

SHELBY COUNTY BOARD MEETING AGENDA
December 9, 2021 – 7:00 P. M.
Courtroom A – Shelby County Courthouse
Amended agenda #2

1. Call to Order-Prayer - Pledge of Allegiance
2. Roll Call
3. Approval of Minutes
4. Public Body Comment
5. Board Chairman Bryon Coffman – Announce vacancy in County Board District #10 due to resignation of John Pogue
6. Board Chairman Coffman - Chairman Bryon Coffman – Appointment of Matt Kessler to fill vacancy in Shelby County Board District #4 upon recommendation of the Republican Central Committee
7. Board Chairman Coffman – Appointment to fill vacancy in Shelby County Board District #10 upon recommendation of the Republican Central Committee
8. State's Attorney Nichole Kroncke – Discussion and vote on Memorandum of Understanding between Shelby County Sheriff/County of Shelby and the Illinois Fraternal Order of Police Labor Council (FOP Union)
9. State's Attorney Nichole Kroncke – Discussion and vote on Memorandum of Understanding with FOP
10. State's Attorney Nichole Kroncke – Discussion and vote on AFSCME contract Memorandum of Understanding regarding grievance procedure for Animal Control Warden
11. Barbara Bennett, Insurance Committee Chair – Discussion and vote on Health Insurance Renewal for Shelby County
12. State's Attorney Nichole Kroncke – Discussion and vote on annual contract with the Illinois Appellate Prosecutor's office
13. Sheriff Brian McReynolds – Discussion and vote on medical retirement and donation of K9 "Kilo"
14. Derek Percy, Board member – Discussion and vote to rescind action on outsourcing payroll based on 55 ILCS internal operations, County Resolution 2019-26, AG opinions S-1329, 91-011, S-1260 and Heller vs Jackson County Board
15. Erica Firnhaber, Treasurer – Discussion and vote on lump sum payment to IMRF of \$399,822.20 to pay down ECO/IMRF deficit
16. Jessica Fox, County Clerk – Request for Approval of the Calendars of the Regularly Scheduled Board Meetings, Committee Meetings and County Holidays for 2022
17. Chairman Coffman – Discussion and vote on Tax Levy Resolutions for Shelby County for 2021-2022
18. County Highway Engineer– Highway Engineer's Report: Request approval for: Resolution certifying name of Steven Dewitt to take the exam for County Engineer; Resolution to appropriate Federal Funds to pay 50% of County Engineer's Salary in 2022; Resolution to approve the appointment of an acting County Highway Engineer
19. Committee Reports
20. Chairman Updates

21. Chairman Appointments - Gary Gergeni – Rescue Squad
Teresa Boehm – Rescue Squad
William F. Leach – Housing Authority
Don Hennings, Jr. – Planning Commission – 3 year term
Fred Naber – Planning Commission – 3 year term
Ed Anderson – Prairie/Big Spring Drainage
Daniel Beyers – Town of Oconee Drainage District
Jolene Beyers – Town of Oconee Drainage District
Darin Duduit, Planning Commission – 1 year term
Doug Uphoff, Planning Commission – 2 year term
Kris Carlock, Planning Commission – 3 year term

22. Correspondence

23. Approval of County Claims

24. Adjournment

Please silence cell phones during the Board meeting.

Prayer this month given by Board member Paul Canaday

SHELBY COUNTY BOARD MEETING

December 9, 2021 – 7:00 P.M.

The Shelby County Board met on Thursday, December 9, 2021, at 7:00 P.M. in Courtroom A of the Shelby County Courthouse in Shelbyville, Illinois.

Vice - Chairman Gary Patterson called the meeting to order. Board member Paul Canaday gave the prayer, and all present recited the Pledge of Allegiance.

County Clerk Jessica Fox called the roll. Bryon Coffman was absent.

Minutes for the November 10, 2021, board meeting were presented for approval. Williams made motion to approve the minutes. Boehm seconded said motion, which passed by voice vote (19 yes, 0 no).

Vice-Chairman Patterson called for public body comment.

David Ogden, county resident and taxpayer requested the board not outsource payroll and encouraged the board to custom farm the county farm for 2022. John Kraft questioned if the County had bid out the health insurance and questioned the appointment of an acting county engineer. Kirk Allen encouraged the board to comply with the audit findings, account for the missing guns that were previously sold, and questioned the board on the outsourcing of payroll.

Vice Chair Patterson announced a vacancy in County Board District #10 due to the resignation of John Pogue.

The appointment to fill the County Board District #4 vacancy was pulled on a motion by Boehm and a second by Edwards. Motion passed by voice vote (18 yes, 1 nay Swits).

Upon recommendation of the Republican Central Committee, Sharon Ongman was nominated to fill the district #10 board vacancy on a motion by Orman and a second by Tate. Slifer made motion to table since the board did not have the name of the appointee in advance. Boehm seconded said motion to table. Discussion was held. Tate felt there was no reason to table as the seat was vacated by a republican and being filled by a republican. The State's Attorney informed the board, case law states this is the County Board Chairman's appointment to make, not the political parties. Slifer pulled his motion to table the appointment. On Orman's motion and Tate's second, Ongman's appointment to the board was approved by roll call vote (10 yes, 8 no, 1 pass) – Ayes: M. Bennett, Canaday, Durbin, Edwards, Gergeni, Orman, Patterson, Percy and Tate. Nays: Barr, B. Bennett, Boehm, Drnjevic, Simpson, Slifer, Swits and Williams. Pass: Lenz.

County Clerk Fox administered the oath to Ongman, and she took her seat on the board.

Williams made motion to table the memorandum of understandings to be presented between the County and the FOP. B. Bennett seconded said motion, which passed by voice vote (20 yes, 0 no).

State's Attorney Nichole Kroncke informed the board there was currently no grievance procedure for the Animal Control Warden in the AFSCME Union contract. The memorandum of agreement remedies this in case there would be a future grievance for this union position. Slifer made motion to approve the MOA. Swits seconded said motion, which passed by voice vote (20 yes, 0 no).

Insurance Chair Barbara Bennett addressed the board to request approval for the Health Insurance renewal with Consociate Dansig/Pareto Captiva for Shelby County employees. The new premium rates will take effect on January 1, 2022. Discussion was held. B. Bennett made motion to approve the premiums for 2022. Tate seconded said motion, which passed by roll call vote (16 yes, 4 nay) – Ayes: Bar, B. Bennett, Boehm, Canaday, Drnjevic, Edwards, Gergeni, Hite, Lenz, Patterson, Simpson, Slifer, Swits, Tate and Williams. Nays: M. Bennett, Orman, Percy and Ongman.

State's Attorney Nichole Kroncke presented for approval the State's Attorney Appellate Prosecutor resolution. This is a yearly request, and the cost is \$7,000. Drnjevic made motion to approve the resolution. B. Bennett seconded said motion, which passed by roll call vote (20 yes, 0 no). Ayes: Barr, B. Bennett, M. Bennett, Boehm, Canaday, Drnjevic, Durbin, Edwards, Gergeni, Hite, Lenz, Ongman, Orman, Patterson, Percy, Simpson, Slifer, Swits, Tate and Williams. Nays: - 0.

At this time, board member Derek Percy made motion to rescind action on outsourcing payroll based on 55 ILCS internal operations, county resolution 2019-26, attorney general opinions S-1329, 91-011, S-1260 and Heller vs. Jackson County Board. Gergeni seconded said motion. Discussion was held. The State's Attorney explained it is not a statutory duty of the County Treasurer to monitor payroll. Vice-Chair Patterson stated he had researched and found both Madison and Monroe counties in Illinois outsource their payroll functions. It was explained Paylocity cannot draft an accurate contract without payroll information from the County Treasurer's office. Paylocity had given an estimate of \$15,000 annually when they presented to the full board on August 12, 2021. David Swits stated there is no way to accurately track employees time without electronic timekeeping which Paylocity offers. There is currently nothing in either Union contract that allows for electronic timekeeping, but SA Kroncke stated representatives from both unions said they would be agreeable with Paylocity's electronic timekeeping. Some questioned why we needed to pay another company for a function our current payroll software (CIC) could do if that module were purchased.

It was questioned why the board had not received a legal written opinion and Kroncke informed the board they had not requested one from her on this topic.

Slifer made motion to table this item pending a written legal opinion from the State's Attorney. B. Bennett seconded said motion, which passed by roll call vote (15 yes, 5 no) – Ayes: Barr, B. Bennett, M. Bennett, Boehm, Canaday, Drnjevic, Durbin, Hite, Lenz, Patterson, Simpson, Slifer, Swits, Tate and Williams. Nays: Edwards, Gergeni, Orman, Percy and Ongman.

County Treasurer Erica Firnhaber requested approval from the board to make a lump sum payment of \$399,822.20 to IMRF to pay down the current ECO/IMRF balance. Any balance left on 12/31 will be accruing a 7.25% interest penalty on January 1. B. Bennett made motion to approve this payment. Tate seconded said motion, which passed by roll call vote (20 yes, 0 no). Ayes: Barr, B. Bennett, M. Bennett, Boehm, Canaday, Drnjevic, Durbin, Edwards, Gergeni, Hite, Lenz, Orman, Patterson, Percy, Simpson, Slifer, Swits, Tate, Williams and Ongman.

County Clerk Jessica Fox presented the calendar of meetings, holidays, and the regularly scheduled committee meetings for Shelby County for 2022. Simpson made motion to approve the holidays and meeting dates for 2022. Barr seconded said motion, which passed by voice vote (20 yes, 0 no).

Vice- Chairman Patterson presented the FY 2021-2022 Shelby County Tax Levy Resolutions for approval. The Executive committee met on November 24 to discuss and set the levies and made recommendation for board approval. (Original County Tax Levy Resolutions are attached to these minutes).

Swits made motion to approve the Tax Levy Resolutions for FY 2021-2022. Lenz seconded said motion, which passed by roll call vote (20 yes, 0 no) – Ayes: Barr, B. Bennett, M. Bennett, Boehm, Canaday, Drnjevic, Durbin, Edwards, Gergeni, Hite, Lenz, Ongman, Orman, Patterson, Percy, Simpson, Slifer, Swits, Tate and Williams. Nay: none.

At this time, Road and Bridge committee member gave the highway report. The bridge in Rose Township has been inspected by the Christian County Highway Engineer and is now open. A candidate has been selected to sit for the Engineer's exam given by IDOT pending approval by the board. This exam will either be given in January or February.

Barr made motion for Steven Dewitt to sit for the Engineer's exam. Durbin seconded said motion, which passed by voice vote (20 yes, 0 no).

Clerk Fox informed the board that every December the MFT resolution for 50% of the Highway Engineer's salary is presented for approval. Fox spoke with representatives at IDOT who stated passing this resolution at the former engineer's currently salary would not lock the county in to paying that amount, but the county is required to pay 95% of the IDOT recommended salary for the respective county. Discussion was held.

Simpson made motion to approve the MFT salary resolution. Durbin seconded said motion, which passed by roll call vote (20 yes, 0 no) - Ayes: Barr, B. Bennett, M. Bennett, Boehm, Canaday, Drnjevic, Durbin, Edwards, Gergeni, Hite, Lenz, Ongman, Orman, Patterson, Percy, Simpson, Slifer, Swits, Tate and Williams. Nay: none.

Vice- Chairman Patterson called for committee reports. (Committee reports are attached to these minutes).

Public Buildings Chair Tate stated Kone would start elevator work as soon as the parts were available. A down payment of 50% of the work has been paid to Kone for the elevator repair. Carpet in Courtroom A has also been purchased and should be installed soon. A request has been made to have more lighting installed in Courtroom A to be used for County Board meetings, as the Courtroom is dimly lit for the night meetings.

Farm Committee Chair Jesse Durbin informed the board the committee has met before the board meeting. A tractor and tillage tool were rented from Barker Implement and board member Gary Patterson donated his time working the ground to rid the county farm of the noxious weeds. Fuel expenses in the amount of \$700, which was paid for by board member Jeff Slifer has been received, but not yet reviewed for payment. The ground has not been sprayed yet. Durbin thanked the committee for their efforts in working together to find a solution to get the ground farmed next year. The committee will continue to meet to get a plan in place to present to the full board.

Vice-Chairman Patterson requested the following appointments:

Gary Gergeni, Rescue Squad. Motion by Orman, second by M. Bennett. Motion carried (19 yes, 1 nay - Swits).

Teresa Boehm, Rescue Squad. Motion by Williams, second by B. Bennett. All voted aye by voice (20 yes, 0 no).

William Leach, Housing Authority. Motion by Simpson, second by Swits. All vote aye by voice (20 yes, 0 no).

Shelby County Board
December 9, 2021

Don Hennings Jr., Planning Commission (3-year term). Motion by Durbin, second by Drnjevic. All voted aye by voice (20 yes, 0 no).

Fred Naber, Planning Commission (3-year term). Motion by Simpson, second by Drnjevic. Motion carried (19 yes, 1 nay – B. Bennett).

Three drainage district appointments were tabled on a motion by Slifer and a second by M. Bennett. All voted aye by voice to table. (20 yes, 0 no). State's Attorney Kroncke will contact the attorneys for these respective districts to discuss this matter with them.


Darin Duduit, Planning Commission (1 year term). Motion by Simpson, second by Drnjevic. All voted aye by voice (20 yes, 0 no).

Doug Uphoff, Planning Commission (2-year term). Motion by Drnjevic, second by Lenz. All voted aye by voice (20 yes, 0 no).

Kris Carlock, Planning Commission (3-year term). Motion by Drnjevic, second by Simpson. All voted aye by voice (20 yes, 0 no).

Tate made motion to approve the payment of claims. Lenz seconded said motion. Payment of claims passed by roll call vote (20 yes, 0 no). Ayes – Barr, B. Bennett, M. Bennett., Boehm, Canaday, Coffman, Drnjevic, Durbin, Edwards, Gergeni, Hite, Lenz, Ongman, Orman, Patterson, Percy, Simpson, Slifer, Swits, Tate and Williams. Nay – none.

Williams made a motion to adjourn the meeting until the next regular meeting to be held on January 13, 2022. Simpson seconded said motion, which passed by voice vote (20 yes, 0 no) and the meeting was adjourned at 8:52 P.M.


Jessica Fox
Shelby County Clerk and Recorder

STATE OF ILLINOIS

ROLL CALL VOTES IN COUNTY BOARD

SHELBY COUNTY

Dec. 9, 2021

REGULAR MEETING

		ROLL CALL			QUESTIONS							
			12/9/2021	1/2021	App. Sharon ON MOTIONS TO Ongman	Dist. 10 Vacancy	Renewed ON MOTIONS TO Health Ins		Appellate ON MOTIONS TO Prosecutor	Resolution	Table ON MOTIONS TO reseed	Paylocity
COUNTY BOARD MEMBERS		MILEAGE	P.M.	P.M.	AYE	NAY	AYE	NAY	AYE	NAY	AYE	NAY
	BARR, KENNETH	50	✓			1	✓		1		1	
	BENNETT, BARBARA	40	✓			2	✓		2		2	
	BENNETT, MARK	32	✓		1			✓	3		3	
	BOEHM, TERESA	0	✓			3	✓		4		4	
	CANADAY, PAUL	0	✓		2		✓		5		5	
	COFFMAN, BRYON	48	A		A							
	DRNJEVIC, DENNIS	22	✓			4	✓		6		6	
	DURBIN, JESSE	12	✓		3		✓		7		7	
	EDWARDS, JULIE	0	✓		4		✓		8			1
	GERGENI, GARY	26	✓		5		✓		9			2
	HITE, ROD	56	✓		6		✓		10		8	
	LENZ, LARRY	26	✓		Pass		✓		11		9	
	ORMAN, ROBERT	34	✓		7			✓	12			3
	PATTERSON, GARY	0	✓		8		✓		13		10	
	PEARCY, DEREK	20	✓		9			✓	14			4
	SIMPSON ROBERT	32	✓			5	✓		15		11	
	SLIFER, JEFF	32	✓			6	✓		16		12	
	SWITS, DAVID	34	✓			7	✓		17		13	
	TATE, DON	40	✓		10		✓		18		14	
	WILLIAMS, LYNN	0	✓			8	✓		19		15	
	Ongman, Sharon	0						✓	20			5
		0										

16 4

Ongman-sworn +
seated

STATE OF ILLINOIS

ROLL CALL VOTES IN COUNTY BOARD

SHELBY COUNTY

Dec. 9, 2021 REGULAR MEETING

		ROLL CALL			QUESTIONS							
			1 / 2021	1 / 2021	Lump Sum to ON MOTIONS TO IMRF 399 822.28		FY 21-22 ON MOTIONS TO Tax Levy		50% MF ON MOTIONS TO Eng salary		Pay the ON MOTIONS TO bills	
COUNTY BOARD MEMBERS		MILEAGE	P.M.	P.M.	AYE	NAY	AYE	NAY	AYE	NAY	AYE	NAY
	BARR, KENNETH	50			1		1		1		1	
	BENNETT, BARBARA	40			2		2		2		2	
	BENNETT, MARK	32			3		3		3		3	
	BOEHM, TERESA	0			4		4		4		4	
	CANADAY, PAUL	0			5		5		5		5	
	COFFMAN, BRYON	48										
	DRNJEVIC, DENNIS	22			6		6		6		6	
	DURBIN, JESSE	12			7		7		7		7	
	EDWARDS, JULIE	0			8		8		8		8	
	GERGENI, GARY	26			9		9		9		9	
	HITE, ROD	56			10		10		10		10	
	LENZ, LARRY	26			11		11		11		11	
	ORMAN, ROBERT	34			12		12		12		12	
	PATTERSON, GARY	0			13		13		13		13	
	PEARCY, DEREK	20			14		14		14		14	
	SIMPSON ROBERT	32			15		15		15		15	
	SLIFER, JEFF	32			16		16		16		16	
	SWITS, DAVID	34			17		17		17		17	
	TATE, DON	40			18		18		18		18	
	WILLIAMS, LYNN	0			19		19		19		19	
	Ornman, Sharon	0			20		20		20		20	
		0										

Shelby County Clerk - Jessica Fox

From: jpstorage51@yahoo.com on behalf of John Pogue <jpstorage51@yahoo.com>
Sent: Wednesday, November 17, 2021 5:01 PM
To: Assistant States Attorney - Jay Scott; Shelby County Clerk - Jessica Fox; States Attorney; Aaron Jones; Stacy
Subject: John Pogue resignation

I, John Pogue, hereby resign my Shelby County board member seat effective immediately. Please confirm your receipt.

