

February 11, 2025

SHELBY COUNTY BOARD MEETING AGENDA
February 13, 2025 – 7:00 P. M.
Courtroom A – Shelby County Courthouse – Shelbyville

1. Call to Order- Pledge of Allegiance – Prayer
2. Roll Call
3. Discussion and vote to approve the minutes from January 9, 2025
4. Public Body Comment
5. Beth Debolt-Coroner's Office Update
6. Scott McKee, Zoning Administrator – Discussion and vote to approve amendment to the Zoning ordinance providing for automatic moratoriums for wind and solar facilities
7. Michael Tappendorf, County Highway Engineer's Report – Discussion and vote to approve the following items:
 - A. 50/50 petition from Prairie Township Highway commissioner to replace box culvert with 2-42" diameter x 40' long CMP (estimated cost \$14,728)
 - B. 50/50 petition from Oconee Township Highway commissioner to replace CMP with 2 – 54" x 40' long CMP (estimated cost \$17,917)
 - C. Supplemental Engineering agreement with Lochmueller Group Inc for design service for SN 087-3234 on CR 400N (Requested amount of \$20,500 for additional scope of surveying and geotechnical subcontracts) Engineering agreement previously approved in August 2024
8. Discussion and vote to rescind the unexecuted portions of Resolution 2024-34
9. Discuss and vote to approve to farm the Shelby County Farm for 2025-2027
10. Discussion and vote to open sealed bids for farming the county farm
11. Discussion and vote to approve farming bid for 2025-2027
12. Discuss and vote on establishing and publishing the Program Compliance Oversight Monitor (PCOM) role
13. Discuss and vote on Human Resources Policy
14. Discussion and vote to approve County Clerk Jessica Fox as the IMRF authorized agent for Shelby County
15. Discussion and vote to approve Mytec contract through November 2025
16. Committee Reports
17. Chairman Appointments
 - Penny Standerfer – 4-year term Mental Health "708" Board
 - Annie Reid – 4-year appointments to Mental Health "708" Board
 - Betsy Stilabower – 4-year appointment to Zoning Board of Appeals
 - Tricia Miller - C.E.F.S. Board
 - West Central Development Council-LaVonne Chaney
18. Chairman Updates & Correspondence
19. Correspondence
20. Old Business
21. Approval of Claims
22. Public Body Comment
23. Adjournment

Please silence cell phones during the Board meeting

PRAYER THIS MONTH IS GIVEN BY BOARD MEMBER CHRISTY WAFFORD

SHELBY COUNTY BOARD MEETING

February 13, 2025 at 7:00 P.M.

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

The Shelby County Board met on Thursday, February 13, 2025, at 7:00 P.M. in Courtroom A of the Shelby County Courthouse in Shelbyville, Illinois.

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

County Clerk Jessica Fox called the roll. McCormick was absent. Edwards was tardy (7:17 PM).

Minutes for the January 9, 2025, board meeting were presented for approval. Miller made motion to approve the minutes as presented. Matlock seconded said motion, which passed by voice vote (19 yes, 0 no).

Shelby County Coroner Beth Debolt addressed the board updating them on the status of the coroner's office. Debolt reported she had dealt with 15 death calls in the past month, moved files, organized her office, and taken the required trainings of OMA, FOIA, and sexual harassment. Debolt stated she had retained 3 former deputy coroners, Travis Boyer, Travis Beard, and Paige Seitz-Ludwig, as well as hired 3 new deputy coroners. Cliff Miller, Chad Brachbill, and Paul Bennett. Debolt and Miller will be attending Coroner training in March. She thanked several people for their assistance during this transition.

Chairman Mayhall called for Public Body Comment.

Public comments/opinions expressed covered the following topics.

Board member Clay Hardy spoke on several topics which included the county farm, the State of Illinois, high taxes, social engineering, and upholding the Constitution.

Zoning Administrator Scott McKee presented an amendment to the Zoning Ordinance which would provide for automatic moratoriums for wind and solar facilities. Price made motion to approve the amendment. Matlock seconded said motion. Discussion was held.

The Zoning Board had requested this to be prepared in order to protect Shelby County as much as possible with the potential to execute a moratorium. McKee read the paragraphs which state *If Illinois Public Act 102-1123 or the Illinois State Statutes 55 ILCS 5/5 12020 paragraph G are deemed invalid by any Illinois Appellate Court, an automatic moratorium for Wind Energy Facilities and Solar Energy Facilities shall be enacted for Shelby County until:*

- A. *An appeal to the Illinois Supreme Court regarding PA 102-1123 or the Illinois State Statutes 55 ILCS 5/5 12020 paragraph G has been successful.*
- B. *The Shelby County Board removes the moratorium by a majority vote.*

McKee informed the board this amendment does not institute a moratorium as of yet. He also told the board passing this amendment could possibly get the county into a lawsuit. McKee said his job is to represent the Zoning Board, but the state statute does tie the county's hands with issue to wind and solar.

Edwards entered the meeting at 7:17 PM.

Ross made motion to table this item. Grant seconded said motion to table, which passed by voice vote (20 yes, 0 no).

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

Engineer Michael Tappendorf presented for approval the following items:

- A. 50/50 petition from Prairie Township Highway commissioner to replace box culvert with 2-42" diameter x 40' long CMP (estimated cost \$14,728)
- B. 50/50 petition from Oconee Township Highway commissioner to replace CMP with 2 - 54" x 40' long CMP (estimated cost \$17,917)
- C. Supplemental Engineering agreement with Lochmueller Group Inc for design service for SN 087-3234 on CR 400N (Requested amount of \$20,500 for additional scope of surveying and geotechnical subcontracts) Engineering agreement previously approved in August 2024

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Wallace made motion to approve the Highway items. Morse seconded said motion, which passed by roll call vote (20 yes, 0 no). Ayes: Boehm, Brown, Cole, Edwards, Grant, Gregg, Hardy, Matlock, Mayhall, Miller, Morse, Price, Pritchard, Ross, Syfert, Tate, Wafford, Wallace, Wood, and Yantis. Nay: none.

Cole made motion to rescind the unexecuted portions of Resolution 2024-34, which was the resolution to sell the County Farm. Morse seconded said motion. Paragraphs 15-22, which read as follows, are the paragraphs of 2024-34 to be rescinded. Motion and second passed by voice vote (20 yes, 0 no).

BE IT FURTHER RESOLVED by the Board of Shelby County that the County of Shelby shall sell the complete bundle of rights associated with the real property and the present possessory interest in fee simple of that property known as the Shelby County Farm as two separate parcels, parcel 1812-04-00-200-001 with a starting bid of \$8,000 per acre, and parcel 1812-03-00-100-001 with a starting bid of \$6,500 per acre, via sealed bid process, with the bids being opened at a duly called meeting of the full Board of Shelby County;

BE IT FURTHER RESOLVED, any bids entertained by the Board of Shelby County in regard to the sale of the County Farm shall not be subject to financing;

BE IT FURTHER RESOLVED, the County of Shelby shall order title work to facilitate the sale of the County Farm property;

BE IT FURTHER RESOLVED, the County of Shelby shall establish an easement for access to the cemetery according to the Plat Act;

BE IT FURTHER RESOLVED, the buyer of the County Farm shall be responsible for paying any Real Estate Tax which may be due or has become due in connection with the County Farm;

BE IT FURTHER RESOLVED, the County of Shelby shall authorize and command the board chairman of the Shelby County Board to sign all documents necessary or related to the sale of the County Farm;

BE IT FURTHER RESOLVED, Shelby County reserves the right to refuse any and all bids, including, but not limited to, those offered by foreign investors, concerning the sale of the County Farm;

BE IT FURTHER RESOLVED, that the proceeds from the sale of the property be tendered to the County Treasurer for safe keeping and investment in lawful investments for which the investment objective is to maximize return and prevent dissipation of the principal net sum from the sale.

Cole made motion to approve farming the Shelby County Farm for 2025-2027. Morse seconded said motion. Ross asked State's Attorney Woolery if the $\frac{3}{4}$ count is based on the full board of 22, or the current board of 21. (Woolery later confirmed to Ross that according to Robert's Rules the $\frac{3}{4}$ vote would be based on a fully seated board of 22 members). Motion and second passed by roll call vote (20 yes, 0 no). Ayes: Boehm, Brown, Cole, Edwards, Grant, Gregg, Hardy, Matlock, Mayhall, Miller, Morse, Price, Pritchard, Ross, Syfert, Tate, Wafford, Wallace, Wood, and Yantis. Nay: none.

Cole made motion to open the sealed bids for farming the farm. Morse seconded said motion, which passed by voice vote (20 yes, 0 no). Chairman Mayhall opened the sealed bids in the following order and made them available to the public.

Michael Williams \$202.00 per tillable acre for a total of \$39,794
Stu Fox \$255.00 per tillable acre for a total of \$50,235
Orville Eversole \$290.00 per tillable acre for a total of \$57,130
Tice Robinson \$260.00 per tillable acre for a total of \$51,220

Cole mentioned the lease agreement bid includes the property taxes and all of the required mowing.

Morse made motion to accept the highest per acre bid submitted by Eversole. Edwards seconded said motion. Discussion was held. Wallace stated he felt Stu Fox should get the job of farming the farm due to donating time, resources and equipment the past 2 years and giving the county the funds from the sale of the crops. Edwards stated she too was appreciative of everything Stu Fox had done for the county but didn't want to give the appearance of favoritism.

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Motion and second to award the farm lease to the high bidder passed by roll call vote (18 yes, 2 no – Brown and Wallace). Ayes: Boehm, Cole, Edwards, Grant, Gregg, Hardy, Matlock, Mayhall, Miller, Morse, Price, Pritchard, Ross, Syfert, Tate, Wafford, Wood, and Yantis. Nay: Brown, and Wallace.

Matlock made motion for Shelby County to establish and publish an ad for the Program Compliance Oversight Monitor (PCOM) role. Boehm seconded said motion. Two board committees have reviewed the need for a greater presence in this role. Both the Budget and Public Safety committees have discussed and reviewed this with CEFS Rural Transportation Director Beth Beck-Marts. Motion and second passed by voice vote (20 yes, 0 no).

Matlock made motion to approve a new Human Resources policy for Shelby County. Pritchard seconded said motion, which passed by voice vote (20 yes, 0 no). The new policy was drafted by board member Grant and is very thorough.

Miller made motion to approve the resolution naming County Clerk Fox as the IMRF authorized agent for Shelby County. Pritchard seconded said motion, which passed by voice vote (20 yes, 0 no).

Ross made motion to approve the contract with Mytec Solutions for IT services through November 20, 2025, at \$5,500 a month. Wood seconded said motion, which passed by roll call vote (20 yes, 0 no). Ayes: Boehm, Brown, Cole, Edwards, Grant, Gregg, Hardy, Matlock, Mayhall, Miller, Morse, Price, Pritchard, Ross, Syfert, Tate, Wafford, Wallace, Wood, and Yantis. Nay: none.

At this time Chairman Mayhall called for committee reports.

Cole reported 3 of the 6 doors for the Airport have been made and should be installed at the end of March.

Continuing with Chairman Appointments Mayhall requested the following appointments:

Penny Standerfer – 4-year term Mental Health “708” Board
Annie Reid – 4-year appointments to Mental Health “708” Board
Betsy Stilabower – 4-year appointment to Zoning Board of Appeals
Tricia Miller - C.E.F.S. Board
West Central Development Council-LaVonne Chaney

Matlock made motion to approve the Chairman appointments. Cole seconded said motion, which passed by voice vote (20 yes, 0 no).

Under Chairman updates, Mayhall reported he had a video conference with a State department about broadband and fiber. He received a lot of information to review and said he hopes to speak with those in the area more versed on this topic. There are a lot of grants for broadband improvement/upgrades to the area and Mayhall said he would continue to work on improvements to internet access throughout the county. Mayhall also reported he and Sheriff McReynolds had spoken with the contractor about the scope of work for the courthouse. A study on water will be done to see where water from the roof is going and air quality testing studies will also be done. Work is expected to begin in March.

There was no correspondence.

Under old business, it was asked if the 2022 audit had the AFR and get that uploaded to the Comptroller’s office. Sikich has have started pre audit work on 2023. Payroll duties have been moved to the County Clerk’s office at the request of the Treasurer and the first payroll was completed this week.

Matlock made motion to approve the paying of the monthly bills as reviewed by committees. Yantis seconded said motion. Mayhall made motion to amend the payment of claims by including 2 claims for CEFS in the amount of \$68,661.42 each. Boehm seconded said motion, which passed by voice vote (20 yes, 0 no). Original motion and second passed by roll call vote (20 yes, 0 no). Ayes: Boehm, Brown, Cole, Edwards, Grant, Gregg, Hardy, Matlock, Mayhall, Miller, Morse, Price, Pritchard, Ross, Syfert, Tate, Wafford, Wallace, Wood, and Yantis. Nay: none.

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At 8:02 PM Chairman Mayhall again called for Public Body Comment.

Public comments/opinions expressed covered the following topics.

Chris Boehm thanked Brent Wallace for acknowledging Stu Fox and what he did for the County by farming the farm the past 2 years.

Jeff Gregg addressed statements made by Clay Hardy at the last board meeting last month about the county being sued regarding the coroner appointment.

Hardy stated he was told this by a Coroner from another county so that is why he made that statement.

Ross made motion to adjourn until the next meeting to be held on March 13, 2025. Matlock seconded said motion, which passed by voice vote (20 yes, 0 no) and the meeting was adjourned at 8:08 P.M.

Jessica Fox
Shelby County Clerk and Recorder

ROLL CALL VOTES IN COUNTY BOARD

Feb. 13, 2025 REGULAR MEETING

[illegible]

Engineer Report:

Resolutions/Petitions for County Board Approval

- 1. Discussion and Approval of 50/50 petition from Prairie Township Highway Commissioner to Remove an existing failing Box Culvert and replace with 2-42” diameter x 40-foot-long CMP pipes. The estimated cost of the project will be \$14,728, which will be shared 50/50 between the township and County Bridge account.
- 2. Discussion and Approval of 50/50 petition from Oconee Township Highway Commissioner to Remove an existing failing CMP Pipe and replace with 2-54” diameter x 40-foot-long CMP pipes. The estimated cost of the project will be \$17,917, which will be shared 50/50 between the township and County Bridge account.
- 3. Discussion and Approval of Supplemental Engineering Agreement with Lochmueller Group, Inc for Design Services for Structure 087-3234 over an unnamed tributary over Mitchell Creek on TR 373 aka CR 400N. Amount requesting is \$20,500 for additional scope of Surveying and Geotechnical Subcontracts. Engineering Agreement previously approved in August of 2024.
 - o Previous Engineering agreement was \$48,653 for Preliminary Engineering only.
- 4. Discussion Only of Engineering Agreement with Lochmueller Group, Inc for Design Services for Structure 087-3041 over Richland Creek on County Highway 40. Engineering Agreement as awarded by following the QBS procedures outlined by IDOT – Bureau of Local Roads.
 - o Discussion due to high prices and alternate Consultant negotiation Discussion.
 - Option 1 – Approve Full Estimate of \$276,965
 - Option 2 – Approve multi-phase approach with first phase \$28,019.78
 - Option 3 – Move to negotiations with next consultant.

Other Discussion For Road/Bridge Committee

- 1. \$1/Hour Per MOU for Front Office Employees.
- 2. Text My Gov. We are beginning to utilize this function.
- 3. Flagger Training, combined training for all townships, municipalities, and Us.
- 4. County Engineer Vacation Days – Accumulate or Front Load
- Items for Future Discussion
 - 50/50 Petition and Engineering Agreements for Richland Township Bridges
 - 087-3344
 - 087-3136
- Highway Department Team Major accomplishments since last meeting
 - o Maintenance – Construction season has ended

Clarksburg Road Brush Clearing	Mowing of Brush around County
Fabrication of V-plow for new grader	Aggregate Hauling
Maintenance of Equipment	Potholes
Signage Repair	Plowing Snow
Shelbyville TWP 5050	Sign Post Anchor Fabrication
Backhoe Thumb Install	Sign Truck Modification
Paradigm Safety Meeting	

Front Office Team

Normal Day to Day	Paperwork for Jobs over Summer
County and Township Material Lettings	Oconee Bridge Construction Inspection
County Highway 3 plans to IDOT	Existing Culvert Review-CAM
5050 Estimates and Support	Brush Clearing Prep
Prep for Bridge Inspections	County Engineer Meeting
Invoicing Services to IDOT and TWPs	Statement of Road Improvement Papers
Material Approval Letters	

- Projects - Roads
 - Union Pacific Railroad Crossings.
 - Todd's Point RR XING (Crossing). Project Complete. Final Inspection Complete
 - Gonzalez RR Xings – 3 North of Shelbyville. Gonzalez is pursuing design.
 - Likely Next Year Construction
 - County Highway 3 – East of Findlay
 - Plans have been submitted. We are on an April Letting for construction likely this summer.
 - County Highway 19 – Hopeful next 2 years -Anticipated \$1.26 million Construction Cost
 - Cape Seal from 128 to CH 16
 - County Highway 16 - Hopeful next 3 years. -Anticipated \$2.28 million Construction Cost
 - Soil Cement Roadway, with Oil/chip surface
 - County Highway 15 – Hopeful next 2 years. – Anticipated \$640,000 Construction Cost
 - A2 – Oil Chip Roadway with Black Rock
 - County Highway 3 – West & Through Findlay – Anticipated \$900,000 Construction Cost
 - CIR with Cape Seal Surfacing
 - County Highway 2 – North of Findlay – Anticipated \$650,000 Construction Cost
 - Soil Cement Road Way (FDR) with Oil/Chip Surface
 - County Highway 21 – Moweaqua Blacktop – Anticipated \$1,030,000 Construction Cost
 - Cape Seal – Possible CIR as well (Drive Costs higher)
- Projects - Bridges
 - Oconee Township Bridge
 - Section 21-11120-00-BR, Rebuild IL Bridge Project.
 - Structure is in place. Approaches are being Constructed
 - Ridge Township Bridge – Section 19-17120-00-BR (Northwest of Henton). Looking to bid March, or as soon as Right of Way is Clear.
 - Ash Grove/Big Spring Bridge – Section 19-01127-00-BR (South of Sexson Corner). Looking to bid in Spring
 - Rural TWP Bridge – Right of Way Issues – Section 17-19119-00-BR
 - Clarksburg TWP Bridge – Applied for Special Bridge Grant – Section 20-03118-00-BR
 - Other Bridges Set in Motion or have been requested
 - Flat Branch TWP – 2200N – 087-3069 – Gonzalez Engineering
 - Rose TWP – 1000N - 087-3161 – HLR Engineering
 - Dry Point TWP – 400N – 087-3234 - Lochmueller
 - SCHD – CH 40 – 087-3041 - TBD
 - SCHD – CH 3 – 087-3001 – HLR Engineering
 - Richland TWP – 1200N - 087-3148 – CDI Engineering
 - Richland TWP – 1325N – 087-3136 – TBD Low Priority
 - Richland TWP – 1500N - 087-3344 – TBD High Priority to TWP
 - Oconee TWP – 800N – 087-3279 - Chastain Associates
 - Oconee TWP – 100E – 087-3053 - Chastain Associates
 - Cold Spring TWP – 500N – 087-3397 - TBD
- Multiple 5050s scheduled and multiple completed on time and in budget.
- Expectations – Please be forthcoming if anything is not meeting expectations.

