

Montgomery County Board

Minutes

For Tuesday, July 9th, 2013 – 8:30 AM

The following are minutes of a regular meeting of the Montgomery County Board held at 8:30 AM on Tuesday, July 9th, 2013 in the County Board Room, 2nd floor of the Historic Courthouse, Hillsboro, Illinois.

The meeting was called to order by County Board Chairman Roy Hertel at 8:30 AM.

Roll call was taken. 21 members present, 0 members absent.

Members Present: Mary Bathurst, Connie Beck, Megan Beeler, Nikki Bishop, Bonnie Branum, Ronald Deabenderfer, Joe Gasparich, Chuck Graden, Heather Hampton+Knodle, Roy Hertel, Sharon Kuchar, Jay Martin, Gene Miles, Jim Moore, Mike Plunkett, Earlene Robinson, David Ronen, Glenn Savage, Bob Sneed, Mike Webb, Richard Wendel.

Members Absent: None

Pledge of Allegiance to the flag was given.

Mileage and Per Diem Approval: Motion by Miles, second by Bishop to approve the mileage and per diem. All in favor, motion carried.

Approval of Minutes of Previous County Board Meeting:

Motion by Bathurst, second by Branum to approve the Minutes of the Previous County Board Meeting held on Tuesday, June 11th, 2013. All in favor, motion carried.

CONSENT AGENDA:

1. **Chief Assessment Officer's Report** – was submitted.
2. **Circuit Clerk's Report** – Holly Lemons was present for questions.
3. **County Clerk and Recorder's Report** – Sandy Leitheiser was present for questions.
4. **County Treasurer's Report** – Ron Jenkins was present for questions.
5. **G.I.S. Coordinator's Report** – Mary Purcell was present for questions.
6. **Health Department Report** – Hugh Satterlee was present for questions.
7. **Probation Officer's Report** – Bane Ulrici was present for questions.
8. **Public Defender's Report** – was submitted.
9. **Sheriff's Report** – was submitted.
10. **T.B. Department Report** – was submitted.
11. **V.A.C. Report** – Dave Strowmatt was present for questions.

APPROVAL OF 11 ITEMS ON THE CONSENT AGENDA: Motion by Webb, second by Ronen to approve the 11 items on the Consent Agenda. All in favor, motion carried.

LIAISON REPORTS: Health Department Board –nothing to report. IL Assoc. of Co. Board Officials – nothing to report. MCWC – Branum reported the work continues on Phase 5. Planning Commission – Beeler reported the group will meet in mid-September. Senior Citizens Board – nothing to report. UCCI – nothing to report. U of I – nothing to report. VAC –nothing to report. West Central Development Council – Wendel reported he is seeking grant writing assistance from West Central for County projects.

COMMITTEE REPORTS:

COORDINATING COMMITTEE REPORT:

COORDINATING COMMITTEE: Given by Chairman Roy Hertel as follows:

1. **CEFS Central Illinois Public Transit Monthly Progress Report -Update:** Member Earlene Robinson stated that CEFS Transportation representative Kristie Warfel is no longer with CEFS, and the selection process is underway for her replacement. The CEFS Central Illinois Public Transit (CIPT) program now has expanded hours of transport to help with work travel, and they will be operating until 11 PM. County Clerk Leitheiser offered to provide flyers about CEFS Transportation services at the County Clerk's Office for public availability.

