

Montgomery County Board Coordinating Committee Meeting Minutes

Draft

Date: Tuesday, September 23rd, 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, Economic Development Chairman Heather Hampton+Knodle, Road & Bridge Chairman Gene Miles, EMA/Ambulance Chairman Glenn Savage, Building & Grounds Chairman Bob Sneed

Members Absent: Joe Gasparich

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:** Was scheduled for September 15th, 2014 but Hampton+Knodle doesn't think that the Litchfield route has started because drivers have not been hired. Hampton+Knodle has questioned their numbers and goals for Montgomery County rider-ship.
2. **Update/Approval County-wide Connected Water System:** Chairman Hertel has followed up with a call to IEMA and no call was returned. Daniels and Hertel will call Mr. Davis again tomorrow.
3. **Update/Approval Dakota Access Pipeline Project:** Open House at LLCC in Litchfield on Wednesday, September 24th from 5:30 p.m. – 7:30 p.m.
4. **Update/Approval Flu Shots:** Before Full Board meeting on Tuesday, October 14th at 7:45 a.m. – 10:00 a.m. in Conference Room. Wednesday, October 15th in the New Courthouse at 1:00 p.m. – 3:00 p.m.
5. **Update/Approval Planning Commission:** A draft was to be presented tonight.
6. **Update/Approval Other Business:** Mr. Schroeder shared test results from some samples at the coal mine. Some elements are 10 to 3,000 units over the limit. They are not allowed to go on the coal mines property to take additional samples. Mr. Schroeder stated that he thought Chris Casey was to get the final Planning Commission recommendations for the committee to review. Hampton+Knodle stated that he was very sick lately.

Building & Grounds: Bob Sneed, Chairman *Meeting date – Friday, October 10th at 1:00 p.m.*

1. **Update/Approval Maintenance Issues and Report:**
2. **Update/Approval Hillsboro Recycling Facility Roof Replacement:** Committee will discuss.
3. **Update/Approval Tuck-pointing Historic Courthouse:** Committee will discuss the timeframe to start.
4. **Update/Approval Communications Tower:** Nothing to report at this time.
5. **Update/Approval Demolition of Building at 108 North Monroe, Harvel - Parcel #04-33-281-004:** Committee to discuss.
6. **Update/Approval Sound System in Board Room:** Chris Daniels will look at getting a couple wireless microphones.
7. **Update/Approval Other Business:** None at this time.

Economic Development: Heather Hampton+Knodle, Chairman *Meeting date – Wednesday, October 8th at 7:00 p.m.*

1. **Update/Approval EZ Mayors Meeting:** Wednesday, October 8th –begin serving food at 5:15 p.m. Nathan Nichols will be here to speak.
2. **Update/Approval Coal Dust Issues:** Hampton+Knodle reported that Mehochko called about a smell coming from the coal mine and they had a small fire. Mines and Minerals can only deal with the pond. EPA should deal with the dust issues. Chairman Hertel stated that he has been playing phone tag with the coal guys.
3. **Update/Approval MCEDC:** MCEDC Board meeting is Nov. 13th at 4:15 p.m. in the Conference room. Small business workshop has 16 people. Grant writer Jamie Hires left and they are looking for someone else.
4. **Update/Approval Planning Commission:** Beeler will report.
5. **Update/Approval Workforce Round Table:** Another meeting at Hillsboro Hospital on October 1st, 2014.
6. **Update/Approval Revolving Loan Fund Report:** Lindsay Wagahoff will report.

7. **Update/Approval Revolving Loan Fund Policy & Procedure Manual Changes:** The full board is reviewing the changes to the policy and procedure manual and will approve at their October meeting.
8. **Update/Approval 2014 Legislative Priorities and Input:** Committee will discuss.
9. **Update/Approval Economic Development Fund/Developing Guidelines for Long-Term Improvement Fund:** Was reported last month. Hampton+Knodle stated that NAPCO - North American Pipe Company in Litchfield closed yesterday and 31 employees are impacted. The Job Center is following to see if the company filed a Warning letter to the employees.
10. **Update/Approval Other Business:** Need a tech to tech meeting with engineers for the Grain Belt Transmission project. Hampton+Knodle wants Betsy Wilson to attend and they need to coordinate a meeting. Hampton+Knodle stated that she received a call from the State Journal Register regarding the Pipe Line Project.

E.M.A./Ambulance: Glenn Savage, Chairman *Meeting date – Tuesday, October 7th at 3:30 p.m.*

1. **Update/Approval Ambulance Call Report for August & September 2014:**
2. **Update/Approval Collections:** Savage stated that collection continue
3. **Update/Approval Panic Alarms:** Will be tested.
4. **Update/Approval Emergency Planning for Schools:** Class with ROE on November 18th and 19th at KC Hall.
5. **Update/Approval Countywide MOU:** When this is approved by Betsy Wilson it will be shared with everyone.
6. **Update/Approval Meeting with City of Litchfield - Fire Service and line that separates the Hillsboro Fire Area from the Litchfield Area:** Met September 12th, 2014. Hertel stated that the two fire chiefs need to meet.
7. **Update/Approval EMA/Ambulance Committee Date:** The November committee meeting is scheduled for **Tuesday, October 28th** at 3:30 p.m. due to election in November.
8. **Update/Approval Request for Proposals Ad Published to Update Hazard Mitigation Plan:** Proposals due Monday, October 27th at 3:00 p.m. and will be opened Tuesday, October 28th at 3:30 p.m.
9. **Update/Approval Other Business:**

Finance: Joe Gasparich, Chairman *Meeting date – Thursday, October 9th at 8:15 a.m.*

