

Montgomery County Board

Coordinating Committee Meeting Minutes

Date: Tuesday, February 25th, 2014

Time: 6:00 PM – County Board Room

Members Present: 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**

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

Others Present: Bill Schroeder, Kevin Smith, 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:** Report received.
2. **Update/Approval SEDAC Energy Assessment Report:** Bring report to each Committee.
3. **Update/Approval Right-of-Way for Sewer Force Main from the IDOT Yard to the City of Litchfield:** Shelby Becker and Tony Hard from McDonough-Whitlow. Benefits Litchfield – Gasparich wondered if this parcel could be deeded to Litchfield. Engineer Smith stated to be careful when allowing easements. Committee wants Assistant State’s Attorney Betsy Wilson to look at it.
4. **Update/Approval Marketing County Property for Potential Development:** Hampton+Knodle that stated in the past with previous chairman Mike Plunkett, there was a verbal okay to include offering County Owned property if there was a potential business that was interested. Hampton+Knodle would like to pursue a resolution from the Board that the County would allow marketing County-owned property like the County farm. Bathurst suggests starting with Betsy Wilson. Gasparich said another option instead of selling County Property is to give a 100 year lease.
5. **Codification Services – call in March to set up meeting in April:** Roy Hertel and Sandy will follow up.
6. **Executive Session Minutes to Review:** Time to review after 6 months.

Building & Grounds: Bob Sneed, Chairman

1. **Update/Approval HVAC at Courts Complex:** Big air conditioning unit being delivered in the morning.
2. **Update/Approval Maintenance Issues and Report:** Had a little wind damage.
3. **Update/Approval Fire Extinguisher Report and Monthly Check:** Lloyd Meyer will report.
4. **Update/Approval Part Time Employee-Cleaning at Courts Complex:** Interviewed five people and chose one person who starts work February 27th.
5. **Update/Approval List for Vendor Insurance Certificates & Vendor Waivers:** Franzen needs to update committee.
6. **Update/Approval Testing of Fire & Panic Systems:** EMA committee will discuss.
7. **Update/Approval Bloome Water Dispenser Purchases:** Circuit Clerk, Public Defender, Sheriff, Court Reporters/Judges. We need to call Bloome water to negotiate.
8. **Update/Approval bid for Generator at Animal Control:** Low bidder wasn’t certified on the unit he wanted to install, however the second lowest bidder is certified. Bathurst suggested checking out a maintenance contract. Savage suggested getting a cold weather kit because of propane.
9. **Update/Approval Review Proposal for 3rd Party Annual State Inspection of Elevators:** Committee will review the proposal from Midwest Elevator Inspection Services to perform the third party inspection.
10. **Update/Approval Priorities for Long-Term Improvement Fund:** Committee will discuss.
11. **RSVP for Farm Bureau Breakfast and Coal Mine Tour:** Need to get a number of RSVP’s.
12. **Update/Approval Other Business:**

