

# Montgomery County Board Coordinating Committee Meeting Minutes

Draft

**Date:** Tuesday, October 27<sup>th</sup>, 2015

**Time:** 8:30 am – County Board Room

**Members Present:** County Board Chairman **Roy Hertel**, Personnel Chairman **Mary Bathurst**, HWE  
Chairman **Connie Beck**, Finance Chairman **Megan Beeler**, Economic  
Development Chairman **Heather Hampton+Knodle**, Road & Bridge Chairman  
**Gene Miles**, EMA/Ambulance Chairman **Glenn Savage**, and Building &  
Grounds Chairman **Bob Sneed**

**Others Present:** Bill Schroeder, Kyle Shell and Sandy Leitheiser

The committee met today to discuss the following:

**Coordinating Committee: Roy Hertel, Board Chairman**

1. **IPMG Claims and Loss Control Presentation Update/Approval:** Kyle Shell reported that he has been working with the Sheriff's Department for about a year on setting up policy and procedures to help prevent incidents and law suits. We need to make sure the policy handbook is up to date to help eliminate the risk. Kyle Shell stated that IPMG offers free online courses and policy review and updates. IPMG also offers training and seminars on most aspects of safety and worker compensation issues. Kyle Shell also recommended that we look at their guidelines on sending new employees for a pre-physical exam before being hired. They also offer legal advice on employee issues. Kyle Shell will get us a list of all their on-line training modules to download on the county computer for new employees to take. They are 30 minutes to one hour courses with a short test which will issue a certificate upon completion of the course. Each individual employee would get a user name and password. Kyle Shell stated that we can get administrator rights to view who has taken the classes and been given a certificate. The Personnel Committee will take on this issue.
2. **Village of Waggoner – Trustee property with dead trees Update/Approval:** Chairman Hertel reported that he received a call from Mayor Seaton regarding some dead trees that need cut down on a parcel that is owned by the County Trustee and wanted to bill the County. Chairman Hertel stated that the bill would have to be divided up among all the taxing authorities. Mayor Seaton replied that he would have the Village cut down the trees and purchase the lot from the County Trustee program for the \$810.
3. **Coal Mine Update/Approval:** Chairman Hertel stated that they are moving the longwall machine and hope to re-open the first of the year.
4. **Law Suit – Montgomery County vs. State of Illinois Update/Approval:** Chairman Hertel stated that he wants to file in a court of claims what the State owes us to date. Hertel also talked to Senator Manar about this issue. The court would have to decide whether or not we get our money. Chairman Hertel would like a consensus from the committee on whether to proceed or not. Leitheiser stated that Mercer County is also pursuing a claim against the State. **Motion by Bathurst and second by Beck to recommend to the full board that we file a law suit in the Court of Claims against the State of Illinois for monies due to Montgomery County. All in favor, motion carried.**
5. **Public Act 099-0269 –**
6. **Affordable Health Care Act Update/Approval:** States that any employee working 30 or more hours a week is considered full time and would be offered insurance. Bathurst stated that she was aware of this because of the issues of paying into IMRF.
7. **Other Business Update/Approval:** None at this time.

**Building & Grounds Committee: Bob Sneed, Chairman** Friday, November 6<sup>th</sup> at 8:30 a.m.

1. **Maintenance Issues and Report Update/Approval:** Front and back doors of the Historic Courthouse have been painted.
2. **Proposal for Engineering Services to Review the Annex Building Issues Update/Approval:** Sneed reported that the bid was advertised in the newspaper and will be opened on November 30<sup>th</sup>, 2015. The committee will review on December 4<sup>th</sup> and award at full board on December 8<sup>th</sup>. The bids will include alternates of other work.

3. **Communication Tower Renovations Update/Approval:** Chairman Hertel stated that the generator and shed have been installed and they are ready to start putting antennas on the tower. They want to put a little fence and camera on the area with the generator. Chairman Hertel stated that the Highway Department did a great job preparing the entry to the site.
4. **Other Business Update/Approval:** None at this time.

**Economic Development Committee: Heather Hampton+Knodle, Chairman** *Thursday, Oct. 29th at 8:30 a.m.*

1. **MCEDC Update/Approval:** Will Shalter will give the report.
2. **Incentives Update/Approval:**
  - a. Revolving Loan Fund – The committee will review the report from Shalter.
  - b. Enterprise Zone New Application – adding territories application, adding communities, contractual agreement with TDC to review our applications before submittal.
3. **Planning Update/Approval:**
  - a. Planning Commission – They met last week. Roy Hertel is the official county liaison and Megan Beeler is the current liaison. Due to other commitments she can't serve now so we need to find another county board member.
  - b. West Central Internal Review Update: Chairman Hertel attended their last meeting and the committee will discuss.
4. **Infrastructure Update/Approval:**
  - a. Incumbent Provider Updates – Committee will discuss.
  - b. Fiber RFP – There is a meeting with Tonya Flannery, Mayor Dougherty, Chairman Hertel, Hampton+Knodle and others on Thursday at noon in Litchfield.
  - c. Eagle Zinc – The committee will discuss. Chairman Hertel sent a letter to the US EPA regarding the issue of us not wanting the Phase I contractor to be selected for the Phase II clean up.
5. **2015 – 2016 Budget Revision:** Hampton+Knodle stated the committee will discuss.
6. **Tourism Update/Approval:**
  - Tourism South Submissions – Shalter will give an update to the committee.
  - Bike Trail Signage Bid - The committee is working with the highway department to order the signs.
7. **Workforce Update/Approval:**
  - a. CEO Night of Networking 11/16/15, Litchfield Holiday Inn Express.
8. **Other Business Update/Approval:**

**E.M.A./Ambulance Committee: Glenn Savage, Chairman** *Mon. Nov. 2nd at 8:30 a.m.*

1. **Ambulance Calls Update/Approval:** Collections continue.
2. **Hazard Mitigation Plan Meetings Update/Approval:** Savage reported that the last mitigation meeting was well attended and one of the goals is being able to reduce loss of life and pollution of the land through mitigation. The EMA committee will discuss how to regulate mitigation in a flood plain and wonders if the GIS program can help identify anyone building in a flood plain.
3. **Fire Extinguisher Training Update/Approval:**
4. **911 Legislation Update/Approval:** Chairman Hertel stated that there is legislation passed where the State Police will take over the 911 system as of January 1<sup>st</sup>, 2016 and the Commerce Commission is out. It is a 90 page document that he is reviewing and some of it is confusing. There was no input from anyone in this legislation.
5. **Other Business Update/Approval:** None at this time.

