

# Montgomery County Board

## Coordinating Committee Meeting Minutes

**Date:** Tuesday, October 29<sup>th</sup>, 2013

**Time:** 6:00 PM – Historic Courthouse Conference Room

**Members Present:** County Board Chairman **Roy Hertel**, Vice Chairman/ Personnel Chairman **Mary Bathurst**, HWE Chairman **Connie Beck**, Finance Chairman **Joe Gasparich**, Economic Development Chairman **Heather Hampton+Knodle**, Road & Bridge Chairman **Gene Miles**, Building & Grounds Vice-Chairman **Nikki Bishop**

**Members Absent:** Bob Sneed and Glenn Savage

**Others Present:** Sandy Leitheiser and Bill Schroeder

The committee met today to discuss the following:

**Coordinating:** Roy Hertel, Board Chairman

1. **Update/Approval CEFS Central Illinois Public Transit Progress Report:** Representative has been invited to come to Full Board.
2. **Update/Approval Policy for Memorials:** Committee discussed having a policy for memorials for an employee or a board member in the amount of \$50.00.
3. **Update/Approval 2014 Coordinating Committee Dates & Time:** Committee will adopt.
4. **Update/Approval 2014 Full Board Meeting Dates & Time:** There is one conflict in November. The full board meeting will be held on Wednesday, November 12, 2014.
5. **Update/Approval County Priority List / Coal Funds:** Committee will review all the lists for each committee. Chairman Hertel stated that the Board needs to develop a plan on how much of the coal money to keep in reserve for special projects such as Economic Development and Roads and Bridges. The committee discussed coming up with a percentage of how much of the surplus coal money to put in reserve.
6. **Update/Approval Sale of Property – Executive Session:** Motion by Joe Gasparich and second by Gene Miles to enter into Executive Session to discuss Sale of Property. All in favor, motion carried. Time: 6:15 pm. Motion by Gene Miles and second by Heather Hampton+Knodle to come out of Executive Session. All in favor, motion carried. Time: 6:32 pm. No action was taken.
7. **Update/Approval TIF Meeting:** Wednesday, October 30 at 8:15 a.m. in Litchfield. Chairman Hertel will not be able to attend. Sandy Leitheiser and Trisha Maulding will attend for the County.
8. **Update/Approval Sale of the Sherman Building:** Chairman Hertel reported that the Sherman Building will be sold tonight. The County Board and other taxing bodies will be requested to abate the taxes on the building. Treasurer Jenkins and Assistant States Attorney Betsy Wilson helped with this issue.

**Building & Grounds:** Bob Sneed, Chairman

1. **Update/Approval HVAC at Courts Complex:** Contract has been let and Betsy Wilson has reviewed all the paperwork. Looking for a small grant from Ameren.
2. **Update/Approval Maintenance Issues and Report:** Committee will review Lloyd Meyer's report.
3. **Update/Approval Schindler Elevator Service issues:** The elevator in the Historic Courthouse went down on Thursday late afternoon. Schindler was called to be here first thing Friday morning but they didn't come until after lunch. The B & G committee needs to discuss paying overtime for when the elevator is down.
4. **Update/Approval Cleaning Service for the Courts Complex Building:** The current cleaning contract will expire in February and the committee will look at negotiating with FAYCO to clean the building or to hire a part time employee that will work after hours and the two current custodians will also clean at the New Courthouse. This would save about \$27,000 per year.
5. **Update/Approval Remodel Basement Office for Early Voting:** The room is almost complete.
6. **Update/Approval Annex Building:** Bob Sneed will report.
7. **Update/Approval Building & Grounds Committee Priority List:** Committee has the list

8. **Update/Approval 2014 Building & Grounds Committee Meeting Dates & Time:** Committee will review
9. **Update/Approval Other Business:** None at this time.

**Economic Development:** Heather Hampton+Knodle, Chairman \* (**Committee Meeting is Tonight at 7:00**)

1. **Update/Approval MCEDC:** Next MCEDC meeting is Tuesday, November 19<sup>th</sup> at 4:30 p.m. in the Conference Room. Revolving Loan Fund Board met October 23<sup>rd</sup>.
2. **Update/Approval Revolving Loan Fund Report:** The RLF board met on 10/23/13 and they have eight questions and concerns that need to be addressed when revising the RLF policy and procedures. Some issues may need some legal advice on how to handle. The Committee will review the list and get feedback to Chris Daniels to compile for the board meeting. The RLF Board went over the RLF policy and procedures page by page and has some wording change recommendations. The Committee should get comments back to Chris by November 18<sup>th</sup>, 2013.
3. **Update/Approval Mineral Trust Fund:** Hampton+Knodle asked for Committee member's thoughts about setting aside coal funds for a rainy day fund. HHK asked the Committee to think about what is worthy of setting money aside for like infrastructure and how to invest for a long term for the County. Capital investment, durable goods and other criteria will be discussed. There are some other counties that have a trust fund set up. Ronen stated that Litchfield was supposed to invest some of the Schutt Manufacturing Money for economic development and they are not sure what is happening. This money would be designated and not touched unless it meets the criteria set by the board. Hampton+Knodle will send out a thought paper to share with committee members.
4. **Update/Approval Central Illinois Economic Development Authority:** Hampton+Knodle reported that the CIEDA board passed an order to issue a bond for a housing development to rehab the \$6 million project. Should hear something soon.
5. **Update/Approval Planning Commission Recommendations/Update:** Next meeting is Thursday, November 14<sup>th</sup> at 5:30 p.m. at the Annex. They will be talking about land use and Kevin Smith will give an update on roads and bridges. Megan Beeler reported that she received an email regarding some towers that will be installed in the northern part of the County.
6. **Update/Approval Enterprise Zone Conference Update:** Chris Daniels and Lindsey Wagahoff gave an update on some of the changes that will take place with the enterprise zone.
7. **Update/Approval 2014 Economic Development Committee Meeting Dates & Time:** Committee will review. Motion by Nikki Bishop and second by Jay Martin to accept the meeting dates as presented with two changes. All in favor, motion carried.
8. **Update/Approval Other Business:** Hampton+Knodle has been working to find out more information regarding the closing of the Farmersville coal mine that is owned by Consolidated Coal in Springfield. Hampton+Knodle stated that she will be getting an update on the Green Line Express transmission line construction. Ameren's new transmission line will not be going through Montgomery County.