County Highway (Local) – Main Account for Highway Department. How we pay most of bills, salaries, etc. Funded By Taxes, Equipment Rental, Engineering, & other			
Current Balance 3rd month in to cycle 25% Through	Annual Budget Revenue Amount	% of Revenue amount Spent for FY	Amount Spent 2/5/25
\$67,066.53 – Prior to this billing cycle	\$1,063,215 Receiving (1,220,827 budgeted to spend)	2nd Month in Fiscal Year 19.4% Before Equipment 25.9% After Equipment	\$275,840.15 (\$206,340.15-Before Equipment \$69,500)
County Bridge (Local) – Pays Any Drainage project in the County or in Townships. Typically, a Match for 50/50s County Bridges Match to Federal, Partial Match to Federal TWP Bridges. Funded by Taxes and 50/50s			
\$365,137.04 (200k in CD)	\$290,800 Receiving \$500,000 (budgeted to spend)	44.8%	\$130,229.27
County MFT (Local) – Oiling/Chipping, Equipment Rental (Paid to County HWY), Engineer ½ Salary, Bridge Inspections, Improvements to Garage/Shop, ROW Clearing			
\$555,268.20	\$878,000	15.7%	\$137,900.27
Township MFT (Local) Same as County but for TWPs, Add 50/50 matches.			
\$1,906,798.16	\$3,150,000	17.3%	\$545,094.04
FASM (Local) – Pays for Match on Federal Projects, Can Pay Engineering, Right of Way, Pugmill letting			
\$394,849.23 (200k in CD)	\$206,023	15.7%	\$32,331.38
Local Bridge and Township Bridge (Local) are Clearing House Accounts. Get Money from IDOT and distribute though these accounts.			
\$102,613.24	N/A	N/A	---
Township Bridge Program (State) -Receive \$1,032,000 +/-year, which expires in 4 years from when received. For Township Bridge/Drainage projects “in house” pays 100% now – Balance as Of Fall 2024			
\$2,296,330	Until Spent/NA	N/A	N/A
STR Funds – (Federal) Pays 80% for large Mill & Fill Projects, CIR/FDR Projects, Pays ½ Engineer Salary, some Oil/Chip Receive \$986k/year. Balance as Of Fall 2024			
\$4,653,696	Until Spent/NA	N/A	N/A
STR/Br Funds – (Federal) Pays for Large Bridges, County Highway Bridges, Township Bridges Pays 100% Receive \$350k/Year. Been told done for 4 years. Balance as Of Fall 2024			
-\$1,413,793	In Hole, IDOT Allows for now	N/A	N/A
State Match (Federal)– Pays Match on STR & STR/BR. Receive \$190k/Year Balance as Of Fall 2024			
\$813,858	N/A	N/A	N/A
Grants (Future Category) Applying/Received TARP, FLAP, Special Bridge, EDP, CDBG, etc.			

Foreman's Report

- John Finished Bracket to fit V-Plow to John Deere Grader
- Put Snowplows on all trucks
- Plowed snow and treated roads
- Installed new cutting edges on some of the plows
- Washed trucks to keep salt off
- Julie safety meeting
- Mixed more treatment – salt/sand/rock mix for snow
- Changed oil and serviced trucks that need it
- John and Tim installed new thumb on backho
- Replaced vibrator on #15 dump truck
- Fixed and replaced downed signs
- Put brakes and rotors on 1 of cars
- Cut out wings for sign stubs and installed on Omni's
- Painted new omni's /Sign Stubs
- Patched Holes
- 50/50 Shelby Township – 54" concrete pipes install, and remove existing concrete box culvert
- Removed basket from sign truck & replumb hoses where necessary
- Reclaiming shoulders adding rock where needed
- Cut trees and brush under bridges
- Sharpen chainsaw chains
- Clean shop and wash floor

Per Section 6-501

Petition of County Aid
To Build or Repair Bridge, Culvert or Drainage Structure

STATE OF ILLINOIS	
County of Shelby	
Road District of	Prairie Township
To the County Board of Shelbyville County, Illinois	
Per Section 5-501 of the Illinois Highway Code, the undersigned, Highway Commissioner Prairie Township in said County, would respectfully requests:	
Location: West Half of Section 8, Prairie TWP (750N, 2500 E) Scope: Remove Existing culvert and replace with 2-CMP (Corrugated Metal Pipes) Pipes = 2-42"x40' (See Estimate)	
in said road district, which the road district is responsible.	
The anticipated cost of the proposed project will be \$14,728 Dollars, which sum will be more than 0.02% 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 "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 the amount required.	
Being duly sworn, on oath says that this affidavit attached is necessary and that the sum will not be more expensive than is needed for the purpose required.	
Date at Shelby Co. Highway Dept., this 3 day of FEBRUARY, 20 25	
<div></div> Prairie Highway Commissioner	
Road and Bridge Committee Approval	
The Shelby County Road and Bridge Committee has reviewed the proposed bridge aid application submitted by Township, for the proposed project which has an anticipated cost, which the county will provide one half of the expenses from the "County Bridge Fund".	
This application is hereby accepted to on this 11 day of February, 20 25	
<div></div> Road and Bridge Committee Chairman	
County Board Approval	
This application is hereby accepted to on this 13 day of February, 20 25	
<div></div> County Clerk	<div></div> County Board Chair

<div><div></div><div>SHELBY COUNTY HIGHWAY DEPT</div></div>	<div>Shelby County Highway Department 1590 State Highway 16, Shelbyville, IL 62565 P: (217) 774-2721 F: (217) 774-2688 E:shelbycohwy@shelbycounty-il.gov</div>	PROJECT PRAIRIE BOX REPLACEMENT			
		SUBJECT 750 N AND 2500E			
		DATE 1/22/2025	PREP. BY AJR		
		CHECK BY	SHEET 1 OF		
Demolition of Existing Structure					
ITEM:	Estimate of Hours:		Rental Rate:		Estimate of Cost:
Man hours - 1 Day - 3 Guys	24		\$26.44		\$634.56
Excavator Hours	8		\$147.70		\$1,181.60
Dump Truck Hours	16		\$69.15		\$1,106.40
Pickup Hours	4		\$18.07		\$72.28
Semi Tractor	2		\$66.31		\$132.62
Trailer - Low Boy	2		\$15.11		\$30.22
Installation of 1-9' CMP (Aluminized Metal Pipes)					
ITEM:	Estimate of Hours:		Rental Rate:		Estimate of Cost:
Man hours - 3 guys - 2	48		\$26.44		\$1,269.12
Excavator Hours	16		\$147.70		\$2,363.20
Dump Truck Hours	32		\$69.15		\$2,212.80
Pickup Hours	8		\$18.07		\$144.56
Semi Tractor	2		\$66.31		\$132.62
Trailer - Low Boy	2		\$15.11		\$30.22
Material Cost:					
2 42" SPIRALIZED ALUM PIPE	80	FOOT	\$47.88	/Foot	\$3,830.40
42" BAND	2	EACH	\$102.00	/EACH	\$204.00
Aggregate Base Course, Type B	70	TONS	\$13.95	/TON	\$976.50
RIPRAP RR#3	24	TON	\$16.95	/TON	\$406.80
Total Cost					\$14,727.90
Threshold = \$5721.92					Therefore ok
Scope of work to include:					
-REMOVE FAILING BOX AND REPLACE WITH WITH 2 42" PIPES					
-POSSIBLE EXTRA RIPRAP OR AGGREGATE BASE MAY BE NEEDED TO FIX UNDERMINING ISSUE AROUND BOX					
Streamstats Flow Sizing					
25 Year Storm	145	CFS			
50 Year Storm	174	CFS			
Inter. 30 Year Storm	151	CFS			

Per Section 6-501

Petition of County Aid
To Build or Repair Bridge, Culvert or Drainage Structure

STATE OF ILLINOIS	
County of Shelby	
Road District of <u>Oconee</u> Township	
To the County Board of Shelbyville County, Illinois	
Per Section 5-501 of the Illinois Highway Code, the undersigned, Highway Commissioner <u>Oconee</u> Township in said County, would respectfully requests:	
Location: North Half of Section 6, Oconee TWP (300N, 1/4 mi east of County Line) Scope: Remove Existing culvert and replace with 2-CMP (Corrugated Metal Pipes)Pipes = 2-54"x40' (See Estimate)	
in said road district, which the road district is responsible.	
The anticipated cost of the proposed project will be \$17,917 Dollars, which sum will be more than 0.02% 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 "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 the amount required.	
Being duly sworn, on oath says that this affidavit attached is necessary and that the sum will not be more expensive than is needed for the purpose required.	
Date at Shelby Co. Highway Dept., this 5th day of February, 2025	
<div></div> Oconee Highway Commissioner	
Road and Bridge Committee Approval	
The Shelby County Road and Bridge Committee has reviewed the proposed bridge aid application submitted by _____ Township, for the proposed project which has an anticipated cost _____, which the county will provide one half of the expenses from the "County Bridge Fund".	
This application is hereby accepted to on this 10th day of February, 2025	
<div></div> Road and Bridge Committee Chairman	
County Board Approval	
This application is hereby accepted to on this 13th day of February, 2025	
<div></div> County Clerk	<div></div> County Board Chair

<div><div></div><div>SHELBY COUNTY HIGHWAY DEPT</div></div>	<div>Shelby County Highway Department</div> <div>1590 State Highway 16,</div> <div>Shelbyville, IL 62565</div> <div>P: (217) 774-2721</div> <div>F: (217) 774-2688</div> <div>E:shelbycohwy@shelbycounty-il.gov</div>	PROJECT Oconee Culvert REPLACEMENT	
		SUBJECT 300 N 1/4 Mi East of County Line	
		DATE 2/4/2025	PREP. BY MAT
		CHECK BY	SHEET 1 OF

Demolition of Existing Structure						
ITEM:	Estimate of Hours:		Rental Rate:		Estimate of Cost:	
Man hours - 1/2 Day - 3 Guys	12		\$26.44		\$317.28	
Excavator Hours	4		\$147.70		\$590.80	
Dump Truck Hours	4		\$69.15		\$276.60	
Pickup Hours	2		\$18.07		\$36.14	
Semi Tractor	1		\$66.31		\$66.31	
Trailer - Low Boy	1		\$15.11		\$15.11	
Installation of 2-4.5' CMP (Aluminized Metal Pipes)						
ITEM:	Estimate of Hours:		Rental Rate:		Estimate of Cost:	
Man hours - 3 guys -1 day	48		\$26.44		\$1,269.12	
Excavator Hours	16		\$147.70		\$2,363.20	
Dump Truck Hours	32		\$69.15		\$2,212.80	
Pickup Hours	8		\$18.07		\$144.56	
Semi Tractor	1		\$66.31		\$66.31	
Trailer - Low Boy	1		\$15.11		\$15.11	
Material Cost:						
2 54" SPIRALIZED ALUM PIPE	80	FOOT	\$87.60	/Foot	\$7,008.00	
2-54" BAND	2	EACH	\$164.00	/EACH	\$328.00	
Aggregate Base Course, Type B	194	TONS	\$13.95	/TON	\$2,699.33	
RIPRAP RR#3	30	TON	\$16.95	/TON	\$508.50	
				Material Cost	\$10,543.83	
				Total Cost	\$17,917.17	
				Threshold = \$4,962.75 Therefore ok		
Scope of work to include:						
-REMOVE FAILING PIPE AND REPLACE WITH WITH 2 54" PIPES						
Streamstats Flow Sizing						
25 Year Storm	218	CFS				
50 Year Storm	261	CFS				
Inter. 30 Year Storm	227	CFS				



Local Public Agency
Engineering Services Agreement

Using Federal Funds?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Agreement For	Agreement Type	Number
		MFT PE	Supplement	01

LOCAL PUBLIC AGENCY

Local Public Agency	County	Section Number	Job Number
Shelby County Highway	Shelby	24-05120-00-BR	
Project Number	Contact Name	Phone Number	Email
	Michael Tappendorf, P.E.	(217) 774-2721	shelbycohwy@shelbycounty-il.gov

SECTION PROVISIONS

Local Street/Road Name	Key Route	Length	Structure Number
TR 373 (400 N)		650'	087-3234
Location Termini			Add Location
Approximately 300 ft East and West existing structure			Remove Location
Project Description			
Replacement of existing single span structure carrying TR 373 (400 N) over unnamed tributary of Mitchell Creek in Dry Point Township, Shelby County.			

Engineering Funding	<input checked="" type="checkbox"/> MFT/TBP <input type="checkbox"/> State <input type="checkbox"/> Other	
Anticipated Construction Funding	<input type="checkbox"/> Federal <input checked="" type="checkbox"/> MFT/TBP <input type="checkbox"/> State <input type="checkbox"/> Other	

AGREEMENT FOR

☒ Phase I - Preliminary Engineering ☒ Phase II - Design Engineering

CONSULTANT

Prime Consultant (Firm) Name	Contact Name	Phone Number	Email
Lochmueller Group, Inc.	Nick Burrus, PE	(618) 267-4194	nick.burrus@lochgroup.com
Address	City	State	Zip Code
Huntington Tower - 201 West Springfield Ave STE 1012	Champaign	IL	61820

THIS AGREEMENT IS MADE between the above Local Public Agency (LPA) and Consultant (ENGINEER) and covers certain professional engineering services in connection with the improvement of the above SECTION. Project funding allotted to the LPA by the State of Illinois under the general supervision of the State Department of Transportation, hereinafter called the "DEPARTMENT," will be used entirely or in part to finance ENGINEERING services as described under AGREEMENT PROVISIONS.

Since the services contemplated under the AGREEMENT are professional in nature, it is understood that the ENGINEER, acting as an individual, partnership, firm or legal entity, qualifies for professional status and will be governed by professional ethics in its relationship to the LPA and the DEPARTMENT. The LPA acknowledges the professional and ethical status of the ENGINEER by entering into an AGREEMENT on the basis of its qualifications and experience and determining its compensation by mutually satisfactory negotiations.

WHEREVER IN THIS AGREEMENT or attached exhibits the following terms are used, they shall be interpreted to mean:

Regional Engineer	Deputy Director, Office of Highways Project Implementation, Regional Engineer, Department of Transportation
Resident Construction Supervisor	Authorized representative of the LPA in immediate charge of the engineering details of the construction PROJECT
In Responsible Charge Contractor	A full time LPA employee authorized to administer inherently governmental PROJECT activities Company or Companies to which the construction contract was awarded

AGREEMENT EXHIBITS

The following EXHIBITS are attached hereto and made a part of hereof this AGREEMENT:

- ☒ EXHIBIT A: Scope of Services
- ☒ EXHIBIT B: Project Schedule
- ☒ EXHIBIT C: Qualification Based Selection (QBS) Checklist
- ☐ EXHIBIT D: Cost Estimate of Consultant Services (BLR 05513 or BLR 05514)
- ☐ EXHIBIT ____ : Direct Costs Check Sheet (attach BDE 436 when using Lump Sum on Specific Rate Compensation)
- ☐ EXHIBIT E: Lochmueller Detailed Scope of Services
- ☐ _____
- ☐ _____

I. THE ENGINEER AGREES,

- 1. To perform or be responsible for the performance of the Scope of Services presented in EXHIBIT A for the LPA in connection with the proposed improvements herein before described.
- 2. The Classifications of the employees used in the work shall be consistent with the employee classifications and estimated staff hours. If higher-salaried personnel of the firm, including the Principal Engineer, perform services that are to be performed by lesser-salaried personnel, the wage rate billed for such services shall be commensurate with the payroll rate for the work performed.
- 3. That the ENGINEER shall be responsible for the accuracy of the work and shall promptly make necessary revisions or corrections required as a result of the ENGINEER'S error, omissions or negligent acts without additional compensation. Acceptance of work by the LPA or DEPARTMENT will not relieve the ENGINEER of the responsibility to make subsequent correction of any such errors or omissions or the responsibility for clarifying ambiguities.
- 4. That the ENGINEER will comply with applicable Federal laws and regulations, State of Illinois Statutes, and the local laws or ordinances of the LPA.
- 5. To pay its subconsultants for satisfactory performance no later than 30 days from receipt of each payment from the LPA.
- 6. To invoice the LPA, The ENGINEER shall submit all invoices to the LPA within three months of the completion of the work called for in the AGREEMENT or any subsequent Amendment or Supplement.
- 7. The ENGINEER or subconsultant shall not discriminate on the basis of race, color, national origin or sex in the performance of this AGREEMENT. The ENGINEER shall carry out applicable requirements of 49 CFR part 26 in the administration of US Department of Transportation (US DOT) assisted contract. Failure by the Engineer to carry out these requirements is a material breach of this AGREEMENT, which may result in the termination of this AGREEMENT or such other remedy as the LPA deems appropriate.
- 8. That none of the services to be furnished by the ENGINEER shall be sublet, assigned or transferred to any other party or parties without written consent of the LPA. The consent to sublet, assign or otherwise transfer any portion of the services to be furnished by the ENGINEER shall be construed to relieve the ENGINEER of any responsibility for the fulfillment of this AGREEMENT.
- 9. For Preliminary Engineering Contracts:
 - (a) To attend meetings and visit the site of the proposed improvement when requested to do so by representatives of the LPA or the DEPARTMENT, as defined in Exhibit A (Scope of Services).
 - (b) That all plans and other documents furnished by the ENGINEER pursuant to the AGREEMENT will be endorsed by the ENGINEER and affixed the ENGINEER's professional seal when such seal is required by law. Such endorsements must be made by a person, duly licensed or registered in the appropriate category by the Department of Professional Regulation of the State of Illinois. It will be the ENGINEER's responsibility to affix the proper seal as required by the Bureau of Local Roads and Streets manual published by the DEPARTMENT.
 - (c) That the ENGINEER is qualified technically and is thoroughly conversant with the design standards and policies applicable for the PROJECT; and that the ENGINEER has sufficient properly trained, organized and experienced personnel to perform the services enumerated in Exhibit A (Scope of Services).
- 10. That the engineering services shall include all equipment, instruments, supplies, transportation and personnel required to perform the duties of the ENGINEER in connection with this AGREEMENT (See DIRECT COST tab in BLR 05513 or BLR 05514).

