

**Montgomery County Board
Minutes**

For Tuesday, December 11th, 2012 – 8:30 AM

The following are minutes of a regular meeting of the Montgomery County Board held at 8:30 AM on Tuesday, December 11th, 2012 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 led by Board member Jim Moore.

Mileage and Per Diem Approval:

Motion by Graden, second by Martin to approve the mileage and per diem. All in favor, motion carried.

Approval of Minutes of Previous County Board Meeting:

Motion by Bishop, second by Kuchar to approve the Minutes of the Previously County Board Meeting held on Tuesday, November 13th, 2012. All in favor, motion carried.

Approval of Minutes of 2012 County Board Reorganization Meeting:

Motion by Bathurst, second by Ronen to approve the Minutes of the 2012 County Board Reorganization Meeting held on Monday, December 3rd, 2012. All in favor, motion carried.

CONSENT AGENDA:

1. **Chief Assessment Officer's Report** – was submitted.
2. **Circuit Clerk's Report** – was submitted.
3. **County Clerk and Recorder's Report** – Sandy Leitheiser was present for questions.
4. **County Treasurer's Report** – Ron Jenkins was present for questions and welcomed new and returning County Board members, stating this is the 16th County Board he is now serving with and that the Treasurer's office is always open for any needs that members may have.
5. **G.I.S. Coordinator's Report** – Mary Purcell was present for questions.
6. **Health Department Report** – Hugh Satterlee was present for questions and reported the Health Department roof has been completed and because their bank account is under \$600,000, they will need to ask the County for a short term loan for \$93,000 as was previously approved.
7. **Probation Officer's Report** – was submitted.
8. **Public Defender's Report** – was submitted.
9. **Sheriff's Report** – Jim Vazzi was present for questions and welcomed new and returning County Board members and reported that visiting days at the Jail are 1:30 p.m. to 3:30 p.m. on Tuesdays and Saturdays.
10. **T.B. Department Report** – was submitted.
11. **V.A.C. Report** – Dave Strowmatt was present for questions and reported that this month's report is the last report where monthly Recoveries and Projections notations are made, and they will be made quarterly in the future.

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

COMMITTEE REPORTS:

COORDINATING COMMITTEE REPORT:

COORDINATING COMMITTEE: Given by Chairman Roy Hertel as follows:

1. **CEFS Central Illinois Public Transit Monthly Progress Report -Update:** Hertel reported the monthly progress report was included at the front of County Board packets.
2. **Report of the Rules Committee -Update:** Hertel reported the Board Rules Committee met on Monday, December 10th, 2012, and minutes from their meeting were included in Board packet for review. He called on Rules Committee member Bathurst to include the Rules Committee report in her Personnel Committee report when given.
3. **2013 Coordinating Committee Meeting Dates, Time and Location -Update:** Coordinating Committee meets the last Tuesday of the month. Hertel reported the next meeting is December 18th, 2012 at 4:00 p.m. and Julie Bruch, ICRMT insurance attorney, will be here to talk to the committee about their legal services in cases of county litigation. At the end of **2013**, December's Coordinating Committee meeting date is changed to December 19th, 2013 due to New Year's Eve.
4. **April Full Board Meeting Date -Update:** Hertel reported that due to the April 9th, 2013 Consolidated Election, the Full Board Meeting will be scheduled for the following week on Tuesday, April 16th, 2013.

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

1. **2013 Building & Grounds Committee Dates, Time and Location -Update:** Sneed reported the committee reviewed the Building & Grounds meeting dates and times for 2013. One member has a conflict during the months of February, March, April and May and asked if the meeting times could be changed to 1:00 pm during those four months and the committee approved. All other meeting dates will still be held at 8:30 a.m. on the Friday before Full Board in the Historic Courthouse Conference room.
2. **Annex Building -Approval:** Sneed reported that the committee reviewed the pictures taken from Hurst-Rosche of the clay coping on the Annex Building roof. The pictures showed severe deterioration of the mortar on the clay copings and Hurst-Rosche's recommendation was to have them replaced. Young's Roofing was contacted a few weeks ago to give an estimate to remove the clay copings and to replace them with aluminum. The committee questioned the gauge of aluminum to be used as it was not in the proposal. The committee approved the bid from Young's Roofing in the amount of \$4,740 pending the gauge of aluminum to be used. Sneed reported he has since found that the aluminum is not strong enough to withstand the weather and has asked for a stronger baked enamel metal, but this adds \$2,000 to the proposal. **Motion by Sneed, second by Wendel to Approve the Proposal from Young's Roofing for \$6,740 to Replace the Coping on the Annex Building.** Graden asked how many bids did we get and Sneed replied one. **All in favor, motion carried.**
3. **Maintenance Issues and Report -Update:** Sneed reported the following:
 - The water leaks on dishwasher at the jail have been repaired and a new drain pump ordered.
 - The Fuel injector pump on the generator at jail had to be rebuilt and is working.
 - The Committee discussed the need to replace some sidewalks and apron areas at the parking lot by the courthouse in the spring. Salt issues keep from replacing them sooner.