Economic Development: Heather Hampton+Knodle, Chairman

1. **Update/Approval MCEDC:** Annual meeting is Thursday, March 13th. MCEDC.
2. **Update/Approval Central Illinois Economic Development Authority:** No movement.
3. **Update/Approval Planning Commission:** February 20th at 5:30 p.m. They like ideas of percentages on Pillars of Development.
4. **Update/Approval Planning Commission Reappointment of Brian Niemann:**
5. **Update/Approval Planning Commission New Appointment:** Andy Ritchie resigned. Need new person.
6. **Update/Approval Structural Improvement Notification Permit Process:** Committee will discuss with Finance Committee. Committee will ask Supervisor of Assessment. Notify contact increase awareness marketing. Kevin Smith said no plans for new FEMA FL. PI maps.
7. **Update/Approval Revolving Loan Fund Report:** Wagahoff will report. Two inquiries – no applications yet.
8. **Update/Approval Revolving Loan Fund Policy & Procedure Manual Changes:** Version in front of Betsy Wilson asking for her language changes.
9. **Update/Approval 2014 Legislative Priorities and Input:** Try to put suggested things together at committee level. Will ask for Board member input.
10. **Update/Approval Econ. Dev. Fund/Developing Guidelines for Long-Term Improvement Fund:**
11. **Update/Approval Pillars of Development Town Hall Meetings:** Committee discussed doing public sessions for input. Hampton+Knodle stated that each committee needs to consider what kind of priorities do they have for the Pillars of Development and understanding that the parameters of saving the 33% is not to be spent on County property. Hampton+Knodle stated that this money that is being put aside in the Long-Term Improvement Fund should not be spent on County buildings, etc. Beck stated this wasn't her understanding of how this money is spent and that this money needs to grow first. The County needs to think about a Jail expansion, etc. Bathurst stated that she doesn't think this money is designated for anything specific yet and that each year the Auditor states that County infrastructure needs to be taken care of. Miles stated that he doesn't know why the County buildings wouldn't be in 33% savings fund. Hampton+Knodle stated this money could be used for community matching for their infrastructure improvements which would happen from an application process. Hampton+Knodle explained that there should be some payback from these entities like 50%/50%, etc. Hampton+Knodle stated that the remaining 66% of coal money could be allocated for moving highway and spent on other buildings etc. Bathurst stated that we need to define the 33% and have Board approval first on what this money should be spent on. Committee discussed establishing priorities. Bathurst stated we need input from each committee to see what falls into these pillars and then the Board says okay lets go to the public for comments. Savage stated that we could use a portion of the money to lower taxes. Gasparich stated that we should come up with general categories before going to the public and that we need to get a county-wide needs assessment in order to possibly help towns with tearing down old buildings to get them back on the tax rolls. Gasparich stated that we need to look at #1. Using coal money as seed money to draw bigger grant money. #2. Infrastructure needs and #3. Who has money to help with their project? Hampton+Knodle stated that a Full Board meeting should be scheduled just to address the priorities for the projects. Bathurst stated that if the project is a Health Safety issue, then we need to help with funds. Hampton+Knodle stated that there will be no public meetings in March. Gasparich stated there are 3 or 4 committees that can help drive the train for the priorities. Gasparich stated that he would like to wait until after the Budget Hearings to go the public and that we could try to do a cost benefit analysis for what the money is spent on to see if it will generate money in the future. Committees will be asked to brainstorm on their priorities for the Pillars of Development. Bathurst stated that we should go to committee based on their historical knowledge of what would they like to see happen in the next 10-15 years. The economic development committee could do the analysis of the input from the public and the summarized version would then be brought to the Full Board.

Joe Gasparich asks that Wagahoff look at what grants may be available to help communities without money to help them and make it better for the County in the long run.

12. **Update/Approval Quarterly Mayors Meeting:** April 2nd, 2014 – Notices went out on 2/24/14.
13. **Update/Approval Priorities for Long-Term Improvement Fund:** Committee will discuss.
14. **RSVP for Farm Bureau Breakfast and Coal Mine Tour:** Need to get members to RSVP.
15. **Update/Approval Memo of Understanding for Grain Belt Transmission:** Hampton+Knodle will get information.
16. **Update/Approval Other Business:**

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

1. **Update/Approval Ambulance Call Report for February 2014:** Committee will review.
2. **Update/Approval Collections:** Committee will review.
3. **Update/Approval Illinois Public Works Mutual Aid Organization:** Committee will discuss. Betsy Wilson has reviewed and had a few comments. Committee will work on Betsy's recommendations regarding the insurance coverage and dealing with the collective bargaining unit. Miles will ask Kevin Smith to talk to the Highway Department guys to see if it is okay.
4. **Update/ Approval AED/CPR Class:** Was held on February 13th in Board Room
5. **Update/Approval Emergency Plans for Continuity of Operations Plan for Court:** Holmes has received plans.
6. **Update/Approval MABAS Town Hall Locations:** Next one will be Saturday 3/1/14 in Nokomis at 8:00 a.m. at the Park House.
7. **Update/Approval Hazardous Mitigation Planning Meeting:** Was held on February 18th at the Health Department. About six people were there.
8. **Update/Approval Testing of Panic and Fire Alarm Systems for County Buildings:** Committee will discuss.
9. **Update/Approval Priorities for Long-Term Improvement Fund:** Will discuss with committee.
10. **RSVP for Farm Bureau Breakfast and Coal Mine Tour:** Need to get RSVP from members.
11. **Update/Approval Other Business:**

