

Montgomery County Board  
Coordinating Committee Meeting Minutes

*Draft of all  
Committee  
Minutes*

Date: Tuesday, August 26<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

Members Absent:

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:** Hampton+Knodle met for 1.5 hours in Shelbyville and was told that they are in the process of hiring two new drivers. The B-Line will start September 15<sup>th</sup> and Litchfield will have up new signage. Reviewing the allocation rate for the downstate operating assistance program she noted several discrepancies. Montgomery County compared to others was somewhat low. Our County receives \$5.37 per capita, Bond County gets about \$16, and Macoupin gets almost \$17. Ms. Hampton=Knodle is asking how they come up with the funding and wants ridership numbers. She will report back later.
2. **Appointment for the CEFS Board:** There has been no recommendation for an appointment yet. Hampton+Knodle will work on finding someone to go the meetings in Effingham.
3. **Update/Approval Law Enforcement Training Resolution:** Committee discussed approving a resolution presented by Coroner Rick Broaddus that would train law enforcement officers in relationship to his office. **Motion by Miles and second by Bob Sneed to recommend the approval after Chairman Hertel talks with Coroner Broaddus. All in favor, motion carried.**
4. **Update/Approval Pioneer Tour:** Is scheduled for September 9<sup>th</sup>
5. **Update/Approval County Wide Connected Water System:** Chairman Hertel stated that he had a conference call with Engineer Jim Brown and asked if he had ever applied for a grant under the FEMA rules, and he stated that he done several. Brown and Roberts Engineering already has a lot of the information regarding rural and municipal water systems in our county because they have worked with the rural water lines for over 15 years. Chairman Hertel was told to call Ron Davis from IEMA and ask if it would be possible for a grant to be given for this kind of project. Mr. Davis responded that they will take the numbers and possibilities to see if this would qualify for their grant program. Chairman Hertel will share this information with the Economic Development Committee. Chairman Hertel also talked about the easements that the engineering firm has which would make it easier to run the 12 inch line between Hillsboro and Litchfield. He also noted that if we run the line down a state right of way, if the state wants to widen the road, it would be the owner of the water lines obligation to move the line. If we run it on private property easements, then if the state wants to widen the road, the state has to pay to move the line.

**Building & Grounds:** Bob Sneed, Chairman *Meeting date – Friday, September 5<sup>th</sup> at 1:00 p.m.*

1. **Update/Approval Budgeting for B & G / Capital Improvement Projects:** Committee will discuss.
2. **Update/Approval Communications Tower:** Betsy Wilson has sent a letter to Attorney Michael Glenn who represents the Cervi Family. Hampton+Knodle asked if there has been an appraisal on the property. It was stated that the appraisal is the assessment assigned by the Hillsboro Assessor.
3. **Update/Approval Maintenance Issues and Report:** Sneed reported that the roof at recycling is in disrepair and because of this there is water on the floor which has caused many issues. Sneed talked with Ben Bishop and told him to get estimates on all the repairs that are necessary to fix the problem. Sneed also noted that the HVAC at the Jail will need to be replaced in the next year or two.

4. **Update/Approval Demolition of Buildings:** Sneed reported that one house has been torn down in Butler. Chairman Hertel stated that the Mayor of Butler called twice to thank the board for tearing the house down. No word on when they will start on the building in Ohlman.
5. **Update/Approval Other Business:** None at this time.

**Economic Development:** Heather Hampton+Knodle, Chairman *Meeting date – Wednesday, September 3<sup>rd</sup> at 7:00 pm*

1. **Update/Approval Coal Dust Issues:** Letter was sent to IEPA.
2. **Update/Approval MCEDC:** MCEDC Board meeting dates are: Sept. 11<sup>th</sup>, & Nov. 13<sup>th</sup> at 4:15 p.m. in the Conference room. Starting focus group of employers to talk about the specific work force development needs. Marchelle Kassebaum is interested in helping
3. **Update/Approval Planning Commission:** The next meeting is scheduled for Wednesday, August 27<sup>th</sup> from 5:30 p.m. to 8:00 p.m. at the Annex. Looking at road agreements for very large projects like wind turbines. Gene Miles stated that Engineer Smith has been contacted about a very large 40 inch plus gas line. Chairman Hertel asked Hampton+Knodle to check with Engineer Smith regarding this project.
4. **Update/Approval Green Diamond Bike Trail:** Hampton+Knodle has talked with Pitman Township Road Commissioner Tony Krager about the cold pack application for the Farmersville end of the bike trail. Four Wheel vehicles have been damaging the surface near the Farmersville entrance of the trail. Hampton+Knodle will visit with the Farmersville Village Council to talk about the issue.
5. **Update/Approval Revolving Loan Fund Report:** Lindsay Wagahoff will report.
6. **Update/Approval Revolving Loan Fund Policy & Procedure Manual Changes:** The RLF Board was to review and approve on August 19<sup>th</sup> at 7:00 a.m. The full board will then review the changes to the policy and procedure manual and approve at their October meeting.
7. **Update/Approval 2014 Legislative Priorities and Input:** Hampton+Knodle drafted a letter to ask members of Congress and the Senate and to the Governor to request that funding to be allocated for the Eagle Zinc phase II clean up. Letter to USEPA objecting to their proposed regulations for coal fired power plants and emissions.
8. **Update/Approval Economic Development Fund/Developing Guidelines for Long-Term Improvement Fund:** Committee will discuss.
9. **Update/Approval Other Business:** none at this time.