Thank you, John M. Pogue

FILED
NOV 19 2021
Jessica Fox
SHELBY COUNTY CLERK

Shelby County Clerk - Jessica Fox

From: shelbycountyrepublicans2020@gmail.com on behalf of Brad Halbrook
<shelbycountyrepublicans2020@gmail.com>
Sent: Wednesday, December 8, 2021 6:15 AM
To: Shelby County Clerk - Jessica Fox
Subject: CB Dist 10 Appointment

As Shelby County Republican Chairman, please accept our recommendation for appointment to the county board to fill the vacancy in District 10. Mrs. Ongman will make herself available to accept the appointment on Thursday 12.9.21

Sharon Ongman
1032 W Northland Dr
Shelbyville 62565
314.941.4390
songman1950@aol.com

Thank you,

Brad Halbrook
Shelby County Republican Chairman

FILED
DEC 08 2021
Jessica Fox
SHELBY COUNTY CLERK

STATE OF ILLINOIS)
) SS
SHELBY COUNTY)

OFFICIAL OATH

I, **SHARON ONGMAN**, having been APPOINTED to the office of

SHELBY COUNTY BOARD DISTRICT #10

December 9, 2021 – November 30, 2022
(to fill the vacancy created by the resignation of John Pogue)

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 9th day of December, A. D. 2021.



(Official Title)

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


SHARON ONGMAN

was duly appointed to serve as:

SHELBY COUNTY BOARD MEMBER DISTRICT #10

FOR THE UNEXPIRED TERM
December 9 2021, through November 30, 2022
(vacancy created by the resignation of John Pogue)

Dated: December 9, 2021


(Shelby County Clerk)

Memorandum of Agreement

between

Shelby County, Illinois

and

AFSCME Local 3323

The parties agree to the following:

1. Grievances concerning the Animal Control Warden will be filed directly to Step 3.
2. The Step 3 Employer-Grievance Committee for Animal Control grievances will consist of three (3) members of the Animal Control Board and one (1) additional County Board member.
3. Members of the Employer-Grievance Committee shall be appointed by the County Board Chair.
4. All other provisions of Article XX not in conflict with this agreement remain in effect.

For the Union

Date 11/10/21

For the Employer

Date 12-16-21

FILED
DEC 16 2021

Jessie Fox
SHELBY COUNTY CLERK

RESOLUTION
2021-49

WHEREAS, the Office of the State's Attorneys Appellate Prosecutor was created to provide services to State's Attorneys in Counties containing less than 3,000,000 inhabitants; and

WHEREAS, the powers and duties of the Office of the State's Attorneys Appellate Prosecutor are defined and enumerated in the "State's Attorneys Appellate Prosecutor's Act", 725 ILCS 210/1 et seq., as amended; and

WHEREAS, the Illinois General Assembly appropriates monies for the ordinary and contingent expenses of the Office of the State's Attorneys Appellate Prosecutor, one-third from the State's Attorneys Appellate Prosecutor's County Fund and two-thirds from the General Revenue Fund, provided that such funding receives approval and support from the respective Counties eligible to apply; and

WHEREAS, the Office of the State's Attorneys Appellate Prosecutor shall administer the operation of the appellate offices so as to insure that all participating State's Attorneys continue to have final authority in preparation, filing, and arguing of all appellate briefs and any trial assistance; and

9th NOW, THEREFORE, BE IT RESOLVED that the Shelby County Board, in regular session, this day of Dec., 2021 does hereby support the continued operation of the Office of the State's Attorneys Appellate Prosecutor, and designates the Office of the State's Attorneys Appellate Prosecutor as its Agent to administer the operation of the appellate offices and process said appellate court cases for this County.

BE IT FURTHER RESOLVED that the attorneys employed by the Office of the State's Attorneys Appellate Prosecutor are hereby authorized to act as Assistant State's Attorneys on behalf of the State's Attorney of this County in the appeal of all cases when requested to do so by the State's Attorney, and with the advice and consent of the State's Attorney, prepare, file, and argue appellate briefs for those cases; and also, as may be requested by the State's Attorney, to assist in the prosecution of cases under the Illinois Controlled Substances Act, the Cannabis Control Act, the Drug Asset Forfeiture Procedure Act, and the Narcotics Profit Forfeiture Act. Such attorneys are further authorized to assist the State's Attorney in the trial and appeal of tax objections.

BE IT FURTHER RESOLVED that the Office of the State's Attorneys Appellate Prosecutor will offer Continuing Legal Education training programs to the State's Attorneys and Assistant State's Attorneys.

BE IT FURTHER RESOLVED that the attorneys employed by the Office of the State's Attorneys Appellate Prosecutor may also assist the State's Attorney of this County in the discharge of the State's Attorney's duties in the prosecution and trial of other cases, and may act as Special Prosecutor if duly appointed to do so by a court having jurisdiction.

BE IT FURTHER RESOLVED that if the Office of the State's Attorneys Appellate Prosecutor is duly appointed to act as a Special Prosecutor in this County by a court having jurisdiction, this County will provide reasonable and necessary clerical and administrative support and victim-witness coordination on an as-needed basis and will also cover all reasonable and necessary case expenses such as expert witness fees, transcripts, evidence presentation, documents, lodgings, and all other expenses directly related to the prosecution of the case.

BE IT FURTHER RESOLVED that the Shelby County Board hereby agrees to participate in the service program of the Office of the State's Attorneys Appellate Prosecutor, commencing December 1, 2021 and ending November 30, 2022, by hereby appropriating the sum of \$7,000.00 as consideration for the express purpose of providing a portion of the funds required for financing the operation of the Office of the State's Attorneys Appellate Prosecutor, and agrees to deliver the same to the Office of the State's Attorneys Appellate Prosecutor on request during the stated twelve month period.

9th Passed and adopted by the County Board of Shelby County, Illinois, this day of Dec., 2021.

ATTEST

County Clerk

Chairman



WILLIAM J. SCOTT
ATTORNEY GENERAL
STATE OF ILLINOIS
SPRINGFIELD

January 19, 1978

FILE NO. S-1329

COUNTIES:
Power of County Officers
To Make Purchases

Honorable J. Michael Fitzsimmons
State's Attorney
DuPage County
207 South Reber Street
Wheaton, Illinois 60187

Dear Mr. Fitzsimmons:

I have your letter wherein you state that the DuPage County Board is considering a comprehensive purchasing ordinance which will require that all purchases under its jurisdiction be made through a purchasing department established by the ordinance. You ask the following questions:

1. May the county board require the county clerk, county treasurer, county recorder and State's Attorney to make purchases of equipment, materials and services through the purchasing department?

Honorable J. Michael Fitzsimmons - 2.

2. May the county board require the sheriff, coroner, county auditor and circuit court clerk to make purchases of equipment, materials and services through the purchasing department?
3. Is the county auditor required to approve all purchases of equipment, materials and services by county officers?
4. Does "equipment, materials and services" include data processing services?

There are specific statutes which grant each of the four officers specified in your first question the right to control the internal operations of his office and to procure the necessary equipment, materials and services to perform the duties of his office. (Ill. Rev. Stat. 1975, ch. 35, par. 1.2b [county clerk]; ch. 36, par. 4.1 [county treasurer]; ch. 115, par. 4.2 [county recorder]; and ch. 14, par. 5a [State's Attorney].) In Opinion No. NP-581, issued May 3, 1973, I advised that because the county clerk, county recorder and county treasurer had the authority to procure necessary equipment, materials and services, they were not bound by a county ordinance which required competitive bidding on all county contracts. It is my opinion that an officer's statutory power to procure necessary equipment, materials and services also excludes the officer from the operation of a county

Honorable J. Michael Fitzsimmons - 3.

ordinance that requires purchases of equipment, materials and services to be made through the county purchasing department. Therefore, the county clerk, county recorder, county treasurer and State's Attorney may purchase necessary equipment, materials and services for their offices without regard to a county ordinance that requires the purchases to be made through the county purchasing department.

Although these four officers have been given the power to purchase necessary equipment, materials and services, the county board continues to have the ultimate power to determine the amount of county funds that are expended. In Opinion No. S-1075, issued April 21, 1976, I concluded that the expenditure of county funds by the State's Attorney under his power to procure necessary equipment, materials and services was limited to the amount appropriated to him by the county board. The conclusion in that opinion is applicable to the power of the county clerk, county treasurer and county recorder to procure necessary equipment, materials and services.

In your second question you ask whether the county board may require the sheriff, coroner, county auditor and clerk of the

Honorable J. Michael Fitzsimmons - 4.

circuit court to make all their purchases through the county purchasing department. The county board has the general power to manage the county funds and county business. (Ill. Rev. Stat. 1975, ch. 34, par. 403). County officers are required to comply with purchasing procedures adopted by the county board except in those cases where a statute expressly authorizes a county officer to make purchases. (1966 Ill. Atty. Gen. Op. 154.) As explained above, there are specific statutes which authorize the county clerk, county treasurer, county recorder and State's Attorney to purchase necessary equipment, materials and services without regard to the purchasing procedures adopted by the county board. The sheriff, coroner, county auditor and clerk of the circuit court have not been granted the statutory authority to procure all necessary equipment, materials and services. Hence, these officers must comply with the purchasing procedures adopted by the county board except in those instances where a particular statute authorizes one of the officers to make purchases.

In your third question you ask whether the county auditor is required to approve all purchases of equipment, materials and services. Section 3 of "AN ACT to create the office of county auditor * * *" (Ill. Rev. Stat. 1975, ch. 34, par. 1504) reads in pertinent part:

Honorable J. Michael Fitzsimmons - 5.

"The duties of the county auditor shall be to:

* * *

(c) Approve all orders for supplies issued by the various county officers, before the orders are to be placed with the parties to whom the same are to be given.

* * *

It is my opinion that since the term "supplies" is considerably narrower than the phrase "equipment, materials and services", the county auditor is not required by statute to approve orders for equipment and services. However, the county board may impose duties, powers and functions upon county officers additional to those specifically imposed by law but may not alter the duties, powers and functions of county officers that are specifically imposed by law (Ill. Rev. Stat. 1975, ch. 34, par. 429.18). Thus, the county board may require the county auditor to approve an officer's orders for equipment and services. The county auditor's approval of orders is a ministerial function that may not negate an officer's authority to procure necessary equipment, materials and services.

In regard to your fourth question, it is my opinion that the phrase "equipment, materials and services" clearly

Honorable J. Michael Fitzsimmons - 6.

includes contracts for data processing services. Opinion No.
S-1260, issued June 23, 1977.

Very truly yours,

A T T O R N E Y G E N E R A L

Heller v. County Bd. of Jackson County

71 Ill. App. 3d 31 (Ill. App. Ct. 1979) · 388 N.E.2d 881

Decided Mar 23, 1979

No. 78-276

32 Opinion filed March 23, 1979. *32

APPEAL from the Circuit Court of Jackson County; the Hon. PEYTON H. KUNCE, Judge, presiding.

Howard L. Hood, State's Attorney, of Murphysboro (William G. Schwartz, Assistant State's Attorney, of counsel), for appellant.

34 Earl S. Hendricks, Jr., of Hendricks Watt, of Murphysboro, for appellees. *34

33 *33

Mr. JUSTICE KARNs delivered the opinion of the court:

The county board of Jackson County appeals from the judgment of the Circuit Court of Jackson County entered in favor of plaintiffs, Lowell Heller, supervisor of assessments of Jackson County, and Debra Beckman, an employee of the office, enjoining the board from interfering with the operation, control and management of the supervisor of assessments' office; from writing job descriptions for the office; from employing personnel for the office without the request or approval of the supervisor of assessments; from directing the employees of the office in the performance of their duties; and requiring the board to restore the salaries of the plaintiffs established in the budget and appropriation ordinance for the 1976-77 fiscal year.

Heller's complaint alleged that the county board of Jackson County, sometimes acting through one or more of its committees, consistently "interfered" in the operation of his office by removing from his direction and supervision his statutorily imposed duties and responsibilities; by establishing job descriptions for the employees of his office without his consent; by hiring employees for his office without his consent and directing them in the minutiae of their employment; by purchasing supplies for his office without his consent; and by generally relegating him to the status of an employee in his office. Both Heller and Beckman, an employee of the office, complain that their annual compensation was unlawfully reduced.

The county board of Jackson County appointed plaintiff, Lowell Heller, supervisor of assessments for a four-year term commencing in June 1975. His salary was initially fixed at \$12,500 per annum and for the fiscal year commencing December 1976 was raised to \$14,000. It is apparent that the county board became dissatisfied with Heller's performance as supervisor of assessments as requests were made to the state's attorney by members of the county board to institute proceedings for his removal from office under sections 322-24 of the Revenue Act of 1939. (Ill. Rev. Stat. 1975, ch. 120, pars. 803 through 805; *Macaluso v. West*, 40 Ill. App.3d 392, 352 N.E.2d 382 (5th Dist. 1976).) The Board also requested the Department of Local Government Affairs to conduct a study of the assessment and collection of taxes in Jackson County. The result of this study as it pertains to

the supervisor of assessments' office was a suggestion that job descriptions be promulgated for the supervisor and employees of the office.

The state's attorney declined to institute removal proceedings. What followed was either an attempt by the county board to force Heller's resignation, as he testified was his belief, or a relegation of his status to that of an employee of the office and clerk to the board of review and the elevation of an employee in the office to *de facto* supervisor of assessments, as the trial court found in its detailed findings of fact. Either conclusion is supported by the evidence.

In June 1977, the county board of Jackson County undertook to reorganize the office of supervisor of assessments by adopting job descriptions for the supervisor of assessments and the employees of his office. A position of "property record card supervisor" was created by the board and all employees of the office were placed under his direct supervision except the plaintiff, Debra Beckman. Her former position of chief clerk, a "Level V" clerical position under the existing organization of the office, was abolished and her position was reclassified as a "Level III" position, described as a receptionist. Under the reorganization of the office, she was the only employee working under the direct supervision of the supervisor of assessments. The reorganization of the office was accomplished under job descriptions prepared by the person who became the property record card supervisor and was assigned the title of assistant supervisor of assessments by action of the county board. The organizational structure approved by the board placed the property record card supervisor nominally under the direction of the supervisor of assessments; although, at a meeting of the office personnel with members of the county board, all, but plaintiff Beckman, were instructed that they were under the direct supervision of the property record card supervisor.

Simultaneously, the annual salary of the supervisor of assessments was reduced from \$14,000 to \$9,000 by amending the budget and appropriation ordinance in the middle of the fiscal year. At the same time, the annual salary of the property record card supervisor was increased from \$9,000 to \$12,000. The annual salary of plaintiff, Debra Beckman, was reduced by approximately \$1,200 as a result of the reclassification of her position from chief clerk to receptionist. This reorganization of the supervisor's office was accomplished without consultation with Heller.

Complaint was also made that the county board employed deputies and clerks to work in the assessor's office without the consent of the supervisor of assessments and that supplies were purchased for the office other than through the established purchasing procedure established by the county board for county offices.

The trial court's findings of fact were that the action of the county board:

"1. Created the position of Property Record Card Supervisor and placed him in charge of the Office, including all record cards, maps and other vital functions of the office pertaining to the assessment of real estate taxes, and fixed job descriptions for this employee, William Massey, relegating the duly appointed officer, the plaintiff Lowell Heller, to an inferior position comparable to that of Massey's assistant.

*36

2. Divested Heller of fixed statutory duties delegated to the Supervisor of Assessments by the legislature and not to the County Board, its Chairman or any Board Committee, and created a job description for the Supervisor of Assessments contrary to that fixed by statute.

3. Fixed other job descriptions for employees in the office. Interviewed applicants for positions in the office, selected, hired and placed the majority of the employees in the office under Massey's control and direction without any authority of Heller to hire, fire, discipline, assign or supervise either Massey or the other employees in his office or to require their accountability to him for the performance or non-performance of their respective duties, with the exception of one employee, who was Heller's former Chief Clerk, reclassified by said Board to the position of receptionist, being the plaintiff Debra Beckman.

4. Subsequently changed the title of Massey's position by adding the term 'Assistant Supervisor of Assessments' without in any way materially changing his duties or the operations and functions of the office, and added the duties to 'act in the stead of the Supervisor of Assessments in his absence,' thus in effect appointing a non-qualified person to the office without statutory or any other authority.

5. Reduced the salary of Heller by 35% to \$9,000, and increased the salary of Massey to \$12,000, whereby the Supervisor of Assessments' salary was 25% less than that of his newly designated 'Assistant', during Heller's four year appointed term and after the Annual Budget for fiscal year 1976-77 had been adopted and filed, and prior to the adoption of the 1977-78 Budget.

6. Reduced the salary of plaintiff Debra Beckman, the only employee remaining under Heller's direct supervision and changed the job description for her position, as previously submitted by Heller, after the Annual Budget for the fiscal year 1976-77 was adopted and filed by the County Board and prior to the adoption of the 1977-78 fiscal year Budget.

7. Made a direct request to the Illinois Department of Public Affairs for a study of the operations of the Supervisor of Assessments' Office and after the study was conducted, without input from Heller, received said Department's report, (which contained some recommendations only — not directions) and without referral to said Supervisor of Assessments changed the management, lines of authority and duties of all employees in the office. The Court does not find that said actions of the Board were *³⁷ either dictated by or necessarily in keeping with the Department's Report * * *.

8. Ordered supplies and equipment for the office directly, without following uniform standard practices set up by the Board for all County Officers, which require requests by approval and written purchase orders from Heller."

• 1 These findings are amply supported by the evidence and are clearly not against the manifest weight of the evidence.

• 2 The duties of the supervisor of assessments, a county officer, are fixed by statute. He is to make and maintain property record cards (Ill. Rev. Stat. 1977, ch. 120, par. 483); make and maintain tax maps and up-to-date lists of the ownership of all real estate in the county and records of transfers of real property in accordance with procedures established by the Department of Local Government Affairs of the State of Illinois (Ill.

37

Rev. Stat. 1977, ch. 120, par. 484b); and in general is assigned the responsibility under the Revenue Act for all functions relating to the assessment of property (see, e.g., Ill. Rev. Stat. 1977, ch. 120, pars. 522, 523, 582, 584).

Section 25.34 of the Counties Act (Ill. Rev. Stat. 1977, ch. 34, par. 429.18) provides:

"No county board may alter the duties, powers and functions of county officers that are specifically imposed by law. A county board may alter any other duties, powers or functions or impose additional duties, powers and functions upon county officers. In the event of a conflict state law prevails over county ordinance.

This amendatory Act of 1972 does not apply to any county which is a home rule unit."

The parties agree that the supervisor of assessments is a county officer and that Jackson County is not a home-rule county.