BUILDING & GROUNDS COMMITTEE REPORT: Given by Chairman Bob Sneed as follows:

1. **HVAC at Courts Complex -Approval:** Sneed reported there was a meeting with Hurst Roche Engineers last week regarding the HVAC at the Courts Complex and other issues with engineering work at County Buildings. There are two options for a new HVAC system at the Courts Complex, and the Committee will continue to explore options for grants. One grant that is available would be \$100 per ton of coolant or \$8,000. The HVAC system was down last week and Johnson Controls spent all day in the rain to repair it. The system ran for a while then failed again on Friday. The Committee approved that we pursue replacement of the HVAC system at the Courts Complex and will look for a vendor to draw up the bid specs and look for grants. Chairman Hertel stated that an option would be to lease or borrow the money to replace the HVAC system. Member Ronen stated that the County should look at the Illinois Clean Energy Grant availability as the HVAC system is replaced, and he said the deadline for this grant submittal will be in September of this year. Hertel asked Ronen to work with Building and Grounds Chairman Sneed on this grant availability. **Motion by Sneed, second by Deabenderfer to pursue replacement of the HVAC system at the Courts Complex. All in favor, motion carried.**
2. **Historic Courthouse Elevator -Approval:** Sneed reported the Committee discussed the option for a one year elevator maintenance agreement with Schindler that they revised and sent a couple of weeks ago. The Committee also reviewed a spread sheet which gave a 12 year history of the costs for elevator maintenance with Otis and felt the \$4,500 per year maintenance agreement with Schindler was reasonable. In comparison, the Committee found that the maintenance agreement with Otis Elevators has been increasing an average of 5.4% each year. The Committee approved to stay with the 10 year agreement with Schindler Elevator for \$4,500 per year, and Sneed stated they will have Assistant State's Attorney Wilson review the contract. **Motion by Sneed, second by Wendel to stay with the 10 year agreement with Schindler Elevator for \$4,500 per year contingent upon review and recommendation from the State's Attorney's Office. All in favor, motion carried.**
3. **Early Voting Basement Office -Update:** Sneed reported the Committee is checking on prices for remodeling the former Montgomery County Water Company to get room ready by fall for Early Voting at the March, 2014 Election.
4. **Hand Railing at Historic Courthouse -Update:** Sneed reported the railings have been installed at the north entrance of the Historic Courthouse. An additional concrete step was installed by County Maintenance, and after its completion, a water issue was noticed on the top step and

causing water to come under the door and inside the building. A few grooves will have to be cut into the concrete so the water can run off and away from the doorway.

5. **Building Safety Issues at Courts Complex -Update:** Sneed reported Judge Long has scheduled a Building Safety meeting with the Court-related departments at the Courts Complex for Monday, July 22nd, 2013 at 1:00 pm.
6. **Annex Building -Update:** Sneed reported the Committee again discussed the issue of the annex building leaking in the front office of the ROE office. The west wall leaked again during the weekend of 6/15/13. Sneed stated he will call the sub-contractor who did the brick work during the renovation a few years ago to see if he can identify the problem.

ECONOMIC DEVELOPMENT COMMITTEE REPORT: Given by Chairman Heather Hampton+Knodle as follows:

1. **MCEDC -Update:** Hampton+Knodle reported the MCEDC is in the process of advertising for the Full Time Executive Director Position. A new job description has been released and the MCEDC board will meet on July 22nd to review the applications, with interviews scheduled as soon as the applications are reviewed. There are four applicants so far and two applicants have Masters Degrees. Hampton+Knodle stated that MCEDC can be a site developer for new or expanded businesses, which would assist with these investments qualifying as tax deductible.
2. **County Employee Survey to ask How to Cut Expenses and or Increase Revenues -Update:** Hampton+Knodle reported the Committee reviewed the Executive Summary, highlights and recommendations for the Employee survey that was compiled by the Robert Morris College Students of County Board member Megan Beeler. The Committee also reviewed and discussed the portion of the survey detailing the employee responses given for all the questions. Hertel thanked the Robert Morris students for doing the work on the survey, and he stated there was an 18.2 percent response rate of County employees and County Board members. Deabenderfer asked if there was a problem with the low response rate from the employees and County Board members on the employee survey, and inquired about offering the survey again. Hampton+Knodle said the plan is to offer this type of survey annually. Deabenderfer said that the small response rate could indicate either that employees feel that things are going well or they don't trust that the survey is confidential. Hertel stated that maybe the statistics aren't perfect, but he felt that the results showing that 20 (half) of the respondents feel the County Board membership should be reduced is important information. **(For copy of Employee Survey, see Resolution Book 13, pages 72-114).**
3. **Mayors Welcome Packet -Update:** Hampton+Knodle reported the Committee reviewed and discussed the information that was submitted by County Offices for the Mayor's Welcome Packet, and stated a lot of information was given. The Committee would like to see if some of this information could be placed on the county website so there would be less paper to send out. Hampton+Knodle will be working on a cover letter to be provided along with the packets introducing the Mayors to its contents.
4. **FY 2014 Budget -Update:** Hampton+Knodle reported that the Finance Committee discussed that \$5,000 to be taken from the Revolving Loan fund and added to the \$30,000 already allocated in the MCEDC line item. Hampton+Knodle stated that members may disregard this request and other revenue sources have been found. Bishop inquired if Hampton+Knodle found out whether the Revolving Loan Fund has funding available, and Hampton+Knodle responded affirmatively.

