

# Montgomery County Board Buildings & Grounds Meeting Minutes

Draft

Date: Friday, June 27<sup>th</sup>, 2014

Time: 1:00 p.m. – County Board Room

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

**Others Present:** Lloyd Meyer and Holly Lemons

The committee met today to discuss the following:

1. **Update/Approval Budgeting for B & G / Capital Improvement Projects:** The committee discussed short term and long term building and grounds projects and need to follow up with the Finance Committee to see what capital improvement projects should be put in the budget for this year and next year. Sneed will check with Brent Lance to see if there is any grant money for restoration to try to obtain funds to tuck point the Historic Courthouse. The committee discussed and approved that Bob Sneed and Chairman Hertel will do some checking for some estimates for tuck pointing and sealing the Historic Courthouse and will also check to see if any grant funding is available.
2. **Update/Approval HVAC at Courts Complex:** The committee has not had any complaints the past couple of weeks regarding the new HVAC at the Courts Complex. There is a final payment of \$ 19,333.70 due when the work is completed and when Hurst-Rosche gives the final paperwork.
3. **Update/Approval Communications Tower:** The committee discussed the status of trying to proceed with the Communications Tower in rural Butler. Chairman Hertel reported that Joe Gasparich wants to have one more meeting with a few communication vendors that deal with the State Police, Sheriff's Department and a State Vendor. Gasparich would like to make sure we research all the options and try to find out what the future holds for digital communications. It will be up to the board to decide to proceed with the purchase or not and there is some money in the current budget to start this project. Chairman Hertel stated that he will bring back the information back to the August Committee meeting for a final recommendation to present to the full board. The committee would also like to know what the revenue will be for the sale of some of the space on the tower. The committee would also like to know if this tower would solve the problem of poor radio service on the outlying areas of the County. Some Building and Grounds committee members would like to attend the meeting when Gasparich gets it set up.
4. **Update/Approval Maintenance Issues and Report:**
  - Fire Extinguisher Report. Lloyd Meyer reported that the fire extinguishers have been checked for the month.
  - Exterior Lighting installation for the Historic Courthouse will be started soon. Lloyd Meyer reported that he talked with Russ Jones and the project has started. Grant paperwork was completed, signed and given back to Russ Jones.
  - Update/Approval Door Access Panels in the New Courthouse: Lloyd reported that the access panels will be installed in the Judges secured area on July 7<sup>th</sup>. The remainder will be installed next week.
  - Sprinkler System: Lloyd reported that everything is OK and the system past the inspection. We don't have to do anything for five years on the sprinkler system.
  - Johnson Controls submitted a service contract on the unit. Lloyd said that we have a warranty on the unit and compressor and that Johnson Controls owns YORK air conditioning units which are

what was installed. The agreement is for over \$5,000 per year and the committee felt that we do not need this because the compressors should be under warranty for five years.

- Committee discussed putting exterior lights at the New Courthouse and trying to get a grant for the replacement. The exterior pole lights were replaced in November 2012. **Motion by Moore and second by to get a bid for all the exterior lights at the New Courthouse contingent on getting a grant. All in favor, motion carried.** Lloyd will contact Hillsboro Electric, A & D Electric and Watson Electric.

5. **Update/Approval List of Vendors to Implement Tiers:** Committee discussed using the vendor's current insurance certificate values to assign the tier for the company.
6. **Update/Approval Bid Specs to Demolish and Remove Debris for Two Buildings:** Committee reviewed and discussed the bid spec advertisement and the bids will be due the day before the next building and grounds committee meeting. Daniels will get the bid specs ready for the contractors to pick up.
7. **Update/Approval Other Business:** None at this time.

Motion by Jim Moore, second by Richard Wendel to pay the bills. Motion carried.

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

Meeting adjourned at 2:45 p.m.

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

# Montgomery County Board Coordinating Committee Meeting Minutes

Draft

**Date:** Tuesday, June 24<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, EMA/Ambulance Chairman Glenn Savage, Building & Grounds Chairman Bob Sneed

**Members Absent:** Gene Miles

**Others Present:** 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:** Litchfield B-line update letter. Daniels will follow up with Dennis Shiley.
2. **Update/Approval U of I Extension County Board Shadowing Program:** Chris Casey has scheduled July 8<sup>th</sup> Full Board meeting to bring 10 – 20 County students to observe the County Board meeting, do a project and have lunch.
3. **Update/Approval Adopt a Board Member Program –Farm Bureau:**
4. **Update/Approval County Board Rules of Order:** Full Board approval
5. **Update/Approval Frontage Road from Waggoner to Route 48:** Letter from IDOT
6. **Update/Approval Montgomery County, IL History & Families Book:**

