

January 2, 2020

SHELBY COUNTY BOARD MEETING AGENDA
January 8, 2020 – 9:00 A. M. in Courtroom B

1. Call to Order- Prayer - Pledge of Allegiance
2. Roll Call
3. Approval of Minutes
4. Vice Chairman Bruce Cannon - Appointment of LaVonne Chaney to County Board District 10
5. Vice Chairman Bruce Cannon - Election of County Board Chairman
6. Election of Board Vice Chairman (if required)
7. Jared Rowcliffe, EMA Director – Request approval of a Resolution authorizing the County Board Chairman to enter into an Intergovernmental Agreement with Christian and Montgomery counties to establish a Joint Emergency Telephone Systems Board (item tabled at the December meeting)
8. Erica Firnhaber, County Treasurer – Revenue/Expense report, discuss future changes to payroll schedule to occur in May of 2020
9. County Highway Engineer Alan Spesard – Highway Engineer's Report - Approval for the following: Resolution to Award Culvert bids; Resolution to Award Rock bids
10. Dale Wetherell, Public Buildings Chairman – Request approval for a maintenance contract with D & M Electrical on the new generator, update the board regarding electrical repairs needed at the Courthouse, the need to install a surge protector and discuss the expense of the repairs and surge protector
11. Chairman Updates
12. Chairman Appointments –Road and Bridge committee
Budget committee
LaVonne Chaney – "708" Board reappointment
13. Correspondence
14. Public Body Comment
15. Adjournment

Please silence cell phones prior to start of the Board meeting.

Prayer today is given by board member Richard Hayden

SHELBY COUNTY BOARD MEETING

January 8, 2020 - 9:00 A.M.

The Shelby County Board met on Wednesday, January 8, 2020 at 9:00 A.M. at the Courthouse in Shelbyville, Illinois.

Vice-Chairman Cannon called the meeting to order. Board member Richard Hayden gave the prayer and all present recited the Pledge of Allegiance.

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

Minutes for the December 11, 2019 board meeting were presented for approval. Mulholland made motion to approve the minutes. Hayden seconded said motion, which passed by voice vote (19 yes, 0 no).

Upon recommendation by the Democratic Central Committee, Vice Chairman Cannon requested the appointment of LaVonne Chaney to Shelby County Board District #10 to fill the vacancy created by the resignation of David Cruitt.

Williams made motion to approve the appointment of Chaney. Drnjevic seconded said motion, which passed by voice vote (19 yes, 0 no).

Clerk Fox administered the Oath to Mrs. Chaney and she took her seat on the Board.

At this time, Vice Chairman Cannon called for nominations to elect a new Chairman.

Bennett made the motion to nominate Bruce Cannon for Chairman of the Board. Simpson seconded said motion.

Swits made motion to nominate Dale Wetherell for Board Chairman. Coffman seconded said motion.

After 3 calls for nominations, there were no further nominations from the floor for County Board Chairman.

By a show of hands the following cast their vote for Cannon – Barr, Metzger Drnjevic, Hayden, Mulholland, Chaney, Bennett, Kearney, Simpson, Williams, Lenz and Durbin.

Those voting for Wetherell – Arthur, Swits, Orman, Patterson, Baker, Gergeni, Coffman and Wetherell.

Bruce Cannon was elected the new Shelby County Board Chairman by a vote of 12-8.

At this time, Chairman Cannon called for nominations for Vice-Chairman.

Kearney nominated Frank Mulholland for Vice Chairman of the Board. Williams seconded said motion.

A nomination was called for Denny Drnjevic, who declined the nomination.

Patterson nominated David Swits for Vice Chairman. Wetherell seconded said motion.

After 3 calls for nominations, there were no further nominations from the floor for Vice Chairman.

By a show of hands the following cast their vote for Mulholland – Barr, Metzger Drnjevic, Hayden, Mulholland, Chaney, Bennett, Kearney, Simpson, Williams, Lenz and Durbin.

Those voting for Swits – Arthur, Swits, Orman, Patterson, Baker, Gergeni, Coffman and Wetherell.

By a vote of 12-8, Frank Mulholland was elected as Vice Chairman of the Board.

At this time, EMA Director Jared Rowcliffe, addressed the board regarding the items tabled in December pertaining to the consolidation of the Christian/Shelby ETSB with Montgomery County. Montgomery County held an informational meeting on Monday, January 6th, which some of the Shelby County board members attended. Montgomery County will vote on this issue at the board meeting on January 14, 2020. At this time, Rowcliffe suggests leaving the item tabled until Montgomery County makes a decision.

Wetherell made motion to leave the items regarding this consolidation tabled. Gergeni seconded said motion, which passed by voice vote (20 yes, 0 no).

Discussion was held regarding the structure of the ETSB and the EMA Committee and the funding sources of the ETSB.

Board member Baker requested that the State's Attorney, as legal representative for the County be present at the meeting. Vonderheide was present, just not in sight of the full board. Vonderheide did confirm she does attend all County Board meetings, with the exception of 2 last year when she had Jury Trials.

Treasurer Firnhaber addressed the Board regarding the general fund cash report, the monthly investment report and some future changes to be made to the payroll schedule and why those changes are necessary.

The current payroll schedule has the county having to have payroll turned in prior to the work week actually being completed. Payroll documentation doesn't match the payroll system, which could result in possible legal issues for Shelby County down the road.

Shelby County Board
January 8, 2020

The AFSCME Union has met to discuss these changes and Firnhaber hopes to hear they are in agreement to make these changes. Board approval for this change will be requested at a later date. Firnhaber also addressed documentation regarding the IL Dept. of Labor and new payroll regulations (820 ILCS 105/11). The question of who is the employer was asked. Vonderheide stated the County is the employer. As to who would be held legally responsible for the payroll records, Vonderheide would need more time to research that. A lengthy discussion was held.

Williams made motion to end this discussion, Coffman seconded said motion, which passed by voice vote (20 yes, 0 no).

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

Alan Spesard, County Highway Engineer, requested approval for 2 resolutions. Supportive documents are attached to these minutes.

Spesard informed the board members that the annual letting for culverts and rock was held on Friday, January 3, at the Highway Department. There were 2 bidders for 3 different types of pipe. Spesard requested approval to award the low bids to Metal Culverts, Inc. for Group 1 (\$36,933.45), Contech Engineered Solutions for Group 2 (\$30,250.95), and Metal Culverts, Inc. for Group 3 (\$5,241.26).

Mulholland made motion to approve the culvert bids. Wetherell seconded said motion, which passed by voice vote (20 yes, 0 no).

Spesard next presented the annual rock bids. 11 different groups of rock were bid, and this will be used by the Highway Department for road maintenance throughout the year. Group 4 rock received no bid. Brush Creek Quarry, C & H Gravel, Hanson Materials and McLeod Express were the low bidders for some of the various rock groups.

Wetherell made motion to approve the County's Rock Resolution for 2020. Coffman seconded said motion, which passed by voice vote (20 yes, 0 no).

Copies of the Highway Department's Annual Report were distributed to the Board members prior to the meeting and contain an overview of the projects completed during the past year, along with photos of jobs done, responsibilities of the Road and Bridge Committee, engineering and inspection services, township projects completed, and ways the Highway Department assisted other County agencies throughout the year. Highlighting the Highway Department's Annual Report, Spesard called the Board's attention to page 2, which summarized the 2019 major achievements that included 4 capital improvement projects and receiving \$592,000 in grant funding for township road improvements.

Drnjevic thanked Spesard for meeting with him following the recent snow that occurred in November regarding complaints Drnjevic received about the road conditions in his area. Spesard stated he hoped to write a new Snow Removal Policy to be approved by the Board. A lengthy discussion regarding snow removal was held.

Continuing with updates, Spesard reported the annual Cold Mix and sealcoat bid letting for the County and Townships will be held on February 7th. Rock hauling bids for townships will also be let that day. Spesard is working to get some state funding for the Cowden-Herrick road which had some recent repairs completed with the former revolving loan fund monies, but has further work needed to have the road correctly repaired.

Public Buildings Chairman Wetherell updated the board regarding the new generator that was recently placed west of the Courthouse. It is hooked up and ready to go, pending the installation of a gas line by Ameren. Wetherell stated the committee is waiting on another bid for a maintenance contract so he will wait to present that information. There were some much needed electrical repairs found during the installation of the generator. The lights on the monument square are off due to the timer needing repaired. The parts for the Clock have been made and those should be installed in the near future. The installation of a new weather head, surge protector and repairs will total \$15,455 and will be paid out of Courthouse Maintenance.

Baker made motion to approve the electrical repairs. Patterson seconded said motion, which passed by voice vote (20 yes, 0 no).

There were no chairman updates.

LaVonne Chaney – Mental Health "708" Board. Motion by Drnjevic, seconded by Bennett, passed by voice vote (20 yes, 0 no). As statute dictates only 2 board members can serve on the "708" board Drnjevic states he will be submitting his resignation, so that Barr and Chaney can continue to serve.

Cannon stated he would like to form a Human Resource Committee Task Force to address the human resource and payroll problems that have occurred the past year. Cannon plans on appointing himself, Kearney, Swits, Coffman, Metzger, Lisa Swenny (AFSCME President), Rob McCall, as well as have the Treasurer and County Clerk in advisory rolls. Cannon plans on removing Kearney from the Law Enforcement Committee, making Patterson the chair and appointing Swits to that committee. After asking if Orman could serve on road and bridge committee (Orman declined), Cannon stated he would leave road and bridge and the budget committee vacant for now.

State's Attorney Vonderheide advised Cannon that since none of these committee changes, or the formation of a new committee was on the agenda, those needed to wait for board action until next month.

There was no correspondence.

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During public body comment, Jeremy Williams, with the Illinois Separation Project, addressed the board again regarding an advisory referenda to be placed on the November 2020 ballot separating Cook County from the rest of the State. Williams stated if anyone had any questions to feel free to contact him.

John Kraft and Kirk Allen, from the Edgar County Watchdogs, addressed the board to discuss several issues pertaining to Shelby County. Among the items discussed were: no response for a FOIA request submitted to the Sheriff's office and the possible legal ramifications to the County, compensation of deputy coroners, an inmate medical resolution from 2014, and the county board hiring an outside attorney in 2014 for labor related matters. Allen encouraged the board members to read the statutes and know their powers and duties.

Metzger made motion to assess mileage and per diem for the January meetings, to pay the bills/payroll as reviewed by the committees (with the exception of 4 bills for food) and adjourn until the next regular meeting to be held on February 13, 2020. Wetherell seconded said motion, which passed by voice vote (20 yes, 0 no) and the meeting was adjourned at 11:15 A.M.



Jessica Fox
Shelby County Clerk and Recorder

STATE OF ILLINOIS

ROLL CALL VOTES IN COUNTY BOARD

SHELBY COUNTY

Jan. 8 2020 REGULAR MEETING

		ROLL CALL			QUESTIONS							
			1 / 8 / 2020	1 / / 2020	ON MOTIONS TO		ON MOTIONS TO		ON MOTIONS TO		ON MOTIONS TO	
COUNTY BOARD MEMBERS		MILEAGE	A.M.	P.M.	AYE	NAY	AYE	NAY	AYE	NAY	AYE	NAY
50	ARTHUR, JAMES	38	✓									
	BAKER, EARL	25	✓									
110	BARR, KENNETH	50	✓									
117	BENNETT, BARBARA	40	✓									
45	CANNON, BRUCE	26	✓									
510	COFFMAN, BRYON	48	✓									
500	DRNJEVIC, DENNIS	22	✓									
214	DURBIN, JESSE	12	✓									
105	GERGENI, GARY	26	✓									
177	HAYDEN, RICHARD	44	✓									
193	JORDAN, ROBERT N.	31	A									
64	KEARNEY, KAY		✓									
206	LENZ, LARRY	26	✓									
511	METZGER, TERRY		✓									
7	MULHOLLAND, FRANK		✓									
	ORMAN, ROBERT	34	✓									
	PATTERSON, GARY		✓									
274	SIMPSON, ROBERT	32	✓									
	SWITS, DAVID	34	✓									
44	WETHERELL, DALE	46	✓									
10	WILLIAMS, LYNN		✓									

Charney, LaVonne

✓

December 26, 2019

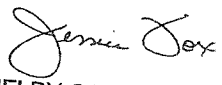
Shelby County Board Chairman
Shelby County Courthouse
301 E. Main
Shelbyville, IL 62565

Dear Shelby County Board Chairman,

This letter is in regards of the recent retirement of Former County Board Chairman David Cruitt (D). With the retirement of Mr. Cruitt this leaves a vacancy of County Board District 10. Shelby County Democrat Party is requesting with the open seat that LaVonne Chaney of 703 Park Place, Shelbyville, Illinois be seated to fill out the remaining term of Mr. Cruitt. If further information is needed feel free to contact me. Thank you!

