credit Card Customer 1376	\$ 5.69	\$ 40.29		
4-Nov-23	2.12	Credit Card Customer 1377	\$ 5.69	\$ 12.06		
5-Nov-23	5.11	Credit Card Customer 1378	\$ 5.69	\$ 29.08		
5-Nov-23	58.30	Credit Card Customer 1379	\$ 5.69	\$ 331.73		
5-Nov-23	12.29	Barry Brunken 1380	\$ 5.64		\$ 69.32	
5-Nov-23	5.11	Credit Card Customer 1381	\$ 5.69	\$ 29.08		
5-Nov-23	6.28	Chapter 274, EAA 1382	\$ 5.64		\$ 35.42	
6-Nov-23	12.03	Credit Card Customer 1383	\$ 5.69	\$ 68.45		
6-Nov-23	75.12	Cash Customer 1384	\$ 5.69			\$ 427.43
6-Nov-23	39.57	Cash Customer 1385	\$ 5.69			\$ 225.15
6-Nov-23	11.11	Credit Card Customer 1386	\$ 5.69	\$ 63.22		
7-Nov-23	5.11	Credit Card Customer 1387	\$ 5.69	\$ 29.08		
7-Nov-23	19.14	Credit Card Custome 1388	\$ 5.69	\$ 108.91		
7-Nov-23	5.10	Credit Card Customer 1389	\$ 5.69	\$ 29.02		
7-Nov-23	2.93	Credit Card Customer 1390	\$ 5.69	\$ 16.67		
7-Nov-23	12.33	Credit Card Customer 1391	\$ 5.69	\$ 70.16		
7-Nov-23	42.25	Credit Card Customer 1392	\$ 5.69	\$ 240.40		
8-Nov-23	5.10	Credit Card Customer 1393	\$ 5.69	\$ 29.02		
10-Nov-23	12.30	Credit Card Customer 1394	\$ 5.69	\$ 69.99		
10-Nov-23	15.10	Credit Card Customer 1395	\$ 5.69	\$ 85.92		
10-Nov-23	4.10	Credit Card Customer 1396	\$ 5.69	\$ 23.33		
11-Nov-23	11.76	Chapter 274, EAA 1397	\$ 5.64		\$ 66.33	
11-Nov-23	10.57	Credit Card Customer 1398	\$ 5.69	\$ 60.14		
11-Nov-23	15.16	Credit Card Customer 1399	\$ 5.69	\$ 86.26		
11-Nov-23	9.11	Credit Card Customer 1400	\$ 5.69	\$ 51.84		
11-Nov-23	6.89	Credit Card Customer 1401	\$ 5.69	\$ 39.20		
11-Nov-23	65.81	Credit Card Customer 1402	\$ 5.69	\$ 374.46		
12-Nov-23	100.10	Don Kroenlein 1403	\$ 5.64		\$ 564.56	
12-Nov-23	41.83	Don Kroenlein 1404	\$ 5.64		\$ 235.92	
12-Nov-23	15.10	Credit Card Customer 1405	\$ 5.69	\$ 85.92		
12-Nov-23	9.85	Credit Card Customer 1406	\$ 5.69	\$ 56.05		
12-Nov-23	15.73	Credit Card Customer 1407	\$ 5.69	\$ 89.50		
13-Nov-23	8.02	Paul Canaday 1408	\$ 5.64		\$ 45.23	
13-Nov-23	18.72	Credit Card Customer 1409	\$ 5.69	\$ 106.52		
13-Nov-23	10.12	Credit Card Customer 1410	\$ 5.69	\$ 57.58		
14-Nov-23	4.46	Credit Card Customer 1412	\$ 5.69	\$ 25.38		
14-Nov-23	9.12	Credit Card Customer 1413	\$ 5.69	\$ 51.89		
14-Nov-23	5.11	Credit Card Customer 1414	\$ 5.69	\$ 29.08		
14-Nov-23	9.72	Credit Card Customer 1415	\$ 5.69	\$ 55.31		
14-Nov-23	8.24	Credit Card Customer 1416	\$ 5.69	\$ 46.89		
15-Nov-23	5.12	Credit Card Customer 1417	\$ 5.69	\$ 29.13		
15-Nov-23	43.72	John Livesay 1418	\$ 5.64		\$ 246.58	
15-Nov-23	65.44	Credit Card Customer 1419	\$ 5.69	\$ 372.35		
15-Nov-23	15.86	Credit Card Customer 1420	\$ 5.69	\$ 90.24		
15-Nov-23		Jet Fuel Sale 1421				
15-Nov-23		Jet Fuel Sale 1422				
15-Nov-23		Jet Fuel Sale 1423				
15-Nov-23	55.88	Credit Card Customer 1424	\$ 5.69	\$ 317.96		
15-Nov-23	20.34	Credit Card Customer 1425	\$ 5.69	\$ 115.73		