**Building & Grounds:** Bob Sneed, Chairman *Meeting date – this Friday, June 27<sup>th</sup> at 1:00 pm*

1. **Update/Approval – Capital Improvement Projects ??? B & G budget or Capital Improvement budget:** Sneed stated that he will discuss with his committee to see what capital improvement projects should be put in the budget for this year and next year. Sneed will check with Brent Lance to see if there is any grant money for restoration to get funds to tuck point the Historic Courthouse.
2. **Update/Approval HVAC at Courts Complex:** Sneed reported that there have not been any complaints the past couple of weeks. Have not made the final payment made.
3. **Update/Approval Communications Tower:** The Sheriff is working on leasing some space. We can't get any grant money for this project. It is up to the board to decide to proceed with the purchase or not. Hertel stated that it makes sense to proceed with the purchase due to weather related emergencies and for better communication. Gasparich wants to have one more meeting with all the people involved and vendors to discuss the communication issues. Gasparich will need to set up a night meeting with the Finance Committee and all the communication people to discuss the Sheriff's Department communication. Gasparich would like to invite the State Police, Sheriff Department Vendors and a third party vendor that does this work for the State.
4. **Update/Approval Maintenance Issues and Report:**
  - Exterior Lighting installation for the Historic Courthouse will be started soon.
  - Update/Approval Door Access Panels in the New Courthouse: Lloyd will report.
5. **Update/Approval List of Vendors to implement Tiers:** Committee will discuss.
6. **Update/Approval Other Business:**

**Economic Development:** Heather Hampton+Knodle, Chairman *Meeting date – July 2<sup>nd</sup> at 5:30 p.m.*

1. **Update/Approval Potential Business:** HHK and Business Person will attend. Lindsay worked 200 on this business, nothing is firmed up yet.
1. **Update/Approval Mechochko Home:** Motion tabled on notifying about air monitoring device. Chairman Hertel will follow up with the coal mine folks within 30 days of his last conversation. The coal mine will construct their own wind fences and they have been spreading water on the coal piles to help keep the coal dust down. Hertel will ask after 30 days and then someone from Economic Development needs to follow up with the Mechochkos. HHK asked about following up with IL EPA about the air monitoring devices. Hertel stated that the coal mine talked about

putting up an air monitoring device by the tree line to the north east part of the coal mine. Mr. Schneider stated that is only one air monitoring device in Nutwood, IL. Hertel told HHK that EPA should be asked why they don't put the air monitoring devices by the coal mine. Bathurst stated that if the coal mine were to install the devices, then someone like Bill Gonet could collect the data and send it off.

2. **Update/Approval Planning Commission:**
3. **Update/Approval Planning Commission New Appointment:** Joe Goeke of Litchfield agreed to serve.
4. **Update/Approval Green Diamond Bike Trail:** Tony Kraeger called – Bike trail needs sealed with layer of oil again due to the bad winter. Doesn't need rock.
5. **Update/Approval Revolving Loan Fund Report:** Payments are being made.
6. **Update/Approval Revolving Loan Fund Policy & Procedure Manual Changes:** Hampton+Knodle is working with Betsy Wilson to get the wording on one sentence and then it can be presented to the committee.
7. **Update/Approval 2014 Legislative Priorities and Input:** Committee will discuss.
8. **Update/Approval Economic Development Fund/Developing Guidelines for Long-Term Improvement Fund:** Hampton+Knodle will write a letter and get a survey out to all the business people. She will get a list of these folks for the County Board Admin office.
9. **Update/Approval Economic Development Incentives:** Committee will discuss.
10. **Update/Approval Marketing County Property for Potential Development:** Committee will discuss.
11. **Update/Approval 12" Water Main Between Litchfield and Hillsboro:** Committee will discuss.
12. **Update/Approval EZ Update and Quarterly Meeting for July:** There is a Mayor's Meeting scheduled before the July 2<sup>nd</sup> Economic Development Meeting at 5:30 p.m.
13. **Update/Approval Other Business:**
  - medical marijuana cultivation businesses have been contacting the MCEDC.

**E.M.A./Ambulance:** Glenn Savage, Chairman *Meeting date – July 1<sup>st</sup> at 3:30 p.m.*

1. **Update/Approval Ambulance Call Report for June 2014:**
2. **Update/Approval Collections:** Committee will discuss.
3. **Update/Approval Internal Audit:** Committee will discuss.
4. **Update/Approval Triple "R" Exercise on June 7<sup>th</sup>:** Joe Gasparich stated that several communities participated in the exercise. They met in Raymond. There will be a direct reimbursement to the ambulance districts from MABAS for participating in the exercise.
5. **Update/Approval Mitigation Plan:** Hazard Mitigation Plan meeting was Tuesday, June 17<sup>th</sup> at the Health Department. There were 27 people in attendance. Chairman Hertel stated he attended a Montgomery County Water board meeting last night and introduced the County's plan to try and apply for an engineering agreement to look at the feasibility to get all the water lines hooked together for emergency purposes.
6. **Update/Approval Mutual Aid Agreements:** Holmes should have mutual aid agreements to look at.
7. **Update/Approval School Emergency Planning Class:** Tentatively set with R.O.E. Superintendent Marchelle Kassebaum on November 18<sup>th</sup> and 19<sup>th</sup> to have a school emergency planning class. Free class is also available for emergency responders.
8. **Update/Approval Panic Alarms:** Holmes will give the report.
9. **Update/Approval Other Business:** None at this time.

