

Draft

Montgomery County Board Coordinating Committee Meeting Minutes

Date: Tuesday, November 24, 2015

Time: 8:30 am – County Board Room

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

Others Present:

The committee met today to discuss the following:

Coordinating Committee: Roy Hertel, Board Chairman

1. **Coal Mine Update/Approval:** Chairman Hertel stated that they are working on moving the longwall machine and should be mining coal again in the next couple of months.
2. **Law Suit – Montgomery County vs. State of Illinois Update/Approval:** Chairman Hertel stated that he has been communicating with Assistant States Attorney Betsy Wilson to work on the law suit that will be filed in the court of claims for the money that the State owes the County because they haven't approved a budget yet.
3. **Other Business Update/Approval:** None at this time.

Building & Grounds Committee: Bob Sneed, Chairman *Friday, November 4th at 8:30 a.m.*

1. **Maintenance Issues and Report Update/Approval:** Sneed reported that the 85 gallon hot water heater in the New Courthouse needs to be replaced.
2. **Open Bids for the Annex Building Issues Update/Approval:** Sneed reported that bids will be opened for work to the Annex building. There are three addendums in the bid specs and there will be a \$10,000 contingency built in.
3. **Bid out Elevator Maintenance Agreements Update/Approval:** Will be bid out in January.
4. **Communication Tower Renovations Update/Approval:** The communication tower is almost complete.
5. **Bid out Trash Hauling Service:** Committee will discuss.
6. **Other Business Update/Approval:** None at this time.

Economic Development Committee: Heather Hampton+Knodle, Chairman *Thursday, Nov. 19th at 8:30 a.m.*

1. **MCEDC Update/Approval:** They had a board meeting last week and will put out a RFP for fiber installation.
2. **Incentives Update/Approval:**
 - a. Revolving Loan Fund – Committee will discuss the report.
 - b. Enterprise Zone – Committee will discuss the timeline for EZ applications.
3. **Planning Update/Approval:**
 - a. Planning Commission - New County Liaison – Rueben Boehler has resigned because he took a job out of the county and they are looking for someone to fill the vacancy.
4. **Infrastructure Update/Approval:**
 - a. Incumbent Provider Updates: Continue to gather information on where the strong internet services are. Hampton+Knodle stated that she has asked Will Shalter to gather information regarding providers and prices.
 - b. Fiber RFP: Committee will discuss.
 - c. Eagle Zinc – Nothing new to report.
5. **Tourism Update/Approval**
 - Tourism South Submissions – Shalter has submitted the lists.
 - Bike Trail Signage Bid – Committee will discuss.
6. **Workforce Update/Approval:**
 - a. CEO Night of Networking was held on November 16th 2015 at the Litchfield Holiday Inn Express. Trade show will be April 26th at LLCC Technology Building.
7. **Other Business Update/Approval:** None at this time.

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

1. **Ambulance Calls Update/Approval:** Committee will discuss.
2. **Hazard Mitigation Plan Meetings Update/Approval:** Next meeting is scheduled for January 21st, 2016. Chairman Hertel stated that we are going to submit putting tornado shelters in the county schools in the mitigation plan.
3. **Fire Extinguisher Training Update/Approval:** Training was held on November 18th, 2015 for the Courthouse complex.
4. **911 Legislation Update/Approval:** The Committee will discuss.
5. **Other Business Update/Approval:** None at this time.

Finance Committee: Megan Beeler, Chairman *Thursday, Dec. 3rd, 2015.*

1. **SOA Report Update/Approval:** Committee will discuss.
2. **Monthly Coal Revenue Report and Revenue, Expense & Bank Balance Report Update/Approval:** Committee will discuss.
3. **New Wave Phone and Internet Implementation Update/Approval:** Bill Purcell will report.
4. **Zobrio Accounting Software Implementation & Access for Supervisors Update/Approval:** Chairman Hertel will follow-up.
5. **Public Act 099-0269 – County Board implement a judicial facilities fee Update/Approval:** Committee will discuss.
6. **County Hotel/Motel Tax Ordinance Update/Approval:** Assistance States Attorney is working on this.
7. **Leasing Space on the Communication Tower Update/Approval:** Chairman Hertel will follow up.
8. **County Board Structure Update/Approval:** Committee will review information that was submitted and discuss the committee structures as well.
9. **Other Business Update/Approval:** None at this time.