1. **Update/Approval SOA Report:** Durston will report.
2. **Update/Approval GIS Report:** Purcell will report.
3. **Update/Approval Copying Concepts:** Company that deals with copiers and printers
4. **Update/Approval Monthly Coal Revenue Report and Revenue, Expense & Bank Balance Report:**
5. **Update/Approval Adopt FY 2015 Aggregate Levy:** Committee will approve.
6. **Update/Approval FY 2015 Budget Changes and Recommendations:** Committee will discuss. Chairman Hertel stated that there will be about \$125,000 less spent than the FY 2014 budget.
7. **Update/Approval Litchfield Dispatching Services and Fire Protection Area:** Chairman Hertel stated that several people met to discuss these issues.
8. **Update/Approval Code Red Funding:** Chairman Hertel stated that Greg Nimmo worked with them to get a discount and it is not enough. Chairman Hertel stated that this will be discussed at the next mayor's meeting.
9. **Update/Approval Health Insurance RFP:** Tom Franzen will attend.
10. **Update/Approval Other Business:**

HWE: Connie Beck, Chairman *Meeting date – Thursday, October 9th at 4:00 p.m.*

1. **Update/Approval EPA Report:** Bill Gonet – No news on the delivery of the new truck yet.
2. **Update/Approval Elections:** County Clerk Leitheiser will report. Absentee voting will start September 25th. April 7th, 2015 election for various mayors and aldermen
3. **Update/Approval Recycling Program and Events:** Ben Bishop
 - Snow fence:
 - Prison pickup:
 - Raymond Drop-off: Bob Pennock of 4-H – Committee discussed and said No.
 - Hillsboro Drop-off:
 - Shoe Allowance/Safety Clothing:
 - Reimbursement for Ben Bishop's Cell Phone: \$33/month – July, Aug, Sept.
 - Baler: Chairman Hertel stated that he went down
4. **Update/Approval Animal Control Facility and Program:** Orientation is Monday, October 6th at 3:00 p.m. and interviews are Thursday, October 9th at 5:00 p.m. Beck apologized for any misunderstanding on the salary. Personnel and HWE committees will both vote for the applicant. Hampton+Knodle asked who will be the

administrator. Hertel stated that Betsy Wilson has agreed to be the Animal Control Administrator and the Ordinance will need to be changed.

5. **Update/Approval ICRMT Property Casualty Insurance Renewal:** Tom Franzen
6. **Update/Approval Other Business:**

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

1. **Update/Approval Position in SOA Office:** Personnel will discuss.
2. **Update/Approval Personnel Manual:** The committee has gone through the entire Personnel Manual. As soon as Betsy reviews section 5, it will be given to Mr. Deabenderfer to review.
3. **Update/Approval Local 773 in the Sheriff's Department:** Committee will discuss.
4. **Update/Approval Quarterly Time-off Reports:** The committee will discuss.
5. **Update/Approval Intern in Information Systems Office:** Review intern's application and have him go through the interview process. Finance discussed a background check and the possibility of having him work on the plat book.
6. **Update/Approval Joint HWE & Personnel Committee meeting:** On Thursday, October 9th, HWE will meet at 4:00 p.m. and Personnel will join them at 5:00 p.m. for interviews.
7. **Update/Approval Other Business:** Chairman Hertel stated that we shouldn't hire someone without the board knowing who is to be hired. This rule should be put on the Rules Committee on who is hired. Chairman Hertel stated that someone from the Personnel Committee should also sit in on the interviews with the oversight committee. Mary Bathurst feels the whole Personnel Committee should be involved with the oversight committee interviews and hiring. Chairman Hertel stated there has been questions about nepotism in relationship to hiring and that we should discourage this but in a county of less than 30,000 people it would be hard to hire someone who is not related to a current county employee. Nepotism has happened in our county for years and again we should discourage it but we can't control elected officials on who they hire. Chairman Hertel stated that we also need to hire the most qualified individual no matter who they are.
8. **Update/Approval Executive Session:** This will be first at the committee meeting.

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

1. **Update/Approval Red Ball Trail:** The Surety Bond Company Attorney will come this Thursday to review the documents. Copies will be made on documents that he requests.
2. **Update/Approval Pine Street in Irving:** Bill Jurgena called regarding this road. Lorraine told him to call Engineer Smith. Miles states that he spoke with Engineer Smith regarding the repairs to this road.
3. **Update/Approval Other Business:** Miles reported that the committee discussed that Engineer Smith researched the over time paid to the union employees and the average is \$1,500 per year. The committee decided to put this in the budget and add this to the mechanic's salary. This will be given to the Finance Committee.

Motion by Bob Sneed, second by Heather 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

Draft

Date: Friday, October 10th, 2014

Time: 1:00 p.m. – County Board Room

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

Members Absent: Gene Miles

Others Present: Ben Bishop

The committee met today to discuss the following:

1. **Update/Approval Maintenance Issues and Report:** Lloyd Meyer is absent. Bob Sneed reported:
 - Had to replace a 100 gallon water heater in the attic at the jail. Also had to replace a heat exchanger at the jail. Each repair was about \$1,000.
 - Sneed reported that Meyer is looking into replacing some of the drains around the Historic Courthouse because of staining issues.
2. **Update/Approval Hillsboro Recycling Facility Roof Replacement:** Ben Bishop reported that the roof replacement was postponed until the baler is fixed so they can catch up on baling the material that has stockpiled in the warehouse. Ben Bishop also reported that DeHart will be here on Monday to start the cylinder replacement on the baler that has been down for three weeks.
3. **Update/Approval Tuck-pointing Historic Courthouse:** Sneed reported that Western Waterproofing will have all the bad bricks taken out and will soon start the tuck pointing. There are about 225 bricks that needed to be replaced. The committee discussed putting the balance of the tuck pointing project out for bid so the work can be done in the spring.
4. **Update/Approval Communications Tower:** Chairman Hertel stated that he spoke with Attorney Glenn who has not contacted the Cervi family yet with the County's offer.
5. **Update/Approval Demolition of Building at 108 North Monroe, Harvel - Parcel #04-33-281-004:** The committee learned that David Fuchs will tear down the building in the next couple of weeks. He is waiting for some electrical lines to be moved and for dryer weather.
6. **Update/Approval Sound System in Board Room:** The committee discussed getting a wireless microphone to pass around the room.
7. **Update/Approval Other Business:** The committee discussed starting the process next year to look into the expansion of the jail for female prisoners.
 - **Flu Shots Reminder:** Before Full Board meeting on Tuesday, October 14th at 7:45 a.m. – 10:00 a.m. in Conference Room. Wednesday, October 15th in the New Courthouse at 1:00 p.m. – 3:00 p.m.

