



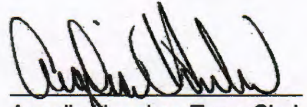
NOTICE OF DENIAL

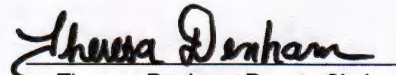
Your request for copies of public records was received on 2/14/2020 and has been partially denied on 2/28/2020.

We have redacted information pursuant to Section 7(1)(g) of FOIA (5 ILCS 140/7(1)(g)). Section 7(1)(g) exempts from disclosure trade secrets or commercial or financial information furnished under a claim that they are proprietary, privileged or confidential, and that disclosure of the trade secrets or commercial or financial information would cause competitive harm to the person or business.

Here, the requested minutes were provided by the business under a claim of confidentiality. We have redacted information concerning the business' contracts and financial information which would be detrimental in future competitive bidding situations if that information is disseminated.

By:


Angelia Hynker, Town Clerk


Theresa Denham, Deputy Clerk

APPEAL RIGHT

Pursuant to law, you are entitled to appeal the decision denying your request for certain information. You may appeal by requesting a review by the Attorney General's Public Access Counselor within 60 calendar days from the date of this denial. Here is the contact information of the Public Access Counselor:

Office of the Attorney General
Public Access Bureau
500 S. 2nd Street
Springfield, Illinois 62706
217-558-0486
publicaccess@atg.state.il.us

You also have the right to judicial review. Suit may be filed in the Circuit Court for McLean County:

Law and Justice Center
Circuit Clerk
104 W. Front St.
Bloomington, IL 61701
309-888-5301
www.co.mclean.il.us/circuitclerk

CIRBN LLC Board Meeting

May 10, 2018

Heartland Community College CCB 2100

Present: Bob Karls, Mark DeKeersgieter, Rob Fazzini, Teri Legner, Doug Minter, Pam Reece, Dan Stephens and Diana Weekes

Not Present:

I. Call to Order / Introductions

Doug thanked Heartland Community College for allowing the board to meet at their facility.

II. ACTION ITEM: Approval of Pamela Reece Appointment to the CIRBN, LLC Board

There was a motion to approve Pamela Reece to the board as presented by Dan Stephens and seconded by Rob Fazzini. Motion Approved.

III. ACTION ITEM: Approval of the March 8th Board Meeting Minutes

There was a motion to approve the March minutes as presented by Bob Karls and seconded by Dan Stephens. Motion Approved.

IV. ACTION ITEM: Approval to Place on File the March 2018 Financials

Mark D shared the financials were reviewed for the previous month and items of note include:

Profit and Loss Statement – March 2018

- Build and Monthly Service Revenue includes new revenue from projects initiated and/or completed within the month.
- Cost of Subscriber Builds recognizes the cost from project's progress billing, and/or completed billing within the month.
- Community Involvement includes our Red Cross Evening of Stars Sponsorship and Pontiac Area Chamber of Commerce Annual Membership.

Statement of Cash Flows – March 2018

- Prepaid Expenses: Cost of Locates includes using cash to pay our quarterly invoice for our locate service, recognizing two months of prepaid service.

- Total Central Illinois Broadband Network – Post Grant: Depreciation Expense is now recognizing depreciation on the Uptown WiFi equipment that was purchased and turned up in March for testing purposes.

Check Detail – March 2018

- On March 2nd, check #2347 payable to American Red Cross is payment of the Evening of Stars Sponsorship.
- On March 8th, check #2360 payable to Integrity Technology Solutions was for the project to decommission the file server in the office and convert entirely to the cloud.

Mark D noted that he did send the credit card statement and supporting documentation for March via email to Doug Minter, who reviewed it.

There was a motion to place on file the financial statements for March as presented by Rob Fazzini and seconded by Bob Karls. Motion Approved.

V. ACTION ITEM: Approval to Place on File the April 2018 Financials

Profit and Loss Statement – April 2018

- Cost of Subscriber Builds recognizes the cost from project’s progress billing, and/or completed billing within the month.
- Travel recognizes cost associated with our Network Engineer attending the training class for the Carrier WIFI Management System.