**E.M.A./Ambulance:** Glenn Savage, Chairman *Meeting date – Wednesday, August 27<sup>th</sup> at 3:30 p.m.*

1. **Update/Approval Ambulance Call Report for August 2014:** Committee will discuss.
2. **Update/Approval Collections:** Committee will discuss.
3. **Update/Approval Tri Tech Software Training:** Class in Waterloo will cost \$1000 which includes software update.
4. **Update/Approval Panic Alarms:** Will be checked on Tuesday, September 2<sup>nd</sup>.
5. **Update/Approval Capstone Table Top Exercise:** Was August 19<sup>th</sup> at the Region 8 office.
6. **Update/Approval Emergency Planning for Schools:** Class with ROE on November 18<sup>th</sup> and 19<sup>th</sup>.
7. **Update/Approval Countywide MOU:** Committee will discuss.
8. **Update/Approval FirstNet:** Will be discussed.
9. **Update/Approval Other Business:** Glenn Savage asked if Betsy Wilson has checked into the issue of the border lines for Litchfield and Hillsboro Fire Departments. Chairman Hertel stated that Ms. Wilson is working on the issue.

**Finance:** Joe Gasparich, Chairman *Meeting date – Monday, September 8<sup>th</sup> at 8:15 a.m.*

1. **Update/Approval SOA Report:** Ray Durston will report.
2. **Update/Approval GIS Report:** Mary Purcell will report. Gasparich will meet with Mary Purcell before the Finance Committee meeting regarding the Plat Book for the Farm Bureau. Purcell is putting a proposal together to see how many hours it will take to put this book together.
3. **Update/Approval Monthly Coal Revenue Report and Revenue, Expense & Bank Balance Report:** Committee will review.
4. **Update/Approval FY 2015 Budget:** Need to resolve the \$500,000 issue to spend for Capital Improvement and the \$100,000 for the day to day expenses. Chairman Hertel explained the expenses for Fund #375 Coal Royalty monies and how they will be budgeted in each of the offices. Recycling will need to ask for some money to be allocated in these funds for building expansion and repairs at the Hillsboro Facility. Road and Bridge may have some requests, Economic Development, Building and Grounds, and HWE Committee. The requests will all be made as a line item in the budget for Office 375-005, 047, 302, 270, 225 etc.

5. **Update/Approval Litchfield Dispatching Services:** Nothing new at this time. A letter has been sent from Chairman Hertel.
6. **Update/Approval Code Red Funding:** Chairman Hertel stated that there were 47 calls put on the system in the last 10 months. Since Litchfield already has an emergency notification system, they won't pay into this, so Chairman Hertel stated that the County should just pay for the whole County. Further discussing will take place at the Finance Committee meeting.
7. **Update/Approval County Trustee parcels- Policy/Procedure:** States Attorney's office to draft a resolution that appoints Treasurer Jenkins to be the County Representative to deal with Meyer and Associates regarding the Trustee parcels.
8. **Update/Approval ROE Quarterly Report:** Will be presented
9. **Update/Approval Other Business:** None at this time.

**HWE:** Connie Beck, Chairman

*Meeting date – Thursday, September 4<sup>th</sup> at 8:30 a.m.*

1. **Update/Approval Elections:** County Clerk Leitheiser stated that she is hoping the ballot layout will fit so a staff person can put the ballot together. Early voting will start on 9/25 and will end on 11/3.
2. **Update/Approval Recycling Program and Events:** Ben Bishop
  - Clothing Allowance will be discussed at the HWE meeting.
3. **Update/Approval EPA Report:** Bill Gonet has ordered the truck.
4. **Update/Approval Animal Control Facility and Program:** The Department of AG was there today for an un-announced inspection and the facility passed with flying colors.
  - Agreement with the City of Litchfield.
5. **Update/Approval Other Business:** None at this time.

**Personnel:** Mary Bathurst, Chairman

*Meeting date – Thursday, August 28<sup>th</sup> at 4:00 p.m., union 5:30pm*

1. **Update/Approval Personnel Manual:** The committee will review part five which includes section 4.2 to the end.
2. **Update/Approval Local 773 in the Sheriff's Department:** Will meet this Thursday after the regular meeting.
3. **Update/Approval Other Business:** Print ID Badges – Sheriff Office may be able to print the ID badges due to the fact that the printer at the Health Department is not working. Costs for a new printer is \$3,000.
4. **Update/Approval Executive Session:** Will be held at the Personnel Committee meeting

**Road & Bridge:** Gene Miles, Chairman

*Meeting date – Wednesday, September 3<sup>rd</sup> at 8:30 a.m.*

1. **Update/Approval Resolution #2014-07: Resolution to appropriate funds for 1118 B-CA, E. 15<sup>th</sup> Road, Rountree Road District, 50% RD – 50% County Project:** Committee will discuss.
2. **Update/Approval Red Ball Trail:** Betsy Wilson will follow up.
3. **Update/Approval Other Business:** Gene Miles stated that they need to find out which police vehicle hit a guardrail and caused some damage. Chairman Hertel stated that the R&B Committee has been discussing a salary adjustment for the mechanic at the Highway Department for time he puts in because he is a salaried position. Engineer Smith is researching the salary for this position.

**Public Comments:** Bill Schroeder asked if there was any word from the EPA regarding the dust issues from the coal mine. Schroeder would like to see the County Board become more involved on behalf of the County.

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

Meeting adjourned at 8:10 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

## Buildings & Grounds Meeting Minutes

**Date:** Friday, September 5<sup>th</sup>, 2014

**Time:** 1:00 p.m. – County Board Room

**Members Present:** Chairman Bob Sneed, Ron Deabenderfer, Gene Miles, Richard Wendel, Mike Plunkett and Board Chairman Roy Hertel

**Members Absent:** Nikki Bishop and Jim Moore

The committee met today to discuss the following: Chairman Hertel appointed Mike Plunkett to serve on the Building and Grounds Committee today.

**1. Update/Approval Maintenance Issues and Report: Lloyd Meyer reported.**

- Meyer stated that the HVAC at the Jail will need to be replaced in the next year or two. They worked on a bad evaporator that is not leaking now but Meyer estimated that in a couple of years they will need to re-build or replace the drain pans. There are seven air conditioning units at the Jail building that are seven to eight tone units each. There are a couple of newer ones and five units are original when the building was built over 22 years ago. These units are separate and not linked together. The smallest one is five ton and cools the kitchen. Meyer also stated that there are two units for the office area and one unit has been replaced. They are doing away with the refrigerant for the current older five air conditioning units so when it is time to replace them the refrigerant lines will also need replaced.
- Meyer reported that the weed eater needs replaced and Chairman Hertel told him to go and buy a new one.
- Meyer reported that lights at the Jail building will need to be replaced and asked if grants would be available.
- Sneed stated that he was in the North Annex building and found some issues with water getting in the walls and ceiling. The brick will need tuck pointed.

