

# Montgomery County Board

## Buildings & Grounds Meeting Minutes

**Date:** Friday, October 7<sup>th</sup>, 2016, 2016

**Time:** 8:30 AM – County Board Room

**Members Present:** Chairman Bob Sneed, Nikki Bishop, Chuck Graden, Gene Miles, Joe Gasparich, Richard Wendel, Board Chairman Roy Hertel

**Members Absent:** Nikki Bishop

**Others Present:** Mark Brown and Jason Anderson

The committee met today to discuss the following:

1. **Maintenance Issues and Report Update/Approval:** Mark Brown reported that the boiler in the Historic Courthouse has a gas valve not working and is being fixed today. Brown also reported that new brakes and calipers were installed with two new front tires on the County Maintenance Truck.
2. **County Farm Lease with Jason Anderson Update/Approval:** Jason Anderson gave an update to the committee regarding the county farm and stated that the three year lease to work the County Farm will expire on November 30<sup>th</sup>, 2016. Anderson stated that he would like to continue working the County Farm and enter into another three year lease. Anderson stated that he has been farming that area for 20 years and that he started a fertility program then. Anderson reported that he does a fertility report every four years and he can get one this fall after the crops are out. The committee will discuss the rental amount and will get back to Jason Anderson before December 1<sup>st</sup>, 2016.
3. **Schindler Elevator Maintenance Contract:** Sneed reported that he called Schindler Elevator and was told that we get a quarterly inspection and he will call and follow up to see when it was scheduled.
4. **Other Business Update/Approval:** Sneed stated that he did a radon test for the Historic Courthouse and it was sent off. Sneed stated that a rating of 4 is Ok for residential and we received a rating of 8. Sneed stated that we will need to look at some type of ventilation for the basement area.

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

Motion by Richard Wendel and second by Gene Miles adjourn the meeting. All in favor, motion carried.

Meeting adjourned at 9:20 am

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

# Montgomery County Board

## Coordinating Committee Meeting Minutes

**Date:** Tuesday, September 27, 2016

**Time:** 8:30 am – County Board Room

**Members Present:** County Board Chairman Roy Hertel, Mary Bathurst, Connie Beck, Megan Beeler, Heather Hampton+Knodle, Gene Miles, Glenn Savage, and Bob Sneed

**Members Absent:**

**Others Present:** Bill Schroeder

The committee met today to discuss the following:

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

1. Public Safety Sales Tax Update/Approval: Joe Gasparich will report after the election.
2. State Grants for Abandoned Buildings Update/Approval: Chairman Hertel stated that he would like to see if the Ohlman School can apply for this. This informational email was sent to the municipalities
3. Coal Mine Update/Approval: Chairman Hertel stated that the coal mine has prepared a budget for 2018.
4. Overweight Trucks Update/Approval: Chairman Hertel stated that he is checking with the States Attorney's Office.
5. Treasurer's Automation Fund Update/Approval: Chairman Hertel reported that he has some expenses listed over the years that was given to the States Attorney's Office for review.
6. Moving Ambulance Line Update/Approval: Chairman Hertel stated that there has been a request in the northern part of the county to move their territory to another ambulance district. Chairman Hertel stated that this issue will be reviewed by the States Attorney's Office.
7. Other Business Update/Approval: None at this time.

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

1. Maintenance Issues and Report Update/Approval: The committee will discuss.
2. County Farm Lease with Jason Anderson Update/Approval: The three year county farm lease will expire this November. Daniels will call Anderson and ask for fertility, production reports and the USDA average cash rent for Montgomery County.
3. Talking with Johnson Controls about taking care of the new chiller Update/Approval:
4. Other Business Update/Approval: None at this time.