Yours truly,


John Warner
Shelby County Democrat Chairman

FILED
DEC 26 2019

SHELBY COUNTY CLERK

STATE OF ILLINOIS)
)
County of Shelby)

CERTIFICATION OF APPOINTMENT
SHELBY COUNTY BOARD MEMBER
DISTRICT #10

TO ALL WHOM IT MAY CONCERN:

I, Jessica Fox, County Clerk of the County aforesaid, do hereby certify that

LaVonne Chaney
was duly appointed to serve as:

SHELBY COUNTY BOARD MEMBER DISTRICT #10

FOR THE UNEXPIRED TERM
January 8, 2020 through November 30, 2020
(vacancy created by the resignation of David Cruitt)

Dated: January 8, 2020


(Shelby County Clerk)

STATE OF ILLINOIS)
) SS
SHELBY COUNTY)

OFFICIAL OATH

I, **LAVONNE CHANEY**, having been APPOINTED to the office of

SHELBY COUNTY BOARD DISTRICT #10

January 8, 2020– November 30, 2020

(To fill the vacancy created by the resignation of David Cruitt)


in the County of Shelby, in the State of Illinois, DO SOLEMNLY SWEAR or AFFIRM,
that I will support the Constitution of the United States of America and the Constitution
of the State of Illinois and will faithfully discharge the duties of the office of

SHELBY COUNTY BOARD DISTRICT #10

To the best of my ability.



Signed and Sworn To, or Affirmed before me this 8th day of January, A. D. 2020.



(Official Title)

GENERAL FUND AVAILABLE CASH REPORT

General Fund	September	October	November	December	January	February	March	April	May	June	July	August
Beginning Balance	\$2,602,016.39	\$2,429,156.51	\$2,943,808.00	\$2,784,615.72								
+Revenue	\$204,432.75	\$895,204.71	\$296,788.68	\$291,226.54								
-Expense	\$377,292.63	\$328,032.13	\$447,659.75	\$570,727.14								
Ending Balance	\$2,429,156.51	\$2,943,808.00	\$2,784,615.72	\$2,570,530.16								
-Restricted Funds	\$737,088.97	\$736,998.03	\$732,074.59	\$554,466.67								
Cash Balance	\$1,692,067.54	\$2,206,809.97	\$2,052,541.13	\$2,016,063.49								

Payroll exp. \$273,089.28 \$291,172.08 \$403,715.22 \$296,205.29
incl. health ins. \$616,171.94 \$177,607.92
Liability

Make sure salaried employees are "clocking" in and out

by Donna Rogers, MED., SPHR, SHRM-SCP

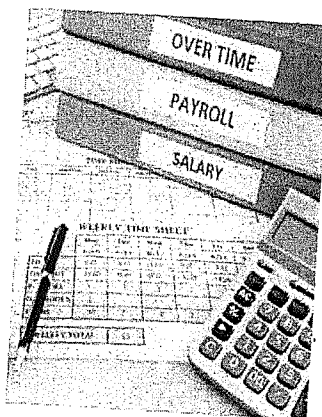
Surprise, surprise, surprise... there is another new law to follow! Unfortunately, one that has been in affect for some time now but has not received much notice and was slid in right under our Human Resource noses. Not once but TWICE!

The Illinois Department of Labor established new regulations, **"Payment and Collection of Wages or Final Compensation – Records and Notice of Requirements"** in August of 2014 that require employers to document time worked for each employee regardless of their status as either an exempt administrative employee, executive or professional. These regulations were reinforced in the 2019 amendment to the Illinois Minimum Wage Law (820 ILCS 105/8).



The specific requirements are – employers must make and maintain records for three years which contain:

- ✓ name, address and occupation of the employee
- ✓ hours worked each day in the work week
- ✓ rate of pay
- ✓ copies of the notice given to the employee at the time of hiring reflecting their rate of pay
- ✓ amount paid each pay period and all deductions made from wages or final pay
- ✓ Any employer that provides paid vacation to its employees must maintain records showing the number of days earned for the year and the dates on which the days were taken and paid.



Failure to maintain these records may impede an employer's ability to defend wage and hour claims. If an employee files a wage claim with the Department of Labor, they may not be denied recovery of wages or final compensation on the basis that they are not able to prove the exact extent of uncompensated work or final compensation. The employee must only produce sufficient evidence to demonstrate the amount and extent of work or time earned as a just and reasonable inference.

In addition to losing a wage claim, any employer who fails to keep records as required under the Illinois Minimum Wage Act or to furnish them to the Illinois Department of Labor when requested is guilty of a Class B misdemeanor (820 ILCS 105/11). The penalty for a Class B misdemeanor is up to 180 days in jail and/or a fine of up to \$1,500.

Because these new regulations were adopted without fanfare, many employers may be in non-compliance. Due to the repercussions of not following these regulations, employers should take immediate steps to ensure that they are tracking the hours worked by all of their employees, no matter what position they hold. This can be accomplished by any means the employer finds most convenient, whether electronic or paper.

The one big concern I find with this is that neither law outlines what they mean by "three years". Do they mean for the last three years and you can shred previous years? Similar to the One- or Two-year hiring document retention requirement depending on federal contract compliance status? Does it mean forever and three years post termination like the I-9s?

Whichever way you interpret it, my recommendation would be at least the last three years since the current time frame for employees to file complaints against a company in Illinois is 300 days unless there are other circumstances that expand the statute of limitations such as incidents that fall under Equal Pay Act or Lilly Ledbetter Pay Act, among others.

Donna is the owner of Rogers HR Consulting and serves as a consultant for the Counties of Illinois Risk Management Agency (CIRMA), www.cirma-il.org.

Data center company first to qualify for new Illinois tax incentive

STACK INFRASTRUCTURE is the first data center company to qualify for a new Illinois tax program targeted specifically for the industry. The program exempts qualifying data centers and their occupants from state and local sales tax on equipment purchases. The company expects to offer exemptions by year end, enabling clients at its Chicago data center campus to purchase servers, network gear and other high-value data center equipment at reduced costs.

To qualify for the new program, data center operators and their occupants must invest a total of at least \$250 million in their facilities and meet green building standards such as LEED or Energy Star. They must also employ 20 or more full-time employees over five years at wages at least 25% higher than the applicable median average county wage.

Illinois' tax incentive is expected to bolster the industry in the Chicago region — the nation's third largest data center market — and serve as a powerful tool to increase competitiveness, attract new businesses, fuel new construction, and create well-paying jobs across the state.

New appointment



We are pleased to announce that Rock Island County Board Member Dorothy Beck has accepted an appointment from President Scott Schwerer to the IACBM Legislative Committee.

Dorothy was elected to represent District 21 on the Rock Island County Board in

Nov. 2018 where she is currently serving on the Governance, Health and Administration Committee. Prior to that she served a six-year term on the Black Hawk College Board of Trustees, the community college from which she retired as professor of English and Philosophy in 2011. She volunteers in many community organizations and is currently on the boards of two Rock Island foundations.

(820 ILCS 105/8) (from Ch. 48, par. 1008)

Sec. 8. Every employer subject to any provision of this Act or of any order issued under this Act shall make and keep for a period of not less than 3 years, true and accurate records of the name, address and occupation of each of his employees, the rate of pay, and the amount paid each pay period to each employee, the hours worked each day in each work week by each employee, and such other information and make such reports therefrom to the Director as the Director may by regulation prescribe as necessary or appropriate for the enforcement of the provisions of this Act or of the regulations thereunder. Such records shall be open for inspection or transcription by the Director or his authorized representative at any reasonable time as limited by paragraph (a) of Section 7 of this Act. Every employer shall furnish to the Director or his authorized representative on demand a sworn statement of such records and information upon forms prescribed or approved by the Director. Each worker employed at the learner rate must be designated as such on the payroll record kept by the employer, with the learner's occupation shown.

(Source: P.A. 77-1451.)

(820 ILCS 105/11) (from Ch. 48, par. 1011)

Sec. 11. (a) Any employer or his agent, or the officer or agent of any private employer who:

- (1) hinders or delays the Director or his authorized representative in the performance of his duties in the enforcement of this Act; or
- (2) refuses to admit the Director or his authorized representative to any place of employment; or
- (3) fails to keep the records required under this Act or to furnish such records required or any information to be furnished under this Act to the Director or his authorized representative upon request; or
- (4) fails to make and preserve any records as required hereunder; or
- (5) falsifies any such record; or
- (6) refuses to make such records available to the Director or his authorized representative; or
- (7) refuses to furnish a sworn statement of such records or any other information required for the proper enforcement of this Act; or
- (8) fails to post a summary of this Act or a copy of any applicable regulation as required by Section 9 of this Act;

shall be guilty of a Class B misdemeanor; and each day of such failure to keep the records required under this Act or to furnish such records or information to the Director or his authorized representative or to fail to post information as required herein constitutes a separate offense. Any such employer who fails to keep payroll records as required by this Act shall be liable to the Department for a penalty of \$100 per impacted employee, payable to the Department's Wage Theft Enforcement Fund.

(b) Any employer or his agent, or the officer or agent of any private employer, who pays or agrees to pay to any employee wages at a rate less than the rate applicable under this Act or of any regulation issued under this Act is guilty of a Class B misdemeanor, and each week on any day of which such employee is paid less than the wage rate applicable under this Act constitutes a separate offense.

(c) Any employer or his agent, or the officer or agent of any private employer, who discharges or in any other manner discriminates against any employee because that employee has made a complaint to his employer, or to the Director or his

authorized representative, that he has not been paid wages in accordance with the provisions of this Act, or because that employee has caused to be instituted or is about to cause to be instituted any proceeding under or related to this Act, or because that employee has testified or is about to testify in an investigation or proceeding under this Act, is guilty of a Class B misdemeanor.

(d) It is the duty of the Department of Labor to inquire diligently for any violations of this Act, and to institute the action for penalties herein provided, and to enforce generally the provisions of this Act.

(Source: P.A. 101-1, eff. 2-19-19.)

Joint Committee on Administrative Rules

ADMINISTRATIVE CODE

TITLE 56: LABOR AND EMPLOYMENT

CHAPTER I: DEPARTMENT OF LABOR

SUBCHAPTER b: REGULATION OF WORKING CONDITIONS

PART 300 PAYMENT AND COLLECTION OF WAGES OR FINAL COMPENSATION

SECTION 300.630 RECORDS AND NOTICE REQUIREMENTS

Section 300.630 Records and Notice Requirements

- a) Regardless of an employee's status as either an exempt administrative employee, executive or professional, every employer shall make and maintain, for a period of not less than 3 years, the following true and accurate records for each employee: the name and address, the hours worked each day in each work week, the rate of pay, copies of all notices provided to the employee as required by subsection (d), the amount paid each pay period and all deductions made from wages or final compensation. Additionally, any employer that provides paid vacation to its employees must maintain, for a period of not less than 3 years, true and accurate records of the number of vacation days earned for each year and the dates on which vacation days were taken and paid.
- b) In the absence of employer records, a claimant may not be denied recovery of wages or final compensation on the basis that the employee is unable to prove the precise extent of uncompensated work or final compensation. An employee need only produce sufficient evidence to demonstrate the amount and extent of work or time earned as a just and reasonable inference. The employer must then produce evidence of the exact amount of work or time earned or produce evidence to negate the reasonable inferences drawn from the employee's evidence. The employer's failure to make and maintain records as required under subsection (a) shall not preclude a finding based on the information available that wages or final compensation are due, even though the award may be only approximate.
- c) Every employer shall furnish in writing to each employee an itemized statement of deductions made from wages for each pay period.
- d) An employer is required to notify an employee in writing, at the time of hiring, of the rate of pay. An employee commencing work shall reflect mutual assent to the rate of pay. An employer shall not change an agreement regarding the payment of wages and compensation without first notifying the employee prior to the effective date of the change. The employer shall place the arrangement in writing at the time of the change and present the change to the employee unless impossible to do so. Because of extraordinary circumstances, the immediate placement in writing may not be able to be accomplished, but this inability to do so must be immediately

rectified. An employer cannot rely upon an employee's continued employment as affirmation that the employee consented to an adverse modification of the employee's rate of compensation when the employee was not notified in writing of the modification prior to its effective date. However, when the employee continues to work after being notified of a change in writing, the employee shall be presumed to have assented to the change, absent evidence to the contrary. An employer may not retroactively adversely affect the wages earned by an employee. In every employment relationship, it is presumed that the employer will pay for all hours worked, as defined in 56 Ill. Adm. Code 210.110. An employee who has not been paid for all hours worked is not presumed by reason of the employee's continuing to work to have assented to work without compensation for the hours worked at the agreed rate of compensation or to have assented to the non-payment of required or promised overtime pay.