**2. Update/Approval Hillsboro Recycling Facility Building Repairs and Issues: Ben Bishop was present and submitted proposals for the roof issues at the Hillsboro Recycling facility. The Committee reviewed pictures of the holes in the warehouse roof. Bishop stated that they don't make that same metal roof anymore and that the purlins were installed 4 foot apart and should be 2 foot apart. Gutters also need to be replaced and Bishop will obtain separate proposals for them. The committee reviewed the four proposals and one bidder will give us the metal to take and recycle. The committee discussed the need to get the roof replace before winter as the leaks are getting the material wet and the floor is very wet. Proposals were submitted as follows: Young's Roofing was \$23,600. Morton Builders was \$23,270. Holcomb Construction was \$22,350 and Pro-Built was \$19,930 and they will leave the old metal for them to recycle. **Motion by Gene Miles and second by Ron Deabenderfer to approve the low bid from Pro Built in the amount of \$19,930 for the replacement of the roof. All in favor, motion carried.****

**3. Update/Approval Budgeting for B & G / Capital Improvement Projects: The committee discussed getting a priority of projects that would need to be done on the County buildings. The Historic Courthouse Tuck pointing project would be \$100,000. Sneed stated that the Annex also needs some money put in the budget for the leak and brick work which would cost about \$20,000. The committee discussed using the second floor of the Annex for storage in the future. The Jail needs HVAC replacements, a new roof in the next couple of years and a Women's wing addition. Chairman Hertel stated that he thought that maybe they could build ½ of the wing now and possibly sell bonds and pay it back with coal money over a twenty year period. The committee also discussed the need to double the size of the Hillsboro recycling drop off. The building and grounds committee will ask for \$150,000 out of next year's budget for the tuck pointing**

at the Historic Courthouse, repairs to the Annex building and the Hillsboro Recycling drop off area. The addition to the jail and the jail roof will be put in the budget for next year if possible.

4. **Update/Approval Communications Tower:** The committee discussed that we are waiting on a response from Attorney Michael Glenn who represents the Cervi Family in order to negotiate for the purchase of the tower and three acres.
5. **Update/Approval Demolition of Buildings:** The committee discussed that the house has been torn down in Butler a couple of weeks ago and the building in Ohlman was torn down yesterday. The Mayor of Butler called twice to thank the board for tearing the house down.
6. **Update/Approval Open Bids for Demolition of Building at 108 North Monroe, Harvel - Parcel #04-33-281-004:** Chairman Hertel stated that the Raymond Fire Department would like to have the lot once the building is torn down. Chairman Hertel reported that they said that they will give us \$500 to help us tear down the building. The County Trustee will charge the minimum fee of \$810 to obtain the parcel. The committee discussed finding out if the Raymond Fire Department will pay us \$1,310 once the building is torn down. If the Fire Department does not want the parcel, then we can put a lien on the property and put it up for sale. The Committee also discussed not getting any real estate taxes on this parcel if the Raymond Fire Department takes possession of the parcel. Bids submitted as follows: Midwest Crane & Excavating of Irving was \$10,150. Mexus Industrial of Springfield was \$22,400 and Dajen Corporation of Raymond was \$2,500. **Motion by Mike Plunkett and second by Gene Miles to accept the low bid of \$2,500 from Dajen Corporation of Raymond, contingent on the Raymond Fire Department cleaning it up and paying the minimum of \$810.00 to the County Trustee and also paying \$500 towards the demolition. All in favor, motion carried.**
7. **Update/Approval Other Business:** Sneed read a memo for Assistant States Attorney Betsy Wilson regarding the contract for Western Waterproofing. Sneed will contact Western Waterproofing to see what the time frame will be to start the work on the Historic Courthouse and would like to start the work this year.

Motion by Mike Plunkett, second by Ron Deabenderfer to pay the bills. Motion carried.

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

Meeting adjourned at 3:00 p.m.

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

# Montgomery County Board

## Economic Development Committee Meeting Minutes

**Date:** Wednesday, August 6<sup>th</sup>, 2014

**Time:** 7:00 PM – County Board Room

**Members Present:** Chairman Heather Hampton+Knodle, Megan Beeler, Nikki Bishop, Ron Deabenderfer, Jay Martin, Dave Ronen and County Board Vice Chairperson Mary Bathurst

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

**Others Present:** Sandy Leitheiser and Lindsay Wagahoff

The Committee met today to discuss the following:

1. **Update/Approval Coal Dust Issues:** Hampton+Knodle reported that Chairman Hertel sent a letter to IL EPA regarding the coal dust issues.
2. **Update/Approval Mehochko Home:** The committee discussed tabling the air monitoring issue until the EPA or the coal mine can address it.
3. **Update/Approval MCEDC:** Wagahoff reported that the MCEDC Board meeting dates are: Sept. 11<sup>th</sup>, & Nov. 13<sup>th</sup> at 4:15 p.m. in the Conference room. They are also working on Workforce Development. The Summit is scheduled on October 23<sup>rd</sup> at 6:00 pm at LLCC. Marchelle Kassebaum is interested in helping address the education issues for workforce development. Wagahoff also reported that the tour of the Pioneer Plant is scheduled for next Tuesday after the board meeting. Eagle Zinc going is currently going through the process of signing up sub-contractors and they are hoping to start construction in November. Wagahoff stated that she attended a meeting last week to see how to be prepared on clean up and dealing with truck traffic. Wagahoff then shared a report that summarizes election data showing population changes in the county for 2014. The data was collected in July 2013 to July 2014. The Illinois State Board of Elections sent the information to Sandy Leitheiser's office to match to the voter's registration data. Then the State Board of Election cleans up the voter roles, so they then send the info to all the County Clerk's Offices. Wagahoff stated that this report is not on the agenda for this Summit and that the MCEDC board hasn't seen this yet. The next step is to figure out what is going to keep people here. Wagahoff stated that she was asked to be a board member on the IDC Southern Region Council and that Macoupin County has lost their EDC.
4. **Update/Approval Planning Commission:** Beeler reported that the meeting was Wednesday, August 27<sup>th</sup> at 5:30 p.m. Tobin Ott resided over the meeting. The next meeting will be held on October 15<sup>th</sup> at the Annex Building at 5:30 PM. Beeler stated that they talked about letters to the EPA. The Planning Commission has reviewed the Plan and it needs to be brought to the full board. Beeler stated that Mr. Schroeder will bring the recommendations to the next Coordinating Committee meeting. Beeler reported that Montgomery County Housing Manager Kelly Moroney was there at the meeting. Mr. Schroeder asked her why a county board liaison was not needed at their board meetings and she stated that they could send someone if they want. Moroney said that she would come to the planning commission meetings. The Housing Authority will be demolishing older low income housing units in the county. Mr. Schroeder asked about notification to the County and Moroney learned that notification was required. Hampton+Knodle had a discussion with Grain Belt Transmission and sent a message to Engineer Smith, Betsy Wilson, Chris Reynolds, Megan Beeler and Joe Goeke. Beeler stated that she has a copy of the proposed road agreement from Kevin Smith that some engineering organization put together for Christian County. This in regards to the most recent inquiry about a pipeline. Engineer Smith will

require them to bore under the county roads for the 30 inch pipe. The Committee reviewed the packet of information for the private utility company that wants the pipeline to be in service by 2016.

5. **Update/Approval Green Diamond Bike Trail:** Hampton+Knodle stated that she spoke with Tony Krager and Kevin Smith regarding the repairs needed to the bike trail. There is nothing in the 2015 budget for sealing the entire trail. Hampton+Knodle will call Krager and advise him of the budget and that we will working on the north end by applying 2-3 tons of N19 cold pack. Hampton+Knodle will also call Mayor Tischkau of Farmersville regarding the problems of the trail being used by four wheelers.
6. **Update/Approval Revolving Loan Fund Report:** Wagahoff shared the RLF report and payments have been made.
7. **Update/Approval Revolving Loan Fund Policy & Procedure Manual Changes:** Wagahoff shared the final draft of the RLF Policy and Procedure Manual Changes. The RLF board met and approved the final draft. Assistant States Attorney Betsy Wilson has reviewed the manual and gave input. **Motion Jay Martin and second by Megan Beeler that we recommend the adoption of the Revised 2014 RLF Policy and Procedure Manual. The County Board will review for one month. All in favor, motion carried.** Wagahoff will ask RLF board chairman Mike Fleming to see if he will be available to answer any questions at the full board meeting.
8. **Update/Approval 2014 Legislative Priorities and Input:** Hampton+Knodle stated that we wrote letters to EPA and USEPA regarding the Eagle Zinc for Phase II funding. Also, a letter was sent to USEPA objecting to their proposed regulations for coal fired power plants and emissions.
9. **Update/Approval Economic Development Fund/Developing Guidelines for Long-Term Improvement Fund:** Chairman Hertel stated that there is a new fund #375 that has been set up to budget and keep track of coal money that is spent on projects. It was established to track expenses by categories, for example funds set aside for projects for the Highway is number 225, EPA is 301, 47 is General Administrative and 302 is Recycling. Each committee will decide what their wish list is and then submit the request to the finance committee so it can be budgeted in the capital improvement fund #375. Hampton+Knodle stated that according to the surveys she put down three items: Infrastructure, workforce development and business development. Examples of infrastructure that would exclude roads and bridges would be zero percent interest loans and water lines connecting to communities. Workforce development would be soft skill training for existing or future employees which we would have partners like LLCC and ROE. Business Development would be implemented in 12 – 16 months. Hampton+Knodle referred to a Entrepreneurial CEO Franchise Program that started in Effingham County, where the County could step in to help sponsor mentors for students. There are now 14 franchises. Hampton+Knodle asked for input from the committee and stated that she would like to see \$300,000 put in the budget for Business Development and \$35,000 for Workforce development. They would need to come up with a number to put in the budget for Infrastructure.
10. **Update/Approval Other Business:** The EZ Mayors meeting will be held in October before the regular committee meeting.

Motion by Dave Ronen, second by Jay Martin to pay the bills. All in favor, motion carried.

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

Meeting was adjourned at 9:20 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, September 2<sup>nd</sup>, 2014

**Time:** 3:30 PM – EMA Office

**Members Present:** Chairman Glenn Savage, Joe Gasparich, Chuck Graden,  
Mike Webb and County Board Chairman Roy Hertel, Jim Moore

**Members Absent:** Sharon Kuchar

**Others Present:** Litchfield Fire Chief Sumpter

**Ambulance Call Reports:** September Reports will be sent to Chris Daniels.

**Collections:** Report will be sent to Chris Daniels.

### **AMBULANCE REPORT:**

1. **Update/Approval Tri Tech Software Training:** Class in Waterloo will cost \$1,000 and includes software update. Holmes stated that this will need approval ASAP.