II. THE LPA AGREES,

- 1. To certify by execution of this AGREEMENT that the selection of the ENGINEER was performed in accordance with the Professional Services Selection Act (50 ILCS 510) (Exhibit C).
- 2. To furnish the ENGINEER all presently available survey data, plans, specifications, and project information.
- 3. To pay the ENGINEER:
 - (a) For progressive payments - Upon receipt of monthly invoices from the ENGINEER and the approval thereof by the LPA, monthly payments for the work performed shall be due and payable to the ENGINEER, such payments to be equal to the value of the partially completed work minus all previous partial payments made to the ENGINEER.
 - (b) Final payment - Upon approval of the work by the LPA but not later than 60 days after the work is completed and reports have been made and accepted by the LPA and DEPARTMENT a sum of money equal to the basic fee as determined in this AGREEMENT less the total of the amount of partial payments previously paid to the ENGINEER

shall be due and payable to the ENGINEER.

(c) For Non-Federal County Projects - (605 ILCS 5/5-409)

- (1) For progressive payments - Upon receipt of monthly invoices from the ENGINEER and the approval thereof by the LPA, monthly payments for the work performed shall be due and payable to the ENGINEER. Such payments to be equal to the value of the partially completed work in all previous partial payments made to the ENGINEER.
- (2) Final payment - Upon approval of the work by the LPA but not later than 60 days after the work is completed and reports have been made and accepted by the LPA and STATE, a sum of money equal to the basic fee as determined in the AGREEMENT less the total of the amount of partial payments previously paid to the ENGINEER shall be due and payable to the ENGINEER.

4. To pay the ENGINEER as compensation for all services rendered in accordance with the AGREEMENT on the basis of the following compensation method as discussed in 5-5.10 of the BLR Manual.

Method of Compensation:

☐ Percent

☒ Lump Sum _____ (Maximum Fee \$40,000) (For federal funds the lump sum shall be developed using Cost Plus Fixed Fee Formula).

☐ Specific Rate

☐ Cost plus Fixed Fee: Fixed

Total Compensation = DL + DC + OH + FF

Where:

DL is the total Direct Labor,

DC is the total Direct Cost,

OH is the firm's overhead rate applied to their DL and

FF is the Fixed Fee.

Where $FF = (0.33 + R) DL + \%SubDL$, where R is the advertised Complexity Factor and %SubDL is 10% profit allowed on the direct labor of the subconsultants.

The Fixed Fee cannot exceed 15% of the DL + OH.

5. The recipient shall not discriminate on the basis of race, color, national origin or sex in the award and performance of any US DOT-assisted contract or in the administration of its DBE program or the requirements of 49 CFR part 26. The recipient shall take all necessary and reasonable steps under 49 CFR part 26 to ensure nondiscrimination in the award and administration of US DOT-assisted contracts. The recipient's DBE program, as required by 49 CFR part 26 and as approved by US DOT, is incorporated by reference in this agreement. Implementation of this program is a legal obligation and failure to carry out its terms shall be treated as violation of this AGREEMENT. Upon notification to the recipient of its failure to carry out its approved program, the Department may impose sanctions as provided for under part 26 and may, in appropriate cases, refer the matter for enforcement under 18 U.S.C. 1001 and/or the Program Fraud Civil Remedies Act of 1986 (31 U.S.C 3801 et seq.).

III. IT IS MUTUALLY AGREED,

1. To maintain, for a minimum of 3 years after the completion of the contract, adequate books, records and supporting documents to verify the amount, recipients and uses of all disbursements of funds passing in conjunction with the contract; the contract and all books, records and supporting documents related to the contract shall be available for review and audit by the Auditor General, and the DEPARTMENT; the Federal Highways Administration (FHWA) or any authorized representative of the federal government, and to provide full access to all relevant materials. Failure to maintain the books, records and supporting documents required by this section shall establish a presumption in favor of the DEPARTMENT for the recovery of any funds paid by the DEPARTMENT under the contract for which adequate books, records and supporting documentation are not available to support their purported disbursement.
2. That the ENGINEER shall be responsible for any all damages to property or persons out of an error, omission and/or negligent act in the prosecution of the ENGINEER's work and shall indemnify and save harmless the LPA, the DEPARTMENT, and their officers, agents and employees from all suits, claims, actions or damages liabilities, costs or damages of any nature whatsoever resulting there from. These indemnities shall not be limited by the listing of any insurance policy.

The LPA will notify the ENGINEER of any error or omission believed by the LPA to be caused by the negligence of the ENGINEER as soon as practicable after the discovery. The LPA reserves the right to take immediate action to remedy any error or omission if notification is not successful; if the ENGINEER fails to reply to a notification; or if the conditions created by the error or omission are in need of urgent correction to avoid accumulation of additional construction costs or damages to property and reasonable notice is not practicable.
3. This AGREEMENT may be terminated by the LPA upon giving notice in writing to the ENGINEER at the ENGINEER's last known post office address. Upon such termination, the ENGINEER shall cause to be delivered to the LPA all drawings, plats, surveys, reports, permits, agreements, soils and foundation analysis, provisions, specifications, partial and completed estimates and data, if any from soil survey and subsurface investigation with the understanding that all such materials becomes the property of the LPA. The LPA will be responsible for reimbursement of all eligible expenses incurred under the terms of this AGREEMENT up to the date of the written notice of termination.

4. In the event that the DEPARTMENT stops payment to the LPA, the LPA may suspend work on the project. If this agreement is suspended by the LPA for more than thirty (30) calendar days, consecutive or in aggregate, over the term of this AGREEMENT, the ENGINEER shall be compensated for all services performed and reimbursable expenses incurred prior to receipt of notice of suspension. In addition, upon the resumption of services the LPA shall compensate the ENGINEER, for expenses incurred as a result of the suspension and resumption of its services, and the ENGINEER's schedule and fees for the remainder of the project shall be equitably adjusted.
5. This AGREEMENT shall continue as an open contract and the obligations created herein shall remain in full force and effect until the completion of construction of any phase of professional services performed by others based upon the service provided herein. All obligations of the ENGINEER accepted under this AGREEMENT shall cease if construction or subsequent professional services are not commenced within 5 years after final payment by the LPA.
6. That the ENGINEER shall be responsible for any and all damages to property or persons arising out of an error, omission and/or negligent act in the prosecution of the ENGINEER's work and shall indemnify and have harmless the LPA, the DEPARTMENT, and their officers, employees from all suits, claims, actions or damages liabilities, costs or damages of any nature whatsoever resulting there from. These indemnities shall not be limited by the listing of any insurance policy.
7. The ENGINEER and LPA certify that their respective firm or agency:
 - (a) has not employed or retained for commission, percentage, brokerage, contingent fee or other considerations, any firm or person (other than a bona fide employee working solely for the LPA or the ENGINEER) to solicit or secure this AGREEMENT,
 - (b) has not agreed, as an express or implied condition for obtaining this AGREEMENT, to employ or retain the services of any firm or person in connection with carrying out the AGREEMENT or
 - (c) has not paid, or agreed to pay any firm, organization or person (other than a bona fide employee working solely for the LPA or the ENGINEER) any fee, contribution, donation or consideration of any kind for, or in connection with, procuring or carrying out the AGREEMENT.
 - (d) that neither the ENGINEER nor the LPA is/are not presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from covered transactions by any Federal department or agency,
 - (e) has not within a three-year period preceding the AGREEMENT been convicted of or had a civil judgment rendered against them for commission of fraud or criminal offense in connection with obtaining, attempting to obtain or performing a public (Federal, State or local) transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements or receiving stolen property.
 - (f) are not presently indicated for or otherwise criminally or civilly charged by a government entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph and
 - (g) has not within a three-year period preceding this AGREEMENT had one or more public transaction (Federal, State, local) terminated for cause or default.

Where the ENGINEER or LPA is unable to certify to any of the above statements in this clarification, an explanation shall be attached to this AGREEMENT.

8. In the event of delays due to unforeseeable causes beyond the control of and without fault or negligence of the ENGINEER no claim for damages shall be made by either party. Termination of the AGREEMENT or adjustment of the fee for the remaining services may be requested by either party if the overall delay from the unforeseen causes prevents completion of the work within six months after the specified completion date. Examples of unforeseen causes included but are not limited to: acts of God or a public enemy; acts of the LPA, DEPARTMENT, or other approving party not resulting from the ENGINEER's unacceptable services; fire; strikes; and floods.

If delays occur due to any cause preventing compliance with the PROJECT SCHEDULE, the ENGINEER shall apply in writing to the LPA for an extension of time. If approved, the PROJECT SCHEDULE shall be revised accordingly.

9. This certification is required by the Drug Free Workplace Act (30 ILCS 580). The Drug Free Workplace Act requires that no grantee or contractor shall receive a grant or be considered for the purpose of being awarded a contract for the procurement of any property or service from the DEPARTMENT unless that grantee or contractor will provide a drug free workplace. False certification or violation of the certification may result in sanctions including, but not limited to suspension of contract on grant payments, termination of a contract or grant and debarment of the contracting or grant opportunities with the DEPARTMENT for at least one (1) year but not more than (5) years.

For the purpose of this certification, "grantee" or "Contractor" means a corporation, partnership or an entity with twenty-five (25) or more employees at the time of issuing the grant or a department, division or other unit thereof, directly responsible for the specific performance under contract or grant of \$5,000 or more from the DEPARTMENT, as defined the Act.

The contractor/grantee certifies and agrees that it will provide a drug free workplace by:

- (a) Publishing a statement:
 - (1) Notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance, including cannabis, is prohibited in the grantee's or contractor's workplace.
 - (2) Specifying actions that will be taken against employees for violations of such prohibition.
 - (3) Notifying the employee that, as a condition of employment on such contract or grant, the employee will:
 - (a) abide by the terms of the statement; and
 - (b) notify the employer of any criminal drug statute conviction for a violation occurring in the workplace no later than (5) days after such conviction.
- (b) Establishing a drug free awareness program to inform employees about:
 - (1) The dangers of drug abuse in the workplace;

- (2) The grantee's or contractor's policy to maintain a drug free workplace;
- (3) Any available drug counseling, rehabilitation and employee assistance program; and
- (4) The penalties that may be imposed upon an employee for drug violations.
- (c) Providing a copy of the statement required by subparagraph (a) to each employee engaged in the performance of the contract or grant and to post the statement in a prominent place in the workplace.
- (d) Notifying the contracting, or granting agency within ten (10) days after receiving notice under part (b) of paragraph (3) of subsection (a) above from an employee or otherwise, receiving actual notice of such conviction.
- (e) Imposing a sanction on, or requiring the satisfactory participation in a drug abuse assistance or rehabilitation program.
- (f) Assisting employees in selecting a course of action in the event drug counseling, treatment and rehabilitation is required and indicating that a trained referral team is in place.

Making a good faith effort to continue to maintain a drug free workplace through implementation of the Drug Free Workplace Act, the ENGINEER, LPA and the Department agree to meet the PROJECT SCHEDULE outlined in EXHIBIT B. Time is of the essence on this project and the ENGINEER's ability to meet the PROJECT SCHEDULE will be a factor in the LPA selecting the ENGINEER for future projects. The ENGINEER will submit progress reports with each invoice showing work that was completed during the last reporting period and work they expect to accomplish during the following period.

- 10. Due to the physical location of the project, certain work classifications may be subject to the Prevailing Wage Act (820 ILCS 130/0.01 et seq.).
- 11. For Preliminary Engineering Contracts:
 - (a) That tracing, plans, specifications, estimates, maps and other documents prepared by the ENGINEER in accordance with this AGREEMENT shall be delivered to and become the property of the LPA and that basic survey notes, sketches, charts, CADD files, related electronic files, and other data prepared or obtained in accordance with this AGREEMENT shall be made available, upon request to the LPA or to the DEPARTMENT, without restriction or limitation as to their use. Any re-use of these documents without the ENGINEER involvement shall be at the LPA's sole risk and will not impose liability upon the ENGINEER.
 - (b) That all reports, plans, estimates and special provisions furnished by the ENGINEER shall conform to the current Standard Specifications for Road and Bridge Construction, Bureau of Local Roads and Streets Manual or any other applicable requirements of the DEPARTMENT, it being understood that all such furnished documents shall be approved by the LPA and the DEPARTMENT before final acceptance. During the performance of the engineering services herein provided for, the ENGINEER shall be responsible for any loss or damage to the documents herein enumerated while they are in the ENGINEER's possession and any such loss or damage shall be restored at the ENGINEER's expense.



AGREEMENT SUMMARY

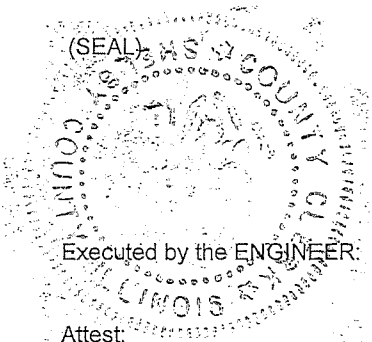
Prime Consultant (Firm) Name	TIN/FEIN/SS Number	Agreement Amount
Lochmueller Group, Inc.		

Subconsultants	TIN/FEIN/SS Number	Agreement Amount
Hammond and Reid Surveying	FEIN #27-1386385	\$13,500.00
Midwest Engineering and Testing	FEIN #27-0764228	\$7,000.00
Subconsultant Total		\$20,500.00
Prime Consultant Total		
Total for all work		\$20,500.00

AGREEMENT SIGNATURES





Executed by the LPA:

Local Public Agency Type		Local Public Agency	
Attest:	The County	of	Shelby County Highway
By (Signature & Date)		By (Signature & Date)	
 2/13/2025		 2/13/2025	
Local Public Agency		Local Public Agency Type	
Shelby County Highway		County Clerk	
		Title	
		CD Siemsen	




Executed by the ENGINEER:

Attest:	Prime Consultant (Firm) Name
	Lochmueller Group, Inc.

By (Signature & Date)	By (Signature & Date)
	
Title	Title
	

APPROVED:

Regional Engineer, Department of Transportation (Signature & Date)


Local Public Agency	Prime Consultant (Firm) Name	County	Section Number
Shelby County Highway	Lochmueller Group, Inc.	Shelby	24-05120-00-BR

EXHIBIT A
SCOPE OF SERVICES

To perform or be responsible for the performance of the engineering services for the LPA, in connection with the PROJECT herein before described and enumerated below

This supplement is to include the survey and geotechnical services to Lochmueller's contract. Below is the proposed scope for survey and geotechnical services:

Survey (Hammond & Reid Land Surveying, LTD.)
Initial Survey (Topographic & Boundary) – Site Control, Road, Bridge, Creek Profile/Hydraulic, Boundary, Borings: \$8,100
Row Acquisition – Centerline Survey Plat, Parcel ROW Plats (4 parcels), Stake ROW & Easements for Negotiations: \$5,400
Note: Proposal Includes Title Commitment/Search Reports (4 Parcels) – Approx. \$2000

Geotech (Midwest Engineering and Testing, Inc.):
Two borings will be conducted behind the existing abutment in accordance with IDOT guidelines. The report will be compiled looking at utilizing pile foundations for traditional bridge structure and shallow foundations for the use of an aluminum box structure.

Local Public Agency	Prime Consultant (Firm) Name	County	Section Number
Shelby County Highway	Lochmueller Group, Inc.	Shelby	24-05120-00-BR

EXHIBIT B
PROJECT SCHEDULE

The following schedule is based on typical approval times and is subject to change based upon any permitting or approval delays.

Targeting a Letting in Spring 2026.

Local Public Agency	Prime Consultant (Firm) Name	County	Section Number
Shelby County Highway	Lochmueller Group, Inc.	Shelby	24-05120-00-BR

Exhibit C
Qualification Based Selection (QBS) Checklist

The LPA must complete Exhibit D. If the value meets or will exceed the threshold in 50 ILCS 510, QBS requirements must be followed. Under the threshold, QBS requirements do not apply. The threshold is adjusted annually. If the value is under the threshold with federal funds being used, federal small purchase guidelines must be followed.

☒ Form Not Applicable (engineering services less than the threshold)



January 20, 2025

Mr. Michael Tappendorf, P.E.
County Engineer
Shelby County Highway Department
Via email: shelbycohwy@shelbycounty-il.gov

RE: Proposed Scope of Services (Survey and Geotechnical Supplement)
Bridge Replacement of 087-3234
400 N (0.5 Miles West of IL 128)
Dry Point Township

Dear Mr. Tappendorf:


Lochmueller Group (Lochgroup) is pleased to submit the following supplemental proposal for survey and geotechnical services for a Township Bridge located in Dry Point Township. The existing structure is located on 400N in Dry Point Township approximately 0.5 miles west of Rt 128 and roughly 1.7 Miles NW of Cowden. It is our understanding the proposed bridge project would reflect and/or assume the following:

- Originally the County was going to contract with Hammond and Reid and MET directly to conduct the survey and geotechnical services. Due to Township Bridge Funding (TBP) funding, it was requested, these services be included in our contract to allow TBP funds to be used for these contracts.
- Survey Services to include; Initial Survey (Topographic & Boundary) – Site Control, Road, Bridge, Creek Profile/Hydraulic, Boundary, Borings; Row Acquisition – Centerline Survey Plat, Parcel ROW Plats (4 parcels), Stake ROW & Easements for Negotiations. (Note: Proposal Includes Title Commitment/Search Reports (4 Parcels) – Approx. \$2000); Phase III layout will be contracted with survey firm during Phase III agreement with IDOT.
- County will perform all necessary ROW/Easement negotiations with affected landowners.
- County will conduct Phase III service for this project.
- Geotechnical services to include: Two borings will be conducted behind the existing abutment in accordance with IDOT guidelines. The report will be compiled looking at utilizing pile foundations for traditional bridge structure and shallow foundations for the use of an aluminum box structure. Attached hereto are the IDOT forms and exhibits to complete this proposed work.

If you have any questions or comments concerning this proposal, don't hesitate to contact me at 618-267-4194.