HWE Committee: Connie Beck, Chairman *Tuesday, Dec. 1st. at 8:30 a.m.*

1. **Elections Update/Approval:** Committee will discuss.
2. **Water Well Ordinance – Health Department Update/Approval:** The board was given one month to review.
3. **EPA Report Update/Approval:** Gonet will give his report.
4. **Recycling Program and Events Update/Approval:** Bishop will report.
5. **Animal Control Facility Program Update/Approval:** Daniels will report.
 - **Ordinance, Fees, Stats:** Committee will discuss.
 - **Proposal to enclose front porch:** Committee will discuss.
6. **Other Business Update/Approval:** None at this time.

Personnel Committee: Mary Bathurst, Chairman *Wednesday, Nov. 25th at 8:30 a.m.*

1. **Local 148 Union – Circuit Clerk's** Bathurst reported that a tentative agreement was reached yesterday with Local 148 and will be voted on by union members next week so it can go to the full board.
2. **Zobrio Time Keeping Module Update/Approval Negotiations Update/Approval:** Committee will discuss.
3. **Draft of Personnel Manual Updates from ICRMT Update/Approval:** Committee will discuss.
4. **Executive Session to Discuss Personnel and Litigation Issues Update/Approval:**
5. **Other Business Update/Approval:** None at this time.

Road & Bridge Committee: Gene Miles, Chairman *Wednesday, Dec. 2nd at 8:30 a.m.*

1. **Above Ground Fuel Tanks Update/Approval:** Fuel tanks have been inspected and are operational.
2. **Simpson Bridge in Walshville Township Update/Approval:** Construction has been progressing.
3. **Crude Oil Pipeline Update/Approval:** Committee will discuss the road use agreement for this project.
4. **Red Ball Trail Update/Approval:** Assistance States Attorney Betsy Wilson will discuss.
5. **2015 MFT Funding Update/Approval:** Committee will discuss.
6. **Damage on North Road Reimbursement Update/Approval:** The insurance company will settle the claim for the damages.
7. **Other Business Update/Approval:** None at this time.

Motion by Miles and second by Savage to adjourn the meeting. All in favor, motion carried. Meeting adjourned at 10:00 am. The summaries of minutes were respectfully submitted by acting secretary Christine Daniels, as Deputized by Montgomery County Clerk/Recorder Sandy Leitheiser.

Montgomery County Board

Buildings & Grounds Meeting Minutes

Date: Friday, December 4th, 2015

Time: 8:30 AM – County Board Room

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

Others Present: Lloyd Meyer

The committee met today to discuss the following:

1. **Maintenance Issues and Report Update/Approval:** Lloyd Meyer reported that the hot water heater was replaced at the Jail and that hand rails were installed by the handicap entrance at the Historic Courthouse. Outside doors on the Historic Courthouse will be caulked and painted next week. Meyer also reported that the wallpaper in the long hallway at the New Courthouse will be removed and the area painted this winter. The Judge's Offices have already been painted.
2. **Open Bids for the Annex Building Issues Update/Approval:** Sneed reported that only one bid was received for the work for the Annex Building. Evans-Mason Inc. submitted a bid in the amount of \$56,840 for masonry work to the west wall of the Annex building. There are also amounts for three other areas of work that were submitted as "alternate bids." Alternate bid #1 in the amount of \$2,950 includes work to install five metal ties that go into the floor joists so the walls don't bow out. Alternate bid #2 in the amount of \$5,440 would include taking wood grounds out of the masonry. Alternate bid #3 in the amount of \$5,510 would be to repair the two chimneys on the east side of the Historic Courthouse. **Motion by Gene Miles and second by Richard Wendel to recommend the bid from Evans-Mason Inc. in the amount of \$56,840 if this includes the \$10,000 contingency, along with Alternate bid #1 in the amount of \$2,950 and alternate bid #3 in the amount of \$5,510. All in favor, motion carried.** The committee is not recommending Alternate bid #2 at this time. At the end of the meeting, Bob Sneed received phone calls from Ken McDonough and Brett Seward stating that the \$10,000 contingency is included in the \$56,840.
3. **Bid out Elevator Maintenance Agreements Update/Approval:** The committee discussed reviewing the elevator maintenance agreements and putting them out for bid on January. An email will be sent to OTIS and Schindler Elevator to ask them to submit a quote for the maintenance agreement for the three elevators.
4. **Communication Tower Renovations Update/Approval:** Chairman Hertel reported that renovation work continues on the communication tower and the antennas will be relocated soon.
5. **Trash Hauling Service Update/Approval:** The committee discussed the recent billing issues with trash hauling and Chairman Hertel stated that he would like to have a meeting with the owner of DC Waste and Recycling along with Connie Beck and Bob Sneed.
6. **Other Business Update/Approval:** Bob Sneed reported that we will enter into another one year maintenance contract with Johnson Controls for the HVAC system at the New Courthouse.