### **EMA:**

1. **Update/Approval Panic Alarms:** Holmes reported that the Panic Alarms will be checked on Tuesday, September 2<sup>nd</sup>, 2014.
2. **Update/Approval Capstone Table Top Exercise:** Holmes reported that the Capstone Table Top Exercise took place on August 19<sup>th</sup> at the Region 8 office.
3. **Update/Approval Emergency Planning for Schools:** Holmes reported that the Free Emergency Planning Class with the Regional Office of Education will take place on November 18<sup>th</sup> and 19<sup>th</sup>.
4. **Update/Approval Countywide MOU:** Holmes stated that she is working on a Memorandum of Understanding for Countywide Mutual Aide so that Federal Funding can be obtained to municipalities that provide assistance in an emergency. The committee discussed sending the MOU to be signed by all taxing bodies that has a board and levies their own tax.
5. **Update/Approval FirstNet:** Holmes shared information regarding the Illinois FirstNet Program which is a Federal program designed to govern a Nationwide Public Safety Broadband Network.
6. **Update/Approval Other Business:** At the last meeting Mr. Whitlow and Mr. Deabenderfer were present asking about the line that separates the Hillsboro Fire Area from the Litchfield Area. There were confused as to why Litchfield was sending out letters to people who had always contracted for Fire service from Hillsboro. Chairman Hertel had checked the 911 map books for the last ten years and found that there is a discrepancy in where the line was and where it is today. He asked Attorney Wilson in the States Attorney's Office to research the lines and the issues and report back what the County's options should be. Chairman Hertel went on to explain that many years ago that two previous fire chiefs from Hillsboro and Litchfield had agreed on a line, but that is not where it is today. 911 is using the new line as the boundary and if there is a subscription on either side of the line, belonging to an opposite fire department, they are calling out both departments. This is also being researched by Attorney Wilson concerning the legal ramifications involved. When Witt took over Irving, the line comes all the way to Schram City. Witt has to go to the city limits of Schram City, but it would be shorter for Hillsboro to go to that area. Chairman Hertel stated that the fire chiefs need to get together to make the lines and that if they all agree, they can then give the info to 911. Hertel stated that in Christian County they squabbled over fire area lines, so the County Board stepped in and drew the lines and the public had to vote on the

boundaries, and it passed. There are over 16,000 people in the county that are not served by a fire protection district. Chairman Hertel stated that the County board doesn't want to put their nose in this mess and hopes that the four fire chiefs would agree to the map lines and give it to 911. Chief Sumpter stated that he hasn't seen any documentation that shows where former fire Chief Weber changed any lines and that 911 tells him that they will page out both department to respond to that fire. Sumpter added that if he gets paged then he is going to the fire and that he can't hear if Hillsboro Fire is going. Chairman Hertel again reiterated about the differences in the 911 maps over the last ten years and that Hillsboro does not agree with the current line. Hillsboro has about 20 subscribers in North Litchfield Township. Chairman Hertel stated that he was told that Chief Weber was the one who changed the line after the 911 book was printed in 2004. The Committee discussed waiting for Assistant States Attorney Betsy Wilson's research on this issue.

Week of	Hillsboro	Litchfield	Nokomis /Witt	Farmersville/ Waggoner	Raymond/ Harvel	Total
8/4/2014	35	22	14	1	9	81
8/11/2014	34	29	11	2	0	76
8/18/2014	36	31	19	3	0	89
8/25/2014	44	17	13	1	6	81
	<b>149</b>	<b>99</b>	<b>57</b>	<b>7</b>	<b>15</b>	<b>327</b>

### Processed Reports

Pay the Bills: Motion by Joe Gasparich and second by Chuck Graden to approve the bills. All in favor, motion carried.

Adjourn: Motion by Mike Webb and second by Jim Moore. All in favor, motion carried.

Time: 4:15 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, September 8<sup>th</sup>, 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:** Sandy Leitheiser, Ron Jenkins, Greg Nimmo, Glenn Savage, Ray Durston and Curtis Watkins

The committee met today to discuss the following:

1. **Update/Approval SOA Report:** Ray Durston stated that the preliminary township factor numbers came in at 1.01 to 1.04.
2. **Update/Approval GIS Report:** Mary Purcell submitted her report for the committee to review as she is on vacation this week. Gasparich stated that he hasn't received information from Purcell on the timeframe to complete the Plat Book for the Farm Bureau.
3. **Update/Approval Intern in Information Systems Office:** Curt Watkins reported that he was approached by a former co-worker whose son just graduated with a Bachelor's degree in computer science from the University of Illinois in Springfield regarding doing some intern work for the County. Eris Fenelon from Auburn Illinois would like to get some experience and will do the intern work for a few months for free. Watkins stated that they will have Mr. Fenelon complete an application and have him go through the interview process. Plunkett stated that we should go through the hiring practices like doing a background check. The application will be given to the Personnel Committee to review when the met on September 25<sup>th</sup>, 2014. Committee discussed the possibility of having him work on the plat book.
4. **Update/Approval Monthly Coal Revenue Report and Revenue, Expense & Bank Balance Report:** Committee reviewed the reports from Treasurer Jenkins. Treasurer Jenkins stated that the Capital Improvement and Reserve Funds were paid back \$480,000 on August 31<sup>st</sup>, 2014. Gasparich asked what the average monthly income was from the Coal mine and Treasurer Jenkins replied that for the past 13 months the average is \$250,000.
5. **Update/Approval FY 2015 Budget:** Gasparich stated that the committee needs to come up with a figure to budget in the capital improvement fund for FY 2015. A new fund #375 has been set up for expenses for coal Royalty monies and how they will be budgeted for different offices. Plunkett stated that we should budget for next year, what we received this year. Jenkins recommends using the \$2.2 million that was received last year and divide it up. Gasparich stated that we are going to put \$500,000 in the capital improvement fund for FY 2015 based on the 2013 audited numbers. Chairman Hertel stated that we could put \$125,000 in the contingency fund just in case we needed the money. It does not necessarily mean we have to spend it. Chairman Hertel reported that he spoke at each committee meeting regarding their wish list to put in next year's budget for the coal money. Building and Grounds Committee asked for \$150,000 to tuck point the Historic Courthouse and Annex buildings and to expand the Hillsboro Recycling Drop off. The committee then decided to put \$50,000 in office 302 for Recycling for their building issues and \$100,000 in Building and Grounds office 005 for fixing the Historic Courthouse. Road and Bridge Committee wanted \$114,000 which was to do preliminary work to fix the Nokomis Road or the Irving Road and possibly the Walshville Road. The highway department also asked for \$14,000 to install above ground larger fuel tanks. Beeler stated that at Economic Development Committee, they discussed putting a number to their wish list for three different items. Economic Development asked for \$345,000 for two of their three items, but at that time the amount of money in the fund was unknown. The committee also discussed the \$150,000 in this year's budget for the purchase of the communication tower. If this money is not expended this year, then it will have to