• 3, 4 We believe the General Assembly intended that the office of supervisor of assessments operate free from interference in the important and often highly unpopular function of assessing property for purposes of taxation. Thus the supervisor of assessments is given a form of tenure. He is appointed for a four-year term and may only be removed for cause after judicial proceedings. (Ill. Rev. Stat. 1977, ch. 120, par. 803-05.) This court has so held in *Macaluso v. West*, 40 Ill. App.3d 392, 352 N.E.2d 382 (5th Dist. 1976). The Act entitles the incumbent supervisor of assessments to a public hearing before the county board in the event he is not reappointed. *People ex rel. Endicott v. Huddleston*, 34 Ill. App.3d 799, 340 N.E.2d 662 (5th Dist. 1975); Ill. Rev. Stat. 1977, ch. 120, par. 484a.

• 5, 6 The parties attach much significance to the preparation of job descriptions for the supervisor
38 of assessments and the employees of his *38 office, specifically whether they were prepared by

the County Board without Heller's assistance or whether Heller was consulted and had at least some input into their making. Actually Heller testified that the only fault he found with the job descriptions was with the chief clerk, the position formerly occupied by Beckman, being reclassified as a "Level III" rather than a "Level V" employee; that he would clearly state that the property record card supervisor was answerable to him; and that the chief clerk should be in charge of the office in his absence. The supervisor of assessments cannot expect, nor has he a right, to operate his office without any control of the county board, the body ultimately responsible to the public for the expenditure of public monies and the total operation of county government. The county board has both executive and legislative functions in its relationship to county officers. It has the power and responsibility to create salary classifications of general applicability for all county offices, elected or appointed, to the extent that it can require certain proficiencies for clerks and deputies by establishing salary schedules, may establish hours of work and other general guidelines and conditions of employment. It cannot, however, adopt organizational charts and job classifications the effect of which is to divest the supervisor of assessments of the duties and functions vested in him by law enacted by the General Assembly nor may the county board perform his duties or direct the manner in which they shall be performed. We reject the county board's argument that the power conferred on it by section 25.34 of the Counties Act (Ill. Rev. Stat. 1975, ch. 34, par. 429.18) or that any of the powers given county boards (Ill. Rev. Stat. 1975, ch. 34, pars. 303, 401 *et seq.*) give it the power to manage or control the day-to-day operation of any county office. We need not decide the precise line of demarcation separating the authority of a county officer and that of the county board. We are satisfied that the action of the Jackson County board here taken exceeds its proper power and authority.

• 7, 8 It is equally clear that the county board may not hire employees in the supervisor's office. Section 3b of the Revenue Act provides that the supervisor of assessments "* * * may, by and with the advice and consent of the county board, appoint necessary deputies and clerks, their compensation to be fixed by the county board and paid by the county." (Ill. Rev. Stat. 1975, ch. 120, par. 484b.) We consider this language free from any ambiguity. The county board may not hire employees for the supervisor's office. It may only advise and consent. The trial court found that the action of the board exceeded rendering advice and consenting to the employment of clerks and deputies. This finding is supported by the evidence. The same may be said of purchasing supplies and equipment for the supervisor's office.

39 While it is clear that the board may establish *39 uniform procedures governing the purchase of supplies and equipment (*Kreeger v. Zender*, 322 Ill. 519, 532, 164 N.E. 15, 20 (1928)), the trial court found that here the board departed from the established procedure as part of its effort to remove from the duly appointed supervisor his statutory functions and duties. Again, this finding is supported by the evidence.

Section 3b of the Revenue Act (Ill. Rev. Stat. 1975, ch. 120, par. 484b) provided that any person appointed supervisor of assessments "* * * shall receive annual compensation in an amount fixed by the county board within the following ranges: * * *." In the case of Jackson County the amount was not less than \$9,000 nor more than \$17,700.

• 9 The supervisor of assessments argues that the county board may not reduce his salary after passage of the budget and appropriation ordinance for the fiscal year. The trial court so ruled and we agree. We do not believe that the statutory provisions governing county budgets and appropriations (Ill. Rev. Stat. 1975, ch. 34, pars. 2101-2107) authorize the reduction of a county officer's salary, or an employee's salary in the case of plaintiff Beckman, by arbitrary action of the county board after the salary has been established

by line-item budgeting in the annual budget and appropriation ordinance; it is not suggested that there was any fiscal crisis in Jackson County or that monies were unavailable for payment of these salaries. As we understand the position of the county, the impropriety of these salary reductions is not seriously contested. Both Heller and Beckman are entitled to receive as salaries the amounts budgeted and appropriated in the general appropriation ordinance adopted for the 1976-1977 fiscal year.

Heller further claims that his salary cannot be reduced during the term of his employment. It is not clear if he claims the salary at the beginning of his term in 1975, the sum of \$12,500, or the amount to which it was raised in 1976, \$14,000. Apparently the parties interpret the trial court's judgment as granting Heller a salary of \$14,000 for the remainder of his appointed term which ends in 1979. Under either interpretation we believe the trial court to be in error.

• 10 The language of the statute implies that the county board shall annually establish the compensation of the supervisor of assessments within the statutory range for each appropriation year; therefore, his salary may be reduced or raised on an annual basis. (Ill. Rev. Stat. 1975, ch. 120, par. 484b.) Contrary to plaintiff's assertion, it has been long established that a public officer's employment does not constitute a contract with his employer. Statutes fixing salaries and terms of employment do not create private contractual rights. (*Dodge v. Board of Education*, 302 U.S. 74, 82 L.Ed. 57, 58 S.Ct. 98 (1937); *Crumpler v.*

40 *40 *County of Logan*, 38 Ill.2d 146, 230 N.E.2d 211 (1967).) In *Gathemann v. City of Chicago*, 263 Ill. 292, 104 N.E. 1085 (1914), the court stated:

"It is a general rule, when not qualified or restricted by positive law, that the power that creates an office may abolish it in its discretion, and this rule applies to municipal officers. The salaries of such officers may be reduced or otherwise regulated, as the municipality may decide." 263 Ill. 292, 295.)

In the case of elected officers, article VII, section 9(b) of the Illinois Constitution of 1970 provides that "[a]n increase or decrease in the salary of an *elected* officer of any unit of local government shall not take effect during the term for which that officer is *elected*." (Emphasis added.) During the debates at the constitutional convention, a proposal that this provision include appointed as well as elected officers was rejected. 4 Record of Proceedings, Sixth Illinois Constitutional Convention 3409-3411.

• 11 Section 3-13-1 of the Illinois Municipal Code (Ill. Rev. Stat. 1975, ch. 24, par. 3-13-1) provides that the salaries and compensation of appointed municipal officers may be increased but not diminished during their appointed terms. Heller argues that the supervisor of assessments comes within the protection of this statute as a municipal officer. We believe this argument patently erroneous and not supported by *Peabody v. Forest Preserve District*, 320 Ill. 454, 463, 151 N.E. 271, 275 (1926), or *Kron v. Kucharski*, 31 Ill. App.3d 954, 335 N.E.2d 160 (1st Dist. 1975), cited as authority. Those cases are concerned with provisions of the Illinois Constitution of 1870 and with certain officers of Cook County who had a dual function as both county and municipal officers. We do not consider the supervisor of assessments to have any function as a municipal officer. Furthermore, section 3-13-1 is a statutory provision, as is section 3b of the Revenue Act. The latter act, which specifically directs the county board to fix annually the supervisor of assessments' salary within the statutory range, would prevail over the general provisions of section 3-13-1, if we were to consider the

supervisor of assessments to come within its general terms, as statutes *in pari materia* must be construed together.

• 12, 13 Heller acknowledges that the General Assembly could reduce his salary during his appointed term (*Crumpler v. County of Logan*), but denies that the county can reduce his salary notwithstanding the express authority given the county by section 3b of the Revenue Act to fix the supervisor's salary annually. We find no merit to this argument. The county board exercises power expressly granted it by the General Assembly when it exercises the power given it under section 3b of the Act. Its power and authority stand on the same footing as though the act were ^{*41} that of the General Assembly. The distinction is one without substance. Jackson County, not a home-rule county, stands in the same relationship to the State as it did before the adoption of the Constitution of 1970 insofar as its power to exercise legislative power is concerned. It is a political subdivision of the State and exercises such power as may be granted to it. The legislature has expressly granted it the power to fix the supervisor of assessments' salary annually.

• 14 While plaintiff Beckman's salary may not be reduced by altering the job description of her position during the 1976-1977 fiscal year, subsequent years stand on a different footing. The county board clearly has the authority to establish job classification and salaries for the employees of the supervisor's office for subsequent years; although, it may not assign employment to any particular position within the office, a power reserved to the supervisor of assessments.

• 15 The county also asserts that the trial court erred in denying its request for a bill of particulars filed two days before the matter was scheduled for trial. We find no abuse of discretion considering the request was on the eve of trial, long after the pleadings had been settled.

Lastly, the plaintiffs request that they be allowed attorney fees both in the trial court and on appeal. The trial court denied this request. We find no authority either by statute or decision for such an allowance. See *Pechous v. Slawko*, 64 Ill.2d 576, 592, 357 N.E.2d 1144, 1153 (1976).

• 16 The judgment of the Circuit Court of Jackson County is accordingly affirmed except that part requiring the county to pay plaintiffs the compensation fixed in the 1976-1977 budget and appropriation ordinance beyond that fiscal year.

As to subsequent years, we do not know what action the county has taken with respect to plaintiffs' respective salaries. The cause is remanded to the Circuit Court of Jackson County for further proceedings consistent with the views expressed herein.

Affirmed in part; reversed in part; remanded.

42 G. MORAN, P.J., and JONES, J., concur. *42



ROLAND W. BURRIS

ATTORNEY GENERAL
STATE OF ILLINOIS
SPRINGFIELD

March 14, 1991

FILE NO. 91-011

COUNTIES:
Internal Control
Office of Auditor

Honorable Kevin Lyons
State's Attorney, Peoria County
Peoria County Courthouse
Peoria, Illinois 61602

Dear Mr. Lyons:

I have your letter wherein you pose several questions relating to the office of county auditor. Specifically, you ask whether the county board can use its budgetary authority to circumvent the internal control of the auditor over his or her office; whether a county administrator may delegate general accounting responsibilities to the county treasurer, given the provisions of section 3-1006 of the Counties Code (Ill. Rev. Stat. 1989, ch. 34, par. 3-1006); and, whether the county board

Honorable Kevin Lyons - 2.

may effectively abolish the office of auditor by failing to appropriate sufficient funds to staff the office. For the reasons hereinafter stated, it is my opinion that the county board may not use its budgetary powers to circumvent the auditor's internal control of his office, or refuse to appropriate sufficient funds for equipment and staff. Moreover, it is also my opinion that the county administrator cannot properly delegate accounting functions to the county treasurer, since those functions have been delegated by law to the auditor.

Factually, your first question concerns whether a county board may circumvent internal control statutes by budgeting funds for equipment intended for an elected official in the budget of a central purchasing department. Like several other county officers, the county auditor is authorized by statute to control the internal operations of his or her office. Section 3-1004 of the Counties Code (Ill. Rev. Stat. 1989, ch. 34, par. 3-1004) provides:

"Internal operations of office. The county auditor shall control the internal operations of the office and procure equipment, materials and services necessary to perform the duties of the office, subject to the budgetary limitations established by the county board."

In opinion No. 84-003, issued April 4, 1984 (1984 Ill. Att'y Gen. Op. 9), Attorney General Hartigan concluded that, with respect to those county officers having statutory control over the internal operations of their offices, the county

Honorable Kevin Lyons - 3.

board's budgetary authority is limited to the appropriation of aggregate or lump-sum dollar amounts for the necessary equipment, materials and services required by each office. Further, such officers cannot be required to make their purchases through a county purchasing department. (1978 Ill. Att'y Gen. Op. 53.) The procedure which you describe does not differ substantially from those which were rejected in these earlier opinions.

The auditor's internal control statute provides that the "auditor shall control the internal operations of the office and procure equipment [which is] necessary to perform the duties of the office, subject to the budgetary limitation established by the county board." (Emphasis added.) In the facts described in opinions No. 84-003 and No. S-1329, the county board had attempted to exercise direct control over purchases by county officers, first by requiring the use of a central purchasing department, then by line-item budgeting. Both schemes were rejected as impermissible attempts to circumvent internal control provisions. The combination of the two approaches, as described in your letter, which involves direct line-item budgeting to a central purchasing department, is no less of an impermissible attempt to abridge the statutory powers of county officers to control the internal operations of their officers. Therefore, it is my

opinion that a county board may not properly budget funds for equipment for the auditor in the budget of a central purchasing department.

For similar reasons, general accounting duties for the county cannot be delegated to an officer other than the auditor. Section 3-1006 of the Counties Code (Ill. Rev. Stat. 1989, ch. 34, par. 3-1006) provides:

"Additional duties in counties of 275,000 or less. In counties of 275,000 population or less, as determined by the last federal decennial census, the county auditor, in addition to the duties prescribed in Section 3-1005, shall:

(a) Be the general accountant of the county and keep its general accounts.

(b) Devise and install a system of financial records in the offices and divisions of the county, to be followed in such offices and divisions. Such a system shall be suitable to the needs of the office and in accordance with generally accepted principles of accounting for governmental bodies."

Thus, the function of accounting for the county has been specifically imposed upon the auditor by law.

Section 5-1087 of the Counties Code (Ill. Rev. Stat. 1989, ch. 34, par. 5-1087) provides:

"Alteration of duties, powers and functions of county officers. No county board may alter the duties, powers and functions of county officers that are specifically imposed by law. A county board may alter any other duties, powers or functions or impose additional duties, powers and functions upon county officers. In the event of a conflict State law prevails over county ordinance."

Honorable Kevin Lyons - 5.

Pursuant to section 5-1087, the county board, or the county executive on behalf of the board, may not alter the auditor's duties in this respect. Any ordinance which attempts to reallocate the accounting function would be void and ineffective.

You have noted that subsection 5-1005(16) of the Counties Code (Ill. Rev. Stat. 1989, ch. 34, par. 5-1005(16)) authorizes the county board to install a system of accounts in county offices. Subsection 5-1005(16) specifically provides that the county board is empowered:

" * * *

To install an adequate system of accounts and financial records in the offices and divisions of the county, suitable to the needs of the office and in accordance with generally accepted principles of accounting for governmental bodies, which system may include such reports as the county board may determine.

* * * "

This section and section 3-1006 of the Counties Code must be read and construed together in the light of the general purpose and plan of the statutes, and the object to be obtained. Huckaba v. Cox (1958), 14 Ill. 2d 126, 131; Orbach v. Axelrod (1981), 100 Ill. App. 3d 973, 979.

The primary object of the two sections is apparent. Both relate to the implementation of a uniform system of accounts and financial records suitable to the needs of each

Honorable Kevin Lyons - 6.

county. The General Assembly's debates on the enactment of section 3-1006 suggest two further objectives in the delegation of such duties to the auditor. Firstly, the legislation was designed to provide a uniform set of responsibilities for the auditor. (Remarks of Rep. Satterthwaite, June 20, 1985, House Debate on Senate Bill 976, at 274.) Secondly, it was to provide a means to ensure that county funds are spent in accordance with law and to guarantee against the possibility of fraud; in other words, to provide a check on county spending. (Remarks of Rep. Barger, June 20, 1985, House Debate on Senate Bill 976, at 273.)

Construing the two sections together, it appears that the auditor is given the power to devise a system of financial records and both the auditor and the board have the power to install such a system in county offices and divisions. Because the board cannot alter the statutory duties of the auditor (Ill. Rev. Stat. 1989, ch. 34, par. 5-1087), however, the board's means of implementing its powers in this area, in counties required by statute to have an auditor, must be through the auditor's office. Therefore, it is my opinion that a county executive or county board may not delegate general accounting functions to the county treasurer, since those functions are statutorily delegated to the auditor.

Lastly, you ask whether the county board may effectively abolish the office of county auditor by refusing to

Honorable Kevin Lyons - 7.

appropriate funds for services, equipment or materials. In Heller v. County Board of Jackson County (1979), 71 Ill. App. 3d 31, the court, citing the predecessor of section 5-1087 of the Counties Code, concluded that the county board could not alter the duties of county officers by use of its budgetary or other powers. Although that case pertained specifically to the supervisor of assessments, similar reasoning would apply to the office of county auditor.

The office of auditor is created by statute, and the duties of that office are prescribed by statute. It is the duty of the county board to appropriate sufficient funds to the auditor for the operation of his or her office. (See, Ill. Rev. Stat. 1989, ch. 34, par. 4-6001.) While the county board may exercise discretion in allocating county funds, the failure to appropriate sufficient funds to permit the auditor to carry out his statutory duties would be an abuse of discretion which could be remedied by the issuance of mandamus. (See, 1976 Ill. Att'y Gen. Op. 154, 157.) Therefore, it is my opinion that the county board is required to appropriate sufficient funds to the auditor to perform the duties imposed upon the office by law.

Respectfully yours,



ROLAND W. BURRIS
ATTORNEY GENERAL



WILLIAM J. SCOTT
ATTORNEY GENERAL
STATE OF ILLINOIS
SPRINGFIELD

June 23, 1977

FILE NO. S-1260

COUNTIES:
Management of the
County Clerk's Office

Honorable Lloyd Middleton
State's Attorney
Perry County
Pinckneyville, Illinois 62274

Dear Mr. Middleton:

I have your letter wherein you ask whether the county board of a non-home rule county has the power to contract with a private firm for the data processing of voter registration lists, county payroll checks and distribution reports for the county mobile home privilege or local services tax or, whether under section 1.2b of "AN ACT to revise the law in relation to county clerks" (Ill.

Honorable Lloyd Middleton - 2.

Rev. Stat. 1975, ch. 35, par. 1.2b), the county clerk has authority to manage these three items.

It is my opinion that the county board does not have the power to regulate or contract for the three items mentioned, unless the board does so pursuant to the request of the county clerk. Section 1.2b provides as follows:

"The county clerk shall have the right to control the internal operations of his office; to procure necessary equipment, materials and services to perform the duties of his office. This amendatory Act of 1971 does not apply to any county which is a home rule unit."

This provision clearly encompasses the purchasing of a data processing service for the three items. Section 9 of "AN ACT to revise the law in relation to county clerks" (Ill. Rev. Stat. 1975, ch. 35, par. 9) provides that the county clerk shall have the care and custody of all records. This includes the voter registration lists. Section 10 of the same Act (Ill. Rev. Stat. 1975, ch. 35, par. 10) requires the county clerk to keep a record of each order upon the county treasurer. This includes the county payroll checks. Sections 5 and 6 of the Mobile Home Local Services Tax Act

Honorable Lloyd Middleton - 3.