- e) The employer shall bear the burden of showing that it was not possible to notify the employee in writing, at the time of hiring, of the rate of pay and of the time and place of payment. "Rate of pay" shall include a description of all wages or final compensation, as defined by Section 2 of the Act and this Part.

(Source: Amended at 38 Ill. Reg. 18517, effective August 22, 2014)

Fact Sheet #21: Recordkeeping Requirements under the Fair Labor Standards Act (FLSA)

This fact sheet provides a summary of the FLSA's recordkeeping regulations, 29 CFR Part 516.

Records To Be Kept By Employers

Highlights: The FLSA sets minimum wage, overtime pay, recordkeeping, and youth employment standards for employment subject to its provisions. Unless exempt, covered employees must be paid at least the minimum wage and not less than one and one-half times their regular rates of pay for overtime hours worked.

Posting: Employers must display an official poster outlining the provisions of the Act, available at no cost from local offices of the Wage and Hour Division and toll-free, by calling 1-866-4USWage (1-866-487-9243). This poster is also available electronically for downloading and printing at <http://www.dol.gov/osbp/sbrefa/poster/main.htm>.

What Records Are Required: Every covered employer must keep certain records for each non-exempt worker. The Act requires no particular form for the records, but does require that the records include certain identifying information about the employee and data about the hours worked and the wages earned. The law requires this information to be accurate. The following is a listing of the basic records that an employer must maintain:

1. Employee's full name and social security number.
2. Address, including zip code.
3. Birth date, if younger than 19.
4. Sex and occupation.
5. Time and day of week when employee's workweek begins.
6. Hours worked each day.
7. Total hours worked each workweek.
8. Basis on which employee's wages are paid (e.g., "\$9 per hour", "\$440 a week", "piecework")
9. Regular hourly pay rate.
10. Total daily or weekly straight-time earnings.
11. Total overtime earnings for the workweek.
12. All additions to or deductions from the employee's wages.
13. Total wages paid each pay period.
14. Date of payment and the pay period covered by the payment.

How Long Should Records Be Retained: Each employer shall preserve for at least three years payroll records, collective bargaining agreements, sales and purchase records. Records on which wage computations are based should be retained for two years, i.e., time cards and piece work tickets, wage rate tables, work and time schedules, and records of additions to or deductions from wages. These records must be open for inspection by the Division's representatives, who may ask the employer to make extensions, computations, or transcriptions. The records may be kept at the place of employment or in a central records office.

What About Timekeeping: Employers may use any timekeeping method they choose. For example, they may use a time clock, have a timekeeper keep track of employee's work hours, or tell their workers to write their own times on the records. Any timekeeping plan is acceptable as long as it is complete and accurate.

The following is a sample timekeeping format employers may follow but are not required to do so:

DAY	DATE	IN	OUT	TOTAL HOURS
Sunday	6/3/07	-----	-----	-----
Monday	6/4/07	8:00am	12:02pm	
		1:00pm	5:03pm	8
Tuesday	6/5/07	7:57am	11:58am	
		1:00pm	5:00pm	8
Wednesday	6/6/07	8:02am	12:10pm	
		1:06pm	5:05pm	8
Thursday	6/7/07	-----	-----	-----
Friday	6/8/07	-----	-----	-----
Saturday	6/9/07	-----	-----	-----
Total Workweek Hours:				24

Employees on Fixed Schedules: Many employees work on a fixed schedule from which they seldom vary. The employer may keep a record showing the exact schedule of daily and weekly hours and merely indicate that the worker did follow the schedule. When a worker is on a job for a longer or shorter period of time than the schedule shows, the employer must record the number of hours the worker actually worked, on an exception basis.

Where to Obtain Additional Information

For additional information, visit our Wage and Hour Division Website: <http://www.wagehour.dol.gov> and/or call our toll-free information and helpline, available 8 a.m. to 5 p.m. in your time zone, 1-866-4USWAGE (1-866-487-9243).

This publication is for general information and is not to be considered in the same light as official statements of position contained in the regulations.

U.S. Department of Labor
Frances Perkins Building
200 Constitution Avenue, NW
Washington, DC 20210

1-866-4-USWAGE
TTY: 1-866-487-9243
Contact Us

APRIL 2020

AS IS

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday /Sunday
		1	2	3	4
					5 <i>Palm Sunday</i>
6	7	8	9	10 <i>Good Friday</i>	11
					12 <i>Easter Sunday</i>
13	14	15	16	17 <i>Hwy 4/2 - 4/15 OTHER 4/5 - 4/15</i>	18
					19
20	21	22	23	24 <i>Arbor Day</i>	25
					26
27	28	29	30		

NOTES

MAY 2020

AS IS

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday / Sunday
				1 Hwy 4/16-4/29 OTHER 4/19-5/2	2
					3
4	5	6	7	8	9
					10 Mother's Day
11	12	13	14	15 Hwy 4/30-5/13 OTHER 5/3-5/16	16
					17
18	19	20	21	22	23
					24
25 Memorial Day (observed)	26	27	28	29 Hwy 5/14-5/27 OTHER 5/17-5/30	30
					31

DEDUCTIONS ARE
TAKEN OUT OF 1ST AND 2ND CHECKS - VISION, SHORT
AND LONG TERM WILL BE EVERY CHECK
DISABILITY

NOTES

JUNE 2020

AS IS

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday / Sunday
1	2	3	4	5	6
					7
8	9	10	11	12 Hwy 5/28-6/10 ETHEL 5/31-6/13	13
					14 Flag Day
15	16	17	18	19	20 Summer Begins
					21 Father's Day
22	23	24	25	26	27
					28
29	30				

NOTES

APRIL 2020

CHANGE

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday /Sunday
		1	2	3	4
					5 <i>Palm Sunday</i>
6	7	8	9	10 <i>Good Friday</i>	11
					12 <i>Easter Sunday</i>
13	14	15	16	17 HWY 4/2-4/15 STRAERS 4/5-4/16	18
					19
20	21	22	23	24 <i>Arbor Day</i>	25
					26
27	28	29	30		

NOTES

MAY 2020

CHANGE

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday /Sunday
				1 Hwy 4/16-4/29 STRIKES 4/19-5/2	2
					3
4	5	6	7	8	9
					10 Mother's Day
11	12	13	14	15 Hwy 4/30-5/9 STRIKES 5/3-5/9	16
					17
18	19	20	21	22	23
					24
25 Memorial Day (observed)	26	27	28	29 Hwy 5/10-5/23 STRIKES 5/15-5/23	30
					31

DEDUCTIONS WILL BE
TAKEN OUT OF 1ST AND 3RD CHECK EXCEPT FOR
VISION, SHORT AND LONG TERM DISABILITY

NOTES

JUNE 2020

CHANGE

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday / Sunday
1	2	3	4	5	6
					7
8	9	10	11	12 Hwy 5/24-6/6 STIGLS 5/24-6/6	13
					14 Flag Day
15	16	17	18	19	20 Summer Begins
					21 Father's Day
22	23	24	25	26	27
					28
29	30				

NOTES

Culvert

TO: THE SHELBY COUNTY BOARD

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




RESOLUTION X

PETITION

AGREEMENT

DO HEREBY RECOMMEND APPROVAL OF SAME BY THE COUNTY BOARD.

RESPECTFULLY SUBMITTED,
ROAD & BRIDGE COMMITTEE

RESOLUTION

2020-01

BE IT RESOLVED, by the County Board of Shelby County, that the following contracts be awarded as listed below as received at a letting held on January 3, 2020, for various sizes of pipes and bands.

Group 1	Metal Culverts, Inc.	\$36,933.45
Group 2	Contech Engineered Solutions	\$30,250.95
Group 3	Metal Culverts, Inc.	\$5,241.26

STATE OF ILLINOIS)
) SS
COUNTY OF SHELBY)

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

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


County Clerk



Illinois Department
of Transportation

County SHELBY Date 1-3-2020
Municipality 20ANON MFT Time 9:00 A.M.
Section 20ANON MFT Appropriation SHELBY CO HWY DEPT
Attended by _____

Name and Address
of
Bidders

1-1
Contech Engineered
2817 Sage LN
Springfield IL 62711

1-2
Metal Culverts
711 Heisinger Rd
Jefferson City MO 65102

Proposal _____
Guarantee _____
Terms _____

Approved
Engineer's
Estimate

Item No. or Group	Items	Delivery	Unit	Quantity	Unit Price	Total	Unit Price	Total	Unit Price	Total
	GROUP 1 RIVETED GALVANIZED									
	CORR STEEL CULVERT PIPE 12"	FOB STOCKPILE CO HWY GARAGE		240.00			10.00	2,400.00	8.19	1,965.60
	CORR STEEL CULVERT PIPE 15"	"	LIN FT	210.00			11.40	2,394.00	10.30	2,163.00
	CORR STEEL CULVERT PIPE 18"	"	LIN FT	60.00			16.56	993.60	15.29	917.40
	CORR STEEL CULVERT PIPE 24"		LIN FT	60.00			21.60	1,296.00	20.38	1,222.80
	CORR STEEL CULVERT PIPE 36"		LIN FT	30.00			43.61	1,308.30	41.40	1,242.00
	GROUP 1 RIVETED ALUMINIZED									
	CORR STEEL CULVERT PIPE 10"	FOB STOCKPILE CO HWY GARAGE	LIN FT	40.00			9.00	360.00	9.04	361.60
	CORR STEEL CULVERT PIPE 12"	"	LIN FT	660.00			11.10	7,326.00	8.63	5,695.80
	CORR STEEL CULVERT PIPE 15"	"	LIN FT	300.00			12.96	3,888.00	10.86	3,258.00
	CORR STEEL CULVERT PIPE 18"			300.00			18.54	5,562.00	16.13	4,839.00
	CORR STEEL CULVERT PIPE 24"			240.00			24.48	5,875.20	21.50	5,160.00
	CORR STEEL CULVERT PIPE 36"			160.00			49.00	7,840.00	43.70	6,992.00
	CORR STEEL CULVERT PIPE 42"			40.00			40.74	1,629.60	51.21	2,048.40
	TOTAL BIDS		% Over(+) / Under(-) Est.							