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

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

Meeting adjourned at 2:15 p.m.

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

Draft

Montgomery County Board Economic Development Committee Meeting Minutes

Date: Wednesday, October 8th, 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 Chairman Roy Hertel

Others Present: Sandy Leitheiser and Lindsay Wagahoff

The Committee met today to discuss the following:

1. **Update/Approval EZ Mayors Meeting:** Was held at 5:30 pm this evening, EZ Administrator Daniels shared some information from last week's conference in regards to the new application process. More information and a time line will be discussed at the next EZ mayor's meeting.

2. **Update/Approval Coal Dust Issues:** The committee reviewed a letter to Chairman Hertel from IL EPA regarding the coal dust issues in Schram City acknowledging the complaints and the coal mines' efforts to address them. In a previous letter sent from Chairman Hertel, the County requested that IL EPA install air monitors near the coal mine. The IL EPA's response basically stated that they are not going to install the air monitors and suggested that residents submit complaints to the IL EPA when they are impacted by fugitive emissions leaving the mine property. In this way, the IL EPA can follow up on the situation in a more timely and effective manner. Hampton+Knodle stated that she has had follow up conversations with the Mehochko family who continues to submit their complaints. Hampton+Knodle will participate in a conference call tomorrow regarding this issue and has heard that the Coal Mine has it in the budget to build one wind fence.

3. **Update/Approval MCEDC:** MCEDC Board meeting is Nov. 13th at 4:15 p.m. in the Conference room. Wagahoff reported that there are seven county board members signed up to attend the Montgomery County Summit that will be held on Thursday, October 23rd, 2014 at 6:00 p.m. at LLCC.
 - **Grant Writer:** MCEDC is still in the process of contracting the grant writing services.
 - **Eagles Zinc:** The prime contractor is going through the process now of selecting their general contractors. On September 18, 2014 the contractors did a walk-thru of the site so they could get write their bid proposals. The demolition is expected to begin in November 2014. It should take approximately 6 months, weather permitting.
 - **It's Always Sunny in Montgomery County:** So far we have released 4 videos. The fourth video of "It's Always Sunny in Montgomery County" has been filmed and released. During this episode, we went to the BRS Baseball Museum in Nokomis, Illinois.
 - **EDGE Visits:** Nothing new to report.
 - **Medical Marijuana:** The State of Illinois deadline for applications for cultivation centers and dispensaries was September 22. The statistics for how many cultivation center and dispensary applications applied for in each state police district were released on October 2, 2014. There were 7 cultivation center permits filed for in our state police district and one dispensary. The state has said they hope to award the first round of permits by the end of this year. District 18 state police headquarters include the counties of Calhoun, Greene, Jersey, Macoupin and Montgomery. Wagahoff shared a press release from the IL Department of Agriculture regarding the Medical Cannabis Pilot Program. Wagahoff stated that the cultivation center must have heavy security and isn't sure on who gets the sales tax on the dispensaries. The state will have the final decision on where the cultivation center will go.
 - **Montgomery County Summit:** We will be hosting the Montgomery County Summit on October 23 at Lincoln Land Community College-Litchfield. The theme for the event this year

is "Building Blocks to the Future." The speakers will discuss how working together and having a vision can lead to development within the community. All county board members are invited and should have received invitations. Please note, RSVPs are required and are due on October 9, 2014. You can RSVP by calling the U of I Extension Office or going to online to Extension's website.

- **Workforce Development:** The workforce development roundtable has met twice now. They are in the process of identifying the various training opportunities that already exist for the workforce. At the same time, they are identifying gaps where training is not available to see what types of programs should be offered.
 - **Crude Oil Pipeline:** MCEDC attended the open house meeting on the crude oil pipeline to learn more about the project.
 - **Illinois Development Council Conference:** MCEDC attended a two day conference for the Illinois Development Council. The conference provided an opportunity to network, hear the State of Illinois discuss some marketing plans to market Illinois to businesses, and hear candidates for Lt. Governor speak.
 - **Inter-Agency Workshop:** MCEDC attended a workshop in Springfield held by the Governor's Office. The purpose of the workshop was to learn about the different grant opportunities through the various state agencies.
4. **Update/Approval Planning Commission:** Megan Beeler reported that the Comprehensive Plan revisions were received from Chris Casey and are ready to give to the full board. Planning Commission meeting dates are Wednesday, October 15th, 2014 and January 21st, 2015 from 5:30 p.m. – 9:00 p.m. at the Annex.
 5. **Update/Approval Workforce Round Table:** A meeting was held at Hillsboro Hospital on October 1st, 2014 to discuss how to better train our work force. Discussions will also take place with LLCC once a meeting date is established. Hampton+Knodle and Wagahoff will meet with Marchelle Kassebaum tomorrow to discuss work force development and what programs are needed.
 6. **Update/Approval Revolving Loan Fund Report:** Committee reviewed the monthly RLF report.
 7. **Update/Approval Revolving Loan Fund Policy & Procedure Manual Changes:** The full board is reviewing the changes to the policy and procedure manual and will approve at the October meeting.
 8. **Update/Approval 2014 Legislative Priorities and Input:** Committee discussed a couple of the priorities and letters that have been written lately to the legislatures regarding the coal mine and power plants emissions.
 9. **Update/Approval Economic Development Fund/Developing Guidelines for Long-Term Improvement Fund:** Hampton+Knodle wants to discuss the legal options with Assistant States Attorney Betsy Wilson regarding loaning money to municipalities for funding their infrastructure projects.
 10. **Update/Approval Other Business:**
 - **Flu Shots Reminder:** Before Full Board meeting on Tuesday, October 14th at 7:45 a.m. – 10:00 a.m. in Conference Room. Wednesday, October 15th in the New Courthouse at 1:00 p.m. – 3:00 p.m.