(Ill. Rev. Stat. 1975, ch. 120, par. 1205; and Ill. Rev. Stat. 1976 Supp., ch. 120, par. 1206) provide for the county clerk to keep the county mobile home privilege or local services tax records. For the county board to contract with a private firm for the data processing of the records for these three items would violate the county clerk's right to procure the necessary equipment, materials and services to perform the duties of his office, which include the keeping of the above mentioned records.

In general, a county board's authority to manage county funds and county business (Ill. Rev. Stat. 1975, ch. 34, par. 403) and its authority to alter powers and functions of county officers (Ill. Rev. Stat. 1975, ch. 34, par. 429.18) is limited to that which is not otherwise specifically provided for by law. Furthermore, section 26 of "AN ACT to revise the law in relation to counties" (Ill. Rev. Stat. 1975, ch. 34, par. 432) imposes a duty on the county board to provide and keep in repair an office for the county clerk and to provide reasonable and necessary expenses for the use of the county clerk. However, the county board establishes

Honorable Lloyd Middleton - 4.

the budget of the county clerk and has control over the expenses of the office. See opinion No. S-1075, issued April 21, 1976.

Very truly yours,

A T T O R N E Y G E N E R A L

55 ILCS 5/3-10005.1 - Internal operations of office. The **treasurer** shall control the internal operations of his office and procure necessary equipment, materials and services to perform the duties of his office.

55 ILCS 5/3-1004 - Internal operations of office. The **county auditor** shall control the internal operations of the office and procure equipment, materials and services necessary to perform the duties of the office, subject to the budgetary limitations established by the county board.

55 ILCS 5/3-9006 - Internal operations of the office. The **State's Attorney** shall control the internal operations of the State's Attorney's office and procure the necessary equipment, materials, and services to perform the duties of that office.

55 ILCS 5/3-2003.2 - Internal operations of office. The **county clerk** shall have the right to control the internal operations of the clerk's office and to procure necessary equipment, materials and services to perform the duties of the clerk's office.

SHELBY COUNTY RESOLUTION 2019- 26

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

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

WHEREAS, the Shelby County Treasurer's office handles all payroll duties, payment of sick and vacation time, acts as the authorized agent for IMRF and manages the self – insured Health Insurance, in addition to other Human Resources functions;

IT IS HEREBY RESOLVED, that the Shelby County Treasurer's office is hereby designated as the primary Human Resources office for Shelby County. This office will be responsible for new employee paperwork, FMLA paperwork, manage IMRF, as authorized agent for Shelby County, oversee the Health Insurance for all participating County employees, accurately track sick, vacation and paid time off, in addition to maintaining accurate payroll records on all County employees, and informing Shelby County employees of any significant changes to State and Federal Labor Laws.

Approved this 14th day of August, 2019.

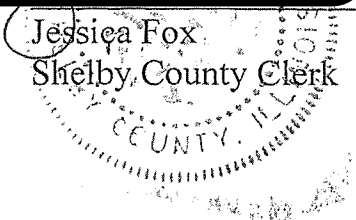


David Cruitt, Chairman

ATTEST



Jessica Fox
Shelby County Clerk





Locally funded, financially sound.

Text Size: [A](#) [A](#) [A](#) | [Home](#) | [Contact Us](#) | [Español](#)

Search:

Welcome Eric! Your last visit was November 22, 2021.

Log Out

You are logged in as: Authorized Agent for Shelby County.

My Account

My Account

My Account

My Account

My Account

My Account

My Account

Shelby County

[Help](#)

Reserve Account(s)

The retirement reserve is used to pay retirement benefits for a unit of government's IMRF members. It is also one factor used to calculate the IMRF employer contribution rate.

Negative reserve balances stem from total member and survivor annuity costs exceeding the employer assets that are in the reserve. IMRF charges 7.25% interest on the opening balance (January 1st) of a negative reserve account.

Reserve Account(s) as of 11/23/2021

Account Description	Balance
Regular Retirement Reserve	6,098,925.29
SLEP Retirement Reserve	1,416,863.65
SLEP Enhancement Reserve	-56,636.61
ECO REG/SLEP Retirement Reserve	-343,185.59

ON BALANCE 11/22

[Quit](#)

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[Enroll Member](#)

[Manage Member](#)

[Document Archive](#)

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Employer Support Videos

IMRF offers Employer Support Videos to help Authorized Agents complete common tasks.

[LEARN MORE](#)

Employer 800 Number

Got a question about IMRF employer tasks? Call our **exclusive, employer-only** number, **1-800-728-7971**, Monday-Friday, 8:30 AM - 4:30 PM for access to an IMRF Representative who specializes in employer customer service. Please do not share this number; employees may contact IMRF at 1-800-ASK-IMRF(275-4673).

[LEARN MORE](#)

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[Contact Us](#)

The IMRF website provides a brief summary of IMRF benefits and the administration of those benefits. IMRF members' and employers' rights and obligations are governed by Article 7 of the Illinois Pension Code. Statements on the IMRF website are general, and the Illinois state law governing IMRF is complex and specific. If a conflict arises between information in the IMRF website and the law, all decisions are based on the law.

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Shelby County Bank Account Balance Reporting

Selected Date Range: 11/22/2021 - 11/22/2021

3/6

Bank: 1 First Federal S & L

Account Number: 1825316070 (IMRF Savings)

Savings

	Balance as of: 11/22/2021	Balance as of: 11/22/2021
	\$1,108,239.16	\$1,108,239.16
Total For Bank:	\$1,108,239.16	\$1,108,239.16
Report Grand Total:	\$1,108,239.16	\$1,108,239.16

= NOV 2022

EST 30,000 PER PAY (26) 700,000
 50,000 - DEDT 50,000
 830,000
 NEXT 12 MO. LUMP 300,000
 1,130,000

*** * * 2022 HOLIDAY CALENDAR * * ***

SHELBY COUNTY OFFICES

Observed

January 1	New Years Day	Friday, December 31, 2021
January 17	Martin Luther King, Jr. Day	Monday, January 17
February 12	Lincoln's Birthday	Friday, February 11
February 21	Presidents Day	Monday, February 21
April 15	Good Friday	Friday, April 15
May 30	Memorial Day	Monday, May 30
June 19	Juneteenth	Monday, June 20
July 4	Independence Day	Monday, July 4
September 5	Labor Day	Monday, September 5
October 10	Columbus Day	Monday, October 10
November 8	Election Day	Tuesday, November 8
November 11	Veterans Day	Friday, November 11
November 24	Thanksgiving Day	Thursday, November 24
November 25	Day following Thanksgiving	Friday, November 25
December 24	Christmas Eve	Friday, December 23
December 25	Christmas Day	Monday, December 26

Approved by the Shelby County Board at their regular meeting, December 9, 2021.


Jessica Fox, Shelby County Clerk

SHELBY COUNTY REGULARLY SCHEDULED

BOARD MEETINGS FOR 2022

January 13

February 10

March 10

April 14

May 12

June 9

July 14

August 11

September 8

October 13

November 10

December 8

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

Posted at the office of the Shelby County Clerk on December 9, 2021.



Jessica Fox
Shelby County Clerk



SHELBY COUNTY
NOTICE OF 2022 MEETING DATES
COUNTY BOARD COMMITTEES

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

January 13	February 10	March 10	April 14
May 12	June 9	July 14	August 11
September 8	October 13	November 10	December 8

PURCHASING COMMITTEE - Regularly Scheduled committee meetings will be held in Courtroom B, Shelby County Courthouse in Shelbyville, Illinois commencing at 9:30 A.M. on the following dates:

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

FEES AND SALARIES - Regularly Scheduled committee meetings will be held in Jury room B at the Courthouse in Shelbyville, Illinois commencing at 2:30 P. M. on the following dates:

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

HEALTH – Regularly Scheduled committee meetings will be held in Jury room B at the Courthouse in Shelbyville, Illinois commencing at 9:00 A. M. on the following dates:

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

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

January <u>no meeting</u>	February 7	March 7	April 11
May 9	June 6	July 11	August 8
September 12	October 10	November 7	December 5

LAW ENFORCEMENT – Regularly Scheduled meetings will be held at the Detention Center, 151 North Morgan Street, Shelbyville, Illinois commencing at 9:00 A. M. on the following dates:

January 6	February 3	March 3	April 7
May 5	June 2	July 7	August 4
September 1	October 6	November 3	December 1

ROAD AND BRIDGE – Regularly Scheduled meetings will be held at the County Highway Office Building, 1590 State Hwy 16, Shelbyville, Illinois commencing at 9:00 A. M. on the following dates:

January 7	February 4,7	March 7	April 11
May 6, 9	June 6	July 1	August 8
September 2	October 7	November 4, 7	December 2,5

ANIMAL CONTROL – Regularly Scheduled meetings will be held in the Animal Control Office, 615 Heinlein Dr, Shelbyville, Illinois commencing at 9:00 A.M. on the following dates:

January 26	February 23	March 30	April 27
May 25	June 29	July 27	August 31
September 28	October 26	November 30	December 28

Jessica Fox
County Clerk and Recorder

COUNTY LEVY FY 2021 – 2022

Resolutions 2021- 50 through 62

Estimated AV \$461,378,687.00 (estimated increase of \$16,214,915.00 over last year's
FINAL EAV \$445,163,772.00) (Rates are estimated until final extension is completed)

Tax Rate Limit *

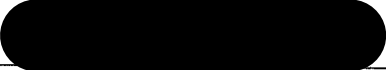
<u>RATE</u>	<u>LEVY</u>	<u>LEVIED</u>
.41405	Corporate	\$ 1,910,300.00
.19507	I. M. R. F.	900,000.00
.06844	County Highway	315,730.00
.03337	County Bridge	153,950.00
.13005	Mental Health	600,000.00
.04530	Federal Aid Matching	209,000.00
.06600	County Health	304,500.00
.00954	Liability	44,000.00
.06871	Social Security	317,000.00
.01590	Cooperative Extension	73,333.00
.00109	Unemployment	5,000.00
.00196	Workman's Compensation	9,000.00
.01084	Airport	50,000.00
<hr/>		
1.06032		\$4,891,813.00

Resolution 2021- 63

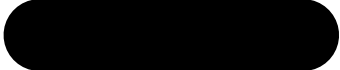
Estimated AV \$354,319,093 last year's final EAV (342,636,970)

.01033	Ambulance	\$37,000.00
--------	-----------	-------------

Levy set and approved by the Executive Committee on November 24, 2021.


Jessica Fox, Ex-officio Secretary
Shelby County Board

Levy approved by the County Board at its regular meeting December 9, 2021.


Jessica Fox
Shelby County Clerk



Resolution Certifying Names to Take the
Examination for County Engineer
Resolution 2021-64



WHEREAS, a vacancy _____ exists _____ on 11/08/21 in the office of County Engineer in Shelby
Date County

Illinois due to the expiration of the six-year term of office of the incumbent County Engineer S. Alan Spesard, and
Name of Incumbent

WHEREAS, in accordance with 605 ILCS 5/5-201, the County Board must submit to the Department of Transportation a list of not more than five persons, residents of the State, who hold a currently valid certificate of registration as a registered professional engineer in Illinois, who are candidates for the office of County Engineer, and who meet the qualifications provided therein;

THEREFORE, BE IT RESOLVED, by the Shelby County does hereby submit the following name(s) as candidate(s) to take
County
the examination for County Engineer of said county:

Name	Address	Registered Professional Engineer License No.	Original License Issue Date
<u>Steve Lewitt</u>	<u>318 - East N 3rd St Findlay</u>	<u>062.068807</u>	<u>09/01/2016</u>
	<u>IL 62534</u>		

and
BE IT FURTHER RESOLVED, that the County Clerk is hereby directed to transmit two (2) certified originals of this resolution to the district office of the Department of Transportation.

I Jessica Foy County Clerk in and for said County of Shelby in the State of Illinois, and
Name of Clerk County

keeper of the records and files thereof, as provided by statute, do hereby certify the foregoing to be a true, perfect and complete original of a resolution adopted by the County Board of Shelby at a meeting held on 12-9-2021.
County Date

IN TESTIMONY WHEREOF, I have hereunto set my hand and seal this 9th day of Dec., 2021.
Day Month, Year



Clerk Signature

[Redacted Signature]



Does the County participate in the County Engineer's Salary Reimbursement Program? ☒ Yes ☐ No

Resolution No 2021-65

Section No 22-00000-00-CS

STP Section No 22-CS173-00-AC

WHEREAS, the County Board of Shelby County has adopted a resolution establishing the salary of the County Engineer to be _____ of the recommended salary for the County Engineer as determined annually by the Illinois Department of Transportation, and percentage

WHEREAS, the County Board of Shelby County has entered into an agreement with the Illinois Department of Transportation for transfer of Federal Surface Transportation Program funds to pay one-half of the salary paid to the County Engineer.

NOW, THEREFORE, BE IT RESOLVED, by the Shelby County Board that there is hereby appropriated the sum of

One hundred twelve thousand two hundred Dollars (112,200.⁰⁰) from the County's MFT Fund funds for the purpose of paying the County Engineer's salary from 01/01/22 to 12/31/22 and, beginning date ending date

BE IT FURTHER RESOLVED, that the Shelby County Board hereby authorizes the Department of Transportation, State of Illinois to transfer fifty-six thousand one hundred Dollars (56,100.00) of Federal Surface Transportation Program funds allocated to Shelby County to the Department of Transportation in return for an equal amount of State funds; and

BE IT FURTHER RESOLVED, by the Shelby County Board that there is hereby appropriated the sum of thirteen thousand Dollars (13,000.00) from the County's MFT Fund funds for the purpose of paying the County Engineer's expenses from 01/01/22 to 12/31/22 and, beginning date ending date

I Jessica Fox County Clerk in and for said County of Shelby in the State of Illinois, and Name of Clerk County
keeper of the records and files thereof, as provided by statute, do hereby certify the foregoing to be a true, perfect and complete original of a resolution adopted by the County Board of Shelby at a meeting held on 12/9/2021 date

I certify that the correct TIN/FEIN number for Shelby County is 376002119 Legal Status: Governmental. County TIN/FEIN Number

IN TESTIMONY WHEREOF, I have hereunto set my hand and seal this 9th day of December, 2021 Month, Year

(SEAL)

Clerk Signature

APPROVED
STATE OF ILLINOIS, DEPARTMENT OF TRANSPORTATION
For resolutions involving a transfer of STR funds:

Omer Osman, P.E.
Secretary of Transportation

Date

BY:

George A. Tapas, P.E., S.E.
Engineer of Local Roads & Streets

Date

LPA NAME

Section No

STP Section No

Shelby

County

22-00000-00-CS

For IDOT Use Only

Dates of the existing agreement between IDOT and County _____ to _____
Beginning Ending

Dates of the new agreement between IDOT and County _____ to _____
Beginning Ending

Farm Committee Minutes Thursday Dec 9, 2021

The Shelby County Farm Committee met on Thursday , December 9 at 5:30 pm in Courtroom B of the Shelby County Courthouse. Members present were Jesse Durbin , Mark Bennett , Jeff Slifer , Bobby Orman Public Body present Jeremy Williams , John Kraft , Kirk Allen , Dave Ogden , Brad Halbrook

Public Body Comments

Jeremy Williams – Supports Custom Farming if legal

John Kraft – Best Solution is to sell it

Jeff Slifer – Comments there is a petition out to get Legislation to lease

Mark Bennett – Comments his preference is Custom Farming

Kirk Allen – Comments leasing has to have a public purpose

Dave Ogden – Comments he supports Custom Farming and wants to see it farmed

Jesse Durbin – Wants to see it farmed and feels like Custom Farming is the best choice for now

Jesse Durbin explained that the tillage was complete and we owe much appreciation to Gary Patterson who volunteered his time operating the tractor . Rent was \$ 3615. To Barker Implement

Jeff Slifer was thanked for bringing the fuel to tractor . The fuel cost was \$ 700.89 and all committee members agreed this should be paid.

The spraying is still to be done by Equity when weather permits

Other discussion – Bobby Orman mentioned farm does qualify for crop insurance and discussion was held on level of protection 80 or 85 % Another idea was we need person of contact for FSA office , insurance , seed rep , and other things that would pertain to this farm .

The committee wants to schedule another meeting soon and will try 12/16/21 and 12/21 or 12/22 , hoping to have plans for next board meeting

Motion to adjourn at 6:42 pm by Jeff Slifer second by Bobby Orman motion passed unanimously

Submitted by Jesse Durbin , Farm Committee Chair

Shelby County Law Enforcement Committee Meeting at the Detention Center
Meeting Agenda and Minutes for December 2,2021

Meeting was called to order at 9:02 by Sheriff McReynolds

Present was Sheriff McReynolds, Committee members Gary Patterson, Jeff Slifer, Derek Percy, Public Body- Representative Halbrook, Board Member Teresa Boehm came in later.

1. Approval of November minutes- Jeff moved and Derek seconded. All in favor.
2. Old Business-The Committee reviewed the Oct 31st Bank statements for the 4 accounts kept at the Sheriff's Office. We discussed the new gas tank usage at the Highway Dept. It is working fine.
3. Proposed Recruitment & Retention Contract changes- 8 Deputies have resigned from Shelby County this year. 7 have went to other Law Enforcement Agencies and 1 went to private industry in Security. 2 are leaving employment soon. 1 to Effingham Co. and 1 to Pana City. Other Departments are providing better pay and benefits. We discussed use of available funding to increase pay for essential workers. We discussed employee costs of Health Insurance. The Sheriff, ASA Scott, Negotiating Committee and FOP are discussing possible changes to recruit and retain more employees. The State Correction officer training is going from 5 weeks to 8 weeks next year. A new Deputy will start State training in January. A Part time Deputy will graduate from the Part-time Academy on Feb 5th.
4. Squad Car Discussion- A new Patrol is not in service yet. It is awaiting a part before it can go into service. Replacement of other squad vehicles and Budget procedure was discussed. We currently have plenty of spare units till we hire more Deputies.
5. K-9 Status- Kilo has serious Kidney problems and cannot be sold or worked. We do have insurance coverage on him. Not sure what will happen.
6. Firearms bids/trade—The Sheriff will be replacing some service weapons. 20 guns will be declared to sell or trade in.
7. Jail report- The Jail is full. We have 31-34 prisoners in Detention daily.
- 8.-State's Attorney Report—She is at a Conference and out of town.
9. New Business—None
10. Public comments—None

11. Review Expenditures—This was done

Motion by Derek to adjourn at 11:16, all in favor

Minutes submitted by Gary Patterson

Legislative Mtg
Dec 6, 2021

Don Tate, Gary, Rod, Denny, Barb
Jay Scott - Assist States Atty.
Brian McReynolds - Sheriff

Don called meeting to order @ 1:00 P.M.
Discussion on being able to
retain deputies.