- The Committee discussed compiling a list of vendors to use for work at county buildings that could be used to call on vendors on a rotation basis. Coordinator Daniels will draft an advertisement for the newspapers and county website to solicit vendors who wish to participate. Sneed stated we can use this vendor list to give all local businesses an opportunity to do courthouse work.

Sneed thanked former Building & Grounds Chairman Terry Bone for helping him with a smooth transition.

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

1. **2013 Economic Development Committee Dates, Time and Location -Update:** Hampton+Knodle thanked former Economic Development Chairman Ron Deabenderfer for meeting with her in the transition. She reported the Economic Development Committee will continue to meet on the Wednesday before Full Board on the 2nd floor in the Historic Courthouse Conference room, but the time is changed to 7:00 p.m.
2. **MCEDC -Update:** Hampton+Knodle reported a Night of Networking was held last Thursday, December 6th from 5-7 p.m. at Litchfield County Club hosted jointly by the City of Litchfield and the local Chamber of Commerce. The MCEDC Executive Board meeting is scheduled for Thursday, January 3rd at 4:15 p.m. in the Conference room on the 2nd floor of the Historic Courthouse. She stated all Board Members are welcome to attend and discussion will include scheduling their annual meeting, the Business Retention Program and working on updating their website.
3. **Resolution to Adopt the West Central Development Council Comprehensive Economic Development Planning Report -Approval:** Hampton+Knodle reported Ron Deabenderfer read the entire Comprehensive Economic Development Strategy (CEDS) report and found numerous grammatical and typographical errors and thanked him for his corrections. Hampton+Knodle stated this report has to be sent to the federal Economic Development Administration, and Deabenderfer has drafted a letter to West Central Executive Director Mike Scherer to have the corrections made. The committee discussed approving the Resolution pending the corrections being made to the report. Hertel agreed with Deabenderfer that the document should be corrected. Gasparich asked if this report was like the Montgomery County Comprehensive Planning Report that the Board adopted and Hampton+Knodle replied it is meant to capture multiple counties' goals and Montgomery County is supposed to feed our goals into it. This Planning Report is not a guide for zoning or land use, Hampton+Knodle stated, and its primary use is to apply for Economic Development administrative grants. **Motion by Hampton+Knodle, second by Ronen to Approve the Resolution to Adopt the West Central Development Council Comprehensive Economic Development Planning Report Contingent upon Corrections made to the CEDS Document. All in favor, motion carried. (For copy of Resolution, see Resolution Book 12, page 288).**
4. **Illinois Commerce Commission Notice -Update:** Hampton+Knodle reported that Deabenderfer attended several meetings of the Illinois Commerce Commission regarding Ameren's plan to construct, operate and maintain a new High Voltage Electric Service Transmission Line and stated that this project may impact the northern part of Montgomery County possibly through Bois D'Arc Township.
5. **Support Letter for the Litchfield Museum and Route 66 Welcome Center -Approval:** Hampton+Knodle reported the committee reviewed a support letter for the Litchfield Museum and Route 66 Welcome Center to help them apply for grant money. Chairman Hertel thanked

Board Member Mary Bathurst for drafting the letter. **Motion by Hampton+Knodle, second by Bathurst to Approve the Support Letter for the Litchfield Museum and Route 66 Welcome Center. All in favor, motion carried.**