**Finance Committee: Megan Beeler, Chairman** *Thursday, Nov. 5th, 2015.*

1. **SOA Report Update/Approval:** Committee will review and discuss.
2. **Monthly Coal Revenue Report and Revenue, Expense & Bank Balance Report Update/Approval:** Received \$26,000 in coal revenue last month.
3. **New Wave Phone and Internet Implementation Update/Approval:** Bill Purcell will report to the committee.

4. **708 Board – Mental Health and Developmental Disabilities & Substance Tax Levy- 405 ILCS 20:** Hugh Satterlee will come and report on this issue because it would have to be put on a referendum at the primary election.
5. **Zobrio Accounting Software Implementation & Access for Supervisors Update/Approval:** Chairman Hertel stated that there will be a meeting scheduled to finalize the access to the Zobrio software. Hampton+Knodle stated that the 90 page report should be available to the board members and that we should use the budget software and not the excel reports.
6. **FY 2016 Budget Update/Approval:** Committee will discuss. The State revenue will remain in the budget even though we do not know if we will receive the money due to their budget not being approved. Chairman Hertel stated that work will be done on the Vanek Estate budget.
7. **Public Act 099-0269 – County Board implement a judicial facilities fee Update/Approval:** Committee will discuss and Chairman Hertel stated that he called Senator Manar on this issue.
8. **County Hotel/Motel Tax Ordinance Update/Approval:** Committee will discuss.
9. **Leasing Space on the Communication Tower Update/Approval:** Committee will discuss the information received regarding the Hillsboro School District renting space.
10. **County Board Structure Update/Approval:** Beeler stated that Mike Plunkett has done some research and will report.
11. **Other Business Update/Approval:** Employee Christmas Lunch will be discussed. It was taken out of the budget, however board members will be asked to contribute.

**HWE Committee: Connie Beck, Chairman** *Tuesday, Nov. 10th at 8:30 a.m.*

1. **Elections Update/Approval:** Filing period will be from November 23<sup>rd</sup> to November 30<sup>th</sup>. Staffing changed with Stokes leaving for a higher paid job and Mary Bone came forward to do the ballot layout functions. There is a partnership in place with the U of I Extension to hire Terry Miller to train Mary Bone for the ballot layout function.
2. **Water Well Ordinance – Health Department Update/Approval:** Cindy Howard and Hugh Satterlee will be present to discuss and present the water well ordinance.
3. **EPA Report Update/Approval:** Gonet will report to the committee.
4. **Recycling Program and Events Update/Approval:** Possibility of working with the Greenville Prison to collecting and processing their recycling. We would need to check the volume.
5. **Animal Control Facility Program Update/Approval:**
  - Ordinance, Fees, Stats – Committee will discuss.
6. **Property Casualty Insurance Update/Approval:** Tom Franzen will report.
7. **Other Business Update/Approval:** Miles asked about a derelict home in Nokomis with animal possibly inside. Chairman Hertel stated that the City needs to contact animal control and try to take the property so it can be cleaned up.

**Personnel Committee: Mary Bathurst, Chairman** *Wednesday, Oct. 28th at 8:30 a.m.*

1. **Local 397 Union Negotiations Update/Approval:** Employees voted to approve.
2. **Local 148 Union – Circuit Clerk’s Office Negotiations Update/Approval:** Will start on Wednesday.
3. **Review Time Off Update/Approval:** Committee will review.
4. **Zobrio Human Resource Module Update/Approval:** Waiting to hear about the training for payroll department.
5. **Review Draft of Personnel Manual Updates from ICRMT Update/Approval:**
6. **Full Time Employee – 30 hours Update/Approval:** Bathurst was aware and discussions regarding the IMRF limit of hours for part timers to work.
7. **Executive Session to Discuss Personnel, Litigation and Executive Session Minutes Update/Approval:**
8. **Other Business Update/Approval:**

**Road & Bridge Committee: Gene Miles, Chairman** *Wednesday, Nov. 4th at 8:30 a.m.*

1. **Above Ground Fuel Tanks Update/Approval:** Committee will discuss.
2. **Irving Township Bridge Update/Approval:** Chairman Hertel stated that he looked at the bridge and it looks good.

3. **Simpson Bridge in Walshville Township Update/Approval:** The bridge is down and Chairman Hertel stated that he visited the area and the holes are dug out for the legs of the bridge and they hope to pour concrete soon. Leitheiser stated that the Zobrio software has the ability to track costs of projects but they are locked out of it so they called Andrew at Zobrio to work on this.
4. **Crude Oil Pipeline Update/Approval:** Engineer Smith and Chairman Hertel attended a meeting at the highway department after the last board meeting and the committee will discuss.
5. **Nokomis-Fillmore Road Repairs Update/Approval:**
6. **Red Ball Trail Update/Approval:** Chairman Hertel stated that he has communicated with Assistant States Attorney Betsy Wilson and the committee will discuss.
7. **2015 MFT Funding Update/Approval:** Committee will discuss. The State holding MFT revenue is still a problem.
8. **Damage on North Road Reimbursement Update/Approval:** The committee will discuss. There was another farming incident that created damage on one of the roads.
9. **Other Business Update/Approval:** None at this time.