be carried over to next year in fund #375 and this will then cause less in the fund for the other offices requesting money. In conclusion the committee stated that \$1.2 million will go in the General Administrative fund, \$114,000 for the Highway Department, \$50,000 for Recycling, \$100,000 for Building and Grounds, \$150,000 for Economic Development and \$80,000 for Accounts Receivable, Payable and Payroll Software. There will also be \$150,000 put in contingency and \$150,000 carried over for the purchase of the tower if it is not purchased this year. Chairman Gasparich stated that he would read these requests at tomorrow's board meeting.

6. **Update/Approval Estimate Tax Levy:** The committee reviewed the Real Estate Tax Levy/Extension Summary Comparison report that was prepared by Treasurer Jenkins. Committee discussed the ambulance levies. The FY2015 estimate Extension will be 4.9983% which is under the 5%, so there will not be a Public Hearing. The estimated tax levy extension is \$5,174,517. **Motion by Plunkett and second By Bathurst to recommend the tax levy extension of \$5,174,517 which is 4.9983%. This will be under 5%, so there will not need to be a truth or taxation hearing. All in favor, motion carried.**
  
7. **Update/Approval Litchfield Dispatching Services:** Chairman Hertel reported that a meeting has been scheduled for Wednesday, September 10<sup>th</sup> at 2:30 p.m. in the County Board room with the Litchfield Mayor and City Administrator at their request. The committee discussed changing the meeting to Friday morning so that Joe Gasparich and Mary Bathurst could attend. Chairman Hertel stated that Tonya Flannery called to set up the meeting to discuss the dispatching services and the Fire districts map lines. Chairman Hertel added that the lines were drawn in 1996 when 911 was first established. This is a local issue that needs to be resolved by the local agencies. Nimmo stated that 911 has on their screen who subscribes to which fire department and cautions that we don't want to spend time figuring up who goes what and where because contracts aren't always updated timely. One complexity is if someone driving by and calls in on a cell phone and doesn't know the address. Gasparich stated that we need to ask Betsy Wilson if we can form fire protection districts or keep the areas. Gasparich said if we form districts, then people pay taxes to support the fire department. Sandy Leitheiser stated that there are over 10,000 voters that are not covered by a fire protection district and Chairman Hertel stated that it is more than that if you include the cities. If we could form districts then that is the end of the story. If voters have to vote Sandy Leitheiser stated that the process starts with a public hearing with proposed lines, then it goes on the ballot for a vote. Gasparich stated that we need to have Betsy Wilson come up with what the board can do. Gasparich stated that this issue should be pursued by the EMA Committee. Nimmo stated that 911 will continue to dispatch both fire departments when they are not sure of who to send. Gasparich stated that 911 should have copies of the records from the fire department subscribers so maps can be verified and updated.
  
8. **Update/Approval Code Red Funding:** The committee discussed the approaching end of the Code Red Contract for emergency notifications. Nimmo reported that the new invoice came in at \$9,040.50 which has increase by about \$2,700 per year. Nimmo explained that part of the increase is due to them using correct census information of about 14,000 for the public info and businesses. Nimmo also reported that the notification system was used about 50 times in the past year and that Hillsboro used it a lot for water main breaks. The County used the system mostly for weather related items. Nimmo stated that this is a cost of about \$9,000 for a system that was used about 50 times and that this tool is time consuming for them. Nimmo feels that this system is not making a world of difference. Bathurst stated that there is also duplication with other applications if people sign up for them on their cell phone. NOAA is becoming so proactive that they put out warnings earlier. Plunkett stated that he likes the fact that the home phone would ring in the middle of the night if there was severe weather approaching, however when the email came out with the \$9,000 cost, he wondered if it was worth it. Gasparich stated that he felt that if the County spent \$9,000 for five years that would be \$45,000 that could be spent on getting some sirens in the communities. Other committee members agreed. The committee then

discussed the possibility of getting Code Red if they accept the price of \$6,205. Glen Savage stated that he agreed with the committee in regards to the high price and this is a duplication of efforts.

9. **Update/Approval County Trustee parcels-Policy/Procedure:** Last month, the committee approved for the States Attorney's office to draft a resolution that appoints Treasurer Jenkins to be the County Representative to deal with Meyer and Associates regarding the Trustee parcels. Treasure Jenkins spoke with Betsy Wilson and after further thinking feels that the procedure for him to deal with the County Trustee could stay status quo. **Motion by Mary Bathurst second by Mike Plunkett that the County Treasurer will be the contact person to deal with the County tax agent for the County Trustee program. All in favor, motion carried.**
10. **Update/Approval to Convey Parcel ID 10-33-259-010 in North Litchfield Township:** Leitheiser stated that the City of Litchfield will receive this parcel for \$810.00. The current procedure has the County Clerk getting the paperwork from the county agent first and then it is presented to the full board to approve the resolution to convey the deed. Treasurer Jenkins stated that the City of Litchfield will get this parcel and demolish the building. Whitney Strowmeyer of Meyer and Associates worked with the City of Litchfield to obtain this parcel for \$810. Jenkins stated that in the future, they will be looking at offering the delinquent parcels to the citizens first in the tax sale and if the parcel doesn't sell, it will then be offered to the municipalities. Chairman Hertel stated that Betsy Wilson could put a lien on the property for the fees we paid to have the house torn down on the parcel in Butler. Chairman Hertel stated that the building in Harvel will be torn down for \$2,500 and that he is communicating with Mr. Matli to see if they will pay \$810.00 for the County Trustee fees and \$500 towards the demolition. **Motion by Beck and second by Bathurst to convey Parcel ID 10-33-259-010 in North Litchfield Township pending Treasurer Jenkins approval. All in favor, motion carried.**
11. **Update/Approval Tri Tech Invoice:** The committee discussed and approved an EMA/Ambulance invoice of \$1,000 for a class in Waterloo which will also include a software update. **Motion by Megan Beeler and second by Mike Plunkett to approve the invoice from Tri Tech in the amount of \$1,000 for training and software updates. All in favor, motion carried.**
12. **Update/Approval ROE Quarterly Report:** The committee reviewed the quarterly report that was submitted by Marchelle Kassebaum. **Motion by Mike Plunkett and second by Bonnie Branum to approve the recommendation of the ROE Quarterly Report. All in favor, motion carried.**
13. **Update/Approval Plaque/Monetary Gift for Miss Illinois County Fair Queen Summer Robbins:** Chairman Hertel stated that he will check on travel reimbursement and will take care of the expense. Other committee members stated that they would also pitch in to help with the expense.
14. **Update/Approval Other Business:**  
Motion by Mary Bathurst, second by Connie Beck to pay bills and approve payroll. All in favor, motion carried.  
Motion by Bonnie Branum, second by Megan Beeler to adjourn the meeting. All in favor, motion carried.  
Meeting adjourned at 10:30 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, September 4<sup>th</sup>, 2014

