

# Montgomery County Board

## Buildings & Grounds Meeting Minutes

**Date:** Friday, August 7, 2015

**Time:** 8:30 AM – County Board Room

**Members Present:** Chairman Bob Sneed, Nikki Bishop, Chuck Graden, Gene Miles, Jim Moore,

**Members Absent:** Richard Wendel, Board Chairman Roy Hertel

**Others Present:** Sandy Leitheiser

1. **Maintenance Issues and Report Update/Approval:** Bob Sneed reported that the rail for the fire escape has come in and needs to be painted and installed.
2. **Sheriff's Department Vehicle Replacement Update/Approval:** The Sheriff's Department sent out bids to replace a damaged Ford Explorer last month. Wright Automotive was the low bid at \$25,000 and the vehicle was purchased from the Sheriff's Department Failure to Appear Fund.
3. **Building and Grounds FY 2016 Budget Update/Approval:** Committee discussed and approved the FY 2016 building and grounds budget. **Motion by Jim Moore and second by Chuck Graden to approve the FY 2016 building and grounds budget. All in favor, motion carried.**
4. **Bid from Engineer Service to Assess the Annex Building issues Update/Approval:** The committee reviewed a proposal from McDonough-Whitlow P.C. in the amount of \$6,000 for preliminary engineering services to prepare plans and specifications to bid out the work for repairs to the Annex Building. Scope of work will include rebuilding second floor window heads and sills, patching damaged flooring, repairs to storefront lintel and flashing, and to provide flashing or new cap to prevent water from entering behind the plaster. After a lengthily discussion, the committee decided to take this proposal to the full board for guidance on how to proceed.
5. **Bid for Painting at the Historic Courthouse Update/Approval:** Committee discussed getting a couple of prices for painting the north and south porches and doors on the Historic Courthouse. **Motion by Jim Moore and second by Chuck Graden to authorize Bob Sneed to get a couple of proposals for the scope of work and approve that the work be completed by the next committee meeting. All in favor, motion carried.**
6. **Curbs, Gutters and Sidewalks around Courts Complex Update/Approval:** The committee discussed working with the City of Hillsboro to replace the curbs, gutters and sidewalks around the Courts Complex.
7. **Communications Tower Update/Approval:** Sneed reported that the highway department has done some work at the entrance of the tower and that the paperwork on the property has been finalized and paid for. Daniels reported that Chairman Hertel talked with Engineer yesterday regarding the installation of a gate on the property.
8. **Outside Sign Proposal Update/Approval:** Leitheiser presented a quote to install a sign by the Courts Complex to identify the offices in each building. The sign is 3' x 4' and is lettered on both sides. The price of \$1,478 and includes installation. **Motion by Jim Moore and second by Gene Miles to approve the purchase of the sign from Jorn Sign Company for \$1,478. All in favor, motion carried.**
9. **ServPro Disaster Assessment of County Buildings Update/Approval:** Leitheiser reported that the report submitted for twelve buildings. Leitheiser received each building's square footage from Tom Franzen and included it in the report. Leitheiser responded that they will make the corrections and revisions and will be submitted to the committee for review and approval. Committee discussed how many copies of the emergency plan would be needed for the various off-site buildings, law enforcement and office holders. They suggested putting a wrench by each of the indoor shut offs for easier access if there were an emergency. They found some areas where the emergency areas were located in a closet with no signage. They will also provide labels for all the utilities that the maintenance staff will need to install.
10. **Waggoner Depot Update/Approval:** The committee discussed that we are waiting on the deed.
11. **Other Business Update/Approval:** Nikki Bishop stated that she was asked by Circuit Clerk Lemons regarding a parking spot for her vehicle. Bishop will find out where Lemons would like the parking spot and a sign will be installed.

Motion by Gene Miles and second by Chuck Graden to pay the bills. Motion carried.

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

Meeting adjourned at 10:00 am

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

# Montgomery County Board

## EMA/Ambulance Committee Meeting Minutes

Date: Monday, August 3<sup>rd</sup>, 2015

Time: 08:30 a.m. – 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: Kevin Smith, Barb Schmedeke-Hillsboro Ambulance District

Savage stated the packets are in front of committee members.

