

Draft

Montgomery County Board Coordinating Committee Meeting Minutes

Date: Thursday, May 21st, 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**

Members Absent:

Others Present: Sandy Leitheiser

The committee met today to discuss the following:

Coordinating Committee: Roy Hertel, Board Chairman

1. **Water Line Connection Update/Approval:** Chairman Hertel stated that he talked with Hurst-Rosche and they will come up with a list of some possible routes, contingencies and costs.
2. **State Income Tax – HB 365 Update/Approval:** Chairman Hertel called Senator Manar regarding this issue and he has not called back yet.
3. **Jury Commissioner Resolution Update/Approval:** Holly Lemons reported that the Jury Commission is out of date and Holly will be purchasing new software that will not come out of the general fund. The computer will make the yes and no piles and it will automatically disqualify someone for the jury. The chief judge is ok with this and the resident judge is on the fence. Christian and Montgomery County are the only counties with the jury commissioner system in place, the others have gone to the computer selection. If the judges still say we need a jury commission then we will still have to pay. Cass Bellever, Scott Snow and Mary Elvers would be unemployed. It is \$40 each time they come and mileage. Chairman Hertel stated that Holly should call the three people and let them know that their jobs may be gone because we are going to become automated. Holly's office sends out all of the notices and all the work associated with it. Chairman Hertel stated that the Circuit Clerk should not be doing this work according to state statute. Mailings and phone work would take a full time person.
4. **Digital Signage Services for the Historic Courthouse Update/Approval:** The cost would be about \$2,500 for a computer monitor that would be installed on the first floor like the units at the new courthouse for the court dockets. Announcements could be put on there for the public and the employees. The committee decided that this is not needed at the Historic Courthouse.
5. **Bonding for Elected Officials Update/Approval:** Committee reviewed correspondence from Tom Franzen
6. **Other Business Update/Approval:** None at this time.

Building & Grounds Committee: Bob Sneed, Chairman Friday, June 5th at 8:30 a.m.

1. **Maintenance Issues and Report Update/Approval:** Looking at some water issues in the basement in Sandy's area,
2. **Tuck-pointing Historic Courthouse Update/Approval:** Project continues. Sneed was here with them on Monday and Tuesday looking at some issues. Sneed is reconsidering some things for the rest of the project and the committee will discuss..
3. **Communications Tower Update/Approval:** Waiting on paperwork from the attorney.
4. **Lighting at New Courthouse Update/Approval:** Committee will discuss.
5. **Parcel 18-19-200-013 Terry Schulte Fillmore Township Update/Approval:** Hampton+Knodle will review.
6. **Review of County Buildings Update/Approval:** Gasparich mentioned at the last board meeting about having the buildings assessed for safety. Leitheiser shared some information regarding a free assessment of our buildings by ServPro that is endorsed by our insurance agent Tom Franzen. Leitheiser stated that at her Clerk's conference, there was positive feedback from other Clerks that used ServPro to assess their buildings.
7. **Other Business Update/Approval:** Committee discussed ADA accessibility for committee meetings like at the Highway Department.

Economic Development Committee: Heather Hampton+Knodle, Chairman Thursday, May 28th at 8:30 a.m.

1. **Utilities - Dakota Access, Grain Belt, and other Update/Approval:** Rick Cornell will attend the meeting.
 - Rick Cornell – Grain Belt with Publication for committee members. July 10th is the cutoff date for correspondence to ICC. There should be no conversations going on regarding easements.
2. **MCEDC Update/Approval:** Will Shalter will be in attendance regarding Job Development. He is in communication with Farmersville and the owner of the Alco building.
3. **Revolving Loan Fund Report Update/Approval:** There should be a report for this month.
4. **Planning Commission Update/Approval:** Appoint CJ Liddell & Don Karban. Reappoint Bill Schroeder & Joe Goeke for another three year term.
5. **Business Sites – Eagle Zinc Update/Approval:** No new information.
6. **Incentives – EZ, abatements Update/Approval:** Looking at appropriating money to help pay for the legal description and consulting fees. The EZ committee met last night to discuss incentives.
 - Resolution to abate taxes for Pioneer Update/Approval:
7. **Planning – Planning Commission, Comprehensive Economic Development Strategy Update/Approval:** Hampton+Knodle stated that she is still communicating with a couple of communities for their input.
 - CEO Program: Committee will discuss. August 10th is the annual meeting for investors. June 1st is the student orientation at Hillsboro Hospital.
 - Workforce Round Table: Will Shalter will be at the June meeting with info on Job growth opportunities in the info technology sector.
 - Infrastructure: working with the school districts to work with the broadband infrastructure to hit the hospitals etc. Hampton+Knodle stated that she is also having conversations with businesses regarding high speed internet needs.
8. **FY 2016 Budget Items Update/Approval:** Committee will discuss.
9. **Meeting with IDOT Update/Approval:** Hampton+Knodle, Miles and Smith met with IDOT and they will have a follow up meeting.
10. **Population Recruitment Update/Approval:** Will Shalter will help take the lead on this project.
11. **CIPT – CEFS Update/Approval:** Hampton+Knodle needs to follow up with them regarding our program versus the Macoupin student bus services.
12. **Other Business Update/Approval:** none at this time.

E.M.A./Ambulance Committee: Glenn Savage, Chairman *Monday, June 1st at 8:30 a.m.*

1. **Raymond Ambulance and Farmersville Ambulance Board Meetings Update/Approval:** Sneed reported that he and Chairman Hertel met with these ambulance districts and learned the differences between the ALS and BLS services. Chairman Hertel stated that he called the administrator of St. Francis Hospital about the complaints regarding how the Raymond ambulance staff was being treated by hospital staff and not taking patients etc.
2. **Mitigation Planning Update/Approval:** The last meeting was held last week and about 35 people attended. Communities are compiling a list of recent emergency problems
3. **MOU Submitted Update/Approval:** Savage stated that Holmes is working on this and the committee will discuss. This MOU addresses the sharing of labor and equipment and how we will get reimbursed.
4. **Other Business Update/Approval:** The Roubioux bike race attracts about 400 people to the county. Savage gave contact info to Will Shalter to check with the project. The leaders of the Roubioux are from St. Louis and they are retiring so someone here needs to see how to keep the franchise here. The Montgomery County Cancer Association can't take it over because they have also retired. They have run out of leadership people for their board.