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

1. MCEDC Update/Approval: Hiring process. Extend an offer. Top candidate with longevity.
2. Incentives Update/Approval:
  - RLF - Community Eligibility – Witt and Panama.
  - Enterprise Zone – Daniels gave an update. Message to DCEO. Met with Andrew Wright at Wright Automotive regarding their project.
  - Incentives: Committee will discuss.
3. Planning Update/Approval:
  - Planning Commission – They will meet in October.
4. Infrastructure Update/Approval:
  - Broadband Update: Meeting with businesses and mayors will be held on October 5<sup>th</sup>, 2016 at Aumann Auctions in Nokomis.
  - Eagle Zinc – No new information on the phase two clean up start date.
5. Tourism Update/Approval
  - Branding Brainstorm – Meeting this afternoon to brainstorm at Forsee Winery to discuss "Brand Name"
6. Workforce Update/Approval:
  - West Central Development – Received a delinquent invoice for \$5,969.60. Chairman Hertel stated that he attended their monthly meeting in Carlinville.
  - CEO Program –
7. Other Business Update/Approval:

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

1. EMA Report Update/Approval: Greg Nimmo will report
2. Ambulance Billing Office Update/Approval: Sherry Greenwood will report.
3. Other Business Update/Approval: None at this time.

**Finance Committee: Megan Beeler, Chairman**

1. Forrestal Group – Gene Stuard, Power Plant Assessment Proposal Update/Approval:
2. Employee Health Insurance Update/Approval: Committee will discuss.
3. SOA Report Update/Approval: Durston will report.
4. Monthly Coal Revenue Report and Revenue, Expense & Bank Balance Report Update/Approval: Committee will review Treasurer Jenkin's report.
5. FY 2017 Budget Discussions Update/Approval: Committee will discuss the most recent changes.
6. Adopt the Aggregate Levy Update/Approval: The committee will adopt and recommend to the full board.
7. County Trustee Resolution to Convey Deed on Parcel 13-06-260-001 in Witt Township to the City of Witt Update/Approval: The committee will approve.
8. County Trustee Resolution to Convey Deed on Parcel 13-06-253-001 in Witt Township to the City of Witt Update/Approval: The committee will approve.
9. Other Business Update/Approval: None at this time.

**HWE Committee: Connie Beck, Chairman**

1. ICRMT Insurance Renewal Update/Approval: Tom Franzen will present the insurance renewal.
2. Elections Update/Approval: Clerk Leitheiser will give an update.
3. EPA Report Update/Approval: Gonet will report.
4. Recycling Program and Events Update/Approval: Bishop will report.
5. Animal Control Facility Program Update/Approval: Daniels will report.
  - Ordinance, Rabies and microchip clinic is scheduled for this Saturday, October 1<sup>st</sup>, starting at 1:30 pm and the Open house is scheduled for Saturday, October 8<sup>th</sup>, 2016 at Noon.
6. Other Business Update/Approval: None at this time.

**Personnel Committee: Mary Bathurst, Chairman**

1. Employee Health Insurance Update/Approval: Bathurst stated that we are in the process of collecting Request for Qualifications from interested insurance companies for employee health insurance.
2. Zobrio Human Resource Module Training & Implementation Update/Approval: Nothing new to report.
3. On Line Training (IPMG) Webinar and Procedural Manual for Sheriff's Department Update/Approval:
4. ICRMT Sample Personnel Manual for Review Update/Approval: Nothing new to report.
5. Executive Session to Discuss Personnel and Litigation Issues Update/Approval: Not needed.
6. Other Business Update/Approval: Nothing at this time.

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

1. Mowing Update/Approval: Highway department has been mowing when time permits.
2. Train Control Communication Monopole Update/Approval: 1 mile south of State Highway Shed. ¼ mile north of the intersection of Rt. 66.
3. Dakota Access Pipeline Project Update/Approval: The committee will discuss the cleanup process.
4. Additional Soil Borings for UST Removal to Comply with OSFM Update/Approval: Meet and Greet with all the Township Road Commissioners Update/Approval: The committee will discuss.
5. Rocky Hollo Bridge in Butler Township Update/Approval: They are working on this bridge now.
6. Village of Butler Water Line Issue Update/Approval: Chairman Hertel stated that he received a call from Mayor Lane and the water line is on private property and it is 16 foot passed our right of way. We had to pay to fix the water line and the new ditch line is right where to water line was. This cost was not included in the cost of the bridge.
7. Checking with State Farm for Insurance Reimbursement for Walshville Bridge Accident Update/Approval: The committee will discuss.
8. Other Business Update/Approval: Nothing at this time.

