

Montgomery County Board

Coordinating Committee Meeting Agenda

Date: Tuesday, June 25th 2013

Time: 6:00 PM – Historic Courthouse Conference Room

Members Present: Personnel Committee 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**

Members Absent: County Board Chairman **Roy Hertel**

Others Present: Assistant States Attorney Betsy Wilson and Bill Schroeder

The committee met today to discuss the following:

Coordinating: Roy Hertel, Board Chairman

1. Update/Approval CEFS Central Illinois Public Transit Monthly Progress Report:

Building & Grounds: Bob Sneed, Chairman

- 1. Update/Approval HVAC at Courts Complex:** Dale Cover, Mechanical Engineer with H-R and Tom Baker met with Bob Sneed regarding the HVAC at the Courts Complex. Committee will start the process to see what is wrong with the cooling system. The committee will review options of getting a chiller unit which is more efficient. The cost will be about \$140,000.
- 2. Update/Approval Historic Courthouse Elevator:** Committee will review the 13 year maintenance spreadsheet with OTIS elevator.
- 3. Update/Approval Maintenance Issues and Report:** Committee will review Lloyd Meyer's report.
- 4. Update/Approval Remodel Basement Office for Early Voting:** Bob Sneed has contacted Tim Lipe to review the basement office for remodeling.
- 5. Update/Approval Hand Railing at Historic Courthouse:** Will be installed on 6/26/13
- 6. Update/Approval Building Safety Issues at Courts Complex:** Will check with Rick Robbins
- 7. Update/Approval Annex Building:** Leaked again weekend of 6/15/13
- 8. Update/Approval Old Settlers Booth on Courthouse Square:** County Clerk, Coordinated Services, Animal Control and Recycling to have information on County Services and voter registration.
- 9. Sunday, 8/18/13 and Wed. Thurs. 8/21 & 8/22**
- 10. Update/Approval Fire and Smoke alarms:** Daniels will contact Mac's Fire and Safety to start the work
- 11. Update/Approval Other Business:**

Economic Development: Heather Hampton+Knodle, Chairman

- 1. Update/Approval MCEDC:** Next meeting is Thursday, July 11 at 4:15 p.m. Two inquiries of people on the street for the open position.
- 2. Update/Approval County Employee Survey to ask How to Cut Expenses and or Increase Revenues:**
- 3. Update/Approval Planning Commission Update:** No date has been set yet. Possible date would be the second week of July
- 4. Update/Approval Clean Line Energy:** Hampton+Knodle stated that a letter went out to County Businesses to sign up to be on their vendor list.
- 5. Update/Approval Enterprise Zone:** Meeting with EZ Mayors is Wednesday, July 3 at 6:00 p.m. Daniels sent out a reminder letter to the mayors.

6. **Update/Approval Mayors Welcome Packet:** Leitheiser stated that she will send out a reminder memo to departments for materials to present to the committee next week. Some offices have sent in materials to share.
7. **Update/Approval FY 2014 Budget:** Hampton+Knodle is reviewing.
8. **Update/Approval Other Business:** Hampton+Knodle is working with the NAGS group to get more exposure on the two county trails. Meeting with Hillsboro Hospital and Fusion motivated Glenn Savage to work with the volunteers to educate the public to use the trails. Get publicity for County Board.
9. **August Agenda Items:**

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

1. **Update/Approval of the Ambulance Call Report for June 2013:**
2. **Update/Approval Collections:**
3. **Update/Approval Ambulance District Information:**
4. **Update/Approval Communication Options – system to alert employees:** Rick Robbins and Greg Nimmo will present more information about communication companies.
5. **Update/Approval Madison County MOU:** Turn this into the County MABAS asset.
6. **Update/Approval Ambulance Budgets:** Leitheiser stated that all five ambulance districts have turned in their budgets.
7. **Update/Approval Natural Hazards Mitigation Plan:** Director Holmes needs to get the mitigation plan updated. It should be updated annually to qualify for grants.
8. **Update/Approval Emergency Security Improvements for the Courts Complex:**
9. **Update/Approval Other Business:**

Finance: Joe Gasparich, Chairman

1. **Update/Approval SOA Report:** Durston will report
2. **Update/Approval GIS Report:** Purcell will report.
3. **Update/Approval Bruce Harris & Associates Presentation for new Flyover:**
4. **Update/Approval Monthly Coal Revenue Report and Revenue, Expense & Bank Balance Report:**
5. **Update/Approval Discuss Truth in Taxation:** Reports will be submitted.
6. **Update/Approval FY2014 Budget Hearings:** Will be held on July 15, 16, 18
7. **Update/Approval Copy Machines Survey:** Need to touch base with Dale Smith with Tom Day Business Machines to see if he has a final proposal.
8. **Update/Approval Cell Phone Billing:** Daniels will follow up with Megan Beeler to see if when
9. **Update/Approval Central Purchasing Program:**
10. **Update/Approval Closed Session for budget and salaries.**
11. **Update/Approval Other Business:**

HWE: Connie Beck, Chairman

1. **Update/Approval Elections:** Voter cards are printed and ready to be mailed out.
2. **Update/Approval Recycling Program and Events:** Bulb eater Presentation
3. **Update/Approval EPA Report:** Gonet will be
4. **Update/Approval Animal Control Facility and Program:** Animal Control Volunteer Manual, Ordinance Changes, Volunteer Release Forms, Drug Testing Volunteers to drive County vehicle, Friends of MCAC New Volunteer Group is forming with sole purpose to help rescue & adopt animals at animal control and to help fundraise for the facility since MCAC can't. They also want to create and maintain a Facebook page to promote adoptions, rescues and to post lost and found animals to re-unite with their owners. Can the new volunteer group meet once a month at the Annex Conference room for a few months, then meetings would be bi-monthly or quarterly? Committee had a lengthily discussion. Not the mission of the

County. Use the bequest money for bricks and mortar, not for day to day expenses. Committee gave approval for the volunteer group to meet at the annex conference room.

5. **Update/Approval Tour of Animal Control Facility:** After Full Board meeting on ~~July 9th~~ August 13? Postpone until cooler weather.
6. **Update/Approval Other Business:**

Personnel: Mary Bathurst, Chairman

1. **Update/Approval Worker Wellness Program:** Committee discussed a memo that will go out to all the employees in the paychecks this week asking if there is any interest for serving on the wellness committee.
2. **Update/Approval SOA/EMA/State's Attorney - Union Local #397:** Pick Mediator
3. **Update/Approval Circuit Clerk's - Union Local #148:** Next meeting is scheduled for Thursday, June 27th at 5:30 pm
4. **Update/Approval Highway Department - Union Local #1084:** Waiting to hear if the contract is
5. **Update/Approval Drug and Alcohol Abuse Policy:** Board is reviewing for 1 month. Drug Test at the time Employee gets hurt on the job?
6. **Update/Approval Job Salary Study:** Ron Duncan will be here on Thursday.
7. **Update/Approval Other Business:**

Road & Bridge: Gene Miles, Chairman

1. **Update/Approval Old Tractor's Bids:** Committee will discuss.
2. **Update/Approval Other Business:** None
3. **Update/Approval Red Ball Trail:** Committee will discuss.

Motion by Heather Hampton+Knodle, second by Glenn Savaage to adjourn the meeting. All in favor, motion carried. Meeting adjourned at 7:50 p.m. The summaries of minutes were respectfully submitted by acting secretary Christine Daniels, as Deputized by Montgomery County Clerk/Recorder Sandy Leitheiser.