

# Montgomery County Board Coordinating Committee Meeting Minutes

DRAFT

**Date:** Tuesday, June 30, 2015

**Time:** 8:30 am – County Board Room

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

**Members Absent:**

**Others Present:** Sandy Leitheiser

The committee met today to discuss the following:

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

1. Discussion with Department Heads regarding Budget concerns Update/Approval: Chairman Hertel stated that he is concerned with the budget and that there is no way to close the gap on the loss of coal revenue. He added that fees and fines are down and the State wants \$350,000 out of our income tax. They took out \$17,000 out of MFT in March and that was to pay for \$350,000,000 stop gap to pay bills. Out of that \$350 million, \$30 million went to Chicago Schools and out of that our county schools did not receive anything. Hertel also reported that the State is holding federal money that is allocated to fix the Simpson Bridge in Walshville Township. We still have to cut some money out of the general fund somehow because the coal mine won't always be operating. Hertel stated that he has talked with Megan Beeler in how to cut the county board expenses. As far as this year's budget we might not have a problem. What the County receives from the sale of coal is down due to transportation costs and other fees being taken from the sales price. We have received about \$28 per ton that our Royalty is figured on. Chairman Hertel explained that we are relying on something that we do not have control over. We spend about \$1 million more than we take in every year. Chairman Hertel stated that some employees have not been replaced and that some offices have paid for things out of different funds in their offices. We may have to do more and we need to cut about 10% of the budget which would be about \$700,000 in FY 2017 if the coal mine is not operating. We have about \$6 million in the bank but we still need to watch the budget because of the deficit budget. We have some projects we would like to do but they may have to wait. The Jail and New Courthouses need roofs and we will need to get that from the coal money. Chairman Hertel stated that we need to look at what we are charging for fees and that the county is going to be advertising on the Beacon web site. States Attorney Chris Matoush is considering letting the comptroller's office collect some old debts that are due. We are trying to do everything we can do to increase our income and not raise taxes. That is still not going to solve the long term problem.
2. Coal Mine Update/Approval: Chairman Hertel stated that we are still waiting to hear if the coal mine will reopen.
3. Water Line Connection Update/Approval: Chairman Hertel stated that we are waiting for the coal mine to open up again before pursuing the water line connection.
4. State Income Tax – HB 365 Update/Approval:
5. Bonding for Elected Officials Update/Approval: Committee discussed the correspondence from Tom Franzen
6. Other Business Update/Approval: None at this time.

**Building & Grounds Committee: Bob Sneed, Chairman**

1. Maintenance Issues and Report Update/Approval: Lloyd Meyer will report
2. Tuck-pointing Historic Courthouse Update/Approval: Committee will discuss.
3. Hire Contractor to look at Annex Building issues Update/Approval: Sneed reported that he had McDonough Whitlow go over the Annex building and he will make a report on the condition of that building. They took all the plaster off the wall on the second floor and left the existing brick. Some spots

the brick has fallen out and there holes and some lentils of windows have fallen out. There are three layers of bricks. The north and west walls will be reviewed by a structural engineer.

4. Curbs, Gutters and Sidewalks around Courts Complex Update/Approval: The City of Hillsboro is doing a major upgrade of the downtown area and has offered to pay one half of the curb, gutter and sidewalk replacement. We will see what price they come up with. They are willing to work with the county to get this fixed.
5. Communications Tower Update/Approval: The highway department has been out there cleaning up the road and the paperwork is still with the attorney.
6. Lighting at New Courthouse Update/Approval: Committee will discuss.
7. ServPro Disaster Assessment of County Buildings Update/Approval: Meeting on Wed. 6/24/15 at 1:30 pm. Met with Bob, Sandy, Roy, Sheriff and we will be on their list to assess all our buildings for emergency purposes and get better organized on where all our utilities are.
8. Waggoner Depot Update/Approval: Betsy Wilson is working on the deed.
9. Clean up of Properties in other Towns Update/Approval: Chairman Hertel is assigning the B & G committee the task of coming up with a policy to get derelict properties cleaned up with an intergovernmental agreement and contract. They could help pay for half of the demolition fees. Committee will discuss with Betsy Wilson.
10. Other Business Update/Approval: Building on to the Jail. Committee discussed hiring someone to assess the current building space.