6. **West Central Development Council CEDS Appointee(s) from the County -Update:** Hampton+Knodle reported that the committee discussed the current appointee Richard Wendel who has been serving on the West Central Development Council and is the 1st Vice-President, which places Wendel to be in line to serve as the President next season. She is excited about two more County individuals possibly serving on this board and discussion will take place at the next Economic Development Committee meeting regarding future appointments.
7. **Montgomery County Planning Commission Appointee(s) from the County -Update:** Hampton+Knodle informed members she gave a brief overview at the Committee meeting of the Montgomery County Planning Commission and the Comprehensive Plan Document that is available on the County Website for review. Hampton+Knodle reported that Megan Beeler has been chosen to serve on the Montgomery County Planning Commission which will reactivate in the next two months.
8. **Enterprise Zone Seminar -Update:** Hampton+Knodle reported that Coordinator Chris Daniels attended an Enterprise Zone Seminar last month to learn about the new updates and legislative changes that will take place on July 1st, 2013, including changes to the Certificate of Eligibility for Sales Tax Exemption. Currently Daniels gives qualified businesses a signed form that confirms Enterprise Zone benefits, but in 2013, this process will be changed by having the business pre-qualify on-line via the Illinois Department of Revenue website. If the contractor who is awarded the project does not owe any state taxes, they will be issued a Sales Tax Exemption Certificate from the Illinois Department of Revenue, not the county. Daniels stated that the State is still trying to develop this new process. Hampton+Knodle stated following a more detailed training in March or April, a mayors meeting of 11 county mayors will be set up to educate them on the significant changes to the Enterprise Zone.
9. **County Website – montgomeryco.com -Update:** Hampton+Knodle encouraged Board Members and employees to give input for updates to the County website. Information Systems Manager Bill Purcell will be asked to attend the next committee meeting to discuss possible updates. Hampton+Knodle stated the next Economic Development Committee meeting is Wednesday, January 3rd at 7:00 p.m. in the Historic Courthouse Conference room.
10. **CIEDA -Update:** Board Member Mike Plunkett asked Hampton+Knodle if the Central Illinois Economic Development Authority Board is still at work and she replied affirmatively that it is still active and still meeting. She stated she serves as Chairman of this organization, which offers refinancing of bonds at a lower rate, and reported 21 leads and 2 prospects.

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

Chairman Glenn Savage stated the following were present at the EMA Committee meeting: Chuck Graden, Joe Gasparich, Sharon Kuchar, Mike Webb, Roy Hertel, Diana Holmes, Andy Ritchie and Barb Schmedeke.

AMBULANCE REPORT:

1. **Ambulance Billing -Update:** Savage reported an error in the EMA minutes where it states the Ambulance Billing office does not cost the County any money, and instead stated the County does pay for those services; it just brings in more in ambulance billing than the office actually costs to operate.

EMA:

NEW BUSINESS:

1. **Temporary Court Building -Update:** Savage reported that Director Holmes will work on finding a building in the County and possibly another county to temporarily hold Court if there were some type of disaster. Also, the committee plans to meet with ROE

Superintendent Marchelle Kassebaum to review plans for school evacuation and preparedness.

2. **Open Meetings Act Training -Update:** Savage stated he has completed the OMA Training.