Sincerely,

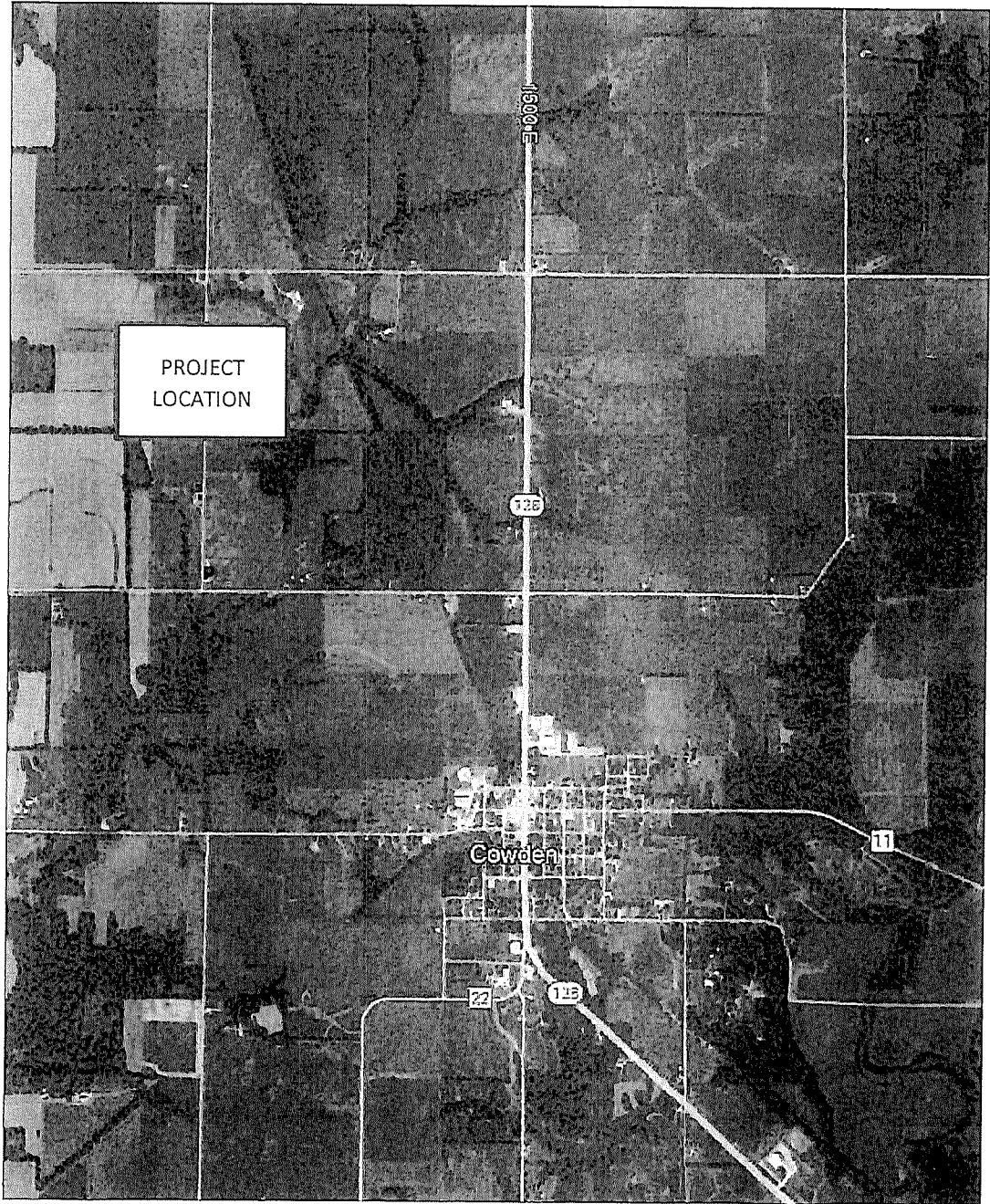
Lochmueller Group, Inc.


Nick Burrus, P.E.
Project Manager
Nick.Burrus@lochgroup.com

Mr. Michael Tappendorf, P.E.
January 20, 2025
Page 2



EXHIBIT
Project Area
Bridge Replacement of Structure 087-3234
Dry Point Township
Shelby County, Illinois

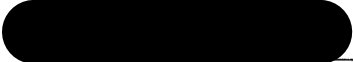


Based upon the aforementioned specifications and requirements, I submit the following bid:

I bid the sum of \$ 202 per tillable acre.

197 acres x \$ 202 = \$ 39,794 total rent.

Dated this 11 day of February 2025


Bidder signature

Please Print

Name Michael A Williams

Phone Number (217) 962-1737

Address 1948 East 1600 North Rd Shelbyville IL 62565

Based upon the aforementioned specifications and requirements, I submit the following bid:

I bid the sum of \$ 255⁰⁰ per tillable acre.

197 acres x $\frac{\$255.00}{255.00}$ = \$ 50235⁰⁰ total rent.

Dated this 23 day of Jan. 2025



Bidder signature

Stu Fox
Please Print

Name Stu Fox Phone Number 217-821-7771
~~217-777-2~~
Address 2051 E 700 N RD Shelbyville IL 62565

Based upon the aforementioned specifications and requirements, I submit the following bid:

I bid the sum of \$ 260 per tillable acre.

197 acres x \$ 260 = \$ 51,220 total rent.

Dated this 11 day of February 2025


Bidder signature

Please Print

Name Tice Robinson Phone Number 217 720 4018


Address 22 Mautton Dr Shelbyville, IL 62565

Based upon the aforementioned specifications and requirements, I submit the following bid:

I bid the sum of \$ 290.⁰⁰ per tillable acre.

197 acres x \$ 290.⁰⁰ = \$ 57,130.⁰⁰ total rent.

Dated this 8 day of FEBRUARY 2025


Bidder signature

Please Print

Name ORVILLE EVERSOLE

Phone Number 217-853-9972

Address 1685E 1600N SHELBYVILLE, IL 62565

FEB 20 2025

Jessie Dorr

SHELBY COUNTY CLERK

CASH RENT FARM LEASE

THIS LEASE is made this 19th day of February, 2025 by and between Shelby County, Shelbyville, Illinois, Landlord and Tice Robinson, 22 Moulton Drive, Shelbyville, Illinois, Tenant.

LANDLORD rents and leases to the Tenant, for agricultural purposes only, the following described real estate, to-wit:

The West ½ of the Northwest Quarter of Section 3 and the Northeast Quarter of Section 4, Township 11 North, Range 3 East of the Third Principal Meridian, Shelby County Illinois; commonly known as the Shelby County Farm consisting of approximately 236 acres.

LENGTH OF TENURE: The term of this lease shall begin on the 19th day of February, 2025 and shall continue through the last day of December, 2027. **No other notification will be necessary for the termination of this lease.**

EXTENT OF AGREEMENT: Terms of this lease shall be binding on the heirs, executors, administrators or assigns, or agents, for both Landlord and Tenant, in the same manner as upon the original parties.

AMENDMENTS AND ALTERATIONS: Amendments and alterations to this lease may be made in writing in the space provided at the end of this lease at any time by mutual agreement. In the event of failure to agree on proposed alterations, the existing provisions of the lease shall control operations.

AMOUNT OF RENT: Tenant agrees to pay the Landlord annual cash rent of:

197 tillable acres @ \$260.00 / acre = \$51,220.00 ("Total Annual Rent")

Total Annual Rent shall be paid in two (2) equal installments, with the first payment due by or before April 1, 2025, and the second payment due by or before November 1, 2025.

Tenants will receive and pay the real estate taxes as a part of the overall rent for this property. The estimated taxes for 2025 payable in 2026 are between \$7,400 and \$7,500.

LANDLORD'S INVESTMENT AND EXPENSE: Landlord agrees to furnish the property and to pay the items of expense listed below:

1. The above-described farm, including any fixed improvement thereon.
2. Materials the Landlord deems necessary for repairs and improvements on the above-described farm.
3. Skilled labor employed in making permanent improvements.

TENANT'S INVESTMENT AND EXPENSE: Tenant agrees to furnish the property and to pay the items of expense listed below:

1. All machinery, equipment, fuel, power and man labor necessary to farm the premises properly.
2. Labor, except skilled labor, required for repairs and improvements.
3. All seed, inoculation, disease-treatment materials, fertilizers, herbicides and pesticides.
4. Tenant will receive 100% of any government payments.

TENANT'S DUTIES: Tenant further agrees that they will perform and carry out the stipulations below:

1. To keep farm neat, and to prevent any unnecessary waste, or damage to the property.
2. Not to allow noxious weeds to go to seed on said premises but to destroy same; to cut all weeds, sprouts and brush in fence rows and on roads adjoining as often as needed each year without charge to the Landlord for labor.
3. To investigate and repair any broken tile and keep outlets open, repair breaks in open ditches. Tenant shall not plow or disk through areas grass waterway, or other low places that will permit open ditches eroding across fields.
4. To cultivate the farm faithfully and in a timely, thorough, and businesslike manner.
5. To comply with rules and regulations of the Illinois Pollution Control Board.
6. Not to assign this lease to any person or sublet any part of the premises.
7. Not to permit, encourage, or invite other people to use any part or all this property for any purpose or activity not directly related to its use for agricultural production.
8. Tenant will be responsible for all mowing, including the cemetery.

MANAGEMENT AND BUSINESS PROCEDURES: Landlord and Tenant agree that they will observe the following provisions:

1. Except when mutually agreed otherwise, the land use and cropping system shall be as follows:
 - Corn, Soybeans, or Wheat at the tenant's discretion
 - The minimum fertility requirements are as follows:
 - Acres planted to Corn – 200 lbs/acre of 18-46-00 and 100 lbs/acre of 00-00-60
 - Acres planted to Soybeans – 125 lbs/acre of 00-00-60
 - Acres planted to Wheat – 150 lbs/acre of 18-46-00 and 125 lbs/acre of 00-00-60

- Tenant shall provide the Farm Committee with copies of their fertilizer invoices once the product has been applied.
2. Landlord will furnish all of the cost of limestone and soil testing.
 3. Tenant is not to erect or permit to be erected upon said premises, any structure, building, fence or sign of any kind whatsoever, except by the written consent of Landlord, nor to purchase any materials or incur any expenses for the account of the Landlord without their approval and will not make a claim for labor at any time unless Landlord has given written permission at a previous date.
 4. Nothing in this lease shall confer upon the Tenant any right to minerals underlying said land or any part thereof, but the same are hereby expressly reserved by the Landlord together with the full right, liberty and land room to them, to enter upon the premises and to bore, search and excavate for same, to work and remove the same, and to deposit excavated rubbish, and with full liberty to pass over said premises with vehicle and lay down and work any such railroad tract or tracks, tanks, pipe lines, powers and structures as may be necessary or convenient for the above purposes. Said Landlord, however, agrees to deduct from the annual rent, pro-rata, for the land to be taken by their assignors for said uses.
 5. Tenant takes possession of the leased premises subject to the hazards of operating a farm, and assumes all risk of accidents to himself, his family, his employees, or agents in pursuance of the farming operations, or in performing repairs to any buildings, fences and other improvements.

RIGHT OF ENTRY: Landlord or their agent shall be always entitled to free access to the premises and may make any repairs and improvements thereon. If this lease is terminated, Landlord, or their agent, shall be entitled to fall plow, fertilize or otherwise prepare the ground and plant in proper season for the following year's crops.

LANDLORD'S LIEN FOR RENT AND PERFORMANCE: The Landlord's lien provided by law on crops grown or growing shall be the security for the rent herein specified and for the faithful performance of the terms of the lease. In the event the cash rent is not paid when due, then any amount remaining unpaid shall bear interest at 8% per annum from the date of default until paid. If the Tenant fails to pay the rent due or fails to keep any of the agreements of this lease, all costs and attorney fees of the Landlord in enforcing collection or performance shall be added to and become a part of the obligations payable by the Tenant hereunder.

YIELDING POSSESSION: Tenant agrees that at the expiration of the term of this lease, they will yield up possession of the premises to Landlord, without further demand or notice, in as good order and condition as when the same were entered upon by the Tenant, loss by fire or tornado, and ordinary wear excepted. If Tenant fails to yield possession, they shall pay to Landlord a penalty of \$50.00 per day for each day they remain in possession thereafter, in addition to any actual damages caused by Tenant to land, and such payments shall not entitle said Tenant to any interest of any kind or character in or on the premises.

INSURANCE: Tenant operates on the Subject Property subject to the hazards of operating a farm, and assumes all risk of accidents, injuries, property damage and other damages of any kind or character to its officers, shareholders and directors, its employees, invitees, agents or to any other persons or entities on or in any way involving the said leased premises during the term of this lease and agrees to hold the Landlord free, harmless and indemnified therefore. Tenant will carry a \$1,000,000.00 liability insurance policy to cover the provision of this paragraph that names the county as an additional insured. Tenant will provide proof of insurance to the Shelby County Farm Committee.

INDEMNIFICATION: Tenant shall indemnify, hold harmless and defend with counsel of Landlord's own choosing, Landlord, its past, present and future elected officials, department heads, employees, insurers, and agents (hereinafter collectively referred to as "Releasees") from and against all liability, claims, suits, causes of action, demands, proceedings, set-offs, liens, attachments, debts, expenses, judgments, or other liabilities including costs, reasonable fees and expense of defense, arising from any loss, damage, injury, death, or loss or damage to property, of whatsoever kind or nature as well as for any breach of any covenant in this Agreement and any breach by the custom operator of any representations or warranties made within the contract documents (collectively, the "Claims"), to the extent such Claims result from the performance of this contract by the custom operator or those Claims are due to any act or omission, neglect, willful acts, errors, omissions or misconducts of the custom operator in its performance under this Agreement.

Nothing contained herein shall be construed as prohibiting Releasees from defending through the selection and use of their own agents, attorneys and experts, any claims, suits, demands, proceedings and auctions brought against them. Pursuant to ILCS 5/3-9005, no attorney may be assigned to represent the Releasees pursuant to this Section of the Contract unless the attorney has been approved in writing by the Shelby County State's Attorney. Releasees' participation in its defense shall not remove the custom operator's duty to indemnify, defend, and hold Releasees harmless, as set forth above. Releasees do not waive their defenses or immunities under the Local Government and Governmental Employees Tort Immunity Act (745 ILCS 10/1 et seq.) by reason of this indemnification provision. Indemnification shall survive the termination of the Agreement.

ASSIGNMENT OF LEASE: Tenant's obligations under this Agreement may not be assigned or transferred to any other person, firm, or corporation without the Landlord's consent. Any attempt to assign or so transfer without consent shall be void and without legal effect and shall constitute grounds for termination.

CONFLICT OF INTEREST: Both parties affirm no Shelby County officer or elected official has a direct or indirect pecuniary interest in Tenant or this agreement, or, if any Shelby County officer or elected official does have a direct or indirect pecuniary interest in Tenant or this agreement, that interest, and the procedure followed to effectuate this Agreement has and will comply with 50 ILCS 105/3.

NON-DISCRIMINATION: Tenant, its employees, and agents agree not to commit unlawful discrimination and agree to comply with all applicable provisions of the Illinois Human Rights Act, Title VII of the Civil Rights Act of 1964, as amended, the Americans with Disabilities Act,

the Age Discrimination in Employment Act, Section 504 of the Federal Rehabilitation Act, and all applicable rules and regulations.

DISAGREEMENT WITHIN THE CONTRACT WITH ILLINOIS LAW: If any provision of this Agreement shall be held to be invalid or unenforceable for any reason, the remaining provisions shall continue to be valid and enforceable. If a court finds that any provision of this agreement is invalid or unenforceable, but that by limiting such provision becomes valid and enforceable, then such provision shall be deemed to be written, construed, and enforced as so limited. The waiver of one breach of any term, condition, covenant or obligation of this Agreement shall not be a waiver of that or any other term, condition, covenant or obligation or of any subsequent breach thereof.

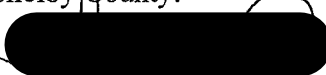
LEGAL REMEDIES: In any action with respect to this Agreement, the parties are free to pursue any legal remedies at law or in equity. The prevailing party by 75% or more of damages sought, in any action brought pursuant to this Agreement shall be entitled to reasonable attorneys' fees and court costs arising out of any action or claim to enforce the provisions of this Agreement.

LAND RESTRICTION: The lease does not restrict the public from entering onto the county farm, parcel #1812-04-00-200-001 and parcel #1812-03-00-100-001.

FINALITY OF AGREEMENT: This Agreement represents the entire agreement between the parties and there are no other promises or conditions in any other agreement whether oral or written. This agreement supersedes any prior written or oral agreements between the parties and may not be modified except in writing acknowledged by both parties.

IN WITNESS WHEREOF, we affix our signatures this 19th day of February, 2025.

Shelby County:



By: Tad Mayhall
Chairman of the Shelby County Board

Tenant:



By: Tice Robinson

NOTICE OF JOB OPENING

POSITION: PROGRAM COMPLIANCE OVERSIGHT MONITOR (PCOM) DEPARTMENT: SHELBY COUNTY

TRANSPORTATION POSITION SUMMARY:

This is an ongoing Part-Time grant funded position that is required under the Non-Metro Operating Assistance and Downstate Operating Assistance Program (DOAP). This position will maintain oversight to ensure compliance with all applicable Federal and State requirements as set forth in statutes, regulations, executive orders and master agreement between IDOT/DPIT and FTA.

JOB DUTIES:

- Develop and update a Service Coordination and Management Plan (SCMP) that is approved in writing by IDOT/DPIT.
- Monitor and analyze the level of and performance of Public Transportation service provided.
- Document, Investigate, and Resolve all complaints regarding Public Transportation.
- Assist in review and audit of the program.
- Attend all local and regional training.
- Monitor the Public Transportation account.
- Monthly reporting to the Public Safety Committee of the Shelby County Board.
- Submit Quarterly reports to the Shelby County Board at Full County Board Meetings.

QUALIFICATIONS:

- A bachelor's degree in urban planning, accounting, business or a related field; or
- An associate degree in accounting, business, or a related field and at least three years of related experience: or
- Any equivalent combination of related education and experience.
- Have no real or perceived conflict of interest with the service operator(s).
- Possess proficiency in federal and state transportation grant programs in purpose and funding.
- Possess proficiency in State and Federal Public Transportation capital and operating grant requirements.
- Must be self-reliant, have good judgement, with skills in written and verbal communication.

KNOWLEDGE, SKILLS AND ABILITIES:

- Proficient knowledge of experience with and skilled in the operation of personal computers and computer programs such as word processing, electronic spreadsheets, and databases.
- Advanced understanding of bookkeeping and accrual accounting.
- Ability to read and understand contractual and programmatic requirements of the Federal Transportation Administration's Section 5311 Program.
- General Program Knowledge - The PCOM shall possess proficiency in areas including but not limited to: Relevant federal and state grant program(s) purpose and funding; and State and federal public transportation capital and operating grant requirements.

- Ability to make independent decisions.
- Ability to work independently, complete projects, and administer administrative processes frequently without immediate supervision.
- Ability to establish and maintain effective working relationships with public and private groups, and individuals; ability to handle stressful situations.
- Ability to communicate effectively verbally and in writing with the public, officials, departments, offices, and staff; to follow instructions; and create and prepare correspondence.
- Ability to perform arithmetic functions, such as adding, subtracting, multiplying and dividing using whole numbers, common fractions, and decimals, with accuracy and care.
- Ability to maintain a high level of confidentiality.
- Good written and oral communication skills.