Motion by Connie Beck and second by Bob Sneed to adjourn the meeting. All in favor, motion carried. Meeting adjourned at 10:45 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

## Buildings & Grounds Meeting Minutes

**Date:** Friday, November 6<sup>th</sup>, 2015

**Time:** 8:30 AM – County Board Room

**Members Present:** Chairman Bob Sneed, Chuck Graden, Gene Miles, Jim Moore, Richard Wendel, Board Chairman Roy Hertel

**Members Absent:** Nikki Bishop

**Others Present:** Lloyd Meyer

The committee met today to discuss the following:

1. **Maintenance Issues and Report Update/Approval:** Lloyd Meyer reported that the north and south doors of the historic courthouse have been painted and that a bearing was replaced on one of the jail doors. Chairman Hertel asked that Meyer install a plate on the north door of the Historic Courthouse for the dead bolt lock and clean the front door panic bar at the New Courthouse. Sneed stated that the trim by the handicap entrance needs to be fixed and the bags of salt need to be moved from the ramp.
2. **Proposal for Engineering Services to Review the Annex Building Issues Update/Approval:** Sneed reported that there will be a pre-bid meeting on Monday, November 9<sup>th</sup>, at 9:00 am at the Historic Courthouse. The bids will be due on November 30<sup>th</sup>, 2015 and the Building and Grounds will review them at the meeting on December 4<sup>th</sup>, 2015.
3. **Communication Tower Renovations – Security Fence Update/Approval:** Undersheriff Rick Robbins reported that the tower has been painted, small storage building and generator installed. They need to get a new pole installed to hook up the electric. Robbins stated that he and Chairman Hertel toured the tower site. The highway department did a great job of clearing the area and a generator has been installed. The tower should be operational by the end of November. Robbins got a quote to install a fence in the amount of \$6,500 to protect the generator and tower. No trespassing signs will be installed on the fence. **Motion by Gene Miles and second by Richard Wendel to approve the proposal of \$6,500 to install the fence at the tower site. All in favor, motion carried.** Robbins reported that security in the New Courthouse is going OK. People are not allowed to bring their cell phone in the New Courthouse so they leave them on a shelf and a couple were stolen, so the Judges' Office purchased lockers where the person would rent it for \$.50 so they can put their cell phone in it.
4. **Upgrade Panic Security System at the New Courthouse Update/Approval:** Chairman Hertel stated that the panic alarm system is not heard at the front desk, so they asked Wareham's Security to give a proposal to install an alarm panel at the front desk. This would allow them to know if there is a problem somewhere in the building. **Motion by Chuck Graden and second by Jim Moore to approve the proposal from Wareham's Security to upgrade the panic security system at the New Courthouse in the amount of \$4,750. All in favor, motion carried.**

### 5. **Other Business Update/Approval:**

Motion by Gene Miles and second by Richard Wendel to pay the bills. Motion carried.

Motion by Jim Moore and second by Richard Wendel adjourn the meeting. All in favor, motion carried.

Meeting adjourned at 9:35 am

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

# Montgomery County Board

## Economic Development Committee Meeting Minutes

**Date:** Thursday, October 29th, 2015

**Time:** 8:30 am – County Board Room

**Members Present:** Chairman Heather Hampton+Knodle, Megan Beeler, Nikki Bishop, Ron Deabenderfer, Tim Hopper, Jay Martin and County Board Chairman Roy Hertel

**Others Present:** Will Shalter

The Committee met today to discuss the following:

1. **MCEDC Update/Approval:** Shalter reported that he attended an Economic Development Conference in Naperville and shared an e-Newsletter showing what he has been working on for the past month. Shalter also reported that he will have the business retention report done in January and that he has a schedule for business retention visits.
2. **Incentives Update/Approval:**
  - a. Revolving Loan Fund – Shalter shared the RLF report and payments are on time. There are also some leads he is working with for possible new loans.
  - b. Enterprise Zone New Application – Hampton+Knodle stated that the EZ Mayor Council met last week and learned about the issues with applying for a New EZ Application prior to two years before your Zone terminates. Our EZ terminates in 2020, so we would have to submit a new application in 2018. We have received clarification from DCEO that we can apply for the Admin Fee in one application, and adding territory and units of government can be combined in another application. The deletion of territory would need to be a separate application. The Mayor EZ council voted to add Butler and Donnellson as units of government. **Motion by Beeler and second by Bishop to go with the EZ Mayors recommendations pending clarifications from the State. Deabenderfer votes No. All others in favor, motion carried.** Deabenderfer suggested finding out what the rules are for adding territory because past Administrations had stipulations on having a project before territory or units of government could be added. We will clarify if the state has any requirements for adding territory and units of governments. Craig Coil has called and the intent is for him to review our application for the admin fees and the committee discussed authorizing an amount. **Motion by Martin and second by Deabenderfer to enter into an agreement with The Development Consortium for an amount not to exceed \$5,000 to review the Admin Fee application. All in favor, motion carried.**
3. **Planning Update/Approval:**
  - a. Planning Commission – Hampton+Knodle stated that Beeler will not be able to be the county liaison to the Planning Commission and she asked Evan Young to be the Liaison and he has agreed. Chairman Hertel will appoint Young at the next board meeting. Beeler stated that the new member orientation took place and the new booklet will be given to Evan Young. Beeler also stated that Engineer Kevin Smith gave an update on the Utility projects with the bonds and fees. Structural permits were discussed and Beeler stated that Engineer Smith suggested letting home owners know about the four year real estate exemption as an incentive for them to complete the Structural Notification Form. Chris Casey is reviewing 1100 pages of State guidelines for storm water and sewer. The question is, does Montgomery County need an ordinance and if so, what are other counties doing, does Montgomery County have an existing Storm Water drainage Ordinance?
  - b. West Central Internal Review Update: Chairman Hertel stated that he went to the last meeting in Carlinville and they will be having an audit this week.