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

1. **2013 Finance Committee Dates, Time and Location -Update:** Gasparich reported the Finance Committee has moved their meetings to the second Monday before the Full Board meeting. January's meeting will be held on Monday, December 31st, 2012 at 8:30 a.m. in the County Board room due to the holidays. October's meeting date will have to be moved to September 30th. Due to a conflict on Labor Day, the committee approved scheduling the September Finance Committee Date on Tuesday, September 3rd.
2. **SOA Report -Update:** Gasparich reported the Township Factors were applied and published on November 28th and 29th. The board of review has received 127 complaints so far and will finish inspections after the last day to sign a complaint. Complaint deadline is January 4th, 2013.
3. **GIS Report -Update:** Gasparich reported GIS Coordinator Mary Purcell is ready to close out the 2012 maps and start the 2013 maps. Gasparich would like to see our GIS software compatible with other counties – one base map to manipulate data. Purcell stated to the committee that we are comparable with other counties. The Information Steering Committee will meet on December 18th at 8:30 a.m. and the County website will be put on the agenda.
4. **Revolving Loan Fund -Update:** Gasparich reported the committee discussed the history of the Revolving Loan Fund with a balance of \$192,451 as of October 31st, 2012. He stated this balance can be used as part of the general revenue fund if it is needed in an emergency.
5. **FY 2013 Budget – Misc. Reports from Treasurer Jenkins -Update:** Gasparich reported that Treasurer Jenkins included a report in Board packets on the General Fund Projected Revenues from County offices and coal royalties. The bank balance as of December 1st, 2012 is \$1,817,546. Estimated Revenue for December through June is \$2,738,000 and total Estimated Expenses and Loans for December through June is \$5,293,000. This would leave an estimated bank balance as of June 30th, 2013 of (\$737,454) without Coal Royalties. The bottom figure of \$1,000,717 is with Coal Royalties. **(For copy of chart, see Resolution Book 12, page 289).** Gasparich stated he is laying out the facts and if we are going to stay in the Black, we will have to use coal money for day-to-day expenses. He reported Treasurer Jenkins will provide a financial statement each month to show Board members our financial status. Jenkins explained that the General Fund loans money to the IMRF Fund, Social Security Fund, Property Casualty Fund and Senior Fund until the real estate taxes come in and stated the county is going to have to raise the real estate tax levy above the 105% threshold in the future. Chairman Hertel stated the County is loaning over \$800,000 to these four funds and that we made a choice to not raise taxes because of money in the bank which may have been a good choice at the time, but if one person retires, there will be a \$900,000 draw on our IMRF account. Gasparich stated the assumption was to put the money back, but we can't afford to do that. Hampton+Knodle asked why Employee Health Insurance Expenses have increased over 40%, and Jenkins stated employee insurance is budgeted as a liability and more is budgeted in case it is needed. Participation has gone up and therefore the cost has also. Deabenderfer stated IMRF is based on salary amount. Treasurer Jenkins explained the ECO and IMRF funds, and stated the status of those funds being not fully funded is not uncommon to counties. Hertel stated taxes may have to go up to pay for Social Security, IMRF, and Property Casualty, which is everyone's obligation, if we do not have the extra money to pay for these funds. Deabenderfer stated we are still in the same position as before, which is if we have coal royalties sitting in the bank; it is difficult to ask the public for a tax increase. Kuchar asked if the \$2.2 million spent in coal

money includes money spent on the Historic Courthouse renovations and Gasparich replied no. Gasparich reported he spoke with County Auditor Patton about concerns on the General Fund balance and Patton suggested keeping \$5 Million in the fund as a reserve. Gasparich stated this goal isn't feasible, but our goal would be to have a General Fund Balance of \$3.5 Million in four years so if the coal mine becomes idle, we can continue to operate. Gasparich stated we have to decide and be frugal and serve our citizens well by managing their money. Plunkett stated the money left is from the sale of coal recently and Treasurer Jenkins has put this in a separate account. We should get \$300,000 a month if the coal mine is running at full capacity. Hertel stated we have a budget that says we take in \$5.5 Million and spend \$7.5 Million and if the coal money comes in, we are okay, but we have to have plans. We have no control over another entity. Gasparich stated again we need to be frugal and need to understand what our revenues and expenses are. If the revenues continue, then we are great. Treasurer Jenkins stated we began 2012 at \$3.8 Million and ended budget at \$1.8 Million. According to the FY 2013 Budget Projections submitted, there is going to be approximately \$146,000 in the red negative general fund bank balance. Hertel reported we have been generating about \$50,000 in Sales Taxes per month and it is usually \$13,000 per month, but haven't heard the reason from the Department of Revenue. He stated if it is ours then that is great, if it is not, then we will owe it back. It is included in the \$1.8 Million. Gasparich stated we are not going to spend it. Gasparich reported the Elected and Appointed Officials will be invited to a meeting in January to go over the General Fund Balance and will advise them to have a potential contingency plan for their office expenses if revenues don't come in as planned. The Finance Committee discussed putting out a memo to employees asking for examples on how to save money in the budget.