Pay rate: Current pay is \$1,000 monthly (2025)

Applications are due at the Shelby County Clerk's Office no later than 4:00 P.M. March 7, 2025.

Applications will be reviewed and interviews held by the Shelby County Board Chairman and Vice Chairman and a recommendation will be made to the full Shelby County Board.

Applications may be emailed to shcoclerk@shelbycounty-il.gov or mailed to Shelby County Clerks Office, Attn: PCOM Position, 301 E. Main St. PO Box 230, Shelbyville, IL 62565

All questions should be directed to the Shelby County Board Chairman, Tad Mayhall 217-246-3592.

Shelby County

Position Title: Program Compliance Oversight Monitor (PCOM)
Department: Central Illinois Public Transit/Shelby County Public Transportation
Location: Shelby County
Reports To: Public Safety Committee/Shelby County Board
Salary Grade: \$1,000/month
Approved By: Shelby County Board
Approved Date:

OVERVIEW:

Shelby County, referred to as the Grantee, is a grantee of Section 5311 and Downstate Operating Assistance Program (DOAP) funds as a direct recipient from the Illinois Department of Transportation, Office of Intermodal Project Implementation to provide public transportation. It is a requirement of the Illinois Department of Transportation that grantees have a Program Compliance Oversight Monitor (PCOM) on staff. Shelby County is responsible for the counties of Shelby, Christian, Clay, Fayette, Montgomery, and Moultrie.

SUMMARY:

This position oversees and reviews all grant applications for the Shelby County, Christian County, Clay County, Fayette County, Montgomery County, and Moultrie County Public Transportation Programs including Section 5311 and Downstate Operating Assistance and any other funding opportunities. The PCOM shall audit monthly and/or quarterly invoices, reconciles all financial transactions of the operator, prepares quarterly reimbursement requests to be submitted to IDOT, and works annually with the independent auditors. This position is responsible for the Federal and State compliance requirements of the Project and monitors the level and performance of public transportation service being provided by the Grantee and/or its Operator, ensures Operator policies and procedures meet state and federal standards and are being implemented as stated. Documents and resolves complaints, develops and updates a service coordination management plan, monitors the public transportation account (PTA), prepares and submits written reports to the Shelby County on a regular basis, and compiles and submits online reporting monthly, quarterly, and year-ending to IDOT through their grant management system.

APPOINTMENT AND SUPERVISION:

The PCOM is appointed and employed by the Shelby County Board and must be approved in writing by the Illinois Department of Transportation (IDOT). The PCOM works under the general supervision of the Public Safety Committee and will provide monthly reports to both the Shelby County Public Safety Committee and the Shelby County Board and report to the full Shelby County Board quarterly.

DUTIES AND RESPONSIBILITIES:

Duties may include but are not limited to the following:

- Oversees, reviews and submits all grant applications for the Shelby County Public Transportation Program including Section 5311 and Downstate Operating Assistance Program and any other funding opportunities. This includes a proficient knowledge of all applicable online portals, such as IDOT's grants management system known as BlackCat, SharePoint, State of Illinois Grant Accountability Transparency Act (GATA), etc.
- Audit and submit monthly invoices/reports of the Operator(s) and the grantee to IDOT.
- Reconcile all financial transactions of the Operator(s) and prepare quarterly reimbursement requests to IDOT.
- Prepare and complete year-end reports.
- Work with independent auditors as required.

MONITORING - The PCOM shall monitor and analyze the following:

- The level and performance of public transportation service being provided by the Grantee and/or its operator(s), if any within the Grantee's service boundaries. The PCOM shall monitor the following measures: hours of service, days of service, number of vehicles, revenue vehicle hours, revenue vehicle miles, system expenses and revenues, ridership, trip denials, revenue miles per vehicle, and cost per trip/mile/hour.
- The utilization, condition, and maintenance of Project Facilities and equipment.
- Conduct annual inspection of all transportation assets, including but not limited to, vehicles, facilities, equipment, maintenance tools, electronics, etc.
- The driver and staff training activities of the Grantee and/or its operator(s), if any;
- The eligibility of reimbursable expenses of the Grantee and or its operator(s), if any.

Service Coordination and Management Plan.

The PCOM shall develop and update, annually or as needed, a Service Coordination and Management Plan ("SCMP") that is approved in writing by IDOT. In the SCMP, the Grantee shall provide the following:

- A list of all of the public and specialized transportation service providers, Human Services Transportation Plan ("HSTP") Coordinators, and stakeholders within the Grantee's territorial boundaries.
- The methodology by which the Grantee shall ensure that public transportation service planning, design, and operation is open, transparent, and coordinated to the maximum extent possible.
- For a multi-county system, the methodology by which the Grantee shall ensure that the level of service provided (number of vehicles, days, hours, and miles) by the Grantee and/or its operator(s), if any, for each county within the Grantee's territorial boundaries is commensurate with the amount of state and federal funding allocated to each county.
- An explanation of the Grantee's and its operator's, if any, public transportation complaint procedures.
- Any additional information requested by IDOT.
- All service contracts associated with the Project, including any service contracts between the Grantee's operator and a third party within the Grantee's territorial boundaries. For the service contracts, the PCOM shall monitor the revenues received and the number of trips provided. The PCOM shall ensure all service contract revenue collected by the Grantee and/or its operator(s) is properly accounted for, and reimbursements are reconciled with the Public Transportation Account at the end of the state fiscal year.
- The ability for all customers to obtain pertinent public transportation information and schedule service with the Grantee and /or its operator(s), if any.
- Any additional items requested by IDOT.

Complaint Procedures:

- The PCOM shall document, investigate (if necessary) and resolve to the extent practicable all complaints regarding public transportation provided by the Grantee and/or its operator(s), if any.
- **Program Reviews** - The PCOM shall assist in all IDOT program reviews and audits of the Grantee and its operator(s) if any and attend all meetings between the Grantee and IDOT.
- **Compliance** - The PCOM will be responsible for monitoring compliance and adherence to all State and Federal regulations in relation to transportation, grant funding, and any/all Operator /Grantee agreements.
- **Training** - The PCOM shall attend, at a minimum, any relevant local and regional public and specialized service coordination meetings, such as the Regional Human Service Transportation Planning (HSTP) meetings; the RTAC's spring conference, Illinois Public Transportation Association (IPTA) Fall conference and any training sessions identified by IDOT.

Public Transportation Account:

The PCOM shall monitor the Public Transportation Account ("PTA"), by identifying and tracking deposits and withdrawals into and out of the PTA, the interest earned, and the balance of funds in the account as required by IDOT.

Reporting:

The PCOM shall submit monthly /quarterly activity reports to IDOT. The reports shall contain the following information:

- A summary of all public transportation service coordination meetings, initiatives, and activities undertaken by the Grantee and the Grantee's operator(s), if any.
- A summary and analysis of the activities monitored pursuant to this item, with recommendations and timeframes to correct any problems identified. For the service contracts, if any, in addition to a summary of the items being monitored, the Grantee shall also provide the following information: a list of all service contracts associated with the Project, including any service contracts between the Grantee's operator and a third party within the Grantee's territorial boundaries, and a summary of the Operator's efforts to obtain additional service contracts.
- A summary and analysis of public transportation complaints and, if applicable, the satisfaction of any entity receiving service from the grantee or its operator pursuant to a service contract, as well as recommendations and timeframes to correct any problems identified.
- For the annual report to IDOT, an accounting of all PTA transactions during the fiscal year and the amount of funds in the PTA to be carried over for future public transportation capital or operating expenses.
- Any additional information requested by IDOT.

MINIMUM QUALIFICATIONS:

- A bachelor's degree in urban planning, accounting, business or a related field; or
- An associate degree in accounting, business, or a related field and at least three years of related experience; or
- Any equivalent combination of related education and experience.
- Have no real or perceived conflict of interest with the service operator(s).

KNOWLEDGE, SKILLS AND ABILITIES:

- Proficient knowledge of experience with and skilled in the operation of personal computers and computer programs such as word processing, electronic spreadsheets, and databases.
- Advanced understanding of bookkeeping and accrual accounting.
- Ability to read and understand contractual and programmatic requirements of the Federal Transportation Administration's Section 5311 Program.
- General Program Knowledge - The PCOM shall possess proficiency in areas including but not limited to: Relevant federal and state grant program(s) purpose and funding; and State and federal public transportation capital and operating grant requirements.
- Ability to make independent decisions.
- Ability to work independently, complete projects, and administer administrative processes frequently without immediate supervision.
- Ability to establish and maintain effective working relationships with public and private groups, and individuals; ability to handle stressful situations.
- Ability to communicate effectively verbally and in writing with the public, officials, departments, offices, and staff; to follow instructions; and create and prepare correspondence.
- Ability to perform arithmetic functions, such as adding, subtracting, multiplying and dividing using whole numbers, common fractions, and decimals, with accuracy and care.
- Ability to maintain a high level of confidentiality.
- Good written and oral communication skills.

ACKNOWLEDGEMENT

The employee acknowledges herby by undersigning that they have reviewed and understand the position description and have been provided a reasonable opportunity to have questions regarding the position description answered.

Employee Name (pri nt) (Date)

Signature

The position description has been approved by the appropriate authority and has been reviewed and approved by the Shelby County Public Safety Committee.

Shelby County Public Safety Committee Chair

The position description has been approved by the appropriate authority and has been reviewed and approved by the Shelby County Board.

Shelby County Board Chair

Shelby County, Illinois
Resolution Number: 2025-09
Date: February 13, 2025

Resolution to Establish an HR Policy for the Management of County Board Employees

WHEREAS, the Shelby County Board is responsible for overseeing employees working within county departments under its jurisdiction;

WHEREAS, the Shelby County Board recognizes the importance of compliance with all applicable federal, state, and local employment laws, including but not limited to the Fair Labor Standards Act (FLSA), Equal Employment Opportunity (EEO) laws, and Illinois state labor statutes;

WHEREAS, Shelby County feels it is important to ensure that newly hired employees complete all required paperwork and are made aware of personnel policies for Shelby County;

WHEREAS, it is necessary to ensure that Family and Medical Leave Act (FMLA) paperwork is completed for employee absences in order to comply with State and Federal laws;

WHEREAS, it is the responsibility of each department head to manage payroll duties, track payment of sick, benefit, and vacation time, and coordinate with the county's self-insured Health Insurance program, in addition to other Human Resources functions;

WHEREAS, it shall also be the responsibility of each department head to adhere to all Human Resources policies outlined in this resolution and ensure their departments are compliant with these policies;

WHEREAS, this resolution aims to promote a professional and respectful work environment, ensure employee accountability, and provide clear guidelines for the recruitment, management, and support of employees;

BE IT RESOLVED, the following HR policies are hereby adopted by the Shelby County Board, and all previous Shelby County HR policies are now rescinded:

1. Recruitment and Hiring

1.1. Open positions within Shelby County will be advertised transparently through appropriate channels.

1.2. The recruitment process shall comply with Equal Employment Opportunity (EEO) requirements and avoid discrimination based on race, gender, age, disability, religion, or other protected classes.

1.3. All newly hired employees must complete the required onboarding paperwork and attend an orientation to familiarize themselves with county personnel policies.

2. Employee Orientation and Onboarding

- 2.1. New employees will participate in a comprehensive orientation to understand county policies, job responsibilities, and workplace expectations.
 - 2.2. A probationary period outlined in the hiring contract will apply to all new hires to assess suitability for the role.
-

3. Workplace Conduct and Ethics

- 3.1. Employees are expected to maintain professionalism and uphold the values of Shelby County in all workplace interactions.
 - 3.2. Harassment, discrimination, workplace violence, and any unethical behavior are strictly prohibited and will be subject to disciplinary action.
 - 3.3. Employees must comply with confidentiality requirements concerning personal identifiable, personnel, and all sensitive information.
-

4. Time and Attendance

- 4.1. Employees must comply with attendance policies and provide timely notification for absences.
 - 4.2. Family and Medical Leave Act (FMLA) paperwork must be completed for all qualifying absences in compliance with State and Federal laws.
-

5. Performance Management

- 5.1. Supervisors may conduct annual performance reviews to assess employee performance, provide feedback, and identify areas for growth.
 - 5.2. Employees will be provided clear performance expectations and goals.
-

6. Grievance and Dispute Resolution

- 6.1. Employees may file grievances through the established grievance process.
 - 6.2. Supervisors and department heads will address grievances promptly, ensuring fairness and adherence to policy.
-

7. Payroll and HR Administration by Department Heads

- 7.1. Each department head will monitor, sign off on, and report payroll hours to the Shelby County Clerk for their department, including the tracking and payment of sick and vacation time.
- 7.2. The Shelby County Clerk will serve as the authorized agent for the Illinois Municipal Retirement Fund (IMRF) for employees in the county.
- 7.3. Department heads will coordinate with the county’s self-insured Health Insurance program and oversee other relevant HR functions.
- 7.4. Department heads must adhere to all Human Resources policies and ensure that their departments operate in compliance with these policies.

8. Training and Development

8.1. Shelby County will support employee professional development by providing training opportunities and resources.

8.2 Department heads will identify mandatory training requirements and provide training resources for the employees in their department.

8.2. Department heads will identify training needs to enhance employee skills and performance.

9. Compliance and Records Management

9.1. Employee records and files, electronic and paper, including performance evaluations and disciplinary actions, will be maintained securely in each department and in compliance with applicable laws.

9.2. Shelby County employees are required to comply with all relevant federal, state, and local laws governing employment practices.

NOW, THEREFORE, BE IT RESOLVED, that the Shelby County Board adopts this HR policy to ensure the effective management of its employees and to promote a productive, equitable, and transparent work environment.

PASSED AND APPROVED by the Shelby County Board on this 13th day of Feb., 2025.

Board Chairperson: Tam A. Mulhall

Signature: [Redacted]

Date: 2/13/2025

County Clerk: Jessica Fox

Signature: [Redacted]

Date: 2/13/2025


RESOLUTION NO. 2025- 10

WHEREAS, Jessica Fox is the elected Shelby County Clerk & Recorder, having been elected at the November 8, 2022 General Election; and

WHEREAS, the Shelby County Board is required to appoint an authorized agent to conduct Shelby County’s business with the Illinois Municipal Retirement Fund (IMRF).

THEREFORE, BE IT RESOLVED THAT: Jessica Fox is hereby appointed to act as the Authorized Agent for the Shelby County’s IMRF matters.

Duly adopted and approved this 13th day of February, 2025



Tad Mayhall, Shelby County Board Chairman

ATTEST:



Jessica Fox, Shelby County Clerk



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

January 27, 2025

Shelby County
Board Chair – Tad Mayhall
East Main St.
Shelbyville, IL 62565

RE: Managed Services Proposal – 2025 9 Month Renewal

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, Service Level Agreement and Hold Harmless Agreement. Effective March 1, 2025 and is valid until November 30, 2025.

Fees:

Increase of monthly fees due to multiple systems added and complexity of the network changes over the last year.

Managed Services monthly as outlined in Complete Care \$ 5,500.00

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 1st of each month beginning March 1st, 2025.
- 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 9 month agreement starting March 1, 2025. 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: 

Date: 2/13/2025

Printed Name: TAD A. MAYNARD

Enc:

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



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 March 01, 2025 (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" and is valid until November 30, 2025.

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:

Circuit Clerk's Office - Note here that the Circuit Clerk has approved the installation of our managed service on the following systems 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

Judges Chamber Courtroom A

Yogi Notebooks that Judge Harlow has attached to the network.

Public Defender's Office – Two new workstations have been installed without our consultation or input. We have requested access to those systems by telephone and e-mail to install our managed services, antivirus services, etc. so that the office would be in compliance with the County Cyber-Insurance policy requirements. Access has been refused by the Public Defender.

This agreement is part of the letter of engagement and in signing the Letter of Engagement is acknowledgement that they have read, understood, and agreed to the terms and conditions of this Hold Harmless Agreement.

Mytec Solutions, Inc.
Service Provider

Road and Bridge Committee
Meeting Agenda
February 10th, 2025

Date and Time of meeting: Monday, February 10th, 2025, 4:30 pm

Location of Meeting: Shelby County Highway Department
1590 State Highway 16
Shelbyville, Illinois 62565

Roll Call: Teresa Boehm, Chad Yantis, Larry Syfert, Tim Morse, Brent Wallace

Public Body Comment –

Approval of Minutes from previous meeting – December 9, 2024, January Meeting Canceled due to weather

Maintenance Department Update –

Engineers report –

Discussions and Approval for County Board Meeting:

1. Discussion and Approval of 50/50 petition from Prairie Township Highway Commissioner to Remove an existing failing Box Culvert and replace with 2-42” diameter x 40-foot-long CMP pipes. The estimated cost of the project will be \$14,728, which will be shared 50/50 between the township and County Bridge account.
2. Discussion and Approval of 50/50 petition from Oconee Township Highway Commissioner to Remove an existing failing CMP Pipe and replace with 2-54” diameter x 40-foot-long CMP pipes. The estimated cost of the project will be \$17,917, which will be shared 50/50 between the township and County Bridge account.
3. Discussion and Approval of Supplemental Engineering Agreement with Lochmueller Group, Inc for Design Services for Structure 087-3234 over an unnamed tributary over Mitchell Creek on TR 373 aka CR 400N. Amount requesting is \$20,500 for additional scope of Surveying and Geotechnical Subcontracts. Engineering Agreement previously approved in August of 2024.
 - a. Previous Engineering agreement was \$48,653 for Preliminary Engineering only.
4. Discussion Only of Engineering Agreement with Lochmueller Group, Inc for Design Services for Structure 087-3041 over Richland Creek on County Highway 40. Engineering Agreement as awarded by following the QBS procedures outlined by IDOT – Bureau of Local Roads.
 - a. Discussion due to high prices and alternate Consultant negotiation Discussion.
 - Option 1 – Approve Full Estimate of \$276,965
 - Option 2 – Approve multi-phase approach with first phase \$28,019.78
 - Option 3 – Move to negotiations with next consultant.