E.M.A./AMBULANCE COMMITTEE REPORT: Given by Chairman Glenn Savage as follows:

Ambulance Call Reports:

A summary of monthly operations for **June 2013** was unavailable, and will be ready next month.

AMBULANCE REPORT:

1. **Collections -Update:** \$84,655.35 (old system- \$163.84, new system- \$84,491.51)

EMA:

1. **Plans for October 21st Table Top ongoing with MCHD -Update:** Savage reported that plans for the annual required emergency exercise are underway, and the event will be held in October in cooperation with the Montgomery County Health Department. The Table Top exercise will be focused on the Emergency Distribution of Medicine. Holmes reported that Health Department Director Hugh Satterlee is working on the details for the exercise.
2. **County Communications -Update:** Savage reported that Undersheriff Robbins has been searching for a County wide Notification System that will notify county residents by phone or internet in case of emergency events. A letter will be sent to all the County Mayors explaining the emergency notification system, and the municipalities will be asked if they would like to participate for approximately \$.55 per household, which will offset the purchase price of the communication system and yearly maintenance. Undersheriff Robbins is looking at the Code Red Alert System which is web based. Ronen stated that Litchfield currently has the Blackboard notification system. Hertel also stated that the first year may be paid for by a Crime Stoppers Grant, and those residents with cell phones can also register their phone numbers to be notified of emergency events. Hertel said the County will look at both the Code Red and Blackboard Vendor Systems. Member Mike Webb, who is also an Ambulance Board member, asked for a copy of the letter Mayors will receive so he can promote the program with Mayors in his District. Member Beeler asked how the program works, and Savage stated the software will allow emergency messages to be sent to land line phones, cell phones, and internet lines to provide residents important information.

FINANCE COMMITTEE REPORT: Given by Chairman Joe Gasparich as follows:

1. **SOA Report -Update:** Gasparich reported that the Board of Review was in session on July 27th, and with Heritage Manor Nursing Home in Litchfield being sold to Latter Rain Ministries and Latter Rain Ministries filing and receiving tax exempt status on the property, assessment expert Gene Stuard suggested making an offer to the former owner regarding the Board of Review Assessment. Durston reported that an offer was made and he has not heard from them yet.
2. **Bruce Harris & Associates Presentation for new Flyover -Update:** Gasparich reported the Committee watched a power point presentation given by Colin Russell of Bruce Harris and Associates regarding the options for a new flyover and web based software for GIS. This information needs to be researched further and Gasparich suggested forming a GIS work group sub-committee. Members of the Committee will consist of Mary Purcell, Heather Hampton+Knodle, Megan Beeler, Leo Beasley, Sandy Leitheiser, Ray Durston, realtor Brandi Lentz, Bill Purcell and Greg Nimmo. Megan Beeler will chair the GIS work group subcommittee, and their goal will be to look into our County's GIS capabilities and needs.
3. **Monthly Coal Revenue Report and Revenue, Expense & Bank Balance Report -Update:** Gasparich reported the Committee reviewed the monthly coal revenue report and the General Fund revenue and expense with cash in the bank report. Treasurer Jenkins reported that about \$1 million dollars has been received for real estate taxes to date.
4. **Discuss Truth in Taxation -Update:** Gasparich reported that there is a time frame for posting and advertising for a Truth and Taxation Hearing if the County goes over the 105% threshold, and the County Board will have to decide if they wish to exceed the 105% threshold by the