**Economic Development Committee: Heather Hampton+Knodle, Chairman**

1. MCEDC Update/Approval: Has been working on a lot of areas. Communication on prospect with schools on broadband. Business recruitment etc.
2. Revolving Loan Fund Report Update/Approval: MCEDC will be submitting the report for review.
3. Planning Commission Update/Approval: Committee will discuss.
4. Utilities - Dakota Access, Grain Belt, and other Update/Approval: June 16<sup>th</sup> meeting at ICC and the administrative judge has recommend to the board that they back track on previous decision on the grain belt project. Voted 3-2. Rick Cornell called Hampton+Knodle yesterday and Missouri public commission is not viewing it favorably and they have not voted yet. Pike County board has written a letter to ICC similar to our letter.
5. Business Sites – Eagle Zinc Update/Approval: Committee will discuss.
6. Incentives – EZ, abatements Update/Approval: Committee will discuss.
  - Next Mayor’s Meeting: July 1<sup>st</sup> 2015 – Public hearing will be held to make an application to implement the EZ administration fee. Maps have been reviewed. Another meeting was held and contract should be revised and signed tomorrow.
7. Planning – Planning Commission, Comprehensive Economic Development Strategy Update/Approval:
  - CEO Program: Hampton+Knodle reported that the student orientation was held on July 8<sup>th</sup>. There will be a board meeting on the 10<sup>th</sup>. There were 18 students selected out of 22 and two of those have dropped out. Right now there are 16 enrolled in the CEO program. Ryan is the facilitator and the state board has approved his credentials. There were only a few students from Litchfield sign up and there are now no students from Litchfield enrolled in the program. The committee discussed the concerns with no Litchfield students currently enrolled in the program. Hampton+Knodle stated that about 20 Litchfield kids picked up applications but only 3 were turned in. The classes start on August 10<sup>th</sup>.
  - Workforce Round Table: Committee will discuss.
8. Population Recruitment Update/Approval: Committee will discuss.
9. Infrastructure – Review proposed award language, Broadband Opportunity, Water Line Update/Approval
10. CED Document Update/Approval: Committee will discuss.
11. Pioneer Abatement Update/Approval: We should have all the ordinances ready. Zanesville had some concerns about the layoffs there.
12. Resolution to Support Prairie Transfer Update/Approval: Committee will discuss.

13. CIPT – CEFS Update/Approval: Hampton+Knodle stated that she had met with IDOT and they were positive about Welcome to Montgomery County signage and that Will Shalter is the point person. They also talked about TARP funding and how to get more road projects in the cue. Kevin Smith is following up with TARP funding. Hampton+Knodle stated that she has talked to the Governor's office about the federal funding for the Walshville Bridge. IDOT says they can't release any money for the projects.
14. Other Business Update/Approval: None at this time.

**E.M.A./Ambulance Committee: Glenn Savage, Chairman**

1. Mitigation Planning Update/Approval: Next meeting July 25, 2015.
2. MOU Submitted Update/Approval: Betsy is working on this for the committee.
3. County EOP Update/Approval: Everyone will get a copy on a disk. A few hard copies will be made.
4. Other Business Update/Approval: Need a phone tree to be able to notify all employees in case of an emergency.

**Finance Committee: Megan Beeler, Chairman**

1. SOA Report Update/Approval: Durston will report.
2. Procedural Review on Health Insurance Written Report Update/Approval: Beeler will call KEB for a report.
3. Proposals for Professional Auditing Services Update/Approval: Federal Gassby 34 will be a beast. Audit will now go up because of this new requirements.
4. Monthly Coal Revenue Report and Revenue, Expense & Bank Balance Report Update/Approval: Committee will review.
5. FY 2016 Budget Hearing Dates Update/Approval: 7-20-15, 7-21-15, 7-23-15
6. Zobrio Cash Manage Software for County Clerk Office Update/Approval: Can pay for this year, but need to look at next year for funding. Will automate using current recording department software at no cost.
7. Zobrio Accounting Software Implantation and Training Update/Approval: Payroll is supposed to go through tomorrow on the new and old system. The committee learned that we will have to pay Harris another quarter.
8. Collection and Tracking of County Grants Update/Approval: Committee will discuss.
9. Collection of all County Contracts/Agreements Update/Approval: Committee will discuss.
10. Structural Permitting & Collection Process Update/Approval: Committee will gather more information and discuss.
11. Pictometry Flyover Completion Date Update/Approval – Training will be scheduled.
12. Fee Review with Bellwether LLC Update/Approval: Committee will review. Checking into the Maximus study.
13. Nokomis/Witt Ambulance Maximum Tax Rate Increase Update/Approval: Roy and Sandy went to the meeting last night. Need 51% of the total landowners and voters in this district to defeat this. There is a 60 day window from last night waiting for petitions to be filed. Some that attended had a couple of questions on the public notice and they thought the raise was going to happen right away, but it is not.
14. Franklin County Board Juvenile Detention Center Update/Approval: Letter to Chairman Hertel. Chairman Hertel sent a letter of support.
15. Zobrio Access for Supervisors – Security Level Update/Approval: Megan Beeler stated the county board has to choose what level of access department heads get. Sandy suggests having the department heads get a demonstration on the software so they know what can be requested. Sandy said that anyone can look at the Accounts Payable.
16. Convey Parcel #13-06-406-001 to the City of Witt Update/Approval: Committee will review.
17. Convey Parcel #13-06-329-005 to the City of Witt Update/Approval: Committee will review.
18. Convey Parcel #13-05-105-002 to the City of Witt Update/Approval: Committee will review.
19. Convey Parcel #06-07-455-007 to the Village of Raymond Update/Approval: Committee will review.
20. Convey Parcel #06-07-455-008 to the Village of Raymond Update/Approval: Committee will review.
21. Convey Parcel #06-07-476-010 to the Village of Raymond Update/Approval: Committee will review.