No bills at this time.

Motion by Jay Martin, second by Dave Ronen 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

Draft

Date: Tuesday, October 7th, 2014

Time: 3:30 PM – EMA Office

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

Members Absent: Roy Hertel

Ambulance Call Reports:

Collections: New System \$94,473.04 Old System \$25.00 Grand Total \$94,473.04

EMA:

1. **Update/Approval Panic Alarms Test:** Director Holmes stated that she performed the testing today.
2. **Update/Approval IEMA Conference:** Holmes reported on the following from the IEMA conference.
 - Director Holmes stated that at the IEMA conference they were told to encourage Townships and Municipalities to join the IPWMAN.
 - Disaster Assistance. (A) Emergency Powers in place (B) Rapid needs assessment (C) Disaster Impact Assessment (D) Initial Damage Assessment Local (E) Need for Disaster Declaration Local, County. (F) Equipment needed to do damage assessment. (G) Make sure that the people doing the damage assessment have the proper safety equipment. (H) “Emergency Work” Debris Removal, Emergency Protective Measures. (I) “Donations” document what was donated and who donated it. Discourage donations of items like furniture or appliances unless you have a large warehouse for storage. Encourage for cash or gift cards that victims can use for food, fuel, or other emergency supplies. (J) Use of social media is a very acceptable way of getting the message as to what is needed.
 - Cyber Security – Programs and Web sites need to be checked by IT staff for security.
3. **Update/Approval Mutual Aid:** The committee discussed the process to get signatures from all the taxing body boards for the mutual aid agreement. Holmes stated that she has given a sample Memorandum of Understanding to Assistant States Attorney Betsy Wilson to review and advise.
4. **Update/Approval November Class:** Director Holmes stated that she has letter ready to mail out this week. There have been three people from the Nokomis School District that have signed up.
5. **Update/Approval Office of the State Fire Marshall:** Holmes stated that she checked with the State Fire Marshall’s office on what involvement the EMA office should have with any territory disputes with area Fire Departments. Holmes received a letter from the State Fire Marshall’s Office indicating that the EMA Office should not be involved in any territory dispute with area Fire Departments.
6. **Update/Approval Shelter Supplies:** Director Holmes reported that they have received cots, blankets and other supplies for the new shelters in Schram City and Donnellson. The generators for Donnellson, Coffeen, and Schram City should arrive sometime this month. Mike Webb suggests looking for a supply company to help with costs.
7. **Update/Approval HazMat:** The County Hazmat team will be in need of some extra finances in the future. The air bottles for the SCBA (air Paks) will need to be replaced. They are one hour bottles and the cost is \$1,000 each. The oldest are from 2003 and there are 12 bottles. Holmes stated that they all have to be tested this year and suggested doing a letter in the newspaper to see if they can get some help with the funding to purchase these. Gasparich asked Holmes to call the Coal Company and touch base with them to see if they will help with funding.
8. **Update/Approval Code Red:** Director Holmes stated that she has had some calls asking if we still have this service or if the one year service has ended. She contacted Greg Nimmo and he did not know the cut of date for the service. Gasparich stated that he questions the service and its worth. We used it

less than 50 times for emergency notifications last year at a cost of \$6,300. Gasparich stated that we used social media to help spread the alerts. Gasparich suggested that we inform people with cell phones to get the National Weather application on their cell phones to get the weather alerts on a timely basis.

9. Update/Approval Other Business:

- **Flu Shots Reminder:** Before Full Board meeting on Tuesday, October 14th at 7:45 a.m. – 10:00 a.m. in Conference Room. Wednesday, October 15th in the New Courthouse at 1:00 p.m. – 3:00 p.m.

Week of	Hillsboro	Litchfield	Nokomis /Witt	Farmersville/ Waggoner	Raymond/ Harvel	Total
9/1/14	40	30	27	4	9	110
9/8/14	36	29	12	3	0	80
9/15/14	51	30	18	7	0	106
9/22/14	20	30	29	7	7	93
9/29/14	35	57	23	3	5	123
	182	176	109	24	21	512

Processed Reports

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

Adjourn: Motion by Chuck Graden, second by Sharon Kuchar. 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

Draft

Date: Thursday, October 9th, 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: Tom Franzen, Ray Durston, Toby Dean, Tom Kelty, Ron Jenkins, Sandy Leitheiser and Mary Purcell.

The committee met today to discuss the following:

- 1. Update/Approval PMA USA Insurance Presentation:** Toby Dean and Tom Kelty from PMA USA Insurance presented information regarding a supplemental insurance program for employees. They have worked with the State of Illinois since 1977. Group rates are offered and benefits to the employees are for out of pocket expenses and deductibles. If an employee stays healthy you get your money back. It is strictly a volunteer program where employees can cover their family members and the employees pay 100% of the premiums that are post tax. If an employee leaves the county then it would switch over and they keep their policy and still are in the group. Plunkett stated that with supplemental insurance the committee has always said no and he is leery about offering to employees where it may interfere later with union negotiations. Treasure Jenkins stated that for years the employees have the option of choosing AFLAC which is another supplemental insurance. We provide the time to allow employees to discuss this with the insurance representatives and the County is the vehicle for payroll deduction. Connie Beck stated that she has this insurance coverage for years and had good success with it. Bathurst and Beck feel that the employees should be able to make the choice. Bathurst stated that there may be other options and that the Personnel Committee could further discuss this issue.
- 2. Update/Approval SOA Report:** Durston reported that changes will be published in the next two weeks and that only 29 complaints so far. The SOA office has been reminding seniors to renew their senior exemptions for next year and they will mail out renewal forms next week. The full time job was posted and applications will be accepted until October 17th, 2014. Durston reported that there have been seven applications received so far. Chairman Hertel asked that if there was a \$25.00 building permit fee, if it would help. This fee would apply to people building new structures and adding on to existing structures. We would have to have an Intergovernmental Agreement with the municipalities that do not have a permit process in order to go there and do their permitting process. Someone would go to the person and take the permit and get the money. Megan Beeler asked about the feedback from having the permit on line and Durston stated that there have been five or six requests. The committee discussed the pros and cons of having someone do this. Mike Plunkett stated that we don't have zoning in the rural areas and people may get confused and say you have zoning but you don't. The committee also discussed the fact that we have never enforced the fines for someone not getting a structural improvement form and that the townships and municipalities are not enforcing the building permit issues. Mike Plunkett stated that he doesn't want to do the job for the townships that have assessors to do this and Bonnie Branum agreed. Sandy Leitheiser asked if it would help if we reached out to the municipalities to see what they charge for permits. Joe Gasparich asked Ray Durston to give a recommendation to the committee next month.
- 3. Update/Approval GIS Report:** Mary Purcell reported that everything is pretty much the same and that we need to make a decision on the plat book for the Farm Bureau. Joe Gasparich stated that we need to get an example of what a page would look like for Bob Lentz to review. Mary Purcell stated that she gave an example in the proposal that she gave to Joe Gasparich. Gasparich stated that we will try to incorporate the 911 data into the plat book. Mary Purcell stated that we have the software but it is a matter of time. Joe Gasparich stated that Bob Lentz needs to have a one page example from Purcell on what this will look like. Chairman Hertel asked how long it will take to produce one page or one township because the Farm Bureau has ran out of their issue and had to re-print 250 books. Mary Purcell stated that she talked with Coles County and shared a copy of their plat book with committee members. The difficult work will be the parcels with words that won't appear on the page due to the software. Purcell stated that Rockford maps has someone do this work manually and that she doesn't have the time.

4. **Update/Approval Health Insurance RFP:** Tom Franzen addressed the committee with some talking points to review regarding the employee health insurance and the need to have a program that is affordable for the county and employees. The committee also discussed the issues with self-funded versus fully funded programs in regards to the affordable health care act with possible changes in 2016. Chairman Hertel asked Mr. Franzen if we wanted to go to the open market to check on quotes for health insurance and how can we trim some costs. Mr. Franzen stated that we have a successful 13 year history with the self-funded program and suggests that we look at stats and demographics of what we have now. We need to look to see if our plan is working by looking at who is going in the plan and then get some quotes from Blue Cross and other big health care providers to compare. Joe Gasparich stated that Health Department Hugh Satterlee needs to be involved with the process because they have a large amount of employees on the health insurance plan. Chairman Hertel asked Mr. Franzen to prepare a quote for his consulting fees to help us review our health insurance. Treasurer Ron Jenkins stated that the average insurance cost per employee for the last thirteen years has been \$580 per month. Tom Franzen will also help the county with looking at the different types of coverage and will come and present something to the Personnel and Finance committees in December. Mr. Franzen will present a one page proposal of what he intends to do. **Motion by Mary Bathurst and second by Megan Beeler to objectively look at our health insurance program and any possible changes in the future for a fully insured employee health insurance program. All in favor, motion carried.**
5. **Update/Approval Employee Health Insurance Premiums:** Committee discussed the motion last month to increase the employee premiums for 2016. There are some union contracts that state the insurance premiums and Chairman Hertel stated that you can't raise the insurance premiums on some and not do it for all. Mike Plunkett stated that we could look at next year. The committee discussed letting the employees know that upon further review of union contracts the committee has decided to hold off on the increase of employee premiums for 2016. **Motion by Mike Plunkett and second by Mary Bathurst to rescind the motion from September to increase the employee premiums. All in favor, motion carried.**
6. **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.
7. **Update/Approval Adopt FY 2015 Aggregate Levy:** Committee discussed and approved the FY 2015 Aggregate Levy. **Motion by Bonnie Branum and second by Mary Bathurst to approve the aggregate levy in the amount of \$5,174,517 which is an increase of 4.9983% from last year. All in favor, motion carried.**
8. **Update/Approval FY 2015 Budget Changes and Recommendations:** The committee reviewed the VY 2015 budget changes document that was prepared by Treasurer Jenkins. Chairman Hertel stated that there will be about \$125,000 less spent than the FY 2014 budget. The committee discussed a couple of salary adjustment increases and wondered about the budget hearing request for the Information Systems Assistant. Joe Gasparich stated that he asked the IT manager for a list of duties that the assistant performs over and beyond his normal duties and he hasn't received anything. **Motion by Megan Beeler and second by Connie Beck to approve and recommend the FY 2015 budget changes to the full board. All in favor, motion carried.**
9. **Update/Approval Litchfield Dispatching Services and Fire Protection Area:** The committee discussed that this will be put in the FY 2015 Budget and that the Litchfield City Council has not made a decision yet. They stated that we are good through next spring, May 1st when their budget year ends. Joe Gasparich stated that we need to advise the Sheriff that we don't have to do anything with personnel until next spring. Chairman Hertel stated that on January 1st, we will start billing \$131,000 for the dispatching services for Litchfield.
10. **Update/Approval Code Red Funding:** Joe Gasparich stated that last month the committee asked Greg Nimmo to go back negotiate a lower price with Code Red, but they only discounted 15% which the committee felt was not enough. The committee discussed just letting the service expire after this contract year because the cost isn't justified for the amount of times we have used the service over the past year.
11. **Update/Approval Other Business: Flu Shots Reminder:** Before Full Board meeting on Tuesday, October 14th at 7:45 a.m. – 10:00 a.m. in Conference Room. Wednesday, October 15th in the New Courthouse at 1:00 p.m. – 3:00 p.m.
Motion by Mary Bathurst , second by Megan Beeler to pay bills and approve payroll. All in favor, motion carried.
Motion by Bonnie Branum, second by Mike Plunkett to adjourn the meeting. All in favor, motion carried.
Meeting adjourned at 10:40 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