6. **Resolution #12-12-001 to Convey Deed on Parcel #16-12-254-029 to Vogel Homes, LLC - Approval:** The three following properties were sold in a sealed bid process from County Trustee Joe Meyer & Associates. Once the Resolutions are approved by the County Board, the Treasurer does the next step and then the deed is recorded in the County Clerk's office. **Motion by Gasparich, second by Heather Hampton+Knodle to Approve Resolution #12-12-001 to Convey Deed on Parcel #16-12-254-029 to Vogel Homes, LLC. All in favor, motion carried. (See Resolution Book 12, page 290).**
7. **Resolution #12-12-002 to Convey Deed on Parcel #17-35-326-005 to R. Jeanette Barringer -Approval:** Motion by Gasparich, second by Miles to Approve Resolution #12-12-002 to Convey Deed on Parcel #17-35-326-005 to R. Jeanette Barringer. All in favor, motion carried. (See Resolution Book 12, page 291).
8. **Resolution #12-12-003 to Convey Deed on Parcel #20-22-380-019 to Stanley L. Casey - Approval:** Motion by Gasparich, second by Plunkett to Approve Resolution #12-12-003 to Convey Deed on Parcel #20-22-380-019 to Stanley L. Casey. All in favor, motion carried. (See Resolution Book 12, page 292).
9. **ROE Quarterly and Annual Reports -Approval:** Gasparich asked Regional Superintendent of Schools Marchelle Kassebaum to address the Board regarding her reports. Kassebaum explained that truancy is a problem in our schools and home visits have increased to help reduce this problem. She reported on a new successful teacher induction program called "Investing in the Future" held in Christian County and sponsored by area agencies which supports first year teachers. Kassebaum thanked Board members including Chairman Hertel and former Board Chairman Mike Plunkett for their support in the past as the ROE office faced potential closure by the State. She stated her goal is to have enough funds in her office to be self-sufficient, and is careful in spending money and is operating on a lot less funds now. She reported she and her staff work closely together to maintain the office. Kassebaum thanked members for their ongoing support, and Gasparich stated he appreciates Kassebaum's efforts. The committee reviewed the ROE quarterly and annual reports submitted by Regional Office

of Education Superintendent Marchelle Kassebaum. **Motion by Gasparich, second by Robinson to Approve the Regional Office of Education's Quarterly and Annual Reports. All in favor, motion carried.**

- 10. IRS Mileage Rate -Update:** Gasparich reported County Clerk Leitheiser shared information regarding the IRS mileage rate that went up to \$.565 cents. The committee discussed and approved leaving the county mileage reimbursement at \$.55 cents for calendar year 2013.

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

- 1. 2013 HWE Committee Dates, Time and Location -Update:** Beck reported the HWE Committee meetings will remain on the Thursday before Full Board at 8:30 a.m. in the Historic Courthouse Conference room. July's meeting date is changed to Wednesday, June 26th due to Independence Day.
- 2. Elections -Update:** Beck reported that County Clerk Leitheiser shared a current list of the Montgomery County Precincts and Polling Places with the Committee, and the Committee reviewed the April 9th, 2013 Consolidated Election Notice for Local Districts. Since Election Law allows it, the Committee discussed further reducing the number of Election Judges from five judges per precinct to three judges per precinct for smaller precincts. Leitheiser stated since the Committee meeting, she compiled a list of potentially "smaller" precincts, which are Audubon, Grisham #1, Harvel, Nokomis #1, Pitman, Walshville, and Zanesville. Election Judges earn \$135 per day and the potential savings to the County would be \$1,890 in Election Judge pay. Leitheiser stated also we may not be reimbursed the \$45 per Election Judge by the State in the future. Graden asked if 3 judges can do the job of 5 at smaller elections and Leitheiser replied affirmatively. Webb asked if the reduction is needed due to the lack of contested races in April and Leitheiser replied this is a possibility and stated she would know more before the next County Board meeting about how many contested races there are county-wide. Moore asked if we can determine reduction later and Leitheiser replied affirmatively. Robinson reported she serves as an election judge and believes the work can be done with fewer judges at Consolidated Elections due to low voter turnout. Beeler asked Leitheiser if waiting until the January Board meeting would give her enough time and Leitheiser replied the final word on how many candidates there are countywide won't be known until the end of January. Kuchar asked if this will affect all elections in the future because we could have a heavy turnout at later elections. Hertel stated this reduction would only pertain to the 2013 Consolidated Election, and we would have to revisit this issue again at the next Consolidated Election in two years. Leitheiser stated she would also like to have permission to add Judges in future elections if the need arises. Hertel ended the discussion and replied we will move the decision to reduce Election Judges to the January Board meeting. Beck also reported that the Committee discussed the possible need for additional signage on the county polling places which are church properties along their property boundaries since Election Law doesn't allow Election Day campaigning on those properties. Leitheiser also confirmed there were a total of 2116 Early/Absentee voters this past November Election, which is the most voters for any Election to date.
- 3. Recycling Program and Events:** Beck reported the full Report was included in Board packets.
 - **Montgomery County's Recycling Department -Update:** Beck reported that Dawn Lutz gave the new Committee members an extensive overview of the Recycling Program, the number of employees there, and where drop off areas are located.
 - **Year in Review -Update:** Beck reported Lutz discussed the Litchfield Drop Shed burning down a second time, and reported on the two Electronics Drives this year. There have been five drives since 2009 which have brought in more than 408,000 pounds of electronics to fill 21 semi-loads.