SHELBY COUNTY AIRPORT

100LL COST OF SALES REPORT Sept.-Nov. 2023

MONTH	GALLONS SOLD	AVE. PRICE PER GAL.	SALES AMOUNT			TOTAL SALES	COST PER GAL	WITH TAX	ARROW FEE	TOTAL COST	NET PROFIT OR LOSS
			CREDIT CD	CHARGE	CASH						
September	1667.08	\$ 5.68	\$ 7,127.03	\$ 1,581.04	\$ 763.89	\$ 9,471.96	\$ 5.10	\$ 5.42	\$ 206.04	\$ 9,239.53	\$ 232.43
October	1284.71	\$ 5.68	\$ 5,730.71	\$ 915.58	\$ 655.89	\$ 7,302.18	\$ 4.99	\$ 5.30	\$ 170.40	\$ 6,981.77	\$ 320.41
November	1594.08	\$ 5.68	\$ 6,499.31	\$ 1,901.58	\$ 652.58	\$ 9,053.47	\$ 4.50	\$ 4.78	\$ 202.23	\$ 7,823.93	\$ 1,229.54
TOTAL	4545.87	\$ 5.68	\$ 19,357.05	\$ 4,398.20	\$ 2,072.36	\$ 25,827.61	\$ 5.10	\$ 5.38	\$ 578.67	\$ 24,045.23	\$ 1,782.38

\$30 Monthly Fee included in Arrow Fee Above

JET A COST OF SALES REPORT Sept.-Nov. 2023

MONTH	GALLONS SOLD	AVE. PRICE PER GAL.	SALES AMOUNT			TOTAL SALES	COST PER GAL	WITH TAX	ARROW FEE	TOTAL COST	NET PROFIT OR LOSS
			CREDIT CD	CHARGE	CASH						
September	0.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
October	65.00	\$ 5.99	\$ -	\$ 389.35	\$ -	\$ 389.35	\$ 4.39	\$ 4.66	\$ -	\$ 303.18	\$ 86.17
November	32.76	\$ 5.99	\$ 77.87	\$ 117.37	\$ -	\$ 195.24	\$ 4.39	\$ 4.66	\$ 2.06	\$ 154.87	\$ 40.37
TOTAL	97.76	\$ -	\$ 77.87	\$ 506.72	\$ -	\$ 584.59	\$ 4.39	\$ 4.66	\$ 2.06	\$ 458.05	\$ 126.54

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

REGULAR MEETING AGENDA

**Meeting to be held at the Shelby County Airport
November 6, 2023
7:00 PM**

- I. Call Meeting to Order**
- II. Guest Speaker (If Scheduled)**
 - 1 Jim Schwerman to present Farm Report**
 - 2**
- III. Approval of Minutes**
- IV. Approval of Treasurer's Report**
- V. Approval of Bills Presented**
- VI. Airport Manager's Report**
- VII. Old Business**
 - 1 Discuss getting bids to replace hangar doors to submit for ARPA Funds.**
 - 2**
 - 3**
- VIII. New Business**
 - 1 Jim Schwerman to discuss getting bids to remove partial fence.**
 - 2 Discuss purchase of gate(s) for entrance on to the ramp at Terminal building.**
 - 3**
- IX. Adjournment**



**UNITED COUNTIES
COUNCIL OF ILLINOIS**

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

November 30, 2023

UCCI Fourth Quarter
Meeting Attendance Reimbursement

To County Board Chair:

