

Montgomery County Board

Coordinating Committee Meeting Minutes

Date: Tuesday, January 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 and Sandy Leitheiser**

The committee met today to discuss the following:

Coordinating: Roy Hertel, Board Chairman

1. **Update/Approval CEFS Central Illinois Public Transit Monthly Progress Report:**
2. **Update/Approval Unpaid fines, fees using State agency:** Committee reviewed the newspaper article from the Litchfield paper. Leitheiser sent this information to the States Attorney's Office.
3. **Update/Approval Review email regarding Lighting proposal:** Committee reviewed the expenditure reports.
4. **Update/Approval Radio Tower:** Chairman Hertel stated that he received a call regarding a complaint at the highway department that the radios signals aren't useful at all times.
5. **Update/Approval Welfare Fraud – Shelby County, Ohio:** Committee discussed the recent news event.

Building & Grounds: Bob Sneed, Chairman

1. **Update/Approval HVAC at Courts Complex:** Committee will discuss.
2. **Update/Approval Maintenance Issues and Report:** Lloyd will report.
3. **Update/Approval Fire Extinguisher Report and Monthly Check:** Committee will review the spread sheet. Meyer has checked everything for January.
4. **Update/Approval Parking Lot Across from Courts Complex:** Will work with R & B committee.
5. **Update/Approval Part Time Employee-Cleaning at Courts Complex:** Review Applications and set up Interviews:
6. **Update/Approval Annex Building:** Nothing to report at this time.
7. **Update/Approval Sound System for County Board Room:** Joe Gasparich found other equipment for the committee to review.
8. **Update/Approval Johnson Controls Service Renewal:** Annual sum of \$6,333 with term of contract 3/1/14 to 2/28/15. Three percent increase.
9. **Update/Approval List for Vendor Insurance Certificates & Vendor Waivers:** Committee reviewed the
10. **Update/Approval Testing of Fire & Panic Systems:** Committee discussed having one person check these out.
11. **Update/Approval Bloome Water Dispenser Purchases:** Circuit Clerk, Public Defender, Sheriff, Court Reporters/Judges still pay a monthly rental fee. We need to stop paying a monthly rental on these units.
12. **Update/Approval Trash Hauling:** Committee will review.
13. **Update/Approval Open bids for Animal Control Generator:** Committee will open and review.
14. **Update/Approval Other Business:** Sneed will review a brochure for a Kubota with snow blower.

Economic Development: Heather Hampton+Knodle, Chairman

1. **Update/Approval MCEDC:** Lindsay Wagahoff will report.
2. **Update/Approval Quarterly Mayors Meeting:** Will be held on February 5th at 5:30 p.m.
3. **Update/Approval Central Illinois Economic Development Authority:** Heather will report.
4. **Update/Approval Planning Commission:** Beeler will report.
5. **Update/Approval West Central Annual Report:** West Central is starting over on the report.

6. **Update/Approval Farm Bureau Meeting regarding Transmission Line Easements:** Beeler will report.
7. **Update/Approval Utility Projects:** Heather will report.
8. **Update/Approval Structural Improvement Notification Permit Process:** Planning Commission is want to make some changes.
9. **Update/Approval Revolving Loan Fund Report & Policy & Procedure Manual Changes:** Wagahoff will report.
10. **Update/Approval Community Priorities for CEDS:** Committee will discuss.
11. **Update/Approval 2014 Legislative Priorities and Input:** Committee will discuss.
12. **Update/Approval Econ. Dev. Fund/Developing Guidelines for Long-Term Improvement Fund:**
 - **Pillars of Development** – Heather would like the target date to be September 1st. 2014.
13. **Update/Approval Other Business:** None at this time.

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

1. **Update/Approval Ambulance Call Report for January 2014:** Committee will review.
2. **Update/Approval Collections:** Committee will review the report.
3. **Update/Approval Illinois Public Works Mutual Aid Organization:** Organizations will hold each other harmless. Should also make sure there are no conflicts with bargaining units. Betsy Wilson did respond to a couple of concerns about the contract with IPWMAN
4. **Update/ Approval AED/CPR Class:** Will be held on February 13th in the County Board Room.
5. **Update/Approval Emergency Plans for Continuity of Operations Plan for Court:** The Court system will let us know when the plans are complete.
6. **Update/Approval Fire Extinguisher Inventory:** Committee reviewed the spread sheet that Lloyd Meyer will use as a check of list each month.
7. **Update/Approval MABAS Town Hall Locations:** The first meeting will be held in Waggoner this Saturday, February 1st, 2014. Meeting will start at 9:00 am.
8. **Update/Approval Testing of Panic Alarm Systems Historic Courthouse:** Committee discussed setting up a procedure to have one person test the panic alarm system.
9. **Update/Approval Other Business:** Material Safety Data Sheets.
 - Chairman Hertel stated that there was a good meeting held at the Health Department last night for the LEPC group. Good turnout for the hazardous materials meeting. These meetings will be held annually. Oct. 2011 there was a mandated law passed to have Counties take charge of this. If you want to be eligible for grants, you have to show that you are participating in the LEPC program.

