

Montgomery County Board

Coordinating Committee Meeting Minutes

Date: Tuesday, April 30th, 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**, EMA/Ambulance Chairman **Glenn Savage**, Building & Grounds Chairman **Bob Sneed**

Others Present: Sandy Leitheiser

The committee met today to discuss the following:

Coordinating: Roy Hertel, Board Chairman

1. **Update/Approval Presentation from Kristie Warfel of CEFS:** Will be at the May Full Board meeting. The Hazmat trailer will be on site on May 14th, for the board members to tour.
2. **Update/Approval CEFS Ordinance and Intergovernmental Agreement to Provide for Public Transportation in Montgomery County:** Will be presented to the Full Board.
3. **Update/Approval CEFS Central Illinois Public Transit Monthly Progress Report:** Received
4. **Update/Approval:** “Wish” List submitted to DCEO on 4/29/13.

Building & Grounds: Bob Sneed, Chairman **Meeting at 1:00 p.m.*

1. **Update/Approval HVAC at Courts Complex:** Don Fournier an Engineer consultant working with IACBMC, Illinois Energy Now Program will be here to answer questions regarding potential energy grants for the HVAC replacement at the New Courthouse.
2. **Update/Approval Historic Courthouse Elevator:** Elevator has been working okay since the plastic screws were installed.
3. **Update/Approval Maintenance Issues and Report:** Bob Sneed contacted Selvaggio Steel to get a quote on the hand railings at the north entrance of the Historic Courthouse.
4. **Update/Approval Fire Alarm System at Recycling:** Bob Sneed contacted Russ Campbell to get a quote on the Hillsboro and Litchfield Recycling Centers.
5. **Update/Approval Building Safety Issues at Courts Complex:** Committee reviewed a letter from Stan McCaslin regarding security issues at the front entrance of the Courts Complex.
6. **Update/Approval Tour of Annex Building:** Front of building leaked again during last heavy rain.
7. **Other Business:** None

Economic Development: Heather Hampton+Knodle, Chairman

1. **Update/Approval County Website:** Heather Hampton+Knodle needs to work with IS Manger Bill Purcell on technical issues. Additional work is needed to compile the FAQ’s received from the department surveys. County Clerk Leitheiser stated that Terri Miller is available to take on this task and that the automation fund could be used to help compensate her for this additional work. Leitheiser will talk with Personnel Committee and get information ready to present to the Finance Committee.
2. **Update/Approval MCEDC:** Next meeting is Thursday, May 2nd at 4:15 p.m. GIS data will be downloaded on a donated laptop. GIS data will not be on Executive Director Erika Kennett’s personal computer.
3. **Update/Approval Revolving Loan Fund Report:** Committee will review reports at their meeting.
4. **Update/Approval County Employee Survey to ask How to Cut Expenses and or Increase Revenues:** Megan Beeler’s class is working on.

5. **Update/Approval Coal Severance Tax Report on States:** Committee reviewed the report provided by Heather Hampton+Knodle
6. **Update/Approval Planning Commission Update:** Next meeting is Tuesday, May 21st at 5:00 p.m. Erika Kennett needs to be at the next Planning Commission meeting.
7. **Update/Approval Fracking:** The bill is held in the rules committee.
8. **Update/Approval Legislative Breakfast:** Will be held on May 13th at LLCC at 8:00 am.
9. **Update/Approval Litchfield City Hall Meeting with Potential Business:** Will be held on May 8th
10. **Update/Approval State Legislative Priorities Report:**
11. **Update/Approval Enterprise Zone Conference Report:** Conference was April 25th. Went over the amendments to the EZ. Some emergency amendments took place in April. The sales tax amendments will take place on July 1st, 2013. Mary Purcell to get EZ maps ready by June 1st. When the mayors are invited to an EZ meeting in June, we need to remind them about sending a proxy if they are unable to attend.
12. **Update/Approval Economic Development Committee Date Change:** Meeting date will be changed from June 5th, 2013 to Wednesday, May 29th, 2013.
13. **Update/Approval Clean Line Energy:** No meeting yet.
14. **Other Business:** None
15. **June Agenda Items:** Gasparich suggests inviting County Mayors to the Full Board meeting.

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

1. **Update/Approval of the Ambulance Call Report for April 2013:**
2. **Update/Approval of E.M.A./Ambulance Report:** Clerk Leitheiser reported that she has four out of five insurance certificates for the 5 Area Ambulance Service Agreements. Farmersville hasn't turned one in yet. Hillsboro's Insurance Certificate expires 5/24/13. Nokomis expires this month. Raymond will expire in May. Diana will need to look at their insurance expiration dates and get a current copy from each ambulance district each time it renews. The MABAS Trailer will be here on May 14th for the board members to tour after the meeting.
3. **Update/Approval National Incident Management System Classes (NIMS):** Gasparich will be teaching the NIMS 700 class before regular EMA on May 7th at 2:30 p.m.
4. **Update/Approval Natural Mitigation Plan:** Diana brought over a note from Mike Cavanaugh asking if there are any updates to the Plan that was adopted on 11/7/10.
5. **Other Business:** None