2-2

23

Illinois Department
of Transportation

County <u>SHELBY</u>		Date <u>1-3-2020</u>		3-1		3-2		
Municipality <u>20-NONHMT</u>		Time <u>9:00 A.M.</u>		Contech Engineers 2817 Sage LN Springfield IL 62711		Metal Culverts 711 Heisinger Rd Jefferson City MO 65102		
Section <u>20-NONHMT</u>		Appropriation <u>SHELBY CO HWY DEPT</u>		Name and Address of Bidders				
Proposed Guarantee Terms		Attended by		Approved Engineer's Estimate				
Item No. or Group	Items	Delivery	Unit	Quantity	Unit Price	Total	Unit Price	Total
	CORR STEEL CULVERT PIPE 30" ALUMINIZED	FOB STOCKPILE CO HWY GARAGE	LIN FT	60.00	19.80	1,188.00	25.03	1,501.80
	CORR STEEL CULVERT PIPE 36" ALUMINIZED	"	LIN FT	60.00	23.40	1,404.00	29.85	1,791.00
	CORR STEEL CULVERT PIPE 48" ALUMINIZED	"	LIN FT	30.00	40.95	1,228.50	56.26	1,687.80
	GROUP II TOTAL					30,250.95	✓	38,792.90
	GROUP III RIVETED POLY COATED							
	CORR STEEL CULVERT PIPE 12" RIVETED POLY COATED	FOB STOCKPILE CO HWY GARAGE	LIN FT	30.00	12.70	381.00	10.41	312.30
	CORR STEEL CULVERT PIPE 18" RIVETED POLY COATED	"	LIN FT	124.00	14.16	1,755.84	13.10	1,624.40
	CORR STEEL CULVERT PIPE 18" RIVETED POLY COATED	"	LIN FT	104.00	21.96	2,283.84	18.98	1,973.92
	CORR STEEL CULVERT PIPE 21" RIVETED POLY COATED	"	LIN FT	32.00	25.41	813.12	22.60	723.20
	CORR STEEL CULVERT PIPE 24" RIVETED POLY COATED	"	LIN FT	24.00	29.04	696.96	25.31	607.44
	GROUP III TOTAL					5,930.76		5,241.26
	TOTAL BIDS		% Over(+) / Under(-) Est.	AS READ				

5520 / 1057.80

TO: THE SHELBY COUNTY BOARD

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


RESOLUTION X

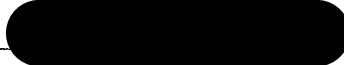
PETITION


AGREEMENT

DO HEREBY RECOMMEND APPROVAL OF SAME BY THE COUNTY BOARD.

RESPECTFULLY SUBMITTED,
ROAD & BRIDGE COMMITTEE







RESOLUTION

2020-02

BE IT RESOLVED, by the County Board of Shelby County, that the following contracts be awarded as listed below as received at a letting held on January 3, 2020, for Shelby County Section 20-00000-00-GM.

Group 1	C & H Gravel	500 Tons	CA14, CA15, CA16 GRAVEL @ \$9.50/TON
Group 2	Brush Creek Quarry	400 Tons	CA15 GRAVEL/CR. STONE @ \$12.00/TON
Group 3	Brush Creek Quarry	600 Tons	CA14, CA15, CA16 CR. STONE @ \$12.00/TON
Group 4	NO BID	1,500 Tons	CA14 CR. STONE @ \$0.00/TON
Group 5	Hanson Materials	500 Tons	CA10 CR. STONE @ \$7.00/TON
Group 6	Brush Creek Quarry	600 Tons	CA14, CA15 CR. STONE @ \$12.00/TON
Group 7	Hanson Materials	300 Tons	CA14, CA15 CR. STONE @ \$10.25/TON
Group 8	McLeod Express	550 Tons	CA14, CA15 CR. STONE @ \$15.95/TON
Group 9	Hanson Materials	400 Tons	CA14, CA15 CR. STONE @ \$10.25/TON
Group 10	Hanson Materials	300 Tons	AGG. SURF CSE TY B, CA-06 @ \$7.00/TON
Group 11	Hanson Materials	350 Tons	AGG. SURF CSE TY B, CA-06 @ \$7.00/TON

STATE OF ILLINOIS)
) SS
COUNTY OF SHELBY)

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

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


County Clerk

Illinois Department
of Transportation

County: SHELBY
Municipality: 20-00000-00-GM
Section: 20-00000-00-GM

Date: 1-3-2020
Time: 9:00 A.M.
Appropriation: SHELBY CO HWY DEPT
Attended by: #

Name and Address
of Bidders

1-1 Miller Trucking
1784 E 2000 N Rd
Assumption IL 62510

1-2 JHI
1500 N 1200 E Rd
Beecher City, IL

1-3 Hanson Materials
75142 Quarry Ave
Adrian IL 62613

1-4 Nokomis Quarry
P.O. Box 90
Nokomis, IL 62075

1-5 Brush Creek Quarry
2371 CH 6
Mare, IL 62444

1-6 McCoud Express
5002 Chantel Ct
Decatur, IL 62526

1-7 C & H Gravel
1406 N 1600th St
Tadopolis, IL 62467

Proposal
Guarantee
Terms

Approved
Engineer's
Estimate

Item No. or Group	Items	Delivery	Unit	Quantity	Unit Price	Total	Unit Price	Total	Unit Price	Total	Unit Price	Total	Unit Price	Total	Unit Price	Total
1	CA-14, CA-15 CA-16 GRAVEL	FOB AT PIT OR QUARRY	TONS	500.00	11.00	5,500.00										
2	CA-15 GRAVEL OR CR STONE	FOB AT PIT OR QUARRY	TONS	400.00	12.00	4,800.00										
3	CA-14, CA-15 CA-16 CR STONE	FOB AT PIT OR QUARRY	TONS	600.00	12.00	7,200.00										
4	CA-14 CR STONE (NO BID)	FOB AT PIT OR QUARRY	TONS	1,500.00	18.00	27,000.00										
5	CA-10 CR STONE	FOB AT PIT OR QUARRY	TONS	500.00	15.00	7,500.00										
6	CA-14 CA-15 CR STONE	FOB AT PIT OR QUARRY	TONS	600.00	12.00	7,200.00										
7	CA-14 CA-15 CR STONE	FOB AT PIT OR QUARRY	TONS	300.00	12.00	3,600.00										
8	ASS SEAL COAT CA-14, CA-15 CR STONE STOCKPILE BY 06-01-2020	STOCKPILED 2300N/100E HARTMANN'S	TONS	550.00	20.75	11,412.50	22.48	12,364.00	20.45	11,247.50						
9	CA-14, CA-15 CR STONE	FOB AT PIT OR QUARRY	TONS	400.00	12.00	4,800.00										
	TOTAL BIDS	% Over(+) / Under(-) Est.	AS READ													

Illinois Department
of Transportation

County: SHELBY		Date: 1-3-2020		2-1		JHL Trucking 784 E 2000 N Rd Assumption IL 62510	
Municipality: D.		Time: 9:00 A.M.		2-2		JHL 1900 N 1200 E Rd Beecher City, IL	
Section: 20-00000-00-GM		Appropriation: SHELBY CO HWY DEPT		2-3		Hanson Materials 72142 Quarry Ave Arlens IL 62613	
Attended by: tk		Name and Address of Bidders		2-4		Nokomis Quarry P.O. Box 90 Nokomis, IL 62075	
Proposal Guarantee Terms		Approved Engineer's Estimate		2-5		Gruhn Creek Quarry 2371 CH 6 Moores, IL 62444	
Item No. or Group		Items		2-6		McCoubert Express 5002 Curdell Ct Decatur, IL 62526	
Delivery		Unit		2-7		C & H Gravel 1406 N 150th St Trenton, IL 62567	
FOB AT PIT OR QUARRY		TONS					
AGG SURF CSE TY B CA-05		300.00		8.25		2,475.00	
AGG SURF CSE TY B CA-05		350.00		8.25		2,887.50	
TOTAL BIDS		% Over(+)/ Under(-) Est.		AS READ			

SHELBY COUNTY HIGHWAY DEPARTMENT

ANNUAL REPORT

JANUARY 01, 2019 THRU DECEMBER 31, 2019

Issued January 8, 2020

TABLE OF CONTENTS

- **Summary of Major Achievements**
- **County Highway Department Services**
 - **General Function, Personnel, Engineering & Inspection, Maintenance**
- **Road & Bridge Committee Services**
 - **Function, Voting Members**
- **County Highway Department Funding**
 - **Annual Local & State Funding, State & Federal Controlled Funding, Miscellaneous Funding; Additional Awarded Funding**
- **Photos of Road & Bridge Capital Improvements**
- **Photos of Maintenance Program**
- **Support Services for other Departments**

COUNTY HIGHWAY DEPARTMENT SERVICES

SUMMARY 2019 MAJOR ACHIEVEMENTS

- **Four Capital Improvement Construction Projects**
 - Richland Township Bridge replacement was completed
 - Cowden-Herrick Road patching project was completed
 - Windsor Township Bridge replacement was started
 - Ash Grove/Big Spring Township Bridge replacement has started
- **Responded to approved Township & Village Petitions for drainage structure replacement**
 - 17 Petitions for Township drainage structure replacements
- **Awarded Grants for \$529K in Township Road Improvements:**
 - Received approval to improve Westervelt railroad crossing – \$347K (100% funded)
 - Received approval to improve Clarksburg railroad crossing - \$105K (100% funded)
 - Received approval to perform GIS assessment of culverts for Township Roads - \$77K
- **Approved Highway Commissioner petitioned requests to replace Bridges in Ridge, Oconee, and, Ash Grove/Big Spring Townships**
- **“Rebuild Illinois” capital bill was signed into law resulting in additional funding:**
 - County and Township MFT allotments increase – 68%
 - Bond proceeds to increase MFT Funding - \$959K over 3 years for County and \$4.1M for Townships

GENERAL FUNCTION:

The Shelby County Highway Department is dedicated to providing a high quality public service while performing the functions needed for the betterment of the Shelby County Highway System. The Shelby County Highway Department is directly responsible for the maintenance and capital improvements associated with 197.80 county roadway miles and 59 County Highway bridges.

The Shelby County Highway Department, subject to the general supervision and approval of the county board and to the rules and regulations of the Illinois Department of Transportation, generally performs the following functions (ref. 605 ILCS 5/5 Division 2):

- Prepare or cause to be prepared all Plans, Specifications, and Estimates for all Capital Improvement Road & Bridge Projects, approved by the county board.
- Supervise the construction and maintenance of any public road or bridge constructed or maintained in whole or in part at the expense of the county.
- Generate and administer the Shelby County Highway Department Budget, approved by the county board.
- Provide technical and administrative assistance to township Highway Commissioners with regard to approximately 275 township bridges
- Provide technical advice, and construction & maintenance support for township highway commissioners and municipalities, when requested and/or based on approved petitions
- Provide technical and administrative support for the Highway Commissioner's yearly Township Motor Fuel Tax Program (\$2.0 million annual program)

SHELBY COUNTY HIGHWAY DEPARTMENT PERSONNEL:

The Personnel employed by Shelby County to perform the above functions are:

County Engineer: Alan Spesard, P.E.

*** Chief Engineer Assistant:** Mike Lorton

*** Engineer Assistants:** Scott Short
Trevor Pruemer
1 Open Position

Secretary/Bookkeeper: Danielle Culberson

****Foreman:** Stacy Prosser

****Laborers:** John Agney
Kenneth Vail
Mike Binnion
Cody Miller
Shane Kircher
Trevor Blackwell (Found employment elsewhere)
Jordon Camic
(2) Open Positions due to retirements and leaving employment

**** CDL Required * College Degree Required**



ENGINEERING and INSPECTION SERVICES:

- **Capital Improvement Resident Engineering activities for construction projects**
 - One Township Bridge was replaced located in Richland Township.
 - Two Township Bridge replacements construction has started in Windsor and Ash Grove/Big Spring Township
 - Cowden-Herrick Road patching completed
- **Capital Improvement survey, layout, and design activities for engineering projects**
 - County Highway Project Design: Findlay-Bethany Road; Country Club Road, Cowden-Herrick Road,
 - Continuing design activities on three future railroad crossing approach projects: Todds Point, Ridge, and Clarksburg Township
 - Oversee engineering contracts for three new bridge projects: Ash Grove/Big Spring, Shelbyville and Ridge Townships
- **Miscellaneous Engineering and Inspection Services**
 - Evaluation and Field Inspection of approximately 160 Bridges over Western portion of County
 - Township Motor Fuel Tax Budget, Bid Document Preparation and Contract Administration for all 24 Townships (over \$2 million in budgeted maintenance work)
 - County Motor Fuel Tax Budget, Bid Document Preparation, and Contract Administration
 - County and Township Culvert procurement administration
 - Sizing of Culverts 17 approved Municipal & Township 50/50 petitions
 - Ongoing Technical Review, design and Administration of approx. 19 Bridges approved for replacement
 - Hosted one educational conference for Highway Commissioners and Municipal Street Department Heads (approximately 50 in attendance)
 - Hosted one educational class for Flagger Training
 - Technical document preparation for Right-Of-Way Parcels for township bridges and aid in acquisition negotiations
 - Evaluation of Future Road & Bridge Projects

