

Montgomery County Board Coordinating Committee Meeting Agenda

Draft of
Committee
Minutes

Date: Tuesday, February 24th, 2015

Time: 5:30 PM – 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: Mr. Schroeder

The committee met today to discuss the following:

Coordinating: Roy Hertel, Board Chairman

1. **Water Line Connection Update/Approval:** Chairman Hertel stated that he is still working on this issue.
2. **Jury Costs – SB 59 Update/Approval:** Chairman Hertel explained the new law regarding Jury Costs that increased and now there is SB 59 that we need to support by sending a letter.
3. **State Income Tax – HB 365 Update/Approval:** Chairman Hertel stated that he looked at HB 365 regarding legislation to increase the income tax in 2019. We need to be supportive of getting this fixed. If this legislation isn't changed the counties could lose one half of their revenue. For Montgomery County our revenue is about \$750,000 per year which would be cut in half.
4. **Need Picture for the FY2014 Audit Report Update/Approval:** Request by Ron Jenkins
5. **Other Business Update/Approval:**

Building & Grounds: Bob Sneed, Chairman *Friday, March 6th at 8:30 a.m.*

1. **Maintenance Issues and Report Update/Approval:** Lloyd
 - New Courthouse Priority List
2. **Elevator Maintenance Agreement Proposal:** Committee will discuss the letter sent to Schindler,
3. **Waggoner Depot Update/Approval:** Ray working on Parcel Split
4. **Tuck-pointing Historic Courthouse Update/Approval:** New Bid Specs for remaining work. Western Waterproofing was here to do some
5. **Communications Tower Update/Approval:** Waiting on deed from Mike Glenn. Betsy has sent a letter to attorney Glenn.
6. **Storage on Third Floor-Proposal from Hurst-Rosche Engineering Update/Approval:** Committee will discuss the proposal for \$2,000 to review the third floor for storage.
7. **Other Business Update/Approval:**

Economic Development: Heather Hampton+Knodle, Chairman *Wednesday, February 25th at 5:30 p.m.*

1. **MCEDC Update/Approval:** They haven't posted the new position. They are exploring moving the office from the Courthouse to a business or out at the extension office. A community foundation professional to build communities. March 11th. Their annual meeting will be April 15th, 2015 at the Hillsboro Moose.
2. **Revolving Loan Fund Report Update/Approval:** Committee will review the report. Hampton+Knodle stated that she will check with the bank to see if payments are being made.
3. **Planning Commission Update/Approval:** Meeting was held Jan. 21st. Tobin Ott is resigning the Chairman because he and his wife are moving to Florida. The Vice-Chair is Rueben Boehler. They are looking for recommendations of someone to serve on that committee.
4. **Dakota Access Pipeline Update/Approval:** Hampton+Knodle stated that they submitted a major re-routing shifting south to avoid Cline Resources property.
5. **Clean Line Energy on Grain Belt Transmission Project Update/Approval:** Final route meetings are next week in Raymond and Hillsboro. We need to find those maps this week and then we need to send the letter to ICC again.
6. **Coal Dust Issues Update/Approval:** A letter was sent again to the EPA director requesting air monitoring before the wind fence is installed.
7. **Eagle Zinc Cleanup Project Update/Approval:** Is progressing. Need to send a letter for phase II clean up.
8. **Economic Development Fund/Developing Guidelines for Long-Term Improvement Fund Update/Approval:**
 - CEO Program: 49 to 50 businesses are supporting. 5 applicants for the facilitators.
 - Workforce Round Table: Another function of the WCDC.
 - Infrastructure: Daniels requested legal opinion from UCCI.

9. **Population Recruitment Update/Approval:** The committee will discuss the high school lists.
10. **Priorities/Input for Comprehensive Economic Development Strategy (CEDS) Update/Approval:** Committee will discuss at their next meeting.
11. **Enterprise Zone and Mayors Meeting Update/Approval:** Wed. 2/25/15 5:30 pm
12. **Other Business Update/Approval:**

E.M.A./Ambulance: Glenn Savage, Chairman *Monday, March 2nd at 8:30 a.m.*

1. **Collections Update/Approval:** Committee will discuss.
2. **Ambulance Report Update/Approval:** Committee will discuss.
3. **County IMT Meeting Update/Approval:** Next Meeting 3/19/14 at 6:30 pm at the Health Dept.
4. **Hazard Mitigation Meeting Update/Approval:** Next meeting will be held on Wednesday, March 4th at 6:30 pm at the Health Department.
5. **Panic Alarm Testing Update/Approval:** Committee will discuss.
6. **Contracts for the Five Area Ambulance Districts Update/Approval:** Committee will discuss.
7. **Memorandum of Understanding for Mutual Aid Agreement Update/Approval:** Committee will discuss.
8. **Other Business Update/Approval:**