Draft

Date: Thursday, October 9th, 2014

Time: 4:00 PM – County Board Room

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

Others Present: Bill Gonet, Treasurer Jenkins, Eric Braasch, Tom Franzen, and Ben Bishop

The committee met today to discuss the following:

1. **Update/Approval EPA Report:** Bill Gonet shared a summary of the inspections that he has completed this past quarter and a list of Solid Waste Enforcement Grantees awarded by Illinois EPA. The new truck should be in soon.
2. **Update/Approval Elections:** Committee Chairman Beck reported that Clerk Leitheiser shared her report stating that there have been 95 people who have voted so far and that 359 ballots have been mailed out.
3. **Update/Approval Recycling Program and Events:** Ben Bishop reported:
 - **Raymond Drop Off** – Bob Pennock asked Ben Bishop to check to see if they could get their groups reimbursed for helping the recycling program. The committee discussed and decided that we can't go back to paying the groups because it would not be fair to the other groups in the towns where payment was discontinued years ago.
 - **Nokomis Drop Shed:** Bishop stated that he went to a Nokomis City hall meeting to present a proposal of getting a couple of dumpsters to help collect the cardboard at the drop off center and they decided not to allow the dumpsters.
 - **Coffeen Drop Shed:** Bishop stated that the Coffeen drop off area was closed due to a large amount of trash that has been dropped off there in the last few months. Bishop received about 40 calls regarding this issue and he met with Mayor Sheila White. After some discussion, Sheila White stated that they would put lights there and a camera and asked for another chance to open the drop off area. Bishop agreed to work with the City of Coffeen.
 - **Cardboard:** Bishop stated that there are some businesses in Litchfield where they are shipping thousands of pounds of cardboard to another vendor that pays them for it.
 - **Repairs to Warehouse Roof:** Bishop stated that he had to postpone the roof repairs until they can get caught up after the baler gets repaired.
 - **Reimbursement for Ben Bishop's Cell Phone:** Committee discussed and approved the reimbursement of \$33 per month for Ben Bishop's Cell phone expense. Reimbursement will be vouchered quarterly and will start for July, August and September 2014.
 - **Baler Issues:** The baler has been down for three weeks. Ben Bishop will meet two guys there on Monday morning which is a holiday and hopes the baler will be operational by Wednesday. Bishop stated that he has been selling un-baled product to Central Paper Stock while the baler is down. Our truck is going there a couple of times of day. The committee discussed and approved that Bishop could shut down the Nokomis drop shed for the weekend due to the back log of material that needs to be picked up and baled at that location. Bishop will add some extra hours to staff schedules to get caught up once the baler is operational.
 - **Electronics Drive:** Bishop had a meeting today with Donna from COM 2 and there are some new standards and stated that they will arrange for a couple of trucks and the County would have to pay \$2,500 for the two trucks. If more trucks are needed, the County would have to pay the entire cost to

ship the material. Committee discussed putting off the electronics drive until early spring so that they can get caught up and have time to research the vendors to take the material.

4. **Update/Approval ICRMT Property Casualty Insurance Renewal:** Tom Franzen stated that the vendor liability program is going smoothly and he has only had a couple of questions. The preliminary pricing for the renewal is \$211,180 which is down from \$220,000. Franzen stated that he will have solid pricing at the meeting on November 6th, 2014. The risk transfer cost is lower than it was in 2012 and the County is doing well as far as keeping claims low.
5. **Update/Approval Professional Liability Coverage for Vendors Performing Work on County Property:** Tom Franzen stated that we do need to get insurance certificates for Professional vendors that do work for the County on our Property. A professional vendor is anyone who has to be licensed by the State of Illinois such as Engineers, Doctors, and Veterinarians etc. and will be a tier 3 vendor.
6. **Update/Approval Tom Franzen as our Agent/Broker of Record for Workers Compensation:** Currently the County is with IPRF. Franzen asked to consider appointing him as the agent for Workers Compensation as it will allow him to handle the total cost to risk transfer and handle that, it will allow us to pull the two companies together for loss control and safety type issues and they will have access to the entire risk management pool to see what goes on. There are no problems with the current agent. The committee discussed and approved that Tom Franzen act as our agent for Workers Compensation with Illinois Public Risk Fund because it makes sense to have one person handling everything and it won't cost any more money. **Motion by Chuck Graden and second by Richard Wendel to approve and recommend that Tom Franzen is our Agent/Broker of Record for Workers Compensation for IPRF. All in favor, motion carried.** A letter will be sent to Jeff Weiss thanking him for his service.
7. **Update/Approval Animal Control Facility and Program:**
 - **Appointment of Animal Control Administrator:** Assistant States Attorney Betsy Wilson has agreed to serve as the Animal Control Administrator.
Motion by Earlene Robinson and second by Mike Webb to approve and recommend the appointment of Assistant States Attorney Betsy Wilson as the Montgomery County Animal Control Administrator. All in favor, motion carried.
 - **Animal Incinerator Bid:** Committee reviewed a bid to replace the fuel pipe at the animal incinerator. **Motion by Richard Wendel and second by Mike Webb to approve the proposal from Hiller's Sheet Metal in the amount of \$1,464.00.**
 - Orientation was held Monday, October 6th at 3:00 p.m. and 6:00 p.m.
 - **Joint meeting with Personnel to conduct interviews:** Today at 5:00 p.m.
8. **Update/Approval Other Business:**
 - **Flu Shot Reminder:** Before Full Board meeting on Tuesday, October 14th at 7:45 a.m. – 10:00 a.m. in Conference Room. Wednesday, October 15th in the New Courthouse at 1:00 p.m. – 3:00 p.m.