4. **Infrastructure Update/Approval:**

- a. Incumbent Provider Updates: Hampton+Knodle stated that she and Chairman Hertel will be meeting with Mayor Dougherty, Tonya Flannery, Will Shalter, and Consolidated regarding what Fiber is in our County and where is it and what is the level of service and how can you disperse it. Shalter has had conversations with the tech reps at the School Districts regarding internet services. The Hillsboro School district recently went with New Wave for cheaper monthly rates.
- b. Fiber Request for Proposal – Shalter shared a first draft at a RFP for Fiber installation and stated that this is a public private document that he revised for our needs. Basically this is a public/private partnership agreement to give access to the premise, and that we are a government entity asking for someone to come and build the fiber line and we are here to help you build it and use the GIS department. Shalter stated that some stipulations included in the document are that you get to do this partnership but we would like to see our schools and government entities pay less. The purpose of this is to stir economic development so if we need a private company needs this we would like to include in an incentive package. We can expand these agreements if cities can help with right of ways. The RFP's will be due by Thursday, November 12<sup>th</sup>, and Shalter will be the point of contact. Hampton+Knodle will give this RFP to the States Attorney's Office for review.
- c. Eagle Zinc – Chairman Hertel stated that he sent a letter to the Remedial Project Manager of the US EPA Superfund Division regarding the issues with the phase I contractor and our request not to have this same contractor for phase II.

5. **2015 – 2016 Budget Revision:** Hampton+Knodle stated that she would like some revisions in the budget in the coal capital improvement funds for economic infrastructure based on what was not spent this year. She would like for the November budget to have a strong number in there to be ready for any project in 2016. Chairman Hertel stated that it doesn't mean you can't amend the budget next year with a 2/3 vote for a specific emergency reason. Hampton+Knodle stated this broadband/fiber project is capital improvement and that is good stewardship of the money in the budget.

6. **Tourism Update/Approval**

- Tourism South Submissions – Shalter stated that he has submitted a list of businesses to the Tourism Bureau.
- Bike Trail Signage Bid - The committee reviewed a proposal for signage for prohibiting unauthorized motor vehicles. **Motion by Deabenderfer and second by Hopper to purchase two signs as proposed for \$55.70 each. All in favor, motion carried.**

7. **Workforce Update/Approval:**

- a. CEO Networking Event will be held on November 16<sup>th</sup>, 2015 at the new Litchfield Holiday Inn Express from 5:00 to 7:00 pm. The CEO board met yesterday and the Mentor Program will kick off next Monday with the students and Mentors meeting for breakfast.

8. **Committee Meeting Dates for 2016 Update/Approval:** Committee reviewed the meeting dates for 2016. **Motion by Hopper and second by Bishop to approve the 2016 meeting dates. All in favor, motion carried.**

9. **Other Business Update/Approval:** None at this time.

Motion by Deabenderfer and second by Martin to pay the bills. All in favor, motion carried.

Motion by Martin and second by Bishop to adjourn the meeting. All in favor, motion carried.

Meeting was adjourned at 10:12 am. Minutes respectfully submitted by acting secretary Christine Daniels as Deputized by the Montgomery County Clerk and Recorder, Sandy Leitheiser.

# Montgomery County Board

## EMA/Ambulance Committee Meeting Minutes

**Date:** November 2<sup>nd</sup> 2015

**Monday 08:30– EMA Office**

**Members Present:** Chairman Glenn Savage, Chuck Graden, Bill Bergen, Ron Deabenderfer, Tim Hopper

**Members Absent:** Joe Gasparich and Chairman Hertel

**Others Present:** Engineer Kevin Smith

### Ambulance Call Reports:

**Collections:** New System \$93,124.95 Old System \$44.00 Total 93,168.95

### EMA:

1. **Mitigation Meeting (Kevin) Update/Approval:** The next Mitigation Meeting is scheduled for Thursday, January 21<sup>st</sup>, 2016 at 6:30 pm at the County Health Department. Engineer Kevin Smith shared a handout of the new Hazard Mitigation Projects that were submitted for the County at the last mitigation meeting. Savage asked if any communication companies were invited and Holmes replied that she invited Consolidated one time and they didn't show so she took them off the list. Committee discussed the importance of having the communication companies participate in the mitigation meeting and Holmes stated that she will invite them for the next Mitigation meeting in January.
2. **MOU Update/Approval:** Savage asked Holmes for an update on the return of the signed Memorandum of Understanding and Holmes replied that she has received 69 out of 96 that were sent out and that she is expecting one from Butler after they meet this week. Holmes read off the taxing authorities that haven't responded yet and most were out of the county. Graden stated that he will contact Wenonah.
3. **Panic Alarm Testing/Proposal for Security Desk Update/Approval:** The committee reviewed a proposal from Wareham's Security to add to the existing panic system in the New Courthouse. Wareham's Security will install a new zone annunciator board at the front desk that will connect with the upstairs security office. The total cost for parts and labor is \$4,750 and Holmes will check with the Chief Judge's Office to see if they will pay for the panic system upgrade. Another option would be the Building and Grounds budget. **Motion by Tim Hopper and second by Chuck Graden to purchase the upgrades to the panic System in the amount of \$4,750 from Wareham's Security pending funding source. All in favor, motion carried.**
4. **New IEMA Rules Update/Approval:** Holmes shared correspondence from IEMA regarding the Training Summit in September that states they have raised the training standards for Director Holmes and assistant Ulrici. Per the grant requirements, all employees who are funded in whole or part by the EMA grant are required to participate in three exercises by September 30<sup>th</sup>, 2016. There are other courses that are now required as well and these classes and training sessions are free to participants.
5. **Text Page Test Update/Approval:** The first test was performed on October 21<sup>st</sup> and no one received the message. Holmes reported that she performed a second text page test on October 28<sup>th</sup> at 10:00 am for the County Internal Emergency Notification System. Circuit Clerk Holly Lemons did not receive a text and two other employees received theirs after 1:00 pm. Holmes is working with Greg Nimmo to address the issues.
6. **Flood Plain Ordinance and Enforcement Policy Update/Approval:** Holmes stated that she contacted Assistant States Attorney Wilson regarding an ordinance for flood plains. Wilson asked for more information on what the County would like to do with this. The county can establish an ordinance once it is decided on what is needed. Savage stated that we do not have a coordinated policy to prohibit people from building in a flood plain. The committee discussed checking to see if we have an ordinance and if not, we need to make one and decided who will oversee and enforce it. There is a structural permit policy currently in place that starts in the Supervisor of Assessments Office and goes to various other departments like 911 for an address, and to the Highway Department to check if the new building location is in a flood plain. Engineer Smith stated that there was an ordinance passed in 2010 and is



included in the County Comprehensive Plan and that he has not had a structural permit for a building that was in a flood plain. Smith also reported that the Planning Commission has been working on the Structural Permit Process and if a fee should be assessed. Smith stated that our current ordinance states there is a \$500 fine for not getting a structural permit and that one incentive might be to tell people that are building they could apply for a four year freeze on property taxes on the improvement. Graden suggested that Holmes do some research on this issue and report to the next committee meeting.

