

*"Draft" of
Committee
Minutes*

**Montgomery County Board
Buildings & Grounds Meeting Minutes**

Date: Friday, November 7th, 2014

Time: 1:00 p.m. – County Board Room

Members Present: Chairman Bob Sneed, Nikki Bishop, Ron Deabenderfer, Gene Miles, Richard Wendel, and Board Chairman Roy Hertel

Members Absent: Jim Moore

Others Present: Lloyd Meyer

The committee met today to discuss the following:

1. **Update/Approval Maintenance Issues and Report:** Lloyd Meyer reported that all the heating systems in the buildings are working OK and the chimney flues have been cleaned on the Historic Courthouse. Meyer has talked with and will meet with all three electricians on the vendor list for the lighting replacement at the New Courthouse. Meyer also stated that the grass cutting has slowed down and they will be putting the snow blade on the equipment in the next couple of weeks.
2. **Update/Approval Hillsboro Recycling Facility Roof Replacement:** Bob Sneed reported that the roof has been replaced on the Hillsboro Recycling center warehouse and the damaged gutters were replaced.
3. **Update/Approval Tuck-pointing Historic Courthouse:** Bob Sneed reported that we have paid about \$2,700 on the project and that he has been trying to call them in regards to the work that was completed.
4. **Update/Approval Communications Tower:** Betsy Wilson has sent correspondence to the Cervi family Attorney Michael Glenn. We will have an easement for the road that the County have to maintain. Chairman Hertel stated that the Hillsboro Community School District #3 has inquired about renting space on the tower for their communication needs. The Cervi Family has agreed for the County to purchase two acres where the tower sits and a map has been re-drawn to show that acreage. A survey will be done soon. **Motion by Gene Miles and second by Richard Wendel to recommend the approval of the contract to purchase the Tower on the Cervi property. All in favor, motion carried.**
5. **Update/Approval Demolition of Building at 108 North Monroe, Harvel - Parcel #04-33-281-004:** The building has been torn down and an invoice submitted in the amount of \$2,500. Bob Matli was contacted and responded that the Raymond/Harvel Fire department will send the reimbursement of \$500 and the County Trust fee of \$810 next week to the Treasurer's office.
6. **Update/Approval Sound System in Board Room:** Two wireless microphones were ordered for the sound system in the board room.
7. **Update/Approval Other Business:**

Motion by Nikki Bishop, second by Richard Wendel to pay the bills. Motion carried.

Motion by Gene Miles, second by Ron Deabenderfer to adjourn the meeting. All in favor, motion carried.

Meeting adjourned at 1:55 p.m.

Minutes respectfully submitted by acting secretary Chris Daniels as Deputized by the Montgomery County Clerk and Recorder, Sandy Leitheiser.

Montgomery County Board

Coordinating Committee Meeting Minutes

Date: Tuesday, October 28th, 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: Bill Schroeder

The committee met today to discuss the following:

Coordinating: Roy Hertel, Board Chairman

1. **Update/Approval 2015 Coordinating Committee Meeting Dates & Time:** Committee reviewed the 2015 meeting dates for the Coordinating Committee. Motion by Sneed and second by Savage to approve the 2015 Coordinating Committee Meeting dates. All in favor, motion carried.
2. **Update/Approval 2015 Full Board Meeting Dates & Time:** Personnel Committee will review.
3. **Update/Approval Board Reorganization Date:** Will be held on Monday, December 1st, 2014.
4. **Update/Approval CEFS Central Illinois Public Transit Monthly Progress Report:** Committee reviewed.
5. **Update/Approval County-wide Connected Water System:** Chairman Hertel is working on this project.
6. **Update/Approval Incident Management Team (IMT) Meeting:** The IMT Meeting has been scheduled for Thursday, November 20th at the Health Department at 6:00 p.m. Rick Robbins and Greg Nimmo are hosting this.
7. **Update/Approval Resolution of Participation and Support:** Committee reviewed a resolution of participation and support for Law Enforcement Officers In-service Training Act. This resolution was approved last month for the Coroner's Office and the Sheriff called and stated that he needed this approved by the full board for his office as well. If the resolution states that it is for Montgomery County and doesn't state a specific office, then it can be used for all the law enforcement offices such as the States Attorney's office and the Public Defender as well. Motion by Joe Gasparich and second by Glenn Savage to approve and recommend the Resolution of Participation and Support to the full board. All in favor, motion carried.
8. **Update/Approval Other Business:**

Building & Grounds: Bob Sneed, Chairman Meeting date – Friday, November 7th at 1:00 p.m.

1. **Update/Approval 2015 Building & Grounds Committee Meeting Dates & Time:** Committee will discuss.
2. **Update/Approval Maintenance Issues and Report:** Committee will discuss.
3. **Update/Approval Hillsboro Recycling Facility Roof Replacement:** Work is nearly complete.
4. **Update/Approval Tuck-pointing Historic Courthouse:** Sneed will call Western Waterproofing with his concerns.
5. **Update/Approval Communications Tower:** Betsy Wilson has sent correspondence to Attorney Glenn. Chairman Hertel stated that Hillsboro Community District #3 is interested in renting space on the tower.
6. **Update/Approval Demolition of Building at 108 North Monroe, Harvel - Parcel #04-33-281-004:** The building has been torn down and an invoice submitted.
7. **Update/Approval Sound System in Board Room:** Two new microphones have been received.
8. **Update/Approval Other Business:** None at this time.