Finance: Megan Beeler, Chairman *Thursday, March 5th at 8:30 a.m. - Joint w/Personnel Committee*

1. **SOA Report Update/Approval:** Committee will review.
2. **Monthly Coal Revenue Report and Revenue, Expense & Bank Balance Report Update/Approval:** Committee will review.
3. **Part-Time Employment Agreement with Lyn Fugate:** Chairman Hertel has signed.
4. **Zobrio Accounting Software Implementation Update/Approval:** History will not go over.
5. **Collection of all County Contracts/Agreements Update/Approval:** Send reminder emails to department heads – meet with Betsy regarding the spreadsheet.
6. **Pictometry Flyover Completion Date –** Committee will discuss
7. **ROE Quarterly Report Update/Approval:** Kassebaum will submit her report.
8. **Other Business Update/Approval:**

HWE: Connie Beck, Chairman *Tuesday, March 3rd at 8:30 a.m.*

1. **Elections Update/Approval:** Leitheiser will report.
2. **EPA Report Update/Approval:** Gonet will report.
3. **Recycling Program and Events Update/Approval:** Bishop will report.
4. **Schedule an Electronics Recycling Drive:** Ben Bishop is working to work on getting a vendor. Need to advertise.
5. **Animal Control Facility Program Update/Approval:** Beck stated everything is OK.
6. **Other Business Update/Approval:**

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

1. **Highway Department Capital Improvement Projects Update/Approval:**
2. **Red Ball Trail Update/Approval:** Assistant States Attorney Betsy Wilson
3. **Other Business Update/Approval:** Committee talked about Engineer Smith talking about needing more help out there.

Personnel: Jay Martin, Vice Chairman *Thursday, February 26th at 5:00 p.m.*

1. **Request for Qualification on Employee Health Insurance Update/Approval:**
2. **VALIC Termination – email received 2/19/15:** Betsy has received email and agreed that all payroll deductions should stop.
3. **Local 773 in the Sheriff's Department Update/Approval:**
 - **Jailers:** Mediation was held. Union meeting to vote on proposal. Daniels will follow up with Troutt.
 - **Dispatchers:** Special Personnel Meeting Thursday, February 26th at 6:30 pm with the union.
4. **Wellness Program Update/Approval:** The one year contracts will be up at the end of March. There will be a conference call on Wednesday, February 25th to discuss with Fusion.
5. **Other Business Update/Approval:** None at this time.

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

Meeting adjourned at 7:30 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, March 6th, 2015

Time: 8:30 AM – County Board Room

Members Present: Chairman Bob Sneed, Nikki Bishop, Chuck Graden, Jim Moore, Richard Wendel and Board Vice Chairman Mary Bathurst

Members Absent: Board Chairman Roy Hertel and Gene Miles

Others Present: Lloyd Meyer

- Maintenance Issues and Report Update/Approval:** Lloyd Meyer reported.
 - Meyer reported that they could not shim the windows at the new Courthouse so he had to buy new latches and install them. They started in the States Attorney's Office by replacing the latches that were bent. Meyer also reported that they have started taking wallpaper off at the Law Library and preparing the walls for painting. Sneed asked Meyer to make replacing the window latches a top priority along with weather stripping. Committee gave Meyer the approval to buy five boxes of light bulbs in order to save money by purchasing in bulk. Sneed shared a list of other items that need to be done at the New Courthouse as a resolute of the committee tour last month.
- Elevator Maintenance Agreement Proposal:** Committee discussed the letter that was sent to Schindler and learned there is a 90 day notification period. **Motion by Jim Moore and Second by Richard Wendel to notify Schindler and Otis that we are going to bid out the elevator maintenance contracts in 2016 for a one year contract with no automatic renewal. All in favor, motion carried.**
- Waggoner Depot Update/Approval:** SOA Ray Durston is working with Assistant States Attorney Betsy Wilson on the legal description for the parcel split in order to deed it over to the Village of Waggoner.
- Tuck-pointing Historic Courthouse Update/Approval:** Sneed stated that he will work on new bid specs for remaining tuck point work for the Historic Courthouse and reported that Western Waterproofing was here to do some work. The remaining work will be done when weather permits.
- Communications Tower Update/Approval:** Assistant States Attorney Betsy Wilson received some paperwork from Attorney Mike Glenn and sent it back for a small revision. Attorney Wilson has sent the sent a letter to attorney Glenn and we are waiting for a response.
- Storage on Third Floor-Proposal from Hurst-Rosche Engineering Update/Approval:** The Committee discussed the proposal for \$2,000 from Hurst-Rosche to review the third floor for storage. The committee toured the third floor storage area and the basement where the collector books are stored. They felt the weight of the books would be too much and the fact that there is no air conditioning in that room would create a problem in the summer temperatures for the older books from the 1800's. **Motion by Jim Moore and second by Nikki Bishop to reject the proposal from Hurst-Rosche Engineers and that no additional weight would be stored in that room. All in favor, motion carried.** Committee Chairman Sneed will explain to Treasurer Jenkins.
- Other Business Update/Approval:** Nikki Bishop suggested signage like on a marquee on the outside of the buildings for a guide to tell citizens what offices are in each of the buildings.