MAINTENANCE SERVICES

- **Maintenance of 198 miles of County Highways and 59 County Bridges**
 - **Maintenance to Highway Surfaces and Shoulders:**
 - Stockpiled and Spread rock for oil/chip seal coating of approximately 20 miles of County Highways.
 - Performed leveling overlay with cold-mix patch mix to over 15 miles of County Highways.
 - Applied Centerline Striping to 62 miles of County Highways.
 - Made 2500 ton of cold-mix at County Yard.
 - Performed shoulder repair with the “Tiger-Claw Retriever” along all County Highways and provided shoulder rock and patch-mix repairs as needed
 - Performed Snow Removal and Sand Treatment to 198 miles of roadway
 - **Maintenance to Bridges, Culverts, and Ditches:**
 - Installed 15 Drainage Repair Projects at 50% cost share for Municipalities & Townships: Windsor, Tower Hill, Herrick, Pickaway, Cold Spring, Ash Grove, Flat Branch, Lakewood, Dry Point, Big Spring
 - Ditch Cleaning, Mowing, Weed/brush spraying/removal on most County Highways.
 - **Maintenance of Traffic Control Rural Reference Signs**
 - Replace or repaired several hundred rural reference and traffic control signs;
 - **Miscellaneous Maintenance Tasks:**
 - Provided in-house maintenance and repair to 24 County Highway owned vehicles and equipment.
 - Stockpiled sand for snow and ice control
 - Installed numerous field culvert entrances
 - Patching damaged Highway surface areas/holes
 - Delivered Pipe Culverts to 19 Townships and provided culverts for 7 villages (including Cowden, Herrick, Shelbyville, Stewardson, Windsor, Strasburg, Tower Hill, Sigel)

ROAD & BRIDGE COMMITTEE

FUNCTION:

The R&B Committee meets a minimum of two times a month. The “Road Trip Committee Meeting” involves site visits across the county to view proposed county road and bridge construction, proposed township & municipality petition work, ongoing construction projects, and maintenance and insurance work. The “Claim Review Meeting” involves a review of county and township claims for compliance with that budgeted and a review of proposed petitions, resolutions and agreements. Occasionally the R&B committee have “Random Committee Meetings” in order to observe local lettings for bridges, roads, and maintenance contracts; review land acquisition document and appraisals for construction projects, and observe county hosted township highway commissioner educational conferences and/or other information meetings.

ROAD & BRIDGE COMMITTEE VOTING MEMBERS:

The 2019 Road & Bridge (R&B) Committee consisted of four county board members appointed by the county board chairman:

Chairman:	Dave Cruitt,	District No. 10
Committee Members:	Bruce Cannon,	District No. 2
	Jesse Durbin,	District No. 9
	Larry Lenz,	District No. 9



KEY DECISIONS OF R&B COMMITTEE:

- Prioritized Bridge Replacement Projects: Ash Grove/Big Spring , Ridge, Oconee,
- Reviewed Highway Commissioner Petitions for drainage structure replacements
- Approved Purchase of Equipment: Semi-Truck, Dump Truck, Plotter/Scanner
- Selection of Road Pavement Preservation Project: Cowden-Herrick Road

COUNTY HIGHWAY DEPARTMENT FUNDING

ANNUAL LOCAL TAX & STATE MFT FUNDING

Shelby County receives local property tax funds and State motor fuel tax (MFT) funds. These funds are considered “Special Revenue Funds” due to the fact that they are legally restricted for expenditures for use by the Shelby County Highway Department for the construction and maintenance of Highways. The local tax revenues and expenditures are internally controlled by the County Bridge, County Highway, and Federal Aid Secondary accounts. The state motor fuel tax revenues and expenditures are internally controlled by the County Motor Fuel Tax and Township Motor Fuel Tax accounts. The expenditures and revenues associated with these funds are audited annually by the Shelby County contracted accounting firm of West & Company, LLC. In addition, the State & Township MFT expenditures and revenues are audited by the Illinois Department of Transportation.

Details associated with these revenues and expenditures for the current Fiscal Year ending in August 31, 2019 will be published by West & Company, LLC in a report entitled “AUDITED FINANCIAL STATEMENTS AND SUPPLEMENTAL INFORMATION” in the spring of 2020.

STATE & FEDERAL CONTROLLED FUNDING

The IDOT committed State and Federal Funding for Shelby County Capital Improvement Projects as follows:

- Total Federal, State and local Construction Funds for Bridge & Road Projects = \$1.59 million
- Federal Bridge and Road Funds toward 80 % of the awarded contract construction and engineering costs for township and County bridges.
- State Bridge Funds toward the awarded design engineering, contract construction & construction engineering costs for township bridges construction
- State Grant Funds for the Cowden-Herrick Road

These funds are administered and controlled by the IDOT.

MISCELLANEOUS FUNDING

The Shelby County Highway Department miscellaneous funding as follows:

- Engineering fees from the \$2.5 million Township Motor Fuel Tax Program, totaling approximately \$90,000 for technical and contract administration services
- Maintenance expense reimbursement for approved petitions from townships and villages.
- Engineering Fees reimbursed for Construction Oversight of Grant funded projects: Wood Street Bridge
 - “Rebuild Illinois” capital bill was signed into law resulting in additional funding: County and Township MFT allotments increase – 68% - increase of \$252k per year
 - Bond proceeds to increase MFT Funding - \$959K over 3 years for County and \$4.1M for Townships

COUNTY HIGHWAY DEPARTMENT FUNDING



Looking North



Looking South

Westervelt Railroad Crossing

Awarded Grant
\$0.347 million



Clarksburg Railroad Crossing

Awarded Grant
\$105K

ROAD & BRIDGE CAPITAL IMPROVEMENTS



Existing Bridge



New Bridge

Richland Bridge Replacement (10 Ton Posted)

- Location: 4 miles West of Village of Strasburg
- Awarded Construction Contract: \$258,888



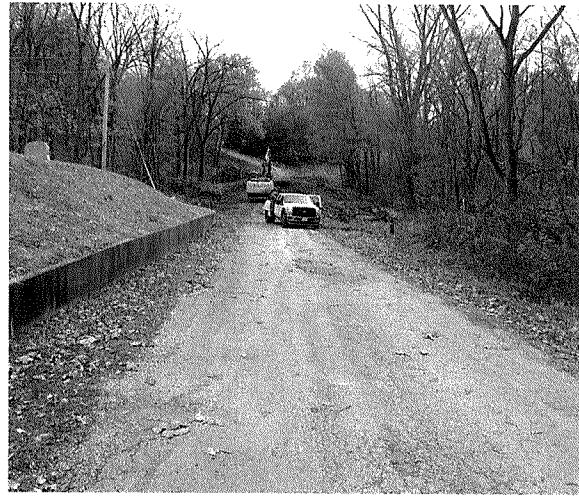
Cowden Herrick Road Patching Project

- Location: Southwest of Village of Cowden
- Awarded Construction Contract: \$559,946

ROAD & BRIDGE CAPITAL IMPROVEMENTS



Existing Bridge



Under Construction

Ash Grove/Big Spring Bridge Replacement (Closed Bridge)

- Location: On the Township Line 3 miles East of Village of Strasburg
- Awarded Construction Contract: \$546,988



Existing Bridge



Under Construction

Windsor Bridge Replacement (3 Ton Posted)

- Location: 2.5 miles North of City of Windsor
- Awarded Construction Contract: \$224,688

MAINTENANCE OF COUNTY HIGHWAYS



Making Cold Mix at County Highway Department



Spreading Cold Mix overlay to Clarksburg Road & Blacktop County Highway

MAINTENANCE OF COUNTY HIGHWAYS



Spreading Aggregate for Sealcoating Cowden-Mode County Highway



Mowing along the Windsor County Highway

MAINTENANCE OF COUNTY HIGHWAYS



Installing New Culvert on the Cowden-Herrick Road



Ditch Cleaning Lakewood County Highway



Patching Mode County Highway

AID TO TOWNSHIPS AND MUNICIPALITIES



Existing Pipe



New Pipe

Drainage Structure replacement in Tower Hill Township



Existing Pipe



New Pipe

Drainage Structure Replacement in Lakewood Township

AID TO TOWNSHIPS AND MUNICIPALITIES



Existing Structure

New Pipe

Drainage Structure Replacement in Dry Point Township



New Pipe Culvert

Drainage Structure Replacement in Cold Spring Township

AID TO TOWNSHIPS AND MUNICIPALITIES



New Pipe

Drainage Structure Replacement in Ash Grove Township



Existing Pipe



New Pipe

Drainage Structure Replacement in Flat Branch Township

AID TO TOWNSHIPS AND MUNICIPALITIES



New Pipe

Drainage Structure Replacement in Pickaway Township



Existing Pipe



New Pipe

Drainage Structure Replacement in Windsor Township

AID TO TOWNSHIPS AND MUNICIPALITIES



Existing Pipe



New Pipe

Drainage Structure Replacement in Big Spring Township

Other Support Services for County Departments:

- Assisted with Balloon Festival
- Animal Control Dept.: Burial of dogs

**Road & Bridge Committee
Meeting Minutes
January 6, 2020**

- **Roll Call: Bruce Cannon, Jesse Durbin, Larry Lenz**
 - Also in attendance: Alan Spesard
- **Approval of Last Month's Minutes**
- **Financial Review**
 - Alan mentioned that he will request additional budget authority at some point this FY
- **Review Claims**
 - **Committee recommended approval**
- **New Business:**
 - Resolution to award Culvert bids
 - Committee recommended approval
 - Resolution to award Rock Bids
 - Committee recommended approval
 - Review snow plow policy
 - Significant complaints were received during last snow event.
 - Committee had lengthy discussion of existing policy. Alan will generate a written policy for Board review, comment and approval
 - Handout on funding comparing Shelby County to adjacent County's was presented and is attached
 - Oil bid letting February 7th
 - Cold Mix Bid letting February 7th
 - Township Rock Hauling February 7th
 - Bridge Inspection Training – Hammond & Reid Surveying
 - Technician Staff has been reduced due to retirements. Alan will supplement existing staff with consultants for the time being.
 - Westervelt Bridge Engineering can begin but funding delayed indefinitely
 - New Time Sheet requirement and proposed transition of payroll dates: Time Sheet adjustments to change payment of employees.
 - Alan stated that the change that is being proposed will reduce County Highway employees pay by 3 days in May.
 - Striping ongoing; wrong road striped in Clarksburg township
 - Annual Report
- **Old Business:**
 - GIS grant for township culvert assessment - \$90k. Townships need to agree and agreement with IDOT will be needed prior to starting work. Will need to evaluate engineering firms based on quality based selection since federal grant.
 - Rebuild Illinois Capital Bill - \$1.5 billion bond to be distributed by MFT formula – County projected to receive an additional \$959K MFT and Townships projected to receive an additional \$4.1 million MFT – distribution to be spread out over three years. Also informed needy Township and County Consolidated will be increased by 68% - **Funding increase due to 1.5 billion bond and needy township and county consolidated has been delayed indefinitely**
 - Phase 2 of Cowden Herrick Road - \$1.1 million – Federal and State Funds. Have requested IDOT to approve construction for 2020.

**Road & Bridge Committee
Meeting Minutes
January 6, 2020**

- Sigel Bridge posting at 10 Ton per IDOT – Highway Commissioner wants bridge replaced
- Long Range pavement preservation plan verses new road construction

- **Adjournment: Next meetings scheduled for February 7th and 10th**

COUNTY NAME	County Miles	MFT Funds	Funds per mile
Shelby	197.4	\$ 373,118.00	\$ 1,890.16
Fayette	168.6	\$ 342,104.00	\$ 2,029.09
Montgomery	186.73	\$ 451,900.00	\$ 2,420.07
Cumberland	67.71	\$ 166,344.00	\$ 2,456.71
Christian	158.6	\$ 541,574.00	\$ 3,414.72
Moultrie	64.2	\$ 242,990.00	\$ 3,784.89
Coles	139.63	\$ 628,310.00	\$ 4,499.82
Effingham	139.3	\$ 720,446.00	\$ 5,171.90
Macon	225.9	\$1,463,670.00	\$ 6,479.28

**Road & Bridge Committee
Meeting Minutes
January 3, 2020**

- **Roll Call: Bruce Cannon, Jesse Durbin, Larry Lenz**
 - Also in attendance: Alan Spesard, County Engineer
- **The annual rock and culvert bids for the County and Townships were publically opened and read**
- **Adjournment: Next meeting scheduled for January 6th**

1-7-20

Health Comm.
All Bills were approved

10:00

[REDACTED]

APPROVED Health Committee

10:30

[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

FILED
JAN 07 2020

Jenna Fox
SHELBY COUNTY CLERK

January 7, 2020

Lynn Williams
Terry Metzger
Gary Gergeni
Jim Arthur
David Swits
Kenny Born
Richard Hayden

FILED
JAN 07 2020

James Joy
SHELBY COUNTY CLERK

Richard Hayden Motion to accept bills as presented
and Jim Arthur
Pass

Motion to adjourn
and

Pass

Terry Metzger Motion to pay Rescoe Christmas party ^{Meeting} with
county money in Kenny Born

5 yes

1 no

Pass

Levy & Salary
Jan 7, 2020
@ 9:00 AM.