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

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

Meeting adjourned at 10:30 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, November 19th, 2015

Time: 8:30 am – County Board Room

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

Members Absent: Nikki Bishop, Jay Martin

Others Present: Will Shalter and Sandy Leitheiser

The Committee met today to discuss the following:

1. **MCEDC Update/Approval:** Shalter stated that they have a MCEDC Board Meeting tonight and he shared the MCEDC e-Newsletter for the month. Shalter reported that Care-Otter is releasing its first product on November 18th, 2015 and will be highlighted at the Microsoft Connect Conference in New York. Shalter stated that he is doing the retentions visits and that he also met with the Villages of Panama and Taylor Springs so they could set up their SAM registrations to apply for Grants. Shalter stated that MCEDC grant writer Steve Bryant will give his resignation tonight at the meeting and is willing to meet with the new grant writer. Shalter shared a report he obtained from Location One an online database made available to potential investors that has an Environmental Systems Research Institutes mapping application that generates a social profile of our county. Montgomery County is primarily identified as a Heartland Community.
2. **Incentives Update/Approval:**
 - a. Revolving Loan Fund: Shalter stated that payments are on time and a few entrepreneurs have expressed interest in the revolving loan fund. Shalter reported that the RLF board will meet soon to discuss/approve possible candidates for the county board.
 - b. Enterprise Zone: Committee discussed the status of applying for the Admin Fee application and the steps needed to revise the legal description to add and delete territory that would need to be included in the EZ applications. The timeframe to submit the Admin Fee Application to DCEO will be February 1st, 2016.
3. **Utilities Update/Approval**
 - Dakota Access: Chairman Hertel stated they have not started the project, however, Clerk Leitheiser shared that easements for the project are being recorded. Chairman Hertel also shared that he and Engineer Smith talked with their project manager who didn't have a problem with \$3.5 million bond, however they did not agree with the \$25,000 administrative fees. Chairman Hertel stated that he explained all the work our engineer and staff would need to do to administer this project in our county.
 - Grain Belt: The board members received information regarding the project approval by the State of Illinois.
4. **Planning Update/Approval:**
 - a. Planning Commission – Chairman Hertel stated that Evan Young is the new County Liaison to the Planning Commission due to the resignation of Rueben Boehler to took a job working out of the County.
5. **Infrastructure Update/Approval:**
 - a. Incumbent Provider Updates – Hampton+Knodle stated that she has been meeting and communicating with internet providers.
 - b. Fiber RFP – Hampton+Knodle stated that she spoke with Assistant States Attorney Betsy Wilson regarding the RFP, which according to Wilson can't be used for our County.

- c. Eagle Zinc: Hampton+Knodle stated that Chairman Hertel sent a letter regarding the past contractor and that there is no new movement at the site. Shalter stated he received some information from Mayor Sullivan regarding moving the retention pile to another location, more towards the center of the property. Shalter stated that he will ask Philip from Congressman Davis' Office and EPA to give us information regarding the retention pile.