Other Discussion For Road/Bridge Committee:

1. \$1/Hour Per MOU for Front Office Employees.
2. Text My Gov. We are beginning to utilize this function.
3. Flagger Training, combined training for all townships, municipalities, and Us.
4. County Engineer Vacation Days – Accumulate or Front Load

Approval of CPCA –

Approval of Claims-

Public Body Comment -

Adjournment: Next Scheduled Meeting will be March 10th, 2025 @ 4:30 pm @ Highway
Department

Road and Bridge Committee
Meeting Minutes
December 9th, 2024

Date and Time of meeting: Monday, December 9th, 2024, 4:34 pm

Location of Meeting: Shelby County Highway Department
1590 State Highway 16
Shelbyville, Illinois 62565

Roll Call: Tim Brown, Clay Hardy, Brent Wallace (All Present)

Also present Wendy Gregory, Michael Tappendorf, Tim Baumgarten, Chad Yantis

Public Body Comment – (None)

Approval of Minutes from previous meeting – November 11, 2024 Motion made by Brent Wallace, Seconded by Tim Brown, Passes Unanimously

Maintenance Department Update – Report given by Tim Baumgarten. The laborers have hauled rock, done ditching, completed a Big Spring 50/50, mixed rock/sand, patched potholes, cleared trees, cut back brush, put pipes in at Todds Point railroad crossing, John has been doing welding, serviced chainsaws, serviced equipment, completed Cold Spring 50/50, serviced trucks, put snowplow on a truck, spread sand/salt when it snowed

Engineers report – Given by Michael Tappendorf

- Items for Future Discussion
 - 50/50 Petition and Engineering Agreements for:
 - Richland Township Bridges
 - 087-3344
 - 087-3136
 - Bidding of next year maintenance materials
 - December 16th, 9am bid opening for Aggregate
 - January 6th 9 am Bid opening for Oil, Culvert, Hauling, Pugmill
 - Highway Department Team Major accomplishments since last meeting
 - Maintenance – Construction season has ended
 - Stated Tim had covered all of this in his report
 - Front Office Team
 - Wendy has done the normal day to day operations
 - Cam and Alex have been doing a lot of paperwork
 - Michael has been working on the County and Township material lettings
 - Cam has been working on Oconee Bridge Construction inspection
 - Alex has been working on Todd's Point RR inspection
 - Working on other final inspections
 - Projects
 - Union Pacific Railroad Crossings.
 - Todd's Point RR XING (Crossing). Project Complete. Final Inspection Complete
 - Gonzalez RR Xings – 3 North of Shelbyville. Gonzalez is pursuing design.
 - Likely Next Year Construction

FILED
FEB 11 2025
Jessie Cox
SHELBY COUNTY CLERK

413

- County Highway 3 (east of Findlay)
 - Programming for year has been released. IDOT has contacted me and is aware of issues. They are working on getting us in as soon as possible.
- County Highway 19 – Hopeful next 2 years
 - Cape Seal from 128 to CH 16
- County Highway 16 (Towerhill/Moweaqua blacktop)- Hopeful next 3 years.
 - Soil Cement Roadway
- Oconee Township Bridges – 2 Separate Projects
 - Section 19-11120-00-BR, Federal Bridge project.
 - Project is Complete. Final Inspection Complete
 - Section 21-11120-00-BR, Rebuild IL Bridge Project.
 - Structure is in place. Approaches are being Constructed
- Ridge Township Bridge – Section 19-17120-00-BR (Northwest of Henton). Looking to bid next March
- Ash Grove/Big Spring Bridge – Section 19-01127-00-BR (South of Sexson Corner). Looking to bid in Spring

□ Discussion and Approval of Resolution for “2025 Supplemental Work Agreement” with Hammond and Reid Surveying Ltd as outlined in the agreement. Note: Hammond and Reid will not assist with NBIS bridge inspection, but bridge construction inspection only and as needed. **Motion made by Tim Brown, Seconded by Clay Hardy, Passes Unanimously**

□ Discussion and Approval of Resolution for Maintenance under the Illinois Highway Code for appropriation of funds for the 2025 MFT Maintenance program. **Motion made by Brent Wallace, Seconded by Tim Brown, Passes Unanimously**

□ Discussion and Approval of “Resolution for Improvement under the Illinois Highway Code for the inspection of bridges as required per the FHWA for the 2025 calendar year. Engineering Agreement approved last meeting. **Motioned made by Tim Brown, Seconded by Brent Wallace, Passes Unanimously**

□ Approval of “Resolution for improvement under the Illinois Highway Code” for 2025 County Engineer Salary to utilize MFT Funds. **Motion made by Brent Wallace, Seconded by Clay Hardy, Passes Unanimously**

□ Approval of “Resolution Appropriating Funds for the Payment of the County Engineer’s Salary” half salary program for the 2025 year. **Motion made by Tim Brown, Seconded by Brent Wallace, Passes Unanimously**

□ Discussion and Approval of 50/50 Petition from Cold Spring Township Highway Commissioner to demolish and construct a new bridge (SN 087-3397) on TR54 in Cold Spring Township, West of County Highway 15 (500N/950E) North of Herrick. **Motion made by Clay Hardy, Seconded by Tim Brown, Passes Unanimously**

□ Discussion Only of Engineering Agreement with Lochmueller Group, Inc for Design Services for Structure 087-3041 over Richland Creek on County Highway 40. Engineering Agreement as awarded by following the QBS procedures outlined by IDOT – Bureau of Local Roads.

□ Discussion and Approval of Resolution for Compliance with MFT for the 2023 year. **Motion made by Brent Wallace, Seconded by Tim Brown, Passes Unanimously**

□ Discussion of Current Culvert Installation Policy.

Michael Tappendorf discussed his equipment wish list asking if ARPA could possibly purchase some items

Michael Tappendorf asked Committee if it would be OK to bid on a dump truck that another County has. Highway Department would use its own funds. The Committee said that would be fine.

Approval of Claims – Motion made by Tim Brown, Seconded by Brent Wallace, Passes Unanimously

Approval of CPCA- Motion made by Brent Wallace, Seconded by Tim Brown, Passes Unanimously

Public Body Comment - None

Adjournment: Next Scheduled Meeting will be January 6th, 2025 @ 4:30 pm @ Highway Department
Motion made by Clay Hardy, Seconded by Tim Brown, Passes Unanimously

I hereby approve these meeting minutes and authorize them to be duly recorded.


Road & Bridge Committee



Teresa Boehm (Committee Chairwoman)


2-10-25

Date



Tim Morse

Date



Larry Syfert


Date



Brent Wallace

2-10-25

Date



Chad Yantis

2-10-25

Date

January 31, 2025

Arrow Energy--Credit Card Fuel Sales	\$	2,665.98
Fuel Sales--Cash & Check	\$	1,055.99
Rent	\$	2,868.00
Transfer from 1st Federal	\$	36,000.00
Cash Distribution from Farm Account	\$	30,000.00
Shelby County Aviation--Ameren	\$	86.38
Bank Interest	\$	3.22
	\$	72,679.57
	\$	96,586.28

Bills Received and Paid

Shelby County Aviation--FBO January, 2025	\$	3,500.00
Shelby Electric Cooperative	\$	1,080.98
Steve Wempen--Bookkeeping January, 2025	\$	200.00
Illinois Department of Revenue--Sales Tax Payment	\$	208.00
John Deere Financial--New Tractor Payment 57 of 84	\$	751.36
Shelbyville Water Department	\$	26.00
Ameren IP	\$	506.38
USPS--Annual P.O. Box Fee	\$	120.00
A. C. T. S. LLC--Internet	\$	50.00
Shelbyville Ace Hardware--Building Maintenance	\$	176.00
Consolidated Communications	\$	196.49
Shelby County Aviation--New Flags	\$	58.38
ACH Payment--SCSB for New Checks	\$	238.57
ACH Payment--Illinois LGIP Investment	\$	60,000.00
LRS LLC--Trash Service 1-1-25/3-31-25	\$	82.50
Albion Radio Communication, Inc.--1st Qtr. NDB Maintenance	\$	504.00
	\$	67,698.66
	\$	28,887.62

Shelby County State Bank	\$	28,887.62
First Federal Savings and Loan	\$	1,031.91
Farm Agency Account	\$	32,189.84
Fuel Receivable	\$	540.18
Rent Receivable	\$	700.00
Cash On Hand	\$	502.44
The Illinois Fund	\$	60,022.51
Certificates of Deposit	\$	73,769.35

Prepared by Steve Wempen--Sec/Treas

SHELBY COUNTY CLERK

James Fox

SHELBY COUNTY AIRPORT and LANDING FIELD COMMISSION
REGULAR MEETING MINUTES **January 13, 2025**

- Members present at meeting:
Commissioners—Paul Canaday, John Hall, Walt Lookofsky, Steve Wempen
- Members not present at meeting:
Commissioners—Rick Brown
- Others Present
Airport Manager—Scott Jefson
County Board Members—Carol Cole, Austin Pritchard
Farm Manager—

Steve calls the meeting to order.

Paul ask Scott if he had heard anything on Swineys prop. Scott said he had, it was going to be done later in the week and cost is \$900 plus shipping. Scott also mentioned to Steve that it was his understanding that the county treasurer has already sent a check for 40-45 percent of the cost for the new hangar doors and that there wasn't anything he needed to do.

The minutes for the Regular Meeting held December 9th were read by all. Paul made a motion to approve the minutes. It was second by John and was approved by all saying aye.

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

Bills Presented		
LRS, LLC—Trash Service 1-1-25/3-31-25	\$	82.50
Shelbyville Ace Hardware—Building Maintenance	\$	176.00
Shelby County Aviation—New Flags	\$	58.38
Albion Radio Communications, Inc—1st Qtr. NDB Maintenance	\$	504.00

Paul made a motion to accept the bills as presented. Walt second it and it was approved by all saying aye.

Managers Report

Scott said the door man had been here and that the doors are being made. Hangar numbers 1-5 and 10 are the doors being replaced. They are to be here by the end of February. They will remove the existing doors and stack them off to the side. It will be up to the airport on what we do with them. Scott also said he talked to a local farmer who has an airplane at his farm and needed a door. Scott mentioned scrap value for the door but the selling price didn't need to be decided on just yet. He ask the person from the door company if he would install insulation in the door as it is being installed if we purchase some and he said he would. The frames of the doors will be painted gray because if painted white the cost of the door would increase by \$1000 each. Steve asks Scott if there were any issues with the structure of the hangars and/or the opening. Scott said the door man said everything was fine, infact better than some he's done. Scott suggested getting a price from Triple B and also from Graber Building Supply over at Sullivan. John Deere has ordered the new Zero Turn mower and when it comes in, he assumed he is to take the invoice and give to the treasurer. Scott said he had turned in the survey for the new weather station, so they will be getting that put together soon but no ship date yet.

Scott mentions getting a phone call from Lindsay Hausman that day and wondered if everybody got her update that he forwarded. Lindsay said she attended a meeting with the Historical Society and that they were not accepting ours plan for two rows of window. They said they had to be exactly like the old ones, which would have to be custom built and the cost would be unexceptable. Some discussion ensued on the window issue. Scott also mentioned that when we put new doors on the Main Hangar, that we didn't match the old doors that had the same windows in them. Lindsay is going to go back and discuss with them and get back to us. Carol asks if the project was being funded with grant money and Scott replied that part of the funding is BIL, Bipartisan Infrastructure Law, money.

To use BIL money the project has to have some historical value to it. Lindsay said the ramp project should be ready to be put out for bids in January. Scott said he and Lyle were leaving at 3:00 Tuesday morning and flying to Napa California to look at an airplane they might purchase. They will return on Wednesday and, if they purchase it, will be going back out to get it.

Scott said the snow plow got the mail box and that he got that repaired. Scott asks if he should go ahead and get pricing on insulation for the new doors and it was decided that he go ahead get some pricing.

Carol mentions two of the CDs on the CD report that are getting 1.72 percent and suggested cashing them in and investing in The Illinois Fund. Steve said he had just noticed that when updating the report for tonights meeting. He said they just recently matured and with the selling of his business he forgot to check on rates and they got renewed at the low percentage rate. Steve asks Carol what exactly was The Illinois Fund. Carol and Austin explained what it was and how it worked. A short discussion ensued on the fund. Carol said she would get a phone number and name to get hold of. Steve said he would call the next day and start the process to move the money. Also discussed was moving some money from the Farm Account.

End of Managers Report

Old Business
Covered

New Business
Covered

Walt made a motion to adjourn and Paul second it. Motion approved by all saying aye.

SHELBY COUNTY AIRPORT AND LANDING FIELD COMMISSION RECORD JOURNAL

CHECK NO.	DATE	DESCRIPTION OF TRANSACTION	BUDGET ACCT NO.	DEBITS	CREDITS	BALANCE
	31-Dec-24	Balance Shelby County State Bank				\$ 23,906.71
6551	1-Jan-25	Shelby County Aviation--FBO January, 2025	022-5210-12-023	\$ 3,500.00		\$ 20,406.71
6552	2-Jan-25	John Deere Financial Payment #57 of 84	022-5455-12-023	\$ 751.36		\$ 19,655.35
6553	2-Jan-25	USPS--Annual P.O. Box Fee	022-7000-12-023	\$ 120.00		\$ 19,535.35
6554	7-Jan-25	Shelbyville Water Department	022-7800-12-023	\$ 26.00		\$ 19,509.35
	7-Jan-25	Rent--B Brunken \$115, S Wempen \$115, T Swiny \$115				
		D Gherardini \$115, J Livesay \$125, Flying Club \$230				
6555	7-Jan-25	Fuel--\$656.28 SC Aviation Ameren \$86.38 Rent--\$815.00	022-7800-12-023	\$ 1,080.98	\$ 1,557.66	\$ 21,067.01
	10-Jan-25	Shelby Electric Cooperative		\$ 208.00		\$ 19,986.03
	10-Jan-25	Illinois Department of Revenue--Sales Tax Payment				\$ 19,778.03
	10-Jan-25	Arrow Energy--Deposit			\$ 969.81	\$ 20,747.84
6556	13-Jan-25	Shelby County Aviation--Flags	022-9900-12-023	\$ 58.38		\$ 20,689.46
6557	15-Jan-25	Shelbyville Ace Hardware--Building Maintenance	022-7440-12-023	\$ 176.00		\$ 20,513.46
6558	15-Jan-25	LRS LLC--Trash Service 1-1-25/3-31-25	022-7444-12-023	\$ 82.50		\$ 20,430.96
6559	15-Jan-25	Albion Radio Communications, Inc.--1st Qtr. NDB Maintenance	022-7442-12-023	\$ 504.00		\$ 19,926.96
	17-Jan-25	Arrow Energy--Deposit			\$ 458.77	\$ 20,385.73
6560	18-Jan-25	Ameren--SCA 37528 \$320.62 Airport 006211 \$185.76	022-7800-12-023	\$ 506.38		\$ 19,879.35
6561	18-Jan-25	Steve Wempen--Bookkeeping January, 2025	022-5220-12-023	\$ 200.00		\$ 19,679.35
6562	18-Jan-25	ACTS LLC--Internet	022-7800-12-023	\$ 50.00		\$ 19,629.35
6563	20-Jan-25	Consolidated Communications	022-7800-12-023	\$ 196.49		\$ 19,432.86
	21-Jan-25	Rent--K Best \$125, W Jesse \$115, D Collette \$115				
		G Wasson \$115, BARR \$115				
		Fuel--\$399.71 Rent--\$585.00			\$ 984.71	\$ 20,417.57
	24-Jan-25	Cash Distribution from Farm Account			\$ 30,000.00	\$ 50,417.57
	24-Jan-25	Arrow Energy--Deposit			\$ 814.12	\$ 51,231.69
	27-Jan-25	Rent--R Brown \$690			\$ 690.00	\$ 51,921.69
	25-Jan-25	Transfer from 1st Federal			\$ 36,000.00	\$ 87,921.69
	28-Jan-25	ACH Payment--SCSB New Checks	022-7000-12-023	\$ 238.57		\$ 87,683.12
	29-Jan-25	ACH Payment--Illinois LGIP Investment		\$ 60,000.00		\$ 27,683.12
	31-Jan-25	Rent--S Wempen \$115, T Swiny \$115, D Kroenlein \$115			\$ 778.00	\$ 28,461.12
	31-Jan-25	B Brunken \$115, EAA 814 \$65, R Spain \$115, J Green \$115			\$ 423.28	\$ 28,884.40
	31-Jan-25	Arrow Energy--Deposit			\$ 3.22	\$ 28,887.62
	31-Jan-25	Bank Interest				
		Board Meeting February 10, 2025				

SHELBY COUNTY AIRPORT AND LANDING FIELD COMMISSION RECORD JOURNAL

[illegible]

SHELBY COUNTY AIRPORT AND LANDING FIELD COMMISSION
BUDGET ACCOUNT SUMMARY *January, 2025*

[illegible]

SHELBY COUNTY AIRPORT--CERTIFICATES of DEPOSIT

ISSUEING FACILITY	ACCT. NO.	OPG. DATE	AMOUNT	APY RATE	MAT. TERM	NEXT MAT.	BALANCE
SHELBY COUNTY STATE BANK Redeemed 1/11/25	100021032	12-Jan-23	\$ 21,757.52				
SHELBY COUNTY STATE BANK	100023190	9-Nov-23	\$ 20,000.00	4.97	9 Month	9-May-25	\$ 20,804.73
SHELBY COUNTY STATE BANK	100023191	9-Nov-23	\$ 10,000.00	4.97	9 Month	9-May-25	\$ 10,402.37
SHELBY COUNTY STATE BANK Redeemed 9/15/24	100023194	10-Nov-23	\$ 20,807.01				
SHELBY COUNTY STATE BANK	100023195	10-Nov-23	\$ 20,000.00	4.97	9 Month	10-May-25	\$ 20,804.73
1st FEDERAL SAVINGS & LOAN Redeemed 1/14/25	1831339881	10-Nov-23	\$ 10,468.98				
1st FEDERAL SAVINGS & LOAN Redeemed 1/14/25	1834548360	10-Nov-23	\$ 20,938.00				
SHELBY COUNTY STATE BANK	100024245	14-Jan-25	\$ 21,757.52	4.47	9 Month	14-Oct-25	\$ 21,757.52
Total							\$ 73,769.35

SHELBY COUNTY AIRPORT...THE ILLINOIS FUND

[illegible]

January, 2025

[illegible]