Finance Committee: Megan Beeler, Chairman *Thursday, June 5th at 8:30 a.m.*

1. **SOA Report Update/Approval:** Committee will review Durston's report.
2. **Procedural review on Health Insurance Update/Approval:** Committee will discuss.
3. **Proposals for Auditing Services Update/Approval:** Beeler is working on bid specs with Betsy Wilson.
4. **Monthly Coal Revenue Report and Revenue, Expense & Bank Balance Report Update/Approval:** Committee will review.
5. **FY 2016 Budget Hearing Dates Update/Approval:** 7-20-15, 7-21-15, 7-23-15
6. **Structural Permitting & Collection Process Update/Approval:** Committee will discuss.

7. **Zobrio Accounting Software Implementation and Training Update/Approval:** H-R component implementation is a server based system so that offsite offices can't get into the HR module. We have to figure out a way to get them access. Beeler stated that she had a conference call with Zobrio IT people and they are in the process of figuring it out. Hampton+Knodle stated that she is having conversations regarding a broadband ring to connect all the county sites and have a ring for all county sites. We would be cooperating with the schools and get grant money. We could rent out space to commercial businesses.
8. **Collection and Tracking of County Grants Update/Approval:** Beeler stated that she has forwarded information from the Health Department
9. **Pictometry Flyover Completion Date Update/Approval – Training:** Flyover and data is complete. Training will be scheduled. Should have a better update at the Committee meeting.
10. **Advertising on Beacon Web Site Update/Approval:** Chairman Hertel stated that John Galer will be at the meeting to give us a proposal for the advertising.
11. **Real Estate Tax Bills Update/Approval:** Bills are out and first installment is due June 10th.
12. **Collection of all County Contracts/Agreements Update/Approval:** Committee will discuss a procedure.
13. **Utility and Fees Review Update/Approval:** Meeting is scheduled with the Bellwether representative regarding their services for a cost study on our fee structure.
14. **Scanner/Color Copier Purchase Endorsement Update/Approval:** Just need to authorize at the next meeting. Leitheiser stated that we are still under warranty. The vendor has answered Beeler's questions.
15. **Nokomis Witt Ambulance Levy Increase Update/Approval:** They are pursuing the tax increase.
16. **Prepaid Vendor List Update/Approval:** Add Direct Energy and some vendors from the Highway department.
17. **Other Business Update/Approval:** None at this time.

HWE Committee: Connie Beck, Chairman Tuesday, June 2nd at 8:30 a.m.

1. **Elections Update/Approval:** Leitheiser stated that they are working on a voter code versus tax code process using the GIS program. At the County Clerk's meeting, they can't get a bill started regarding the consolidated election by not voting on uncontested elections. Committee discussed how elections costs are going up. Leitheiser stated that some new legislation will require same day voter registration at polling places which would require additional equipment.
2. **EPA Report Update/Approval:** Committee will discuss.
3. **Recycling Program and Events Update/Approval:** Committee will discuss.
4. **IPMG Training for Supervisors Update/Approval:** Committee will discuss.
5. **Animal Control Facility Program Update/Approval:** Phone number on the truck. Magnetic sign on the van. Buzzer on the front door if there is someone at the front door and will keep the front door locked.
 - Pole Light - MJM
6. **Other Business Update/Approval:** None at this time.

Personnel Committee: Mary Bathurst, Chairman Wednesday, May 27th at 8:30 a.m.

1. **Implement & Training of Zobrio Human Resources and Time Keeping Modules Update/Approval:** Bathurst stated that we can still set up the training meeting with Dave Penrod and Rick Robbins who has volunteered to be the pilot program. The committee will need to check on how to get the Zobrio human resource software to all the offsite offices.
2. **Employee Health Insurance Update/Approval:** Bathurst reported that the first invoice for BCBS was paid and that she sent out a memo to all departments to get all invoices in before the end of the month.
3. **Pre-Vailing Wage Ordinance Update/Approval:** Leitheiser shared copies of the prevailing wage ordinance that needs to be approved at the June board meeting.
4. **Executive Session Update/Approval:**
5. **Other Business Update/Approval:** None at this time.

Road & Bridge Committee: Gene Miles, Chairman Wednesday, June 3rd at 8:30 a.m.

1. **Above-Ground Fuel Tanks Update/Approval:** The committee will discuss.
2. **Pine Street, Irving Update/Approval:** Monday, October 5th, 2015 start date
3. **Pipeline Permit/Road Use Agreement Update/Approval:** The committee will discuss.
4. **2015 MFT Funding Update/Approval:** The committee will discuss.
5. **Red Ball Trail Update/Approval:** The committee will discuss.
6. **Other Business Update/Approval:** None at this time.

Motion by Miles and second by Sneed to adjourn the meeting. All in favor, motion carried. Meeting adjourned at 10:40 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

Buildings & Grounds Meeting Minutes

Date: Friday, June 5th, 2015

Time: 8:30 AM – County Board Room

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

Members Absent: Nikki Bishop and Jim Moore

Others Present: Lloyd Meyer

The committee met to discuss the following:

1. **Maintenance Issues and Report Update/Approval:** Lloyd Meyer reported;
 - Meyer continues to work on the items listed on the New Courthouse Priority List. The Law Library wall paper was removed and walls were painted. Committee also discussed the issues with the coils that were replaced on the new HVAC system at the New Courthouse and Chairman Hertel stated that he called Dale Cover at Hurst-Rosche to follow up on the problems.
 - The committee is working with Circuit Clerk Holly Lemons to address some ADA issues at the New Courthouse and the possibility of installing exterior signs between the buildings.
 - Water issues at the ROE Office: Water continues to come in the front of the building since the remodel in 2010, whenever there is a huge rain with a lot of wind blowing to the east. Marchelle Kassebaum stopped by and said small amounts of water are also getting in the basement and filing cabinets on the floor are getting rusty. Lloyd Meyer will get something on the floor to put the filing cabinets on so they don't get wet. There has been a lot of work done trying to fix the leak in the front of the building over the past few years. The committee discussed hiring a contractor to look at how to repair the leak at the Annex Building.
 - Committee discussed the yellow Caution tape at the bottom of the Fire Escape and Bob Sneed stated that he contacted R-Machining for a price to install a guard. The cost of labor and materials to install the guard so that no one could go under it would be \$1,900. **Motion by Gene Miles and second by Richard Wendel to approve the bid in the amount of \$1,900 from R-Machining to install the guard at the bottom of the Fire Escape on the Historic Courthouse. All in favor, motion carried.**
2. **Waggoner Depot Update/Approval:** Carl Nail has completed the survey work and documents for the legal description on the Waggoner Depot and will turn it in to Ray Durston so that it recorded.
3. **Tuck-pointing Historic Courthouse Update/Approval:** Sneed reported that he worked with Western Waterproofing and they are now complete with phase I on the tuck pointing on the Historic Courthouse. Sneed reported that the rest of the building's mortar is in pretty good shape and that the brick on the bottom part of the building has been sealed. The limestone boarders and the outside window sills are what need some work. The committee discussed the remaining work and will work on new bid specs so the work can be done in this budget year. For budget purposes, the committee discussed what other work needs to be done on the Historic Courthouse and the Annex building. Bid specs will be prepared for the remaining projects for the Historic Courthouse which will include redoing the bars on the basement windows, the limestone window sills and brick on the tower. Chairman Hertel stated that he would like to get a price for the concrete work by the sidewalk and entrance to the parking lot at the New Courthouse.
4. **Communications Tower Update/Approval:** Chairman Hertel stated that we are waiting on the paperwork from Attorney Glenn so we can record the deed.
5. **ServPro Disaster Assessment Update/Approval:** Committee discussed the ServPro brochure and an email that Tom Franzen sent to County Clerk Leitheiser regarding them preparing an Emergency Response Plan for County buildings. **Motion by Gene Miles and second by Chuck Graden to approve that ServePro perform an Emergency Response Plan" through IPMG our insurance group. All in favor, motion carried.**
6. **Other Business Update/Approval:** None at this time.

Motion by Chuck Graden and second by Richard Wendel to pay the bills. Motion carried.

Motion by Gene Miles and second by Chuck Graden to 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, May 27th 2015

Time: 8:30 am – County Board Room

Members Present: Chairman Heather Hampton+Knodle, Megan Beeler, Ron Deabenderfer, Tim Hopper, Jay Martin and County Board Vice-Chairman Mary Bathurst

Members Absent: Roy Hertel and Nikki Bishop

Others Present: Rick Cornel with Grain Belt Express

The Committee met today to discuss the following:

1. **Utilities Dakota Access, Grain Belt, other Update/Approval:** Rick Cornell was present to give an update on the Grain Belt Express Transmission line. Cornell reported that they have had three open houses sharing information to the public regarding their project. Cornell also gave some shape map files to County Engineer Smith showing the proposed and alternate routes. Cornell stated that they have filed an application with the ICC and the docket number is 15-02077. They anticipate that there will be hearings and that the ICC will make a determination sometime in November. Cornell stated that if they can't prove that the project is a benefit to the State of Illinois and the Region, the ICC will not approve the project. Cornell shared a booklet of the project that summarizes the project including structures, agriculture mitigation and frequently asked questions. Cornell referred the committee to page 18 that shows the project benefits. The proposed route that goes through Montgomery County is 15.2 miles and would be an annual payment of \$106,000 over 20 years for a total of about \$1.2 million. The alternative route is twice as long through the county which would be double the payments or about \$2.4 million for the 20 year period. Cornell stated that one of the economic benefits to Illinois and the region is that they believe based on projections they can save Illinois consumers over \$750 million with lower cost energy. Cornell stated that they do have office hours for people to come in and ask questions and that they may put something in Raymond. They are looking at about 100 parcels affecting about 70 landowners in this county for the proposed route and those numbers would double if the alternate route is chosen. Cornell stated that land options can't be worked out yet until the ICC approves the application and that the proposed converter station would be in Clark County. Cornell reported that there is no transmission tax in Illinois.
2. **MCEDC Update/Approval:**
 - Revolving Loan Fund report was submitted by MCEDC Director Will Shalter. Upon review, the committee learned that the bank collected interest payments and applied it to the loan on March 5th, 2015. This was not communicated to the board. Mary Bathurst stated that what was reported about the RLF payments didn't illustrate the situation. Hampton+Knodle stated that the RLF board will have more scrutiny going forward. Will Shalter stated that he had a difficult time finding a computer trail and had to go to the Treasurer's Office to get the info. Shalter stated that he contacted Lindsay Wagahoff but there was not much on the computer. Bathurst stated that the RLF is the tax payer's pot of money and voiced her concern that the principal of the loan is not moving if only interest payments are being made. Bathurst feels we need to review the RLF. Deabenderfer stated that once the bank approves the loan, it is the bank's job to manage this and get the money and that the intent was to help the business with the loan and not make it harder for the business owner. Hampton+Knodle stated that the Economic Development Corporation is the administrator of the RLF and they will be following this closer.
 - Shalter stated that he attended a meeting with DCEO in Effingham and learned that a Northern Colorado region is using a concept to create super groups to leverage their businesses. He wondered how this would work in our County and thought of the Health Industry group. Hospitals would come together in our region for an idea generating meeting. Health Care is a group that is in competition with each other however it would be more beneficial for businesses

to exchange ideas. The next MCEDC Board meeting is scheduled for Monday, June 8th at 4:30 pm.