Finance: Joe Gasparich, Chairman

1. **Update/Approval SOA Report:** Ray Durston will give his report.
2. **Update/Approval GIS Report:** GIS money should have a running total. The initial startup money could be paid back to the General Fund.
3. **Update/Approval FY2012 County Audit:** Need Full Board approval in May. Committee discussed Whitey Patton's recommendations.
4. **Update/Approval Monthly Coal Revenue Report and Revenue, Expense & Bank Balance Report:** Committee will review at their meeting.
5. **Update/Approval FY2014 Budget Information & Schedule:** Budget Hearings are scheduled for Monday, July 15, Tuesday July 16, and Wednesday, July 17.
6. **Update/Approval Quarterly Time-off Reports:** Department Heads will be invited to Finance Committee meeting on May 6th to go over the procedure for turning in their time off. Also, talk about vacation taken by November 30th.
7. **Update/Approval County's Delinquent Tax Liquidation Program:** Tax Agent Joe Meyer will send a representative to explain the County Delinquent Tax Program.
8. **Update/Approval Energy Bids:** Bob Hermsmeyer and other quotes via email have to be the inclusive price.

9. **Update/Approval Copy Machines Survey:** Proposal sent by Dale Smith from Tom Day Business Machines for committee to review. Smith will come to the June Committee meeting to discuss.
10. **Update/Approval Cell Phones Survey:** Survey is complete and all county cell phones will be moved to one account for an approximate savings of \$400 per month.
11. **Update/Approval Central Purchasing Program:**
12. **Update/Approval Raymond/Harvel Public Hearing:** Hearing will be held on May 13th, 2013 at 7:00 pm at the Raymond Village Hall. Postcards were mailed by Clerk Leitheiser's Office on 4/25/13 to the voters in that District. Public Notice was published the week of 4/22/13.
13. **Other Business:** None

HWE: Connie Beck, Chairman

1. **Update/Approval Elections:** County Clerk Leitheiser will report.
2. **Update/Approval Recycling Program and Events:** Dawn Lutz will report on Electronics Drive.
3. **Update/Approval EPA Report:** Bill Gonet will give his report.
4. **Update/Approval Animal Control Facility and Program:** Nancy Richardson will give her report.
 - **Animal Control Bequest:** Will be discussed.
5. **Animal Control Increase Fee for Rabies Tags:** Chairman Hertel talked to Veterinarian Brohammer regarding his editorial in the newspaper referring to the Fee increase for Rabies tags. Hampton+Knodle asked if the full board could make a Resolution recognizing volunteer contributions to the animal control program.
6. **Update/Approval Tours of Recycling Center and Animal Control Facility:** Full Board Members will tour the Recycling Center on June 11th after the board meeting and will tour the Animal Control Control facility after the board meeting on July 9th, 2013.
7. **Other Business:** None

Personnel: Mary Bathurst, Chairman

1. **Update/Approval Worker Wellness Program:** Jessica Chappellear, Fusion Executive Director will attend the May 30th, committee meeting to discuss the "workers wellness program."
2. **Update/Approval Internet and Social Media Policy and Guidelines:** Betsy Wilson has presented an Internet and Social Media Policy for the committee to review. Bill Purcell presented a County Computer Security Policy. Committee reviewed and a couple of changes will be worked on by Betsy and Bill.
3. **Update/Approval Drug Test Policy:** Revise for Personnel Manual to reflect changes requested by Holly Lemons.
4. **Update/Approval Job Salary Survey:** Ron Duncan sent an email last Thursday stating he is finishing up the changes on the 30 & 40 hour wage portions of the job study. He is also looking at the Legal Secretary and Account positions. Duncan sent an email to Holly today to answer her question about how to find the salaries on the internet for the SOC codes.
5. **Update/Approval Highway Department Union Local #1084:** Next meeting is Monday, May 6th at 4:30 with committee and 5:00 with union.
6. **Update/Approval SOA/EMA/State's Attorney Union Local #397:** Bill Traylor gave another proposal at last Thursday's meeting.
7. **Update/Approval Circuit Clerk's Union Local #148:** Next meeting is Tuesday, May 21st, 2013 at 5:00 with the committee and 5:30 with the Union.
8. **Other Business:** None

Road & Bridge: Gene Miles, Chairman

1. **Update/Approval Raymond Township Bridge:** Issues have been resolved. The Complaint was denied and the bridge will be built.
2. **Update/Approval 2013 Pipe Culvert Letting:** Will be held on May 8th at 9:00 a.m. at Regular Committee meeting
3. **Other Business:** None

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

Meeting adjourned at 8:35 p.m. The summaries of minutes were respectfully submitted by acting secretary Christine Daniels, as Deputized by Montgomery County Clerk/Recorder Sandy Leitheiser.

Draft