

# Montgomery County Board

## Coordinating Committee Meeting Minutes

**Date:** Tuesday, April 29<sup>th</sup>, 2014

**Time:** 6:00 PM – County Board 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 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:** Will need to report.
2. **Update/Approval Coffeen Power Station Tour:** Set for May 13<sup>th</sup> after Full Board with lunch provided.
3. **Update/Approval Executive Session to Review Prior Executive Session Minutes:** Last done 8/13/13
4. **Update/Approval Adopt a Board Member Program –Farm Bureau:** Mike Webb, Gene Miles, Earlene Robinson need to respond, *Jay Martin, Sharon Kuchar, Ron Deabenderfer, Bob Sneed have agreed to participate in this program.*
5. **Update/Approval Per Diem Rules of Order:** Chairman Hertel stated that the per diem sheets are being reviewed each month by the County Board Office. Committee discussed the rules of order in reference to getting paid for one meeting in one day. Bathurst stated that per diem means per day. The rules committee will need to set up a meeting to review this issue.
6. **Update/Approval Frontage Road from Waggoner to Route 48:** Chairman Hertel stated that he will ask all the Board members to support fixing Old Route 66 and send a signed letter to IDOT, to Representative Rosenthal and Senator Manar.

**Building & Grounds:** Bob Sneed, Chairman *Meeting date – May 9<sup>th</sup> at 1:00 pm*

1. **Update/Approval HVAC at Courts Complex:** Sneed reported that the system has been turned on and is working. There are a couple of things they need to address before the final payment.
2. **Update/Approval Maintenance Issues and Report:**
  - **Fire Extinguisher Report and Monthly Check:** Lloyd Meyer will report.
  - **3<sup>rd</sup> Party Annual State Inspection of Elevators:** Complete and certificates have been issued.
  - **Cleaning New Courthouse:** Cleaning supplies and mop service expenses
  - **EPA Office moved to larger office on 3<sup>rd</sup> floor:** Committee will discuss.
  - **Tile Floors in Restrooms:** New tile has been installed.
  - **Ladder for GIS Office:** Mary would like one ordered.
3. **Update/Approval List for Vendor Insurance Certificates & Vendor Waivers:** Met with Betsy and Tom Franzen Friday, April 18<sup>th</sup>, 2014. Revising Hold Harmless Waiver.
4. **Update/Approval Exterior Lighting:** Hillsboro Electric was notified to proceed with work per Sneed.
5. **Update/Approval Bloome Water:** Departments who have rentals to buy their water cooler out of their own office budget. Chairman Hertel is coming up with a price for the used rental units. The price of the machine will come out of their budget. Mark Bloome will get a price to purchase the machine.
6. **Update/Approval Otis Elevator Maintenance Agreement Promotion Letter:** Contract expires 3/31/16. Otis is offering a 7% discount effective 4/1/14 with a 5 year extension to 2021.
7. **Update/Approval Communications Tower:** Chairman Sneed received a report from Public Safety Group regarding the inspection of the communications tower. The report will also be given to Betsy Wilson and Ron Jenkins. Committee will discuss.
8. **Update/Approval Other Business:**