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

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

Meeting adjourned at 9:50 p.m.

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

Montgomery County Board

Economic Development Committee Meeting Minutes

Date: Wednesday, February 25th, 2014

Time: 5:30 PM – 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: Mayors listed on the EZ Mayor agenda.

The Committee met today to discuss the following:

1. **MCEDC Update/Approval:** Hampton+Knodle introduced MCEDC Grant writer Steven Bryant and asked him to explain some of the grants he and his wife Rita are working on. Bryant explained that they started in December writing the grant for the City of Hillsboro in the amount of \$40,000 to stock fish in Lake Glenn Shoals. They also applied for a Police car for the City of Coffeen, a Truck and Police Car for the Village of Taylor Springs. Two grants are complete and they are working on two others. Hampton+Knodle stated that the MCEDC hasn't posted the new position yet as a result of Lindsay Wagahoff's resignation. The MCEDC board is exploring moving the office from the Courthouse to a business or out at the extension office. The educator may be dedicated to Montgomery County and Extension would provide the benefits. The MCEDC annual meeting is scheduled for April 15th, 2015 at the Hillsboro Moose Lodge. Hampton+Knodle stated that they are not pursuing a full time county employee because this person has to be accountable to the other members. Hampton+Knodle asked for a nomination for Tim Hopper to the Economic Development Corporation Board as the County board member. **Motion by Nikki Bishop and second by Jay Martin to nominate Tim Hopper to the Economic Development Corporation Board. All in favor, motion carried.** Dave Ronen will be the Chairman until their annual meeting and then Tim Hopper will be the nomination to serve on the MCEDC board.
2. **Revolving Loan Fund Report Update/Approval:** Hampton+Knodle stated that she will check with the bank to see if payments are being made and that someone is looking in Nokomis to start a business.
3. **Planning Commission Update/Approval:** Beeler stated that a meeting was held January 21st. Tobin Ott is resigning as Chairman because he and his wife are moving to Florida. The Vice-Chair is Rueben Boehler. They are looking for recommendations for someone to serve on that committee and we need to think of an appointee for when Tobin Ott leaves. Committee discussed finding someone with experience in planning and community development.
4. **Structural Notification Forms Update/Approval:** Committee discussed the recommendation by the Planning Commission that the County review the structural permit process and enforce the ordinance that is already in place. They also wanted us to look at the fines assessed.
5. **Dakota Access Pipeline Update/Approval:** Hampton+Knodle stated that Dakota Access Pipeline submitted a major re-routing shifting south to avoid Cline Resources property.
6. **Clean Line Energy on Grain Belt Transmission Project Update/Approval:** Final route meetings are next week in Raymond at the KC Hall and one in Hillsboro. We need to find those maps this week and then we need to send the letter to ICC again. Hampton+Knodle stated that she has asked them for shape files of the maps.
7. **Coal Dust Issues Update/Approval:** A letter was sent again to the EPA director by Chairman Hertel requesting air monitoring before the wind fence is installed around the coal mine.
8. **Eagle Zinc Cleanup Project Update/Approval:** Hampton+Knodle stated that cleanup efforts are progressing and that we need to send a letter for phase II clean up.
9. **Economic Development Fund/Developing Guidelines for Long-Term Improvement Fund Update/Approval:**
 - **CEO Program:** Hampton+Knodle stated that about 50 businesses are supporting the program and there are five applicants for the facilitator's position and should be in place by April 1st, 2015. Deadline for student applications was yesterday. CEO board has been very active. The Web site is ready to go active and the CEO face book page is up and running.