Statement of Cash Flows – April 2018

- Prepaid expenses: Network Operational Center Support includes using cash to pay our quarterly invoice for our network monitoring and server management, recognizing two months of prepaid service.
- Prepaid IRU Annual Maintenance Fees by Customers includes an annual invoice to one of our IRU customers, recognizing ten months of prepaid maintenance owed to us.

Check Detail – April 2018

- On April 2nd, check #2394 payable to A5.com is our prepaid Network Operations Center Support.
- On April 4th, check #2382 payable to Mahomet Area Chamber of Commerce is payment for attending the annual banquet back in January, which was a missed invoice.

Mark D noted that he did send the credit card statement and supporting documentation for April via email to Doug Minter, who reviewed it.

There was a motion to place on file the financial statements for April as presented by Rob Fazzini and seconded by Bob Karls. Motion Approved.

VI. ACTION ITEM: Approval of CIRBN's Equal Opportunity Plan

Mark presented the updated CIRBN's Equal Opportunity based on previous feedback from the CIRBN Board and Legal Counsel.

There was a motion to approve the CIRBN's Equal Opportunity Plan presented by Dan Stephens and seconded by Bob Karls approved. Motion Approved.

VII. ACTION ITEM: Approval of CIRBN's Sexual Harassment Policy

Mark presented the updated CIRBN's Sexual Harassment Policy based on previous feedback from the CIRBN Board and Legal Counsel.

The CIRBN Board agreed on one final change, changing the word "should" to "must" in the third paragraph from the bottom on page one.

There was a motion to approve the CIRBN's Sexual Harassment Policy with the one final change as presented by Dan Stephens and seconded by Rob Fazzini approved. Motion Approved.

VIII. ACTION ITEM: Approval of Locate Service Contract

Mark presented the three quotes received for locate services in detail, including working experiences with the locate companies as they provide services for other utilities on dig tickets generated by CIRBN's projects, and our experience with our current vendor.

There was a motion to approve [REDACTED] Proprietary Information

[REDACTED] Proprietary Information

[REDACTED] Proprietary Information on behalf of the CIRBN Board as presented by Rob Fazzini and seconded by Dan Stephens approved. Motion Approved.

IX. ACTION ITEM: Approval of Line of Credit/Promissory Note

Rob presented our Commerce Bank Line of Credit/Promissory Note had a two-year term that matured on March 11th. We are currently in the process of renewing the line of credit at the same amount of [REDACTED] Proprietary The paperwork processing fee is usually a few hundred dollars. Signatories on the Line are the Board President and Secretary/Treasurer. We should have the paperwork back in the next couple of weeks, so we are presenting today so we may execute the paperwork once completed.

Additionally, there are some new regulatory requirements, we must identify one named/primary contact for our account to the bank for every account/loan, who must provide additional identification and background information. Byron has

suggested the name Mark D. as he is the main account contact already, and we agree.

There was a motion to [REDACTED] Proprietary Information [REDACTED] with the paperwork processing fee, naming Mark D as the named/primary contact for our accounts/loans by Rob Fazzini and seconded by Dan Stephens. Motion Approved.

X. Executive Director Update

Mark shared a few updates:

- a. USAC E-Rate Competitive Bidding Process – The E-Rate process for the 2018-2019 school year is done. We renewed 21 school districts and two libraries this E-Rate season which will generate [REDACTED] Proprietary Information [REDACTED] in revenue over the upcoming school year.
- b. Chenoa to Fairbury link – The Fairbury tower that was deemed unfit to climb in February of this year, has been scheduled for repair. The foundation for the new tower is scheduled to be installed at the end of May. The new tower is schedule to installed on the foundation in June. The new tower is being installed next to the existing tower, so there will be no significant changes to our path. Additionally, we were working with the Bright Stalk wind farm to find the geolocation of the Northern most two turbines, to ensure there would not be a conflict with the link. Since the project has bee approved for permit by McLean County, they have not returned any of our communications. We will continue to follow up.
- c. Expansion – given the recent board meeting discussion regarding continued expansion, and conversations with Doug during our bi-weekly meetings, we wanted to share some expansion opportunities we have been evaluating.
 - a. CAFii Analysis – is the FCC’s Connect America Phase II Auction. The map in the packet outlines census blocks you may bid on. This is primarily a rural residential area revers auction. Our internal team has gathered budgetary estimates, also included in the packet, while exploring the opportunity and has determined the cons and considerable risk outweigh the pros to proceed. It is not our mission and core organizational function.
 - b. Goodfield – we looked at an opportunity in Goodfield a few years ago and it did not work out. Eureka Public School District owns aerial fiber on poles from Eureka to Goodfield. We have an active quote from them to have access to the fiber. We are evaluating the opportunity and will continue to keep you posted if we have the revenue to justify the expansion.
- d. 48in48 – CIRBN applied and did receive a new website via the 48in48 event recently held in Bloomington-Normal. Optic Funk, the team who created our site, won third place in the event for best overall site.