Shelby County Airport and Landing Field Commission							
Fuel Sales				January, 2025			
DATE	QUANTITY	CUSTOMER INVOICE	TRANS. NO.	PRICE	CREDIT CARD	CHARGE	CASH
2-Jan-25	4.25	Paul Canaday	2711	\$ 4.95		\$ 21.04	
2-Jan-25	5.12	Credit Card Customer	2712	\$ 5.00	\$ 25.60		
2-Jan-25	5.31	Credit Card Customer	2713	\$ 5.00	\$ 26.55		
3-Jan-25	2.13	Credit Card Customer	2714	\$ 5.00	\$ 10.65		
3-Jan-25	5.11	Credit Card Customer	2715	\$ 5.00	\$ 25.55		
3-Jan-25	33.06	Garrett Wasson	2716	\$ 4.95		\$ 163.65	
3-Jan-25	5.11	Credit Card Customer	2717	\$ 5.00	\$ 25.55		
4-Jan-25	20.10	Credit Card Customer	2718	\$ 5.00	\$ 100.50		
4-Jan-25	6.11	Credit Card Customer	2719	\$ 5.00	\$ 30.55		
4-Jan-25	46.05	Credit Card Customer	2720	\$ 5.00	\$ 230.25		
4-Jan-25	17.97	Garrett Wasson	2721	\$ 4.95		\$ 88.95	
4-Jan-25	5.12	Credit Card Customer	2722	\$ 5.00	\$ 25.60		
4-Jan-25		Jet Fuel Sale	2723				
4-Jan-25	4.11	Credit Card Customer	2724	\$ 5.00	\$ 20.55		
4-Jan-25	10.09	Credit Card Customer	2725	\$ 5.00	\$ 50.45		
4-Jan-25	10.09	Credit Card Customer	2726	\$ 5.00	\$ 50.45		
4-Jan-25	11.11	Credit Card Customer	2727	\$ 5.00	\$ 55.55		
4-Jan-25	10.12	Credit Card Customer	2728	\$ 5.00	\$ 50.60		
5-Jan-25	7.28	Garrett Wasson	2729	\$ 4.95		\$ 36.04	
6-Jan-25	9.54	Garrett Wasson	2730	\$ 4.95		\$ 47.22	
8-Jan-25	5.64	Credit Card Customer	2731	\$ 5.00	\$ 28.20		
9-Jan-25	26.38	Credit Card Customer	2732	\$ 5.00	\$ 131.90		
9-Jan-25	13.08	Credit Card Customer	2733	\$ 5.00	\$ 65.40		
9-Jan-25		Timed Out	2734				
9-Jan-25	2.20	Credit Card Customer	2735	\$ 5.00	\$ 11.00		
13-Jan-25	3.34	Credit Card Customer	2736	\$ 5.00	\$ 16.70		
14-Jan-25	43.71	Credit Card Customer	2737	\$ 5.00	\$ 218.55		
16-Jan-25	2.09	Credit Card Customer	2738	\$ 5.00	\$ 10.45		
18-Jan-25	58.36	Cash Customer	2739	\$ 5.00			\$ 291.80
18-Jan-25		Jet Fuel Sale	2740				
18-Jan-25		Jet Fuel Sale	2741				
18-Jan-25		Jet Fuel Sale	2742				
18-Jan-25		Jet Fuel Sale	2743				
20-Jan-25	16.36	Credit Card Customer	2744	\$ 5.00	\$ 81.80		
21-Jan-25	2.50	Credit Card Customer	2745	\$ 5.00	\$ 12.50		
22-Jan-25	14.01	Credit Card Customer	2746	\$ 5.00	\$ 70.05		
24-Jan-25	25.07	Credit Card Customer	2747	\$ 5.00	\$ 125.35		
24-Jan-25	1.01	Credit Card Customer	2748	\$ 5.00	\$ 5.05		
25-Jan-25	2.16	Credit Card Customer	2749	\$ 5.00	\$ 10.80		
25-Jan-25	5.02	Credit Card Customer	2750	\$ 5.00	\$ 25.10		
25-Jan-25	9.84	Credit Card Customer	2751	\$ 5.00	\$ 49.20		
25-Jan-25	2.12	Credit Card Customer	2752	\$ 5.00	\$ 10.60		
26-Jan-25	5.07	Credit Card Customer	2753	\$ 5.00	\$ 25.35		
26-Jan-25	5.06	Credit Card Customer	2754	\$ 5.00	\$ 25.30		
27-Jan-25		Jet Fuel Sale	2755				
28-Jan-25	17.54	Credit Card Customer	2756	\$ 5.00	\$ 87.70		
29-Jan-25	2.71	Credit Card Customer	2757	\$ 5.00	\$ 13.55		
29-Jan-25	4.60	Cash Customer	2758	\$ 5.00			\$ 23.00
29-Jan-25	19.21	John Livesay	2759	\$ 4.95		\$ 95.09	
TOTAL	504.86				\$ 1,752.95	\$ 451.99	\$ 314.80
				TOTAL			\$ 2,519.74

DATE	QUANTITY	CUSTOMER INVOICE	TRANS. NO.	PRICE	CREDIT CARD	CHARGE	CASH
2-Jan-25	4.25	Paul Canaday	2711	\$ 4.95		\$ 21.04	
2-Jan-25	5.12	Credit Card Customer	2712	\$ 5.00	\$ 25.60		
2-Jan-25	5.31	Credit Card Customer	2713	\$ 5.00	\$ 26.55		
3-Jan-25	2.13	Credit Card Customer	2714	\$ 5.00	\$ 10.65		
3-Jan-25	5.11	Credit Card Customer	2715	\$ 5.00	\$ 25.55		
3-Jan-25	33.06	Garrett Wasson	2716	\$ 4.95		\$ 163.65	
3-Jan-25	5.11	Credit Card Customer	2717	\$ 5.00	\$ 25.55		
4-Jan-25	20.10	Credit Card Customer	2718	\$ 5.00	\$ 100.50		
4-Jan-25	6.11	Credit Card Customer	2719	\$ 5.00	\$ 30.55		
4-Jan-25	46.05	Credit Card Customer	2720	\$ 5.00	\$ 230.25		
4-Jan-25	17.97	Garrett Wasson	2721	\$ 4.95		\$ 88.95	
4-Jan-25	5.12	Credit Card Customer	2722	\$ 5.00	\$ 25.60		
4-Jan-25		Jet Fuel Sale	2723				
4-Jan-25	4.11	Credit Card Customer	2724	\$ 5.00	\$ 20.55		
4-Jan-25	10.09	Credit Card Customer	2725	\$ 5.00	\$ 50.45		
4-Jan-25	10.09	Credit Card Customer	2726	\$ 5.00	\$ 50.45		
4-Jan-25	11.11	Credit Card Customer	2727	\$ 5.00	\$ 55.55		
4-Jan-25	10.12	Credit Card Customer	2728	\$ 5.00	\$ 50.60		
5-Jan-25	7.28	Garrett Wasson	2729	\$ 4.95		\$ 36.04	
6-Jan-25	9.54	Garrett Wasson	2730	\$ 4.95		\$ 47.22	
8-Jan-25	5.64	Credit Card Customer	2731	\$ 5.00	\$ 28.20		
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9-Jan-25		Timed Out	2734				
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13-Jan-25	3.34	Credit Card Customer	2736	\$ 5.00	\$ 16.70		
14-Jan-25	43.71	Credit Card Customer	2737	\$ 5.00	\$ 218.55		
16-Jan-25	2.09	Credit Card Customer	2738	\$ 5.00	\$ 10.45		
18-Jan-25	58.36	Cash Customer	2739	\$ 5.00			\$ 291.80
18-Jan-25		Jet Fuel Sale	2740				
18-Jan-25		Jet Fuel Sale	2741				
18-Jan-25		Jet Fuel Sale	2742				
18-Jan-25		Jet Fuel Sale	2743				
20-Jan-25	16.36	Credit Card Customer	2744	\$ 5.00	\$ 81.80		
21-Jan-25	2.50	Credit Card Customer	2745	\$ 5.00	\$ 12.50		
22-Jan-25	14.01	Credit Card Customer	2746	\$ 5.00	\$ 70.05		
24-Jan-25	25.07	Credit Card Customer	2747	\$ 5.00	\$ 125.35		
24-Jan-25	1.01	Credit Card Customer	2748	\$ 5.00	\$ 5.05		
25-Jan-25	2.16	Credit Card Customer	2749	\$ 5.00	\$ 10.80		
25-Jan-25	5.02	Credit Card Customer	2750	\$ 5.00	\$ 25.10		
25-Jan-25	9.84	Credit Card Customer	2751	\$ 5.00	\$ 49.20		
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26-Jan-25	5.06	Credit Card Customer	2754	\$ 5.00	\$ 25.30		
27-Jan-25		Jet Fuel Sale	2755				
28-Jan-25	17.54	Credit Card Customer	2756	\$ 5.00	\$ 87.70		
29-Jan-25	2.71	Credit Card Customer	2757	\$ 5.00	\$ 13.55		
29-Jan-25	4.60	Cash Customer	2758	\$ 5.00			\$ 23.00
29-Jan-25	19.21	John Livesay	2759	\$ 4.95		\$ 95.09	
TOTAL	504.86				\$ 1,752.95	\$ 451.99	\$ 314.80
				TOTAL			\$ 2,519.74

SHELBY COUNTY AIRPORT
100LL COST OF SALES REPORT 2024-2025

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	
December	692.12	\$ 5.00	\$ 2,632.95	\$ 234.18	\$ 591.10	\$ 3,458.23	\$ 4.13	\$ 4.39	\$ 97.93	\$ 3,135.04	\$ 323.19
January	504.86	\$ 4.99	\$ 1,752.95	\$ 451.99	\$ 314.80	\$ 2,519.74	\$ 4.15	\$ 4.41	\$ 69.44	\$ 2,295.56	\$ 224.18
February						-			-		-
March						-			-		-
April						-			-		-
May						-			-		-
June						-			-		-
July						-			-		-
August						-			-		-
September						-			-		-
October						-			-		-
November						-			-		-
TOTAL	1196.98		\$ 4,385.90	\$ 686.17	\$ 905.90	\$ 5,977.97			\$ 167.37	\$ 5,430.60	\$ 547.37

\$30 Monthly Fee included in Arrow Fee Above

JET A COST OF SALES REPORT 2024-2025

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	
December	27.03	\$ 4.89	\$ 83.28	\$ 48.90	\$ -	\$ 132.18	\$ 2.83	\$ 3.01	\$ 2.15	\$ 83.42	\$ 48.76
January	219.33	\$ 4.89	\$ 1,012.42	\$ 59.48	\$ -	\$ 1,071.90	\$ 2.83	\$ 3.01	\$ 22.78	\$ 682.28	\$ 389.62
February		\$ -	\$ -	\$ -	\$ -	-	\$ -	\$ -	-		-
March		\$ -	\$ -	\$ -	\$ -	-	\$ -	\$ -	-		-
April		\$ -	\$ -	\$ -	\$ -	-	\$ -	\$ -	-		-
May		\$ -	\$ -	\$ -	\$ -	-	\$ -	\$ -	-		-
June		\$ -	\$ -	\$ -	\$ -	-	\$ -	\$ -	-		-
July		\$ -	\$ -	\$ -	\$ -	-	\$ -	\$ -	-		-
August		\$ -	\$ -	\$ -	\$ -	-	\$ -	\$ -	-		-
September		\$ -	\$ -	\$ -	\$ -	-	\$ -	\$ -	-		-
October		\$ -	\$ -	\$ -	\$ -	-	\$ -	\$ -	-		-
November		\$ -	0	\$ -	\$ -	-	\$ -	\$ -	-		-
TOTAL	246.36		\$ 1,095.70	\$ 108.38	\$ -	\$ 1,204.08			\$ 24.93	\$ 765.70	\$ 438.38

SHELBY COUNTY AIRPORT AND LANDING FIELD COMMISSION
SHELBYVILLE, IL.

REGULAR MEETING AGENDA

Meeting to be held at the Shelby County Airport
February 10, 2025
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 Go over Summary of ongoing items from Lindsay Hausman**
 - 2 Discuss Purchasing Insulating New Hangar Doors**
 - 3 Conference call with Linday Hausman Arr**
to discuss the Additive Alternate to the Main Ramp Project
- VIII. New Business**
 - 1 Discuss the purchase of a Loader for Tractor**
 - 2**
 - 3**
- IX. Adjournment**

The Public Safety Committee met Thursday December 5, 2024 in Courtroom A of the Shelby County Courthouse.

Minutes taken by Teresa Boehm

Call to order by Tad Mayhall at 6:00 p.m. Boehm, Cole, Mayhall, Morse and Ross present. Edwards absent.

-Motion to approve minutes from September 5, 2024. Motion made by Ross, second by Cole. Passed 5-0.

-Public Body Comment.

-Item 5, Sealed bids opened for a new truck for Animal Control (8 sealed bids):

Dan Hecht-\$45,665
Russ Braunecker-\$53,503 (included tax)
Bob Ridings Ford-\$47,248
Bob Ridings Dodge-\$46,698
Northside Ford-\$52,289
K.C. Summers- \$46,845
Morrow Bros (state bid) \$51,789
Leach Wilson-\$44,533

FILED
FEB 07 2025
Jerrin Cox
SHELBY COUNTY CLERK

Discussion was had about the trucks, options, features, and some being minus bed. Motion made by Cole to approve the purchase of a new truck for Animal Control using ARPA funds with the low bid from Leach Wilson of \$44,533, seconded by Morse. Passed 5-0

-Item 6, Motion made by Boehm, second by Morse to approve the use of \$20,250 of ARPA funds to purchase an animal control box for the animal control truck. Passed 5-0

-Item 7, Discussion was had on upgrading the entrance to the animal control building. The purpose is to provide additional safety and barrier to protect the staff of Animal Control staff. Motion made by Ross, second by Cole to approve \$1,563.50 of ARPA funds to pay for upgrading the entrance at the Animal Control facility. Passed 5-0

-Item 8, Discussion was had on the need for a new storage shed for Animal Control to store food and supplies. Motion made by Boehm, seconded by Cole to approve \$5,553 from ARPA funds for the purchase of a shed from Martin Buildings. Passed 5-0

-Item 9, Discussion was had on the need for two additional restraint carriers, specifically for cats. Safety features allow for no harm to the warden or the animal. Motion made by Cole, seconded by Morse to approve the purchase of 2 restraint carriers using ARPA funds for a total of \$287.98. Passed 5-0.

-Item 10, Discussion was had on the need for respirators to protect the warden when entering homes with a lot of animals. Motion to approve 2 respirators and 4 sets of filters for a total of \$529.90 to be paid for by ARPA funds made by Morse, seconded by Cole. Passed 5-0.

-Item 11, No action taken on GoPro spotlight for Animal Control truck due to new box having lights.

-Item 12, Discussion was had on the need for bullet proof vests for animal control wardens. Recommendations come from national association for wardens as well as the need noted by Mr. Hudson based on situations he has encountered locally. Motion to approve two bullet proof vests for \$2,000 to be paid for by ARPA funds made by Mayhall, seconded by Ross. Passed 5-0.

-Item 13, Discussion was had on the need to upgrade the camera system at the Animal Control Facility. Due to the new drugs housed in the facility, the Drug Enforcement Agency requires a system that can see at night. In addition, animals are being dumped at the facility at night, and license plates cannot be seen with the current system. Motion to approve new camera system from Eye in the Skye for \$2,530 to be paid for by ARPA funds made by Bohem, seconded by Morse. Passed 5-0.

-Item 14, Discussion was had on the need for a new lawnmower for Animal Control. Mr. Hudson has used his personal mower and fixed the existing lawnmower as much as possible. Motion made by Mayhall to approve the purchase of a mower for \$2,300 using APRA funds, seconded by Cole. Passed 5-0.

-Item 15, Sealed bids opened for a new truck for the Shelby County Dive Team:

K.C. Summers-\$50,967

Leach Wilson work truck-\$47,058

Leach Wilson Chevy Silverado-\$48,158

Discussion was had on the difference in the two lower bids, to include wheel type and interior. Motion made by Mayhall to approve the purchase of a 2025 Silverado ¾ ton from Leach Wilson for the Shelby County Dive Team for \$48,158 to be paid for with ARPA funds, seconded by Morse. Passed 5-0.

-Item 16, Sealed bids opened for an amphibious vehicle for the Shelby County Dive Team. Discussion was had on the need and use of the vehicle, to include helping other agencies such as fire departments, rescue, and the sheriff. Motion made by Mayhall to approve \$35,268 for an amphibious vehicle to be paid for by ARPA funds, seconded by Morse. Passed 5-0.

-Item 17, Quotes were reviewed and discussed on a trailer for the dive team. It was determined that the larger trailer would be best, and the lower quote for identical trailers was chosen. Motion made by Mayhall to purchase a trailer, 14' Aluma 8214HS utility trailer, low bid from Kate's Trailer Sales -- \$7,423 for the dive team to be paid for by ARPA funds, seconded by Cole. Passed 5-0.

-Item 18, Discussion was had on the purpose and need for dive computers. The units are not laptop-style computers, they are wearable devices for divers to monitor vitals, time under water, and depth. Motion made by Mayhall to approve the purchase of 8 dive computers at \$845 each, for a total of \$6,750, to be paid by ARPA funds, seconded by Cole. Passed 5-0.

-Item 19, Sheriff Department updates. The sheriff provided an update on the window project and he has requested the final bill. He is planning to surplus two squad vehicles at the regular board meeting. He provided an update to the 911 communications systems. A repeater is being moved from Shelbyville to Oconee to upgrade the range and signal in the southwestern part of the county, and the work and expense is being covered by the 911 Board. In addition, there will be upgrades in Windsor that will improve the emergency services signal and range to the east and he plans to have a quote for work that will enhance law enforcement signal in the same area.

-Items 20-24, no updates, new or old business.

Motion to adjourn by Cole, second by Boehm. Passed 5-0. Adjourned at 8:12 p.m.

CEO Designated Appointee – West Central Development Council Board

I, TAMMAYNE, serving as Chairperson/Commissioner of
SEEBY County, do hereby appoint the following individual
to serve a two year term* on the West Central Development Council Board.

LAVONNE CHEN

Name

Title

Organization

*Per the West Central Development Council By-Laws, the two year term will be
effective retroactively to July 1, 2024.

[Redacted Signature]

CEO Signature

2/13/2025

Date

Shelby County Board

P.O. Box 230
Shelbyville, Illinois 62565

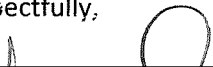
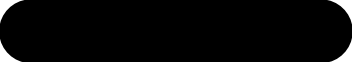
Phone:
217/774-4421

February 14, 2025

Dear Mr. Bushur,

Please allow this letter to serve as notice that county board member Tricia Miller was appointed to the CEFS board at our meeting held on February 13. Please don't hesitate to contact me should you need anything else. Thank you.

Respectfully,

Tad Mayhall
Board Chairman



Illinois
Department of
**Natural
Resources**

JB Pritzker, Governor • Natalie Phelps Finnie, Director
One Natural Resources Way • Springfield, Illinois 62702-1271
www.dnr.illinois.gov

February 11, 2025

Byron Coffman
County Board Chairman
Shelby County
P.O. Box 230
Shelbyville, IL 62565

RE: Joining the National Flood Insurance Program

Dear Chairman Coffman:

I am writing to encourage your community to join the National Flood Insurance Program (NFIP). This letter is part of our annual outreach to communities not participating in the program to provide you with information on the benefits of joining. I have attached answers to Frequently Asked Questions that explains the benefits to your community. By joining this program your residents will have access to federal flood insurance and it will increase your community's eligibility for federal disaster assistance and mitigation grants.