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

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

Meeting adjourned at 5:10 pm

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

Draft

Date: Thursday, September 25th, 2014

Time: 8:00 AM – County Board Room

Members Present: Chairman Mary Bathurst, Joe Gasparich, Jay Martin, Jim Moore, Mike Plunkett,
Board Chairman Roy Hertel participated by phone.

Members Absent: Dave Ronen

Others Present: Sandy Leitheiser, Ray Durston, Megan Beeler and Curt Watkins.

The committee met to discuss the following:

1. Update/Approval Executive Session:

- Motion by Jim Moore, second by Jay Martin to Go Into Executive Session. All in favor, motion carried. Time: 8:35 am
- Motion by Jim Moore and second by Joe Gasparich to Come Out of Executive Session. All in favor, motion carried. Time: 9:25 am
- No Action was taken.

2. Update/Approval Position in SOA Office: The committee discussed and approved that Chief County Assessing Officer Ray Durston hire for the full time position for his office.

3. Update/Approval Personnel Manual: The committee reviewed and discussed the revisions to the final part #5 of the Personnel Manual. There is one section regarding the Record Retention Policy that Mary Bathurst will follow up with Assistant States Attorney Betsy Wilson. Otherwise, everything else is ready to give to Mr. Deabenderfer to review for grammar and punctuation.

4. Update/Approval Local 773 in the Sheriff's Department: The committee discussed the counter proposal that was sent via email from Mr. Troutt who represents the Jailers unit of Local 773 in the Sheriff's Department. The committee agreed on a counter proposal back to Mr. Troutt so it can be emailed to him on Friday. The Dispatcher unit is now represented by field representative Judy Simpson and we have not heard on a first initial meeting date yet. Chris Daniels will follow up with an email to get a meeting date.

5. Update/Approval Quarterly Time-off Reports: Will be reviewed by the committee next month.

6. Update/Approval Intern in Information Systems Office: Curt Watkins shared the intern's application with the committee and stated that he was in yesterday to discuss the position with him and Bill Purcell. Curt stated that he passed the back ground check. Bathurst stated that the only down side may be that Curt and Bill Purcell would have to take some time out of their day to show him what to do. Curt stated that they are at a good point right now to show him some of the day to day stuff.

7. Update/Approval Joint HWE & Personnel Committee meeting: On Thursday, October 9th, HWE will meet at 4:00 p.m. and Personnel will join them at 5:00 p.m. to conduct interviews for the animal control facility manager position.

8. Update/Approval Other Business: Mary Bathurst stated that the Rules Committee would need to meet so they can discuss language for a new rule regarding committees and the full board voting on appointed personnel that would report directly to the Full Board.

Motion by Mike Plunkett, second by Jim Moore to adjourn the meeting. All in favor, motion carried.
Meeting adjourned at 10:10 am.

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

**Montgomery County Board
Special Personnel Committee Meeting
Minutes**

Draft

Date: Thursday, October 9th, 2014

Time: 4:00 PM – Conference 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, Betsy Wilson

The committee met to discuss the following:

1. Update/Approval Executive Session to Discuss Personnel:

- **Go Into Executive Session:** Motion by Jim Moore, second by David Ronen to Enter Into Executive Session to Discuss Personnel. All in favor, motion carried. Session starts at 4:15 p.m.
- **Come Out of Executive Session:** Motion by Ronen, second by Moore to Come Out of Executive Session. All in favor, motion carried. Session ends at 5:02 p.m.

Motion by Gasparich, second by Moore to adjourn the meeting.

All in favor, motion carried. Meeting adjourned at 5:04 p.m.

The summaries of minutes were respectfully submitted by Montgomery County Clerk/Recorder Sandy Leitheiser.

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Montgomery County Board Special Joint HWE & Personnel Committee Meeting Minutes

Date: Thursday, October 9th, 2014

Time: 5:00 PM County Board Room

Members Present: Chairperson Connie Beck, Chuck Graden, Earlene Robinson, Mike Webb, Richard Wendel, Chairperson Mary Bathurst, Joe Gasparich, Jay Martin, Jim Moore, Mike Plunkett, Dave Ronen and Board Chairman Roy Hertel

Others Present: Sandy Leitheiser, Betsy Wilson

The committee met to discuss the following:

1. **Update/Approval Animal Control Facility Warden/Officer Interviews-Executive Session to Discuss Personnel:**

- **Go Into Executive Session:** Motion by Bathurst, second by David Ronen to Enter Into Executive Session to Conduct Interviews and Discuss Personnel. All in favor, motion carried. Session starts at 5:10 p.m.
- **Come Out of Executive Session:** Motion by Martin, second by Webb to Come Out of Executive Session. All in favor, motion carried. Session ends at 7:10 p.m.

Motion by Martin, Second by Wendel to recommend to the Full Board to offer the position of Animal Control Warden to Amanda Daniels. Roll call vote: Voting Yes were Bathurst, Beck, Gasparich, Graden, Martin, Plunkett, Robinson, Ronen, Webb, Wendel. Voting Present was Moore. 10- Yes, 1-Present, 0-No. Motion carried.

Motion by Webb, Second by Bathurst to recommend to the Full Board that the starting salary for this position is set at \$27,400. All in favor, Motion carried.

Motion by Bathurst, second by Webb to adjourn the meeting. All in favor, motion carried. Meeting adjourned at approximately 7:30 p.m.

Minutes respectfully submitted by County Clerk/Recorder Sandy Leitheiser.