**Time:** 8:30 AM – County Board Room

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

**Members Absent:** Mike Webb

**Others Present:** Sandy Leitheiser, Bill Gonet, Ben Bishop and Amanda Daniels

The committee met today to discuss the following:

1. **Update/Approval Elections:** County Clerk Leitheiser stated that she is hoping the ballot layout will fit so a staff person can put the ballot together. Early voting will start on 9/25 and will end on 11/3.
2. **Update/Approval EPA Report:** Gonet reported that the new EPA Truck has been ordered and discussed upcoming Household Hazardous Waste Collections in six various areas of the State.
3. **Update/Approval Recycling Program and Events:** Ben Bishop reported.
  - Hillsboro Facility Building Repairs – Bishop stated that he received four proposals for repairs to the Hillsboro Facility Warehouse roof. Bishop will attend the Building and Grounds Committee meeting on Friday to discuss.
  - Bishop shared the productivity log and the expense and revenue reports.
  - Committee discussed the problems with trash being dumped at some of the recycling drop offs.
  - Committee discussed putting some money in FY 2015 budget to double the size of the Hillsboro facility drop off area.
4. **Update/Approval Animal Control Facility and Program:** Amanda Daniels reported.
  - The Department of AG was as the facility and the facility received a satisfactory report with no improvements needed.
  - The committee reviewed the intake, revenue and expense reports.
  - The committee approved the purchase of sound baffles for the kennel area and new software. **Motion by Richard Wendel and second by Chuck Graden to approve an amount not to exceed \$2,500 for the new software. All in favor, motion carried.**
  - Daniels has revised some of the forms and will give them to Assistant States Attorney Betsy Wilson to review. A new Foster Agreement will also be given to Ms. Wilson to review.
  - Committee discussed the recent repairs and break down issues with the animal control van and has decided that there will be no more money put into it. It just had some work done to it and now it is overheating. Chairman Hertel suggested checking with the Sheriff's department to see if they will be trading off any of the SUV's in the next budget year.
  - There is a mobile adoption schedule this Saturday at Tractor Supply in Litchfield.
5. **Update/Approval Other Business:**

Motion by Chuck Graden, second by Richard Wendel to pay the Bills. All in favor, motion carried.

Motion by Richard Wendel, second by Chuck Graden to adjourn the meeting. All in favor, motion carried.

Meeting adjourned at 10:20- a.m.

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

# Montgomery County Board

## Special HWE Committee Meeting Minutes

**Date:** Thursday, August 14<sup>th</sup>, 2014

**Time:** 5:30 PM – County Board Room

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

**Members Absent:** Board Chairman Roy Hertel

**Others Present:**

The committee met today to discuss the following:

1. **Update/Approval Open Bids for EPA Truck:** The Committee received and opened one bid for the EPA F150 S/Cab four wheel drive pickup truck. Wright Automotive submitted the bid in the amount of \$20,267 which includes trading in the current 2008 pickup truck. **Motion by Richard Wendel and second by Mike Webb to accept the bid from Wright Automotive in the amount of \$20,267 for the F150 four wheel drive pickup truck. All in favor, motion carried.**
2. **Update/Approval Animal Control Contract with City of Litchfield:** The committee reviewed and discussed the draft of the animal control contract with the City of Litchfield and wants to have Assistant States Attorney Betsy Wilson review it. Attorney Wilson has been very busy lately and the Committee will invite her to their next committee meeting to review and discuss.
3. **Update/Approval Animal Control Manager/Officer Interviews:** The committee received five applications for the Animal Control Manager/Officer position and chose to interview two people. Committee Chairman Beck reported that she spoke with one of the two candidates this morning and that he withdrew his application because the salary was lower than his current position. The committee proceeded to interview part time animal control employee Amanda Daniels. Daniels has held the position for just over one year and has been a volunteer for five years and is very familiar with the day to day operations of the animal control facility and program. **Motion by Chuck Graden and second by Mike Webb to hire Amanda Daniels as the Animal Control Manager/Officer. Earlene Robinson abstained. All others in favor, motion carried.** The committee then discussed the starting salary. **Motion by Richard Wendel and second by Mike Webb to start the salary at the current budget amount of \$27,480. Earlene Robinson abstained. All others in favor, motion carried.**
4. **Update/Approval Other Business:** None at this time.

No bills to approve.

Motion by Earlene Robinson, second by Mike Webb to adjourn the meeting. All in favor, motion carried.

Meeting adjourned at 6:30 pm.

Minutes respectfully submitted by Connie Beck.