22. August Finance Committee Meeting changed to July 31 at 8:30 a.m. Update/Approval: Committee will review.

23. Other Business Update/Approval: Non at this time.

**HWE Committee: Connie Beck, Chairman**

1. Elections Update/Approval: Sandy Leitheiser will report.
2. EPA Report Update/Approval: Bill Gonet will report.
3. Recycling Program and Events Update/Approval: Ben Bishop will report. The baler and large box truck have been down.
4. Animal Control Facility Program Update/Approval: Amanda Daniels will report.
5. Other Business Update/Approval:

**Personnel Committee: Mary Bathurst, Chairman**

1. Implement & Training of Zobrio Human Resources and Time Keeping Modules Update/Approval: Had meeting with Rick Robbins. Time off time keeping is so complicated and he raised a lot of questions. Zobrio is going back to get the program fixed. Rick Robbins wants to be able to look into the future for scheduling. Time off module only helps after the fact.
2. Employee Health Insurance Update/Approval: The only area with questions is the Circuit Clerk's office.
3. Pension Addendum with Local 773 Update/Approval: The committee will discuss.
4. Union Negotiation with Local 397 Bill Traylor Update/Approval: A second meeting will be scheduled.
5. Meeting with Circuit Clerk Union Rep Pat Lynch and Shannon Hall Update/Approval: Will meeting with Circuit Clerk's office on July 8 @ 4:00 pm.
6. Executive Session Update/Approval: (if needed)
7. Department Quarterly Time off Balances ending May 31, 2015 Update/Approval: Committee will review.
8. Other Business Update/Approval: None at this time.

**Road & Bridge Committee: Gene Miles, Chairman**

1. Above-Ground Fuel Tanks Update/Approval: Committee will discuss.
2. Pine Street, Irving Update/Approval: Monday, October 5<sup>th</sup>, 2015 start date
3. Red Ball Trail Update/Approval: Committee will discuss.
4. 2015 MFT Funding Update/Approval: Committee will discuss.
5. Damage on North Road Update/Approval: Highway department will work on when time permits.
6. Black Diamond Road repairs Update/Approval: Highway department will work on weather permitting.
7. Other Business Update/Approval:

**Appointments:** Housing Authority: Joyce Matthews, Nokomis-Witt Ambulance Board: Jim Miller, Donnie Smalley, Gary Hulbert, Mary Speier, Cathy Ulrici, Darline Tosetti, Annette McNeill, Dennis Aumann for a 1 year term January 1, 2015 to January 1, 2016.

Motion by Gene Miles and second by Megan Beeler to adjourn the meeting. All in favor, motion carried. Meeting adjourned at 11:05 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, July 10<sup>th</sup>, 2015

**Time:** 8:30 AM – County Board Room

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

**Members Absent:**

**Others Present:** Sandy Leitheiser, Rick Robbins, Holly Lemons and Theran Moore

- Maintenance Issues and Report Update/Approval:** Bob Sneed reported that Lloyd Meyer is on vacation this week and he talked with him about the water that is leaking in the basement of the historic courthouse. Sneed also reported that he spoke with Dale Cover from Hurst-Rosche Engineers and he will get us something in writing regarding the issues with the HVAC at the New Courthouse.
- Sheriff's Department Vehicle Replacement Update/Approval:** Under Sheriff Rick Robbins reported that there was an accident with a 2008 Ford Explorer. This vehicle hit a deer and it is used to transport detainees all over the United States. The insurance will reimburse \$4,600 and the deductible is \$2,500. Robbins stated that the remaining cost to purchase the vehicle will come out of the "Failure to Appear Fund" and not the General Fund. When they arrest someone for the 2<sup>nd</sup> 3<sup>rd</sup> or 4<sup>th</sup> time for the same case, the court adds \$75 to the case which is by state statute. This fee is collected by the Sheriff's Department when someone bonds out of jail. Robbins explained that this fund and the drug fund are audited but not a line item in the budget and that they have enough to purchase the vehicle from this fund. Robbins sent out two bid specs. **Motion by Gene Miles and second by Richard Wendel to purchase the new Ford Explorer and pay for it from the Failure to Appear Fund. All in favor, motion carried.**
- Tuck-pointing Historic Courthouse Update/Approval:** Bob Sneed reported that this project will be put on hold until the issues with the Annex Building are addressed.
- Contractor to Assess the Annex Building issues Update/Approval:** Bob Sneed stated that he and Rex Fuller reviewed the Annex building and both agreed that a structural engineer should look at the building to give a report. Bob Sneed reported that he called McDonough-Whitlow to look at the north wall of the Annex building and that Project Engineer Ken McDonough drafted a report for the committee to review which stated that the exterior masonry walls were in fair to poor condition. Water had infiltrated around the sills causing the masonry to deteriorate around the windows. The report showed pictures of some of the issues and the summary stated that portions of the building examined and outline were in fair condition considering the age of the building. With a moderate amount of repairs and maintenance it should be able to serve for many years to come and that the conclusions and recommendations are based on a limited visual inspection. There was no attempt to test or analyze the structure. Sneed also reported that we need to tuck point around the windows lentils and mortar back together. We need to get bids to tuck point the front of the building and go inside and patch the brick that are falling around the windows. Committee also discussed installing some awnings in the front to help with the rain and provide some shade. **Motion by Jim Moore and second by Chuck Graden to hire McDonough Whitlow to draw up the plans to make the necessary repairs to the building so that is structurally safe. All in favor, motion carried.**