- Workforce Round Table: Hampton+Knodle had a follow up conversation with Mike Sherer who is looking at existing data sets. Sherer had some good ideas like talking with temporary staffing agencies and they will meet in mid-March.
 - Infrastructure: Daniels requested legal opinion from UCCI. Hampton+Knodle stated that there needs to be some boundaries set on the coal money that would be set aside for tearing down the dilapidated properties. Hampton+Knodle would like for this committee to set criteria on tearing down these buildings and have one committee handle the demolition. Committee suggests that this issue be dealt with at the Coordinating Committee.
10. **Population Recruitment Update/Approval:** The committee will discussed the high school lists.
 11. **Priorities/Input for Comprehensive Economic Development Strategy (CEDS) Update/Approval:** Hampton+Knodle wants to review the information that was submitted and consolidate some of the issues that are similar.
 12. **Enterprise Zone and Mayors Meeting Update/Approval:** There were ten Mayors or their Designee that attended the EZ Meeting. EZ Administrator Chris Daniels explained the process and work involved to apply for the new EZ Application. New maps, legal descriptions, ordinances, resolutions and intergovernmental agreements will need to be created and sent out to over 100 taxing bodies for their approval. Daniels shared a timeline to get the work done by December 31st, 2015. There is legislation pending for the State to approve up to 20 applications for 2016. The legislation now states they will approve 13. There were 67 applications turned in for round one that had a deadline of December 31st, 2015. State legislation will only approve 49 of those applications. The committee discussed sending a letter in support of approving 20 applications for next year. **Motion by Tim Hopper and second by Megan Beeler to approve sending a letter to legislators to request that they approve 20 applications for this year. All in favor, motion carried.**
 13. **CIPT – CEFS Update/Approval:** Committee discussed the ridership numbers with CEFS Liaison Earlene Robinson and the IDOT formula. Hampton+Knodle will make a list of questions and asked Robinson to bring the list to the meeting next week in Effingham.
 14. **Other Business Update/Approval:** None at this time.

Motion by Megan Beeler and second by Tim Hopper to adjourn the meeting. All in favor, motion carried. Meeting was adjourned at 8:20 PM. Minutes respectfully submitted by acting secretary Christine Daniels as Deputized by the Montgomery County Clerk and Recorder, Sandy Leitheiser.

Montgomery County Board

EMA/Ambulance Committee Meeting Minutes

Date: Monday, March 2, 2015

Monday 08:30- EMA Office

Members Present: Chairman Glenn Savage, Chuck Graden, Bill Bergen, Ron Deabenderfer, Joe Gasparich, Tim Hopper and County Board Vice Chairman Mary Bathurst

Members Absent: Board Chairman Roy Hertel

Others Present: Jolletta Hill

Ambulance Call Reports:

1. **Ambulance Contracts for 2015 Update/Approval:**
2. **Collections:** New System \$134,573.38 Old System \$18.00 Total-\$134,591.38
3. **Nokomis/Witt Ambulance budget proposal Update/Approval:** Jolletta Hill was present to explain the need to go through the work to increase the tax levy for the Nokomis Witt Ambulance tax levy. They are struggling to sustain the operation of the ambulance service and have borrowed money the past couple of years to keep the doors open. Beyers Law Office is representing the Nokomis Witt Area Ambulance Service. Hill explained that they currently have two ambulances, a 1998 with 112,000 miles and a 1995 with 152,000 miles. They have five full time people and a few that are paid on call. Gasparich stated that we need to talk with other ambulance services to see if they have ambulances that they are getting rid of with lower mileage. **Motion by Chuck Graden and second by Joe Gasparich to recommend that this request go to the Finance Committee. All in favor, motion carried.** Jolletta Hill will go to the April Finance Committee meeting.

EMA:

1. **Panic Alarm Testing Update/Approval:** Holmes reported the testing will be conducted tomorrow.
2. **Received the EOP from 4th Judicial Circuit COOP/COG (Continuity Of Operations and Continuity of Government) Update/Approval:** Holmes stated that the 4th Judicial Circuit has prepared and submitted their EOP. Holmes stated that she does not have anything to do with preparing their EOP.
3. **IPWMAN Dues Update/Approval:** Director Holmes stated that the EMA Office paid the dues last year and she wants to know where this will come from for this year and in the future because she did not put it in this year's budget. The annual dues are \$187. **Motion by Ron Deabenderfer and second by Joe Gasparich to pay the IPWMAN from the EMA budget and for Holmes to include this in future budgets. All in favor, motion carried.**
4. **ISEMA Update/Approval:** Holmes stated that the dues are \$65 for the year and this is in the budget.
5. **Bakken Crude and Dakota Pipeline Update/Approval:** The committee had a discussion on this pipeline.
6. **Mitigation Planning Meeting Update/ Approval:** The next meeting will be on Wednesday, March 4th, 2015 at 6:30 pm at the Health Department. The committee discussed the importance of getting all the county communities on board with participating in the four hazard mitigation planning meetings for this year. Holmes stated that she has 40 people that have sent their RSVP. Gasparich stated that if we have mutual aid agreements we can get even more money through this process. If we have signed MOU's then we can be eligible if we have our mitigation plans on file. Gasparich stated that if there is a federal grant then it could cover 75% of your costs and if you want to build something that was destroyed, you can apply for this and get money to re-build it even better. Holmes will contact Greg Michaud to see if Nokomis can apply for a grant for a new ambulance. Savage stated that he signed up for truck count training. Holmes stated that the committee has been talking about mitigation for the county and taxing bodies forever and that Betsy called her last Friday to report that she has gone through the information. Holmes stated that they will get together next week and hopes to have it ready for the board next month. Joe Gasparich gave Diana a couple of places to contact. Gasparich asked if Betsy has actually looked at it and Holmes stated Betsy will show her what to take out and what stays in. Gasparich asked again if this is ready to go and that when it is finished he wants fireworks, a band, dancing bear and the works because this has been 3 years in the making. Gasparich also stated that we need floats in every parade and that he will stand up there dressed as the president because he wants people to know what is going as this has been in the process for three years.
7. **Regional Meeting March 6th Update/Approval:** Holmes will attend the regional meeting.