Finance: Joe Gasparich, Chairman

1. **Update/Approval SOA Report:** Ray Durston will report.
2. **Update/Approval GIS Report:** Mary Purcell will report.
1. **Update/Approval GIS Work Group Report:** Megan Beeler will report. A representative from Beacon-Shneider will address the committee.
2. **Update/Approval Monthly Coal Revenue Report and Revenue, Expense & Bank Balance Report:** The committee will review the report from Treasurer Jenkins.
3. **Update/Approval Annual Circuit Clerk Audit Report:** Holly Lemons called to present her audit at the January Finance committee meeting.
4. **Update/Approval Coal Fund Reserves:** Committee will discuss.
5. **Update/Approval Tax Sale Certificate of Purchase request from County Tax Agent** Betsy Wilson is reviewing the document from County Trustee Joe Meyer and will advise the committee if they can approve.
6. **Update/Approval Intergovernmental Agreement City of Litchfield For Police Radio & Telephone Services:**
 - **Nokomis:** Committee will discuss the agreement and they should be paying \$800 more per year. Don't have a signed agreement. Need to negotiate one.

7. **Update/Approval Other Business:** Look at dates for the budget hearing.

HWE: Connie Beck, Chairman

1. **Update/Approval Elections:** Leitheiser will report at the next meeting.
2. **Update/Approval Recycling Program and Events:** Lutz will report
3. **Update/Approval EPA Report:** Gonet will report.
4. **Update/Approval Animal Control Facility and Program:**
 - **Animal Control Ordinance** – still working on the ordinance.
 - **Generator** – bids will be opened at the Building and Grounds committee meeting.
5. **Update/Approval Mason County Animal Control:** Committee will discuss.
6. **Update/Approval Volunteer Survey – IPRF:** County Offices are completing the survey.
7. **Update/Approval Other Business:** None at this time.

Personnel: Mary Bathurst, Chairman

1. **Update/Approval Workplace Wellness Program:** Committee will ask the board for approval
2. **Update/Approval Customer Service Training Report:** Chris Casey from the U of I sent an evaluation report for the committee to review this Thursday morning.
3. **Update/Approval Personnel Manual:** Waiting on some Personnel Manual templates from Julie Bruch and Tom Franzen.
4. **Update/Approval Union Grievance with Circuit Clerk's Office:** Waiting on the union to come back with a date to meet regarding the union grievance that was filed a few months ago.
5. **Update/Approval Other Business:** Bathurst reported that she and Chairman Hertel met with representatives from Local 773 in the Sheriff's department regarding the under funded / shortfall with their Pension fund. The County is just the pay agent for this issue. Their union wanted to get into this supplemental pension program. If they withdraw the County is liable according to the fine print in the Pension contract that was approved and signed by the county board four years ago. Betsy has requested what the county liability will be if they pull out. Vested individuals and retired people drawing from that pension would still draw on this pension fund.
 - Committee needs to look at the policy for paying accrued sick, vacation and personal time if someone quits in November or December. Need to address this also with the unions as contracts come up.

Road & Bridge: Gene Miles, Chairman

1. **Update/Approval Red Ball Trail:** No update at this time.
2. **Update/Approval 2014 Rock Letting Reminder:** Was held
3. **Update/Approval MCHD 15-Year Plan:** Committee will discuss.
4. **Update/Approval New Pick-up Truck Purchase:** Committee will open bids.
5. **Update/Approval New Tandem Truck:** Has been advertised and will open bids at the meeting.
6. **Update/Approval Rock at Parking Lot Across from Courts Complex:** Will work on when weather permits.
7. **Update/Approval Other Business:** None at this time.

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

Meeting adjourned at 8:45 p.m. The summaries of minutes were respectfully submitted by acting secretary Christine Daniels, as Deputized by Montgomery County Clerk/Recorder Sandy Leitheiser.