**E.M.A./Ambulance:** Glenn Savage, Chairman

1. **Update/Approval of the Ambulance Call Report for October 2013:**
2. **Update/Approval Collections:** Committee will discuss.
3. **Update/Approval Code Red Call System:** The system will be running soon.
4. **Update/Approval Table Top Exercise:** The Health Department ran the exercise on October 21<sup>st</sup>
5. **Update/Approval EMA/Ambulance Committee Priority List:** Committee will review.
6. **Update/Approval 2014 EMA Committee Meeting Dates & Time:** Committee will review.
7. **Update/Approval Other Business:** None at this time.

**Finance:** Joe Gasparich, Chairman

1. **Update/Approval SOA Report:** Ray Durston will report.
2. **Update/Approval GIS Report:** Mary Purcell will report. Purcell contacted Gasparich to sell some maps.
3. **Update/Approval GIS Work Group Report:** Megan Beeler contacted Gasparich regarding some prices for a flyover.

4. **Update/Approval Convey Deed of Private Property of Parcel #16-01-251-010 in the City of Hillsboro:**  
The Parkside Property will be transferred to the School District. They will accept at their next board meeting. Assistant States Attorney Betsy Wilson has reviewed the paperwork to transfer the property.
5. **Update/Approval Monthly Coal Revenue Report and Revenue, Expense & Bank Balance Report:**  
The committee will review the report from Treasurer Jenkins.
6. **Update/Approval FY2014 Final Budget Changes:** Treasurer Jenkins has prepared the report for the committee to review.
7. **Update/Approval FY2014 Budget Appropriation, Levies and Resolutions:** Will be prepared by Treasurer Jenkins.
8. **Update/Approval County Trustee Activity Report:** Finance & Board will review.
9. **Update/Approval Finance Committee Priority List:** Committee will review.
10. **Update/Approval 2014 Finance Committee Meeting Dates & Time:** Committee will review.
11. **Update/Approval Other Business:**

**HWE:** Connie Beck, Chairman

1. **Update/Approval Elections:** County Clerk Leitheiser will report. Filing period is Nov. 25 to Dec. 22<sup>nd</sup>.
2. **Update/Approval Recycling Program and Events:** Dawn Lutz will report.
3. **Update/Approval Solar Panels at Recycling:** The committee will not review.
4. **Update/Approval EPA Report:** Bill Gonet will report.
5. **Update/Approval Animal Control Facility and Program:** Nancy Richardson will report.
6. **Update/Approval Animal Control Vehicle Bids:** Bids will be received.
7. **Update/Approval HWE Committee Priority List:** Lists have been submitted.
8. **Update/Approval 2014 HWE Committee Meeting Dates & Time:** Committee will discuss.
9. **Update/Approval Other Business:** None at this time.

**Personnel:** Mary Bathurst, Chairman \*(Committee Meeting starts at 3:00 p.m.)

1. **Update/Approval Circuit Clerk's - Union Local #148:** Grievance meeting needs to be scheduled.
2. **Update/Approval FOP Union Negotiations:** Next meeting will be on Thursday, November 14<sup>th</sup>, 2013 at 5:30 pm with the committee and 6:00 pm with the Union.
3. **Update/Approval Recycling Local 773 Union Negotiations:** Agreement on 10/17/13
4. **Update/Approval Personnel Committee Priority List:** Committee will discuss.
5. **Update/Approval Personnel Manual:** Need to clarify exempt employees and the minimum number of hours to work each week
6. **Update/Approval Customer Service Training:** Sixteen County employees attended training on October 22<sup>nd</sup>. Fifteen are signed up for October 30<sup>th</sup>.
7. **Update/Approval Workplace Wellness Program:** Hillsboro Area Hospital CEO Rex Brown and Fusion Executive Director Jessica Chappellear will speak to committee at 4:00 p.m.
8. **Update/Approval 2014 County Holiday Schedule:** Committee will review.
9. **Update/Approval 2014 Personnel Committee Meeting Dates & Time:** Committee will review.
10. **Update/Approval Other Business:** None at this time.

**Road & Bridge:** Gene Miles, Chairman

1. **Update/Approval Red Ball Trail:** Committee will discuss.
2. **Update/Approval Irving North Bridge:** Gene Miles visited the bridge today. The forms are set on the north side.
3. **Update/Approval Guardrail West of Farmersville:** Will be discussed at the committee meeting.
4. **Update/Approval Road Damages Policy:** The committee will discuss.
5. **Update/Approval Road & Bridge Committee Priority List:** The list has been submitted and committee will review.
6. **Update/Approval Road & Bridge Committee Tour:** Tour of Highway Department is after the November 12<sup>th</sup> Full Board meeting.
7. **Update/Approval Other Business:** None at this time.

**8. Update/Approval Road and Bridge Report:**

Motion by Mary Bathurst, second by Connie Beck to adjourn the meeting. All in favor, motion carried.

Meeting adjourned at 7:25 p.m. The summaries of minutes were respectfully submitted by acting secretary Christine Daniels, as Deputized by Montgomery County Clerk/Recorder Sandy Leitheiser..

DRAFT