5. **Curbs, Gutters and Sidewalks around Courts Complex Update/Approval:** Chairman Hertel stated that he and new Hillsboro Street Commissioner Donny Downs looked at the deteriorated curbs and sidewalks around the new and historic courthouses. The City of Hillsboro will get the bids and come to the August building and grounds committee meeting with a report and some costs to make the repairs. Chairman Hertel and Don Downs talked about the City of Hillsboro getting bids and Downs asked if the County would pay half of the cost. Chairman Hertel stated that he would take this to the Building and Grounds committee when they got the proposals and that there is an issue with the drains at the Historic Courthouse going lower than the street level and the grates to the drains need to be fixed. Holly Lemons asked about the narrow path around the bottom of the fire escape. Sneed stated that they will look at the area.
6. **Communications Tower Update/Approval:** Chairman Sneed reported that the highway department has been on site doing some work to the entrance. The deed was prepared by Attorney Glenn and the recording department found a problem when they tried to record the deed. Attorney Glenn was called to make the necessary correction so the deed can be recorded.
7. **Serv Pro Disaster Assessment of County Buildings Update/Approval:** Bob Sneed reported that they had a meeting on Wednesday, June 24<sup>th</sup>, 2015 with representatives from ServPro, Sheriff Vazzi, Clerk Leitheiser, Insurance Agent Tom Franzen and Chairman Hertel. Sneed asked Sandy Leitheiser go through the emergency ready profile that Serve Pro prepared for Pulaski County Courthouse. Leitheiser also stated that our insurance agent Tom Franzen mentioned that if we had a large scale event that involves several area counties, we will be given a priority because we would have this report on file already. This building assessment will be conducted by Serve Pro and there will be no fee. Chairman Hertel stated that there is a phone tree aspect to this assessment where we will have the ability to notify every employee after hours. This information will be gathered by the EMA Office and will be for internal use only.
8. **Waggoner Depot Update/Approval:** The deed needs to be prepared and recorded.
9. **Safety Grant Received Update/Approval:** Sneed reported that the first aid kits were purchased with some funds from the safety grant and were distributed to county offices and for county vehicles.
10. **Other Business Update/Approval:** Sandy Leitheiser and Holly Lemons addressed the committee with a suggestion to install a sign outside to show people which building to go to for services for the Historic Courthouse and the Courthouse Complex. Chairman Hertel also stated that the signs for the Officials parking spots are bent and need to be replaced. The committee discussed having the sign look more historic and the size will be 2' x 4'. Sneed reported that the parking lot across from the new courthouse got the final grade by the highway department..

Motion by Nikki Bishop and second by Gene Miles to pay the bills. Motion carried.

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

Meeting adjourned at 10:20 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, July 2<sup>nd</sup>, 2015

**Time:** 8:30 am – County Board Room

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

**Members Absent:**

**Others Present:** Sandy Leitheiser and Will Shalter

The Committee met today to discuss the following:

1. **MCEDC Update/Approval:** Will Shalter addressed the committee regarding the unemployment figures and that they may be affected by the number of people who have retired and no longer looking employment and added that the aging people are not on the unemployment list. Shalter also reported that Sangamon and Macoupin have a lower unemployment rate. Chairman Hertel asked Shalter to call the Health Services and request how many households are receiving assistance. In 2011 we had 9 cities that had over 19% not employed that affected 14,000. Now we have 5 cities with lower unemployment. The committee discussed the need to have a presentation to the full board regarding the broadband project. Chairman Hertel asked that the EDC reach out to the municipalities to see what they are working on and report back to the Economic Development committee so we can see if they need help with anything. It would be good to follow up with them each month to see how they are progressing and if they have added any new projects. Shalter stated that he attended the EDC meeting in Litchfield.
2. **Revolving Loan Fund Report Update/Approval:** Will Shalter presented the report for the committee to review and discuss. Payments are being made.
3. **Planning Commission Update/Approval:** Hampton+Knodle stated that she asked Chris Casey to include the Structural permits on the agenda for the planning commission. Chairman Hertel stated that the consensus of the Coordinating Committee is not to charge a permit fee but to work on the fine structure if a person does not get a permit.
4. **Utilities - Dakota Access, Grain Belt, and other Update/Approval:** Hampton+Knodle stated that there was not a favorable outcome in Missouri for the Grain Belt project and that there is still time to get on line to make comments to the ICC regarding the project and the eminent domain issue. Beeler stated that Pike County has also sent a letter asking them not to allow the expedited process on how they move through the ICC. Clerk Leitheiser stated that Rural Electric Co-op will be recording about 830 right-of-ways. Leitheiser stated that they had to hire a title company to provide PIN number and site addresses and that so far she has received 213 documents to record.
5. **Business Sites – Eagle Zinc Update/Approval:** Hampton+Knodle stated that she has talked with legislators regarding the phase two clean-up of Eagle Zinc.
6. **Incentives – EZ, abatements Update/Approval:**
  - Mayor's Meeting: July 1<sup>st</sup> 2015 at 5:30 pm to review and finalize the EZ maps. Hampton+Knodle reported that the legal description contract with McDonough Whitlow was discussed and reviewed. New legal description will be typed out. The tax exempt parcels will be defined and revised regarding the scope of work and given back to Tony Hard. Tony Hard will have two month of access to the Tapestry system for title searches. Language will need to be addressed for them to make a first draft and we will make a determination of what needs to be