Barb made motion to go into
closed session for negotiations
with FOI. Denny seconded.

Rod made motion to come out of
closed meeting Gary seconded.
Motion carried

Don made motion to adjourn -
Denny seconded. @ 5:05 Motion
carried.

FILED

DEC 07 2021

Jessie Fox

SHELBY COUNTY CLERK

Purchasing Committee

Dec 7, 2021
9:30

Call to Order

Corey Green
Jeff Setien

Kenny Born

Don Tate
Paul Conaway

Lynn Williams

Mark Bennett

Jeff Setien motion Barker }
implemented be tabled until }
for Committee reviewed Bill }
2 MARK BENNETT Pass

Don Tate motion to pay bills as provided
2nd

Pass Jeff Setien

Lynn Williams motion to Adjourn

2nd Corey Green:
Pass

FILED
DEC 07 2021

Jessie Dore
SHELBY COUNTY CLERK

Health Dept

Dec 7, 2021

9:00 AM

Kenny Barr

Ron Hite

Jett Seiter

Lynn Williams

Call to Order

Kenny Barr motion to accept Bills as presented

and Ron Hite

Pass

Lynn Williams motion to adjourn

and Ron Hite

Pass

Reviewed by
Health Committee

FILED

DEC 07 2021

Jamie Fox

SHELBY COUNTY CLERK

Lees & Salary
Dec 7, 2021

Bart Bennett, Lynn Williams, David Swits
Sheres Boeckm -

Claims were reviewed & be
OK'd at Co. Board meeting & paid

FILED
DEC 07 2021

Jenna Fox
SHELBY COUNTY CLERK

SHELBY COUNTY AIRPORT and LANDING FIELD COMMISSION TREASURER'S REPORT October 31, 2021

Beginning Balance	September 30, 2021	
Deposits		
Arrow Energy--Credit Card Fuel Sales		\$ 11,519.90
Fuel Sales--Cash & Check		\$ 701.38
Rent		\$ 2,230.00
Shelby County Aviation--Ameren		\$ 19.84
Bank Interest		\$ 7.50
		<u>\$ 14,478.62</u>
		\$ 93,847.88

Bills Received and Paid		
Shelby County Aviation--FBO October, 2021	\$ 3,500.00	
Shelby Electric Cooperative	\$ 684.79	
Steve Wempen--Bookkeeping October, 2021	\$ 200.00	
Ameren Illinois	\$ 69.04	
Illinois Department of Revenue--Sales Tax Payment	\$ 488.00	
John Deere Financial--New Tractor Payment 18 of 84	\$ 751.36	
City Area Water Sewer Department	\$ 21.30	
Consolidated Communications	\$ 289.12	
Arrow Energy--1508 Gal. 100LL @ \$4.26614	\$ 6,433.34	
Shelbyville Ace Hardware--Mower Maintenance	\$ 8.94	
Barker Equipment/Back Hoe Rental	\$ 510.00	
Albion Radio Communications--4th Qrt. NDB Maintenance	\$ 420.00	
Sloan Implement--Equipment Maintenance	\$ 373.79	
Shelby County Aviation--Hali-Brite Inc./Ballast & Lamp/Beacon	\$ 239.96	
		<u>\$ 13,989.64</u>
		\$ 79,858.24

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

\$ 79,858.24
\$ 3,807.83
\$ 70,938.29
\$ 846.09
\$ 230.00
\$ 2,809.89
\$ 21,509.00
<u>\$ 179,999.34</u>

FILED
NOV 18 2021

Janice Cox
SHELBY COUNTY CLERK

SHELBY COUNTY AIRPORT and LANDING FIELD COMMISSION

MINUTES OF MEETING

October 4, 2021

Members present at meeting:

Commissioners--John Hall, Rick Brown, Steve Wempen

County Board Members--Paul Canaday, Dereck Pearcy

Airport Manager--Scott Jefson

Others Present--

Commissioner Rick Brown calls the meeting to order.

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

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

Bills Presented

Shelby Electric Cooperative	\$	684.79
Shelbyville Ace Hardware--Mower Maintenance	\$	8.94
Albion Radio Communications, Inc.--4th Qrt NDB Maintenance	\$	420.00
Barker Equipment--Back Hoe Rental	\$	510.00
Shelby County Aviation--Hali-Brite/Ballast & Lamp	\$	239.96
Sloan Implement--Equipment Maintenance	\$	373.79

Steve asks if we're going to keep maintaining the NDB and also mentions receiving the new contract for 2022 and the maintenance fee has increased from \$420 per Qrt. to \$504 per Qrt. Some discussion about the NDB followed and it's future. Rick mentions asking about it at the upcoming TIPS meeting and see what they say before making a decision since we have till the end of the year. John asks how many different approaches the airport has. Scott mentions a GPS approach and said there were only two planes at the airport that are IFR Certified for GPS Approach and also the ADF approach. Scott also mentioned that it's because of the GPS approach that the set back from the runway centerline went from 75 feet to 250 feet. Some discussion on the issue ensued.

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

Rick asks if we need to transfer any entitlement money since the 5-Box Hangar project has been postponed for a couple years. Steve said he would check with Rick Borus about that.

Paul asks John if he new anymore about a possible car show and John said the man is going to contact him at the first of the month.

Managers Report

Scott mentions purchasing a new ballast and lamp for the beacon and also informs the commission that we need a new weather station but can't do anything with it until the hornets nest is removed from the old one.

Scott said there was a company in called Illini Commercial Roofing and gave us a bid to put on a rubber roof on the Main Hangar because there are still leaks in his shop and a few in main hangar. They presented two bids. One was a fiber reinforced spray-on coating that has a 10 year warranty for \$46,332.00 and then they have a single ply, 25 year warranty, for \$49,896.00. A discussion ensued on the idea.

Scott mentions the mower giving him fits again and that a blade broke, so he ordered a set of blades but ordered regular lift blades this time instead of Hi-lift blades to see if that would help any. Scott also mentions the yellow tractor needing worked on, because it won't start. Also got the dirt pile leveled and filled in some low spots out front and that Al Gherhold was here with his dump truck all day and helped move dirt.

Scott also mentions that an airplane had some trouble and ended up out in the bean field and that he called Steve Darnell to come out and pick the aircraft up and haul it up to the hangar. Scott said that there was some bean damage and that he called Jim Schwerman and asks him to come out and access the damage. Some discussion about the incident ensued.

Scott mentions finally getting his airplane down here from Decatur. Also there was water still standing in the front yard so he didn't know how the parking would go during the Balloon Fest. Also some discussion followed on what the airport would be responsible for at the Balloon Fest such as porta potties and dumpsters.

Scott also mentions that the airconditioner quit and that Steve brought over another one to use for awhile. Some discussion about different cooling options for the office ensued.

End of Managers Report

Old Business

New Business

Rick made a motion to adjourn and John second it.

SHELBY COUNTY AIRPORT AND LANDING FIELD COMMISSION RECORD JOURNAL

CHECK NO.	DATE	DESCRIPTION OF TRANSACTION	BUDGET ACCT NO.	DEBITS	CREDITS	BALANCE
	30-Sep-21	Balance Shelby County State Bank				\$ 79,369.26
5978	1-Oct-21	Shelby County Aviation--FBO October, 2021	022-5210-12-023	\$ 3,500.00		\$ 75,869.26
5979	1-Oct-21	John Deere Financial--Payment 18 of 84	022-5455-12-023	\$ 751.36		\$ 75,117.90
5980	2-Oct-21	City Area Water-Sewer Department	022-7800-12-023	\$ 21.30		\$ 75,096.60
5981	3-Oct-21	Shelby County Aviation--Hall-Brice Inc./Ballast & Lamb/Beacon	022-7442-12-023	\$ 239.96		\$ 74,856.64
	5-Oct-21	Illinois Department of Revenue--Sales Tax Payment		\$ 488.00		\$ 74,368.64
5982	6-Oct-21	Barker Equipment/ Back Hoe Rental	022-9900-12-023	\$ 510.00		\$ 73,858.64
5983	6-Oct-21	Albion Radio Communications, Inc.--4th Qrt. NDB Maint.	022-7442-12-023	\$ 420.00		\$ 73,438.64
5984	6-Oct-21	Shelby Electric Cooperative	022-7800-12-023	\$ 684.79		\$ 72,753.85
5985	6-Oct-21	Sloan Implement--Equipment Maintenance	022-7441-12-023	\$ 373.79		\$ 72,380.06
5986	6-Oct-21	Shelbyville Ace Hardware--Mower Maintenance	022-7441-12-023	\$ 8.94		\$ 72,371.12
	8-Oct-21	Arrow Energy--Deposit			\$ 3,683.71	\$ 76,054.83
5987	12-Oct-21	Ameren IP--SCA 37528/\$19.95, Airport 06211/\$49.09	022-7800-12-023	\$ 69.04		\$ 75,985.79
	15-Oct-21	Arrow Energy--Deposit			\$ 1,673.91	\$ 77,659.70
	21-Oct-21	Rent--D Gherardini \$230, D Kroelein \$115, J Green \$115				
		B Brunken \$115, J Livesay \$125				
		Fuel--\$276.71 SCA/Ameren \$19.84 Rent--\$700.00			\$ 996.55	\$ 78,656.25
	21-Oct-21	Rent--K Best \$250, S Bechtol \$115, K Harshman \$115				
		W Jesse \$115, G Wasson \$115, A Gherhold \$230				
		R Heimberger \$130, R Spain \$460				
		Fuel--\$424.67 Rent--\$1530.00			\$ 1,954.67	\$ 80,610.92
5988	21-Oct-21	Consolidated Communications	022-7800-12-023	\$ 289.12		\$ 80,321.80
	22-Oct-21	Arrow Energy--Deposit			\$ 5,904.01	\$ 86,225.81
5989	26-Oct-21	Steve Wempen--Bookkeeping October 2021	022-5220-12-023	\$ 200.00		\$ 86,025.81
5990	27-Oct-21	Arrow Energy--1508 Gallon 100LL @\$4.26614 per Gal	022-8010-12-023	\$ 6,433.34		\$ 79,592.47
	29-Oct-21	Arrow Energy--Deposit			\$ 258.27	\$ 79,850.74
	31-Oct-21	Bank Interest			\$ 7.50	\$ 79,858.24
		Board Meeting November 8, 2021				
		15 SPV				

SHELBY COUNTY AIRPORT AND LANDING FIELD COMMISSION RECORD JOURNAL

[illegible]

408E

[illegible]

Shelby County Airport and Landing Field Commission
Jet Fuel Sales 2021/22

[illegible]

408F

Shelby County Airport and Landing Field Commission

Fuel Sales

October, 2021

DATE	QUANTITY	CUSTOMER INVOICE	PRICE	CREDIT CD	CHARGE	CASH
1-Oct		Jet Fuel Sale 3396				
2-Oct-21	4.11	Credit Card Customer 3397	\$ 4.51	\$ 18.54		
3-Oct-21	4.11	Credit Card Customer 3398	\$ 4.51	\$ 18.54		
4-Oct-21	110.11	Credit Card Customer 3399	\$ 4.51	\$ 496.60		
4-Oct-21	110.12	Credit Card Customer 3400	\$ 4.51	\$ 496.64		
4-Oct-21	110.11	Credit Card Customer 3401	\$ 4.51	\$ 496.60		
4-Oct-21	110.11	Credit Card Customer 3402	\$ 4.51	\$ 496.60		
4-Oct-21	110.11	Credit Card Customer 3403	\$ 4.51	\$ 496.60		
4-Oct-21	37.81	Credit Card Customer 3404	\$ 4.51	\$ 170.52		
5-Oct-21	10.11	Credit Card Customer 3405	\$ 4.51	\$ 45.60		
5-Oct-21	27.75	Credit Card Customer 3406	\$ 4.51	\$ 125.15		
5-Oct-21	54.43	Credit Card Customer 3407	\$ 4.51	\$ 245.48		
7-Oct-21	20.12	Credit Card Customer 3408	\$ 4.51	\$ 90.74		
8-Oct-21	14.70	Steve Wempen 3409	\$ 4.46		\$ 66.30	
8-Oct-21	5.12	Credit Card Customer 3410	\$ 4.51	\$ 23.09		
8-Oct-21	5.93	Don Gherardini 3411	\$ 4.46		\$ 26.45	
8-Oct-21	4.30	Ryan Spain 3412	\$ 4.46		\$ 19.18	
8-Oct-21	55.11	Credit Card Customer 3413	\$ 4.51	\$ 248.55		
8-Oct-21	5.12	Credit Card Customer 3414	\$ 4.51	\$ 23.09		
8-Oct-21	9.13	Credit Card Customer 3415	\$ 4.51	\$ 41.18		
9-Oct-21	58.79	Credit Card Customer 3416	\$ 4.51	\$ 265.14		
9-Oct-21	45.38	Credit Card Customer 3417	\$ 4.51	\$ 204.66		
9-Oct-21	50.12	Credit Card Customer 3418	\$ 4.51	\$ 226.04		
11-Oct-21	33.32	Credit Card Customer 3419	\$ 4.51	\$ 150.27		
11-Oct-21	21.76	Credit Card Customer 3421	\$ 4.51	\$ 98.14		
11-Oct-21	17.43	Credit Card Customer 3422	\$ 4.51	\$ 78.61		
12-Oct-21	1.54	Scott Jefson 3423	\$ 4.46		\$ 6.87	
12-Oct-21	58.59	Credit Card Customer 3424	\$ 4.51	\$ 264.24		
14-Oct-21		Jet Fuel Sales 3425-3433				
16-Oct-21	4.36	Credit Card Customer 3434	\$ 4.51	\$ 19.66		
16-Oct-21	5.12	Credit Card Customer 3435	\$ 4.51	\$ 23.09		
16-Oct-21	28.33	Credit Card Customer 3436	\$ 4.51	\$ 127.77		
17-Oct-21	22.23	Barry Brunken 3437	\$ 4.46		\$ 99.15	
17-Oct-21	16.22	Credit Card Customer 3438	\$ 4.51	\$ 73.15		
18-Oct-21	6.51	Credit Card Customer 3439	\$ 4.51	\$ 29.36		
18-Oct-21	2.11	Credit Card Customer 3440	\$ 4.51	\$ 9.52		
18-Oct-21	3.01	Paul Canaday 3441	\$ 4.46		\$ 13.42	
18-Oct-21	10.02	Credit Card Customer 3442	\$ 4.51	\$ 45.19		
19-Oct-21		Jet Fuel Sales 3443-3444				
19-Oct-21	60.11	Credit Card Customer 3445	\$ 4.51	\$ 271.10		
19-Oct-21	66.58	Credit Card Customer 3446	\$ 4.51	\$ 300.28		
19-Oct-21	37.76	Credit Card Customer 3447	\$ 4.51	\$ 170.30		
19-Oct-21	56.52	Credit Card Customer 3448	\$ 4.51	\$ 254.91		
20-Oct-21	10.65	Cash Customer 3449	\$ 4.81			\$ 51.23
22-Oct-21	5.04	Credit Card Customer 3450	\$ 4.51	\$ 22.73		
23-Oct-21	5.12	Credit Card Customer 3451	\$ 4.51	\$ 23.09		
23-Oct-21	16.81	Credit Card Customer 3452	\$ 4.51	\$ 75.81		
23-Oct-21	45.86	John Livesay 3453	\$ 4.46		\$ 204.54	
23-Oct-21	21.67	Credit Card Customer 3454	\$ 4.51	\$ 97.73		
26-Oct-21	10.63	Paul Canaday 3455	\$ 4.76		\$ 50.60	
26-Oct-21	10.12	Credit Card Customer 3456	\$ 4.51	\$ 45.64		
27-Oct-21		Jet Fuel Sale 3457				
27-Oct-21	20.29	Credit Card Customer 3458	\$ 4.81	\$ 97.59		
27-Oct-21	51.07	Credit Card Customer 3459	\$ 4.81	\$ 245.65		
29-Oct-21	5.12	Credit Card Customer 3461	\$ 4.81	\$ 24.63		
29-Oct-21	8.12	Credit Card Customer 3462	\$ 4.81	\$ 39.06		
29-Oct-21	103.12	Credit Card Customer 3463	\$ 4.81	\$ 496.01		
29-Oct-21	103.11	Credit Card Customer 3464	\$ 4.81	\$ 495.96		
29-Oct-21	103.11	Credit Card Customer 3465	\$ 4.81	\$ 495.96		

408G

[illegible]

SHELBY COUNTY AIRPORT

100LL COST OF SALES REPORT 2021-2022

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	PROFIT OR LOSS	
September	1754.36	\$ 4.50	\$ 6,704.59	\$ 1,184.92	\$ 10.19	\$ 7,899.70	\$ 4.00	\$ 4.25	\$ 170.80	\$ 7,626.83	\$ 272.87	
October	2270.70	\$ 4.61	\$ 8,692.93	\$ 486.51	\$ 1,282.35	\$ 10,461.79	\$ 4.11	\$ 4.37	\$ 221.24	\$ 10,137.11	\$ 324.68	
November												
December												
January												
February												
March												
April												
May												
June												
July												
August												
TOTAL	4025.06		-	\$ 1,671.43	\$ 1,292.54	\$ 18,361.49			#VALUE!	#VALUE!	\$ 597.56	

\$30 Monthly Fee included in Arrow Fee Above

JET A COST OF SALES REPORT 2021-2022

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	PROFIT OR LOSS	
September	162.52	\$ 3.15	\$ 511.73	\$ -	\$ -	\$ 511.73	\$ 2.27	\$ 2.41	\$ 10.75	\$ 402.72	\$ 109.01	
October	1503.25	\$ 3.15	\$ 4,735.23	\$ -	\$ -	\$ 4,735.23	\$ 2.27	\$ 2.41	\$ 104.18	\$ 3,729.83	\$ 1,005.40	
November	0.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
December	0.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
January	0.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
February	0.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
March	0.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
April	0.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
May	0.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
June	0.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
July	0.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
August	0.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
TOTAL	1665.77		\$ 5,246.96	\$ -	\$ -	\$ 5,246.96			\$ 114.92	\$ 4,132.55	\$ 1,114.41	

SHELBY COUNTY AIRPORT AND LANDING FIELD COMMISSION
SHELBYVILLE, IL.