Economic Development: Heather Hampton+Knodle, Chairman Meeting date – Wednesday, October 29th at 7:00 p.m.

1. **Update/Approval Dakota Access Pipeline Presentation:** Adam Broad will be here to present.
2. **Update/Approval Presentation by Clean Line Energy on Grain Belt Transmission Project:** Speaker at Full Board meeting may be Rick Cornell.
3. **Update/Approval Coal Dust Issues:** Hampton+Knodle reported that
4. **Update/Approval MCEDC:** Hampton+Knodle reported that the mayor of Potosi and another speaker from Springfield were inspiring during their presentations at the Summit that was held at LLCC.
5. **Update/Approval Planning Commission:** Approve Recommendations of Montgomery County Comprehensive Plan at Full Board meeting.
 - Housing Authority Board: Chairman Hertel gave an update on the Housing Authority Meeting that he attended last week. They had a concern that our board member would be paid and they don't get paid. Chairman Hertel stated that he is not charging the county for attending their meeting. Chairman Hertel also reported that they didn't want a county board member to attend their meetings because they don't want to stop throughout their meeting to explain things on their agenda. They were very concerned that the county board member would require a lot of education about what they are doing. Chairman Hertel expressed that the County was not there to advise them how to do their business, but since it was reported that they are

applying to tear down much of the housing in the County and replace it, the County Board would be willing to help them in any way to get that accomplished. Chairman Hertel stated that we are here to help them and want to work together. They did agree to have the housing authority director to come once a year to report to the County Board on what they are doing and to have her go to the Planning Commission meetings. Mr. Mike Fleming of Litchfield told Mr. Hertel that he was glad that he came to the meeting.

6. **Update/Approval Workforce Round Table:** Hampton+Knodle reported that she Tonya Flannery and Shelly Hermon went and viewed the CEO program in Effingham. They visited with the students and the lesson was on business etiquette. The program was very good. Effingham is in the 7th year of the program. There are 4 other states that have a franchise for this concept. Christian County is proposing this program. Hampton+Knodle reported that the program is impressive and wants to see how we can get this starting in Montgomery County.
7. **Update/Approval Revolving Loan Fund Report:** Wagahoff will report. A lunch is being planned in November to meet with bankers to explain the program. National Bank will host the meeting.
8. **Update/Approval Appointment of MCEDC as Revolving Loan Fund Administrator for another 3-Year Term:** Before the new updates to the RLF Policy & Procedure Manual, MCEDC's term as administrator of the Revolving Loan Fund was indefinite. The new 3-year term will be November 2014 – November 2017.
9. **Update/Approval 2014 Legislative Priorities and Input:** EPA is working on the final design and funding won't be known until after the next election.
10. **Update/Approval Economic Development Fund/Developing Guidelines for Long-Term Improvement Fund:**
 - CEO Program:
 - Workforce Development: Trying to schedule another round table session. Michelle Kassebaum.
 - Infrastructure: Needs to work with Betsy to see what we can do.
11. **Update/Approval 2015 Economic Development Committee Meeting Dates & Time:** Committee will review.
12. **Update/Approval Other Business:** Hampton+Knodle reported that the CIEDA board met today and they are getting ready to approve their fourth bond. Contract will be with a food commercial kitchen.

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

1. **Update/Approval Panic Alarms Test:** Have been tested.
2. **Update/Approval Mutual Aid:** Committee discussed.
3. **Update/Approval Emergency Planning Class for Schools:** Tuesday, November 18th & Wednesday, November 19th at the KC Hall from 8:00 a.m. – 4:00 p.m.
4. **Update/Approval Tri-Tech Class:** Report in December
5. **Update/Approval Pro-Medic Audit:** Report in December
6. **Update/Approval Bid Proposals for Hazard Mitigation Plan:** Bids were opened and one received and awarded to JDQ for \$39,912.
7. **Update/Approval StarCom:** A special communication radio equipment and switched from car to her office so that it will be portable. The monthly test can then be done from her office.
8. **Update/Approval HazMat Trailer:** Has to be moved from Raymond, and Gasparich stated it might be able to be stored in Nokomis.
9. **Update/Approval 2015 EMA/Ambulance Committee Meeting Dates & Time:** Committee will review. Gasparich suggested that the 911 committee also meet with the EMA meeting.
10. **Update/Approval Other Business:** Chairman Hertel stated that they are to call the person that the people subscribe to. The two fire chiefs met and got along.

Finance: Joe Gasparich, Chairman *Meeting date – Monday, November 3rd at 8:15 a.m.*

1. **Update/Approval PMA USA Insurance Presentation:** Toby Dean and Tom Kely from PMA USA
2. **Update/Approval SOA Report:** Ray Durston will report.
3. **Update/Approval GIS Report:** Mary Purcell will report.
4. **Update/Approval IS Manager:** Bill Purcell - Raise for Curt Watkins. Purcell has to justify in writing.
5. **Update/Approval County Trustee Activity Report:** Committee will review for the following six parcels.
6. **Update/Approval Resolution for Tax Deed Conveyance for Parcel # 06-07-429-007:**
7. **Update/Approval Resolution for Tax Deed Conveyance for Parcel # 11-28-227-006:**
8. **Update/Approval Resolution for Tax Deed Conveyance for Parcel # 12-22-459-001:**
9. **Update/Approval Resolution for Tax Deed Conveyance for Parcel # 12-22-481-003:**
10. **Update/Approval Resolution for Tax Deed Conveyance for Parcel # 13-05-102-007:**
11. **Update/Approval Resolution for Tax Deed Conveyance for Parcel # 20-22-384-004:**
12. **Update/Approval Health Insurance Request For Proposal:** Tom Franzen will be here to report.
13. **Update/Approval Monthly Coal Revenue Report and Revenue, Expense & Bank Balance Report:** Committee to review the coal revenue and expense reports as prepared by Treasure Jenkins.
14. **Update/Approval FY 2015 Budget Changes and Recommendations:** Committee will review.
15. **Update/Approval FY2015 Budget Appropriation, Levies and Resolutions:** Chris Matoush will read.
16. **Update/Approval Litchfield Dispatching Services and Fire Protection Area:** Committee will review.