### Ambulance Call Reports:

Collections: New System \$114,625.29 Old System \$22.00 Total \$ 114,647.29

### AMBULANCE BUDGETS MUST HAVE APPROVAL THIS MEETING

EMA Director Holmes stated we have to approve ambulance budgets today. Holmes and Savage stated the committee did look at the ambulance budgets last meeting. Motion by Hopper, second by Deabenderfer to approve the Hillsboro Area Ambulance Budget. All in favor, motion carried. Motion by Gasparich, second by Bergen to approve the Litchfield Ambulance Budget. All in favor, motion carried. Gasparich stated Nokomis is requesting additional funding in addition to an increase in tax levy. Holmes stated she thinks Nokomis has included the extra in their budget. Chairman Hertel stated they are requesting \$63,000 more than they levied last year. They want to levy 40 cents instead of 30 cents. Hertel stated we should not approve this yet until he speaks to the director first. She has \$30,000 cushion in her budget. They are levying more than they announced at a public meeting. The Committee stated that we actually don't have to approve the Nokomis/Witt budget until October. Savage stated we will defer the approval until the next committee meeting. Motion by Hopper, second by Graden to approve the Raymond/Harvel Ambulance Budget. Chairman Hertel announced that there is a small amount of money that is over on their levy and they will probably cut from their levy. All in favor, motion carried. Motion by Hopper, second by Gasparich to approve the Farmersville/Waggoner Ambulance Budget. All in favor, motion carried.

### AMBULANCE REPORT:

#### EMA:

1. Panic Alarm Testing Update/Approval: Savage stated that Security in the New Courthouse cannot hear panic alarms from their desk in the lobby or court rooms. Savage asked Director Holmes to ask Wareham's if they have a wireless solution. Chairman Hertel stated the alarm goes straight to the dispatcher then security is notified. Security feels that the method is too slow.
2. Mitigation Plan Kevin Smith Update/Approval: Engineer Smith stated he will update the committee on forms handed out at the last meeting. Michaud told Smith he can staple the 911 book and plan together. Holmes has sent Michaud the 911 maps without the updates. Smith doesn't have anything to fill out on the damage forms because we don't any have damage to his facilities. Holmes stated she calls 911 after storms to find out if there has been any damage. Gasparich stated we could ask municipalities and townships. He stated we could prompt them to see if they had any damage in the past three years. Holmes will send a letter out to them and document it. Graden said Nokomis is not on here. Kevin stated this 911 report is the complete version. Gasparich stated that being told the 911 report is not printable or cannot be reproduced is not the answer and maybe GIS could help and solve this problem. Chairman Hertel stated there have been conversations with Ray Durston about putting an overlay of the 911 maps on GIS. Two more documents to fill out status were handed out by Smith. Smith will make five copies for departments to fill out. Holmes will take care of part of documents and Smith the other part. Gasparich stated Hampton+Knodle wants the underpass in Hillsboro on the mitigation plan. Chairman Hertel wants to make sure that the proposed water line connecting the Hillsboro and Litchfield water plants is in the plan. Savage discussed a railway ROW flooding close to Litchfield. He stated trains carrying hydrocarbons come through that area. There was a BNFS coal car derailment within a quarter mile from that location. Savage wants BNFS to drain the area. Kevin suggests first calling Illinois Commerce Commission for the name of the Rail master of that crossing, then complain to ICC as a last resort. Savage asked Smith to look into this.
3. Pocket Mask for both courthouses Update/Approval: Savage stated our AED's don't all have pocket masks. Director Holmes stated that ROE has one, but the other two buildings do not.