- **Weights for the Year -Update:** The Facility has processed about 2.4 Million pounds of material this year.
 - **Revenues and Expenses -Update:** Beck reported Lutz gave a summary of Revenue and Expenses for FY2012.
 - **Website -Update:** Beck reported Lutz is working on updating our website to have more information about where people can dispose or recycle items that we don't take.
4. **EPA Report -Update:** Beck reported that Bill Gonet shared a job description for his position and stated that he makes quarterly reports to the State and Committee. Gonet oversees EPA regulations for the landfill, the power plant and open dumping. Gonet must have a HazMat Certification to inspect Eagle Zinc and ASARCO and those Certificates need to be renewed each year by taking an 8 hour course annually to renew it.
 5. **Animal Control Facility and Program:** Beck reported that Richardson explained the Animal Control program and invited all County Board Members to go visit the shelter. She reported member Graden has offered to volunteer at the facility.
 - **Animal Control Intake Summary -Update:** Beck reported there were 26 animals taken in at the facility in November and 35 went out, with a total of 414 animals taken in so far this year.
 - Beck reported that Richardson has been collecting donations and allocating memorial donations for a free roaming cat room.
 - Beck reported the City of Litchfield's intake numbers have been down since Warden Amber Law has left that position.
 - **Update on Revenues & Expenses -Update:** Beck reported that Richardson explained expenses to repair doggie doors and to install the panic alarm system to the committee, and that expenses are okay but close. Richardson works with PAWS for low cost dog food at 5 cents per pound and is looking into changing the microchips since current scanners only pick up 3 different microchips.
 - **Web Page -Update:** Richardson will get with County Information Systems Representative Bill Purcell to get the Animal Control web page updated.
 - Wareham's Security stated that it will cost about \$630 to tie into the alarm system for smoke and heat detectors. Richardson needs to check with the Fire Department before proceeding.

Graden commended Beck on her idea to have Lutz, Gonet and Richardson come and give overviews of their department, which was very helpful to the Committee.

PERSONNEL COMMITTEE REPORT: Given by Chairman Mary Bathurst: Bathurst stated she will give the report due to the timing although Prior Personnel Chairman Sharon Kuchar chaired the last Personnel meeting.

1. **2013 Personnel Committee Dates, Time and Location -Update:** Bathurst reported the committee discussed changing the Personnel Committee meeting in November 2013 due to a conflict on November 28th, Thanksgiving Day. The Committee approved to change the date to Thursday, November 21st, 2013.
2. **Job Salary Survey -Update:** Bathurst reported the committee approved the proposal for an amount not to exceed \$5,000 to expand the scope of the Job Salary Survey. She stated not everyone is sold on this survey, but she is very pro-survey. She reported it doesn't have to be adopted, but it is a very good tool with data that we can use in the future. She introduced U of I Extension representative Ron Duncan who provided an overview of the Job Salary Survey, which he explained began in mid-year 2011 when the County contracted with him to complete the analysis process of County Employee Salary Ranges based on skill sets, job title and job survey. Each employee filled out skill sheets, and he has also had ongoing conversations with

office holders. His Study findings show the National and State salary levels and salary for each occupational code, which will give the County a benchmark for salaries. He stated that on the draft analysis the County is on the mark for most part, but there are a few positions to further examine which are either on the very low or high side. He also believes there should be an alignment of job descriptions, and his recommendation is to harmonize job descriptions into standardized formats and to add ADA requirements. With the new scope of work, the report for salary ranges will be completed by the end of January and the report for job descriptions will be complete by the end of March. Hampton+Knodle asked Duncan to define what was examined to arrive at the median salary levels, and Duncan stated that benefits were not considered in the study due to budget constraints. Hampton+Knodle stated that compensation is more than just wages, since benefits have a definitive value. Ronen asked about comparison to public and private sector salaries and Duncan stated these comparisons are based on occupational codes which do include both private and public sector salaries. Beeler asked if he used any other quantitative measures like Health Insurance and Duncan replied this study is based strictly on wages and doesn't include benefits, time off, etc. Bathurst stated that in Montgomery County the health and pension benefits are pretty similar for all positions. Duncan stated generally speaking the benefits are standardized throughout the county. Hampton+Knodle reiterated that there is value in those items that can affect wages.