6. Tourism Update/Approval

- Tourism South Submissions: Will Shalter has submitted business lists to Tourism South Bureau.
- Bike Trail – Hampton+Knodle stated that two new signs were ordered by Engineer Smith.

7. Workforce Update/Approval:

- a. CEO Night of Networking: Hampton+Knodle stated that the CEO Night of Networking was held on November 16th, at the Litchfield Holiday Inn Express and there was a great turn out by the Board Members. Chairman Hertel stated that he is impressed with the students and the instructor and that he was told by some investors that the Litchfield School Districts will have 4 or 5 students next year. Hampton+Knodle stated that the CEO trade show is scheduled for April 26th, 2016 at the LLCC auditorium.

8. Other Business Update/Approval: Kelly Moroney called to report that the Housing Authority received notification that they did get approved for their funding to replace 37 housing units and the project should start next spring.

Motion by Ron Deabenderfer and second by Tim Hopper to pay the bills. 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 10:05 am. Minutes respectfully submitted by acting secretary Christine Daniels as Deputized by the Montgomery County Clerk and Recorder, Sandy Leitheiser.

Montgomery County Board

EMA/Ambulance Committee Meeting Minutes

Date: November 30th 2015

Monday 08:30– EMA Office

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

Members Absent:

Others Present: Diana Holmes

Ambulance Call Reports:

Collections: Director Holmes stated we will have reports by next Tuesday.

EMA:

1. **Weather Spotter Class Update/Approval:** Director Holmes stated Jim Kramper with emergency preparedness of the National Weather Service gives the presentation free of charge. The class will be at the Moose Club at 6:00 p.m. on March 10th, 2016 and a meal will be served. Holmes stated this is a well-attended class. There will be videos that the spotters and the Weather Service have filmed. Holmes stated the weather spotters go out on their own as it is voluntary and not through EMA.
2. **AED Refresher Class Update/Approval:** Holmes stated a time will be set up in the future on a Thursday in the County Board room for the AED class from 8:00 a.m. – 4:00 p.m. There will be two classes in the morning and two in the afternoon. She encourages all County staff to participate and board members are welcome. She stated we have one AED in the Historic Courthouse, one in the New Courthouse and two at the Jail.
3. **Panic Alarm Testing Update/Approval:** Savage stated all panic alarms are working at this time.
4. **Panic Alarm Panel Update/Approval:** Savage stated we need to upgrade the panel in the New Courthouse at a cost of \$5,000. Judge Roberts has offered to contribute if he has any funds left at the end of November. Gasparich stated we can pay the remaining funds out of office 047. Holmes stated it will take a while to build the panel.
5. **Tom Day Contract Update/Approval:** Board members reviewed the Tom Day contract for EMA. Savage stated a reconditioned copier can be leased for \$2,520 or purchased for \$2,000. The service contract includes all parts, labor and supplies for \$467 a year which covers 20,000 black and white copies and 3,000 color copies a year and excess black copies at .013 per copy. The IT Department uses the copier too. Chairman Hertel stated we previously approved paying all Tom Day contracts at once. **Motion by Gasparich, second by Bergen to buy the new copier for the amount of \$2,000. All in favor, motion carried.**
6. **Mitigation Planning Update/Approval:** Board members reviewed a handout on identifying mitigation projects to include in the Natural Hazard Mitigation Plan. Savage read the items that are not considered mitigation by FEMA. Also, a handout on funds received on the ice storm of 2006 was reviewed. Holmes stated that those who applied and gave receipts received their funds by 2007. Gasparich stated these funds were only for equipment since the County was not through EMA at that time. We are now presently through EMA, so more would be covered in the future. Chairman Hertel stated with plans for a new high school in Hillsboro, a storm shelter should be included in the Hazardous Mitigation Plan. Hillsboro School District could get some money to defray the cost. The high school and the junior high can have one storm shelter together since they are within five minutes walking distance. Michelle Kassebaum can attend the School Board meeting to discuss the shelter. Hertel stated all County schools should be included in the Plan.
7. **EMPG Grant Update/Approval:** Savage stated the State paid the third quarter, but they won't be paying the fourth quarter because they ran out of money. Chairman Hertel stated they did not budget the money.
8. **Regional Meeting December 11th Update/Approval:** The Regional meeting in November was cancelled and moved to December 11th, 2015.