The requirement for flood insurance for a typical mortgage or home equity loan is based on FEMA's Flood Insurance Rate Maps and if a building is in the mapped floodplain. If your community is not part of the NFIP, the flood insurance must come from private carriers. The mandatory purchase requirement for flood insurance is in effect, regardless of your community's participation in the NFIP. Some federal loans, such as Veterans Administration loans, require flood insurance through the NFIP.

To join the NFIP, your community must adopt and enforce a local ordinance that regulates new construction and development in the mapped floodplain areas. The State of Illinois has developed a model floodplain ordinance that has been adopted by nearly 900 communities statewide. I would be happy to provide you with a copy of the State Model Floodplain Ordinance and discuss the benefits of joining the NFIP and the steps you would take to join.

If you would like a copy of the flood insurance mapping for your community, please contact me at Erin.C.Conley@illinois.gov. If you have any questions, please contact me at (217) 782-4428 or by email.

Sincerely,

Erin Conley
Erin C. Conley, CFM
State NFIP Coordinator

Enc.

FILED
FEB 13 2025
Jessie Cox
SHELBY COUNTY CLERK



Joining the NFIP

Frequently Asked Questions

What is the National Flood Insurance Program (NFIP)?

The NFIP is a Federal program enabling property owners in participating communities to purchase insurance protection against losses from flooding.

Participation is based on an agreement between the local community and the Federal government that states that the community will adopt and enforce a floodplain management ordinance to reduce future flood risks to new construction and development in the mapped floodplain. In turn, the Federal government will make flood insurance available within the community as a financial protection against losses.

What are the benefits of joining the NFIP?

- Property owners in the community are able to purchase flood insurance through the NFIP.
- Property owners in the mapped floodplain remain eligible for grants and loans guaranteed by the Department of Veteran Affairs, are insured by the Federal Housing Administration, or secured by the Rural Housing Service.
- The community will have regulations that restrict development in the mapped floodplain to reduce future flood losses.
- Federal disaster assistance, grants, and loans for flood damage is available for repairs or mitigation to insurable buildings in the mapped floodplain from agencies such as FEMA, HUD, EPA, SBA, and HUD.

Is there a fee involved in joining the NFIP?

There is no fee required for a community to join or to be involved in the Program. The only cost to the community is whatever cost is involved for the community to comply and enforce the NFIP regulations.

What happens if a community does not join the NFIP?

The benefits listed above are not available.

Lenders must notify applicants that the property is in a flood hazard area and that the property is not eligible for Federal disaster assistance. Some of these lenders voluntarily choose not to make these loans.

If a Presidentially declared disaster occurs as a result of a flood, no Federal financial assistance can be provided for the permanent repair or reconstruction of insurable buildings in the mapped floodplain. Public Assistance will only be provided for the amount of the damage that exceeds the amount the NFIP policy would have paid.

What steps must a community take to join the NFIP?

1. Complete and submit the Application for Participation in the National Flood Insurance Program (FEMA Form 81-64)
2. Adopt a Resolution of Intent (adopted by the Board of Selectmen). A sample resolution is available from the IDNR/OWR.
3. Adopt a floodplain management ordinance. A state model Floodplain Management Ordinance is available from the IDNR/OWR. As well as sample permit application forms.

Contact Erin Conley, IDNR/OWR State Floodplain Manager at 217.782.4428, Erin.C.Conley@illinois.gov



Membership Meeting Notice
Monday, February 24, 2025 – 9:30am
President Abraham Lincoln Hotel
701 East Adams Street, Springfield, Illinois

Meeting Notice

Membership Meeting: February 24, 2025 – 9:30am

President Abraham Lincoln Hotel, Freeport Room
701 East Adams Street, Springfield, IL 62701

8:30am: Breakfast Buffet

9:30am: Membership Meeting

Presentation:

Duties & Responsibilities of a County Board Member | Ethics Training

11:30am: Lunch Buffet

attendee RSVP is requested
UCCI@unitedcounties.com | 217-544-5585

ENCLOSURES

February 24, 2025 Membership Meeting Agenda

January 27, 2025 Membership Meeting Minutes

Legislative Conference: Registration & Information

Leadership Academy: Registration & Information

FILED
FEB 13 2025

Jessie Dey
SHELBY COUNTY CLERK



UNITED COUNTIES
COUNCIL of ILLINOIS

UCCI Membership Meeting Agenda

Monday, February 24, 2025, 9:30am

President Abraham Lincoln Hotel – Freeport Room
701 East Adams Street, Springfield, Illinois

Breakfast 8:30 am | Membership Meeting 9:30am | Lunch 11:30am

Agenda

Pledge of Allegiance

1. Welcome
2. Approval of meeting minutes from January 27, 2025
3. Treasurer's Report, January 2025 Financials
4. President/Executive Director's Report
5. Legislative Report
6. Presentation: Jason Brokaw, UCCI Legal Counsel
Duties & Responsibilities of a County Board Member | Ethics Training
7. County Issues
8. Old Business
 - a. Membership Update
 - b. 2025 Legislative Conference, March 19-20
 - c. 2025 Leadership Academy Program, June 5-7 & 26-28
 - d. NACo Legislative Conference, March 1-4
 - e. 2025 Reimbursement Stipends
 - f. 2025 Salary Survey
9. New Business
10. Adjournment

NEXT MEETING

Wednesday, March 19, 2025, 1pm
Abraham Lincoln Presidential Library – second floor
112 N Sixth Street, Springfield, Illinois



**UNITED COUNTIES
COUNCIL of ILLINOIS**

**UCCI Membership Meeting Minutes
Monday January 27, 2025 – 9:30am**

President Abraham Lincoln Hotel – Freeport Room
701 East Adams Street, Springfield, Illinois

TO: UCCI Members
FROM: Ryan McCreery, Executive Director
SUBJECT: **January 27, 2025 UCCI Membership Meeting Minutes**

This summarizes the decisions and actions of the above meeting attended by the following:

ALEXANDER	James Smith
BOND	Bernard Myers
BOONE	Matt Ragano, Josh Shumaker
BROWN	Bob Willis, Rob Akright
BUREAU	Sharon Schallhorn
CALHOUN	Deann Koster-Fester
CARROLL	Melinda Appel, Julie Bickelhaupt
CHRISTIAN	Liz Hile, Miranda Langen, Mike Specha
CLINTON	Mike Hilmes
CUMBERLAND	John Knueppel
DeWITT	Claro Carter, Thomas Farris
EDGAR	Lisa Ellis
EFFINGHAM	Norbert Soltwedel
HAMILTON	P.E. Cross
IROQUOIS	Ray Williams
JACKSON	Andrew Erbes
JASPER	Jason Warfel
KANKAKEE	Larry Kerkstra
KENDALL	Matt Prochaska
KNOX	Jennifer Fredricks
LEE	Tom Kitson, Keane Hudson, Dean Freil, Mike Zeman
LOGAN	Michael DeRoss, Lance Conahan
MACON	Tamara Wilcox, Ken Walker
MADISON	Dave Tanzyus, Linda Ogden
MARSHALL	Henry Gauwitz
MASON	Eldon Garlisch
MENARD	Dara Worthington
McDONOUGH	Jeremy Benson, Eric Blakeley
MONROE	George Green
MONTGOMERY	Rob Corso

OGLE	Bruce Larson, Aaron Mudge
PERRY	Bruce Morgenstern
PIATT	Jerry Edwards
PIKE	Donald Foster
RANDOLPH	David Holder
RICHLAND	Cynthia Given, Steve Schonert
SHELBY	Carol Cole, Jeff Gregg, Tim Morse
ST. CLAIR	Mark Kern
STARK	J. Thomas Howes
STEPHENSON	Sam Newton, Ronnie Bush, Lynette Williams
TAZEWELL	Russ Crawford
WASHINGTON	David Meyer, Dennis Shemonic
WHITESIDE	Rita Kelly
WILL	Kelly Hickey, Mica Freeman, Dawn Bullock, Daniel Butler
WILLIAMSON	Jim Marlo, Tim Atkisson
WOODFORD	John Krug, Tim Wilcoxon

The meeting was called to order by UCCI President David Meyer at 9:34am.

Pledge of Allegiance

AGENDA ITEM 1 – Welcome: President Meyer introduced himself, welcomed all attendees, thanked them for coming. President Meyer introduced UCCI Executive Director, Ryan McCreery. McCreery welcomed attendees & introduced UCCI staff team, Connie Golembeck, Jon Peebles and Ashley Packett, to incoming board members.

AGENDA ITEM 2 – Approval of Minutes for November 18, 2024 meeting
 Motion by **Piatt County**, seconded by **Lee County**
 Voice Vote - Motion **PASSED**

AGENDA ITEM 3 – Treasurer’s Report: November & December 2024 Financials
 Motion by **Williamson County**, seconded by **Marshall County**
 Voice Vote - Motion **PASSED**

AGENDA ITEM 4 – President Meyer welcomed new guests & asked for room introductions.

AGENDA ITEM 5 – UCCI Legislative Director, Jon Peebles, stated 2500 bills were filed between the House and Senate. Peebles will communicate particulars once bills go to committee that may impact UCCI members. Legislative pages on UCCI website will be updated to reflect status and impacts.

AGENDA ITEM 6 - County Issues: UCCI Legal Counsel Jason Brokaw to field membership inquiries regarding county specific questions at wrap of New Board Member Training.

AGENDA ITEM 7 – Old Business: None

AGENDA ITEM 8 – New Business

- a) Membership Update/NACo Dues: Ford and Gallatin have joined UCCI for 2025. 2024 dues paying UCCI members had their 2025 NACo dues paid by UCCI .
- b) 2025 Legislative Conference, March 19-20: This event is an ISACO partnership & a great opportunity to meet your elected State officials. Event registration and room block info to come.
- c) 2025 Leadership Academy, June 5-7 & 26-28. Look for details & application in next member communication.
- d) 2025 UCCI budget update: The Executive Committee earmarked funds for a dedicated UCCI building if the opportunity presents itself. There is nothing of note at this time.
- e) UCCI Regional meeting opportunities will take place in the OFF-meeting months. UCCI is working through particulars and will share plans once solidified.
- f) UCCI Executive Committee voted to increase 2025 membership meeting stipend to \$500 & reimburse up to THREE member attendees per county for round trip mileage.

AGENDA ITEM 9 – Adjournment at 10am

Motion by **Lee County**, seconded by **Richland County**

Voice Vote - Motion **PASSED**

NEXT MEETING

Monday, February 24, 2025, 9:30am

President Abraham Lincoln Hotel – Freeport Room

701 East Adams Street, Springfield, Illinois



SAVE THE DATE!

COUNTIES TOGETHER LEGISLATIVE CONFERENCE

March 19-20, 2025

Abraham Lincoln Presidential Library & Museum
112 & 212 N Sixth Street, Springfield, IL 62701

March 19, Wednesday

AM Legislative Briefing & PM Reception

March 20, Thursday

AM Education Seminar

LOOKING FORWARD TO YOUR ATTENDANCE,

Ryan McCreery
UCCI Executive Director

Joe McCoy
ISACo Executive Director



COUNTIES TOGETHER LEGISLATIVE CONFERENCE

March 19-20, 2025 | Abraham Lincoln Presidential Library & Museum

REGISTRATION FORM

ONLINE REGISTRATION AVAILABLE @ unitedcounties.com

Name: _____ County: _____

Phone: _____ E-Mail: _____

Name of attending spouse/guest: _____

I plan on attending (check all that apply):

March 19, Wednesday	myself	guest	March 20, Thursday	myself	guest
Breakfast Buffet			Breakfast Buffet		
Legislative Briefing			Education Seminar		
Lunch Buffet					
UCCI Membership Meeting					
Legislative Reception					

There are no fees/charges to attend any session.

Register online, return this form or call UCCI, no later than March 5, 2025.

Room reservations are event attendee responsibility. Round trip mileage reimbursement will be provided for driving member attendees. For your convenience, there is a UCCI block of rooms at President Abraham Lincoln Springfield - a DoubleTree by Hilton Hotel, 701 E Adams St, Springfield, IL 62701, (217) 544-8800.

Any questions, call UCCI: 217-544-5585.



COUNTIES TOGETHER LEGISLATIVE CONFERENCE

March 19-20, 2025

Abraham Lincoln Presidential Library & Museum
112 & 212 N Sixth Street, Springfield, IL 62701

SCHEDULE OF EVENTS

March 19, Wednesday

- 8:45am:** Breakfast Buffet, *Presidential Library – first floor*
- 10am-12pm:** **Legislative Briefing**, *Presidential Library – second floor*
- 12pm:** Lunch Buffet, *Presidential Library – first floor*
- 1pm:** **UCCI Membership Meeting**, *Presidential Library – second floor*
- 2pm:** UCCI Executive Committee Meeting
- 2-5pm:** Capitol Visit Opportunity, *meeting scheduling up to county*
- 6:30-8pm:** **Legislative Reception**, *Presidential Museum*

March 20, Thursday

- 8am:** Breakfast Buffet, *Presidential Library – first floor*
- 9-11:30am:** **Education Seminar**, *Presidential Library – second floor*

There are no fees/charges to attend any session.

United Counties Council of Illinois
217 East Monroe St., Suite 101 Springfield, Illinois 62701
217-544-5585 | UCCI@unitedcounties.com | unitedcounties.com



2025 LEADERSHIP ACADEMY

Session Dates: June 5-7 & 26-28, 2025

About the program:

Developed by University of Illinois Extension, in partnership with UCCI, the Leadership Academy provides training on issues of value to elected and appointed county officials. Topics covered include managing change, using data for decision making, assessing your leadership style, managing economic development, crisis communication and more. The Leadership Academy offers a learning network and cutting-edge information for anyone seeking to manage and lead more effectively. Instructional sessions allow participants to learn, share and apply a variety of pertinent topics.

Costs:

Participation is limited to 30 individuals. Participation in at least five of the six instructional days is required to graduate. There are no fees for meals, materials or lodging. Participants successfully completing the Academy receive round-trip mileage reimbursement. Mileage is calculated from the county seat of the member county to the Champaign University of Illinois campus.

Leadership Academy Coordinator:

Mark C. White, Ph.D.
University of Illinois Extension

Academy Location:

I Hotel & Illinois Conference Center
1900 S 1st St, Champaign, IL 61820

REGISTRATION FORM

ONLINE REGISTRATION AVAILABLE @ unitedcounties.com

Application deadline is May 1 or once reaching capacity. One applicant per member county; additional county applicants are held on wait list and added if there is availability. Apply online or complete and return the form below. Please call UCCI with any questions or concerns.

Name: _____ County: _____

Title - Board Member/Commissioner/County Office: _____

Mailing Address: _____

Phone: _____ Email: _____

Applicants are advised of 2025 Leadership Academy acceptance via email.

United Counties Council of Illinois

217 East Monroe St., Suite 101 Springfield, Illinois 62701
217-544-5585 | UCCI@unitedcounties.com | unitedcounties.com

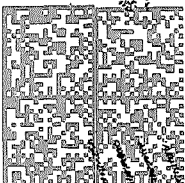
UNITED COUNTIES COUNCIL of ILLINOIS
217 East Monroe Street, Suite 101
Springfield, Illinois 62701

County Board Chair
Shelby County
301 East Main Street
P.O. Box 230
Shelbyville, Illinois 62565

SHELBY COUNTY CLERK

Jenni Fox

FILED
FEB 13 2025



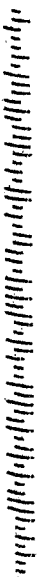
02/10/2025 ZIP 62701
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US POSTAGE

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625
10 FEB 2025
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COUNTY CLERK RECORDER REPORT
FOR PERIOD OF
JANUARY 2025

COUNTY FUNDS

RECORDING FUNDS ON HAND balance from last month	\$52,957.02
RECORDING	\$18,005.00
IL REAL ESTATE TRANSFER TAX	\$6,474.00
COUNTY REAL ESTATE TRANSFER TAX	\$3,237.00
VITAL CERTIFIED COPIES	\$1,509.50
XEROX COPIES	\$288.00
MARRIAGE LICENSE	\$490.00
DOMESTIC VIOLENCE FUND 7 JAN marriage licenses @ \$5.00 EA	\$35.00
TAX REDEMPTION	\$3,383.40
MISCELLANEOUS	\$40.00
CHARGE/LAREDO PAYMENTS	\$3,080.18

TOTAL RECIEPTS \$36,542.08

RECEIPTS PLUS BEGINNING BALANCE \$89,499.10

TRANSFERRED TO General, Recording and GIS Funds	\$31,630.52
RHSP TO STATE	\$4,572.00
IL TRANSFER TAX PAYMENT for previous month	\$16,638.50
IDPH Dec. DEATH CERTS 11 @ \$4 EA	\$44.00
DOMESTIC VIOLENCE FUND 8 Dec. MARR. LIC. @ \$5 EA	\$40.00

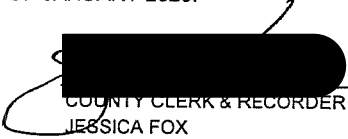
TOTAL PAYMENTS \$52,925.02

ENDING BALANCE for Funds on Hand JAN 31, 2025 \$36,574.08
TOTAL \$89,499.10

FUNDS ON HAND	
BANK CHECKING ACCT JAN 31, 2025	\$34,906.58
CASH ON HAND JAN 31, 2025	\$1,667.50
TOTAL ending balance	\$36,574.08

I, JESSICA FOX, COUNTY CLERK & RECORDER, DO HEREBY CERTIFY THAT THIS IS A TRUE REPORT OF THE MONIES RECEIVED AND TRANSACTIONS OF THE OFFICE OF SHELBY COUNTY CLERK & RECORDER FOR THE PERIOD OF JANUARY 2025.

DATED: February 10, 2025


COUNTY CLERK & RECORDER
JESSICA FOX


GIS			
250	doc @	\$1.00	\$250.00 Recording Fund ck #3685
250	doc @	\$17.00	\$4,250.00 GIS Fund ck #3686

EARNINGS			
250	doc @	\$18.00	\$4,500.00 Recording Fund ck #3687

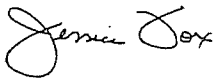
FEES		BALANCE OF FEES	\$13,987.08 General Fund ck #3688
		IL TRANSFER TAX	\$6,474.00 ACH pmt 2/10/2025 \$6788.00 due to eRecording
		CO TRANSFER TAX	\$3,237.00 General Fund ck #3689

204	doc @	\$18.00	\$3,672.00 RHSP ACH pmt 2/4/2025
204	doc @	\$0.50	\$102.00 General Fund ck #3690
204	doc @	\$0.50	\$102.00 County Clerk
TOTAL			\$36,574.08

JAN DEATH CERTS 48 @ \$4 = \$192.00

Prepared by  Date 2-10-25

FILED
FEB 10 2025


SHELBY COUNTY CLERK