3. **Circuit Clerk's Union Local #148 -Update:** Bathurst reported a Special Personnel meeting is scheduled for December 17th at 4:30 p.m. for Committee and 5:00 p.m. with the Union at the Historic Courthouse.
4. **Highway Dept. Union Local #1084 -Update:** Bathurst reported the committee has advised the business agent for Local #1084 to submit some available meeting dates.
5. **Report of the Rules Committee –Update: Given by Member Mary Bathurst as follows:**
 - Bathurst stated the committee discussed the need to establish a rule that applies if a County Board member is absent. Assistant State's Attorney Betsy Wilson will look at our options further. Bathurst stated we need to define "neglect" of duties which she believes would be missing three consecutive Full Board meetings. She invited input from Board Members, and Moore asked what statutory authority the Board has in this case, and Hertel responded that the board could possibly remove that person from the Board. Bathurst also mentioned there is a potential fine that could be implemented in this case, and Wilson will research further. Bathurst stated the vote count to implement a potential fine could be 2/3 vote, not a simple majority and that language will be determined.
 - Bathurst reported an Open Public Comments Section at Full Board meetings was discussed at the Committee as currently the public has to speak first at Committee level. She reported in 2011 a new State Statute for townships came out requiring a public comment section. Suggestions came in for either a sign-up sheet or cards handed out ahead of the Full Board meeting with a public comment session limited to 5 minutes at the end of the meeting. Graden stated he likes the idea of a public comment session and Hertel responded there would need to be parameters set, such as a "no profanity" clause.
 - Bathurst reported the Rules Committee also discussed a need for succession for running the County Board to be placed in the Rules, which would be the following: Board Chairman, Vice Chairman, Personnel Chairman, Finance Chairman and then Economic Development Chairman.
 - Bathurst reported Asst. State's Attorney Wilson will also help with the definition of a quorum, which may need to be addressed in the Rules.

ROAD AND BRIDGE COMMITTEE REPORT: Given by Chairman Gene Miles as follows: Miles reported that the Road & Bridge Committee will continue to meet the Wednesday before Full Board.

1. Raymond Road District, TBP Letting Held on October 24th, 2012 –Approval to Reject Bids:

Engineer Smith prepared a document that explains a chronological summary of the Bridge Project issues regarding the Project Labor Agreement (PLA) which was included with Board packets. Miles stated that the PLA possibly should not have been in the bidding process because the property is not County owned and the PLA currently states it applies for “County owned property.” **Motion by Miles, second by Kuchar to reject the four bids.** Discussion: Engineer Smith reported he received a phone call from IDOT yesterday saying they had received a protest letter on the lowest bidder as to whether they are a qualified State bidder. They protest was related to the apprentice program. If bidders meet requirements as set by the State and are the lowest bidder, the State awards to the lowest bidder. IDOT District 6 stated they will proceed with the process for the protest. Beeler asked what a PLA was, and Hertel replied it is an agreement to be used on county contracts over \$100,000. Hertel stated that township land is not County owned land, and that the work won’t be done till spring so we may want to wait to reject bids until the protest is resolved. Bishop asked Smith if he recommends rejecting the bids and Smith replied that he hoped the county board would choose one of the options that wouldn’t jeopardize the use of Township Bridge Program funds. Smith stated bridge construction won’t be till mid-March, so an option would be to wait until the protest results come back. Hertel asked Smith if the bids are rejected would this nullify the State’s process, and Smith replied OCC will handle the process as they see fit. Hertel stated if we rebid, it would be up to the bidders to stay with their original bids. Plunkett asked about OCC timeline and Smith replied they are backed up and he doesn’t know how long the process will take. Plunkett asked what bidders had signed the PLA and who had not. Smith stated the low bidder didn’t sign the PLA, and the second lowest did. Plunkett suggested letting the bids go and the objection take its course. Hertel stated maybe we should wait till January to reject these bids as the State needs to make a decision as to if this is a qualified bidder or not. Plunkett asked Smith if we could inform OCC that we have an impending bid on hold and Smith replied that we can’t help them move things along as this is solely what their office handles, which they must do at their own pace. Bathurst asked what will happen if the time limit on the bids run out and Hertel replied we can then rebid. Miles reported bids are good for 45 days and reminded members that a second was made on his motion and he would like to proceed to reject the four bids and then rebid without a PLA. Hampton+Knodle called for the question. **Roll Call Vote:** Ayes - 14, Nays – 7. ***Those Voting Aye:*** Bathurst, Beck, Beeler, Bishop, Branum, Gasparich, Graden, Hampton+Knodle, Kuchar, Martin, Miles, Moore, Savage, Webb. ***Those Voting Nay:*** Deabenderfer, Hertel, Plunkett, Robinson, Ronen, Sneed, Wendel. **Motion carried.**

2. Red Ball Trail Project -Update: Miles reported that our consultant is still checking with IDOT. Engineer Smith reported to committee that he hasn’t heard any new developments from the contractor on repairing the roughness on the Red Ball Trail.