17. Update/Approval December Finance Committee Meeting Date: Board Reorganization is Monday, December 1st. Change Finance Committee meeting to Friday, 10/5/14 at 8:15 am.

18. Update/Approval 2015 Finance Committee Meeting Dates & Time: Committee will review.

19. Update/Approval Other Business: The Farm BUr

HWE: Connie Beck, Chairman *Meeting date – Thursday, November 6th at 8:30 a.m.*

1. Update/Approval 2015 HWE Committee Meeting Dates & Time: Committee will review.

2. Update/Approval Elections: Committee will discuss.

3. Update/Approval EPA Report: Bill Gonet will report. Still waiting on the new truck.

4. Update/Approval Recycling Program and Events: Ben Bishop

- Coffeen Drop Shed: Re-opened
- Repairs to Warehouse Roof: Is almost complete
- Baler Issues: The baler has been repaired and they are trying to catch up on recycling.
- Electronics Drive: Date to be announced for Spring. Beck stated that she will be meeting with Ben and an electronics recycling drive vendor in the morning.

5. Update/Approval ICRMT Property Casualty Insurance Renewal: Tom Franzen will report to the committee.

6. Update/Approval Animal Control Facility and Program: Amanda Daniels will report.

7. Update/Approval Other Business: Need to advertise for a part time employee.

Personnel: Mary Bathurst, Chairman *Meeting date – Thursday, October 30th at 8:00 a.m.*

1. Update/Approval Executive Session: Will take place.

2. Update/Approval Position in SOA Office: Durston will report.

3. Update/Approval Personnel Manual: Bathurst reported that she has reviewed the draft of the proposed manual and compared it to the old manual. Committee will review on Thursday.

4. Update/Approval Local 773 in the Sheriff's Department: Committee will review the County offer from Local 773

5. Update/Approval Quarterly Time-off Reports: Committee will review.

6. Update/Approval 2015 Montgomery County Holiday Schedule: Committee will review.

7. Update/Approval 2015 Personnel Committee Meeting Dates & Time: Change Personnel meeting from Thanksgiving Day 2015 to Thursday, November 19th, 2015.

8. Update/Approval Employee Holiday Luncheon: Wednesday - December, 17th from 11:00 to 1:30

9. Update/Approval Other Business:

Road & Bridge: Gene Miles, Chairman *Meeting date – Wednesday, November 5th at 8:30 a.m.*

1. Update/Approval East Fork 6th Avenue Township Bridge over Coffeen Lake: Committee will discuss.

2. Update/Approval Highway Capital Improvement Projects -Nokomis Road: Committee will discuss.

3. Update/Approval Sale of Used Equipment: Committee will discuss.

4. Update/Approval Red Ball Trail: Committee will discuss.

5. Update/Approval Other Business: None at this time.

Motion by Joe Gasparich , second by Hampton+Knodle to adjourn the meeting. All in favor, motion carried.

Meeting adjourned at 7:20 p.m. The summaries of minutes were respectfully submitted by acting secretary Christine Daniels, as Deputized by Montgomery County Clerk/Recorder Sandy Leitheiser.

Montgomery County Board

Economic Development Committee Meeting Minutes

Date: Wednesday, October 29th, 2014

Time: 7:00 PM – County Board Room

Members Present: Chairman Heather Hampton+Knodle, Megan Beeler, Nikki Bishop, Ron Deabenderfer, Jay Martin, and Dave Ronen

Members Absent: Roy Hertel

Others Present: Sandy Leitheiser, Lindsay Wagahoff, Kevin Smith, Adam Broad, Laura Donahoe and Don Karban

The Committee met today to discuss the following:

1. **Update/Approval Dakota Access Pipeline Presentation:** Adam Broad with Dakota Access Pipeline stated that they are an energy transfer company that have plans to construct a pipeline from Dakota that will go through our County just west of Litchfield. Broad stated that construction should begin in 2016 for the 30 inch pipeline that will go about 30 miles through the County and that they will work with County Highway Engineers to acquire road crossing permits and enter into road agreements. Broad also explained that they will be obtaining easements from the property owners for the buried pipeline. Engineer Kevin Smith stated that he has been gathering road use agreement information from a few other counties to review and share with Assistant States Attorney Betsy Wilson. Adam Broad stated that the application for the project will be sent to ICC by mid-December and that they held an open house in Litchfield about a month ago. Chairman Hertel stated that he would like to have the actual requirements or know what specialized training that the workforce would have to have to work for the contractor. Adam Broad explained that they will use all union contractors for the project and that the contractor will be responsible to go out to all the union halls to get the laborers. The majority of everything will be union contractors and they have already signed an agreement with the unions. Adam Broad will do some research for requirements and qualifications of the labor force needed for this project. Jay Martin asked how many miles of pipe are laid per week and he stated about 30 miles so they will be through our County in about two weeks. To be realistic it will be minimal labor and resources used from our County because the Contractor has a system in place. He also advised that if a union person was pick by the contractor, they might work during the whole project. Chairman Hertel stated that he was told that the contractors bring their own people for most of these projects.
2. **Update/Approval Presentation by Clean Line Energy on Grain Belt Transmission Project:** Hampton+Knodle stated that Rick Cornell of Clean Line Energy may speak at the full board meeting and they will have some public meetings to announce. Hampton+Knodle, Betsy Wilson, Kevin Smith and Kris Reynolds met with their representatives. Betsy is reviewing their most recent version of the memorandum of understanding. Megan Beeler stated that she had Kris Reynolds speak on this issue at the last Planning Commission meeting.
3. **Update/Approval Coal Dust Issues:** Hampton+Knodle stated that she has been communicating with the City of Hillsboro regarding the coal dust issues. Hillsboro City Council member Don Karban stated that there are things that the city and county can do to help this issue. Hillsboro sent a similar letter to EPA requesting the installation of air monitors and the EPA responded that they will not do this. The City of Hillsboro doesn't have an ordinance in place but will try to develop one with some environmental experience. Don Karban stated that this issue is in the research stage. Hampton+Knodle stated that she has forwarded her notes to Assistant States Attorney Betsy Wilson. Schram City should also be involved with creating an ordinance. Karban suggested that both city and county should coordinate their efforts to test the water.
4. **Update/Approval MCEDC: Lindsay Wagahoff reported.**
Community Prioritizing: They are in the process of assisting one community with prioritizing some of their needs so they can start to figure out which grants they would like to apply for and projects they would like pursue.
Grant Writer: They are still in the process of contracting the grant writing services.

Revolving Loan Fund Report: They will be hosting a luncheon on November 19 for area bankers to promote the program and inform them of the new changes to the manual. Invitations went out to 13 area banks today.

Eagles Zine: The USEPA is scheduling a public meeting to discuss with the public what they can expect during demolition. That meeting is tentatively scheduled for November 20. The USEPA did respond to Congressman Davis' request for funding for Operable Unit 2. The letter indicated they were working through OU1 right now and still working on the design for OU2. The letter did not say whether or not the funding would be granted for OU2.

It's Always Sunny in Montgomery County: They are in the process of filming the 5th video.

Montgomery County Summit: The Montgomery County Summit was held on October 23, 2014 at Lincoln Land Community College. There were over 60 attendees at the event.

Workforce Development: The next meeting of our workforce roundtable is currently scheduled for November 20. A representative from Lincoln Land Community College will be in attendance to discuss the programs they offer to help businesses train their workers.

5. **Update/Approval Planning Commission:** Approve Recommendations of Montgomery County Comprehensive Plan at Full Board meeting.
 - **Housing Authority Board:** Chairman Hertel reported on the meeting he attended last week. They agreed to have Director Moroney attend all the Planning Commission meetings and to have her report to a full board meeting once a year. Otherwise, they don't need any board members at their board meetings. Chairman Hertel will write a letter to the housing authority regarding Director Mornoney attending the Planning Commission meetings and board meeting.
6. **Update/Approval Workforce Round Table:** Hampton+Knodle stated that she and Lindsay Wagahoff will continue having meetings on this issue.
7. **Update/Approval Revolving Loan Fund Report:** No report is ready yet.
8. **Update/Approval Appointment of MCEDC as Revolving Loan Fund Administrator for another 3-Year Term:** Before the new updates to the RLF Policy & Procedure Manual, MCEDC's term as administrator of the Revolving Loan Fund was indefinite. The new 3-year term will be November 2014 – November 2017. **Motion by Ron Deabenderfer and second by Jay Martin to approve and recommend that the MCEDC be the RLF Administrator for a three year term. All in favor, motion carried.**
9. **Update/Approval 2014 Legislative Priorities and Input:** The committee discussed the letter that was sent to USEPA regarding the request for the phase II funding for Eagle Zine.
10. **Update/Approval Economic Development Fund/Developing Guidelines for Long-Term Improvement Fund:**
 - **CEO Program:** Hampton+Knodle stated that she, Tanya Flannery and Shelly Herman went to Effingham to see the CEO program in action. Hampton+Knodle stated that the teacher for this program would be paid about \$35,000 per year and that the City of Litchfield will ask businesses to sponsor 2/3 of the salary. Hampton+Knodle stated that she will go out and get the remaining \$10,000. Sponsors would be for 3 to 5 years.
 - **Workforce Development:** Will meet with Marchelle Kassebaum and the business teacher. November 14th, 24st and 24th are a few available dates.
 - **Infrastructure:** HHK needs to set up a meeting with Betsy Wilson in November to talk about how the county could help fund infrastructure projects within the municipalities.
11. **Update/Approval 2015 Economic Development Committee Meeting Dates & Time:** Motion by Martin and second by Ronen to approve the proposed meeting dates and times. All in favor, motion carried.
12. **Update/Approval Other Business:** Hampton+Knodle announced that the Night of Networking will be held in Litchfield on December 11th. They are working in the location and an agenda.

No bills this month.