BOARD MEETING AGENDA

November 8, 2021

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**

1/14/19

Sheriff's Uniform Allowance

In response to the County Treasurer's request, MYBK performed the following procedures:

1. Printed and reviewed account detail for 01-8330-12-012 (Uniforms) and 01-8330-12-032 (Uniforms) for the audit period (9/1/17 through 8/31/18). (*Attachment 1*)
 - MYBK noted charges for firearms, clothing, Fitbits, Tote Bags, Jackets, Briefcases, Yoga Sandals, Binoculars, Watches, Smart Watches, etc.
2. Requested and read the FOP union agreement. (*Attachment 2*)
 - Section 21.2 Uniform Cleaning Allowance reads:
"The parties agree to a uniform allowance in the form of a quartermaster system to be held as an individual account where items purchasable under the old system for uniforms, equipment and cleaning will be available to be credited under the employee's individual account and any additions to the list to be decided at the discretion of the Sheriff."
3. Researched IRS guidelines related to Uniform Allowances.
 - IRS Publication 5138 "Quick Reference Guide for Public Employers" (February, 2014) provides: (*Attachment 3*)
 - "The value of work clothing provided by the employer is not taxable to the employee if:
 - The employee must wear the clothing as a condition of employment;
 - AND
 - The clothes are not suitable for everyday wear"
 - The value and upkeep of work clothes provided to firefighters, health care workers, law enforcement officers or letter carriers is nontaxable to the employee
 - If clothing provided does not qualify as a deductible expense (i.e. as a uniform), then the clothing or reimbursement for the clothing, must be treated as a taxable fringe benefit and is subject to income, social security and Medicare taxes.
 - IRS Memorandum for Federal State, and Local Government Employees (June 15, 2015) provided guidance to field groups on the tax treatment of casual items of clothing issued as uniforms to police officers and firefighters. (*Attachment 4*):
 - "State and local police and fire departments may distribute polo shirts, or similar casual clothing items, such as baseball caps, to their employees to wear as uniforms while on duty. These clothes bear the insignias of the issuing departments, but otherwise are ordinary items of clothing."
 - "If the police or fire department prohibits off-duty wear, then the clothes are not suitable for ordinary wear and the second prong of Rev. Rul. 70-474 will be met.
4. Reviewed GAGAS definitions and responsibilities related to abuse and waste (*Attachment 5*):
 - "Waste is the act of using or expending resources carelessly, extravagantly, or to no purpose. Importantly, waste can include activities that do not include abuse and does

not necessarily involve a violation of law. Rather, waste relates primarily to mismanagement, inappropriate actions, and inadequate oversight."

- "Abuse is behavior that is deficient or improper when compared with behavior that a prudent person would consider reasonable and necessary business practice given the facts and circumstances, but excludes fraud and noncompliance with provisions of laws, regulations, contracts, and grant agreements. Abuse also includes misuse of authority or position for personal financial interests or those of an immediate or close family member or business associate."

Conclusion:

The expenditures charged to the Uniform allowance (\$23,654) are not material to the financial statements (\$57,000 is materiality for the general fund). The expenditures charged to the uniform allowance are allowable in accordance with the FOP agreement. The expenditures for other than uniforms should be considered taxable fringe benefits. The clothes that are suitable for ordinary wear, that are not restricted to on duty wear are also taxable fringe benefits.

- The employees are liable for individual income taxes on the entire benefit value of the benefit
- The employer is liable for the taxes it did not withhold and there may also be additional penalties
- Amounts paid to members to buy uniforms are excluded from IMRF earnings. It appears that the other fringe benefits are also excluded from IMRF. (IMRF Employer Manual 3.96 F., January 2019)(Attachment 6).

There is no fraud or noncompliance related to the purchase of the items charged to the uniform allowance. The determination of waste and abuse is subjective. It is at the discretion of the auditor as to whether or how to communicate such matters if they become aware of them. (GAGAS 6.20) (Attachment 5).

MYBK will share the contents of this memo with the County Treasurer, County Board Chair, and the Law Enforcement Committee Chair.

Resolution:

A meeting was held at 9:00 AM on January 16, 2019 at the MYBK offices with Erica Firnhaber, Dave Cruitt, Kay Kearney and Robin Yockey attending. The above memorandum was shared with all parties.

Section 3. Part-Time Employees

The Employer may continue to use part-time employees in the Treasurer's Office, Circuit Clerk's Office, County Clerk/Recorder's Office and Highway Department County Health Department and Animal Control in accordance with past practice provided that no layoff of full-time employee is caused by such continued past practice.

Section 4. Circuit Clerk Holidays

The parties acknowledge that the Chief Judge of the Circuit Clerk may from time-to-time grant additional holidays to the Office of the Circuit under his supervisory authority over the court system.

Section 5. Work Rules

Work rules and personnel policies in effect prior to the date of this Agreement, to the extent they do not conflict with the provisions of this Agreement, shall continue in full force and effect.

Section 6. Mileage Allowance

All employees using their personal vehicles for County business will be reimbursed at the same rate the County Board receives.

Section 7. Dress Code

Employees shall dress in a manner appropriate for whatever particular function of the job they are performing at the time. Casual clothing is not appropriate for work in the courtroom.

✍ Laborers at the Highway Department shall receive a clothing allowance of \$300 per fiscal year. Upon presentation of receipts, such allowance will be paid via a reimbursement check through a regular claims cycle during the fiscal year.

Section 8. Hazardous Weather Days

If a hazardous weather situation arises before the start of an Employee's working hours, the following procedures will be used:

- A. An Employee will not be required to forfeit a day's pay when, by order of the Sheriff, the Courthouse is closed.
- B. Employees who are required to work when their worksite is closed, or whose worksite cannot by its nature close during hazardous weather will receive compensatory time equal to the amount of time worked on the hazardous weather day.
- C. If a hazardous weather situation arises after the start of an Employee's working hours, the Employee's Department Head or Elected Officer may allow the Employee to leave work early consistent with office staffing requirements, without loss of pay.

SHELBY COUNTY, ILLINOIS
CORRECTIVE ACTION PLAN FOR CURRENT YEAR AUDIT FINDINGS (CONTINUED)
For the year ended August 31, 2019

Finding No. 2019-003 -- Noncompliance with IRS Regulations

Condition:

The Shelby County Sheriff's office reimbursed employees for clothing allowance items of a personal nature without including these amounts in compensation as a taxable fringe benefit. In addition, the County pays the coroner a \$2,500 stipend every year to cover use of his personal office, supplies, and the absence of County provided health insurance without using an accountable plan, filing a Form 1099-MISC for rent, or including this amount in compensation.

Plan:

The Sheriff's office changed their policy for employee clothing allowances starting September 1, 2019. They now pay a flat amount to all employees and include the entire amount in compensation. The fees and salaries committee will review the purpose of the \$2,500 annual payment to the coroner and consider how they should handle it in the future to be in compliance with IRS regulations.

ANIMAL CONTROL 11/24/2021

MEETING OPENED 9:00 A.M. THOSE PRESENT
BRAD HUDSON, ROBERT SIMPSON, GARY PATTERSON, JEFF SLIFER,
DOC SPESARD, AND PUBLIC BODY TERRY METZGER.

1. REVIEWED AND APPROVED BILLS.
2. DISCUSSED NEW TIRES FOR TRUCK.
3. DISCUSSED FUEL TANK USAGE AT HIGHWAY DEPT.
4. DISCUSSED PAYROLL ISSUES FROM TREASURES OFFICE
APPARENTLY AT THIS TIME THE TREASURE HAS AGREED
TO MAKE CORRECTIONS TO RESOLVE THIS ISSUE.
BY ORDER OF STATES ATTORNEY.
5. MEETING ADJOURNED 10:10 A.M

RS

g.p.

JS

APPROVED Animal Control Committee

FILED
NOV 24 2021

Jessie Dore

SHELBY COUNTY CLERK

SHELBY COUNTY EXECUTIVE COMMITTEE MEETING

October 4, 2021

The Shelby County Executive Committee met on Wednesday, November 24, 2021, at 10:30 A.M. at the Courthouse in Shelbyville, Illinois.

Chairman Bryon Coffman called the meeting to order. Those Executive committee members in attendance were Gary Gergeni, Don Tate, David Swits, and Gary Patterson. Mark Bennett was absent. Office heads in attendance were County Clerk Jessica Fox, Health Administrator Steve Melega, SCCS CEO Susan Love and Supervisor of Assessments Debbie Dunaway.

Patterson made motion to set the Ambulance levy at 37,000, this will allow some reserves to be spent. Tate seconded said motion, which passed by voice vote ((5 yes, 0 no).

Clerk Fox explained there had billing issues with the local ambulance company this year which will impact the reserved ambulance funds. The local stipend is currently running \$5,000 a month so the ambulance fund will need to be maintained.

Susan Love from SCCS, spoke to the committee about the Mental Health levy and the numerous services SCCS provided to Shelby County free of charge. After much discussion it was recommended to levy \$600,000 for mental health, which is the same as last year's levy, but a reduction from the \$642,000 requested.

Tate made motion to levy 600,000 for mental health. Patterson seconded said motion, which passed by voice vote (3 yes, 2 no Coffman and Swits).

Health Administrator Steve Melega addressed the committee. The health levy has been reduced from a rate of .12 in 2007 to the current .066. Melega explained the various health reserve funds and informed the board of some plans he has for the health department building now that the county owns it.

The IMRF levy was discussed. Currently 900,000 is levied for IMRF. Treasurer Erica Firnhaber addressed the committee to explain any balance the county has by December 31 is charged interest at a rate of 7.25%. The Treasurer plans to request another lump sum payment be made in December to pay off the County's current delinquent balance with IMRF.

Clerk Fox reminded the committee next year more monies will need to be levied for Liability, Work Comp and Unemployment as these costs continue to rise. The county has been able to spend down reserves for these specific items but will need to begin levying more for those in the future.

The tax levy will be presented for board approval at the December 9, 2021, meeting. (Copy of levies to be presented attached to these minutes)

Gary Patterson spoke briefly about West Central Development Council. WCDC has not updated the bylaws in 25 years and are currently working with the 6 counties in their region to obtain funding to rewrite the bylaws.

There was no public body comment.

Swits made motion to adjourn the meeting. Gergeni seconded said motion, which passed by voice vote (5 yes, 0 no).

The meeting was adjourned at 12:28 PM.

Jessica Fox, Shelby County Clerk

	Description	Rate	% Total	Max Rate	Full Levied Request	Taxable Value	Overlap Value	This County Extension
C001	SHELBY COUNTY							
	CORPORATE	0.41405	39.05		1,910,300	461,378,687	0	1,910,377.41
	BONDS AND INTEREST	0.00000	0.00		0	461,378,687	0	0.00
	IMRF	0.19507	18.40		900,000	461,378,687	0	900,029.76
	COUNTY HIGHWAY	0.06844	6.45	0.20000	315,730	461,378,687	0	315,774.01
	BRIDGE CONST W/COUNTY	0.03337	3.15	0.25000	153,950	461,378,687	0	153,965.21
	MENTAL HEALTH SERVICES	0.13005	12.27	0.15000	600,000	461,378,687	0	600,035.22
	FEDERAL AID MATCHING	** 0.04530	4.27	0.05000	209,000	461,378,687	0	209,008.81
	COUNTY HEALTH DEPARTMENT	0.06600	6.22	0.17500	304,500	461,378,687	0	304,516.14
	TORT JUDGMENTS, LIABILITY INSU	** 0.00954	0.90		44,000	461,378,687	0	44,016.42
	SOCIAL SECURITY	0.06871	6.48		317,000	461,378,687	0	317,019.76
	EXTENSION EDUCATION	0.01590	1.50	0.05000	73,333	461,378,687	0	73,360.71
	UNEMPLOYMENT INSURANCE	** 0.00109	0.10		5,000	461,378,687	0	5,029.13
	WORKMENS COMP	** 0.00196	0.18		9,000	461,378,687	0	9,043.21
	AIRPORT	** 0.01084	1.02	0.25000	50,000	461,378,687	0	50,014.47
	PRIOR YEAR ADJUSTMENT	0.00000	0.00		0	461,378,687	0	0.00
		<u>1.06032</u>			<u>\$4,891,813</u>			<u>4,892,190.26</u>

* This year extension is more than 5% and no public hearing date has been held for the district.

** This year's rate is more than +/- 10% compared to last year's rate

Tax Rate Extension Report

Description	Rate	% Total	Max Rate	Full Levied Request	Taxable Value	Overlap Value	This County Extension
CS01 COUNTY AMBULANCE							
AMBULANCE	0.01033	100.00	0.25000	37,000	354,319,093	0	36,600.60
	0.01033			\$37,000			36,600.60

* This year extension is more than 5% and no public hearing date has been held for the district.

** This year's rate is more than +/- 10% compared to last year's rate. 11.11%

PROPERTY TAX EXTENSION LIMITATION LAW (PTELL)

Fact Sheet

This "Fact Sheet" is intended to present information concerning PTELL for the average citizen in Madison County.

What is PTELL? The Property Tax Extension Limitation Law (PTELL) is a local option property tax limitation that is intended to limit increases in property tax extensions, (total taxes billed), for non-home-rule taxing districts. Although the law is commonly referred to as "tax caps," the use of this phrase can be misleading. The PTELL does not "cap" either the individual property tax bills or individual property tax assessments. Instead, the PTELL allows a taxing district to receive a limited inflationary increase in tax extensions on existing property, plus an additional amount on new construction.

Will PTELL cause my property tax to go down? No! Property owners' assessments or tax bills will not be capped. Tax bills will still increase as a result of normal inflation, reassessment, reductions on the value of other property or voter approved tax increases or bond issues. The limit slows the growth of revenues to taxing districts when property values and assessments are increasing faster than the rate of inflation.

What limits would PTELL put on taxing districts? It would limit the taxes received by non-home-rule entities in the county. It limits each tax district's aggregate tax receipts to an annual set percent increase (5%) or to the Consumer Price Index (CPI) increase, whichever is less. It also freezes each district's non-referendum bonding authority to the level in place at the time of the PTELL referendum.

What taxing districts are affected by PTELL? PTELL would affect *all* taxing districts in the county: fire protection, police, levee districts, municipalities, libraries, and schools.

Does PTELL apply to all areas of the county and all governmental entities? No, PTELL does not apply to home-rule districts or entities that have parts of their jurisdiction in more than one county unless both counties vote on PTELL.

Will PTELL be harmful to taxing districts? Research has shown that tax caps seem to have a cumulative effect. As the years pass, the tax caps restrain revenue to a greater extent. If a taxing body develops fiscal problems, these problems are likely to increase over the years due to the lack of flexibility imposed by the tax caps.

Unfairness of PTELL. When a vote to enact PTELL is made in a county, all residents have the right to vote. Residents of home-rule districts, who are exempt from PTELL, vote to impose policy on residents and taxing districts of non-home rule areas where PTELL may have a negative impact.



An Overview of the Property Tax Extension Limitation Law by Referendum

What is the Property Tax Extension Limitation Law (PTELL)?

The PTELL is designed to limit the increases in property tax extensions (total taxes billed) for non-home rule taxing districts.

Although the law is commonly referred to as “tax caps,” use of this phrase can be misleading. The PTELL does not “cap” either individual property tax bills or individual property assessments. Instead, the PTELL allows a taxing district to receive a limited inflationary increase in tax extensions on existing property, plus an additional amount for new construction.

The limit slows the growth of revenues to taxing districts when property values and assessments are increasing faster than the rate of inflation. As a whole, property owners have some protection from tax bills that increase only because the market value of their property is rising rapidly.

Payments for bonds issued without voter approval are subject to strict limitations.

If a taxing district determines that it needs more money than is allowed by the limitation, it can ask the voters to approve an increase.

The collar counties (DuPage, Kane, Lake, McHenry, and Will) became subject to the PTELL for the 1991 levy year for taxes paid in 1992; Cook County was added for the 1994 levy year for taxes paid in 1995. Public Act 89-510 allows county boards to give voters in all other counties the opportunity to decide if the PTELL should apply to their counties. In addition, Public Act 89-718 allows county boards of counties that are subject to the PTELL by referendum to give voters the opportunity to rescind the PTELL using the same referendum process.

Public Act 94-976 amended PTELL effective June 30, 2006. The significant amendments include:

- New supplemental ballot and election notice information.
- Additional taxing district voter-approved referenda and other referenda changes.
- Authority for taxing districts in some instances to exceed a voter-approved rate limit for a fund as long as the sum of all the rates for funds subject to PTELL, does not exceed the limiting rate.

What is the “limitation”?

Increases in property tax extensions are limited to the lesser of 5% or the increase in the national Consumer Price Index (CPI) for the year preceding the levy year. The limitation can be increased for a taxing body with voter approval.

The CPI used is for all urban consumers for all items as published by the United States Department of Labor. A CPI history of the limitation is available on our website at tax.illinois.gov/LocalGovernment/PropertyTax/CPIhistory.



An Overview of the Property Tax Extension Limitation Law by Referendum

How is the PTELL question brought to a county referendum?

The county board (other than Cook and collar counties) decides to allow voters to choose if property tax extension increases should be limited. The county board can place the issue on the ballot at any election other than a consolidated primary election by passing an ordinance or resolution at least 79 days before the election.

Referenda made under the PTELL are exempt from the requirement that taxing districts may have only three public questions on a ballot.

The question is placed on a separate ballot and is worded as follows:

"Shall the Property Tax Extension Limitation Law (35 ILCS 200/18-185 through 18-245), which limits annual property tax extension increases, apply to non-home rule taxing districts with all or a portion of their equalized assessed valuation located in (name of county)?"

What is the county clerk's role?

Once a county board agrees to have a PTELL referendum, the county clerk has two major responsibilities. First, ensure the question is placed on the ballot either by doing so directly or by sending a certified copy of the resolution to the proper election authorities for them to place it on the ballot. Second, immediately after the referendum, the county clerk must notify all taxing districts located in the county and the Department of Revenue (IDOR) that the referendum was held and its result.

How does the referendum affect individual taxing districts?

If the county referendum is approved by the voters, the PTELL applies to non-home rule taxing districts that are located entirely within the county.

A taxing district that overlaps two or more counties is treated differently. Two conditions must be met before the district becomes subject to the PTELL. First, all counties in which the taxing district is located must hold referenda. Second, a majority of the taxing district's equalized assessed value must be located in counties where voters have approved the referenda. If these two conditions are met, the entire district becomes subject to the PTELL, even the portion in any county where voters rejected the referendum. After the final referendum is held, IDOR will notify

the district and the county clerks of all the counties in which the taxing district is located if the district is subject to the PTELL.

Can the PTELL by referendum be rescinded?

Yes. The county board (other than Cook and collar counties) may again put the PTELL question to the voters using the same referendum process and ballot question that made the taxing districts subject to the PTELL.

If the voters reject the PTELL at this referendum, taxing districts located entirely within the county will no longer be subject to the PTELL.