included or excluded. The list of parcel numbers must be included with the legal description. Hampton+Knodle reported that the EZ mayors had a public meeting last night and they voted to amend the EZ to implement an administrative fee. They also voted to accept the maps of the EZ and we are about 12 square miles. Next meeting will be July 29<sup>th</sup>, at 5:30 and will have a final review and make changes to the EZ ordinance. The committee discussed hiring a consultant to prepare the 10 criteria for the EZ application for DCEO. Funds for a consultant will come from the economic development coal fund. **Motion by Jay Martin and second by Megan Beeler to develop an RFP to complete the Narrative for the new Enterprise Zone Application. All in favor, motion carried.**

**Motion by Beeler and second by Martin to amend the Montgomery County Enterprise Zone Ordinance to Implement an Administration Fee per 20 ILCS 65/8.2c. All in favor, motion carried.**

**Motion by Bishop and second by Hopper to amend the Montgomery County Enterprise Zone Intergovernmental Agreement to Implement an Administration Fee per 20 ILCS 655/8.2c. All in favor, motion carried.**

**7. Planning – Planning Commission, Comprehensive Economic Development Strategy Update/Approval:**

- CEO Program: Hampton+Knodle stated that are 16 students enrolled in the CEO class and the board meeting will be on July 8<sup>th</sup>. Kurt Aumann is heading up a recruitment committee.
- Workforce Round Table: On hold now that we are working on the Enterprise Zone.

**8. Population Recruitment Update/Approval:** Hampton+Knodle stated that she has asked Will Shalter to work on a brochure and compile information for population recruitment.

**9. Infrastructure – Review proposed award language, Broadband Opportunity, Water Line Update/Approval:** Hampton+Knodle reported that she the Building and Grounds committee was tasked with working on the demolition of property issues. Will Shalter is working to facilitate with the schools regarding the broadband opportunity. There have been conversations and there needs to be a meeting to get the schools on the same page. Shalter stated that the schools are the ones to sign the paperwork and they have some money invested in the broadband project. The county would then be helping with finances on the project. We need to put a project proposal together and check with the State CMS. There is no new info on the water line connection project until the coal mine gets working again. Information for a feasibility study has been given to the Cities of Hillsboro, Litchfield and the coal mine.

**10. Resolution to Support Prairie Transfer Update/Approval:** Chairman Hertel will write a letter in support to IDNR. **Motion by Bishop and second by Beeler to approve writing a support letter to Illinois Department of Natural Resources to support the Prairie Transfer. All in favor, motion carried.**

**11. CIPT – CEFS Update/Approval:** Hampton+Knodle stated that she attended their advisory meeting and CIPT will conduct a campaign with board members by emails to promote their services. They are considering offering advertising on their vehicles to generate more revenue and ridership is up overall. The Litchfield B line is a funding constraint and will cost \$60,000 per year so there is no firm commitment on the B line service. Hampton+Knodle stated that she wants the Montgomery County goal down to 14,000 riders. We have had a ridership increase over the past four years.

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

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

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

Meeting was adjourned at 10:35 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:** Monday, July 6<sup>th</sup>, 2015