Motion by Dave Ronen , second by Nikki Bishop to adjourn the meeting. All in favor, motion carried.

Meeting was adjourned at 8:35 PM. Minutes respectfully submitted by acting secretary Christine Daniels as Deputized by the Montgomery County Clerk and Recorder, Sandy Leitheiser.

Montgomery County Board

EMA/Ambulance Committee Meeting Minutes

Date: Tuesday, October 28th, 2014

Time: 3:30 PM – EMA Office

Members Present: Chairman Glenn Savage, Joe Gasparich, Chuck Graden, Mike Webb

Members Absent: Sharon Kuchar and County Board Chairman Roy Hertel

Others Present:

Ambulance Call Reports:

Collections: No report will be turned in before full board meeting.

AMBULANCE REPORT:

1. Update/Approval Tri-Tech Class: Report will be ready in December.
2. Update/Approval Pro-Medic Audit: Report will be ready in December.

EMA:

1. Update/Approval Bid Proposals for Hazard Mitigation Plan: Holmes reported that there was one proposal submitted from Johnson, Depp Quisenberry to update and revise the Montgomery County Natural Hazard Mitigation Plan. This would be funded through a FEMA planning grant that Holmes has applied for. The County local match would be 25% which could be met through local participation and in-kind services. JDQ estimates the cost of its services not to exceed \$39,912. Glenn Savage stated that he reviewed the proposal and call Logan County which was listed as one of their references. Savage spoke with Terry Storer who confirmed the cost to complete the plan update. The committee discussed updating this plan and getting more municipal participation should any grant money be needed after an emergency disaster. **Motion by Glenn Savage and second by Mike Webb to recommend hiring Johnson, Depp & Quisenberry to complete the five year update to the Montgomery County Hazard Mitigation Plan for an amount not to exceed \$39,912 contingent on receiving the IEMA grant to pay for this update. All in favor, motion carried.**
2. Update/Approval StarCom: Committee discussed switching the special communication radio equipment from Director Holmes' vehicle to her office so that the monthly test can then be done from the office.
3. Update/Approval HazMat Trailer: The committee learned that the Raymond Fire Department can't store the HazMat Trailer because they are getting a new piece of equipment that they need to store. Homes stated that she has checked with other fire departments and that they don't have room to store the trailer either and that the HazMat team doesn't have money to pay for rent to store the trailer. Gasparich stated that he will do some checking.
4. Update/Approval 2015 EMA/Ambulance Committee Meeting Dates & Time: Committee will review at their next meeting.
5. Update/Approval Other Business: Committee Chairman Savage stated that there was an informational Ebola preparedness meeting held last week at the Historic Courthouse for emergency responders and medical personnel. The hospitals were there with a presentation and shared some handouts.
6. Ambulance Reports are not processed yet.

Motion by Joe Gasparich and second by Mike Webb to approve the bills. All in favor, motion carried.

Motion by Chuck Graden, second by Mike Webb to adjourn. All in favor, motion carried.

Time: 4:10 pm.

Minutes respectfully submitted by acting Secretary Christine Daniels as deputized by the Montgomery County Clerk and Recorder, Sandy Leitheiser.

Montgomery County Board

Finance Committee Meeting Minutes

Date: Monday, November 3rd, 2014

Time: 8:15 AM – County Board Room

Members Present: Chairman Joe Gasparich, Mike Plunkett, Mary Bathurst, Connie Beck,
Megan Beeler, Bonnie Branum and Board Chairman Roy Hertel

Others Present: Bill Purcell, Mary Purcell, Ron Jenkins and Ray Durston

The committee met today to discuss the following:

- 1. Update/Approval PMA USA Insurance Presentation:** Toby Dean and Tom Kelty from PMA USA insurance came to the committee regarding their presentation from last month. The Committee discussed supplemental insurances and payroll deductions. Tom Kelty stated that it is easier for the employees to have payroll deduction so they don't have to remember to deduct the amount from their checking account. Kelty also stated that they will have employees sign a waiver if they chose not to participate so the county will have it on file and that they try to minimize work for the payroll department and make it as simple as possible. The committee discussed the fairness issue because historically we have one supplemental insurance company. Do we look at the big picture and invite all or don't have any. At the risk of creating problems, the committee discussed something where there is an open enrollment period and say to the employees that you can look at these companies and the two companies that sign up with the most employees will be the two companies we go with for the employees. Gasparich stated that we should let these folks present to the employees and see what happens. Jenkins stated that he gets requests all year long and he lets them know the current policy of the board where only AFLAC has been the supplemental carrier. Plunkett stated that we get frequent requests for this but typically we say no before they get to the committee. Bathurst suggested taking this issue to the full board and then vote in December.
- 2. Update/Approval SOA Report:** Ray Durston reported that the Township factors were calculated and applied and assessment changes were published on October 22nd and 23rd. Individual Notices were mailed to all property owners with changes in assessments. The Tentative Abstract was completed and mailed to the Department of Revenue on October 29th, 2014. The Board of Review has completed their inspections in Hillsboro and Litchfield and will be here on November 10th, to review and approve changes. The SOA office has reviewed 37 complaints at this time and the Board of Review plans to begin hearing in December.
- 3. Update/Approval GIS Report:** Mary Purcell presented her monthly report and shared a report from the Beacon site for the number of site visits to the County GIS web site. Beeler stated that she has heard from a couple of insurance companies that are also using the site for their business to insure property. Gasparich asked if there is an application to download on your smart phone to get a map to respond to an emergency call. Gasparich stated that he knows an emergency responder that uses one click on their smart phone and it gets them to the map for the emergency call. Gasparich asked Mary Purcell to check for a cell phone application for our County so maps could be accessed with one click. The committee also discussed the GIS position's day to day duties of parcel splits in correlation with the Plat Act Officer duties. Purcell stated that counter and phone requests have been cut down with the use of the new web site. Beeler asked if the rural flyover will take place in November and Purcell replied that she was told that the flyover will take place in November when all the leaves will be gone. Chairman Hertel reported that he talked to John Galer at the Journal News about the advertising part of this and that Galer stated that he will come and talk to the committee in December after the election to give information regarding advertising on our web site.
- 4. Update/Approval IS Manager:** Bill Purcell stated that at the budget hearings regarding a raise for Curt Watkins. Purcell stated that since Watkins was hired, he has the added duties of being the GIS Coordinator's backup, provides 24 x 7 emergency backup for computers and that he has saved the county \$97,000 for supporting the computers in the Sheriff's Vehicles. Purcell also explained that Watkins has saved \$5,200 by doing the testing on the battery backups systems. The New HVAC system is now on computers and Watkins helps Lloyd with that and is doing maintenance on the printers. Purcell is asking for a \$1,000 year extra raise to recognize Curt