3. **Resolution to Support Prairie Transfer Update/Approval:** Hampton+Knodle stated that there is an interest to preserve public areas such as transferring ownership of prairie grass areas along I-55 to Natural Resources. The County Board would have to pass the Resolution to Support Prairie Transfer however we don't have a written version yet. Hampton+Knodle stated that she will draft some language for this resolution and give it to Betsy Wilson for review. **Motion by Megan Beeler and second by Ron Deabenderfer to recommend the approval of a Resolution to Support the Prairie Transfer. All in favor, motion carried.**
4. **Resolution to Support Pioneer Abatement Update/Approval:** Hampton+Knodle stated that she went to the Litchfield School District meeting regarding the resolution to support the Pioneer Abatement and that they will reconsider this resolution at their next meeting on June 18th. The County Board will also need to pass this resolution. **Motion by Tim Hopper and second by Jay Martin to recommend the approval of the Resolution to Support Pioneer Abatement to the full board. All in favor, motion carried.**
 - **Planning – Planning Commission, Comprehensive Economic Development Strategy Update/Approval:** Hampton+Knodle stated that the following appointments for the Planning Commission need to be approved by the full board. Appoint Don Karban and CJ Liddel for a three year term and to reappoint Bill Schroeder and Joe Goeke. **Motion by Megan Beeler and second by Tim Hopper to recommend the appointments of Don Karban and CJ Liddel, and to reappoint Bill Schroeder and Joe Goeke to the Planning Commission. All in favor, motion carried.**
5. Review and adopt CEDS – The committee reviewed and approved the County part of the document. Hampton+Knodle asked Will Shalter to follow up with the Nokomis Park District regarding the pool.
Motion by Jay Martin and second by Tim Hopper to approve the County portion of the CEDS submissions. All in favor, motion carried.
6. **Infrastructure – Review proposed award language, Broadband Opportunity, Water Update/Approval:** Hampton+Knodle stated that the committee will review this at their July meeting.
7. **Budget Update/Approval:** The Committee reviewed the budgets for Office 046. There are no expenses anticipated for the RLF. The bike trail utility will be transferred to Waggoner when they take over the depot. The committee discussed putting \$600 in budget for bike trail maintenance, \$30,000 to the Economic Development Corporation and \$3,000 for the CEO Franchise fee and \$4,000 to MCEDC for the bookkeeping. Committee discussed expenses for the new EZ application coming out of this year's budget and that \$25,000 has been paid for the CEO program out of the \$150,000 that was budgeted in the long term capital improvement fund for Economic Development. Hampton+Knodle would also like to allocate \$15,000 for the EZ legal descriptions. Hampton+Knodle would like to budget \$200,000 in the Economic Development capital improvement fund for broadband and for possible engineer work for the water line connection. **Motion by Jay Martin and second by Tim Hopper to approve the FY2016 budget items. All in favor, motion carried.**
8. **Incentives – EZ, abatements Update/Approval:**
 - **Funds for Enterprise Zone Legal Description:** Hampton+Knodle stated that the Mayors are reviewing maps for the EZ territory being proposed. Hampton+Knodle reported that she met with surveyor Tony Hard for about 3 hours regarding the work to complete the EZ legal description and it would be about \$15,000 to complete the legal description and for copies etc. The next EZ Mayors Meeting is scheduled for June 17 and we hope to have the final maps with the EZ territory to review and vote on. Hampton+Knodle stated that she asked GIS Technician

Cassidy Younker to provide the final copies of maps before that meeting. Jay Martin suggested having the mayors sign off on their final map that would be submitted and the committee felt this was a good idea. Discussion took place on hiring a consultant to help with the new EZ application and Hampton+Knodle stated that she and Will Shalter will complete the narratives for ten criteria for the EZ application and that Chris Daniels will be working with all the taxing bodies to get all the resolution, ordinances and intergovernmental agreements approved. Coordinator Daniels shared her concern of making sure the EZ territory meets all the requirements of the LLMA criteria (Local Labor Market Area). Daniels stated that at the last EZ conference, other EZ administrators stated that they had to hire a consultant to help them with their census data tracks to make the LLMA criteria work for the narratives of their application. Hampton+Knodle stated that she is confident that we will not have to manipulate the census data or skew the lines to meet the LLMA data requirements because we are not like Peoria or Rockford areas. Hampton+Knodle stated that she knows what our data looks like and we don't have to doctor it. The only thing we have to ask is if our LLMA is in the County or do we take in places like Gillespie or Carlinville. **Motion by Tim Hopper and second by Jay Martin to recommend to the full board that McDonough Whitlow Vice President Tony Hard, a licensed surveyor to prepare the EZ legal description for an amount not to exceed \$15,000 pending approval of the contract by the States Attorney's office. All in favor, motion carried.**

9. **Incentives Proof and Discussion Update/Approval:** Waiting for the next mayor's meeting.

10. **Next Mayor's Meeting Update/Approval:** Is scheduled for Wednesday, June 17th, 2015 at 5:30 pm to review and approve their EZ maps.

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

- Tourism Bureau - Joe Kathmann, Dan Krankeola and Scott Winter will bring packets and do a small presentation at the July 1st meeting. Tim Slaving's attorney Mr. Barringer will re-schedule to do a presentation to the committee.
- Eagle Zinc Contractor's Claim for Mechanic's Lien in the amount of \$199,302.84
- During the bill paying, the committee discussed the finances of the MCEDC and Hampton+Knodle stated that there was a carryover from last year.

Motion by Ron Deabenderfer and second by Megan Beeler to pay the \$30,000 invoice for the MCEDC.

Discussion: Mr. Deabenderfer asked how the finances were doing for the MCEDC and Hampton+Knodle stated that at the annual meeting, they reported that there was money carried over. Their membership numbers are good and solid and good renewals. Hampton+Knodle stated that the U of I covers the benefits of the MCEDC employee as a gift. All in favor, motion carried.

Motion by Megan Beeler and second by Tim Hopper to adjourn the meeting. All in favor, motion carried. Meeting was adjourned at 10:40 PM.

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

Montgomery County Board

EMA/Ambulance Committee Meeting Minutes

Date: Monday, June 1st 2015

Monday 08:30– EMA Office

Members Present: Chairman Glenn Savage, Chuck Graden, Ron Deabenderfer, Joe Gasparich, Tim Hopper and County Board Chairman Roy Hertel

Members Absent: Bill Bergen

Others Present: Dianna Holmes

Ambulance Call Reports:

Collections:

EMA:

1. **Budgets 2016 Update/Approval:** The committee reviewed and discussed the EMA/Ambulance FY 2016 budget that Director Holmes prepared. Chairman Hertel stated that he will have a meeting with all department heads to come up with a contingency plan to cut 10% to 15% if the coal mine doesn't start operating soon. Ron Deabenderfer asked if the States Attorney's Office has approved this contingency plan for the budget and Chairman Hertel replied that this is only a plan for the office holders to have a second budget ready just in case the coal mine doesn't start up again in the near future because we will run out of money in a very short time. Ron Deabenderfer would still like to have the States Attorney and Whitey Patton's opinion on this issue. Chairman Hertel stated that we have been living on borrowed coal money for seven to eight years and this is a reality check if we don't have the coal revenues. Holmes stated that the Ambulance office is 100% funded by the ambulance districts. **Motion by Ron Deabenderfer and second by Chuck Graden to approve and recommend the EMA/Ambulance FY 2016 budget. All in favor, motion carried.**
2. **Mitigation meeting May 4th Update/Approval:** The next meeting is scheduled for July 25th, 2015 at 6:30 pm at the Health Department. There were 48 people that attended the last meeting in May. Gasparich stated that the committee should review the Critical Facility document handout in their packet and give any feedback to Holmes for the next mitigation meeting.
3. **Meeting with Farmersville and Raymond Ambulance (Chairman Hertel) Update/Approval:** Chairman Savage stated that he and Chairman Hertel visited the Farmersville and Raymond ambulance board meetings and they are struggling with finances. Gasparich stated that the problem is they don't have paramedics, so they have to call ALS ambulances and then they don't get paid for anything. Holmes stated that Cathy Ulrici has sent out two letters regarding this issue. Chairman Hertel stated that a guy from St. Johns Hospital will work with the ambulance district so that a Paramedic goes with them so that they can get paid for the calls. They are also working with Litchfield EMTs to have a paramedic ride along. Chairman Hertel stated that their biggest complaint was that St. Francis Hospital gives them a hard time when they deliver patients, so he called the Hospital's Administrator's office and told them of the complaints. Gasparich stated that Springfield Hospital or Chatham Ambulance could send a team in a vehicle to join the Farmersville and Raymond BLS ambulance so that it would then be considered an ALS ambulance in order for them to bill for the service. Diana Holmes stated that Cathy Ulrici sent a letter to Mike Webb and Judy Eaglehoff regarding this issue. Glenn Savage reported that their plan is to meet annually to coordinate and communicate getting the budgets and insurance certificates on time. Holmes will go to their meetings in January so that the documents can be signed and turned in by February 1st each year. Holmes stated that she never attended any of their meetings since she had the job, but always let them know that she is available if they asked.
4. **Panic Alarm Testing Update/Approval:** Holmes stated that the panic alarms were tested in May.
5. **IEMA Conference September 8th – 11th Update/Approval:** Holmes will attend the conference in September.

6. **HazMat Team Gun Raffle Update/Approval:** Holmes stated that she does not have tickets yet, but they will be selling these soon for a fundraiser.
7. **MOU submitted to Attorney Wilson Update/Approval:** Glenn Savage stated that as soon as it is ready, the committee will get a copy of the MOU electronically for review. Holmes stated that Betsy Wilson will revise a couple of things before it is sent out.
8. **EMA Meeting with each Ambulance Service Update/Approval:** Holmes will attend each of the ambulance service board meetings once a year in January to present budget information.
9. **Hugh Satterlee and Health Department Update/Approval:** Director Holmes stated that Hugh Satterlee has given time for LEPC, IMT and Hazardous Mitigation meetings and should be thanked. Savage stated that Hugh has done a lot to help EMA.
10. **Regional Meeting May 22nd Update/Approval:** Savage stated that they are going to a three year schedule instead of the two year schedule. We need to have a senior workshop to discuss emergency planning for seniors or the state could refuse funding. Holmes stated that every jurisdiction needs to send someone to one of these meetings. Holmes will try to set up a meeting Locally for the 3.5 hour class, IS402 Senior Officials Workshop.
11. **County EOP Update/Approval:** Gasparich stated that he will review the manual when time permits.

Week of	Hillsboro	Litchfield	Nokomis /Witt	Farmersville/ Waggoner	Raymond/ Harvel	Total
5/4/15	20	34	15	5	6	80
5/11/15	28	36	11	4	0	79
5/18/15	24	31	9	0	0	64
5/25/15	33	19	9	0	3	64
	105	120	44	9	9	287

Processed Reports

Other business: The Hazard Mitigation payment \$811.00 was made and Holmes took a check over to the Treasurer's office on Friday to cover this.

Motion by Pay the Bills by Tim Hopper and second by Glenn Savage. All in favor, motion carried.

Motion to Adjourn by Joe Gasparich and second by Glenn Savage. All in favor, motion carried.

Time: 9:25 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, June 4th, 2015

Time: 8:30 AM – County Board Room

Members Present: Chairman Megan Beeler, Mary Bathurst, Connie Beck, Mike Plunkett, Heather Hampton+Knodle, and Board Chairman Roy Hertel.

Member Absent: Joe Gasparich

Others Present: John Galer, Sandy Leitheiser, Holly Lemons, Ron Jenkins, Bill Purcell, and Ray Durston

The committee met today to discuss the following:

1. **Advertise on Beacon Web Site Update/Approval:** John Galer presented a proposal for advertising services on the Beacon Web Site. The ads can be put on the right hand side of the screen. The proposal is to give the county 60% of whatever is sold and the Journal would get the remaining 40% for doing the work and billing the customers. The going rate is 33% for the business and 67% for the advertiser however as Galer pointed out the Journal News will also be doing the billing to the customers for the advertising. John Galer will need to check with Beacon to see how the software works so he can put the ads on the site. Megan Beeler stated that we already paid for the advertising module and they can put the ads on when we have them ready. IT Manager Bill Purcell stated that this will be a one-time upload and changes made once a year. **Motion by Hampton+Knodle and second by Mary Bathurst to approve the proposal by the Journal News for advertising on the Beacon GIS web site. Mike Plunkett abstains, all others in favor, motion carried.**
2. **SOA Report Update/Approval:** Ray Durston reported that there were 120 certificate of errors as of yesterday and that one assessor has returned their books which are due by June 15th. Miles has been using the new flyover to review assessments in the Walshville Multi Township Area. Durston also stated that 2,300 senior exemptions have been returned and there has been legislation changes to the Veteran's exemption that will need to be fixed for 2015. They will need to put an article in the newspaper to educate veterans with disabilities and the changes in the exemptions. Durston stated that he went to a class in Effingham and that Cassidy has been working with the EZ map revisions. The Pictometry flyover has been delivered the week before last and they need to come and install all the new data. Durston stated that additional training will be scheduled with Pictometry.
3. **Procedural Review on Health Insurance Update/Approval:** Megan Beeler stated that the Procedural review on the Health Insurance was completed in one day and that there were no glaring findings, just a couple of small procedural things that were pointed out. Beeler also reported that we have not received a written report or an invoice for the services.
4. **Proposals for Auditing Services Update/Approval:** Beeler stated that she has worked with Betsy Wilson and they are presenting Draft #5 for the committee to review. **Motion by Mary Bathurst and second by Connie Beck to publish the Request for Proposal for Professional Auditing Services. All in favor, motion carried.** The RFP will be put in the newspaper after the June Full board meeting and they will be opened at the July Finance committee meeting.
5. **Monthly Coal Revenue Report and Revenue, Expense & Bank Balance Report Update/Approval:** The committee reviewed the coal revenue and bank balance reports. Chairman Hertel stated that the price of coal has gone down and that he has talked with the Manager of the Coal mine and they have been shipping what was on the ground. They have a huge issue with a fire that is in the ceiling. It is not in the floor like last time where they flooded the mine to put the fire out. The coal will burn with no air. If they flood the mine, a \$100,000,000 worth of equipment could be destroyed. Chairman Hertel stated that they have been drilling holes and putting nitrogen down there to try and put the fire out.