September meeting. If property taxes are not raised, then we will have to keep borrowing money from the coal funds. Gasparich stated that we are making positive steps to balance the budget, but it can't be done in one year.

5. **FY2014 Budget Hearings -Update:** Gasparich reported that the Committee approved to change the last date of Budget Hearings from July 17th to July 18th, which will make the new Budget Hearing schedule to be held on July 15th, 16th and 18th, 2013. Treasurer Jenkins will call the Department Heads that are scheduled for Wednesday, July 17th and ask them to either reschedule for Thursday, July 18th or they can schedule their hearing at the end of the meetings schedule on the 15th and 16th, or they can come to the August Finance Committee meeting.

H.W.E. COMMITTEE REPORT: Given by Chairman Connie Beck as follows:

1. **Elections -Update:** Beck reported that County Clerk Leitheiser reported to the Committee that a total of 18,511 voter ID cards were printed in house and will be mailed using the bulk permit rate for postage and will result in a \$900 savings. Leitheiser stated that since the initial mailing, approximately 4,000 voter ID cards have been returned by the Post Office, and she encouraged voters who haven't received their new voter ID cards to contact the County Clerk's office.
2. **Recycling Program and Events -Update:** Beck reported that she received information regarding a Bulb Eater unit for the Recycling Center. This machine sits on top of a 55 gallon drum and safely disposes of mercury based fluorescent lamps or bulbs. Once a drum is full the Bulb Eater unit is sealed and taken to a holding area for shipping. Beck stated that a pallet will hold four drums of universal waste, and the cost of the equipment and disposal is in the presentation which is in members' packets of information. Recycling Coordinator Lutz will obtain more information regarding grant funding and check with other companies who presently use this machine. Plunkett asked if the Committee discussed the potential of traditional mercury-based bulbs being replaced by LED bulbs, which will shift the market away from needing this service, and Ronen stated that he can see this happening in about 5 years. Also, it was stated that the government may at some point mandate that private citizens will not be able to dispose of these bulbs in the landfill. Beck said that if the Bulb Eater Unit is approved by the County Board, the Recycling Center would set up certain hours of the week for customers to come onsite at the Hillsboro facility and dispose of the bulbs. Deabenderfer asked if this service would be offered as a community service or if it would pay for itself. Beck stated Committee is looking into options now, and Lutz is inquiring with customers who want this service to see if they would pay a nominal fee for it. Hampton+Knodle stated the Committee should check for grants or foundations willing to pay for the Bulb Eater unit, and Wendel stated that grants he checked out may not be finalized in a year. Ronen stated that his employer, A & D Electric in Litchfield, presently takes these bulbs to an out-of-county vendor, Waste Management and he will contact this facility to gather more information for the Committee.
3. **Animal Control Facility and Program:** Beck reported:
 - Animal Control Intake Summary: The Committee reviewed monthly intake of animals.
 - Update on Revenues & Expenses: Not all the bills are in, so expenses will be updated next month.
 - **Animal Control Volunteer Manual -Approval:** Beck stated the Volunteer Manual was given to board members last month to review, and approval is needed this month. She thanked Member Deabenderfer for making grammatical corrections to the manual. **Motion by Beck, second by Graden to Approve the Animal Control Volunteer Manual pending correction of grammatical errors. All in favor, motion carried. (For copy of Volunteer Manual, see Resolution Book 13, pages 115-123).** Hertel thanked Beck and the State's Attorney's office for their work on the Volunteer Manual.