**Time:** 8:30 am - EMA Office

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

**Members Absent:** Tim Hopper

**Others Present:** Kevin Smith and Sandy Leitheiser and Theran Moore

### Ambulance Call Reports:

**Collections:** New System \$133,810.16 Old System \$27.00 TOTAL \$133,837.16

### AMBULANCE REPORT:

### Ambulance Budgets for 2016 Update/Approval:

### EMA:

1. **Serve Pro Services for Building Assessments Update/Approval:** County Clerk Sandy Leitheiser shared information from Serve Pro where they will do a free assessment of County Buildings. They will locate and label all utilities, alarms, sprinklers so that we know where everything is to get quick access in an emergency. Leitheiser learned about this service at the County Clerk Association meeting and a couple of clerks used this service and endorsed it. Tom Franzen with ICRMT stated that the county should proceed. A meeting was held on June 24th with Glenn Savage, Bob Sneed, Chairman Hertel, Sheriff Vazzi, Tom Franzen and three representatives from Serve Pro. After the meeting, the consensus was to proceed with this assessment for the nine county buildings. The Serve Pro representative reached out to Leitheiser last week with a sample product of what was done for another county. Glenn Savage stated that if there is a disaster, the decision making group would be calling our Insurance group for guidance on who to call. The building and grounds committee will handle working with Serve Pro.
2. **5 Mile Lake Emergency Plans Update/Approval:** Savage reported that the EMA office has received the 5 Mile Lake Emergency Plan. IDNR has approved the plan and the Sheriff's Office has also received a copy.
3. **County EOP Update/Approval:** Savage reported that the plan is ready and has been downloaded to flash drives. The full board will need to approve at the July meeting.
4. **MOU approved by State's Attorney Update/Approval:** Savage asked if committee members reviewed the draft of the MOU that was electronically sent. Committee members made a few changes and will send it back to Betsy Wilson for final review. **Motion by Ron Deabenderfer and second by Joe Gasparich to recommend the approval of the draft MOU to the full board pending final review from the States Attorney's Office. All in favor, motion carried.**
5. **Oil Change and State Inspection on Truck Update/Approval:** Work to the truck has been completed.
6. **Panic Alarm Testing (June) Update/Approval:** Holmes reported that the panic alarm testing was done.
7. **IEMA 2015 Grant(EMA) sent to States Attorney for review Update/Approval:** Savage reported that the grant was sent to the States Attorney for review.
8. **Online Classes complete Update/Approval:** Holmes stated that the online EMA Classes were taken.
9. **Mitigation Meeting July 23<sup>rd</sup> Update/Approval:** Engineer Smith stated that back on May 14<sup>th</sup> at the last Mitigation meeting, Greg Michaud passed out some documents that need to be updated for the five year Hazard Mitigation update. Engineer Smith went through the forms with the committee so they can make sure everything is on there. Kevin Smith will check with consultant Greg Michaud and get a clarification on what should be listed on the Critical Facilities List regarding the item being located in the County or in a municipality. Chairman Hertel will ask the Sheriff to appoint a representative from his office to attend the mitigation meetings. Chairman Hertel stated that he wants to make sure the new

mitigation plan works and that it won't sit on a shelf and not used like the one from five years ago. Coffeen did get a backhoe from using the mitigation plan. Chairman Hertel stated that the EMA office should call the municipalities to make sure they are using the plan and applying for funding.

10. **Call Tree Update/Approval:** Savage reported that he has a template form for Director Holmes to complete a phone tree for county offices in case of emergency.
11. **Public Information Officer Update/Approval:** County Clerk Sandy Leitheiser has been trained and serves as the County Public Information Officer. The committee discussed having a backup person be trained. Chairman Hertel stated that Chris Daniels will be the backup PIO and training will be provided as needed.
12. **Flash Drives Update/Approval:** Flash drives will be provided with the EOP to committee members.
13. **Health Insurance Reimbursement:** Chairman Hertel stated that there are other offices and departments that pay the general fund back for some employee health insurance costs. The ambulance districts would be billed for a percentage of the insurance costs for the EMA/Ambulance Director.

Week of	Hillsboro	Litchfield	Nokomis /Witt	Farmersville/ Waggoner	Raymond/ Harvel	Total
6/1/2015	60	38	13	1	7	119
6/8/2015	23	25	17	9	0	74
6/15/2015	35	36	9	0	0	80
6/22/2015	48	31	8	13	0	100
6/29/2015	54	39	12	2	9	116
	<b>220</b>	<b>169</b>	<b>59</b>	<b>25</b>	<b>16</b>	<b>489</b>

### Processed Reports

Motion to pay the bills by Bill Bergan and second by Chuck Graden. All in favor, motion carried.

Motion to adjourn by Chuck Graden and second by Bill Bergen. 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 HWE Committee Meeting Minutes

**Date:** Tuesday, July 7<sup>th</sup>, 2015

**Time:** 8:30 AM – County Board Room

**Members Present:** Chairman Connie Beck, Chuck Graden, Joe Gasparich, Mike Webb, and Board Chairman Roy Hertel

**Members Absent:** Richard Wendel and Earlene Robinson

**Others Present:** Sandy Leitheiser, Tom Franzen and Theran Moore

The committee met today to discuss the following:

1. **Elections Update/Approval:** County Clerk Sandy Leitheiser stated that the next election, the General Primary Election will be March 15, 2016 and the circulation period will begin September 1<sup>st</sup>, 2015. The filing period will be held from November 23<sup>rd</sup> to the 30<sup>th</sup>, 2015. Leitheiser shared the list of County Board members whose seats will be up for election in 2016.
2. **Risk Management Review Update/Approval:** Tom Franzen reported that he gives an update every six months on the ICRMT casualty and property insurance. We have blanket coverage of about \$25 million on the county buildings. The property deductible is \$10,000 per occurrence. There has not been a property loss in the past couple of years. The auto deductible was changed to \$2,500 from \$1,000. In October Tom Franzen will bring us up to speed on the whole program. Franzen advised that we need to look at the computer security liability and at where the exposures are and what the costs could be. This liability coverage would pertain to anyone with non-public information and would cost about \$200 per file. Franzen stated that we have a \$5 million earthquake limit. The umbrella coverage was bumped up to \$7 million. Franzen stated that the current cost to risk transfer is about \$211,000 in 2012 it was \$214,000. The trend is going in the right direction. Franzen stated that we should budget for a 10% increase in our premium for FY 2016. Franzen stated that he came to a meeting here at the courthouse with Serve Pro for them to prepare a building assessment. If there is a disaster they will already have a file on our buildings and there is no charge for the assessment and will be conducted in two weeks. This will also give us a priority if there is a multi-county event. If there is an earthquake we will pay the first \$100,000 and the sub-limit is \$5 million.
3. **EPA Report Update/Approval:** Report given by Bill Gonet. Gonet shared the quarterly open dump and landfill inspections and a report that shows the remaining capacity for Illinois Landfills as of January 1<sup>st</sup>, 2015. The committee also discussed the old school property in Ohlman.
4. **Recycling Program and Events Update/Approval:** Connie Beck reported that the rams on the baler have broken again and repairs should be completed soon. A different company is working on the repairs which are extensive. Chairman Hertel stated that we will talk with Betsy Wilson and send DeHart a bill for these current expenses because it is the same thing that they fixed last year. There is a part time employee that left and Chairman Hertel stated that this position will not be filled at this time until we see if the coal company will start up again. Chairman Hertel stated that he also sent a memo out to all department heads that if there are any openings, they should check with Personnel and Finance Committee first until we find out if the coal company will start up again.
5. **Animal Control Facility Program Update/Approval:** Report given by Amanda Daniels. Daniels reported that they received three quotes to install work station fans received from safety grant. **Motion by Mike Webb and second by Chuck Graden to have Laughlin Electric install the fans for \$625. All in favor, motion carried.** A Rabies Clinic in Farmersville scheduled for Saturday, July 25<sup>th</sup>, at Village Hall starting at 3:00 pm. Flyers have been put out and info will be sent to the newspapers. People will need to call animal control for an appointment. There will be a Beckmeyer School Tour for the Summer Fun Club that is scheduled for Wednesday July 15<sup>th</sup>, 2015 at 10:30 am for about 25 children. Animal Control will participate in with a booth at Old Settlers to hand out information about the animal control program and will have adoptable kittens in a crate for viewing. The quote to repair the fence will be mailed with a letter to Jason Anderson. For the month of June there were 53 animals taken in, 3 adopted, 15 claimed, and 17 were sent to rescue.
6. **Other Business Update/Approval:** None at this time.

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

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

Meeting adjourned 9:50 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 1<sup>st</sup>, 2015

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

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

**Members Absent:** Mike Plunkett and Roy Hertel

**Others Present:** Rick Robbins, Judy Simpson and Bill Trout

The committee met to discuss the following:

1. **Zobrio Human Resources and Time Off Keeping Modules Implementation and Training Update/Approval:** Mary Bathurst reported that she met with Rick Robbins and the Zobrio Software trainer regarding the time off keeping module and they found out that Robbins was looking for something that would help him schedule the time off for employees. This time off keeping module is to keep track of time off after the fact. Zobrio will look at what they can do with their software for what was purchased to see if they can research and get a fix for the needs of the Sheriff's Office.
2. **Union Contract and Pension Addendums with Local 773 Dispatchers and Jailers Update/Approval:** Local 773 business agents Judy Simpson and Bill Trout came to the meeting at 10:30 to discuss the Pension Addendum and to clarify the language in the union contract. The Pension language was revised to the satisfaction of both parties and will be presented to the full board. The collective bargaining agreement for the Telecommunicators is now ready for the full board vote at the July meeting. **Motion by Bill Bergen and second by Evan Young to recommend the approval of the Local 773 CBA with the Telecommunicators, Cook, Clerical and Custodians to the Full Board. All in favor, motion carried.**
3. **Union Negotiation with Local 397 Bill Traylor Update/Approval:** The committee has had one meeting and reviewed the proposals submitted by Local 397 and scheduled the second meeting for Monday, July 27 at 5:30 am in the County Board Room.
4. **Meeting with Circuit Clerk Union Rep Pat Lynch and Shannon Hall Update/Approval:** Bathurst reported that the Circuit Clerk Union representative has asked to have a meeting with Scheller Insurance agent Shannon Hall to address some questions regarding the new insurance. The meeting is scheduled for Wednesday, July 8<sup>th</sup>, 2015 at 4:00 pm at the New Courthouse.
5. **Department Quarterly Time Off Reports Update/Approval:** The committee reviewed the quarterly time off reports for all the departments.
6. **Other New Business Update/Approval:** None at this time.

Motion to recess the meeting by Jim Moore and second by Jay Martin. All in favor, motion carried. Time 9:32. Meeting started again at 10:30 with union representatives.