6. **FY 2016 Budget Hearing Dates Update/Approval:** Monday, 7-20-15 - Tuesday, 7-21-15, and Thursday, 7-23-15. Megan Beeler stated that someone from IMRF is willing to come and talk to us about our obligation and how we are doing and give us a brief overview of our IMRF program. There are three different types of IMRF plans and they can come on July 15th to explain the IMRF reports and how they figure our obligation. The committee discussed having the IMRF representative come to a regular Finance Committee in August or September. Treasurer Jenkins stated that laws have changed regarding the requirements for the annual audit and we now need to have the GASBY 68 study/report incorporated in our next audit. For transparency, these figures will be required on page 10 of the audit report.
7. **Zobrio Accounting Software Implementation and Training Update/Approval:** Bill Purcell told the committee that he can have the Highway Department connected next week with the new software and then he will work getting Animal Control and Recycling hooked up.
8. **Zobrio Cash Management Software for County Clerk Office Update/Approval:** Leitheiser shared information regarding the hand written ledger and bank deposits for the recording and clerk departments. There are few options on the market for the County Clerk fees and Zobrio built their own software system which they lease. We missed this aspect on the accounting software purchase a couple of months ago. This proposal is just for labor and they will compensate us one year of leasing charges free which is about \$3,000. This is a web based cloud system and Zobrio only leases this software and each employee in the Clerk's Office would have access at their desktop. Leitheiser has been exploring other vendors for this type of software. Leitheiser stated that this annual leasing cost may not apply to the County Clerk Automation fund as an expense and she will have Assistant States Attorney Betsy Wilson review this. Leitheiser has checked with a couple of other county clerks to see what type of systems they use and many clerks are still doing this collecting and reporting manually. Leitheiser will check with Bill Purcell to see if there is room in his budget for the software leasing expense. **Motion by Heather Hampton+Knodle and second by Mary Bathurst to move forward with leasing the Zobrio Cash Management Software for the County Clerk's office contingent on Betsy Wilson's review of whether this expense can come out of the Automation fund. All in favor, motion carried.**
9. **Structural Permitting & Collection Process Update/Approval:** Beeler stated that she has been communicating with Betsy Wilson regarding the Structural Permit. Beeler reported that the Health Department is collecting a fee for their part to inspect septic systems and wells for the Structural Permitting process. The highway department and other departments are not charging anything for their review of the permitting process. Beeler stated that after talking with Betsy Wilson and the Bellwether consultant, their comments were; if you don't have county zoning than why would you have a permit fee.
10. **Collection and Tracking of County Grants Update/Approval:** Megan Beeler reported that Zobrio has a built in function for grant tracking in the general ledger. Beeler asked Treasurer Jenkins at what point do we give read only access to supervisors to use the Zobrio software and he responded after the July payroll.
11. **Collection of all County Contracts/Agreements Update/Approval:** Betsy Wilson continues to work on reviewing the contracts and agreements.
12. **Utility and Fees Review – Meeting with Bellwether Update/Approval:** Megan Beeler reported that she and Clerk Leitheiser, Circuit Clerk Lemons and Coordinator Daniels met with a representative from Bellwether, LLC that could perform a comprehensive fee and expense management review. Beeler stated that they also talked about some of the items that the county could be doing regarding fees which we are, except for utilizing the State of Illinois' Local Debt Recovery System. The State Comptroller's program was for municipalities and then they included Counties. Holly Lemons has checked with them to come down and talk with her and States Attorney Matoush. This program can only go back for seven years and there is no cost to the county to use this system. If anyone owes fines to the county, then the state would withhold up to \$500 per year from any tax returns due to those people. This system will collect about 80% of the fees and fines due. States Attorney Matoush stated that Montgomery County does collect the most money in the Circuit and that he has some questions about the people with outstanding warrants. Matoush doesn't have a problem with the collection under the Comptroller's name and doesn't want it

under his offices' name from a collection agency. Matoush stated that we do have a collection process and what we bring in on the criminal side. The committee will review the proposal from Bellwether to see what services they may want to include in the scope of the work. Chairman Hertel stated that he would like to have a meeting with all the elected and appointed officials with the Personnel and Finance Chairman and the Treasurer to discuss the FY 2016 and possible budget cuts of 10% due to the decrease in revenue from the coal mine. Chairman Hertel would like to have the meeting before the budget hearings in July.