- **Volunteer Release Forms -Approval:** Beck stated the Volunteer Release Forms were also given to board members last month to review, and approval is needed this month. **Motion by Beck, second by Bishop to Approve the Volunteer Release Forms. All in favor, motion carried. (For copy of Volunteer Release Forms, see Resolution Book 13, pages 124-127).**
- Beck stated that volunteer hours have increased this month, and former Supervisor of Assessments Julie Kiefer has been entering rabies certificates. The Committee and Asst. State's Attorney Wilson stated it would be OK for Kiefer to take the rabies tags home to enter them into the computer system, Richardson will check with Bill Purcell to see if he can get something set up for her. Volunteer Gaye Shuling is willing to search for grants for animal control facilities, and Richardson stated that Pet Co has a few smaller grants that may be available for animal control facilities to help senior citizens adopt for free, which she will explore.
- **Free Roaming Cat Room:** Beck stated that most supplies have been purchased, and Hillsboro Electric has donated the light for the room. She also reported that Animal Control has started giving the cats vaccinations for distemper and upper respiratory infections.
- Beck reported a new volunteer group recently met and the County is really happy to have them. This group is calling themselves "Friends of MCAC" and their sole purpose will be to help rescue & adopt animals at the Montgomery County Animal Control facility and to help fundraise for the facility since the Animal Control facility can't because of its government status. The volunteer group also wants to create and maintain a Facebook page to promote adoptions and rescues and to post photos of lost and found animals so they may be reunited with their owners.
- Beck reported two rescues were completed today and four were out on Wednesday.
- 4. **Tour of Animal Control Facility -Update:** Beck stated the date has been changed to tour the facility after the Full Board meeting on Tuesday, August 13th, 2013, which will coincide with the 4th anniversary of the opening of the facility and an open house will also be planned.
- 5. **Bequest Money -Update:** Member Deabenderfer asked about the status of the Bequest funding for the Animal Control facility, and Assistant State's Attorney Wilson reported in about 30 to 60 days the estate will be wrapped up to allow this bequest money to be made public. Chairman Hertel stated that the Committee and County Board will need to decide how to spend and invest the bequest funds, which should help run the facility for a very long time, and he suggested naming the facility after the donor.

ROAD AND BRIDGE COMMITTEE REPORT: Given by Chairman Gene Miles as follows:

1. **Red Ball Trail -Update:** Miles reported Engineer Smith is working with the State's Attorney's Office to draft a letter to Moniger Construction regarding their work on the Red Ball Trail.
2. **Raymond Township Bridge -Update:** Miles reported work is progressing on the Raymond Township Bridge project and the new deck is being set now.
3. **Irving North County Bridge -Update:** Engineer Smith reported that he is working with Hurst-Rosche Engineers to get the Plans to IDOT this Friday. This project should be completed this summer.
4. **Resolution #2013-02: Resolution to appropriate funds for 1105 B-CA, Witt South, Location A, 100% County Project. -Witt Twp. -Approval:** Motion by Miles, second by Branum to Approve Resolution #2013-02: Resolution to appropriate funds for 1105 B-CA, Witt South, Location A, 100% County Project. -Witt Twp. – Culvert Replacement for \$4,200. All in favor, motion carried. (For copy of Resolution, see Resolution Book 13, pages 128-129).
5. **Resolution #2013-03: Resolution to appropriate funds for 1105 B-CA, Witt South, Location B, 100% County Project. -Witt Twp. -Approval:** Motion by Miles, second by