7. **Radios and Power Supplies Update/Approval:** Holmes reported there was a lighting strike on September 7th that effected some radios and power supplies in the EMA Office in the amount of \$1,400. Holmes stated that she talked with Tom Franzen's Office and reported what was damaged.
8. **Fire Extinguisher training Update/Approval:** Holmes reported that the training is scheduled for Wednesday, November 18<sup>th</sup>, 2015 in the County Board Room. The trainings are scheduled for 10:00, 11:00, 1:00 and 2:00. The offsite county departments will have a separate training scheduled at their buildings.
9. **911 Legislation Update/Approval:** Savage reported that electronic 911 can now locate where a caller is. The committee also discussed the new legislation that will take effect on January 1<sup>st</sup>, 2016 where the State Police will be taking over the 911 functions and funding. The committee would like for someone to come to the County Board Meeting to explain this legislation and how it will affect Montgomery County.
10. **Regional Meeting Update/Approval:** Holmes stated she and Ulrici will attend the regional meeting this Friday in Fair View Heights.

Week of	Hillsboro	Litchfield	Nokomis/ Witt	Farmersville/ Waggoner	Raymond/ Harvel	Total
10/5/15	45	51	20	1	6	123
10/12/15	54	38	15	1	0	108
10/19/15	37	32	6	4	8	87
10/26/15	26	31	9	1	0	67
	<b>162</b>	<b>152</b>	<b>50</b>	<b>7</b>	<b>14</b>	<b>385</b>

#### **Processed Reports**

Motion to Pay the Bills by Ron Deabenderfer and second by Bill Bergen. All in favor, motion carried.

Motion to Adjourn by Chuck Graden and second by Glenn Savage. All in favor, motion carried.

Time: 10:00 am.

Minutes respectfully submitted by acting Secretary Christine Daniels as deputized by the Montgomery County Clerk and Recorder, Sandy Leitheiser.

# Montgomery County Board

## Finance Committee Minutes

**Date:** Thursday, November 5<sup>th</sup>, 2015

**Time:** 8:30 AM – County Board Room

**Members Present:** Chairman Megan Beeler, Mary Bathurst, Connie Beck, Joe Gasparich, Mike Plunkett and Board Chairman Roy Hertel.

**Members Absent:** Heather Hampton+Knodle,

**Others Present:** Bill Purcell, Ray Durston, Hugh Satterlee, Sandy Leitheiser, Holly Lemons, States Attorney Chris Matoush and Kim Taylor of FAYCO.

The committee met today to discuss the following:

1. **SOA Report Update/Approval:** Durston reported that the first publication will take place next week and the Board of Review processed 181 Certificates of Error. The Board of Review will be coming in next week to review some complaints. Durston stated that DevNet has made some corrections for the updates for the changes in the Disabled Veterans' exemptions and thanked Mike Plunkett for the press release. They will work on the coal rights and tax code questions with the County Clerk after assessment changes have been published. Durston reported that there were 13 staff members from four offices that attended the Pictometry Training. Pictometry will add the Bing maps of surrounding counties. Durston also reported that 16 people attended the Beacon Schneider training that was offered last week.
2. **Monthly Coal Revenue Report and Revenue, Expense & Bank Balance Report Update/Approval:** The committee reviewed the coal revenue and expense reports. Treasure Jenkins stated that we received \$124,906 for July, \$63,144 was received for September and we did not receive anything for August.
3. **New Wave Phone and Internet Implementation Update/Approval:** Bill Purcell reported that we have to wait four weeks to get the computers in the Sheriff Vehicles moved over to New Wave Communications. The phone bill is moving along and they have all the account numbers. The switch will be done after hours. There will be one month of service overlapping and \$500 fee to change over the computers in the Sheriff Vehicles which will take place over four weeks.
4. **SOA Report Update/Approval:** Durston reported that the first publication will take place next week and the Board of Review processed 181 Certificates of Error. The Board of Review will be coming in next week to review some complaints. Durston stated that DevNet has made some corrections for the updates for the changes in the Disabled Veterans' exemptions and thanked Mike Plunkett for the press release. They will work on the coal rights and tax code questions with the County Clerk after assessment changes have been published. Durston reported that there were 13 staff members from four offices that attended the Pictometry Training. Pictometry will add the Bing maps of surrounding counties. Durston also reported that 16 people attended the Beacon Schneider training that was offered last week.
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7. **708 Board – Mental Health and Developmental Disabilities & Substance Tax Levy- 405 ILCS 20:** Hugh Satterlee addressed the committee regarding legislation that would allow a referendum on the ballot to ask voters to create a 708 board and levy taxes for mental health and developmental disabilities services. Satterlee explained that several agencies such as the County Mental Health Department, FAYCO, Law Enforcement, Hospitals, Ambulance Services and CRC that deal with these types of services could benefit and expand services with this funding. The committee discussed the possibility of

the school district also putting a referendum on the March 2016 ballot to increase their levy. Beeler stated that her concern is that the school district will ask for .15% in March and then ask for another .15% in November of 2016. Satterlee asked Attorney Matoush if this resolution to create the 708 board were passed this December, could it be on the March ballot. Chairman Hertel stated that they should get all their facts together regarding the program and how the money will be spend so they could present it to the public. Gasparich stated that they will really have to go out and promote this referendum to increase taxes. The 708 board would consist of seven to nine people that would make the decisions for the taxes that would be collected.