Motion by Jim Moore and second by Evan Young to adjourn the meeting. All in favor, motion carried. Meeting adjourned at 11:10 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, July 8<sup>th</sup>, 2015

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

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

**Members Absent:** Earlene Robinson

**Other Present:** County Engineer Kevin Smith

The Committee met today to discuss the following:

1. **Walshville TBP Letting Date Update/Approval:** The letter will be on August 5<sup>th</sup>, 2015 at 8:30 am at the Highway Department.
2. **Crude Oil Pipeline Update/Approval:** Engineer Smith stated that he was at a meeting on June 24 at the highway department with Dakota Access to review the maps of the proposed haul routes for their pipeline project. The highway engineer from Bond County and the four township highway commissioners that are affected in our County were present. Engineer Smith reviewed the map with the committee members and stated that he will meet again with the township commissioners to go over what roads and bridges in our County that will be used to haul materials for the project. Smith stated that it is now time to address the County Board with the road use agreement and three dollar figures are needed. Smith stated that the administration fee is \$8,000 which will be adequate for the two plus weeks that they will be going through our county. We can't charge them for a permit, but we can charge the admin fee so that Engineer Smith and staff can watch what they are doing. The next amount is for the surety bond. Dakota Access has used a \$1 million figure on other road use agreements. The road use agreement would make them fix the road back to what it was. Smith stated that their pipe trucks will be 80,000 loads. The third money item deals with their automotive liability insurance and commercial liability insurance. Smith will check with Tom Franzen to see what level of insurance we will require Dakota Access to have. Engineer Smith will get the figures from Franzen and present the Road Use Agreement for approval at the full board meeting on Tuesday.
3. **Update/Approval Hauling Cost for Village of Irving Aggregate Update/Approval:** Engineer Smith reported that he received some quotes on hauling the rock for the Pine Street project and Dale Williams from Fillmore was the lost quote at \$2.74 per ton. Chairman Hertel asked if this project could be moved up since the Walshville Bridge is on hold. He would like it to be moved up to August or September and Smith will check and advise.
4. **Proposal for Walshville Bridge Rail Repair Update/Approval:** Engineer Smith stated that the bridge rail has been hit and has some damage that needs to be repaired. To work on guard rail, you technically have to have a Structural Engineer stamp on the repair. Smith received a quote from Rueben Boehler with Hurst-Rosche Engineers for \$1,500 for engineering design costs. The old railing is posted to the beams and it could be fixed so there is no loss in the width of the road. The proposed method to fix it if it works structurally could be done by the highway department staff. The structural investigation will tell us if we could do this without compromising the guardrail structure. **Motion by Mike Webb and second by Evan Young to approve the proposal from H-R Engineers to prepare a set of design plans to repair the guardrail for \$1,500. Savage votes No. All others vote yes. Motion carried.**

5. **2015 Multi-Agency Culvert Letting Update/Approval:** Engineer Smith stated that it is time to have the multi-agency culvert letting that he could schedule for the next road and bridge committee meeting on August 8<sup>th</sup>, 2015. The size of the culverts will be listed and the number needed for each size that only 2-3 bidders will respond to. The letting will not take very long. All municipalities will give Smith a list of what they need and he will compile the list so that bids will be reviewed at the August meeting.
  
6. **Striping Investigation Update/Approval:** Engineer Smith stated that he went and checked the sample striped areas. The Irving/Coffeen road stripe has faded. Smith reported that the glass is gone and the paint is still there and it looks like this will need to be painted each year. The other test area by the quarry is very deteriorated and it might be due to the lime dust. The reflective glass is gone. Smith stated that we have to stripe hot mix roads and it costs about \$.13 per foot to stripe. Chairman Hertel stated that we should look at the more dangerous and heavy traffic roads to stripe. Miles stated that the Black Diamond road is just terrible and Smith replied that when it stops raining and gets hotter they will apply a cold patch on it and the final step will be to seal coat the road. Smith stated that we have 193 miles of county roads and 211 inventoried bridges and it doesn't include culverts. There is over 26,000 linear feet of culverts under our county roads. That doesn't include the entrances for farms and houses.
  
7. **Other Business Update/Approval:** Smith reported that they are working on the area to install the new fuel Tanks as weather permits. Smith also reported that the gear boxes on the new mowers went out and are under warranty. They are down to one mower until the new gear box comes in. Engineer Smith stated that he received some calls about some corn that may be planted to close to the right of way, but they measured and it is within the distance of 30 feet.

Miles stated that Hampton+Knodle talked to IDOT regarding the Nokomis Blacktop and it may take two years to get the project going and the Coordinating Committee feels that work should start. Hampton+Knodle told Chairman Hertel that we may get federal money to help straighten the Nokomis road because it is by a school but we need to apply for the funding. Smith will check to see if TARP money of \$90,000 per mile is available to help hot mix the Fillmore road. Engineer Smith will touch base with IDOT to get their safety engineer and field engineer down here to look at this work to get the project started and to apply for funding.

Motion by Glenn Savage and second by Bob Sneed 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 9:45 a.m. Minutes respectfully submitted by acting secretary Christine Daniels as Deputized by the Montgomery County Clerk and Recorder, Sandy Leitheiser.