- Hampton+Knodle to Approve Resolution #2013-03: Resolution to appropriate funds for 1105 B-CA, Witt South, Location B, 100% County Project. -Witt Twp. – Culvert Replacement for \$4,150. All in favor, motion carried. (For copy of Resolution, see Resolution Book 13, pages 130-131).
6. Resolution #2013-04: Resolution to appropriate funds for 1105 B-CA, Witt South, Location C, 100% County Project. -Witt Twp. -Approval: Motion by Miles, second by Ronen to Approve Resolution #2013-04: Resolution to appropriate funds for 1105 B-CA, Witt South, Location C, 100% County Project. -Witt Twp.– Culvert Replacement for \$4,300. All in favor, motion carried. (For copy of Resolution, see Resolution Book 13, pages 132-133).
 7. Resolution #2013-05: Resolution to appropriate funds for 1106 B-CA, Nokomis Road, Location A, 100% County Project.-Nokomis Twp -Approval: Motion by Miles, second by Kuchar to Approve Resolution #2013-05: Resolution to appropriate funds for 1106 B-CA, Nokomis Road, Location A, 100% County Project.-Nokomis Twp.– Culvert Replacement for \$4,700. All in favor, motion carried. (For copy of Resolution, see Resolution Book 13, pages 134-135).
 8. Resolution #2013-06: Resolution to appropriate funds for 1106 B-CA, Nokomis Road, Location B, 100% County Project .-Nokomis Twp. -Approval: Motion by Miles, second by Webb to Approve Resolution #2013-06: Resolution to appropriate funds for 1106 B-CA, Nokomis Road, Location B, 100% County Project .-Nokomis Twp.– Culvert Replacement for \$4,900. All in favor, motion carried. (For copy of Resolution, see Resolution Book 13, pages 136-137).
 9. Resolution #2013-07: Resolution to appropriate funds for 1106 B-CA, Nokomis Road, Location C, 100% County Project .-Nokomis Twp. -Approval: Motion by Miles, second by Gasparich to Approve Resolution #2013-07: Resolution to appropriate funds for 1106 B-CA, Nokomis Road, Location C, 100% County Project .-Nokomis Twp.– Culvert Replacement for \$3,900. All in favor, motion carried. (For copy of Resolution, see Resolution Book 13, pages 138-139).
 10. Resolution #2013-08: Resolution to appropriate funds for 1106 B-CA, Nokomis Road, Location D, 100% County Project.-Nokomis Twp. -Approval: Motion by Miles, second by Moore to Approve Resolution #2013-08: Resolution to appropriate funds for 1106 B-CA, Nokomis Road, Location D, 100% County Project.-Nokomis Twp.– Culvert Replacement for \$3,900. All in favor, motion carried. (For copy of Resolution, see Resolution Book 13, pages 140-141).
 11. Resolution #2013-09: Resolution to appropriate funds for 1106 B-CA, Nokomis Road, Location E, 100% County Project.-Nokomis Twp. -Approval: Motion by Miles, second by Graden to Approve Resolution #2013-09: Resolution to appropriate funds for 1106 B-CA, Nokomis Road, Location E, 100% County Project.-Nokomis Twp.– Culvert Replacement for \$4,300. All in favor, motion carried. (For copy of Resolution, see Resolution Book 13, pages 142-143).
 12. Resolution #2013-10: Resolution to appropriate funds for 1106 B-CA, Nokomis Road, Location F, 100% County Project .-Nokomis Twp. -Approval: Motion Miles, second by Bishop to Approve Resolution #2013-10: Resolution to appropriate funds for 1106 B-CA, Nokomis Road, Location F, 100% County Project .-Nokomis Twp.– Culvert Replacement for \$6,600. All in favor, motion carried. (For copy of Resolution, see Resolution Book 13, pages 144-145).
 13. Resolution #2013-11: Resolution to appropriate funds for 1107 B-CA, Fillmore Trail, Location A, 100% County Project.-Fillmore Twp. -Approval: Motion by Mile, second by Branum to Approve Resolution #2013-11: Resolution to appropriate funds for 1107 B-CA,

Fillmore Trail, Location A, 100% County Project.-Fillmore Twp.– Culvert Replacement for \$4,700. All in favor, motion carried. (For copy of Resolution, see Resolution Book 13, pages 146-147).