8. **Zobrio Accounting Software Implementation & Access for Supervisors Update/Approval:** Beeler stated that a follow up meeting is scheduled with Zobrio CEO John Varadian for Monday, November 9<sup>th</sup>, 2015 at 9:00 am to go over the Zobrio punch list.
9. **FY 2016 Budget Changes and Recommendations Update/Approval:** Committee discussed some changes to the budget line items. Chairman Hertel stated that some expenses need to be fixed in the Vanek Estate. Megan Beeler stated that she will contact the auditor to see how it should be handled. The committee discussed passing the hat to the board members for the employee lunch. After discussion, the committee decided to pay for the employee luncheon out of the budget because we do have a little money left in the budget and the coal mine is starting to produce coal again.
10. **FY 2016 Budget Appropriation, Levies and Resolutions Update/Approval:** Chris Matoush will read the resolutions at the Full Board.
11. **Full Time Minimum Salary Increase Update/Approval:** The committee discussed that the minimum hourly salary for a full time employee has been set at \$11.00 per hour since 2012 and thought that it should be increased by \$.25 per hour. **Motion by Mike Plunkett and second by Mary Bathurst to increase the starting salary for a new full time employee to \$11.25 per hour. All in favor, motion carried.**
12. **Public Act 099-0269 – County Board Implement a Judicial Facilities Fee Update/Approval:** Chairman Hertel reported that there Public Act 099-0269 allows two counties to collect money from a Judicial Facilities Fee to help fund the up keep to the Courthouse. Chairman Hertel would like to write a letter to Senator Manar to introduce a bill that would allow the remaining 100 counties to also implement a judicial facilities fee. **Motion by Mary Bathurst and second by Mike Plunkett to approve Chairman Hertel writing a letter to Senator Manar to introduce a bill so that we could implement a judicial facilities fee. All in favor, motion carried.**
13. **County Hotel/Motel Tax Ordinance Update/Approval:** The committee decided to pursue looking into establishing an ordinance for a Hotel/Motel Ordinance. Assistance States Attorney Betsy Wilson will be contacted.
14. **Leasing Space on the Communication Tower Update/Approval:** Undersheriff Robbins reported that they are working with the Hillsboro School District to see if it will be possible to lease them space on the tower.
15. **County Board Structure Update/Approval:** Megan Beeler stated that Mike Plunkett has some information to share regarding his research of other county board structure and pay. Mike Plunkett shared a map with 10 similar counties with information regarding their county board structure. The committee reviewed the information and will discuss further at the next meeting.
16. **ROE Quarterly Report Update/Approval:** The committee reviewed the ROE Quarterly report that was submitted by Julie Wallerman. **Motion by Beck and second by Bathurst to recommend the ROE quarterly report to the full board. All in favor, motion carried.**

**Approval of 16 Resolutions to convey deeds for the following parcels at the full board meeting:**

**Motion by Beck and second by Bathurst to recommend the approval to convey the 16 parcels listed. All in favor, motion carried.**

17. **Resolution to Convey Deed for Parcel # 03-28-206-006 in Pitman Township to Steve Price Update/Approval:**

18. Resolution to Convey Deed for Parcel # 08-14-355-007 in Nokomis Township to Taylor Bain  
Update/Approval:
19. Resolution to Convey Deed for Parcel # 08-23-151-001 in Nokomis Township to Donald Baxter  
Update/Approval:
20. Resolution to Convey Deed for Parcel # 08-23-160-021 in Nokomis Township to Timothy J. Brookshire  
Update/Approval:
21. Resolution to Convey Deed for Parcel # 08-23-327-019 in Nokomis Township to Johnie R. West Sr.  
Update/Approval:
22. Resolution to Convey Deed for Parcel # 08-23-327-021 in Nokomis Township to Elizabeth Watkins  
Update/Approval:
23. Resolution to Convey Deed for Parcel # 10-03-279-003 in North Litchfield Township to Curtis D. Walch  
Update/Approval:
24. Resolution to Convey Deed for Parcel # 12-22-453-001 in Irving Township to Matthew Brody Page  
Update/Approval:
25. Resolution to Convey Deed for Parcel # 12-27-204-010 in Irving Township to Beneficial Homes, Inc.  
Update/Approval:
26. Resolution to Convey Deed for Parcel # 13-06-204-006 in Witt Township to Charles R. King  
Update/Approval:
27. Resolution to Convey Deed for Parcel # 13-06 -204-008 in Witt Township to Charles R. King  
Update/Approval:
28. Resolution to Convey Deed for Parcel # 13-06-263-001 in Witt Township to David D. Beeler  
Update/Approval:
29. Resolution to Convey Deed for Parcel # 13-06-286-004 in Witt Township to Elizabeth Watkins  
Update/Approval:
30. Resolution to Convey Deed for Parcel # 16-12-254-041 in Hillsboro Township to Kenneth Voyles  
Update/Approval:
31. Resolution to Convey Deed for Parcel # 21-09-400-009 in East Fork Township to Collin Wasson  
Update/Approval:
32. Resolution to Convey Deed for Parcel # 15-04-504-008 in South Litchfield Township to the City of Litchfield  
Update/Approval:
33. Other Business Update/Approval: States Attorney Chris Matoush reported that there is a HB 4320 presented to address the State regarding the States Attorney's Salary reimbursement to the counties. Chairman Hertel stated that he is communicating with the States Attorney's Office to sue the State of Illinois in a court of claims for money that owed to Montgomery County from the State of Illinois. Chairman Hertel asked Attorney Matoush to look into the legislation that was passed where the Illinois State Police would take over the 911 functions. Chairman Hertel stated that the State will set up regional 911 centers and take the 911 charges that are now going to the counties to fund the centers. The committee discussed the amount collected for 911 surcharges.

Motion by Bathurst and second by Beck to pay bills and approve payroll. All in favor, motion carried.  
Motion by Gasparich and second by Beck to adjourn the meeting. All in favor, motion carried.  
Meeting adjourned at 11:00 a.m. The summaries of minutes were respectfully submitted by acting secretary Chris Daniels, as Deputized by Montgomery County Clerk/Recorder Sandy Leitheiser.