**Finance:** Joe Gasparich, Chairman *Meeting date – June 30<sup>th</sup> at 8:15 a.m.*

1. **Update/Approval CEFS Budget Request:** Gasparich received a letter from Dennis Shiley regarding a budget request for the Senior citizens group.
2. **Update/Approval SOA Report:** Ray Durston will report.
3. **Update/Approval GIS Report:** Mary Purcell will report.
4. **Update/Approval County Trustee parcels- Policy/Procedure:** Hertel, Betsy Wilson, Treasurer Jenkins and the attorney from the County Trustee Meyer and Associates met last week to discuss this issue. Betsy will need to work out the details and report to the Finance Committee. The County go to person will be Treasurer Jenkins.
5. **Update/Approval Tear Down of House in Butler:** Chris Daniels will get bid specs ready and the Building and Grounds Committee will bid it out.
6. **Update/Approval Monthly Coal Revenue Report and Revenue, Expense & Bank Balance Report:**
7. **Update/Approval FY 2015 Budget Hearings:** Are scheduled for July 21<sup>st</sup>, 22<sup>nd</sup> and 23<sup>rd</sup> at 8:15 a.m. with Committee and 8:30 a.m. with Office Holders.

8. **Update/Approval Annual University of Illinois Extension Agreement:** Amanda Cole the Director of the U of I Extension Office requesting the Agreement with Montgomery County in the amount of \$154,910 for the 12 month period beginning with July 1<sup>st</sup>, 2014 and ending June 30<sup>th</sup>, 2015
9. **Update/Approval Other Business:** None at this time.

**HWE:** Connie Beck, Chairman *Meeting date – July 3<sup>rd</sup> at 8:30 a.m.*

1. **Update/Approval Elections:** Sandy Leitheiser will report.
2. **Update/Approval Election Judge Commission Approval:** Sandy Leitheiser will report.
3. **Update/Approval Recycling Program and Events:** Ben Bishop will start the Supervisor Position.
4. **Update/Approval EPA Report:** Gonet has gotten a state bid for a new pick up truck
5. **Update/Approval Animal Control Facility and Program:** Working on the county ordinance to include people selling domestic cats and dogs.
6. **Update/Approval Other Business:** None at this time.

**Personnel:** Mary Bathurst, Chairman *Meeting date – June 26<sup>th</sup> at 8:00 a.m.*

1. **Update/Approval Personnel Manual:** Bathurst stated that the committee will work on this with Betsy Wilson.
2. **Update/Approval Local 773 in the Sheriff's Department:** A meeting to start union negotiations will be set up after the July board meeting.
3. **Update/Approval Other Business:** None at this time.

**Road & Bridge:** Gene Miles, Chairman *Meeting date – July 2<sup>nd</sup> at 8:30 a.m.*

1. **Update/Approval Red Ball Trail:** Committee will discuss the meeting that took place with the attorneys.
2. **Update/Approval Rocky Hollow Bridge Right-of-way Purchase:** Committee will discuss the offer for the land.
3. **Update/Approval Sale of Used Equipment:** Committee will discuss the items that were listed in the paper.
4. **Update/Approval Other Business:** None at this time.

Motion by Savage, second by Bathurst to adjourn the meeting. All in favor, motion carried.

Meeting adjourned at 7:40 p.m. The summaries of minutes were respectfully submitted by acting secretary Christine Daniels, as Deputized by Montgomery County Clerk/Recorder Sandy Leitheiser.

# Montgomery County Board

## Economic Development Committee Meeting Minutes

*Draft*

**Date:** Wednesday, July 2<sup>nd</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 Chairman Roy Hertel

**Others Present:** Sandy Leitheiser

The Committee met today to discuss the following:

1. **Update/Approval Potential Business:** Committee will have more information to discuss at next month's meeting.
2. **Update/Approval Mehochko Home:** Motion tabled on notifying about air monitoring device. Chairman Hertel will follow up with the coal mine folks within 30 days of his last conversation. Ron Deabenderfer reported that he and Chairman Hertel met with the manager of the coal mine regarding the dust and noise issues that residents of Schram City were experiencing and that they acknowledged that there is a problem. Hampton+Knodle stated that she received an email from Jean Mehockco reported that they are still having the same coal dust issues. Beeler stated that she would like for EPA to do their job and we should give them an opportunity to address putting air monitoring system in place. **Motion by Megan Beeler and second by Ron Deabenderfer to table the air monitoring issue until the EPA or the coal mine can address it. All in favor, motion carried.**
3. **Update/Approval Planning Commission:**
4. **Update/Approval Planning Commission New Appointment:** Hampton+Knodle reported that Joe Goeke of Litchfield agreed to serve. **Motion by Megan Beeler and second by Nikki Bishop to approve and recommend that Joe Goeke of Litchfield be appointed to serve on the Planning Commission board. All in favor, motion carried.** They need to appoint a new chairman since Ed Banovich is not going to serve anymore. Chris Reynolds is the vice-chairman and will need to serve as the Chairman until January when they have a meeting.
5. **Update/Approval Green Diamond Bike Trail:** Chris Daniels reported that Pitman Township Road Commission Tony Kraeger called and stated that the Bike trail needs sealed with layer of oil again due to the bad winter. It doesn't need rock at this time. The committee reviewed the history report of work that has been done to the trail and it was just oiled a couple of years ago. A few of the committee members will go up with their families and check out the condition of the trail in order to determine when this expense should be put in the budget.
6. **Update/Approval Revolving Loan Fund Report:** The committee reviewed the reports submitted by Lindsay Wagahoff and payments are being made.
7. **Update/Approval Revolving Loan Fund Policy & Procedure Manual Changes:** Hampton+Knodle is working with Betsy Wilson to get the wording on one sentence and then it can be presented to the committee for review and approval.
8. **Update/Approval 2014 Legislative Priorities and Input:** Committee discussed writing a letter for phase 2 of the Eagle Zinc site. Hampton+Knodle stated that she and Lindsay went on a tour of the ASARCO plant in Taylor Springs.
9. **Update/Approval Economic Development Fund/Developing Guidelines for Long-Term Improvement Fund:** Hampton+Knodle reported that she spoke to the Mayors at the meeting tonight and that she has prepared a list of business people that this information along with a survey will be mailed out to.

10. **Update/Approval County Wide Connected Water System:** Committee discussed researching all the municipal and rural water systems to see where they could be connected in case of an emergency. Chairman Hertel stated that he has mentioned this project Greg Michaud, the consultant for the Hazard Mitigation Plan to see if there is funding available to do some engineer work.
11. **Update/Approval EZ Update and Quarterly Meeting for July:** Committee members attended the Mayor's EZ meeting that was held just before this meeting. EZ Administrator Chris Daniels shared
12. **Update/Approval Other Business:** None at this time.

There are no bills for this month.

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

Meeting was adjourned at 8:50 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 Agenda**

*Draft*

**Date: July 1<sup>st</sup> 2014**

**Time: 3:30 PM – EMA Office**

Board Member Present: Chairman Glenn Savage, Joe Gasparich, Chuck Graden, Sharon Kuchar, Mike Webb and County Board Chairman Roy Hertel.

Others Present: Chief Sumpter and Conner Gasparich

**Ambulance Call Reports:**

Collections: *No report till next week.*

**AMBULANCE REPORT:**

1. **Update/Approval** – Jack Pitcock with Pro Medic’s will be here in August to Audit the billing office. (Aug. 12,13,14)

**EMA**

1. **Update/Approval Estimate for paint chip on front bumper:** Holmes reported that she received one estimate of \$360.20 to fix the paint on the front bumper of the EMA pick up truck.
2. **Update/Approval** – Mitigation meeting was held on June 17<sup>th</sup>, 2014 and there were about 27 people in attendance. Greg Michaud submitted the grant/plan to IEMA yesterday. There will be four more mitigation meetings once we hear back from IEMA. Meetings will be set up when Michaud gets the paperwork back.
3. **Update/Approval** – Next Town Hall meeting will be July 8<sup>th</sup> at Hillsboro City Hall at 6:00 pm. Invites have been sent out to 30 of the surrounding City Governments, Fire, Law Enforcement, Townships, and Road Districts.
4. **Update/Approval** – Panic Alarms checked today and all were OK. Holmes stated that a panic button in Judge Robert’s office will need to be moved for easier access and one needs to be installed in Judge Jarman’s Office. Wareham’s will be called to get the work done.
5. **Update/ Approval**– Triple “R” MABAS Exercise was held on June 7<sup>th</sup>. Montgomery County will be reimbursed for use of the county truck when the volunteers took the Hazmat trailer to Bond County for this exercise. Holmes stated that the paperwork was sent in on June 10 to get fuel reimbursement on the truck. Tent and equipment was put up during this exercise.
6. **Update/ Approval** – County Incident Management Teams will combine with Christian County to share the duties of hosting the meetings and trainings. They will host some of the trainings and we will host some of the trainings. They will start the meetings again in October.
7. **Update/ Approval** – Holmes reported that she will be attending the IEMA Conference in September (2<sup>nd</sup> through the 5<sup>th</sup>.) The September committee meeting will need to be changed.
8. **Update/Approval** – Holmes stated that she will be on vacation for July 2<sup>nd</sup> and 3<sup>rd</sup> and will still be available for call.