Watkins for the extra duties that he performs that we wasn't hired for. The committee decided to give the additional \$1,000 and to make the change in the budget that is present to the full board

5. Update/Approval County Trustee Activity Report: Committee reviewed the County Trustee Payment Account Activity for the Month of September 2014 in the amount of \$7,832.50 for the 6 parcels that the board will convey.
6. Update/Approval Resolution for Tax Deed Conveyance for Parcel # 06-07-429-007:
7. Update/Approval Resolution for Tax Deed Conveyance for Parcel # 11-28-227-006:
8. Update/Approval Resolution for Tax Deed Conveyance for Parcel # 12-22-459-001:
9. Update/Approval Resolution for Tax Deed Conveyance for Parcel # 12-22-481-003:
10. Update/Approval Resolution for Tax Deed Conveyance for Parcel # 13-05-102-007:
11. Update/Approval Resolution for Tax Deed Conveyance for Parcel # 20-22-384-004:
Motion by Mike Plunkett and second by Megan Beeler to approve the recommendation to approve these at the full board. All in favor, motion carried.
12. Update/Approval Health Insurance Request For Proposal: Tom Franzen will report to the next Finance Committee meeting.
13. Update/Approval Monthly Coal Revenue Report and Revenue, Expense & Bank Balance Report: Committee reviewed the coal revenue and expense reports as prepared by Treasure Jenkins. Committee also discussed the capital improvement fund priorities to building on to the jail and putting a new roof on the jail. Committee discussed not raising taxes when we have coal money coming it and we could borrow the money from our selves. Gasparich suggests looking at this at the beginning of the new fiscal year.
14. Update/Approval FY 2015 Budget Changes and Recommendations: The only change will be the increase for Curt Watkins' salary.
15. Update/Approval FY2015 Budget Appropriation, Levies and Resolutions: Chris Matoush will read the resolutions at Full Board. The resolutions will be read first and then we will vote on the FY 2015 budget.
16. Update/Approval Litchfield Dispatching Services and Fire Protection Area: Chairman Hertel reported that the two fire chiefs are working together to resolve the map issues. The dispatching issue is status quo until March 2015.
17. Update/Approval December Finance Committee Meeting Date: Board Reorganization is Monday, December 1st. Committee meeting will be Thursday, December 4th at 6:00 pm.
18. Update/Approval 2015 Finance Committee Meeting Dates & Time: Committee discussed moving their regular meeting dates to Thursday mornings at 8:30 am.
19. Update/Approval Farm Bureau Plat book: Gasparich reported that we will not be able to do the farm bureau plat book at this time so they will re-order with Rockford Publishing.
20. Update/Approval Other Business: Gasparich thanked everyone on the committee for their work and past efforts working on the budget.

Motion by Connie Beck, second by Bonnie Branum to pay bills and approve payroll. All in favor, motion carried.
Motion by Bonnie Branum, second by Mary Bathurst to adjourn the meeting. All in favor, motion carried.
Meeting adjourned at 10:15 a.m. The summaries of minutes were respectfully submitted by acting secretary Chris Daniels, as Deputized by Montgomery County Clerk/Recorder Sandy Leitheiser.

Montgomery County Board

HWE Committee Meeting Minutes

Date: Thursday, November 6th, 2014

Time: 8:30 AM – County Board Room

Members Present: Chairman Connie Beck, Chuck Graden, Earlene Robinson, Mike Webb, Richard Wendel and Board Chairman Roy Hertel

Others Present: Sandy Leitheiser, Ben Bishop, Tom Franzen and Bill Gonet.