Week of	Hillsboro	Litchfield	Nokomis /Witt	Farmersville/ Waggoner	Raymond/ Harvel	Total
2/2/15	22	39	17	5	4	87
2/9/15	13	0	7	3	0	23
2/16/15	33	27	7	2	0	69
2/23/15	49	28	10	2	4	93
	117	94	41	12	8	
						272

Processed Reports

Motion to pay the bills by Tim Hopper and second by Bill Bergen. All in favor, motion carried.

Motion to adjourn by Joe Gasparich and second by Ron Deabenderfer. All in favor, motion carried.

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, March 5, 2015

Time: 8:30 AM – County Board Room

Members Present: Chairman Megan Beeler, Mary Bathurst, Connie Beck, Heather Hampton+Knodle, Mike Plunkett

Members Absent: Joe Gasparich and Chairman Roy Hertel

Others Present: Bill Purcell, Ron Jenkins, Ray Durston, Evan Young, Bill Bergen, Hugh Satterlee and Sandy Leitheiser

The committee met today to discuss the following:

1. **SOA Report Update/Approval:** Ray Durston reported that they have begun balancing the final abstract and reviewing changes and when it is finished they will send it off to the Department of Revenue so they can calculate the final state multiplier which should be 1.00. Durston also reported that they have ordered supplies for the assessor books and hope to have them to the Assessors by April 15th. The Board of Review has completed their hearings and is finishing up on late divisions. Durston stated that his office has received about 900 senior renewals and 200 Disables Veterans/Persons exemptions at this time. Durston has scheduled some training with Pictometry for the 17th and attended a Mayor's meeting with GIS Technician Cassidy Younker where EZ maps were distributed. Pictometry will resume the flyover weather permitting and will notify Durston when complete. Hampton+Knodle asked about the EZ maps and new maps for the new EZ application.
2. **Monthly Coal Revenue Report and Revenue, Expense & Bank Balance Report Update/Approval:** Committee reviewed and discussed the most recent coal revenue and expense reported as presented by Treasurer Jenkins. Leitheiser asked about conducting another cost study for fees for services. Beeler stated that she is looking at a couple of vendors to do a cost study. Plunkett stated that we need a cost study to raise some fees according to state law.
3. **Zobrio Accounting Software Implementation Update/Approval:** Ron Jenkins stated that we can leave the data where it is at and we can access the history that way because there is too much data to move over and it would have to be reconciled. Bill Purcell stated that the prior history can be left on the virtual server because we own the license for the software. We are just stopping the payments on the support. Leitheiser stated that Zobrio has asked her office to clean up duplicate data and delete old vendors. Only the current data will be transferred over to Zobrio. We would only want to go read only when working with the old Harris Software. Bathurst stated that the Personnel Committee is thinking about the HR and time keeping modules. The committee wants to know how this can help the county track FMLA, time off etc. Bathurst stated that in the past all of the offices have balked at the idea of signing on to the computer like a time clock. If we can separate that out and the supervisors do what they always do, but this would be a useful electronic way to keep track of the time off. When an employee leaves, the Personnel Chairman and or Board Chairman have to sign off on a final paycheck and we have had issues because different time keeping is out there. If we get everyone to buy into using this system for time keeping, then each payroll period employee can see their remaining time off balance on their pay stubs.
4. **Collection of all County Contracts/Agreements Update/Approval:** Daniels gave an update on the procedure set up with Assistant States Attorney Betsy Wilson to get the contracts approved. There are currently 88 contracts on the spread sheet. Once everything is entered, it will be sorted by contract end date and automatic renewal date so we can flag these contracts for action.
5. **Pictometry Flyover Completion Date – Training:** Ray Durston stated that he has scheduled another training with Pictometry and has learned that the flyover of the rural areas should be completed soon.