9. **Update/Approval** – Letters have been sent to the other cities and villages to inform them they can still participate in the mitigation plan when we submit the five year update. Holmes stated that letters were sent on June 18<sup>th</sup>. Holmes has made copies of all the intent letters for all the municipalities so they can sign up for the 5 year update on the Hazard Mitigation Plan. Holmes will also have the letters of intent available for the Mayor’s Meeting on Wednesday, July 1<sup>st</sup>, 2014.
10. **Update/Approval** – Regional Meeting August 1<sup>st</sup>, will be held in Fairview Heights.
11. **Code Red:** Savage asked the committee about the Code Red notification system and how to fund it for year two. Chairman Hertel stated that it has been beneficial and has been used several times and people have said they like it. Hertel stated that he will check with the Finance Committee to see if and how the County can pay for this. Chairman Hertel also stated that we need to get storm sirens in the municipalities that don’t currently have one and to get more in Hillsboro.
12. **Mutual Aid Agreement:** Hertel stated that we need to work on getting a County-wide mutual aid agreement so that we can all get reimbursed if there was ever an emergency. The committee discussed reviewing a few examples from other counties and getting the information to Betsy Wilson to review.
13. **Litchfield Dispatching Services:** Chairman Hertel gave a brief history of the Unified Dispatching Plan With the City of Litchfield. The agreement was negotiated with BJ Wilkenson and Mike Plunkett a few years ago. BJ added \$5,000 plus the \$120,000 plus they agreed to pay us the hourly percentage of the salary increases for the dispatchers. This was not written in the contract and only a gentleman’s agreement. When the annual increase was brought up, Litchfield said it was not in the contract. Litchfield feels they shouldn’t pay by hits. One call may have two to three times the hits or calls where the dispatcher gets involved. Litchfield Gasparich stated that he and Greg Nimmo are going to have a meeting with Tonya and the police chief next Tuesday to discuss the intricacies of ICC package rules and regulations met. Chairman Hertel stated that Litchfield was told that if the full time city dispatcher that works during the day goes on vacation, the County will cover for them instead of them having a police officer cover for her. Hertel stated that when the met with the Mayor and City Manager, they were not unhappy with the services the county provided. They are getting 3 shifts covered for all seven days of the week. The services the county will charge as of July 1<sup>st</sup> will be \$131,000. The City of Litchfield meets tonight.

Week of	Hillsboro	Litchfield	Nokomis /Witt	Farmersville/ Wagoner	Raymond/ Harvel	Total
6/2/2014	20	21	4	1	5	51
6/9/2014	51	14	0	6	0	71
6/16/2014	30	17	15	2	0	64
6/23/2014	31	19	13	3	7	73
6/30/2014	46	45	10	1	0	102
	<b>178</b>	<b>116</b>	<b>42</b>	<b>13</b>	<b>12</b>	<b>361</b>

**Processed Reports**

Pay the Bills: Motion by Gasparich and second by Sharon Kuchar to approve the bills. All in favor, motion carried.

Adjourn: Motion by Mike Webb and second by Chuck Graden. All in favor, motion carried.

Time: 4:30 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:** Monday, June 30<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:** Holly Lemons, Ron Jenkins, Sandy Leitheiser, Betsy Wilson, Mary Purcell and Ray Durston.

The committee met today to discuss the following:

1. **Update/Approval CEFS Budget Request:** Gasparich reported that he received a letter from Dennis Shiley the Transportation Director for CEFS regarding a budget request for the Senior citizens group. Shiley will come and present the budget request at the budget hearing on Monday, July 21<sup>st</sup> at 8:30 am. CEFS has been budgeting \$4,000 per year for transportation expenses for Seniors. This year they would like to put in an additional \$3,111 to transport the senior on trips.
2. **Update/Approval SOA Report:** Ray Durston reported that the board of review will need one more member to replace Bill Harpole who resigned due to moving. There have been 130 certificates of error and about 10 complaints have been received so far.
3. **Update/Approval GIS Report:** Mary Purcell reported that we did receive the flyover for the municipalities. Purcell started downloading the information and was not happy with product. The blending is not good and the lines were blurry. Purcell stated that she hasn't had time with her regular work to download the entire product to review the rest of the county. Only the Panhandle quadrant has been downloaded and reviewed. The last voucher will be held until Mary Purcell has a chance to talk with Beacon to correct the blending problems. Purcell further explained that when they merged the municipality and rural info, it appears that it was not blended properly and they did not do a good job at making the tiles match. Purcell felt that their quality control should have caught this issue. Purcell will contact Beacon for a solution to the issue and report back to the committee next month.
4. **Update/Approval County Trustee parcels- Policy/Procedure:** Chairman Hertel, Betsy Wilson, Treasurer Jenkins and the attorney from the County Trustee Meyer and Associates met last week to discuss the issue of a policy and procedure to address the issue of County Trustee parcels. Betsy Wilson will need to work out the details and report to the Finance Committee. The goal is not to have the Trustee go to deed on parcels that are bad and cost us money. During that meeting, we were informed that the County could go to deed and not be responsible for the cleanup of these properties. The taxing bodies have as much responsibility as the County when it comes to the delinquent properties. Discussion also took place so the Trustee would contact Treasurer Jenkins when they are ready to go to deed and that the municipalities will be contact to see if they want the properties. Contact will also be made with someone in Economic Development and work with the Treasurer's office regarding the conveyance of these parcels. Whitney Strowmeyer will now be in charge of Meyer and Associates since the passing of Joe Meyer a couple of weeks ago. Jenkins stated that he would be happy to be the point of contact for these properties and that he would like something in writing for the guidelines that he can follow for dealing with these properties. Gasparich stated that we need language that gives Treasurer Jenkins the authority to act on behalf of the County Board on any parcel that comes through the County Trustee program and Betsy Wilson agrees. **Motion by Mary Bathurst and second by Connie Beck to have the States Attorney's office draft a resolution that appoints Treasurer Jenkins to be the**