The committee met today to discuss the following:

- 1. Update/Approval Elections:** County Clerk/Recorder Leitheiser shared a report with the election results from the Tuesday, November 4th, 2014 General Election. Due to the new Election Day Grace Period voter registration law, the office had 40 voters who voted provisionally and she said that there are 48 absentee ballots have yet to be processed and they have to be postmarked on Nov. 3rd in order to count, so election results are un-official at this time.
- 2. Update/Approval EPA Report:** Bill Gonet reported that the old truck broke down on the same day that the new one was delivered and he got a bill from Wright Automotive for the towing. Gonet stated that the problem on the old truck was an easy fix and that he went to a training yesterday and will go to another one in Springfield on November 19th, 2014.
- 3. Update/Approval Recycling Program and Events:** Ben Bishop reported that the baler is up and running and the staff is working to get caught up. Ben reported that one truck and one employee was gone three days with the delivery and pick up of the elections equipment and he couldn't send a second employee on the third day for the pickup. Bishop stated that he is working with IT department to get his computer backed up.
 - Repairs to Warehouse Roof & Guttering have been completed and the water issues are now resolved.
 - Bishop has met with another Electronics Drive vendor and they want to charge for taking TVs. A date for the drive will be announced for spring.
 - Bishop shared information regarding some businesses that bale their cardboard and sell it to another recycling center. He figured the cost of baling wire and fuel to pick at these businesses to see if there was a way to pay for the cardboard. The committee advised Bishop to look for a different box truck that would be able to back up to the loading dock and where they could double stack the gayloads so that 24 would fit instead of single stack of 12. The roof of this truck is also leaking.
 - Baler shear came in yesterday and will be installed today.
 - Cameras at the Litchfield drop shed are very blurry and Bishop has been trying to contact Tim Slavings who sold the camera system. Bishop has not received a return call. The committee suggested contacting him and asking Mac's Fire and Safety to update their bid for better quality cameras.
- 4. Update/Approval ICRMT Property Casualty Insurance Renewal:** Tom Franzen presented the Christian Montgomery County ROE insurance renewal in the amount of \$14,976 and the County Property Casualty Insurance renewal in the amount of \$211,180. Franzen has reviewed all our coverage levels for the different types of liability insurance in regards to the deductibles, risk management and premiums. Next month Tom Franzen will have the workers compensation report available and then at the December 9th board meeting he will go over all the renewal reports and make recommendations to the full board. **Motion by Richard Wendel and second Mike Webb to approve the ICRMT invoice in the amount of \$211,180 for the property casualty insurance renewal and the ROE renewal in the amount of \$14,976. All in favor, motion carried.**
- 5. Update/Approval Animal Control Facility and Program:** Amanda Daniels reported.
 - The committee discussed revising the Municipality contracts. Amanda Daniels stated that she spoke with Christian and Sangamon County to see how they charge the municipalities in their county. The committee asked Daniels to check with more counties and report at the next committee meeting.
 - The committee reviewed the specs for a van from Wright Automotive that will be purchased after December 1st, 2014 and the committee approved the advertisement of a part time employee.
- 6. Update/Approval 2015 HWE Committee Meeting Dates & Time:** The committee discussed the possibility of changing the regular committee date to the Tuesday before the full board meeting.
- 7. Update/Approval Other Business:** None at this time.

Motion by Wendel, second by Robinson to pay the Bills. All in favor, motion carried.

Motion by Webb, second by Wendel to adjourn the meeting. All in favor, motion carried.

Meeting adjourned at 10:05 a.m. Minutes respectfully submitted by acting secretary Chris Daniels as Deputized by the Montgomery County Clerk and Recorder, Sandy Leitheiser.

Montgomery County Board Personnel Committee Meeting Minutes

Date: Thursday, October 30th, 2014

Time: 8:00 AM – County Board Room

Members Present: Chairman Mary Bathurst, Jay Martin, Jim Moore, Mike Plunkett,
Dave Ronen

Members Absent: Joe Gasparich and Board Chairman Roy Hertel

Others Present: Betsy Wilson

The committee met to discuss the following:

1. **Update/Approval Position in SOA Office:** Ray Durston stated that he has advertised for his open full time position and will interview 6 applicants on November 17th.
2. **Update/Approval Quarterly Time-off Reports:** Committee reviewed the time off reports ending August 31st, 2014.
3. **Update/Approval 2015 Montgomery County Holiday Schedule:** The committee reviewed the 2015 holiday schedule. **Motion by Jay Martin and second by Mike Plunkett to approve and recommend the 2015 Holiday Schedule to the full board. All in favor, motion carried.**
4. **Update/Approval 2015 Personnel Committee Meeting Dates & Time:** Change Personnel meeting on Thanksgiving 2015 to Thursday, November 19th, 2015. **Motion by Dave Ronen and second by Jay Martin to approve the meeting dates with a meeting start time of 5:00 pm.**
5. **Update/Approval Employee Holiday Luncheon:** Will be held on Wednesday, December 17th in the basement of St. Paul's Lutheran Church from 11:00 to 1:30 pm.
6. **Update/Approval Local 773 in the Sheriff's Department:** Committee discussed the counter proposal from Local 773 and will re-submit another counter offer.
7. **Update/Approval Personnel Manual:** The committee reviewed the final draft of the Personnel Manual and will present it to the full board at the November meeting so they can review it for one month.
8. **Update/Approval Executive Session to discuss Personnel.**
 - **Motion by Dave Ronen, second by Jim Moore to Go Into Executive Session. All in favor, motion carried. Time: 8:15 am**
 - **Motion by Jim Moore second by Dave Ronen to Come Out of Executive Session. All in favor, motion carried. Time: 8:30 am**
9. **Update/Approval Other Business:** None at this time.

Motion by Dave Ronen, second by Jay Martin to adjourn the meeting. All in favor, motion carried.
Meeting adjourned at 10:15 am a.m.