14. **Resolution #2013-12: Resolution to appropriate funds for 1108 B-CA, Red Ball Trail, Location A, 100% County Project-East Fork Twp. -Approval:** Motion by Miles, second by Robinson to Approve Resolution #2013-12: Resolution to appropriate funds for 1108 B-CA, Red Ball Trail, Location A, 100% County Project-East Fork Twp.– Culvert Replacement for \$4,200. All in favor, motion carried. (For copy of Resolution, see Resolution Book 13, pages 148-149).
15. **Resolution #2013-13: Resolution to appropriate funds for 1108 B-CA, Red Ball Trail, Location B, 100% County Project -East Fork Twp. -Approval:** Motion by Miles, second by Beck to Approve Resolution #2013-13: Resolution to appropriate funds for 1108 B-CA, Red Ball Trail, Location B, 100% County Project -East Fork Twp.– Culvert Replacement for \$4,200. All in favor, motion carried. (For copy of Resolution, see Resolution Book 13, pages 150-151).
16. **Resolution #2013-14: Resolution to appropriate funds for 1108 B-CA, Red Ball Trail, Location C, 100% County Project -East Fork Twp. -Approval:** Motion by Miles, second by Hampton+Knodle to Approve Resolution #2013-14: Resolution to appropriate funds for 1108 B-CA, Red Ball Trail, Location C, 100% County Project -East Fork Twp.– Culvert Replacement for \$3,900. All in favor, motion carried. (For copy of Resolution, see Resolution Book 13, pages 152-153).
17. **Resolution #2013-15: Resolution to appropriate funds for 1109 B-CA, Mine Avenue, Location A, 100% County Project-Bois D' Arc Twp. -Approval:** Motion by Miles, second by Webb to Approve Resolution #2013-15: Resolution to appropriate funds for 1109 B-CA, Mine Avenue, Location A, 100% County Project-Bois D' Arc Twp.– Culvert Replacement for \$4,700. All in favor, motion carried. (For copy of Resolution, see Resolution Book 13, pages 154-155).

PERSONNEL COMMITTEE REPORT: Given by Chairman Mary Bathurst as follows:

1. **Job Salary Study -Update:** Bathurst reported Job Salary Study consultant Ron Duncan was present at the Committee meeting to discuss the final draft of the 2012 salary survey. Duncan suggested that the County go back and have the supervisor, employee and another individual work through the job descriptions to make sure we have an accurate description of each employee's duties so the correct SOC codes can be assigned. Bathurst stated we are getting closer to completion and just need some adjustments.
2. **SOA/EMA/State's Attorney - Union Local #397 -Update:** Bathurst reported the Committee reviewed paperwork from the Illinois Labor Relations Board regarding picking one of three mediators from their list for the mediation process.
3. **Highway Department - Union Local #1084 -Update:** Bathurst reported the Committee reviewed the email from Highway Department employee Bev Seamon regarding the Final Draft of the Union contract. Coordinator Daniels will contact Union Representative Tom Murphy to clarify a few issues on the contract also.
4. **Circuit Clerk's - Union Local #148 -Update:** Bathurst reported the Union negotiation meeting took place on Monday July 8th, 2013, and the County's Final and best offer was given. The Union representative said they now will take this offer to their members for a vote.

Drug and Alcohol Abuse Policy -Approval: Bathurst reported that the County board reviewed for the Drug and Alcohol Abuse Policy for a month and it now needs approval. Deabenderfer asked about the section that pertains to employees' actions during their personal time and on their

private property, and if this section is necessary to be included in our policy. Assistant State's Attorney Wilson responded affirmatively, and stated that this policy applies to at the time of hire and during employment and is important to be included to make sure employees don't come to work disoriented or under the influence. Wilson further stated that the County has a right to know if the employee has been convicted of a drug or alcohol related crime. She also informed the Board that this policy is also used by the Federal Government. **Motion by Bathurst, second by Kuchar to Accept the Drug and Alcohol Abuse Policy. All in favor, motion carried. (For copy of Policy, see Resolution Book 13, pages 156-159).**