13. **Endorse Plat Scanner/ Color Copier Purchase Update/Approval:** Beeler stated that we need to endorse the purchase of the plat scanner / color copier that the board approved last month. The committee reviewed the proposal and expenses from Tom Day. The Committee also looked at the proposal for the fees to charge for the copies. Leitheiser and Durston reported that the revenue generated from copies will be split between the County Clerk and GIS funds. Plunkett stated that we need to cover our costs for making these copies. Committee discussed having a waiver for the customer to sign due to the possibility of damaged originals or copy write problems. **Motion by Mike Plunkett and second by Heather Hampton+Knodle to approve the purchase of the Plat scanner/color copies and that the revenue will be split between the County Clerk automation fund and the GIS fund. All in favor, motion carried.**
14. **Nokomis/Witt Ambulance Maximum Tax Rate Increase Update/Approval:** Leitheiser stated that she has been working with the Nokomis/Witt ambulance board to help them with the process to increase their tax rate. Leitheiser walked the committee through the process to approve this. A mailing by Leitheiser's office to notify 4,950 households at \$.48 each will have to take place. **Motion by Mary Bathurst and second by Connie Beck to give the Nokomis/Witt Ambulance the authority to increase their tax rate to the maximum. All in favor, motion carried.**
15. **Prepaid Vendor List Revisions Update/Approval:** The committee reviewed the revised list of the Prepaid Vendor list that includes changes for some of the vendors for the Highway Department since they changed over to the voucher system with the new accounting software process. The Insurance vendors are now all listed. **Motion by Mike Plunkett and second by Heather Hampton+Knodle to approve the revised Prepaid Vendor List as presented. All in favor, motion carried.**
16. **Regional Office of Education Annual Report Update/Approval:** Committee reviewed the annual report that was submitted by Marchelle Kassebaum. **Motion by Mike Plunkett and second by Mary Bathurst to approve and accept the ROE annual report as presented. All in favor, motion carried.**
17. **Other Business Update/Approval:** Chairman Hertel stated that Judge Roberts is collecting information regarding the Conflict Public Defenders and the committee can ask questions at the budget hearings.

Motion by Heather Hampton+Knodle and second by Mary Bathurst to pay bills and approve payroll. All in favor, motion carried.

Motion by Heather Hampton+Knodle and second by Mary Bathurst to adjourn the meeting. All in favor, motion carried.

Meeting adjourned at 10:55 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, June 2nd, 2015

Time: 8:30 AM – County Board Room

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

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

The committee met today to discuss the following:

1. **Elections Update/Approval:** Clerk Leitheiser reported that they are hopeful to use GIS to check that the voter code files match tax code files using their site addresses as their common denominator. She said that the programmer from county Tax software vendor DevNet is assisting them so they can begin this process, and Supervisor of Assessments Ray Durston is also on board with this project.
2. **Budgets Update/Approval:** Chairman Hertel stated that sometime between now and the budget hearings, each department will need to come up with a contingent budget with 10% to 15% cuts if the coal mine doesn't start operating again soon. The budgets that everyone is preparing right now are OK, but we need a plan because if the coal mine doesn't start producing soon we could be \$2 million in debt for next year. The reality is that somewhere along the line we can't keep spending more than we take in.
3. **EPA Report Update/Approval:** Gonet reported that with state EPA employees retiring and not being replaced, they are asking the county to do some extra work. The current delegation agreement might change next year for the added duties. Committee also discussed a problem property in Ohlman.
4. **Recycling Program and Events Update/Approval:** Ben Bishop reported:
 - Panama Recycling Center Drop Off – On VFW property Update. We received the signed Intergovernmental Agreement form Mayor McCario. Bishop stated that he will be scheduling the work to be done to put up the building and concrete. Bishop also reported that the new Holiday Inn Express in Litchfield is getting picked up and that they picked up a lot of plastic from Denny Held in Raymond. Bishop reported that Raymond will do their own Electronics Drive Recycling with BLH. Bishop has scheduled another electronics recycling drive on October 10th, at the Litchfield recycling facility and the committee discussed and approved that the employees can work from 6:30 am to 3:00 pm from June through October 1st.
5. **Animal Control Facility Program Update/Approval:** Amanda Daniels reported that she will check with Dr. Probst on hosting rabies clinics in Nokomis, Raymond, Waggoner and Farmersville.
 - Highway department will install the concrete pad for the handicap parking lot and expand the parking lot.
 - Ordinance – work in process.
 - Fence Damaged – Received one quote from Fence Master and the fence company in Greenville didn't return the call. The committee discussed giving the quote to Betsy Wilson so that she can draft a letter to Jason Anderson with a copy of the quote so the fence can be put back in its original condition.
 - Summary reports: Daniels shared a summary report of rabies tags sold from 2009 to 2014. The rabies tag increase took effect on January 1st, 2014 and the number of tags sold in 2014 did go down a little from the year before. The committee also reviewed the animal intake statistic report for 2013, 2014 and 2015 year to date.
6. **Other Business Update/Approval:** None at this time.

Motion by Joe Gasparich and second by Earlene Robinson to pay the Bills. All in favor, motion carried.

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

Meeting adjourned 9:40 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, May 27 2015

Time: 8:30 am - County Board Room

Members Present: Chairman Mary Bathurst, Vice Chairman, Jay Martin, Jim Moore, Mike Plunkett, Evan Young

Members Absent: Bill Bergen and Chairman Roy Hertel

Others Present: Sandy Leitheiser and Rick Robbins

The committee met to discuss the following:

1. **Zobrio Human Resources and Time Keeping Modules Update/Approval:** Bathurst stated that this new software will allow the offices to enter time off and payroll which will be sent to the Treasurer's office. Rick Robbins has volunteered to be the piolet program for entering the information for the Sheriff's Office. Robbins also asked for guidance for accruing and figuring vacation time and the committee suggested that we check with Zobrio on how to calculate earned vacation because of their experience with working with other government entities. The committee also discussed the concern regarding the data entry for the offices that are offsite like the Highway, Health, and Recycling and Animal Control departments. Leitheiser reported that Bill Purcell met with the Zobrio IT people and he is now working on a solution of hooking up the offsite offices so that they have the capability to enter the information to transfer to the Treasurer's Office.
2. **Employee Health Insurance Update/Approval:** Bathurst reported that the transition of moving to Blue Cross Blue Shield is going forward and that a follow up call will be made to Shannon Hall regarding the new insurance cards.
3. **Hillsboro Hospital Health Screening – Wellness Benefit** Bathurst reported that she sent a memo out to all employees with their pay checks. Bathurst also explained that the employees that want to participate in the Hillsboro Hospital health fair will need to complete their forms and give them to Liz Holcomb ahead of time so they can be faxed to the Hospital's lab department.
4. **Dispatchers Union Contract Update/Approval:** Bathurst reported that she talked with Rick Robbins yesterday regarding the union contract with the dispatchers and proposes that we put the contract together that mirrors Mr. Troutt's contract that he prepared for the jailers, except for the obvious. Robbins stated that the union steward at the jail is also having a hard time communicating and getting info from their business agent Judy Simpson. The union steward was told that the business agent is cleaning up the grammar in the contract. Mary Bathurst stated that she will make the changes and get the revised contract to Assistant States Attorney Betsy Wilson for review. The committee also reviewed the revised Pension Addendum that was sent by Mr. Troutt and they had a concern regarding the language about the Pension Board Trustee and wants clarification. The committee would like the word "Employer" taken out of the paragraph on page 3 number 4. A phone call was then made to Mr. Troutt during the meeting to ask questions in order to clarify the Pension addendum language. Mr. Troutt stated that he is also confused about the Pension addendum and suggested that the committee make changes and then send them to him. Mr. Troutt stated that he had complaints from other employers regarding the pension addendum. Rick Robbins stated that some old language regarding the \$.03 in the first year and what is to come out each hour conflicts with each other. Robbins proposes that we leave the hour amounts in there and take out the language regarding the "less \$.03 per hour". Mr. Troutt is OK with the changes.
5. **Prevailing Wage Update & Approval:** Committee reviewed and discussed the Prevailing Wage Ordinance that Clerk Leitheiser shared. **Motion by Mike Plunkett and second by Jim Moore to approve the Prevailing Wage Ordinance. All in favor, motion carried.**
6. **Other New Business Update/Approval:** None at this time.