Review/Summary of 4th Quarter Meeting Attendance Reimbursement

- **OCTOBER** Fall Conference/Membership Meeting & Education Seminar
*Meeting attendance stipend; [mileage/\\$75 hotel reimbursement for all attendees.](#)
[Mileage/Hotel reimbursement paid by UCCI to member counties on November 17, 2023.](#)*
- **NOVEMBER** Membership Meeting
Meeting attendance stipend; one round-trip mileage reimbursement
- **DECEMBER** Membership Meeting
No meeting scheduled

In accordance with Board policy, UCCI is pleased to submit the enclosed check which represents reimbursement for attendance at one UCCI Membership meeting held during the fourth quarter of 2023.

We are pleased that the financial stability of our organization allows this reimbursement and appreciate the continued support and participation of your county in UCCI programs.

Ryan McCreery



Executive Director

FILED
DEC 04 2023

Jessie Joy
SHELBY COUNTY CLERK



UNITED COUNTIES COUNCIL OF ILLINOIS

STRONG FINANCIAL POSITION ALLOWS BOARD TO REFUND 2023 DUES

At the November 13, 2023 UCCI Membership meeting, the following announcement was made as it relates to 2023 dues paid by UCCI members as follows:

- UCCI member counties will receive a refund of 2023 dues based on the voting member dues amount paid.

**UCCI refund check is included with this mailing
for those counties who paid dues for 2023**

**Please be advised that the following long-standing practices/protocols,
as previously recommended by the Executive Committee and adopted,
will remain in effect for 2024:**

- Those counties participating in the ICRMT insurance program will receive an 80% discount on their dues.
- Those counties joining UCCI as a new member will receive a 50% discount on their first year's dues.
- There shall be no attendance or registration fee for participation in conferences/educational programs sponsored by UCCI.
- Member counties will be paid an attendance stipend of \$400.00, together with one round-trip mileage reimbursement (local county seat to UCCI office in Springfield), for each (in-person) regularly scheduled UCCI Membership meeting at which they have a representative in attendance. Reimbursement payments will be made on a quarterly basis.

F

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L

E

UCCI 2024 dues statement is enclosed

DEC 04 2023

2024 dues are payable January 1, 2024

Jessie Jones

SHELBY COUNTY CLERK

CASH ONLY IF ALL CheckLock™ SECURITY FEATURES LISTED ON BACK INDICATE NO TAMPERING OR COPYING

United Counties Council of Illinois
217 E. Monroe, Suite 101
Springfield, IL 62701

JPMORGAN CHASE BANK, NA
Springfield, IL 62701
2-177/10

11/29/2023

35856

PAY TO THE ORDER OF Shelby County

One Thousand Five Hundred and 00/100 *****

A PROTECTED AGAINST FRAUD

\$ **1,500.00

DOLLARS



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MEMO Refund of 2023 Dues



United Counties Council of Illinois
Shelby County

Refund of 2023 Dues

11/29/2023

35856

1,500.00

FILED
DEC 04 2023

Jennie Boye
SHELBY COUNTY CLERK

Checking

Refund of 2023 Dues

1,500.00

CASH ONLY IF ALL CheckLock™ SECURITY FEATURES LISTED ON BACK INDICATE NO TAMPERING OR COPYING

United Counties Council of Illinois
217 E. Monroe, Suite 101
Springfield, IL 62701

JPMORGAN CHASE BANK, NA
Springfield, IL 62701
2-17710

35769

11/29/2023

PAY TO THE ORDER OF Shelby County

Four Hundred Seventy-Nine and 91/100*****

PROTECTED AGAINST FRAUD

DOLLARS

\$ **479.91



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MEMO

4th Quarter Reimbursement for Meeting Attendance

[REDACTED]

United Counties Council of Illinois
Shelby County

Meeting
Mileage

11/29/2023

35769

400.00
79.91

FILED
DEC 04 2023

Jessica Dore
SHELBY COUNTY CLERK

Checking

4th Quarter Reimbursement for Meeting Attendance

479.91

555