Mark shared one last update, we had the auditors in the office this week doing field work. They wrapped up at the end of day on Wednesday. We already had the on-site closing meeting because they thought everything looked really good. They provided a draft copy of the journal entries that they are going to want posted to fix a few things but nothing out of the ordinary. Their initial findings are subject to their internal review process and partners will review everything as well. They did communicate they will have one item on it and it will be the segregation of duties, as we have discussed in the past.

XI. Discussion

None.

XII. Executive Session

None.

XIII. Adjourn

There was a motion to adjourn the meeting by Dan Stephens and seconded by Bob Karls. Motion Approved.

Next Board Meeting – Second Thursday of the Month – July 12th, 2018, 7:45AM – 9:00AM in Room 2012 of the Community Commons Building at Heartland Community College

CIRBN LLC Board Meeting

July 12, 2018

Heartland Community College CCB 2102

Present: Bob Karls, Mark DeKeersgieter, Rob Fazzini, Teri Legner, Doug Minter, Pam Reece, Dan Stephens and Diana Weekes

Not Present:

I. Call to Order / Introductions

Doug thanked Heartland Community College for allowing the board to meet at their facility.

II. ACTION ITEM: Approval of the May 10th Board Meeting Minutes

There was a motion to approve the May minutes as presented by Rob Fazzini and seconded by Dan Stephens. Motion Approved.

III. ACTION ITEM: Approval to Place on File the May 2018 Financials

Mark D shared the financials were reviewed for the month and items of note include:

The summary for May is that we are recognizing the initial installment of build revenue for projects where we will recognize the connection costs in a later period when the project is completed.

Profit and Loss Statement –May 2018

- **Build and Monthly Service Revenue** includes new revenue from projects initiated and/or completed within the month.
- **Cost of Subscriber Builds** recognizes the cost from project's progress billing, and/or completed billing within the month.

Statement of Cash Flows – May 2018

- **Accounts Receivable** is a negative adjustment, which means we sold more on credit than we collected from customers who owe us money. So, our accounts receivable balance on the balance sheet increased during the month. Our aging report is clean, this is just part of the normal ebb and flow of our billing cycle.

Check Detail – May 2018

- On May 14th, check #2418 payable to CliftonLarsonAllen is payment for progress billing for the period ending 12/31/2017 audit.

Mark D noted that he did send the credit card statement and supporting documentation for May via email to Doug Minter, who reviewed it.

There was a motion to place on file the financial statements for May as presented by Pam Reece and seconded by Rob Fazzini. Motion Approved.

IV. ACTION ITEM: Approval to Place on File the June 2018 Financials

Mark D shared the financials were reviewed for the previous month and items of note include:

The summary for June is that we are recognizing some of the cost of fiber builds in June, where the initial installment for the build revenue was recognized in May; and the significant cost of the build project where CIRBN is financing the build which was approved by the Board. Additionally, we had a three-paycheck month.

Profit and Loss Statement – June 2018

- **Build and Monthly Service Revenue** includes new revenue from projects initiated and/or completed within the month.
- **Cost of Subscriber Builds** recognizes the cost from project's progress billing, and/or completed billing within the month.
- **Legal and Professional Fees** includes progress billing on our period ending 12/31/2017 audit and our **Limited Liability Company annual filing fee with the Secretary of State.**
- **Payroll Expenses** includes a three-paycheck month.