6. **Nokomis/Witt Ambulance Levy Increase Proposal Update/Approval:** Nokomis Witt Ambulance District Director Jolletta Hill addressed the EMA committee meeting on Monday in regards to their need to ask for a Tax Levy Increase. Ms. Hill will come to the April Finance Committee meeting to make a full report.
7. **Structural Permitting & Collection Process Update/Approval:** Bill Gonet needs approval on whether he works through the homeowner or the contractor. Beeler asked Durston to put a reminder in the newspaper about the Structural Permitting & Collection process. Gonet has had some nasty behavior he has had to deal with from property owners regarding the structural permit. Currently Gonet takes the pictures and gives them to Ray Durston who in turn mails the permit to the home owner to fill out. Durston also sends the assessor a note to make sure they get out there to assess the new structures to get them on the tax rolls. The committee discussed that the current ordinance with the fine of \$500 is not being enforced and what procedures need to be put in place to enforce the ordinance. - Durston is mailing out to the homeowners from Gonet's info and they are getting most of them back. Durston stated that we have to have a process to enforce the ordinance. Beeler stated that she will ask Assistant States Attorney Betsy Wilson. Plunkett stated that this is a Township job they are the assessors who are elected to get these properties on the tax rolls and doesn't think this should be Gonet's job. It would benefit all taxing bodies to get these properties on the tax rolls. Beeler stated that we need to give someone the authority by ordinance to give and collect the structural permit paperwork and to enforce the fines or fees. The committee discussed and decided to have Gonet just give the pictures and information to Ray Durston and the paperwork will come from the SOA office.
8. **U of I Extension Agreement & Levy Update/Approval:** The committee reviewed the U of I Agreement for FY2016 – Amanda Cole will be here Tuesday, March 10th for the full board meeting. **Motion by Hampton+Knodle and second by Connie Beck to recommend the approval of the U of I extension Agreement and levy for FY 2016 in the amount of \$154,910 to the full board. All in favor, motion carried.**
9. **Add Bloome Water to the Prepaid Vendor List Update/Approval:** Committee discussed adding Bloome Water bills to the prepaid vendor list because of the timing issue of when their invoices are sent out just before the full board. **Motion by Beck and second by Mary Bathurst to approve that Bloome Water is added to the prepaid vendor list. All in favor, motion carried.** The committee would like to review in three months. Motion by Hampton+Knodle and second by Plunkett to delete Tech Electronics and Franco Postallia Mailing Solutions from the Prepaid vendor list. All in favor, motion carried.
10. **FY 2016 Budget Hearing Dates Update/Approval:** Hampton+Knodle recommend due dates so bills will go out June 1st and the first installment would be due in July and the second installment would be due 60 days later in September. Hampton+Knodle shared a pie chart regarding property taxes that she received from Ray Durston. The Committee discussed cash flow problem for farmers and Hampton+Knodle stated that the 60 day window would be better. Bathurst gave an idea of a 45 day window. Hugh Satterlee stated that you have to look at when an individual pays their taxes as some are in escrow, so the bank will pay right away and some tax payers pay the entire amount at the time of the first installment. The due dates are not as important as when people pay their taxes.
11. **FY2016 Budget Hearing Dates:** Committee set the following dates for the budget hearings. Monday, July 20th - Tuesday, July 21st and Thursday, July 23rd.
12. **Other Business Update/Approval:** None at this time.

Motion by Mike Plunkett and second by Mary Bathurst to pay bills and approve payroll. All in favor, motion carried.

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

Meeting adjourned at 10:50 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, March 3rd, 2015

Time: 8:30 AM – County Board Room

Members Present: Chairman Connie Beck, Chuck Graden, Earlene Robinson, Richard Wendel and Vice-Chairman Mary Bathurst

Members Absent: Board Chairman Roy Hertel, Joe Gasparich and Mike Webb

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

The committee met today to discuss the following:

- 1. Elections Update/Approval:** Leitheiser shared a copy of the ballot for the April 17th, 2015 Election. The same ballot is on the County Website and will be given to the newspapers in March. There was a very productive Election Judge Training on Tuesday of next week. There will be less election judges needed for this election and Leitheiser explained the process for the write in candidates. There are now 15 Candidates County wide for the April election.
- 2. EPA Report Update/Approval:** Gonet stated that the EPA grant application will go out on April 1st. The State is waiting for the budget to be signed and then they will send out our grant. Gonet also reported that he talked with Assistant States Attorney Betsy Wilson regarding the building permits and he would like to know if the permit should be given to the contractor or landowner. The committee suggested that he check with the Finance Committee.
- 3. Recycling Program and Events Update/Approval:** Ben Bishop reported.
 - Ben received two quotes for a car port and concrete pad to be installed as a recycling drop off in Panama. **Motion by Graden and second by Wendel to accept the bid from Nail for \$1,490 for the car port. All in favor, motion carried. Motion by Robinson and second by Richard Wendel to approve the quote from Brandon Bell for the concrete pad in the amount of \$2,100. All in favor, motion carried.** This will be installed when weather permits. Bishop is also talking with Fillmore to see if they are still interested in installing a drop shed.
 - Bishop reported that there is a problem with ice and snow on the door at the Hillsboro recycling center and he called a few vendors for prices for ice and snow blocks. Bishop will get some photos so that Chris Daniels can check with the insurance company to see if we can use the safety grant to purchase and install the snow and ice blocks.
 - Bishop addressed the committee regarding the 45' x 80' building next door to the Hillsboro facility that is for sale and he would like to purchase it for material storage or drop off area. Bishop stated that they need to build on to the current building for a bigger drop off area anyway. Bishop stated that they still need the building we have. Bishop did measure the door and it is only 12 foot and could not be used to store the trucks which are hard to start in the winter.
- 4. Schedule an Electronics Recycling Drive:** Bishop met with BLH in Springfield to set up an electronics recycling drive. It is scheduled for Saturday, April 25th, 2015 from 8:00 am to 2:00 pm at the Hillsboro Facility. BLH will have a 15 man crew to come down with their trucks and they will collect the \$20.00 fee for televisions. BLH will also set up pickups with the businesses to bring their trucks and employees down to pick up televisions. They committee approved ordering lunch for the working crew.
- 5. Animal Control Facility Program Update/Approval:** Report given by Amanda Daniels

- Daniels stated that she is working on statistics to share with the committee for next month and there have been many humane investigations the past few weeks with the freezing weather and snow. Committee discussed a few of the cases involving dogs without adequate food, water and shelter and a couple of horses that were running loose on Route 16 in Witt. Daniels also thanked the Sheriff's Department for their assistance with some disgruntle pet owners in the past couple of months. Daniels shared a photo of a dog that was picked up in Raymond and went to a rescue in Chicago where it was fitted with a little wheel chair. Daniels also stated that she assisted Hillsboro Police Officers this past Friday night with a situation of abuse.
- The committee discussed installing a car port to store the two new vehicles. Robinson suggested a garage for better security and to protect them from the weather. The committee will discuss further as the weather gets warmer.
- We are waiting for Hiller's to get parts for the incinerator chimney.
- Open bids for 1999 Astro Van. Two bids were received and the highest bid was from Myrvle Barker in the amount of \$460. **Motion by Earlene Robinson and second by Richard Wendel to sell the 1999 Astro van in the amount of \$460 to Myrvle Barker.**
All in favor, motion carried.

6. Other Business Update/Approval:

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

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

Meeting adjourned 10:15 a.m.

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

Montgomery County Board

Special Personnel Committee Meeting Minutes

Date: Thursday, March 5th, 2015

Time: 5:00 PM– County Board Room

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

Members Absent: Roy Hertel

Others Present: Hugh Satterlee and Ron Jenkins

The committee met to discuss the following:

1. **Request for Qualification on Employee Health Insurance Update/Approval:** Bathurst explained that we sent a letter out to 30 County Insurance Companies with a list to provide information regarding their qualifications. The committee received and reviewed qualification information from five insurance companies. Marten Insurance Company stated that they were not able to submit information so the committee chose two of the remaining four to ask them to prepare comparisons for a fully funded employee health insurance program for the next Personnel Committee on March 26th when Consociates will be here. **Motion by Jay Martin and second by Evan Young to ask Scheller Insurance Agency in Litchfield and Tosetti and Associates Insurance in Nokomis to prepare fully funded employee health insurance comparisons for the March 26th committee meeting.. All in favor, motion carried.**
2. **Local 773 in the Sheriff's Department Update/Approval:**
 - **Jailers:** Mediation was held and an agreement was reached. The union met and voted to accept the tentative agreement. **Motion by Jim Moore and second by Evan Young to recommend the approval of the contract with Local 773 representing the Correctional Officers in the Sheriff's Department to the full board. All in favor, motion carried.**
 - **Dispatchers:** Judy Simpson has not contacted us yet in regards to the Union members voting on the tentative agreement.
3. **Other Business Update/Approval:** None at this time.

Motion by Jim Moore and second by Bill Bergen to adjourn the meeting. All in favor, motion carried.
Meeting adjourned at 8:25 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 Personnel Committee Meeting Minutes

Date: Thursday, February 26th, 2015

Time: 5:00 PM– County Board Room

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

Members Absent: Roy Hertel

Others Present: Hugh Satterlee and Ron Jenkins

The committee met to discuss the following:

1. **Request for Qualification on Employee Health Insurance Update/Approval:** Bathurst explained that we sent a letter out to 30 Insurance Companies located in Montgomery County with a list to provide information regarding their qualifications. The committee will review this information at a special meeting on Thursday, March 5th, at 8:00 am.
2. **VALIC Termination Update/Approval:** Committee Chairman Bathurst explained that we received an email on February 19th from VALIC that stated the deferred compensation was terminated. At this point all payroll deductions should stop however when Bathurst checked with Payroll, it was prepared a few days in advance and deductions were already taken out. Bathurst instructed Liz Holcomb to get the money back from VALIC and to refund the employees and make adjustments to tax withholdings.
3. **Zobrio Human Resource Module Update/Approval:** Bathurst stated that she would like to check with department heads to see if they would be willing to use the Time Keeping module of the Zobrio accounting software package before the County purchases it.
4. **Wellness Program Update/Approval:** Bathurst stated that the one year contracts will be up at the end of March and she had a conference call on Wednesday, February 25th to discuss with Fusion. The Wellness Committee met and Bathurst prepared a revised “Rules” document that will be dispersed in the employee’s pay checks.
5. **Local 773 in the Sheriff’s Department Update/Approval:**
 - **Jailers:** Mediation was held and an agreement was reached. The union will meet to vote on the proposal and get back to us before the full board meeting.
 - **Dispatchers:** The committee met with Judy Simpson and Union representatives and reached a tentative agreement. Simpson will take the proposal back to the union members for a vote and advise the committee.
6. **Other Business Update/Approval:** None at this time.

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

Meeting adjourned at 8:20 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

Special Personnel Committee Meeting Minutes

Date: Thursday, February 12th, 2015

Time: 5:30 PM – County Board Room

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

Members Absent: Rick Robbins, Sheriff Vazzi

Others Present: Judy Simpson, Pam Ott, Ed Boyd and Mary Shipman

The committee met to discuss the following:

1. **Local 773 in the Sheriff's Department Update:** The Personnel Committee met with the Sheriff's Jailers Union Local 773 for negotiations. A media notice will be sent out to change the time of the next Regular Personnel meeting on Thursday, February 26th, 2015 to 5:00 pm and to continue union negotiations at 6:30 p.m..

Motion by Jay Martin and second by Mike Plunkett to adjourn the meeting. All in favor, motion carried. Meeting adjourned at 7:20 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, March 4th, 2015

Time: 8:30 AM – Highway Department

Members Present: Earlene Robinson, Glenn Savage, Bob Sneed, Mike Webb, Evan Young, and Vice Chairman Mary Bathurst

Members Absent: Gene Miles and County Board Chairman Roy Hertel

Other Present: County Engineer Kevin Smith

The Committee met today to discuss the following:

1. **2015 MFT Oil Letting Update/Approval:** The committee discussed and set the date of Wednesday April 29th, 2015 for the annual MFT Oil Letting at 9:30 am at the Highway Department.
2. **Above Ground Fuel Tanks Update/Approval:** Engineer Smith stated that he received some information regarding the two 1,000 above ground fuel tanks and the cost would not be as much as he first reported a few months ago. Smith also looked at a better inventory/security system for the various departments to get fuel at the new pumps. Instead of a keyed system, Smith looked at a keypad system that would allow for 120 users to enter a four digit number to access the fuel even when the Highway Department is closed. This would also allow for easier tracking and billing purposes. When Smith gets ready to put this out for bid, they will follow the guidelines of the Fire Marshall. FS now has the capability to electronically monitor how much fuel would be in the new tanks.
3. **Pipeline Permit/Road Use Agreement:** Engineer Smith reported that he attended a meeting in Mt. Sterling yesterday for Counties dealing with the Dakota Pipeline Project. Smith showed the committee members a revised map showing how the project was changed to go south of Walshville. Smith stated that the meeting entailed back ground of the Road Use Permitting process and they wanted to know what the Counties needed from them. Dakota Pipeline Representatives stated that they will have detailed sheets of how the pipe would be laid under each road and Engineer Smith stated that he could also request the detailed sheets for the township roads that will be affected. There will be four townships in our County that will be affected by this project and Engineer Smith stated that he has offered to help them if they need assistance, however he also advised them that they need to contact their Township Attorney for any legal advice.
4. **Other Business Update/Approval:**
 - The older recycling box truck is down and Ben Bishop stopped by to ask Kevin Smith to have the Highway Department Mechanic look at and evaluate the problem with the truck. Smith stated that he would have Carl look at it when he gets a chance.
 - Mary Bathurst asked Engineer Smith if he would use the time keeping module on the new financial software and he stated that he would. Engineer Smith has not heard anything from the employees regarding the termination of the VALIC account.
 - Evan Young asked if rock could be stock piled in Irving now while there is no snow to plow in order to prepare for the Pine Street project.

Road and Bridge Report: Montgomery County Forces have been patching roads, checking and replacing signs, and plowing snow.

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

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

Meeting adjourned at 9:25 a.m. Minutes respectfully submitted by acting secretary Christine Daniels as Deputized by the Montgomery County Clerk and Recorder, Sandy Leitheiser.