# Montgomery County Board

## HWE Committee Meeting Minutes

**Date:** Tuesday, November 3<sup>rd</sup>, 2015

**Time:** 8:30 AM – County Board Room

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

**Members Absent:** Joe Gasparich,

**Others Present:** Tom Franzen, Sandy Leitheiser, Ben Bishop Hugh Satterlee, Cyndi Howard, Bill Gonet and Amanda Daniels

The committee met today to discuss the following:

1. **Elections Update/Approval:** Clerk Leitheiser shared information regarding the Petition Filing Period for the March 15<sup>th</sup>, 2016 General Primary Election. Chairman Hertel stated that Senator Manar has a bill he is sponsoring regarding voters registering at the Drivers and Motor Vehicle Office.
2. **Property Casualty Insurance Update/Approval:** Tom Franzen gave a summary of closed, open and pending claims on the property and casualty claims report. The property value is up a little with the addition of the communications tower and the addition at the Health Department. Franzen reported that he will get with IT Manager Bill Purcell to check on the amount of computer equipment to see if the value can be lowered. Franzen stated the last work comp audit we received some money back and there was a 1% decrease from the year before. Franzen reported that we had about an 11% increase this year and ICRMT has agreed if procedures are put in place these costs will come down. Chairman Hertel stated that we need to adopt the training procedures and asked Mr. Franzen to go and talk to the Sheriff and explain that these procedures need to get adopted quickly.
3. **Water Well Ordinance – Health Department Update/Approval:** Hugh Satterlee Cyndi Howard presented the revised Water Well Ordinance. Howard stated that she has not had a problem with water well drillers; however there are some problems with the GEO Thermal well drillers. Satterlee reported that this ordinance has been reviewed and approved by Assistant States Attorney Betsy Wilson, the State of Illinois Health Department and the Montgomery County Health Department Board. **Motion by Chuck Graden and second by Richard Wendel to recommend the approval of the Water Well Ordinance at the November Board Meeting.** All in favor, motion carried.
4. **EPA Report Update/Approval:** Gonet reported they the State has not reviewed the new fiscal year grant or signed it. Gonet reported that he was told that they may have them signed by December 1<sup>st</sup>. Gonet said that the County Board Chairman needs to call the Legislatures to tell them that the EPA is not signing the agreements. According to the delegation agreement we are doing the work and don't have a signed agreement for this State fiscal year. Chairman Hertel tried calling during the meeting and had to leave a message.
5. **Recycling Program and Events Update/Approval:**
  - **Lease a New Baler:** Committee discussed leasing a new baler and asked Ben Bishop to look into the cost. Chairman Hertel stated that if there is room at the facility the new one could be installed in addition to the current baler. Bishop estimated a new baler would cost about \$70,000 and he will research and get info for the next committee meeting.

- **Cardboard Recycling:** The committee discussed the current cardboard brought by DC Waste & Recycling and Bishop asked if the County Program could charge customers for recycling pickups as a way of generating some revenue. Chairman Hertel stated that he will call DC Waste & Recycling and invite him to the next committee meeting to discuss the cardboard pickups.

**6. Animal Control Facility Program Update/Approval:**

- **Open House:** Daniels reported that over 100 visitors came to the open house that was held on Saturday, October 17<sup>th</sup>, 2015 and that the Panhandle Press and Journal Newspapers had a very nice articles regarding the event and the facility. There were 6 adoptions made that day.+
- **Ordinance:** Daniels shared a draft of the current animal control ordinance and Assistant States Attorney Betsy Wilson has reviewed and made some recommended changes. Daniels stated that the revised copy that the committee is looking at was also sent to Wilson to give a final review and approval. **Motion by Chuck Graden and second by Richard Wendel to present this revised ordinance to the full board to review for one month pending final review from Assistant States Attorney Betsy Wilson. All in favor, motion carried.**
- **Municipality Fees:** The committee reviewed the revised municipality contracts and a new copy will be sent to Assistant States Attorney Betsy Wilson for review. The fees for afterhours calls, weekend and holiday calls are being changed to increase the fees for these types of calls. The contracts will also reflect a charge for humane investigations in municipal jurisdictions. The committee will review for one month and we will try to get the new contracts started for January 1<sup>st</sup>, 2016.

**7. Other Business Update/Approval: None at this time.**

Motion by Mike Webb and second by Richard Wendel to pay the Bills. All in favor, motion carried.  
 Motion by Chuck Graden and second by Mike Webb to adjourn the meeting. All in favor, motion carried.

Meeting adjourned 10:35 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

**Date:** Wednesday, October 28<sup>th</sup>, 2015

**Time:** 8:30 am - County Board Room

**Members Present:** Chairman Mary Bathurst, Vice Chairman, Jay Martin, Bill Bergen, Jim Moore, Mike Plunkett, Evan Young and Board Chairman Roy Hertel

**Others Present:** Holly Lemons and Betsy Wilson

1. **Local 397 Union Negotiations Update/Approval:** Bathurst reported that the union contracts for the three offices employees in Local 397 voted to approve the union contract. The committee discussed the recommendation to the full board. **Motion by Jim Moore and second by Evan Young to recommend the approval of three Local 397 union contracts contingent on ratification by the union employees. All in favor, motion carried.**
2. **Local 148 Union – Circuit Clerk’s Office Negotiations Update/Approval:** Circuit Clerk Lemons and the committee discussed some items to address in the union contract. A special meeting will be set up with the business agent to start negotiations.
3. **Review Time Off Update/Approval:** Committee reviewed the quarterly time off reports submitted by each Office.
4. **Zobrio Human Resource Module Update/Approval:** Bathurst stated that we are waiting to hear about the training for the Human Resource Module for the payroll department. Daniels will set up a follow up meeting with Zobrio with Betsy Wilson, Roy Hertel, Sandy Leitheiser, Ron Jenkins and Mary Bathurst.
5. **Review Draft of Personnel Manual Updates from ICRMT Update/Approval:** Committee Chairman Bathurst went through all the changes and updates to the Employee Personnel Manual that she and Assistant States Attorney Betsey Wilson worked on last month. Committee also worked on the Separation Procedures and Final Pay and asked Betsy Wilson to help write some language. **Motion by Bill Bergen and second by Evan Young to present the proposed changes to the Personnel Manual. All in motion carried.** Betsey will also work on the 35 hour work week language and the separation procedures.
6. **Full Time Employee – 30 hours Update/Approval:** Bathurst stated that was aware and discussions regarding the IMRF limit of hours for part timers to work.
7. **Executive Session to Discuss Personnel, Litigation and Executive Session Minutes Update/Approval:** **Motion to enter into Executive Session by Evan Young and second by Jay Martin. Time 10:30 am. Motion by Jim Moore and second by Mike Plunkett to come out of Executive Session. All in favor, motion carried. Time: 11:07.**
8. **New Business Update/Approval:** None at this time.