9. **MOU's Update/Approval:** Holmes discussed the taxing bodies' signatures on the MOU's that she had received and still needed.
10. **Other Business Update/Approval:** Deabenderfer discussed the fire on McCord trail during Thanksgiving and stated Hillsboro Fire Department went on the call. Chairman Hertel stated the fire districts agreed that Hillsboro has 15 subscribers on the other side of the township line and they would not solicit any more subscribers. The City of Litchfield and Hillsboro has decided not to go to other sides. Discussion took place on creating a fire district without a line including Witt, Hillsboro and Litchfield.

| Week of | Hillsboro | Litchfield | Nokomis /Witt | Farmersville/ Waggoner | Raymond/ Harvel | Total |
|----------------|------------------|-------------------|----------------------|-------------------------------|------------------------|--------------|
| 11/2/15 | 33 | 34 | 9 | 3 | 7 | 86 |
| 11/9/15 | 47 | 19 | 10 | 0 | 0 | 76 |
| 11/16/15 | 38 | 21 | 8 | 0 | 0 | 67 |
| 11/23/15 | 51 | 28 | 6 | 4 | 2 | 91 |
| 11/30/15 | 45 | 56 | 15 | 3 | 0 | 119 |
| | 214 | 158 | 48 | 10 | 9 | 439 |

Processed Reports

Pay the Bills: Motion by Graden, second by Deabenderfer to pay the bills. All in favor, motion carried.

Adjourn: Motion by Hopper, second by Deabenderfer to adjourn at 9:23 a.m. 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, December 3rd, 2015

Time: 8:30 AM – County Board Room

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

Others Present: Sandy Leitheiser, Judge Roberts, Ray Durston, Treasurer Jenkins

The committee met today to discuss the following:

1. **Conflict Public Defender Contracts Update/Approval:** Judge Jim Roberts reported that the Conflict Public Defender contracts have been submitted for signature and that they are the same as last year. The two primary CFD contracts for Stacey Hollo and Barb Adams are for \$34,500 each per year and the third contract for Jack Evans is for \$24,000 per year. Judge Roberts reported that he has been keeping track of their time for the past 11 months and the indication shows that the contract amounts are pretty close to the time spent on cases. The primary conflict public defenders spend about 40 hours per month on cases. Judge Roberts also stated that Public Defender Mattson has been handling more cases because she doesn't have as many conflicts. Judge Roberts reported that he budgeted \$97,500 for conflict public defender services and these three contract total \$93,000. **Motion by Mike Plunkett and second by Joe Gasparich to approve the three Conflict Public Defender Contracts as presented by Judge Roberts. All in favor, motion carried.**
2. **SOA Report Update/Approval:** Ray Durston stated that they are finishing up the entries and ready to publish in the next two weeks. Information was done in late October and has been put on the County web site as of this week. Durston reported that the Board of Review has received about 30 complaints and that farm land assessments are based on soil types so increases will vary. Chairman Hertel reported that there is legislation pending that would eliminate the requirement to publish assessment increases in the newspapers. The Committee also discussed the issue of property that has unknown owners.
3. **Monthly Coal Revenue Report and Revenue, Expense & Bank Balance Report Update/Approval:** Committee reviewed and discussed the two month of Coal revenue and expense reports that were submitted by Treasurer Jenkins.
4. **New Wave Phone and Internet Implementation Update/Approval:** Bill Purcell has been working with the phone and internet implementation. The Internet services have been switched to New Wave and the phones are scheduled to switch from Consolidated Communications to New Wave in the next couple of weeks.
5. **Zobrio Accounting Software Implementation & Access for Supervisors Update/Approval:** Treasurer Jenkins reported that they worked with Zobrio yesterday on the punch list and that they will schedule a meeting with Amiee, Liz and Andrew to come and give additional training for which we will get an invoice. Liz stated that Andrew wants to come next week on Thursday and Friday and that they can now log into the H-R module. Jenkins stated that there have not been any updates to the Zobrio punch list for the past couple of weeks and that his office is running with what they have. Chairman Hertel stated that they will contact John with Zobrio today after the Finance committee meeting. Clerk Leitheiser stated that the only item on the punch list was taken care of and the down load with the Health Department is working. Liz stated that Andrew with Zobrio is working to get her updates and that we should be able to work through getting the W-2's printed.