Statement of Cash Flows – June 2018

- **Accounts Receivable** is a negative adjustment, which means we sold more on credit than we collected from customers who owe us money. So, our accounts receivable balance on the balance sheet increased during the month. The largest driver of this is a top ten account who requested an annual invoice for the next contracted year of service. Our aging report is clean, this is just part of the normal ebb and flow of our billing cycle.
- **Prepaid Cost of Locates** is a credit adjustment as we paid a six-month invoice, recognizing five months' worth of prepaid service.
- **Accounts Payable** is a positive adjustment, which means we booked more payables during the month than we paid out. This is due to receiving the payroll invoice on June 29th and paying it on July 2nd.
- **Prepaid Service** includes the accruals for two clients who requested an annual invoice for the next contracted year of service.

Check Detail – June 2018

- On June 12th, check #2446 payable to CliftonLarsonAllen is payment for progress billing for the period ending 12/31/2017 audit.
- On June 13th, check #2448 payable to Custom Underground was for a couple of builds, with the majority of the expense being related to the significant

cost on a build project where CIRBN is financing the build which was approved by the Board.

- On June 21st, check #2458 payable to Tri-County Locators for six-months of locate services.

Mark mentioned two upcoming larger expenses are our upcoming insurance renewal and annual payment of premiums will be due on October 2nd, and our next six-month invoice for locate services will be due in December.

Mark D noted that he did send the credit card statement and supporting documentation for June via email to Doug Minter, who reviewed it.

There was a motion to place on file the financial statements for June as presented by Dan Stephens and seconded by Pam Reece. Motion Approved.

V. ACTION ITEM: Approval of Upstream Solution Set

Mark shared an overview of our paths, data centers, and upstream bandwidth providers. Our goal is to increase network redundancy and reliability, while lowering or maintaining cost over the previous year. Our paths and data centers are both in mid-term contracts, so they have no changes at this time. Three upstream bandwidth providers have contracts coming due, and based on quotes received, Mark proposed changes to the providers.

There was a motion authorizing the Executive Director to execute agreements for upstream bandwidth with three different providers not to exceed **Proprietary Information** as presented by Dan Stephens and seconded by Rob Fazzini. Motion Approved.

VI. Executive Director Update

Mark shared a few updates:

- Hudson Water Tower Lightning Strike** – reviewing the timeline of events from the strike on June 21st to the present.
- Locate Service Contract** – the two-year agreement approved by the Board in May, included billing in advance on a quarterly basis. The two-year agreement we ended up signing includes billing in advance on a semi-annual, six-month basis, with a lowered rate with the larger prepayment.
- Line of Credit Renewal** – the renewal approved by the Board in May, was picked up yesterday after much delay. It will be signed and turned in today.
- Period Ending 12/31/17 Audit Update** – is 99% complete and was put on hold until the line of credit renewal is completed, so it may be included in the audit documentation.

Mark shared that we are doing the fastest hole sponsorship again this summer at the Mahomet, McLean County and Pontiac Chamber of Commerce golf outings. CIRBN has also been asked to be the bandwidth sponsor at an E-sports tournament the Bloomington-Normal Convention and Visitors Bureau is putting together.

VII. DISCUSSION ITEM: DragonWave Support Sunset

Mark presented an overview of CIRBN's wireless network extensions, equipment used, and why our current support plan is no longer offered. Mark also presented replacement link options, potential upgrades we will have to perform at the various sites, and budgetary estimates for the Board to consider. The Board and Staff had a lengthy discussion extending past the meeting end time. It was agreed the Board President and Executive Director would continue the discussions over the next month, and we would continue the discussion at the August meeting.

VIII. Discussion

It was noted that the next Board Meeting is the same date that as a community event a few Board Members will be attending. It was agreed to move the August meeting to the first Thursday of the month, August 2nd.

IX. Executive Session

None.

X. Adjourn

There was a motion to adjourn the meeting by Dan Stephen and seconded by Rob Fazzini. Motion Approved.

**Next Board Meeting – ~~Second~~ First Thursday of the Month – August 2nd, 2018,
7:45AM – 9:00AM in Room 2012 of the Community Commons Building at
Heartland Community College**

CIRBN LLC Board Meeting

August 2, 2018

Heartland Community College CCB 2100

Present: Bob Karls, Mark DeKeersgieter, Rob Fazzini, Teri Legner, Doug Minter, Pam Reece, Dan Stephens and Diana Weekes

Not Present:

I. Call to Order / Introductions

Doug thanked Heartland Community College for allowing the board to meet at their facility.