# Montgomery County Board Personnel Committee Meeting Minutes

**Date:** Thursday, August 28<sup>th</sup>, 2014

**Time:** 4:00 PM – County Board Room

**Members Present:** Chairman Mary Bathurst, Joe Gasparich, Jay Martin, Jim Moore, Mike Plunkett, Dave Ronen and Board Chairman Roy Hertel

**Others Present:** Ray Durston, Sandy Leitheiser

The committee met to discuss the following:

1. **Update/Approval Position in SOA office:** Ray Durston addressed the committee regarding the open position in his office and feels that he does need a full time employee and not a part time person. Durston explained that he has to cover for an employee that has five weeks' vacation and two people with four weeks' vacation and one person with three weeks' vacation. Plunkett stated that Durston also lost the part time Board of Review Secretary position which was about 1,200 hours per year. Chairman Hertel commented that the Office has been doing without the employee some time and it appears that it is functioning well.
2. **Update/Approval Personnel Manual:** The committee reviewed sections 4.2 to the end and will get a draft to Mr. Deabenderfer to review. There are a couple of questions for Assistant States Attorney Betsy Wilson that the committee will need to review before the document goes to the full board.
3. **Update/Approval Local 773 in the Sheriff's Department:** The committee had union negotiations with Local 773 Business Agent Bill Troutt and union steward Doug Meyer. Proposals were exchanged and Mr. Troutt will discuss with his unit and respond back to the committee via email.
4. **Update/Approval Other Business:** None at this time.
5. **Update/Approval Executive Session:**
  - Motion by Jim Moore, second by Dave Ronen to Go Into Executive Session. All in favor, motion carried. Time: 4:50 pm
  - Motion by Joe Gasparich, second by Jim Moore to Come Out of Executive Session. All in favor, motion carried. Time: 5:45 pm

No Action was taken.

Motion by Ronen, second by Gasparich to adjourn the meeting. All in favor, motion carried.  
Meeting adjourned at 6:45 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 Road & Bridge Committee Meeting Minutes

**Date:** Wednesday, September 3<sup>rd</sup>, 2014

**Time:** 8:30 AM – Highway Department

**Members Present:** Gene Miles, Bonnie Branum, Sharon Kuchar, Earlene Robinson,  
Glenn Savage, Bob Sneed, and County Board Chairman Roy Hertel

**Members Absent:**

**Other Present:** County Engineer Kevin Smith

The Committee met today to discuss the following:

1. **Update/Approval Resolution #2014-07: Resolution to appropriate funds for 1118 B-CA, E. 15<sup>th</sup> Road, Rountree Road District, 50% RD – 50% County Project:**  
Engineer Smith reported that this is a \$11,500 project which will be \$5,750 cost for the County and \$5,750 for the township. **Motion by Bob Sneed and second by Glenn Savage to approve and recommend Resolution #2014-07 to the full board. All in favor, motion carried.**
2. **Update/Approval Resolution #2014-08: Resolution to appropriate funds for 1119 B-CA, E. 15<sup>th</sup> Road, Rountree Road District, 50% RD – 50% County Project:** The total project cost is \$13,000. Cost for the County will be \$6,500 and the Township will be \$6,500. **Motion by Sharon Kuchar and second by Earlene Robinson to approve and recommend Resolution #2014-08 to the full board. All in favor, motion carried.**
3. **Update/Approval Engineering Agreement McDonough-Whitlow Taylorville Road:**  
Engineer Smith stated that he would recommend the approval of the Engineering Agreement with McDonough Whitlow for the engineering work on the Taylorville Road. This asphalt overlay project is scheduled for 2016. The cost for the engineering agreement is \$9,100. Engineer Smith stated that there will be a new driving service on the main line by Kroger and the project will include gutter work and widening the road. Drainage will be work on the west side of the road by the Quarry where they are pumping water by the road. The drainage there is inadequate. Engineer Smith stated that they are working with the Feds to see what will be allowed. McDonough Whitlow will design according to Federal guide lines and plan for upcoming engineering work. **Motion by Bonnie Branum and second by Bob Sneed to approve the Engineering Agreement with McDonough Whitlow in the amount of \$9,300 for the Taylorville Road. All in favor, motion carried.**
4. **Update/Approval FY2015 Budget:** Engineer Smith handed out a salary Survey from 2012 for the Mechanic position. The average overtime for the past five years is about \$1,500 for the maintainers. The committee discussed the current salary for the Mechanic at \$41,613 with a \$613 increase budgeted for December 1st. **Motion by Bonnie Branum and second by Earlene Robinson to also budget an additional \$1,500 to compensate for overtime. All in favor, motion carried.**
5. **Update/Approval Red Ball Trail:** Engineer Smith reported that he received an email from Assistant States Attorney Betsy Wilson this morning stating that a meeting will be set up for their attorneys to review the documents.

**6. Update/Approval Other Business:**

- The committee discussed projects that they could put in the FY 2015 budget in the new fund set up for improvements that coal money would be spent on. The committee would like to get costs to straighten out the road that comes into Nokomis and Engineer Smith asked about getting new above ground gas tanks which would cost about \$14,000. The roofs on the current highway buildings would need to be replaced in the next couple of years. Chairman Hertel stated that they could put in \$114,000 in fund 375 for projects.
- Gene Miles asked if anyone knew about some guardrail that was damaged due to a police car hitting it. The highway department was there to replace the guardrail and follow up will be needed to get with the law enforcement agency to get reimbursed for the repairs.

**7. Road and Bridge Report:** Montgomery County Forces have been patching roads, sealcoating, mowing ROWs, and replacing culverts.

Motion by Bob Sneed, second by Glenn Savage to Pay Bills. All in favor, motion carried.

Motion by Bonnie Branum, second by Sharon Kuchar to adjourn the meeting. All in favor, motion carried.

Meeting adjourned at 9:30 a.m. Minutes respectfully submitted by acting secretary Christine Daniels as Deputized by the Montgomery County Clerk and Recorder, Sandy Leitheiser.