**Economic Development:** Heather Hampton+Knodle, Chairman *Meeting date – May 7<sup>th</sup> at 7:00 pm*

1. **Update/Approval State of Industry Report:** MCECDC Executive Director Lindsay Wagahoff will present at the June Full Board meeting.
2. **Update/Approval MCECDC:** MCECDC Board meeting dates are: May 8<sup>th</sup>, July 17<sup>th</sup>, Sept. 11<sup>th</sup>, & Nov. 13<sup>th</sup> at 4:15 p.m. in the Conference room.
3. **Update/Approval Legislative Breakfast:** Will be held Monday, May 12<sup>th</sup> at 8:00 am at LLCC.
4. **Update/Approval Planning Commission:** Tentative date set for Thursday, May 15<sup>th</sup> at 5:30 PM. Annex Building.
5. **Update/Approval Planning Commission New Appointment:** Committee will discuss.
6. **Update/Approval Revolving Loan Fund Report:** Will be submitted for Committee review.
7. **Update/Approval Revolving Loan Fund Policy & Procedure Manual Changes:** Heather Hampton+Knodle will be meeting with Assistant States Attorney Betsy Wilson this Friday to go over the revisions.
8. **Update/Approval Adoption of 2014 Legislative Priorities and Input:** Need Letter to go out with Priority List to Manar and Rosenthal. Per Chairman Hertel need to contact Kelly Murray regarding a letter for the 3% / 5% State Income tax.
9. **Update/Approval Econ. Dev. Fund/Developing Guidelines for Long-Term Improvement Fund:** Hampton+Knodle will revise the data in the survey that was submitted to board members.
10. **Update/Approval Economic Development Incentives:** Hampton+Knodle will report.
11. **Update/Approval Memo of Understanding for Grain Belt Transmission:** Committee will review.
12. **Update/Approval Marketing County Property for Potential Development:** Hampton+Knodle will meet with Betsy Wilson and report to the Committee.
13. **Update/Approval 12" Water Main Between Litchfield and Hillsboro:** Committee will review the possibility to connect water services in case of emergency. Per Joe Gasparich, put this item on the Hazardous Mitigation Plan.
14. **Update/Approval Other Business:**

**E.M.A./Ambulance:** Glenn Savage, Chairman *Meeting date – May 7<sup>th</sup> at 3:30 pm*

1. **Update/Approval Ambulance Call Report for April 2014:**
2. **Update/Approval Collections:**
3. **Update/Approval Meeting with Litchfield:** Ambulance Billing with Litchfield will not be pursued.
4. **Update/Approval Ambulance Contracts, Insurance and Budgets:** Holmes will report at the meeting. County Clerk Leitheiser stated that her office has not received any documents from Holmes.
5. **Update/Approval Regional Meeting on April 11<sup>th</sup>, 2014:** Holmes will report.
6. **Update/Approval Testing of Panic Alarms:** Wendy Keller from Wareham's Security will be here on Thursday, May 1<sup>st</sup> to train Diana Holmes on the testing procedures. Holmes will start giving a monthly report to the EMA committee.
7. **Update/Approval Critical Infrastructure Class on April 16<sup>th</sup>, 2014:** Was held at the KC Hall.
8. **Update/Approval Other Business:** Need to get the LEPC up and running again. Holmes needs to work with Brian Guinn from Litchfield Hospital to help get a meeting started. Need to identify the weak points in Montgomery County. The biggest single resource is the school children.

**Finance:** Joe Gasparich, Chairman *Meeting Date – May 5<sup>th</sup> at 8:15 am*

1. **Update/Approval SOA Report:** Ray Durston will submit report for Committee review.
2. **Update/Approval GIS Report:** Mary Purcell will submit report for Committee review.
  - Training with Schneider and Pictometry – Wednesday, May 21<sup>st</sup>, 2014 in the County Board room.
  - Flyover – Flyover is taking place now. Started Thursday, April 17<sup>th</sup>. Whole process will take 6 – 8 weeks.
  - Advertising, Press Release, Delay in Flyover-Complete this Fall??? Weather not cooperating.
3. **Update/Approval Monthly Coal Revenue Report and Revenue, Expense & Bank Balance Report:** Committee to review reports prepared by Treasurer Jenkins. Committee reviewed an additional report that was prepared by Treasurer Jenkins that had the coal revenues and the disposition of funds. There are three categories; the Rainy day fund, operating expenses and capital improvement fund. Chairman Hertel stated that the rainy day fund would not be touched and would stay as is.
4. **Update/Approval FY 2013 Audit Report:** The board received the report last month from Whitey Patton and need to approve the report at the May board meeting. MOTION
5. **Update/Approval Discuss Funding of New PSR Building:** Hugh Satterlee will report.
6. **Update/Approval Structural Improvement Notification Permit Process:** Ray Durston will report.