II. ACTION ITEM: Approval of the July 12th Board Meeting Minutes

There was a motion to approve the July minutes as presented by Dan Stephens and seconded by Pam Reece. Motion Approved.

III. ACTION ITEM: Approval to Place on File the July 2018 Financials

Mark D shared the financials were reviewed for the previous month and items of note include:

Profit and Loss Statement – July 2018

- **Build and Monthly Service Revenue** includes new revenue from projects initiated and/or completed within the month.
- **Cost of Subscriber Builds** recognizes the cost from project's progress billing, and/or completed billing within the month.

Statement of Cash Flows – July 2018

- **Accounts Receivable** is a positive negative adjustment, which means we collected more money from customers on our existing accounts receivable than we billed to customers during the month. The largest driver of this is an annual invoice to a large customer billed in June and paid in July.

Mark D noted that he did send the credit card statement and supporting documentation for July via email to Doug Minter, who reviewed it.

There was a motion to place on file the financial statements for July as presented by Rob Fazzini and seconded by Dan Stephens. Motion Approved.

IV. ACTION ITEM: Approval of Wireless Link Reinvestment

Mark presented takeaways from the July Board Meeting discussion, CIRBN's current Service Level Agreement (SLA) for all customers – wired and wireless;

and a staff recommendation to move forward with a hybrid replacement solution, utilizing fiber where economically feasible, licensed and unlicensed links.

Goals for the project will be:

- Increase redundancy where possible
- Minimize service disruption to existing customers

Budgetary estimates and details for the project:

- Contracted Vendor
 - o Proprietary cost
 - o 1 to 2-month project timeline
 - o Pull and replace project
 - o Greater service disruption to existing customers
- CIRBN Internal
 - o Proprietary Information cost
 - o Leverage current staff and contractor experience
 - o 6-month project timeline
 - o Utilize dual/redundant links where possible project
 - o Minimized service disruption to existing customers

The Board discussed the options at length.

There was a motion for staff to proceed with CIRBN's Internal Wireless Link Reinvestment Project and budget as presented, with the addition of funding for emergency replacement equipment where feasible, as presented by Bob Karls and seconded by Dan Stephens. Motion Approved.

V. Executive Director Update

Mark shared a few updates:

- a. **Period 12/31/2017 Audit** – a draft copy of the audit results has been given to our audit committee for review. CliftonLarsonAllen will attend our September meeting to present the audit to the Board.
- b. **Occupancy Lease Agreements with Genesee & Wyoming Railroad** – a historical review was presented, as we have received the annual invoices for the agreements. We have placed the invoices on file, under advice from Eagle One Resources as we are contesting the validity of the agreements and the railroad has not responded. We have invoices on file dating back to 2014, so we have not paid for five years now.

The agreements require that we have a railroad protective liability insurance policy naming the railroad as an insured. We have been carrying the policy as we waited to hear back from the railroad. Both our insurance broker and Eagle One Resources are advising that we let the policy terminate during the upcoming renewal period and no longer carry the coverage.

There was a motion to let the Railroad Protective Liability policy naming Genesee & Wyoming Railroad as an additional insured, terminate during the upcoming renewal period and no longer carry the coverage, as presented by Rob Fazzini and seconded by Bob Karls. Motion Approved.

- c) **07/23 Mclean County Chamber of Commerce Stroker Golf Classic** – CIRBN won the Best Dressed Award for our CIRBN Speed Racer t-shirts and we sponsored the CIRBN Speed Racer Fastest Hole.
- d) **09/08 Communiversity** – CIRBN will be sponsoring the event again with CM Promotions. Avanti's is also partnering with us at the event, providing the catering. We will be mailing an invite to all customers, prospects, referral partners, and community contacts. We expect that we are going to have 150 to 250 people in our tent, like we always do.

VI. Discussion

None.

VII. Executive Session

None.

VIII. Adjourn

There was a motion to adjourn the meeting by Dan Stephens and seconded by Rob Fazzini. Motion Approved.

**Next Board Meeting – Second Thursday of the Month – September 13th, 2018,
7:45AM – 9:00AM in Room 2012 of the Community Commons Building at
Heartland Community College**