6. **County Hotel/Motel Tax Ordinance Update/Approval:** Beeler stated that the Committee will pursue and address establishing a County Hotel/Motel Tax with the States Attorney's Office.
7. **Leasing Space on the Communication Tower Update/Approval:** Chairman Hertel stated that the Sheriff's Department has been working with the Hillsboro School District on the frequency issues.
8. **County Board Structure Update/Approval:** Beeler reported that she reviewed the information that was submitted by Mike Plunkett last month and she shared some additional research regarding the makeup of other county boards and their committee structure. The committee will gather and compile more information over the next few months to share with the county board. Hampton+Knodle stated that she thinks that someone with the expertise needs to take all county contracts like for insurance, phone, internet etc. to shop around for the best deals.
9. **Copy Machine Contracts Update/Approval:** Tom Day Business Machines has compiled all the copy machine contracts for the General Fund Offices and prorated them on one invoice. The contracts for these offices will now be from December 1st, 2015 to November 30th, 2016. Chairman Hertel stated that they can be vouchered from other expenses in the General Administrative fund.
10. **ROE Annual Report Update/Approval:** The committee reviewed the final ROE annual report that was submitted by Marchelle Kausbaum. **Motion by Mary Bathurst and second by Mike Plunkett to approve the ROE annual report. All in favor, motion carried.**
11. **Other Business Update/Approval:** Beeler asked if the Property Casualty Insurance was going to be bid out and Chairman Hertel stated that we didn't have to bid it out at this time and that the increase in premium is probably due to the pending law suit with the Sherriff's Department. Bathurst reported that she checked with Shannon Hall yesterday regarding contractual agreements with local providers. We are required by law to have certain coverages for a large group (50 employees and over). If an employer has less than 50 employees, they are treated like individual policies according to the America Health Care Act. As far as the county is concerned, since we have over 100 employees on the insurance, it is OK and will have the local providers.

Motion by Joe Gasparich and second by Connie Beck to pay bills and approve payroll. All in favor, motion carried.

Motion by Heather Hampton+Knodle and second by Mike Plunkett 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, December 1st, 2015

Time: 8:30 AM – County Board Room

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

Members Absent: Board Chairman Roy Hertel

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

The committee met today to discuss the following:

1. **Elections Update/Approval:** Clerk Leitheiser shared a report that listed the candidates that filed their petitions by yesterday's deadline. The next time to get on the ballot as a write in candidate can do so by January 14th, 2016. Monday, December 28th is the deadline for public entities to file their paperwork to get a public question on the ballot. At the State level there is a potential for a fair map question on the ballot. After the primary, the established county part committee can slate a candidate by Tuesday, May 31st, 2015 to be on the November ballot.
2. **Water Well Ordinance – Health Department Update/Approval:** Connie Beck reported that Cyndi Howard sent a revision to the Water Well Ordinance to change the violation from a Class A misdemeanor to a Class B misdemeanor. The full board will take action at the December board meeting.
3. **EPA Report Update/Approval:** Gonet shared his monthly report and the inspection activity for the month of November. The committee also discussed the status of the property in Ohlman that the States Attorney's Office is working with.
4. **Recycling Program and Events Update/Approval:** Bishop reported that they have made 95 bales for the month and are trying to keep up with all the holidays. Bishop has been putting up signs about garbage dumping at the facility. Bishop stated that he is still researching information for a new baler with a single shaft. Bishop asked about salary increases for the part time employees and they are scheduled to get an increase after December 1st, 2015. The committee also had a lengthy discussion regarding the cardboard that is picked up by DC Waste and Recycling. Businesses that have a cardboard dumpster are calling Ben Bishop to pick up their cardboard because they can't afford to pay for the dumpster. Bishop stated that we do not have the man power or time to pick up all these customers. Bishop stated that there is a timing issue at times when they come to drop off cardboard and that he had to reject a couple of loads because they were already processing a different material. The committee suggests that Chairman Hertel and Connie Beck schedule a meeting with DC Waste and Recycling.
5. **Animal Control Facility Program Update/Approval:**
 - Ordinance: The committee had a lengthy discussion regarding some concerns on the revisions in the ordinance. There will be some additional discussion and revisions to present to the full board in December and once it is presented to the full board, another thirty day review will take place. Daniels will also get more information from Macon County as they have had a breeder's license requirement for years.
 - Front Porch Enclosure: The committee reviewed a bid from Cunningham Construction to install sides to the front porch of the facility due to the excessive wind. There is a safety concern when the wind blows the front door as it is being opened. **Motion by Chuck Graden and second by Mike Webb to approve the bid from Cunningham Construction to install the enclosure in the amount of \$680. All in favor, motion carried.**
 - Municipal contracts: The committee would like a meeting with the municipalities to explain the increases for after hour, weekend and holiday call outs and what constitutes an emergency call.
6. **Other Business Update/Approval:** None at this time.

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

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

Meeting adjourned 10:10 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, November 25th, 2015

Time: 8:30 am - County Board Room

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

Members Absent: Jim Moore

Others Present:

The committee met to discuss the following:

1. **Local 148 Union – Circuit Clerk’s Update/Approval:** The committee discussed the tentative agreement made with Local 148 at Monday’s meeting. The union employees will meet to vote on the tentative agreement and report back to the committee before the full board meeting on December 8th, 2015.
2. **Zobrio Human Resource Module Training Update/Approval:** Mary Bathurst reported that training will be scheduled with the Treasurer’s Office.
3. **Draft of Personnel Manual Updates from ICRMT Update/Approval:** The revised Personnel Manual was given to board members to review for one month and will take action at the December board meeting.
4. **Washington National Supplemental Insurance Update/Approval:** Mary Bathurst reported that she was advised that there are only four out of ten remaining participants in the Washington National Supplemental Insurance program. When this was offered last year, it was with the stipulation that a minimum of ten employees would need to sign up through payroll deduction. **Motion by Jim Moore and second by Evan Young to cancel payroll deductions into the program due to lack of participation.** When the program year ends at the end of December, the remaining employees can choose to keep the coverage and pay it on their own.
5. **Executive Session to Discuss Personnel and Litigation Issues Update/Approval:** Motion by Jay Martin and second by Evan Young to enter into Executive Session to discuss Personnel and Litigation issues. All in favor, motion carried. Time: 9:05 am.

Motion by Evan Young and second by Bill Bergen to come out of Executive Session. All in favor, motion carried. Time 9:15 am.

Motion by Mike Plunkett and second by Jay Martin to approve that Chairman Hertel sign the Settlement Agreement. All in favor, motion carried.
6. **Other Business Update/Approval:** The committee discussed the IPMG training modules that will be made available for county employees to complete on the computer. Chairman Hertel also would like for the committee to put out a memo regarding department heads having staff meetings in their office.

Motion by Evan Young and second by Bill Bergen to adjourn the meeting. All in favor, motion carried. Meeting adjourned at 9:20 am.