7. **Update/Approval FY 2015 Budget Hearings – Information and setting salaries:** Jenkins will work on a report for Gaspartich. Megan gathered some info for salaries and a non-union employee would get \$510 salary increase for FY 2015. Chairman Hertel gave an explanation of what the salary increases should be. Gasparich stated that he had Treasurer Jenkins prepare the reports with a three year average on the consumer price index.
8. **Update/Approval Setting Salaries for Elected Officials:** Needs to be approved at May Full Board meeting. Committee reviewed the county salary comparison report for other elected officials. Committee discussed a 3% increase per year increase. Chuck Graden will need to take the motion off the table that stopped the motion at the last board meeting. Gasparich will make a motion for the 3% increase. The salary comparison report that was prepared by Treasurer Jenkins will be emailed to all County Board members.
9. **Update/Approval Priorities for Long-Term Improvement Fund:** Committee will discuss.
10. **Update/Approval Raymond Fire District – Trustee Building in Harvel:** Waiting to see if Raymond Fire will accept.
11. **Update/Approval Intergovernmental Agreement City of Litchfield For Police Radio & Telephone Services:** Chairman Hertel stated that he is waiting for Litchfield to finish their budget for May 1<sup>st</sup> to see if they were going to stay with the County 911 dispatching services.
12. **Update/Approval Electric Rates RFP 2014:** Special Finance Committee meeting on Tuesday, May 13<sup>th</sup> at 8:00 a.m. before Full Board.
13. **Update/Approval Other Business:** Committee discussed whether there would be an early buyout again this year. Hertel stated that this will not be offered again because there were not many employees that took the last County offer.

**HWE:** Connie Beck, Chairman      *Meeting date – May 8<sup>th</sup> at 8:30 am*

1. **Update/Approval Elections:** County Clerk Leitheiser had nothing to report.
2. **Update/Approval Recycling Program and Events:** Dawn Lutz will report.
3. **Update/Approval EPA Report:** Bill Gonet will report.
4. **Update/Approval Animal Control Facility and Program:** Nancy Richardson will report. Beck reported that the generator kicked on at animal control because MJM was down for about an hour today. Friends of MCAC having a spaghetti dinner on Monday, May 21<sup>st</sup>.
  - **Animal Control Ordinance:** Work in process.
5. **Update/Approval Mason County Tour:** Chairman Hertel asked when the tour would take place and Beck reported that she will check in a couple of weeks.
6. **Update/Approval Other Business:**

**Personnel:** Mary Bathurst, Chairman      *Meeting Date – May 29<sup>th</sup> at 8:00 am*

1. **Update/Approval Workplace Wellness Program:** Blood screenings and Health Fair scheduled at the Historic Courthouse for Tuesday, May 29<sup>th</sup> at 7:00 am and at the Health Department on Thursday, May 1<sup>st</sup>, 2014 at 7:00 am
2. **Update/Approval ICRMT Mandatory Employee and Board Member Sexual Harassment/Sensitivity Training:** The training sessions will take place on Tuesday, May 20<sup>th</sup>, 2014 at 9:00 AM, 10:30 AM, 1:00 PM and 2:30 PM.
  - **Update/Approval Personnel Manual:** Work in process. Committee is reviewing.
3. **Update/Approval Job Study:** Mr. Duncan to finalize.
4. **Update/Approval Other Business:**

**Road & Bridge:** Gene Miles, Chairman      *Meeting Date – May 7<sup>th</sup> at 8:30 am*

1. **Update/Approval Red Ball Trail:** Certified letters were sent out and we received confirmation of their delivery.
7. **Update/Approval Highway Department Tour:** June 10<sup>th</sup> after Full Board.
2. **Update/Approval Road and Bridge Report:** Oil Letting took place.
3. **Update/Approval Other Business:** Guardrail at Farmersville has been removed.

Motion by Gene Miles, second by Glenn Savage to adjourn the meeting. All in favor, motion carried.  
 Meeting adjourned at 8:25 p.m. The summaries of minutes were respectfully submitted by acting secretary Christine Daniels, as Deputized by Montgomery County Clerk/Recorder Sandy Leitheiser.