Barb Bennett
Frank Mulholland

Claims were approved

FILED
JAN 07 2020

Jessie Toy
SHELBY COUNTY CLERK

Law Enforcement Committee
Meeting Agenda January 2nd 2020

1. Approval of Minutes of 12-5-19 meeting
2. Deputy candidate interviews Jan 6,7,8
3. Shop with a cop report
4. FOIA request
- 5 New Marijuana law
6. Auditor visit
7. Review expenditures

LAW ENFORCEMENT COMMITTEE

January 2nd 2020

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

The Committee read and approved the meeting minutes for December with Gary Paterson requesting the following changes. 1. The spelling of David Faller's last name. 2. Add to the minutes Faller told the committee that the Sheriff's Office was allowed to make purchases for shop with a cop using its tax-exempt status. Faller continued to inform the committee the use of the Counties Credit Card for the purchases was allowable unless the county had a policy against it.

The Merit Commission will be interviewing a total 9 Deputy Candidates on Jan 7th and 8th. It is anticipated an eligibility list will be made available by the end of the month.

Sheriff Koonce gave a report on the Shop with a Cop program. Just under \$8000.00 was expended to provide children gifts. Once again, the committee was reminded the money spent is not tax dollars but donated funds from the public and sales of the Sheriff's Calendar adds.

The Sheriff's Office has recently received two FOIA request. One from the Treasures Office and the other the Edgar County Watch Dogs. The FOIA officer is in the process of fulfilling the request to ECWD with the assistance of the County Clerks Office.

A brief discussion of the now enacted Marijuana laws in Illinois was discussed along with the notification to employees of the Sheriff's Office prohibiting there use of legal Marijuana.

It was reported to the committee the counties auditor has been to the Sheriff's Office and will return several more times to prepare for the annual report to the County Board.

The Committee reviewed expenditures and the meeting was concluded.

Respectfully submitted

Rob McCall

Undersheriff

Public Building

Jan 3rd Fri 2020

- ✓ Gary G
- ✓ Jim A
- ✓ Kenny B
- ✓ Frank M
- ✓ Dale W
- ✓ Sheriff K
- ✓ Jeff maintenance
- ✓ Dave Woods ~~Plumber~~ Computers / Phones
- ✓ Dean ~~Friday~~ D+M electric Neoga

FILED
JAN 03 2020

Jessie Cox
SHELBY COUNTY CLERK

Gary G - motion to Bring New ~~Media~~ ^{Electrical} Entrance & Surge Protector
Frank M 2nd motion Carried for Court House By D+M electric
\$15,455.- Total Cost

Will check Bodine + D+M for "Service Contracts" for generator
John made Parts for clock
Hatfield is to Install parts - he is on Maintenance Agreement \$2000 yr

Frank M Motion to Adjourn meeting
Jim A 2nd Carried - 9:45 AM



1223 US Rt. 45
Neoga, IL 62447

Estimate

DATE	ESTIMATE NO.
1/2/2020	3314

NAME / ADDRESS
Shelby County Courthouse Don Koonce 151 N. Morgan Shelbyville, IL 62565

TERMS	REP	PROJECT
Net 15 days		

QTY	DESCRIPTION	TOTAL
2.00	4" Weatherhead	0.00
2.00	PVC LB	0.00
16.00	4" Clamps	0.00
120.00	Schedule 80 PVC	0.00
4.00	4" Meyers Hubs	0.00
80.00	500 MCM Hi-Flex	0.00
640.00	500 MCM	0.00
1.00	400 Amp Disconnects with Fuses	0.00
	Hours of labor Tech	8,400.00
		8,522.00

FILED

JAN 03 2020

Jessie Joy

SHELBY COUNTY CLERK

The items purchased are "AS IS WHERE IS" unless warranty is stated on the invoice or on the signed contract.

This estimate/quote/bid is only good for 30 days from sent date.

If the customer wishes to return a item, there will be a restocking fee of 20%. Illinois Sales Tax will charged unless Tax Exemption form is on file.

Subtotal	\$16,922.00
Sales Tax - 7.25%	\$0.00
Total	\$16,922.00

Phone #	E-mail	Web Site
217-895-2365	Marcia@dmelectricalpower.com	www.dmelectricalpower.com

-1,200.-
-1,350.-
14,372.-
Surge Prot + 1,083.-

36A

T.L.D. \$15,455.-

\$17,000. - in fee

D&M Electrical

1223 us rt 45

Neoga il

217-254-3610

Additional bid for Shelbyville court house service loop

1-surge suppressor

\$1,083.00

Deduct for using old disconnect with new lugs

- \$1,200.00

Deduct for old wire scrap

- \$1,350.00

Service contract will be sent this morning

Dean Fearday

\$14,372 = credits

\$15,455. - = Surge

John made parts

Hatfield - Clock Metiance

\$514. -

~~\$530~~ - each Time Bodine

LAW ENFORCEMENT COMMITTEE

December 5th, 2019

Sheriff Koonce called the meeting to order at 9:00 a.m. with the following members of the committee present: Kay Kearney, Bob Simpson, Chairman Cruitt and Gary Paterson who phoned in on conference, Undersheriff McCall served as secretary. Jarod Rowcliff with Shelby County EMA was in attendance as well.

The Committee read and approved the meeting minutes for November.

Undersheriff McCall reported on the hiring of a 5 new full time Correctional Officers. They are all in various stages of training. We are required to have them all attend the PTI six -week course within nine months of hiring and the Undersheriff is working with the Macon County Training Center to make this happen.

There have been eleven candidates for Deputy Sheriff chosen by the Merit Commission to interview. Following the interviews, the Commission will create an eligibility list that the sheriff can hire a new deputy from. It is hoped by the end of January 2020 the list will be completed.

David Fowler from West and Company was introduced to the LEC as our new County Auditor. Undersheriff McCall requested Tina Wade join the meeting for this as she will serve as the point person for the Sheriff's Office for any auditor request.

Many topics were discussed including payroll records, shop with a cop donation, special fund accounts, and the payment of bills once a month. Fowler reported a person from his office will be visiting all office's in the County soon to gather information to prepare the counties report.

Undersheriff McCall reported on a couple of ongoing maintenance issues in the Detention Center included the water softener and a computer server that is slated to be replaced in January.

The Committee reviewed expenditures and the meeting was concluded.

Respectfully submitted

Rob McCall

Undersheriff

Shelby County Animal Control Monthly Committee Meeting Agenda

(12/18/2019)

Review Monthly Income and Expenses

Old Business:

LED Lighting

Court cases

Washer and Dryer

New Business:

Monthly Bills- Approval

Washer and Dryer update

Clothing Allowance

FILED
DEC 18 2019


SHELBY COUNTY CLERK

December 18, 2019
Animal Control

Brad, Dr. Spusard
Jerry & Kay
Absent - Bob J.

Dog wash November 438.50
Year to Date 4,280.75

Reviewed payroll and bills

Memo from Illinois Dept of Public Health

Reminder NOT to submit Live Animals or Whole Animals
for Rabies testing - our county has had no incidents to date

Washer & Dryer have been installed

Animal Control recieved a new "Cat Condo" from Saving Orphaned
Animals

FILED
DEC 18 2019

Jessie Joyc
SHELBY COUNTY CLERK

SHELBY COUNTY AIRPORT and LANDING FIELD COMMISSION

TREASURER'S REPORT

November 30, 2019

Beginning Balance Deposits

	November 1, 2019	
Arrow Energy--Credit Card Fuel Sales		\$ 2,220.07
Fuel Sales--Cash & Check		\$ 2,481.55
Rent		\$ 1,930.00
Shelby County Aviation--Ameren		\$ 21.56
Shelby County Brd.--Sales Tax		\$ 89.17
Transfer from First Federal		\$ 17,883.22
State of Illinois--Payment for IL Project # 2H0-4717		\$ 42,788.49
State of Illinois--Reimbursement of Retainer IL Project # 2H0-4449		\$ 4,987.36
Bank Interest		\$ 0.76
		<u>\$ 72,402.18</u>
		\$ 79,863.28

Bills Received and Paid

Shelby County Aviation--FBO November, 2019	\$ 3,500.00	
Shelby Electric Cooperative	\$ 763.92	
Steve Wempen--Bookkeeping November, 2019	\$ 200.00	
Ameren Illinois	\$ 112.38	
Illinois Department of Revenue--Sales Tax Payment	\$ 297.00	
City Area Water-Sewer Department	\$ 46.20	
Consolidated Communications	\$ 246.50	
Shelbyville Ace Hardware--Bldg. Maint.	\$ 88.94	
Hilton Plumbing--Balloon Fest/Porta-Potties	\$ 595.00	
Hansons--IL Project # 2H0-4717 Invoice # 1074705	\$ 42,788.49	
Doty Sanitation Service--6 Yd. Dumpster/Balloon Fest	\$ 100.00	
Petro Maintenance--Jet Fuel Pump Repair	\$ 400.00	
MDI--Grease	\$ 171.64	
R. L. Wempen--Paint & Supplies/Parking Lot	\$ 84.08	
		<u>\$ 49,394.15</u>
		\$ 30,469.13

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

FILED
DEC 12 2019

Jennie Dork

SHELBY COUNTY CLERK

\$ 30,469.13	
\$ 100.00	
\$ 34,464.67	
\$ 1,682.72	
\$ 580.00	
\$ 615.55	
\$ 21,466.03	
<u>\$ 89,378.10</u>	

SHELBY COUNTY AIRPORT and LANDING FIELD COMMISSION

MINUTES OF MEETING

November 4, 2019

Members present at meeting:

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

Commissioner Rick Brown calls the meeting to order.

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

Rick mentions seeing a memo on the GPS approach and how little it's used and asks Scott how much he thought the NDB is used. Scott replied that we needed some type of an approach and that he used it. Steve and Jeff said they also used it. A short discussion on the two approaches and their necessity followed.

Earl asks Scott what brings people into our airport. Scott mentions seed companies and machinery companies come in. Also had a construction company that came in for a year while doing a job down at Cowden.

More discussion ensued on what draws people to the airport including the lake and the two grass runways.

Scott gets a comparison sheet, that Jim Schwerman had put together and presented at the last meeting, that showed the average income for the crops for the last few years. Scott points out on the field map to Earl the ground we used to farm then points out the ground we have lost because of minimum distance compliances set by the FAA. Some discussion followed and Rick mentions Susan Zellars from Hansons working on getting a variance and getting about half or twenty-five acres back. Earl asks about a lawyer for the airport or maybe some kind of legal representation. Some discussion followed on the issue. Earl mentions that he'll take on the responsibility of getting a lawyer involved if need be to help get some of the issues resolved.

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

Bills Presented

City Area Water-Sewer Department	\$ 46.20
MDI--Grease	\$ 171.64
R. L. Wempen Lumber, Inc--Paint & Supplies for Parking Lot	\$ 84.08
Shelby Electric Cooperative	\$ 763.92
Petro Maintenance--Jet Fuel Pump Repair	\$ 400.00
Hilton Plumbing--Balloon Fest Porta Potties	\$ 595.00

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

Manager's Report

Scott said he came into a flooded bathroom in the Main Hangar a couple weeks ago and after getting on the roof he found the gasket in the roof pipe flange was gone. After some repair there was still a couple of leaks in the shop area but too cold to deal with for now.