The committee met to discuss the following:

Motion by Jay Martin and second by Bill Bergen to adjourn the meeting. All in favor, motion carried. Meeting adjourned at 11:08 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

## Road & Bridge Committee Meeting Minutes

**Date:** Wednesday, November 4<sup>th</sup>, 2015

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

**Members Present:** Gene Miles, Earlene Robinson, Glenn Savage, Bob Sneed, Evan Young,

**Members Absent:** Mike Webb and Chairman Roy Hertel

**Other Present:** County Engineer Kevin Smith

The Committee met today to discuss the following:

1. **I-55 from IL-16 to IL-108 Update/Approval:** Engineer Smith stated that he received a letter from IDOT regarding deteriorating structures on the frontage road near the weight station by I-55. The options are to fix the bridge or fill it in. The committee discussed the issue and doesn't think we will ever put a bike trail there, so it could be filled in. Engineer Smith stated that Chairman Hertel called him and suggested that we ask IDOT to use that money to fix something else in our County.
2. **North Road Damage Update/Approval:** Engineer Smith stated that he received information that the insurance company will pay the full amount for the damages to the North Road.
3. **Fillmore Road Damage Update/Approval:** Engineer Smith stated that a farm implement damaged about 500 feet of the Fillmore road a couple of weeks ago. The Highway Department did a quick emergency repair that night and then went back the next day to complete the fix. Smith reported that they will get it as smooth as they can and then oil it next year because the oil session is done. The individual that damaged the road reported it right after it happened and gave Engineer Smith his contact information. Engineer Smith will figure up the costs for the repairs done so far and send him an invoice.
4. **Nokomis Quarry Boring Project Update/Approval:** Engineer Smith stated that he has been communicating with Nokomis Quarry who is now negotiating with another company to do complete their boring project. Our bonds will remain the same.
5. **Simpson Bridge Construction Update/Approval:** Engineer Smith stated that the project is moving along very well because the weather has been good. IDOT has parameters on when and when they can and can't pour concrete when it gets too cold. The committee hopes the project will get done sooner than projected.
6. **Crude Oil Pipeline Update/Approval:** Engineer Smith reported that the Dakota Access submitted their final maps for their crude oil pipeline and we will have 23.02 miles of County roads that will be affected. We are asking for a \$3.5 million surety bond which will stay the same for less miles so it will be \$152,000 per mile.
7. **Above-ground Fuel Tanks Update/Approval:** Engineer Smith stated that everything is where it needs to be and they have contacted the States Fire Marshall's office to come and do their inspection. Smith has contacted two companies for a cost to remove the two underground storage tanks because you have to be a certified by the State to remove the fuel tanks. Engineer Smith sent the proposal to Assistant States Attorney Wilson for review and recommendation. The Highway Department will then fill in the holes.
8. **Red Ball Trail Update/Approval:** Engineer Smith stated that he does not have any new information regarding this issue. Miles stated that the States Attorney's Office is working on this.



9. **Black Diamond Trail Update/Approval:** Engineer Smith stated that they dumped \$60,000 in material on the Black Diamond Trail to get it up to snuff. Highway department staff discussed the possibility of putting a 90 day weight limit on the road for the spring. There are a lot of farmers that use this road; however some of the damage that was done this year was from the quarry trucks. The committee discussed the concern of the local farmers being able to use the road during the weight limit. Evan Young stated that we need to protect the roads and the farmers could help us maintain the road by changing their hauling to another time when there is no weight limit. Engineer Smith stated that he could put up the weight limit signs but someone needs to enforce it. Engineer Smith stated that he will check on the issue and get a draft of a resolution to present to the committee next month.
10. **2015 MFT Funding Update/Approval:** Engineer Smith stated that Chairman Hertel asked him to provide information regarding the MFT funds that we have not received from the State. Smith reported that the State hasn't released the number of how much we are supposed to get, so he used some figures from last year and estimated that the State owes us about \$175,000 for MFT funds. We have not received any MFT funds since July however the State is still collecting the money. The State took about 50% of the MFT funds in March of 2015. Smith shared a letter from the Engineer Association that states we can't do anything because the State doesn't have a budget.
11. **2016 MFT Resolution Update/Approval:** Engineer Smith presented a resolution is to appropriate \$1 million next year out of MFT funds. The amount is the same as last year and will more than cover us for next year. Sneed recommends increasing the appropriation and Smith stated that there is no reason to go up because we haven't spent this amount of money. **Motion by Evan Young and second by Bob Sneed to recommend the approval of the County Maintenance Resolution to appropriate \$1.2 million for the 2016 MFT. All in favor, motion carried.**
12. **Other Business Update/Approval:** The committee reviewed the monthly highway report. Engineer Smith reported that they found cheaper tires for the road grader in the amount of \$1,700 each.

Motion by Bob Sneed and second by Evan Young to Pay Bills. All in favor, motion carried.

Motion by Earlene Robinson and second by Glenn Savage to adjourn the meeting. All in favor, motion carried.

Meeting adjourned at 9:50 a.m. Minutes respectfully submitted by acting secretary Christine Daniels as Deputized by the Montgomery County Clerk and Recorder, Sandy Leitheiser.