County Representative to deal with Meyer and Associates regarding the Trustee parcels. All in favor, motion carried.

5. **Update/Approval Tear Down Buildings in Butler and Ohlman:** Chris Daniels will get bid specs ready and the Building and Grounds Committee will bid it out.
6. **Update/Approval Monthly Coal Revenue Report and Revenue, Expense & Bank Balance Report:** Committee reviewed the monthly reports and discussed the need to rescind the motion that was made in January regarding the allocation of the 33 1/3% to the Economic Development Improvement Fund. **Motion by Megan Beeler and second by Mary Bathurst to rescind the motion that was made in January that allocated 33 1/3% for the Economic Development Improvement Fund. All in favor, motion carried.**
7. **Update/Approval FY 2015 Budget Hearings:** Budget Hearing dates are scheduled for July 21<sup>st</sup>, 22<sup>nd</sup> and 23<sup>rd</sup> at 8:15 a.m. with Committee and 8:30 a.m. with Office Holders. The board members received a summary report of the FY 2015 revenues and expenses from Treasurer Jenkins to review before the budget hearings.
8. **Update/Approval Annual University of Illinois Extension Agreement:** Amanda Cole the Director of the U of I Extension Office requesting the Agreement with Montgomery County in the amount of \$154,946 for the 12 month period beginning with July 1<sup>st</sup>, 2014 and ending June 30<sup>th</sup>, 2015
9. **Update/Approval/Dispatching Services:** The city of Litchfield has tabled the issue for now. The city of Litchfield is discussing taking back the dispatching services because they want a place for people to go in the middle of the night. It was suggested that the threatened person could go to the Fire Department instead of the Police Department. Gasparich stated that he would hate to lose two of our best dispatchers because Litchfield is going to take their dispatching back. Gasparich stated that the City of Litchfield needs to know all the facts including the ICC requirements for 911 dispatching services. Gasparich stated that he will schedule a meeting with the Mayor of Litchfield, the City Administrator and Greg Nimmo so they can explain concerns with Litchfield taking on their 911 dispatching services.
10. **Update/Approval Other Business:** The committee discussed a report received by Jenkins that shows how the revenues for fees and fines have gone down. The committee discussed the pros and cons of having a collection agency go after the delinquent fines and fees owed to the County. Chairman Hertel stated that the Sheriff's Department is looking at increasing their booking fees. There would have to be a study done. The county board budget has been cut two years in a row.

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 Mike Plunkett to adjourn the meeting. All in favor, motion carried.

*Meeting adjourned at 9:45 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

*Handwritten signature and "Draft" note*

**Date:** Thursday, July 3<sup>rd</sup>, 2014

**Time:** 8:30 AM – County Board Room

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

**Members Absent:** Chuck Graden

**Others Present:** Nancy Richardson, Bill Gonet, Sandy Leitheiser

The committee met today to discuss the following:

1. **Update/Approval Election Judge Commission Approval:** County Clerk Leitheiser reported that the Governor signed the bill regarding same day voter registration, and explained that this service will only be performed at the County Clerk's office and not at the polling places. She stated she will train the Election Judges on this process and asked members to encourage voters to register in advance of Election Day. The committee also discussed the need if the polling places need to have concealed carry signage, and Leitheiser will research this topic. She shared the lists of Democratic and Republican Party Election Judges submitted by Party Precinct Committee Representatives and approved by both Party Chairmen. She stated that once the County Board approves the list at next week's 7/8/2014 County Board meeting, she will publish a notice in the county newspapers informing the public that they may review the list at the County Clerk's office and come forward with any objections to Election Judges who are scheduled to be commissioned by the Court on 7/24/14. Once the list is approved by the Circuit Court, the Election Judges will be commissioned to serve for the next three elections (11/14, 4/15, 3/16). **Motion by Webb and second by Wendel to approve that the list of Election Judges to be sent to the County Board for their approval at the 7/8/2014 meeting. All in favor, motion carried.**
2. **Update/Approval Recycling Program and Events:** Ben Bishop reported that he is checking on electronics recycling vendors and checking with Greg Michaud for a Hazard Mitigation grant to help find grants for the recycling program. Bishop stated that he is happy and excited to start his new position as Recycling Coordinator.
3. **Update/Approval EPA Report:** Gonet reported that he met last Tuesday with an engineer for Eagle Zinc and that EPA has not hired a contractor yet for the demolition that is due to start this fall. Gonet also reported that he completed the Hazwopper training last week and that the third quarter grant payment has been received. There is about \$8,200 left in the grant to receive. Gonet also shared a report from the State that showed what other regions were receiving as far as EPA grant money to fund their programs.
4. **Update/Approval Animal Control Facility and Program:** Working on the county ordinance to include people selling domestic cats and dogs.
  - Contract with Litchfield – Betsy Wilson is reviewing and committee will discuss next month.
  - Cat cages – Committee reviewed a proposal on stainless steel cat cages. Beck was concerned about the 24" x 24" ones and Richardson will work on the configuration. **Motion by Mike Webb and Second by Richard Wendel to approve up to \$5,000 for the purchase of the Stainless Steel cat cages. All in favor, motion carried.**
  - Rabies Tags and Revenue – The committee reviewed a report that shows the number of rabies tags issued and how many have been entered and revenue received. Richardson showed the committee the stack of rabies tags that need to be entered and stated that they haven't had time to

enter them and the volunteer that was entering stopped a few months ago. Connie Beck asked what could be done to get caught up. More time would need to be added for a part time employee to get the entering caught up.

- Spay and Neuter Program: Richardson shared a report that shows the number of animals that have been spay and neutered with the Pet Population Control Funds and stated that we are about \$1,000 over on the budget. Some of these funds have also been used for rabies shots for low income pet owners. The committee discussed that some of the Vanek Estate could be used for the spay and neuters. **Motion by Robinson and second by Mike Webb to take \$2,500 out of the Vanek estate original disbursement and put in the spay and neuter expense line item. All in favor, motion carried.** Richardson reported that she spoke with someone from the University of Illinois at the Conference last week about a trap neuter and release program that they could help us with. They would target ferrel cats, get them fixed and give them shots and they would go back to where they were trapped. Richardson stated that she explained this program to Chief Jarman of Litchfield.
- Outdoor Fencing Project: Richardson received a proposal of \$3,200 from Fence Masters for another fenced in area for the dogs. They are working on more donations and collecting aluminum cans for the fencing.

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

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

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

Meeting adjourned at 9:50 a.m.

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

# Montgomery County Board HWE Committee Meeting Minutes

*Draft*

**Date: Thursday, June 10th, 2014**

**Time: 8:00 AM – County Board Room**

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

**Members Absent:** Earlene Robinson

**Others Present:** Dawn Lutz

The committee met today to discuss the following:

1. **Update/Approval Recycling Program and Events:** The committee received and reviewed a revised FY 2015 budget for recycling and discussed the need to appoint someone to the Recycling Supervisor position so that it can be recommended and approved at the full board meeting today. Connie Beck stated that she has spoken with Ben Bishop and he is interested in the position. Beck explained that Bishop has been employed at the Recycling center for over nine years and would be an excellent replacement for Lutz. Wendel asked about the union and Beck replied that Bishop will come out of the Union and that a discussion has already taken place and the union will be meeting with the employees tonight. The business agent will be calling Chairman Hertel this Thursday. Beck also explained that the County Board Chairman's Office will be helping out with the vouchers and the payroll duties. Lutz asked if Kirby was going to be going to the full time position and Beck replied that the committee can only appoint Bishop today and will work on **Motion by Graden and second by Wendel to recommend the appointment of Ben Bishop as the Recycling Supervisor to the full board. All in favor, motion carried.**

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

Meeting adjourned at 8:07 a.m.

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

# Montgomery County Board Personnel Committee Meeting Minutes

*Draft*

**Date:** Thursday, June 26th, 2014

**Time:** 8:00 AM – County Board Room

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

**Members Absent:** Dave Ronen

**Others Present:** Holly Lemons, Betsy Wilson, Bill Purcell and Ray Durston

The committee met to discuss the following:

1. **Update/Approval Personnel Manual:** The Committee reviewed and approved the recommended changes by Betsy Wilson and Bill Purcell to Part 3 of the Personnel Manual Bathurst that addresses computer, internet and social media policies. A few other sections were discussed and revised. The committee also reviewed the changes that were made last month to Part 2 and approved the Drug and Alcohol section that was recommended by Betsy Wilson. The committee will review sections 3.4 to 3.12 for July's meeting.
2. **Update/Approval Local 773 in the Sheriff's Department:** Sheriff Vazzi has contacted Local 773 business agent Bill Troutt and has scheduled for him to meet with the committee to exchange proposals and start union negotiations at their next regular meeting on Thursday, July 31<sup>st</sup> at 10:00 am. The committee decided to change the start time of their meeting to 9:00 am instead of 8:00 am.
3. **Update/Approval Time off Balances - Quarter Ending May 31, 2014:** The committee reviewed the quarterly time off balances that were submitted by each department. The Health Department will submit their report for next month.
4. **Update/Approval Other Business:** Circuit Clerk Holly Lemons asked if there was some type of training for Supervisors that addresses hiring and terminating employees. Committee Chairman Bathurst stated that we can check with Julie Bruch to see if their office can provide this type of training. The committee also discussed the promotion of Ben Bishop to the Recycling Facility Supervisor position.

Motion by Jim More and second by Jay Martin to adjourn the meeting. All in favor, motion carried.  
Meeting adjourned at 9:00 am

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

*Draft*

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

**Date:** Wednesday, July 2<sup>nd</sup>, 2014

**Time:** 8:30 AM – County Board Room

**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 Sale of Used Equipment:** The Committee opened bids for the Surplus Equipment. Used Ford F250 Truck bid submitted by Jim Lohman for \$2,700. 2005 bush hog mower bids submitted by Gordon Vollmar for \$4,129 and by Kent Stewart for \$4,525. 2006 bush hog bid submitted by Mike Stratmeyer for \$5,150 and Kent Stewart for \$4,325. **Motion by Bob Sneed and second by Bonnie Branum to accept the highest bids for the used equipment. All in favor, motion carried.**
2. **Update/Approval Red Ball Trail:** Executive Session to discuss Litigation on the Red Ball Trail. Motion to go into closed session by Branum and second by Sneed. All in favor, motion carried. Time 8:47 am. Motion to go out of executive session by Bonnie Branum and second by Earlene Robinson. Time 8:55 am. **Motion by Sharon Kuchar and second by Earlene Robinson to proceed with a lawsuit against the parties to make the necessary replacement of the Red Ball Trail.**
3. **Update/Approval Resolution #2014-06:** Resolution to appropriate funds for 1117 B-CA, Crabtree Trail, South Litchfield Road District, 50% RD – 50% County Project. \$11,200 = \$5,600 each at 50% 50%. **Motion by Sharon Kuchar and second by Glenn Savage to approve Resolution #2014-06.... All in favor, motion carried.**
4. **Update/Approval Rocky Hollow Bridge Right-of-Way Purchase:** Engineer Smith reported that after the last meeting, he negotiated with the two land owners for the right of purchase for the Rocky Hollow Bridge Project and the land owners accepted. **Motion by Earlene Robinson and second by Bob Sneed to purchase the row for the rocky Hollow Bridge. All in favor, motion carried.**
5. **Update/Approval Engineering Agreement for East Fork Township Bridge:** Engineer Smith reported that he asked Hurst-Rosche last month for three options to repair this bridge on 6<sup>th</sup> Avenue in East Fork Township. The Bridge now has a 16 ton weight limit. Engineer Smith reported that the pilings are OK but the big deck beams need replaced. Option 1 would be to replace deck beams to accept the weight limit at a cost of \$234,000. Option 2 would be to take a closer look at the pilings and shore up the existing piling and replace the deck beams for a cost of \$333,200. Third option is to replace the whole bridge at a cost of \$480,400. Engineer Smith confirmed with East Fork Township Road Committee Steve Voiles and the township does own the bridge. Engineer Smith recommends option 1, to just replace the deck beams. The pilings are in great condition and the bridge should last another 40 years one the deck beams are replaced. Engineer Smith stated that Road Commissioner Voils is also on board with option one. The cost of the repairs will be paid 80% out of the Township Bridge program and the work can be done in about 15 work days. **Motion by Earlene Robinson and second by Glenn Savage to approve the Engineering Agreement with Hurst-Rosche in the amount of \$18,300 for the preliminary engineering work to replace the deck beams on this bridge in East Fork Township. All in favor, motion carried.**
6. **Update/Approval Rock at the New Courthouse Parking Lot:** Engineer Smith reported that the highway department put in additional rock at the New Courthouse Parking lot a couple of weeks ago and that when time permits they will do some additional work.
7. **Update/Approval Other Business:** Chairman Hertel explained the issue with the County doing dispatching services for the City of Litchfield.
9. **Road and Bridge Report:** Montgomery County Forces have been hauling rock, mowing ROWs, checking and replacing signs, patching roads, and replacing culverts.

Motion by Bob Sneed, second by Sharon Kuchar to Pay Bills. All in favor, motion carried.

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

Meeting adjourned at 9:45 a.m. Minutes respectfully submitted by acting secretary Christine Daniels as Deputized by the Montgomery County Clerk and Recorder, Sandy Leitheiser.