Finance: Joe Gasparich, Chairman

1. **Update/Approval SOA Report:** Ray Durston will report.
2. **Update/approval GIS Report:** Mary Purcell will report.
 - **GIS Work Group Report:** Megan Beeler will report.
3. **Update/Approval Monthly Coal Revenue Report and Revenue, Expense & Bank Balance Report:**
4. **Update/Approval Coal Fund Reserves:** Committee will review report from Treasurer Jenkins.
5. **Update/Approval Annual Health Insurance Discussion:** Treasurer Jenkins will report.
6. **Update/Approval Annual Circuit Clerk Audit Report:** Motion to Approve after 30 day review.
7. **Update/Approval Intergovernmental Agreement City of Litchfield For Police Radio & Telephone Services:** Committee will discuss.
8. **Update/Approval Structural Improvement Notification Permit Process:** Committee will discuss.
9. **Update/Approval Priorities for Long-Term Improvement Fund:** Committee will discuss.
10. **RSVP for Farm Bureau Breakfast and Coal Mine Tour:** Need to get RSVP's.
11. **Update/Approval ROE Quarterly Report:** Committee will review.
12. **Update/Approval Other Business:**

HWE: Connie Beck, Chairman

1. **Update/Approval Elections:** County Clerk Leiteiser stated not much voting activity at this point. People like the Early Voting room in the basement. Ballot testing took place today.

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:** New truck is here. Need to install camper shell.
 - **Animal Control Ordinance** – Still working on.
5. **Update/Approval Mason County Animal Control:** Waiting for good weather.
6. **Update/Approval Volunteer Survey – IPRF:** Jeff Weiss will report.
7. **Update/Approval Priorities for Long-Term Improvement Fund:** Committee will discuss priorities.
8. **RSVP for Farm Bureau Breakfast and Coal Mine Tour:** Need to get RSVP from members.
9. **Update/Approval Other Business:**

Personnel: Mary Bathurst, Chairman

1. **Update/Approval Workplace Wellness Program:** Bathurst met with Jessica Chappelle of Fusion and they are offering a 19% annual reduction in the membership and waiving initiation fees. Snap also offered reduced rates.
2. **Update/Approval Personnel Manual:** Committee will review the template submitted by our Insurance provider.
3. **Update/Approval Local 773 Pension:** No information yet.
4. **Update/Approval Priorities for Long-Term Improvement Fund:** Committee will discuss.
5. **RSVP for Farm Bureau Breakfast and Coal Mine Tour:** Need to get RSVP's.
6. **Update/Approval Other Business:**

Road & Bridge: Gene Miles, Chairman

1. **Update/Approval Red Ball Trail:** Nothing yet.
2. **Update/Approval MCHD 15-Year Plan:** Committee will discuss.
3. **Update/Approval 2014 Oil Letting Date:** Thursday, March 27th at 9:30 a.m. at Highway Dept.
4. **Update/Approval Union Safety Meetings:** Was held the day after last Board meeting. Went okay – no problem. Will have on a quarterly or as needed.
5. **Update/Approval New Rotary Mower Purchases:** Committee will review.
6. **Update/Approval Mechanic Street:** Chairman Hertel will report.
7. **Update/Approval Priorities for Long-Term Improvement Fund:** Committee will discuss.
8. **RSVP for Farm Bureau Breakfast and Coal Mine Tour:**
9. **Update/Approval Other Business:**

Mr. Schroder has a letter to submit to the County regarding the Public Hearing on February 20th, 2014 for coal mine permit #399.

Motion by Gasparich, second by Beck to adjourn the meeting. All in favor, motion carried. Meeting adjourned at 8:20 PM. The summaries of minutes were respectfully submitted by acting secretary Christine Daniels, as Deputized by Montgomery County Clerk/Recorder Sandy Leitheiser.