A taxing district that overlaps two or more counties and that is subject to the PTELL by referendum will no longer be subject to the PTELL if two conditions are met.

- The question must be put on the ballot in each county in which the district overlaps unless the county's voters rejected the most recent PTELL referendum.
- A majority of the taxing district's equalized assessed value, other than equalized assessed value in Cook or collar counties, must be located in counties where voters have rejected the most recent PTELL referendum.

If these two conditions are met, the entire taxing district will no longer be subject to the PTELL, even the portion in any county where voters have approved this referendum. IDOR will then notify the district and the county clerks of all the counties in which the district is located that the district is no longer subject to the PTELL.

When are levies affected by the PTELL referendum ?

For taxing districts located entirely within a county, the PTELL applies to levies made after January 1 of the year immediately following a voter-approved PTELL referendum. For example, if voters approve a referendum in November 2011, districts in the county will first be affected for the 2012 tax year, payable in 2013.

For taxing districts that overlap two or more counties, the PTELL applies to levies made after January 1 of the year immediately following the referendum that makes the district subject to the PTELL.

The PTELL does not apply to levies made after January 1 of the year immediately following a referendum that results in a taxing district no longer being subject to the PTELL.

An Overview of the Property Tax Extension Limitation Law by Referendum

Does the PTELL guarantee that individual tax bills will increase no more than the limitation?

No. The PTELL only limits increases in taxing districts' extensions. Individual tax bills may still increase or decrease. Some of the reasons tax bills could increase more than 5% or the CPI are below.

- The property is in a taxing district able to increase its extension by more than 5%, the CPI increase because it is a home rule municipality or an overlapping taxing district not subject to the PTELL.
- Voters approved an increase in tax rates or in the limitation.
- Voters approved a bond issue or an increase in the debt service extension base.
- New bonds were issued before the PTELL referendum.
- The property had been under-assessed in relation to other properties and is reassessed.
- The property had a homestead exemption or other exemption that was removed.
- The property has a greater share of the tax burden because the assessed value of other property was decreased.

Can the district receive more than a 5% or the CPI increase?

Taxing districts are allowed additional increases for

- new construction,
- annexations to the district,
- voter-approved increases in the extension limit or limitation for one or more levy years,
- voter-approved increases in tax rates and voter-approved new tax rates for one or more levy years, and
- the Tax Increment Financing district (TIF) increment when the TIF expires.

Are there other restrictions on extensions in the PTELL?

A taxing district subject to the PTELL may not levy for a fund it has never used unless it obtains voter approval.

A district may exceed a voter approved rate as long as it does not exceed a statutory prescribed maximum rate ceiling (that cannot be exceeded by referendum or otherwise). The sum of all rates still cannot exceed the referendum.

What is the impact of the limiting rate?

The limiting rate is calculated, for each taxing district, by the county clerk to implement PTELL. The sum of a district's rates extended for those funds subject to the PTELL cannot exceed this limiting rate. After calculating preliminary rates for the funds, the county clerk will compare the sum of these rates to the limiting rate. If this sum exceeds the limiting rate, the county clerk will reduce each rate proportionally, unless instructed by a taxing district to reduce them in a different way.

What is the aggregate extension?

The aggregate extension is that portion of a taxing district's total extension that is subject to the limitation. The funds included in the aggregate extension are the annual corporate extension for the taxing district and those special purpose extensions made annually. Some examples of extensions included in the aggregate extension are those for self-insurance, pension plans, unemployment and workers' compensation, and, whether levied annually or not, road district permanent road funds.

What extensions are not included in the aggregate extension?

Some examples of extensions that are not included in the aggregate extension and, therefore, not limited are those for

- general obligation bonds issued prior to the referendum that made the taxing district subject to the PTELL.
- bonds issued to refund or to continue to refund bonds that were issued before the PTELL referendum.
- general obligation bonds issued after the PTELL referendum, if approved by the voters.
- bonds issued to refund or to continue to refund voter-approved general obligation bonds.
- alternate bonds, sometimes called "double barreled bonds," issued under Section 15 of the Local Government Debt Reform Act.
- limited bonds, to the extent the payments do not exceed the debt service extension base, minus certain offsetting amounts.
- building commission leases used to retire bonds issued by the commission before the PTELL referendum.

See Section 18-185 of the Property Tax Code for a list of aggregate extension funds exempt from PTELL.

An Overview of the Property Tax Extension Limitation Law by Referendum

How is the aggregate extension base used under the PTELL?

The aggregate extension base is used in calculating any increase allowed. For most taxing districts, the aggregate extension base is the previous year's aggregate extension. There are, however, some exceptions.

If a district reduced its aggregate extension in the prior year, the highest of the previous three years' aggregate extensions may be used as the aggregate extension base.

If districts merge or consolidate, the aggregate extensions of the consolidating districts are added.

If a taxing district transfers a service to another district, the part of the aggregate extension base used to provide revenues for that service is transferred to the district taking over the service.

If a new district is formed that does not have an aggregate extension base, or if a district does not have an aggregate extension base because it has never levied for the funds subject to the PTELL, then the voters must approve the aggregate extension by referendum before it levies for the first time. This question may be placed on a ballot at the same election as the referendum creating the new district.

Are there other provisions for bonds under the PTELL?

A referendum can be held for any bonds under Section 18-190 of the Property Tax Code.

Other bonds can be issued using the debt service extension base provision. This provision allows county clerks to continue to extend taxes for a taxing district's non-referendum bonds at the same level as for the levy year in which the referendum was held that made the district subject to the PTELL. When issuing new bonds that will be financed using this provision, the district must label them "limited bonds" under Section 15.01 of the Local Government Debt Reform Act.

The debt service extension base can be increased by referendum.

Are TIFs subject to the PTELL?

TIFs are not taxing districts and are not directly subject to the PTELL, but the amount of property tax raised from the TIF increment may be reduced because the PTELL may lower the tax rate.

Do you need additional information?

A more detailed publication, The Property Tax Extension Limitation Law Technical Manual and Summary of "PTELL Changes" under Public Act 94-976, are available online from IDOR. You may also wish to consult your taxing district's legal counsel, your county state's attorney, or write or call us at the address and telephone number below.



**OFFICE OF LOCAL GOVERNMENT SERVICES
ILLINOIS DEPARTMENT OF REVENUE
PO BOX 19033
SPRINGFIELD IL 62794-9033**

217 782-3627

tax.illinois.gov

TO: David Switz, Gary Patterson, Gary Gergeni, Don Tate, Mark Bennett, Bryon Coffman
FROM: LaVonne Chaney, President, 7008 Mental Health Board
RE: 708 Mental Health Levy
DATE: November 23, 2021

I am President of the 708 Mental Health Board and I want to speak on behalf of that Board. I am unable to attend your meeting on Wednesday, November 24, 2021 as I am traveling for Thanksgiving but CEO of Shelby County Community Services Susan Love will be in attendance to answer any questions.

I am requesting that the Levy Committee not reduce the Mental Health levy. In fact, we have considered asking for a higher levy. You see those "big bucks" in a line item and you think we have way too much money. That is truly not the case. I have listed below why this levy should not be modified at this time.

1. The need for drug and mental health services has almost doubled. That means a need for more staff, programs and facilities. The problem is we can't add staff because we are already down almost 20 employees at our various facilities. We need a program director for our day programs, a doctor, and aids for our clients. The money we have will be gobbled up quickly in salary and benefits when and if we can fill these positions. We are having the same problem as many businesses. We are having trouble hiring people.
2. To have more programs, you need more facilities. We are in the process of getting bids on remodeling at the Plaza on Morgan Street for a drug and mental health behavioral clinic where services and staff can be shared. We are waiting for a bid but with construction prices where they are, we know it is going to be expensive. We are presently estimated about \$250,000.
3. We have planned projects besides the Behavioral Health Clinic which will require another \$190,000. These are County Psychiatric Service, County Record Storage, Rehab Day Program Therapy, Autism Programs and non-levy ambulance service. These are desperately needed programs so again the money we have will be gobbled up quickly.
4. 708 Mental Health already pays almost \$300,000 in property taxes that we don't have to pay. It is our opportunity to give back to the county. If we need that money, the county will lose that much.
5. The state is still owes Community Services almost \$2,000,000. We have to use our reserves when the state doesn't pay its share. We cannot trust that they will pay or pay on time. The reserves are vital to our operation.

Shelby County Community Services

Staff/ Clients

175

Critical Expenses

708 Reserve	\$	1,703,598.53
SCCS Owed by State of Illinois	\$	1,961,018.00
Property Taxes	\$	286,741.96
SCCS Minimum Wage Impact	\$	356,000.00
CRA/Bogard - Remodel (2) group homes	\$	100,000.00
(2) 10 Passenger Lift Vans	\$	80,000.00
SCCS Electronic Medical Records Build	\$	50,000.00
Loss of Psychiatry Services Grant	\$	67,000.00
Crisis Afer Hours No longer handled by HSHS	\$	45,000.00
(2) Mental Health Therapists	\$	90,000.00
Total	\$	3,035,759.96

Planned Projects

One source Behavioral Health Clinic	\$	250,000.00
County Psychiatry Services	\$	25,000.00
SCCS/ County Record Storage	\$	150,000.00
Psychosocial Rehab Day Program Therapy	\$	100,000.00
Autism programs	\$	10,000.00
Non-levy ambulance services	\$	5,000.00
	\$	540,000.00

Funded Projects

Shelby County Health Department
Findlay Extrusion
Tourism Office
Pregnancy Center
County Storage
Call Center
Animal Shelter
Plaza
Substance Abuse
Rescue Squad
Warehouse
Findlay Lumberyard/ Restaurant
4H
Dialysis

FILED
NOV 23 2021

Jessica Fox

SHELBY COUNTY CLERK

Shelby County Income Statement Expenses 5 Years

	8/31/2016	8/31/2017	8/31/2018	8/31/2019	8/31/2020
006 - IMRF					
EXPENSES					
006-5100-01-029 COUNTY CONTRIBUTION IMRF	\$743,743.71	\$739,021.48	\$703,264.10	\$1,101,079.55	\$886,996.84
TOTAL EXPENSES	<u>\$743,743.71</u>	<u>\$739,021.48</u>	<u>\$703,264.10</u>	<u>\$1,101,079.55</u>	<u>\$886,996.84</u>
BEGINNING FUND BALANCE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
NET SURPLUS/(DEFICIT)	(\$743,743.71)	(\$739,021.48)	(\$703,264.10)	(\$1,101,079.55)	(\$886,996.84)
ENDING FUND BALANCE	<u>(\$743,743.71)</u>	<u>(\$739,021.48)</u>	<u>(\$703,264.10)</u>	<u>(\$1,101,079.55)</u>	<u>(\$886,996.84)</u>

4115

MTD Expenditure Totals By Fund

From: 9/1/2020

To: 8/31/2021

Shelby County

Fund	Fund Name	Amount
006	IMRF	\$860,798.88
Grand Total:		\$860,798.88

411K

Law Enforcement Committee Meeting Agenda

December 2, 2021 at 9:00 a.m.

Shelby Co. Sheriff's Office

1. Approval of Minutes of November Meeting
2. Old Business
3. Proposed Recruitment & Retention Contract Changes
4. Squad Car Discussion
5. K-9 Status
6. Firearms bids/trade
7. Jail Report
8. State's Attorney's Report
9. New Business
10. Public Comments
11. Review Expenditures

FILED

DEC 02 2021

Jamie Cox

SHELBY COUNTY CLERK

Insurance
Dec 2, 2021

Byron Caffron, Theresa Boehne, Barbara Bennett

[REDACTED]

} Dansig Insurance

Meeting called to order at 8:30 A.M.

Provis explained cost of putting family on insurance.

Committee voted to renew contract with Causeco & bring to board for approval. Byron made motion - Theresa seconded - all yes.

Motion to adjourn Barh - Theresa seconded all yes.

Legislative Committee
Dec 2, 2021

Don Tate, Bryan Coffman, Gary Senger
Barb Bennett, Denny Sengene
Jay Scott - Atty.
Sharon Barecklow.

Don called meeting to order @ 9:40 AM

Discussion on losing employees
due to lack of family insurance.

Since closed session wasn't on
agenda we couldn't discuss
options to present to unions.

Will meet at a later time.

Denny made motion to adjourn
@ 10 AM. Gary Seconded. All ayes.
motion carried.

FILED

DEC 02 2021

Jessie Cox

SHELBY COUNTY CLERK

SHELBY COUNTY AIRPORT and LANDING FIELD COMMISSION TREASURER'S REPORT November 30, 2021

Beginning Balance	October 31, 2021	
Deposits		\$ 79,858.24
Arrow Energy--Credit Card Fuel Sales	\$ 6,214.80	
Fuel Sales--Cash & Check	\$ 2,728.77	
Rent	\$ 1,735.00	
Shelby County Aviation--Ameren	\$ 57.48	
Shelby Electric Cooperative--Helicopter Rides	\$ 340.00	
Transfer From First Federal	\$ 4,500.00	
Bank Interest	\$ 6.15	
		<u>\$ 15,582.20</u>
		<u>\$ 95,440.44</u>

Bills Received and Paid		
Shelby County Aviation--FBO November, 2021	\$ 3,500.00	
Shelby Electric Cooperative	\$ 637.03	
Steve Wempen--Bookkeeping November, 2021	\$ 200.00	
Ameren Illinois	\$ 86.83	
Illinois Department of Revenue--Sales Tax Payment	\$ 881.00	
John Deere Financial--New Tractor Payment 19 of 84	\$ 751.36	
City Area Water Sewer Department	\$ 24.62	
Consolidated Communications	\$ 289.12	
Facer Insurance Agency--Commercial/Liability Insurance	\$ 10,939.00	
Shelbyville Ace Hardware--Building Maintenance	\$ 45.81	
Treasurer-State of Illinois--Project 2H0-4487	\$ 36,331.76	
Scott Jefson--Walmart/Paper Towels	\$ 16.21	
Hilton Plumbing--Porta-Pot Rental for Balloon Fest	\$ 595.00	
Bahrns Equipment--Mower Repair	\$ 448.47	
Effingham Equity--Diesel Fuel	\$ 1,446.28	
Shelby County Aviation--J & M Aviation/Light Bulbs	\$ 619.39	
		<u>\$ 56,811.88</u>
		<u>\$ 38,628.56</u>

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

FILED
DEC 09 2021

Sharon Cox

SHELBY COUNTY CLERK

\$ 38,628.56
\$ 276.61
\$ 70,949.97
\$ 846.09
\$ 1,389.75
\$ 415.00
\$ 21,519.76
<u>\$ 134,025.74</u>

SHELBY COUNTY AIRPORT and LANDING FIELD COMMISSION

MINUTES OF MEETING

November 15, 2021

Members present at meeting:

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

County Board Members--Paul Canaday, Julie Edwards

Airport Manager--Scott Jefson

Others Present--

Commissioner Rick Brown calls the meeting to order.

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

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

Bills Presented

Treasurer-State of Illinois--Project 2H0-4487 Full Share	\$ 36,331.76
Facer Insurance Agency--Commercial/Liability Insurance	\$ 10,939.00
Scott Jefson--Walmart/Paper Towels	\$ 16.21
Shelby County Aviation--J & M Aircraft/Runway Light Bulbs	\$ 619.39
Hilton Plumbing--Porta Pot Rental for Balloon Fest	\$ 595.00
Effingham Equity--Diesel Fuel	\$ 1,446.28
Barhns Equipment--Mower Repair	\$ 448.49
Shelbyville Ace Hardware--Building Maintenance	\$ 45.81

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

Managers Report

Scott mentions some pictures on the wall out front, thanks to Paul, of the Royal Canadian Airforce. He said that they stopped at the airport with their Chinooks, bought a lot of fuel, and hung out most of the day waiting on the weather and by the time they left, eight or nine people had stopped to see what was going on. Scott said there was about thirty of them and that they had pizza delivered. He also said they left the office spotless. Scott added that we're allowed to sell the Canadian Airforce fuel, but we are not allowed to sell fuel to the United States Airforce??

Both mowers were down at the same time once this month, but are running again now.

Scott said he had been around replacing a lot of light bulbs and that everything is working now. Scott said he and Paul had got started on the west side of the airport, removing the fence. About five hundred feet has been removed and it made it look a great deal better. Scott also said he was leaving the pulling post that are mounted in concrete about every 250 ft to use as a sight line to help prevent the neighboring farm from creeping in on the airport.

Our TIPS meeting went fairly well, much like previous meetings and also the Governor is to come out with a Rebuild Illinois program and some of the money is going for the improvements of airports including updating our Main Hangar which doesn't qualify for Entitlement money.

Scott mentions our hangar project has been put on hold, hopefully waiting for steel prices to come down, but the maintenance project on the runway/taxiway is to start as soon as the weather breaks in the spring.

Rick asks about the time frame and Scott said he thought the project would take three weeks to complete.

Short discussion on the project followed.

Rick asks Scott if anything was mentioned at the TIPS meeting about the farm ground and Scott replied no, but said he had ask Hanson Engineering about farming the ground down at the end of runway 32 and that she supposed to get back to him with a set back but hadn't heard back from her yet.

Scott mentioned that the beans were harvested and that he had talked to Jim Schwerman, who couldn't attend the meeting, and that Jim would be sending out a farm report shortly. Scott also said the farmers were not impressed with the yield and explained why.

For some reason the Fuel System has been popping fuses and downing the system. Scott said he was going to call John McKeighan and see if he'd have any pointers on fixing it.

Fuel sales have still been pretty good.

Scott said he has been stacking all the fence post and stuff by the SRE building and when done, load it and take it to Coleman's and bring a check back to use for something else. Rick asks Scott about the chain link fence by the hangars and Scott said he hadn't decided on the chain link fence yet, that he was working on the perimeter first. More discussion ensued on the chain link fence and what if any to salvage. John mentions that he still intended to build a rolling gate. More discussion on the fence and how much if any to keep ensued.

End of Managers Report

Old Business

Steve mentioned needing to make a decision on maintaining the NDB and paying Albion Radio Communications an increased quarterly maintenance fee of \$504, from the previous amount of \$420. No decision was made. Steve mentions getting the paper work sent in and got the approval for receiving an additional \$45,000, making the total \$70,000. We only need three more cancelled checks of Scott's and we can expense the whole amount using Scott's salary. Steve also mentioned that the airport is to receive \$19,627.20 from the Aviation Fuel Tax that had been collected. The state has been putting all the sales tax paid in from the sale of aviation fuel into the Road Fund and it is supposed to go back to the airports and that amount is what has been allocated to Shelby County Airport. Scott asks since we're getting this money sent to us, would we be able to buy turf tires for the new tractor because the tires we waited so long for are damaging the runways anyway, so we didn't gain anything. Steve explains that since we have expensed the amount out in salaries already, the reimbursement can be spent on what ever we want. Steve adds that with the CARES money combined with the sales tax money, that's roughly another \$65,000, which is almost enough for the hangar project or was. A lengthy discussion ensued about turf tires and what we could get for the tires and rims that came with the tractor. Steve also mentioned the hangar project being postponed till 2023 because of the new build figure of 1.2 M vs the original figure of \$677,000. A short discussion on the matter ensued.