The summaries of minutes were respectfully submitted by acting secretary Christine Daniels, as Deputized by Montgomery County Clerk/Recorder Sandy Leitheiser.

Montgomery County Board

Road & Bridge Committee Meeting Minutes

Date: Wednesday, November 5th, 2014 **Time:** 8:30 AM – Highway Department

Members Present: Gene Miles, Bonnie Branum, Earlene Robinson, Glenn Savage, Bob Sneed

Members Absent: Sharon Kuchar and Roy Hertel.

Other Present: County Engineer Kevin Smith

The Committee met today to discuss the following:

1. **Update/Approval Sale of Used Equipment:** Engineer Smith stated that three pieces of surplus equipment were advertised for bids. Only one bid was submitted for each piece of equipment. The 1999 International tandem axle dump truck had a minimum bid of \$8,500 and Fuller Brothers Ready Mix submitted a bid for \$9,002. On the Single axle tandem, the minimum bid was \$9,500 and South Litchfield Township submitted a bid for \$9,757. The 11 foot Flink snow plow had a minimum bid of \$2,000 and South Litchfield Township put in a bid of \$2,000. **Motion by Bonnie Branum and second by Earlene Robinson to approve the sale of the surplus equipment to Fuller Brothers and South Litchfield Township. All in favor, option carried.**
2. **Update/Approval Resolution #2014-10: Resolution to appropriate funds for 1121 B-CA, Burg Road, 100% County Project:** Replace a whistle on Burg Road in South Fillmore Township. **Motion by Earlene Robinson and second by Glenn Savage to approve Resolution #2014-10 to appropriate funds for 1121 B-CA on the Burg Road which is a 100% County Project in the amount of \$10,000. All in favor, motion carried.**
3. **Update/Approval East Fork 6th Avenue Township Bridge over Coffeen Lake:** The agreement is in the packet for \$66,300 with Hurst-Rosche Engineers to complete this engineering work. The committee approved last month and now it needs to go to the full board for approval.
4. **Update/Approval Highway Capital Improvement Projects: Pine Street in Irving, Nokomis Road:** Engineer Smith explained the three options that he gave the City Council in Irving and they wanted the most expensive option number one. Materials would be about \$71,000 and it doesn't include labor. Irving is interested and wants something done and are willing to pay some money into the project like a percentage. Miles stated that this is a county road up to the city limits and that heavy truck traffic to the coal mine has deteriorated this road in city limits. Miles feels that the county needs to help in some way. The committee will discuss the project further and get back to Irving at a later date. County forces could do as much of the labor as they can to save some money. Engineer Smith shared a concern that he will have to coordinate what needs to be done on County roads to work in this project for Irving. Miles reported that he spoke with the City of Nokomis about the county road in their city limits and they would be receptive to taking the road back once it was repaired. A big thing for them would be that they could control the weight limits on the trucks and the speed limit to help address the safety issues.
5. **Update/Approval Red Ball Trail:** Engineer Smith reported that the information has been copied and sent to the Surety Company Lawyers a couple of weeks ago. Betsy Wilson was going to give them some time to review the documents and then follow up with them.

6. **Update/Approval County 2015 MFT Resolution:** Engineer Smith stated that this is forecasting the monies to be spent in next year's program to be filed with the State and then with the County Clerk's Office. You can't spend the money unless you have a resolution every year to spend the money. The money changes a little each year however Engineer Smith shoots a little higher so we don't have to do paperwork again.
7. **Update/Approval Pipeline Permit/Road Use Agreement:** Engineer Smith reported that he has been researching some examples of other county road use/agreement permits. The County engineers want to use the same agreements so that companies that want to do work in our county can use the same document. Engineer Smith asked about a fee attached to the road use agreement because he found that Christian County charges \$10,000 for a road agreement permit. Smith will check with other counties around us to see if they charge and if they do, how much. The road use agreement will state that they have to put the road back together and the language would state that they have to fix or pay to fix our road to the County Engineer's satisfaction. Another question that would have to be answered is if the county would require a surety bond from the company. The county will also want to have the company show proof and insurance with a high limit of coverage. The questions will have to be answered at the county board level. Miles stated that Engineer Smith will go through the samples of agreements and put something together for the county board to approve.
8. **Update/Approval Material Charges for Highway Work:** Engineer Smith stated that the committee needs to discuss the issue of culvert installation and property owner reimbursement policy. Currently the homeowner would reimburse the county for the materials and dirt to install a 30' culvert. Then the county would be responsible to maintain. Now with bigger farm equipment, homeowners now want 40' pipe installed for driveways. New installs, the county pays for 40'. Committee discussed making possible changes to the policy.
9. **Update/Approval 2015 Road & Bridge Committee Dates:** The committee reviewed the committee meeting dates. **Motion by Earlene Robinson and second by Glenn Savage to approve them as listed. All in favor, motion carried.**
10. **Update/Approval Other Business:** None at this time.
11. **Road and Bridge Report:** Montgomery County Forces have been patching roads, mowing ROWs, and replacing culverts.

Motion by Bob Sneed, second by Earlene Robinson to Pay Bills. All in favor, motion carried.
Motion by Bonnie Branum, second by Glenn Savage to adjourn the meeting. All in favor, motion carried.

Meeting adjourned at 10:03 a.m. Minutes respectfully submitted by acting secretary Christine Daniels as Deputized by the Montgomery County Clerk and Recorder, Sandy Leitheiser.