3. Structure 068-3033, Irving North County Bridge -Approval: Miles stated that Engineer Smith reported to committee that the State IDOT office reviewed the bridge inspection paperwork and noticed a low rating and decided to send out their engineer with more sophisticated tools to inspect this bridge. This State re-evaluation of the Irving North County Bridge found severe deterioration and Engineer Smith was called to close the bridge immediately that day because it was in such disrepair. Engineer Smith recommends a quick turnaround to get the bridge replaced by approving a Preliminary Engineering Agreement with Hurst-Rosche to design the bridge and use County funds to replace, and reported if Federal funds are used and we need right of way easements, it will involve much more intense work and will about 1 to 1 ½ years to the project. This structure could be addressed sooner by using local funds. **Motion by Miles, second by Martin to Approve the**

Preliminary Agreement with Hurst-Rosche Engineers on Structure 068-3033, Irving North County Bridge. All in favor, motion carried. (See Resolution Book 12, pages 293-297).

4. **2013 Fuel Letting Date -Approval:** Miles reported the Special Road & Bridge meeting is scheduled for Wednesday, January 23rd, 2013 at 8:30 a.m. at the County Highway building. **Motion by Miles, second by Branum to Approve the 2013 Fuel Letting Date of Wednesday, January 23rd, 2013 at 8:30 a.m. All in favor, motion carried.**
5. **2013 Rock Letting Date -Approval:** Miles reported the Special Road & Bridge meeting is scheduled for Wednesday, January 23rd, 2013 at 9:00 a.m. at the County Highway building. This meeting will take place after the Fuel Letting, which will save county funds. **Motion by Miles, second by Branum to Approve the 2013 Rock Letting Date of Wednesday, January 23rd, 2013 at 9:00 a.m. All in favor, motion carried.**

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

ANNOUNCEMENTS: Chairman Hertel announced the following:

1. Board Members were asked to sign up to receive paperless packets if they desired them after the meeting.
2. The County Board 2013 Calendars and Member Term Lengths information form for County Board members' binders were distributed to each member.
3. County Board members were encouraged to see Health Department Administrator Hugh Satterlee for ID badge photos.
4. The County Holiday Luncheon will be held on Wednesday, December 19th from 11:00 a.m. – 1:30 p.m. at St. Paul's Lutheran Church Basement and Employee Awards will be handed out at Noon. Hertel encouraged all members to attend.

SCHEDULE CHANGES: Chairman Hertel announced the following schedule reminders:

1. Special Personnel Committee Meeting for Circuit Clerk's Union Local #1048 will be held on Monday, December 17th at 4:30 p.m.
2. The next Coordinating Committee Meeting will be held next Tuesday, December 18th at 4:00 p.m.
3. The next Finance Committee Meeting will be held on Monday, December 31st, 2012 at 8:30 a.m.
4. Rules Committee will meet after Finance Committee on December 31st.

APPOINTMENTS:

Motion by Beck, second by Webb to Appoint Melvin Wempen to the Zanesville #3, County Zone #15 Drainage District for a three year term which expires December 31st, 2015. All in favor, motion carried.

Motion by Hampton+Knodle, second by Robinson to Appoint Megan Beeler to the Montgomery County Planning Commission. All in favor, motion carried.

BOND APPROVAL: Motion by Moore, second by Wendel to Approve the Elected Officials Bond for Marchelle Kassebaum, Regional Superintendent of Schools, in the Amount of \$100,000. All in favor, motion carried. (For copy of Bond, see Resolution Book 12, page 298).

PAY BILLS:

1. **Approval to Pay Any Invoices from Adams, PC or Books & Moore:** Motion by Bishop, second by Bathurst 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. **Motion by Beck, second by Sneed to pay all other approved bills. All in favor, motion carried.** For itemized listing of bills paid, refer to Accounts Payable Book for FY 2012.

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

Meeting adjourned at 10:45 a.m.

Minutes respectfully submitted and recorded by Montgomery County Clerk and Recorder Sandy Leitheiser.

DRAFT