5. **Worker Wellness Program -Update:** Bathurst reported a memo went out in the employee paychecks asking for volunteers who are on the employee health insurance who are interested in serving on an Employee Wellness Committee. Coordinator Daniels stated that six employees have volunteered so far.
6. **Executive Session for the purpose of Discussing Personnel and Salaries -Approval:**
 - **Motion by Bathurst, second by Moore to Enter Into Executive Session. All in favor, motion carried. Time: 10:00 a.m.**
 - **Motion by Martin, second by Webb to Come Out of Executive Session. All in favor, motion carried. Time: 10:23 a.m.**

Motion by Gasparich, second by Beeler to place on the Agenda for the August, 2013 meeting for approval to offer a Severance Package to eligible employees that if accepted, would terminate their employment on November 30th, 2013. All in favor, motion carried.

APPROVAL OF 8 COMMITTEE REPORTS & MINUTES: Motion by Bathurst, second by Miles to approve the 8 Committee reports and minutes. All in favor, motion carried.

ANNOUNCEMENTS: Chairman Hertel announced the following:

1. **Resignation Letter from Litchfield Police Chief B.J. Wilkinson from 911 Board –** Hertel stated B.J. did a great job on the 911 Board and we will miss him as Litchfield Police Chief.
2. **Hertel announced the Tour of Montgomery County Health Department is today after Full Board Meeting –** Hertel informed members to come in the Administration side toward the garage, on the west facing building.
3. **Hertel announced that the Tour of Animal Control Facility is August 13th after Full Board.**

SCHEDULE CHANGES: None

APPOINTMENTS:

1. **Motion by Beck, second by Gasparich to Appoint Sandy Leitheiser as the Montgomery County Open Meetings Act Designee and Chris Daniels as the Montgomery County Open Meetings Act Deputy Designee. All in favor, motion carried.** Chairman Hertel stated that the Attorney General's office has a requirement for this position under Illinois Law.
2. **Motion by Plunkett, second by Moore to Appoint Jay Greenwood as Trustee to the Green Hill Cemetery Association which expires April 30th, 2018. All in favor, motion carried.**

PUBLIC COMMENTS: Chairman Hertel gave permission for citizen Bill Schroeder to speak after he received his public comment card. Schroeder asked how the County determines coal revenues and the ownership of the coal that is mined. Gasparich stated Patton Mining reports monthly tonnages to IDNR, and the County retrieves those totals from them each month. Also, Treasurer Jenkins is tracking the path of the mining activity and revenues received from Patton mining. Member Webb stated there is a measurement the Coal company must use and then reports this information to the State. Schroeder

stated the County should “trust but verify” and monitor the Patton Mining activity, and asked that the Board inquire whether they have Belt Scales as well.

PAY BILLS:

1. **Approval to Pay Any Invoices from Adams, PC or Books & Moore:** Motion by Gasparich, second by Webb to pay any invoices for Adams, PC or Books & Moore. Voice Vote: In favor – 20, Against – 0, Absent – 0, Abstain -1 (Moore). Motion carried.
2. **Approval to Pay Any Invoices from A&D Electrical Supply:** Motion by Bathurst, second by Martin to pay any invoices for A&D Electrical Supply. Voice Vote: In favor – 20, Against – 0, Absent – 0, Abstain -1 (Ronen). Motion carried.
3. Motion by Miles, second by Wendel to pay all other approved bills. All in favor, motion carried. For itemized listing of bills paid, refer to Accounts Payable Book for FY 2013.

ADJOURN: Until the Full Board Meeting on Tuesday, August 13th, 2013 at 8:30 a.m. in the County Board Room, Hillsboro, Illinois. Motion by Branum, second by Robinson to adjourn the Full Board Meeting. All in favor, motion carried.

Meeting adjourned at 10:26 a.m. Minutes respectfully submitted and recorded by Montgomery County Clerk and Recorder Sandy Leitheiser.