**Montgomery County Board
Road & Bridge Committee Meeting Minutes**

Draft

Date: Wednesday, October 8th, 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

Other Present: County Engineer Kevin Smith

The Committee met today to discuss the following:

1. **Update/Approval Pine Street in Irving, Village of Irving - Bill Jurgena:** Engineer Smith stated he spoke with Bill Jurgena about 4 weeks ago regarding Pine Street in Irving. Chairman Hertel stated that he also spoke with Bill Jurgena since the last board meeting regarding the County using some of the coal money in the improvement fund to help them with repairs to Pine Street in Irving. Engineer Smith stated that when he reviewed the options a couple of years ago, the first option was to remove the upper 12 inches and replace with 12 inches of CA 6 and repave from Route 16 to the outer city limits. The cost would be \$71,000. Option 2 was to remove 12 inches and replace with CA 6 from the park to Pine Street at a cost of about \$51,000. Option 3 was to apply 2 inches of bituminous blade mix that would cost about \$28,000. Engineer Smith stated option 3 would just be a band aid fix and not last very long. Chairman Hertel asked what would happen if they tore the road up and then added CA 6 and then blade mix. Smith stated the higher you make the road the more narrow it gets and this road is kind of narrow now. They did three borings there and found that there is only a 7 inches of oil and chip and 3 inches of silt material. There is really no rock base to help support the structures. Engineer Smith added that these options are just the material costs. If Irving wanted to get an outside contractor to do this the project would cost double. Chairman Hertel asked if the Highway department could do the work and Engineer Smith stated that they have the equipment to do this but having the time to do it is the issue. It would take about one month working every day to take the entire road out and replace with a new road. The committee discussed having a local trucking company haul the rock to save some time however it would cost a little more money. Engineer Smith stated that they could stock pile the current oil and chip and reuse it for cold patch etc.
2. **Update/Approval Resolution #2014-09: Resolution to appropriate funds for 1120 B-CA, E. 9th Road, Harvel Road District, 50% RD – 50% County Project:** Committee discussed this 24 inch culvert replacement for a cost of \$2,900. County cost would be \$1,450. **Motion by Branum and second by Kuchar to approve and recommend this resolution to the County Board. All in favor, motion carried.**
3. **Update/Approval East Fork 6th Avenue Township Bridge over Coffeen Lake:** Engineer Smith stated that they would take the old deck beams off and add new ones. IDOT has a new ruling that you can't have exposed steel pilings in areas where adequate pilings can't be seen. Therefore, in order to mitigate all new bridges with exposed steel pilings, they must not be encased in concrete. The expense now would be about \$498,000 and be equal to a new bridge. The township portion would be 20%. We get money from the state for the township bridge fund to work on these type projects. Now that the state won't let us do what we wanted to do originally, Engineer Smith recommends just replacing the whole bridge. No one can find a set of plans for this bridge that was constructed in 1963. Concrete encasement is now required for exposed piling bridges. Smith stated that East Fork Township Road Commissioner Steve Voils is OK with proceeding with a total replacement of the bridge and that they do have the money for their portion. We could get this replaced next summer and it would be totally shut down and traffic re-routed for construction. The design engineering work from Hurst Rocshe will be \$66,300. Engineer Smith stated that there has already been some work done on the engineering and that he can't bid out engineer services. **Motion by Gene Miles and second by Bob Sneed to approve the engineering work**

in the amount of \$66,300. All in favor, motion carried. Smith stated that we do have the money in the budget and that we have to use the money from the state in four years for these type of projects, which is up from a two year deadline to spend these funds.

4. **Update/Approval Highway Capital Improvement Projects: Nokomis Road -**

- Engineer Smith reported that back in 2007, Hurst-Rosche did design work for phase one of work to this road. Smith took portions of this report to use as a starting point for what we want to do. Smith stated that we want to do this for truck traffic and get it away from the schools. If they keep a tight curve, the concern is what happens when you get two trucks negotiating that curve at the same time. Smith wants to see what it looked like if we do a 150 foot extension so we don't have a tight curve which would make it safer and more user friendly. Engineer Smith reported that the cost would be about \$600,000 if the highway department would do the work themselves. We would have to rent a couple of pieces of equipment. The original engineering report stated that it would cost \$1.2 million. They will need about 3.8 acres to straighten out the road. Some of the road is a township road. Chairman Hertel stated that Smith needs to go to the city and the township to explain the proposal to straighten out the road and ask if they can help with this project. They will first have to work with a survey crew, purchase the 3.8 acres, work with utilities to move about 17 power poles, and replace drainage with concrete boxes, Gene Miles will go and approach the City of Nokomis and Engineer Smith will talk with the Township people to see if they are interested in this proposed new route.
 - Engineer Smith stated that he checked with the State Fire Marshall regarding the above ground fuel tanks and found that they have to be at least 30' from any structure. They have two spots that they can be located on. Smith then talked with a few different companies to get costs for the fuel tanks. It will cost about \$14,000 to install the two new tanks. Power and light poles would have to be installed where the new tanks would be installed. If installed by the rock pile, then a new concrete pad would need to be installed at an additional cost of \$4,000. Then we would have to pay for the removal of the old tanks. We will have to find out the time frame with the State Fire Marshall office for the removal of the old tanks. Smith would have to check with a certified individual to witness the removal of the tanks and we'll see if our staff person can remove them with a back hoe. Committee decided to have Engineer Smith proceed with advertising for the fuel tanks and then award and the next Road and Bridge meeting.
5. **Update/Approval Sale of Used Equipment:** Engineer Smith stated that the new tandem truck should be here in a couple of weeks and the single tandem and snow plow will be ready to advertise as surplus equipment and award at the next Road and Bridge meeting.
6. **Update/Approval Red Ball Trail:** Engineer Smith stated that the attorney from the Surety Company has come to review and documents and copies were made that he requested. Assistant States Attorney Betsy Wilson has informed the Surety Company that the copies are ready for them to pick up or have shipped.
7. **Update/Approval Flu Shot Reminder:** Flu shots will be available at the next full board meeting.
8. **Update/Approval Other Business:** none at this time.
9. **Road and Bridge Report:** Montgomery County Forces have been patching roads, mowing ROWs, and replacing culverts.

Motion by Sharon Kuchar, second by Earlene Robinson to Pay Bills. All in favor, motion carried.

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

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