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

Montgomery County Board

Road & Bridge Committee Meeting Minutes

Date: Wednesday, December 2nd, 2015

Time: 8:30 AM – Highway Department

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

Other Present: County Engineer Kevin Smith, John Gerlach, Daryl Fesser, Mark Hughes, Duane Fesser, Frank Krager, Larry Meisner of Raymond

The Committee met today to discuss the following:

1. **North Road Tile Update/Approval:** Mr. Daryl Fesser, Dwain Fesser and with some land owners addressed the committee regarding some tile issues on the North Road at the Witt Avenue intersection. They have been working to replace the 10 inch clay tile on Mr. Krager's farm and discovered that the tile under the North Road has deteriorated and is totally plugged. As they are fixing the tile on Mr. Krager's farm, they would like for the tile under the North Road also be fixed and asked if the County would participate with the cost to replace it. Mr. Fesser stated they think the tile was originally installed about 1943 because Willis Reikie once explained to them that he was 13 years old when the tile work was done. Daryl Fesser stated that he and some of the other property owners looked at their abstracts to see who owned the North Road, and the County took it over from the State in 1939. The landowners have talked with Engineer Smith to see if the culvert could be removed so the tile could be repaired correctly and would like for the County to help replace the tile and suggested replacing about 1300 feet with a 12" dual wall tile. Engineer Smith stated that he is nervous about doing any part of the project because it would open up Pandora's Box and we would be fixing tile under all our County Roads. The committee discussed the responsibility and easement issues of the pipe under the road. This tile was placed under a galvanized culvert and no one is sure when it took place. Smith stated that he has been researching this for the past couple of weeks and he can't find anything where the County participated in this tile project in the past. In 1938 the plans show that the ditches are draining to that culvert. There is no drainage district on the east side of the North Road but the Blue Grass Drainage District exists on the west side of the road but are unsure if it is active. The committee also discussed the possibility of boring a pipe under the road and the land owners would then be responsible for hooking into it with new tile and drop boxes. Mark Hughes shared concerns with water in his field and Engineer Smith replied that it is against the law for public agencies to change the natural flow of water. Smith stated that the County doesn't let farmers put drop boxes in the County right of ways. Miles stated that the Road and Bridge Committee will do more research and try to see who owns the tile and try to see what can be done to fix the issue. Smith stated that he will continue to research to see if the County shared in any responsibility in the past.
2. **North Road Damage Update/Approval:** Engineer Smith stated that he communicated with Travelers Insurance and Betsy Wilson stated it was OK for him to sign the release so the insurance company can send us the money for the damages on the North Road.
3. **Simpson Bridge Construction Update/Approval:** Engineer Smith stated that the pier caps can be poured this week and concrete tests will be taken. After 7 days, if the concrete is strong enough, they can proceed with setting the deck.
4. **Crude Oil Pipeline Update/Approval:** Engineer Smith stated that Dakota Access has agreed to the \$25,000 Administrative Fee and the \$3.5 million bond and he has incorporated those amounts in the

Road Use Agreement that can be presented to the full board for approval. **Motion by Mike Webb and second by Evan Young to recommend the approval of the Road Use Agreement for the Crude Oil Pipeline Project. All in favor, motion carried.**

5. **Above-ground Fuel Tanks Update/Approval:** Engineer Smith stated that the State Fire Marshall's Office has inspected and approved the above ground fuel tanks and they should be operational in the next couple of weeks. Engineer Smith received two quotes from certified companies to remove the old tanks. United Petroleum from St. Louis submitted a quote for \$9,600 and Bodine submitted a bid for \$13,500. Engineer Smith reported that the State has grant funds out there where the owner of the tanks pays \$10,000 towards the removal and the State pays the remainder. **Motion by Bob Sneed and second by Mike Webb to approve the bid from United Petroleum in the amount of \$9,600 to remove the fuel tanks. All in favor, motion carried.**
6. **Black Diamond Trail Update/Approval:** Engineer Smith suggested putting up weight limit signs to help protect this road during the winter months. The committee agreed that weight limit signs should be put up.
7. **2016 Fuel Letting Update/Approval:** Will be at the January regular Road and Bridge Committee meeting.
8. **2016 Rock Letting Update/Approval:** Smith reported that because of the State Budget not being approved yet, he can't schedule a rock letting in January. Smith stated that when he hears from the State, he will schedule the Rock Letting meeting for a regular committee meeting.
9. **Other Business Update/Approval:** None at this time.

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

Meeting adjourned at 10:20 a.m. Minutes respectfully submitted by acting secretary Christine Daniels as Deputized by the Montgomery County Clerk and Recorder, Sandy Leitheiser.