New Business

Steve asks Scott about a new weather station and Scott said he had found one but was waiting for the boards approval before ordering it. Scott said he had found a wired one, which was recommended because of our metal building, instead of a wireless one for just under \$600. Scott explained what all was included with the unit and what would be needed to install it and connect to the computer so it would be on the internet.

Steve mentioned the air conditioning issue and had two estimates from Macari's that Scott had given him. He said the first one was a mini-split unit that would run \$6788.00 and if we would install central air, it would run \$3975.00. A lengthy discussion ensued on the two different systems. Walt mentions calling Tony Scholtz about a system. Scott also mentions having prices on new window units, a 18,000 BTU unit for \$750 and a 24,000 BTU unit for \$850. More discussion on central air vs a window unit ensued.

Julie Edwards joined the meeting and apologized for running late. Paul Canaday introduces Julie to the Commission as the new appointee from the county board.

Steve also mentions receiving a note from Ken Best, along with his rent check, about maybe getting some credit on his rent because a damaged aircraft that was being temporarily stored in his hangar. Some discussion on the issue ensued and it was decided that we would charge the owner of the damaged aircraft for half a months rent and credit Ken for half.

Rick mentions the weather station again. Scott talked more about the unit and after briefly discussing it again, Rick made a motion to purchase a new weather station and it was seconded by Steve and approved by all saying aye.

Rick asks about making a decision on the air conditioning. More discussion ensued and it was decided that we table it till the next meeting.

Rick made a motion to adjourn and it was second.

SHELBY COUNTY AIRPORT AND LANDING FIELD COMMISSION RECORD JOURNAL

CHECK NO.	DATE	DESCRIPTION OF TRANSACTION	BUDGET ACCT NO.	DEBITS	CREDITS	BALANCE
	31-Oct-21	Balance Shelby County State Bank				\$ 79,858.24
5991	1-Nov-21	John Deere Financial--Payment 19 of 84	022-5455-12-023	\$ 751.36		\$ 79,106.88
5992	2-Nov-21	Shelby County Aviation--FBO November, 2021	022-5210-12-023	\$ 3,500.00		\$ 75,606.88
	5-Nov-21	Arrow Energy--Deposit			\$ 2,482.63	\$ 78,089.51
	6-Nov-21	Illinois Department of Revenue--Sales Tax Payment		\$ 881.00		\$ 77,208.51
5993	7-Nov-21	City Area Water-Sewer Department	022-7800-12-023	\$ 24.62		\$ 77,183.89
5994	7-Nov-21	Shelby Electric Cooperative	022-7800-12-023	\$ 637.03		\$ 76,546.86
5995	9-Nov-21	Facer Insurance Agency--Liability & Commercial Insurance	022-6120-12-023	\$ 10,939.00		\$ 65,607.86
5996	9-Nov-21	Ameren IP--SCA 37528/\$37.53, Airport 06211/\$49.30	022-7800-12-023	\$ 86.83		\$ 65,521.03
5997	11-Nov-21	Treasurer-State of Illinois--Project 2H0-4487	022-5455-12-023	\$ 36,331.76		\$ 29,189.27
	12-Nov-21	Arrow Energy-Deposit			\$ 814.23	\$ 30,003.50
5998	15-Nov-21	Shelby County Aviation--J & M Aircraft Supply/ Light Bulbs	022-7442-12-023	\$ 619.39		\$ 29,384.11
5999	15-Nov-21	Scott Jetson--Walmart/Paper Towels	022-7000-12-023	\$ 16.21		\$ 29,367.90
6000	15-Nov-21	Hilton Plumbing--Porta-Pot Rental for Balloon Fest	022-7444-12-023	\$ 595.00		\$ 28,772.90
6001	15-Nov-21	Shelbyville Ace Hardware--Building Maintenance	022-7440-12-023	\$ 45.81		\$ 28,727.09
6002	15-Nov-21	Bahms Equipment--Mower Repair	022-7441-12-023	\$ 448.47		\$ 28,278.62
6003	15-Nov-21	Effingham Equity--Diesel Fuel	022-8010-12-023	\$ 1,446.28		\$ 26,832.34
	18-Nov-21	Rent--R Brown \$230, K Harshman \$115, B Brunken \$115				
		D Gherardini \$115, J Crane \$115, S Wempen \$230				
		J Livesay \$125, D Kroenlein \$115, J Green \$115				
		Fuel--\$2727.77, SCA/Ameren \$57.48, Rent--\$1275.00				
		Shelby Electric Cooperative/Helicopter Rides \$340.00				
	19-Nov-21	Arrow Energy--Deposit			\$ 970.25	\$ 31,232.59
						\$ 32,202.84
6004	21-Nov-21	Consolidated Communications	022-7800-12-023	\$ 289.12		\$ 31,913.72
6005	21-Nov-21	Steve Wempen--Bookkeeping November, 2021	022-5220-12-023	\$ 200.00		\$ 31,713.72
	26-Nov-21	Arrow Energy--Deposit			\$ 1,947.69	\$ 33,661.41
	29-Nov-21	Rent--G Wasson \$115, W Jesse \$115, J Crane \$115				
		S Bechtol \$115				
		Fuel--\$1.00			\$ 461.00	\$ 34,122.41
	29-Nov-21	Transfer from First Federal			\$ 4,500.00	\$ 38,622.41
	30-Nov-21	Bank Interest			\$ 6.15	\$ 38,628.56
		Board Meeting December 6, 2021				

[illegible]

SHELBY COUNTY AIRPORT AND LANDING FIELD COMMISSION

BUDGET ACCOUNT SUMMARY November 30, 2021

CHECK NO.	DATE	5210-01	5220-12	5455-12	6120-12	7000-12	7440-12	7441-12	7442-12	7443-12	7444-12	7800-12	8010-12	9900-12
5991	YTD	\$ 7,000.00	\$ 4,000.00	\$ 1,502.72	\$ 1,193.00	\$ 20.58	\$ 507.00	\$ 485.98	\$ 659.96	\$ 500.74	\$ 183.35	\$ 2,118.94	\$ 16,397.09	\$ 510.00
5992	1-Nov-21			\$ 751.36										
5993	2-Nov-21	\$ 3,500.00												
5994	7-Nov-21													
5995	9-Nov-21				\$ 10,939.00							\$ 24.62		
5996	9-Nov-21											\$ 637.03		
5997	11-Nov-21			\$ 36,331.76								\$ 86.83		
5998	15-Nov-21													
5999	15-Nov-21					\$ 16.21								
6000	15-Nov-21						\$ 45.81							
6001	15-Nov-21						\$ 448.47							
6002	15-Nov-21													
6003	15-Nov-21													
6004	21-Nov-21											\$ 289.12	\$ 1,446.28	
6005	21-Nov-21		\$ 200.00											
30-Nov-21		\$ 3,500.00	\$ 200.00	\$ 37,083.12	\$ 10,939.00	\$ 16.21	\$ 45.81	\$ 448.47	\$ 619.39	\$ -	\$ 595.00	\$ 1,037.60	\$ 1,446.28	\$ -
YTD		\$ 10,500.00	\$ 4,200.00	\$ 38,586.84	\$ 12,132.00	\$ 36.79	\$ 552.81	\$ 934.45	\$ 1,279.35	\$ 500.74	\$ 778.35	\$ 3,156.84	\$ 17,843.37	\$ 510.00
Monthly Expenses			\$ 55,930.88											
IL Dept. of Revenue			\$ -											
			\$ 881.00											
			\$ -											
Total Monthly Expenses			\$ 56,811.88											
			\$ -											
			\$ 56,811.88											

Total	\$ 87,410.24
Sales Tax Payments	\$ 1,992.00
Total Budget	\$ 89,402.24

Shelby County Airport and Landing Field Commission

Fuel Sales

November, 2021

DATE	QUANTITY	CUSTOMER INVOICE	PRICE	CREDIT CD	CHARGE	CASH
1-Nov-21		Jet Fuel Sale 3475				
2-Nov-21	0.57	Paul Canaday 3476	\$ 4.76		\$ 2.71	
2-Nov-21	2.50	Cash Customer 3477	\$ 4.81			\$ 12.02
2-Nov-21	11.55	Credit Card Customer 3478	\$ 4.81	\$ 55.56		
2-Nov-21	45.05	Credit Card Customer 3479	\$ 4.81	\$ 216.69		
3-Nov-21	5.11	Credit Card Customer 3480	\$ 4.81	\$ 24.58		
3-Nov-21	10.02	Credit Card Customer 3481	\$ 4.81	\$ 48.20		
3-Nov-21		Jet Fuel Sale 3482				
3-Nov-21	5.11	Credit Card Customer 3483	\$ 4.81	\$ 24.58		
4-Nov-21	38.70	Steve Wempen 3484	\$ 4.76		\$ 184.21	
5-Nov-21	18.57	Credit Card Customer 3485	\$ 4.81	\$ 89.32		
5-Nov-21	18.26	Credit Card Customer 3486	\$ 4.81	\$ 87.83		
6-Nov-21	3.43	Credit Card Customer 3487	\$ 4.81	\$ 16.50		
6-Nov-21	10.51	Credit Card Customer 3488	\$ 4.81	\$ 50.55		
6-Nov-21	1.11	Credit Card Customer 3489	\$ 4.81	\$ 5.34		
6-Nov-21	4.97	Don Gherardini 3490	\$ 4.76		\$ 23.66	
6-Nov-21	6.12	Credit Card Customer 3491	\$ 4.81	\$ 29.44		
6-Nov-21	50.11	Scott Jefson 3492	\$ 4.76		\$ 238.52	
6-Nov-21	14.83	Scott Jefson 3493	\$ 4.76		\$ 70.59	
7-Nov-21	10.12	Credit Card Customer 3494	\$ 4.81	\$ 48.68		
7-Nov-21	11.02	Credit Card Customer 3495	\$ 4.81	\$ 53.01		
8-Nov-21	2.00	Scott Jefson 3496	\$ 4.76		\$ 9.52	
8-Nov-21	5.13	Credit Card Customer 3497	\$ 4.81	\$ 24.68		
8-Nov-21	25.43	Credit Card Customer 3498	\$ 4.81	\$ 122.32		
9-Nov-21	23.64	Credit Card Customer 3499	\$ 4.81	\$ 113.71		
9-Nov-21	26.92	Credit Card Customer 3500	\$ 4.81	\$ 129.49		
10-Nov-21	5.12	Credit Card Customer 3501	\$ 4.81	\$ 24.63		
10-Nov-21	4.17	Credit Card Customer 3502	\$ 4.81	\$ 20.06		
10-Nov-21	56.74	Credit Card Customer 3503	\$ 4.81	\$ 272.92		
11-Nov-21	13.11	Credit Card Customer 3504	\$ 1.81	\$ 63.06		
11-Nov-21	5.40	Credit Card Customer 3505	\$ 4.81	\$ 25.97		
13-Nov-21	5.50	John Weber 3506	\$ 4.76		\$ 26.18	
13-Nov-21	16.74	Don Gherardini 3507	\$ 4.76		\$ 79.68	
13-Nov-21	16.04	Shelby County Dive Team 3508	\$ 4.81		\$ 77.15	
15-Nov-21	5.11	Credit Card Customer 3509	\$ 4.81	\$ 24.58		
16-Nov-21	17.17	John Weber 3510	\$ 4.76		\$ 81.73	
16-Nov-21	10.13	Credit Card Customer 3511	\$ 4.81	\$ 48.73		
16-Nov-21	56.04	Credit Card Customer 3512	\$ 4.81	\$ 269.55		
17-Nov-21	103.10	Credit Card Customer 3513	\$ 4.81	\$ 495.91		
17-Nov-21	103.10	Credit Card Customer 3514	\$ 4.81	\$ 495.91		
17-Nov-21	69.38	Credit Card Customer 3515	\$ 4.81	\$ 333.72		
17-Nov-21	65.11	Credit Card Customer 3516	\$ 4.81	\$ 313.18		
17-Nov-21	54.66	Credit Card Customer 3517	\$ 4.81	\$ 262.91		
17-Nov-21	3.10	Credit Card Customer 3518	\$ 4.81	\$ 14.91		
17-Nov-21	2.21	Credit Card Customer 3519	\$ 4.81	\$ 10.63		
18-Nov-21	4.94	Credit Card Customer 3520	\$ 4.81	\$ 23.76		
19-Nov-21	4.10	Credit Card Customer 3521	\$ 4.81	\$ 19.72		
20-Nov-21	4.12	Credit Card Customer 3522	\$ 4.81	\$ 19.82		
23-Nov-21	1.98	Paul Canaday 3523	\$ 4.76		\$ 9.42	
23-Nov-21	5.12	Credit Card Customer 3524	\$ 4.81	\$ 24.63		
23-Nov-21	2.17	Credit Card Customer 3525	\$ 4.81	\$ 10.44		
23-Nov-21	6.73	Credit Card Customer 3526	\$ 4.81	\$ 32.37		
23-Nov-21	52.47	Credit Card Customer 3527	\$ 4.81	\$ 252.38		
24-Nov-21	27.48	Credit Card Customer 3528	\$ 4.81	\$ 132.18		
26-Nov-21	2.11	Credit Card Customer 3529	\$ 4.81	\$ 10.15		
26-Nov-21	5.11	Credit Card Customer 3530	\$ 4.81	\$ 24.58		
27-Nov-21	20.50	Don Gherardini 3531	\$ 4.76		\$ 97.58	
27-Nov-21	46.99	Credit Card Customer 3532	\$ 4.81	\$ 226.02		
27-Nov-21	44.1	Credit Card Customer 3533	\$ 4.81	\$ 212.12		
27-Nov-21	10.12	Credit Card Customer 3534	\$ 4.81	\$ 48.68		

[illegible]

Shelby County Airport and Landing Field Commission
Jet Fuel Sales 2021/22

[illegible]

415H

SHELBY COUNTY AIRPORT

100LL COST OF SALES REPORT 2021-2022

MONTH	GALLONS SOLD	AVE. PRICE PER GAL.	SALES AMOUNT			TOTAL SALES	COST PER GAL	WITH TAX	ARROW FEE	TOTAL	
			CREDIT CD	CHARGE	CASH					COST	NET PROFIT OR LOSS
September	1754.36	\$ 4.50	\$ 6,704.59	\$ 1,184.92	\$ 10.19	\$ 7,899.70	\$ 4.00	\$ 4.25	\$ 170.80	\$ 7,626.83	\$ 272.87
October	2270.70	\$ 4.61	\$ 8,692.93	\$ 486.51	\$ 1,282.35	\$ 10,461.79	\$ 4.11	\$ 4.37	\$ 221.24	\$ 10,137.11	\$ 324.68
November	1231.87	\$ 4.81	\$ 4,959.05	\$ 945.12	\$ 12.02	\$ 5,916.19	\$ 4.26	\$ 4.53	\$ 143.56	\$ 5,719.31	\$ 196.88
December											
January											
February											
March											
April											
May											
June											
July											
August											
TOTAL	5256.93	\$ -	\$ 2,616.55	\$ 1,304.56	\$ 24,277.68				\$ 535.60	\$ 23,483.25	\$ 794.43

\$30 Monthly Fee Included in Arrow Fee Above

JET A COST OF SALES REPORT 2021-2022

MONTH	GALLONS SOLD	AVE. PRICE PER GAL.	SALES AMOUNT			TOTAL SALES	COST PER GAL	WITH TAX	ARROW FEE	TOTAL	
			CREDIT CD	CHARGE	CASH					COST	NET PROFIT OR LOSS
September	162.52	\$ 3.15	\$ 511.73	\$ -	\$ -	\$ 511.73	\$ 2.27	\$ 2.41	\$ 10.75	\$ 402.72	\$ 109.01
October	1503.25	\$ 3.15	\$ 4,735.23	\$ -	\$ -	\$ 4,735.23	\$ 2.27	\$ 2.41	\$ 104.18	\$ 3,729.83	\$ 1,005.40
November	147.14	\$ 3.15	\$ 462.35	\$ 1.12	\$ -	\$ 463.47	\$ 2.27	\$ 2.41	\$ 9.25	\$ 364.13	\$ 99.34
December	0.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
January	0.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
February	0.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
March	0.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
April	0.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
May	0.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
June	0.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
July	0.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
August	0.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL	1812.91	\$ 3.15	\$ 5,709.31	\$ -	\$ -	\$ 5,710.43	\$ -	\$ -	\$ 124.17	\$ 4,496.68	\$ 1,213.75

SHELBY COUNTY AIRPORT AND LANDING FIELD COMMISSION
SHELBYVILLE, IL.

BOARD MEETING AGENDA

December 6, 2021

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**



UNITED COUNTIES COUNCIL OF ILLINOIS

December 1, 2021

In Re: 2021 Dues Refund Shelby County

In keeping with the UCCI pledge to its members, we are pleased to enclose a check in the amount of \$1,500.00, which represents a refund of your 2021 dues, based on the voting member dues amount paid.

We are grateful that the financial stability of our organization makes this refund of dues possible. We also acknowledge that your continued support and participation are elements that make up the strong financial position of UCCI ... and, allow us to provide programs/services to assist our members in serving their local communities.

We appreciate and thank you for your interest and participation in the events and seminars sponsored by UCCI throughout the year. If at any time you have questions, or we can be of assistance to you, do not hesitate to contact our office.

Very truly yours,

W. Michael McCreery
Executive Director

Attachment

FILED
DEC 06 2021

SHELBY COUNTY CLERK



UNITED COUNTIES COUNCIL OF ILLINOIS

STRONG FINANCIAL POSITION ALLOWS BOARD TO REFUND 2021 DUES

At the November 15, 2021 UCCI Membership meeting, action was taken as it relates to 2021 dues paid by UCCI members as follows:

- UCCI member counties will receive a refund of 2021 dues based on the voting member dues amount paid.

**UCCI refund check is included with this mailing
for those counties who paid dues for 2021**

**Please be advised that the following long-standing practices/protocols,
as previously recommended by the Executive Committee and adopted,
will remain in effect for 2022:**

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

FILED

DEC 06 2021

UCCI 2022 dues statement is enclosed

2022 dues are payable January 1, 2022

Jessie Cox
SHELBY COUNTY CLERK