Scott mentions the Jet Fuel pump is still giving fuel away and that he had the info from two different helicopters that were here and fueled, to send them an invoice for the fuel they pumped.

Scott said at the TIPS meeting we found out the Jet Fuel project had not been officially closed yet so Scott informed IDOT that the pump still wasn't working properly, pumping fuel and not metering it.

Scott then mentions the new T-Hangars were discussed and looked like that could start in 2020 but the airports lack of funding could put a hold on the project.

Scott said that Susan Zellars from Hansons joined the TIPS meeting by phone and explained the waiver she was trying to get to get some of our ground back.

Some discussion followed on the issue and about the possibility of shutting down the GPS approach to

runway 36. Scott then mentioned that he and Robert Hahn from IDOT had a friendly discussion on the issue including the NDB.

Bob Simpson mentions the airport getting \$15,000 more in tax money next year but then it was taken back and it's up in the air for now. A lengthy discussion on the money issue followed.

Rick mentions that when we had the Balloon Fest we talked about charging a parking fee to help generate more revenue and because of the amount of rain the day before, that never happened but while at the Balloon Fest he mentioned to Steve about maybe having a concert here at the airport to make some money. Rick mentions that there are some big names that we could possibly get that would draw a big crowd and if it went well we could maybe make an annual event of it. Some discussion followed on the idea.

Earl mentions hearing talk of having a restaurant on the airport ground. Some discussion followed on the idea and maybe should pursue that possibility.

More discussion on finding entertainers ensued and Earl mentions his son Iving in Charleston and maybe he could find out who's in charge of finding entertainers for Coles County Airport.

Rick mentions the tractor and if it is still running ok. Scott said he still had to mow one more time, but that we need to maybe put in for some of that State money to repaint the runway, filling and sealing cracks in the asphalt and reskinning the Main Hangar which is eligible for funding now and before it was not. Scott said if we don't have the money to cover our part of the new set of T-Hangars maybe put the money towards some of these other projects. Some discussion on which project should be done first followed.

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

SHELBY COUNTY AIRPORT AND LANDING FIELD COMMISSION RECORD JOURNAL

CHECK NO.	DATE	DESCRIPTION OF TRANSACTION	BUDGET ACCT NO.	DEBITS	CREDITS	BALANCE
	31-Oct-19	Balance Shelby County State Bank				\$ 7,461.10
5684	4-Nov-19	Shelby County Aviation--FBO November, 2019	022-5210-12-023	\$ 3,500.00		\$ 3,961.10
	5-Nov-19	Illinois Department of Revenue--Sales Tax Payment		\$ 297.00		\$ 3,664.10
	7-Nov-19	Rent--C Crosby \$285, B Brunken \$95, S Wempen \$95 J Livesay \$105, J Green \$95, K Baker \$95 B Bachman \$95				
		Fuel \$136.54 Rent \$865.00				
	7-Nov-19	Transfer from First Federal			\$ 1,001.54	\$ 4,665.64
	8-Nov-19	Arrow Energy--Deposit			\$ 1,364.41	\$ 6,030.05
5685	10-Nov-19	Ameren IP--SCA 37528 \$42.09, Airport 06211 \$70.29	022-7800-12-023	\$ 112.38	\$ 381.57	\$ 6,299.24
5686	10-Nov-19	Shelbyville Ace Hardware--Building Maintenance	022-7440-12-023	\$ 88.94		\$ 6,210.30
5687	10-Nov-19	Hilton Plumbing--Balloon Fest Porta Potties	022-7444-12-023	\$ 595.00		\$ 5,615.30
5688	10-Nov-19	Area City Water-Sewer Department	022-7800-12-023	\$ 46.20		\$ 5,569.10
5689	10-Nov-19	Petro Maintenance--Jet Fuel Pump Repair	022-7441-12-023	\$ 400.00		\$ 5,169.10
5690	10-Nov-19	Shelby Electric Cooperative	022-7800-12-023	\$ 763.92		\$ 4,405.18
5691	10-Nov-19	MDI--Grease	022-7441-12-023	\$ 171.64		\$ 4,233.54
5692	10-Nov-19	R. L. Wempen Lumber, Inc.--Paint & Supplies / Parking Lot	022-7444-12-023	\$ 84.08		\$ 4,149.46
	15-Nov-19	Arrow Energy--Deposit			\$ 535.38	\$ 4,684.84
	22-Nov-19	Consolidated Communications			\$ 526.23	\$ 5,211.07
5693	29-Nov-19	Rent--J Green \$95, SCA/Ameren \$21.56, Fuel \$23.41	022-7800-12-023	\$ 246.50		\$ 4,964.57
5694	29-Nov-19	Doty Sanitation Service--6 Yd. Dumpster/Balloon Fest	022-7444-12-023	\$ 100.00		\$ 5,104.54
	29-Nov-19	Rent--Durbin Ent.--\$190, K Harshman \$190, R Creamer \$210 B Bachman \$95, K Baker \$190, S Wempen \$95				
		Fuel \$2321.60, Shelby Co Brd/Sales Tax \$ 89.17, Rent \$970.00			\$ 3,380.77	\$ 8,385.31
	29-Nov-19	State of Illinois--Reimbursement of Retainer IL Project #2H0-4449			\$ 4,987.36	\$ 13,372.67
	29-Nov-19	Transfer from First Federal			\$ 16,518.81	\$ 29,891.48
	29-Nov-19	State of Illinois--Payment for IL Project #2H0-4717			\$ 42,788.49	\$ 72,679.97
	29-Nov-19	Arrow Energy--Deposit			\$ 776.89	\$ 73,456.86
5695	29-Nov-19	Hansons--IL Project 2H0-4717 Invoice #1074705	022-5455-12-023	\$ 42,788.49		\$ 30,668.37
5696	29-Nov-19	Steve Wempen--Bookkeeping November 2019	022-5220-12-023	\$ 200.00		\$ 30,468.37
	30-Nov-19	Bank Interest			\$ 0.76	\$ 30,469.13
		Board Meeting--December 9, 2019				

[illegible][illegible]

[illegible]

November 30, 2019

39F

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

[illegible]

Shelby County Airport and Landing Field Commission
Fuel Sales November, 2019

[illegible]

SHELBY COUNTY AIRPORT AND LANDING FIELD COMMISSION
SHELBYVILLE, IL.

BOARD MEETING AGENDA

December 9, 2019

7:00 PM

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

Shelby County Monthly Investment Report

			11/30/2019	12/31/2019
ASSETS				
GENERAL	001-1000-00-000	BU CHECKING	\$11,746.24	\$11,746.24
GENERAL	001-1001-00-000	SC PAYROLL .50% INT	\$32,696.86	\$31,863.13
GENERAL	001-1005-00-000	FF AP CLAIMS .25% INT	\$25,340.39	\$18,365.44
GENERAL	001-1100-00-000	PC TREASURER	\$2,500.00	\$350.00
GENERAL	001-1101-00-000	PC PROBATION	\$50.00	\$50.00
GENERAL	001-1300-00-000	BU 1.03% INT	\$927,030.47	\$931,464.56
GENERAL	001-1302-00-000	FF .75% INT	\$712,767.06	\$422,863.80
GENERAL	001-1400-00-000	FF CD MATURES 9/6/2020 1.50%	\$606,876.14	\$609,733.89
GENERAL	001-1402-00-000	FF CD MATURES 6/6/2020 2.25%	\$405,160.89	\$407,464.78
GENERAL	001-1999-00-000	DUE TO/FROM GENERAL FUND	\$60,447.67	\$46,466.26
Totals for Fund 001:			\$2,784,615.72	\$2,480,368.10
COUNTY HEALTH	002-1100-00-000	PETTY CASH	\$135.64	\$135.64
COUNTY HEALTH	002-1200-00-000	FF .75% INT	\$255,596.42	\$202,648.34
COUNTY HEALTH	002-1300-00-000	FF .50% INT	\$29,146.32	\$29,586.15
COUNTY HEALTH	002-1999-00-000	DUE TO/FROM GENERAL FUND	\$80.00	\$0.00
Totals for Fund 002:			\$284,958.38	\$232,370.13
ANIMAL CONTROL	003-1300-00-000	SC .50% INT	\$48,094.49	\$49,282.11
ANIMAL CONTROL	003-1400-00-000	BU CD MATURES 1/31/2020 2.36%	\$20,355.11	\$20,355.11
ANIMAL CONTROL	003-1402-00-000	BU CD MATURES 1/31/2021 2.50%	\$40,752.62	\$40,752.62
ANIMAL CONTROL	003-1999-00-000	DUE TO/FROM GENERAL FUND	\$0.00	(\$203.35)
Totals for Fund 003:			\$109,202.22	\$110,186.49
AMBULANCE	004-1200-00-000	FF .75% INT	\$15,645.51	\$11,655.70
AMBULANCE	004-1400-00-000	BU CD MATURES 1/28/2020 2.36%	\$101,775.56	\$101,775.56
Totals for Fund 004:			\$117,421.07	\$113,431.26
MENTAL HEALTH	005-1300-00-000	SC .50% INT	\$889,402.88	\$855,469.21
MENTAL HEALTH	005-1400-00-000	BU CD MATURES 1/25/2020 2.36%	\$407,102.22	\$407,102.22
MENTAL HEALTH	005-1402-00-000	SC CD MATURES 1/25/2021 2.33%	\$407,011.42	\$407,011.42
MENTAL HEALTH	005-1403-00-000	SC CD MATURES 1/25/2022 2.53%	\$407,617.05	\$407,617.05
Totals for Fund 005:			\$2,111,133.57	\$2,077,199.90
IMRF	006-1200-00-000	FF .75% INT	\$391,294.30	\$332,352.68
IMRF	006-1400-00-000	BU CD MATURES 3/24/2020 1.86%	\$350,000.00	\$350,000.00
IMRF	006-1999-00-000	DUE TO/FROM GENERAL FUND	(\$44,086.40)	(\$29,801.64)
Totals for Fund 006:			\$697,207.90	\$652,551.04
SOCIAL SECURITY	007-1200-00-000	FF .75% INT	\$247,022.58	\$222,649.57
SOCIAL SECURITY	007-1400-00-000	BU CD MATURES 1/28/2020 2.36%	\$50,851.78	\$50,887.78
Totals for Fund 007:			\$297,874.36	\$273,537.35
INDEMNITY	008-1200-00-000	FF .75% INT	\$22,678.45	\$27,584.16
INDEMNITY	008-1400-00-000	BU CD MATURES 1/28/2020 2.36%	\$101,775.56	\$101,775.56
Totals for Fund 008:			\$124,454.01	\$129,359.72
HEALTH INSURANCE	009-1002-00-000	BU SECTION 105	\$11,347.17	\$10,000.00
HEALTH INSURANCE	009-1203-00-000	BU SHELBY CO GROUP INS .01% INT	\$43,262.31	\$45,108.14
HEALTH INSURANCE	009-1450-00-000	PARADIGM HOLDINGS	\$46,662.00	\$46,662.00
Totals for Fund 009:			\$101,271.48	\$101,770.14
COURT SECURITY	010-1200-00-000	FF .75% INT	\$30,916.14	\$34,504.21
Totals for Fund 010:			\$30,916.14	\$34,504.21
COUNTY BRIDGE	011-1300-00-000	FF .75% INT	\$237,674.32	\$211,038.02
Totals for Fund 011:			\$237,674.32	\$211,038.02
COUNTY HIGHWAY	012-1200-00-000	FF .75% INT	\$146,239.72	\$66,879.78
Totals for Fund 012:			\$146,239.72	\$66,879.78
FASM	013-1300-00-000	SC .50% INT	\$188,759.39	\$121,088.17
Totals for Fund 013:			\$188,759.39	\$121,088.17