Motion by Jay Marten and second by Evan Young to adjourn the meeting. All in favor, motion carried.

Meeting adjourned at 9:50 p.m.

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

Montgomery County Board

Road & Bridge Committee Meeting Minutes

Date: Wednesday, June 3rd, 2015

Time: 8:30 AM – Highway Department

Members Present: Gene Miles, Earlene Robinson, Glenn Savage, Bob Sneed, Evan Young, and County Board Chairman Roy Hertel

Members Absent: Mike Webb

Other Present: County Engineer Kevin Smith

The Committee met today to discuss the following:

1. **Update/Approval Walshville TBP Letting Date:** Engineer Smith reported that the deck beam will be removed and replaced on this project and that the plans need to be approved by IDOT. Hurst-Rosche Engineers told Smith that we are getting ready for a letting date. Smith stated that he talked with Chairman Hertel and this letting can be held at the next regular Road and Bridge committee meeting on July 8th, 2015.
2. **Update/Approval Resolution #2015-08:Resolution to appropriate funds for 1125 B-CA, Oak Lane, S. Fillmore Township, 50% Road District - 50% County:** Smith stated that this is a double pipe replacement and the overall estimated cost is \$10,500 and the County share will be \$5,250. **Motion by Earlene Robinson and second by Bob Sneed to recommend the approval of Resolution #2015-08 to appropriate funds for 1125 B-CA, Oak Lane, South Fillmore Township to the full board. All in favor, motion carried.**
3. **Update/Approval Resolution #2015-09:Resolution to appropriate funds for 1126 B-CA, N. 13th Avenue, Witt Township, 50% Road District - 50% County:** Engineer Smith reported that next month they are planning to replace two culverts that are 91 inches tall and are side by side. **Motion by Evan Young and second by Glenn Savage to recommend the approval of Resolution #2015-09 to appropriate funds for 1126 B-CA, North 13 Avenue in Witt Township to the full board. All in favor, Motion carried.**
4. **Update/Approval State of MFT Funding:** Engineer Smith stated that there is a lot of discussion at the County Engineer Association regarding this funding and what they can do to support keeping the funding. Smith shared two charts that compared the 1983 Illinois Highway User Fees to the Fees collected for 2011. Back in 1983 this breakdown of user fees collected worked and we were able to maintain our roads. If you compare the 2011 chart, the traffic on the roads has increased but the funding levels have gone down. The Highway Engineer Association also created a graph of the State of Illinois MFT Revenue Costs versus Purchase Power for counties. There is a 60% drop off in purchase power from 2000 to 2012. Engineer Smith then showed a spreadsheet that showed how this loss in funding affects Montgomery County. Costs are going up and revenue is decreasing. The Engineer Association has been telling legislators that roads can't be maintained with the current MFT funding formula. We don't get any more money based on how much gas is selling for. We get so much per gallon and there is less fuel being sold with more efficient cars. Chairman Hertel stated the state should look at raising the MFT by a penny per gallon. The charts also show that the State Administrative fee percentages are increasing and taking away from the money coming in. The Committee discussed the issue that the legislators need to change the formula. Engineer Smith stated that the Engineer Association does not have a clear recommendation at this time on how to improve this issue.
5. **Update/Approval R&B Meeting Location:** Gene Miles reported that County ADA Administrator Holly Lemons advised that the Highway Department meeting room is not handicap accessible and

suggested they have their meetings at the Historic Courthouse. The committee decided that meetings can be held downstairs in the maintenance room if someone can't make it up the stairs. Glenn Savage stated that he feels that because meetings are posted ahead of time, we should meet in a handicap accessible location. The consensus of the committee decided to keep the meetings at the highway department building.

6. **Update/Approval of Road Damage on the North Road:** The committee discussed the issue of the approximately one mile of the North Road that was damaged by a farm implement. Engineer Smith stated that the highway department will fill in the damaged areas and then seal it. The committee would like for the work to be done as soon as possible and an invoice to reimburse the expenses will be sent to the individual that damaged the road. Engineer Smith reported that he did receive a police report regarding this incident.

7. **Update/Approval Other Business:** Gene Miles asked about the repairs to the Black Diamond Road and Smith stated that it will be sealed this August. Chairman Hertel stated that he would like for Engineer Smith to compile a daily report on what work is done and give it to Road and Bridge Committee members so they can review the daily logs and would be able to answer questions if they are asked about what work is completed each day. Engineer Smith stated that they have started mowing when time permits. The highway department mows one pass and then later will do a full mow to the right of way. The committee discussed the issue of declining revenues and funding and that it might be a time to look at less mowing when there is no safety issue. Engineer Smith also reported that the area for the fuel tanks has been clean out and the next step is to pour the concrete. They are working on this project and fitting it in when time permits.

Road and Bridge Report: Montgomery County Forces have been working on Phase one of the Black Diamond, replacing culverts, patching roads, and mowing.

Motion by Earlene Robinson and second by Bob Sneed to Pay Bills. All in favor, motion carried. Motion by Bob Sneed and second by Earlene Robinson to adjourn the meeting. All in favor, motion carried.

Meeting adjourned at 9:40 a.m. Minutes respectfully submitted by acting secretary Christine Daniels as Deputized by the Montgomery County Clerk and Recorder, Sandy Leitheiser.