4. **LEPC Meeting August 13<sup>th</sup> at the Health Department Update/Approval:** Gary Forsee is the guest speaker at the next LEPC meeting. Director Holmes stated chemical storage and usage places will be discussed. She stated LEPC discusses hospital emergency plans, but doesn't necessarily discuss chemicals in the County. Deabenderfer feels we need to know where chemicals are.
5. **Vacation Aug 17<sup>th</sup> to 21<sup>st</sup> Update/Approval:** Director Holmes stated she will be available during vacation except for August 20<sup>th</sup> and asked for Gasparich to cover.
6. **Date for September meeting Update/Approval:** Director Holmes stated that September 8<sup>th</sup> – 11<sup>th</sup> is unavailable. EMA Committee will keep the August 31<sup>st</sup> EMA meeting.
7. **Emergency Contacts (See Attachments) Update/Approval:** The Committee looked at the third page. Savage stated three paragraphs referred to contacting employees in an emergency, for example to stay home if Servpro was called in or any damage was done to buildings. This might include weather related calls. 911 has the ability to send text messages out. It was suggested the County Board Office to give the message to 911, who would then call department heads to call their employees. Chairman Hertel stated we need a copy of the contact numbers. Contact information shall not be shared outside. Holmes stated the State likes to have three contacts deep in each office and most offices have this.
8. **Mitigation Planning next meeting October 22<sup>nd</sup> Update/Approval:**
9. **Letter from LRM Update/Approval:** Director Holmes stated that Latter Rain Ministry sent her a letter listing what they have available and how they have been involved in Disaster Preparedness since 2000. Holmes stated the County has given them a portable generator and ten cots.
10. **Regional Meeting August 14<sup>th</sup> Update/Approval:**
11. **MOU Update/Approval:** Savage stated the change to the Memorandum of Understanding, which dealt with chain of command and who could stop service, was given to Betsy Wilson. Should be approved at the next Full Board meeting.
12. **EOP Update/Approval:** Savage stated the Emergency Operation Plan was submitted to IEMA and they reviewed. Holmes stated they will send a letter of recommendation.
13. **MABAS Assets Update/Approval:** Holmes stated MABAS wants VIN numbers to cover equipment for liability. The County only owns a trailer. MABAS will cover. Holmes stated she can pursue getting VIN numbers. Deabenderfer stated the insurance company should have a list. Gasparich stated it would be good to have a list.
14. **Other Business Update/Approval:** Barb Schmedeke of Hillsboro Ambulance stated at the end of 2016, they would like to increase to 24 hour coverage for full time staffing of paramedics, not 16 hours on call. Hopper stated there is need as the call volume is there. Chairman Hertel asked about their ambulances and Schmedeke stated they have two ambulances at 50,000 miles, and a 2010 at 154,000 miles, and another at 70,000-80,000 miles. She stated they replace ambulances every other year. Schmedeke did receive Hertel's memo asking to make ambulances available to other districts, but she said usually their ambulances are at the end of their life when they are replaced. Also, Schmedeke asked if the County is asking all the Ambulance Districts what their ending balance in the bank is. Hertel replied yes.

Week of	Hillsboro	Litchfield	Nokomis/ Witt	Farmersville/ Waggoner	Raymond/ Harvel	Total
7/6/15	41	19	0	4	5	69
7/13/15	47	23	14	2	0	86
7/20/15	35	28	11	7	2	83
7/27/15	33	26	10	5	0	74
	156	96	35	18	7	312

#### **Processed Reports**

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

Adjourn at 9:55 a.m.: Motion by Hopper, second by Deabenderfer to adjourn. All in favor, motion carried.  
Minutes respectfully submitted by acting Secretary Lorraine Beers as deputized by the Montgomery County Clerk and Recorder, Sandy Leitheiser.

## Montgomery County Board HWE Committee Meeting Minutes

**Date:** Tuesday, August 4, 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:** Sandy Leitheiser, Ben Bishop, Bill Gonet and Amanda Daniels

The committee met today to discuss the following:

1. **Elections Update/Approval:** County Clerk Leitheiser shared information regarding the General Primary Election scheduled for March 15<sup>th</sup>, 2016 and the General Election to be held on November 8<sup>th</sup>, 2016. She stated that the Candidates packets will be ready for the August meeting for board members whose terms will expire in 2016.
2. **EPA Report Update/Approval:** Bill Gonet stated that he received a phone call from someone looking for a phone number to talk with someone about setting up curbside recycling. Gonet referred them to Ellen Robinson with IL EPA. The committee also discussed the cleanup of a safety hazard property in Ohlman and Joe Gasparich will follow up with Betsy Wilson and other Officials for an Intergovernmental Agreement.
3. **Recycling Program and Events Update/Approval:** Ben Bishop reported that the tommy lift on the box truck needs some repairs because a pin is broke and the lift does not work properly. They can have it welding at R-Machining for \$400. The cost of a new lift would be about \$5,000. The committee approved that he take the truck to R-Machining and have the lift repairs. Bishop also reported that he received a couple of quotes to install an exhaust fan in the warehouse because some workers got sick while working in the heat last week. Bishop received a quote from Hillers Sheet Metal in the amount of \$4,683 for a 48" exhaust fan and labor to install it. The second quote was from Hillsboro Electric in the amount of \$2,400.56 to install a 36" exhaust fan. **Motion by Gasparich and second by Wendel to approve the purchase of the exhaust fan from Hillsboro Electric in the amount of \$2,400.56. All in favor, motion carried. Money from the safety grant will be used for the purchase of the fan.** The committee reviewed the FY 2016 budget for recycling.
4. **Animal Control Facility Program Update/Approval:** Amanda Daniels reported that Jason Anderson has sent a check to the County for the repair of the fence at animal control, however the check needs to go Fence Masters since they are doing the repairs. The committee discussed the FY 2016 animal control budget and the amount of after-hours and weekend calls that the staff needs to handle. The committee also talked about the employees not being compensated for being on call seven days a week. Due to the frequency of after-hours calls, a higher rate may need to be charged to the municipalities to cover costs. The committee also discussed the type of calls that are received including raccoons etc. The county ordinance only applies to domestic dogs and cats. The committee also discussed a couple of revenue sources and wants to research other counties to see what the municipal reimbursements are for county animal control services.
5. **Other Business Update/Approval:** None at this time.

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

Motion by Chuck Graden and second by Joe Gasparich to adjourn the meeting. All in favor, motion carried.

Meeting adjourned 9:20 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, July 29, 2015

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

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

**Members Absent:** Evan Young

**Others Present:**

The committee met to discuss the following:

1. **FOP Union Grievance Update/Approval:** The committee reviewed and discussed the union grievance that was submitted by the FOP. Mary Bathurst reported that she sent a response to the FOP on July 22<sup>nd</sup>, 2015 to deny the grievance and we haven't heard from them. During the meeting, Chairman Hertel spoke with Business Agent Mark Russillo who responded that he will meet with their legal department today and get back to the Personnel Committee regarding Bathurst's response letter.
2. **Zobrio Human Resources and Time Keeping Modules Update/Approval:** The committee discussed the issues with the accounting software and that Zobrio will have until August 1<sup>st</sup>, to get the system working.
3. **Union Negotiation meetings with Local 397 Bill Traylor Update/Approval:** The Committee scheduled the next union negotiations with Local 397 Business Agent Bill Traylor for Monday, August 24<sup>th</sup>, at 6:00 pm in the county board room.
4. **Executive Session Update/Approval:** Motion by Jim Moore and second by Bill Bergen to enter into executive session to discuss litigation. All in favor, motion carried. Time: 9:35 am. Motion by Jay Martin and second by Jim Moore to come out of executive session. All in favor, motion carried. Time 9:52 am. No action was taken.
5. **Employee Health Insurance Employee Premiums:** The committee discussed the need to put this item on the Finance Committee agenda for Friday so they can decide what the employee's portion of the insurance premium will be.
6. **Other Business Update/Approval:** Committee received copies of the new Local 773 contracts.

Motion by Mike Plunkett and second by Bill Bergen to adjourn the meeting. All in favor, motion carried. Meeting adjourned at 9:55 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, August 5<sup>h</sup>, 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

**Members Absent:**

**Other Present:** County Engineer Kevin Smith, Bev Seamon and Kenny Pezold

The Committee met today to discuss the following:

1. **Walshville TBP Letting Update/Approval:** The committee opened and reviewed two bids for the Walshville TBP project. Bid from Kinny Contractors in the amount of \$412,717.50 and a bid from Yamnitz in the amount of \$385,077. The bids were reviewed and the prices checked out as submitted. **Motion by Mike Webb and second by Evan Young to approve the low bid from Yamnitz in the amount of \$385,077 for the Walshville TBP. All in favor, motion carried.**
2. **2015 Multi-Agency Culvert Letting Update/Approval:** The committee opened and reviewed two bids for the Multi-Agency Culvert letting. Bid from Contech for group 1 culverts in the amount of \$17,849.64 and group 2 culverts in the amount of \$9,723.62. Bid from Metal Culverts for group 1 culverts in the amount of \$15,072.90 and group 2 culverts in the amount of \$8,506.30. The bids were reviewed and the prices checked out as submitted. **Motion by Mike Webb and second by Evan Young to approve the low bid from Metal Culverts in the amount of \$15,072.90 for group 1 culverts and \$8,506.30 for group 2 culverts. All in favor, motion carried.**
3. **Crude Oil Pipeline Update/Approval:** Engineer Smith suggested that we postpone our decision on the three dollar values to put into the Road Use agreement with Dakota Access because they are in the process of looking at the maps and deciding which roads they will be using. When they have a final route, we can figure out the three dollar amounts needed to complete the road use agreement.
4. **#2015-10 Resolution to appropriate funds for 1127 B-CA, Donnellson Avenue, CH-10, Montgomery County, 100% County project Update/Approval:** Engineer Smith stated that this project is to replace a 5' diameter pipe that is over 50 feet long. **Motion by Bob Sneed and second by Mike Webb to recommend the approval of resolution 2015-10 to appropriate \$7,000 for 1127 B-CA, Donnellson Avenue, CH-10, 100% County project. All in favor, motion carried.**
5. **P.E. Agreement, McDonough-Whitlow, P.C., Section 15-08114-00-RR, Red Bridge Road Update/Approval:** Engineer Smith reported that the Illinois Commerce Commission works to upgrade rail road crossings for public roads and needs to get approval for a couple of preliminary engineering agreements. The cost will be paid 100% from the Grade Crossing Protection Fund and no funds will be used from the township or county for these agreements. Hillsboro Township will pay and then get reimbursed from IDOT. **Motion by Evan Young and second by Bob Sneed to recommend the approval of the P.E. Agreement with McDonough-Whitlow in the amount of \$16,400 for the Red Bridge Road project to the full board. All in favor, motion carried.**
6. **P.E. Agreement, McDonough-Whitlow, P.C., Section 15-08115-00-RR, Miller Branch Trail Update/Approval:** Committee discussed the P.E. Agreement with McDonough-Whitlow in the amount of \$11,400 that will be paid 100% from the Grade Crossing Protection Fund for the Miller Branch Trail project. **Motion by Evan Young and second by Bob Sneed to recommend the**

approval of the P.E. Agreement with McDonough-Whitlow in the amount of \$11,400 to the full board for the Miller Branch Trial project. All in favor, motion carried.

7. **Nokomis-Fillmore Road Update/Approval:** Engineer Smith asked the committee for input in what the committee and board wants to do as far as the upgrades to the Nokomis-Fillmore Road. It will take a couple of years of planning so Engineer Smith stated that the committee needs to think about what they would like to be done for the 13 mile project so they can start planning. Engineer Smith reported that we can apply for TARP funds in the amount of \$90,000 per mile, however when engineering work was done eight years ago, the project cost was estimated at \$12 million to do the whole road. The cost now could be about \$500,000 per mile which could vary depending on the culvert work that would need to be done at the same time. Evan Young inquired about funds or grants to help with the project to straighten out the road by the school in Nokomis. Smith replied that he could do some research for possible funding and that if we do the work to straighten out that section of road by the school, the County would take over that section of road. Gene Miles stated that we need to start planning now and get as much funding help as possible. The committee also discussed the possibility of issuing bonds to help with some of the road projects since the interest rate is so low. Mike Webb suggested the need to upgrade the bases to the roads before re-doing the surfaces.
8. **Above Ground Fuel Tanks Update/Approval:** Engineer Smith reported that the fuel tanks came yesterday and the concrete pad was installed and needs to cure. Smith met with Lyerla to install the electricity for the pumps and F.S. will then complete the fuel tank installation.
9. **Damage on North Road Update/Approval:** Engineer Smith stated that he has been working with the oil company to coordinate a day when they can get the one mile section of the North road oiled. JTC doesn't have the holding tanks and with this being a short load, they have to coordinate this with another oil project in our area. If JTC can't get this scheduled in the next few weeks, it will be oiled when the county does the rest of the road oiling at the end of August.
10. **Black Diamond Road Repairs Update/Approval:** Engineer Smith stated that a lot of time and money went into the Black Diamond Road repairs and the road is now smooth.
11. **Other Business Update/Approval:** The mowers have been fixed and are out mowing today. Committee discussed talking with HWE Chairman Connie Beck regarding bidding out the work to install the ADA accessible concrete pad for the animal control facility parking lot.

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

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

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