COUNTY MFT	014-1300-00-000	SC .50% INT	\$367,523.02	\$502,315.20
		Totals for Fund 014:	\$367,523.02	\$502,315.20
TOURISM	015-1200-00-000	FF .75% INT	\$9,367.52	\$12,288.07
		Totals for Fund 015:	\$9,367.52	\$12,288.07
PROBATION	016-1200-00-000	FF .75% INT	\$124,230.93	\$126,341.60
PROBATION	016-1400-00-000	FF CD MATURES 10/30/2020 2.00% INT	\$200,000.00	\$200,680.48
		Totals for Fund 016:	\$324,230.93	\$327,022.08
ASSIST COURT	017-1200-00-000	FF .75% INT	\$32,543.40	\$36,731.86
		Totals for Fund 017:	\$32,543.40	\$36,731.86
LAW LIBRARY	018-1200-00-000	FF .75% INT	\$6,005.91	\$5,963.19
		Totals for Fund 018:	\$6,005.91	\$5,963.19
AUTOMATION	019-1200-00-000	FF .75% INT	\$53,347.38	\$52,425.92
		Totals for Fund 019:	\$53,347.38	\$52,425.92
RECORDING	020-1200-00-000	FF .75% INT	\$59,642.10	\$65,726.97
RECORDING	020-1400-00-000	BU CD MATURES 1/25/2020 2.36%	\$101,775.56	\$101,775.56
		Totals for Fund 020:	\$161,417.66	\$167,502.53
DRUG TRAFFIC PREVENTION	021-1200-00-000	FF .75% INT	\$14,101.01	\$1,330.95
		Totals for Fund 021:	\$14,101.01	\$1,330.95
AIRPORT	022-1000-00-000	FF CHECKING	\$1,414.10	\$1,498.17
AIRPORT	022-1300-00-000	MONEY MARKETS	\$30,469.13	\$30,469.13
AIRPORT	022-1400-00-000	CERTIFICATE OF DEPOSITS	\$21,423.15	\$21,423.15
		Totals for Fund 022:	\$53,306.38	\$53,390.45
CEFS	023-1200-00-000	FF .75% INT	\$2,063.62	\$212,006.48
CEFS	023-1999-00-000	DUE TO/FROM GENERAL FUND	(\$16,546.27)	(\$16,546.27)
		Totals for Fund 023:	(\$14,482.65)	\$195,460.21
HOME NURSING	024-1300-00-000	SC .50% INT	\$813,844.38	\$811,977.03
HOME NURSING	024-1400-00-000	BU CD MATURES 2/4/2021 2.50%	\$254,703.85	\$254,703.85
HOME NURSING	024-1402-00-000	BU CD MATURES 2/11/2020 2.36%	\$101,775.55	\$101,775.55
HOME NURSING	024-1999-00-000	DUE TO/FROM GENERAL FUND	(\$80.00)	\$0.00
		Totals for Fund 024:	\$1,170,243.78	\$1,168,456.43
WIC	025-1200-00-000	FF .75% INT	\$26,277.99	\$33,293.76
		Totals for Fund 025:	\$26,277.99	\$33,293.76
LOCAL BRIDGE	026-1300-00-000	SC .50% INT	\$148,610.22	\$183,276.14
		Totals for Fund 026:	\$148,610.22	\$183,276.14
TOWNSHIP BRIDGE	027-1200-00-000	FF .75% INT	\$45,035.05	\$33,252.64
		Totals for Fund 027:	\$45,035.05	\$33,252.64
TOWNSHIP CONTRUCTION	028-1000-00-000	BU CHECKING	\$0.24	\$0.24
		Totals for Fund 028:	\$0.24	\$0.24
TOWNSHIP MFT	029-1300-00-000	SC .50% INT	\$1,293,165.72	\$1,520,804.71
		Totals for Fund 029:	\$1,293,165.72	\$1,520,804.71
COUNTY JAIL MEDICAL COST	030-1200-00-000	FF .75% INT	\$979.24	\$1,145.79
		Totals for Fund 030:	\$979.24	\$1,145.79
MINOR UNKNOWN HEIRS	032-1200-00-000	FF .75% INT	\$3,094.65	\$599.43
MINOR UNKNOWN HEIRS	032-1400-00-000	FF CD MATURES 6/26/2020 2.25%	\$43,501.13	\$43,748.49
		Totals for Fund 032:	\$46,595.78	\$44,347.92
PUBLIC DEFENDER RECORDS AUTO	033-1200-00-000	FF .50% INT	\$51.81	\$73.22
		Totals for Fund 033:	\$51.81	\$73.22

SHOP WITH A COP	034-1200-00-000	FF .75% INT Totals for Fund 034:	<u>\$12,946.20</u> \$12,946.20	
PROBATION DRUG TESTING	037-1200-00-000	FF .75% INT Totals for Fund 037:	<u>\$13,528.12</u> \$13,528.12	\$14,290.12 \$14,290.12
DRAINAGE	039-1000-00-000	FF CHECKING	\$1,000.00	\$731.31
DRAINAGE	039-1200-00-000	FF .75% INT	\$258,555.50	\$159,188.77
DRAINAGE	039-1400-00-000	FF CD MATURES 9/23/2020 1.50%	\$101,013.29	\$201,586.98
DRAINAGE	039-1402-00-000	FF CD MATURES 6/22/2020 2.25%	\$101,190.39	\$101,765.79
		Totals for Fund 039:	<u>\$461,759.18</u>	\$463,272.85
DOCUMENT STORAGE	040-1200-00-000	FF .75% INT Totals for Fund 040:	<u>\$92,289.93</u> \$92,289.93	\$94,945.25 \$94,945.25
MISC COUNTY HEALTH	043-1200-00-000	FF .75% INT Totals for Fund 043:	<u>\$246,536.92</u> \$246,536.92	\$244,931.88 \$244,931.88
VICTIM IMPACT PANEL	046-1200-00-000	FF .75% INT Totals for Fund 046:	<u>\$14,241.76</u> \$14,241.76	\$14,348.82 \$14,348.82
STATE'S ATTORNEY FORFEITED	047-1200-00-000	FF .75% INT Totals for Fund 047:	<u>\$1,131.70</u> \$1,131.70	\$1,133.84 \$1,133.84
RESCUE SQUAD DIVE TEAM	050-1200-00-000	FF .75% INT Totals for Fund 050:	<u>\$10,184.51</u> \$10,184.51	\$9,501.12 \$9,501.12
DUI EQUIPMENT	051-1200-00-000	FF .75% INT Totals for Fund 051:	<u>\$28,197.50</u> \$28,197.50	\$28,723.12 \$28,723.12
GIS	052-1200-00-000	FF .75% INT	\$211,608.01	\$215,498.47
GIS	052-1400-00-000	BU CD MATURES 1/25/2020 2.36%	\$203,551.11	\$203,551.11
		Totals for Fund 052:	<u>\$415,159.12</u>	\$419,049.58
CAPITAL IMPROVEMENT	054-1300-00-000	FF .25% INT Totals for Fund 054:	<u>\$1,274.04</u> \$1,274.04	\$1,274.57 \$1,274.57
PET POPULATION	055-1000-00-000	SC .50% INT	\$20,229.68	\$20,597.61
PET POPULATION	055-1400-00-000	BU CD MATURES 1/31/2020 2.36%	\$15,266.33	\$15,266.33
PET POPULATION	055-1999-00-000	DUE TO/FROM GENERAL FUND	\$185.00	\$85.00
		Totals for Fund 055:	<u>\$35,681.01</u>	\$35,948.94
EMA SPECIAL	056-1300-00-000	SC .50% INT Totals for Fund 056:	<u>\$15,297.48</u> \$15,297.48	\$15,310.16 \$15,310.16
STATE'S ATTORNEY AUTOMATION	057-1200-00-000	FF .75% INT Totals for Fund 057:	<u>\$5,397.27</u> \$5,397.27	\$5,452.76 \$5,452.76
DRUG COURT	058-1200-00-000	FF .75% INT Totals for Fund 058:	<u>\$18,924.32</u> \$18,924.32	\$19,553.04 \$19,553.04
TAX SALE AUTOMATION	060-1200-00-000	FF .75% INT Totals for Fund 060:	<u>\$7,004.14</u> \$7,004.14	\$8,309.09 \$8,309.09
MISC STATE GRANT PROGRAM	061-1300-00-000	SC .44% INT Totals for Fund 061:	<u>\$27.68</u> \$27.68	\$27.70 \$27.70
RESCUE SQUAD	062-1200-00-000	FF .75% INT Totals for Fund 062:	<u>\$8,037.94</u> \$8,037.94	\$8,053.15 \$8,053.15
CORONER SPECIAL FUND	063-1200-00-000	FF .75% INT Totals for Fund 063:	<u>\$19,594.05</u> \$19,594.05	\$19,730.72 \$19,730.72
SOLID WASTE FUND	064-1200-00-000	FF .75% INT Totals for Fund 064:	<u>\$876.85</u> \$876.85	\$878.51 \$878.51
SALE IN ERROR	065-1200-00-000	FF .75% INT	\$6,720.00	\$6,237.50

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Totals for Fund 065:			.00	\$6,237.50
Total			\$12,371,912.19	\$12,367,284.54
Total ASSETS			\$12,371,912.19	\$12,367,284.54
LIABILITIES AND FUND BALANCE				
LIABILITIES				
GENERAL	001-2002-00-000	PAYROLL CLEARING	\$78,651.02	\$54,403.19
Totals for Fund 001:			(\$78,651.02)	(\$54,403.19)
TOTAL LIABILITIES			\$78,651.02	\$54,403.19
TOTAL LIABILITIES AND FUND BALANCE			\$78,651.02	\$54,403.19

SHELBY COUNTY STATE BANK	\$ 4,926,639.64
BUSEYBANK	\$ 2,748,040.43
FIRST FEDERAL S & L	\$ 4,580,568.35

**Shelby County Collector
Balance Sheet
County Collector Accounts**

		11/30/2019	12/31/2019
Assets			
100-1001-001	SHELBY COUNTY STATE BANK .50% INT	\$1,842.36	\$205.90
100-1030-030	BUSEYBANK-TRUSTEE PAYMENT ACCT	\$16,617.00	\$0.00
100-1203-003	1ST NATL BANK OF ASSUMPTION	\$215.38	\$215.38
100-1205-005	COMMUNITY BANKS OF SHELBY COUNTY	\$200.00	\$237.08
100-1210-010	SCSB-STRASBURG .29% INT	\$250.00	\$527.56
100-1215-015	BUSEYBANK-TAX TRUST .01% INT	\$13,555.79	\$13,555.79
100-1301-001	SHELBY COUNTY STATE BANK .50% INT	\$19,287.55	\$285.03
100-1302-002	BUSEYBANK 1.05% INT	\$1,628.28	\$1,630.40
100-1304-004	FIRST NATL BANK OF NOKOMIS-MOWEAQUA .31% INT	\$787.07	\$787.13
100-1306-006	SCSB-FINDLAY .50% INT	\$288.23	\$288.47
100-1307-007	FIRST NATL BANK OF PANA .38% INT	\$234.99	\$235.00
100-1308-008	PEOPLES BANK & TRUST-PANA	\$200.00	\$200.00
100-1309-009	1ST NATL BANK OF WATERLOO-STEWARDSON .21% INT	\$214.50	\$214.54
100-1311-011	SCSB-WINDSOR .50% INT	\$287.95	\$288.19
100-1312-012	DEWITT SAVINGS BANK-MOWEAQUA .03% INT	\$201.23	\$201.24
100-1313-013	FIRST FEDERAL S & L .15% INT	\$83,409.93	\$14,941.78
100-1316-016	TSB-TEUTOPOLIS STATE BANK-SIGEL .55% INT	\$238.26	\$238.34
100-1317-017	BANK OF HILLSBORO-PANA .14% INT	\$201.60	\$201.62
100-1318-018	SCSB-MOWEAQUA .50% INT	\$271.06	\$271.29
100-1413-013	FF CD MATURES 9/4/2020 1.50% INT	\$0.00	\$50,055.51
Total Assets		\$139,931.18	\$84,580.25
Liabilities and Fund Balance			
Liabilities			
100-2000-000	ACCOUNTS PAYABLE CLEARING--	\$0.00	\$2,150.00
Total Liabilities		\$0.00	\$2,150.00
Fund Balance			
100-3000-000	Fund Balance--	\$140,017.58	\$82,516.65
Total Fund Balance		\$140,017.58	\$82,516.65
Total Liabilities and Fund Balance		\$140,017.58	\$84,666.65
BEGINNING BALANCE WITH CURRENT YEAR ADJUSTMENTS		\$3,751,809.60	\$3,751,809.60
NET SURPLUS/(DEFICIT)		(\$3,611,792.02)	(\$3,669,292.95)
ENDING FUND BALANCE		\$140,017.58	\$82,516.65

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