Motion by Bathurst and second by Savage to adjourn the meeting. All in favor, motion carried. Meeting adjourned at 10:48 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

## Economic Development Committee Meeting Minutes

**Date:** Thursday, September 29, 2016

**Time:** 8:30 am – County Board Room

**Members Present:** Chairman Heather Hampton+Knodle, Megan Beeler, Ron Deabenderfer, Tim Hopper, Jay Martin

**Members Absent:** Nikki Bishop and Board Chairman Roy Hertel

**Others Present:**

The Committee met today to discuss the following:

1. **MCEDC Update/Approval:** Tim Hopper reported that two interviews were scheduled for last Monday and they interviewed one person and Amanda Cole interviewed the second person. There has been an offer made and negotiations are taking place with one candidate.
2. **Incentives Update/Approval:**
  - RLF - Community Eligibility – Witt and Panama. Hampton+Knodle stated that she sent a draft of an application document to States Attorney Matoush and Treasurer Ron Jenkins. Matoush has worked up a formal agreement for the communities and the City of Witt has signed off and should be getting a check for the \$50,000 loan that was approved at the full board meeting last month.
  - Enterprise Zone - Daniels stated that DCEO is working on the application and that a meeting was held with Wright Automotive regarding their new showroom project that has started.
  - Incentives: Hampton+Knodle shared a general tax abatement application and guidelines document that the committee discussed and reviewed. Some suggestions were made and the committee will continue the review at their October meeting in order to have a finished draft to present to the full board approval in November.
3. **Planning Update/Approval:**
  - Planning Commission – They will meet in October.
4. **Infrastructure Update/Approval:**
  - Broadband Update: Hampton+Knodle stated that some businesses and community leaders have been invited to a meeting regarding high speed internet on October 5<sup>th</sup> at 6:30 pm at Aumann Auctions.
  - Eagle Zinc – Nothing new to report.
5. **Tourism Update/Approval:** Hampton+Knodle stated that her intent for the tourism money the county is collecting, is to pay the membership dues to the MCEDC and to purchase electronic “welcome” signs off the highways. Tourism Brochure, Reach out to the schools to do a brand logo. Pay for advertisement in the IllinoisSouth Tourism Publications. Hampton+Knodle will set up a meeting with IllinoisSouth Tourism.
6. **Branding Brainstorm Update/Approval** – Hampton+Knodle stated that discussions are taking place brainstorm on the Branding Name for the County.
7. **Workforce Update/Approval:**
  - West Central Development – Received a delinquent notice for \$5,969.60. Hampton+Knodle stated that she will try and get the letter written by the by the October board meeting.
  - CEO Program – Night of Networking will be held on Monday, November 7<sup>th</sup> from 5:00 pm to 7:00 pm at the Litchfield Holiday Inn Express. There are now about 51 investors.
8. **Other Business Update/Approval:** None at this time.

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

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

# Montgomery County Board

## EMA Committee Meeting Minutes

**Date:** Monday, October 03, 2016

**Time:** 4:00 PM EMA Office

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

**Others Present:** Greg Nimmo and Sherry Greenwood

The committee met today to discuss the following:

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

1. **EMA Job Description Draft Update/Approval:** Nimmo asked committee members to review the revised EMA job description for approval next month. Nimmo stated that the items highlighted in yellow pertained to the ambulance billing and were deleted from the current job description.
2. **Spiller Pay Invoice Update/Approval:** Nimmo reported that a \$3,200 was sent to the spiller and we will have to wait for reimbursement.
3. **Local Emergency Planning Committee (LEPC) Update/Approval:** Nimmo reported that he wants to start the LEPC group again and Joe Gasparich stated that he will help. Nimmo stated that they would like to expand the LEPC group once we get the Incident Management Team meeting again.
4. **Incident Management Team Update/Approval:** Nimmo stated that he would like to get the incident management team meeting again after the holidays to complete preparing ten emergency plans for the county.

**EMA New Business:**

1. **IEMA Quarterly Region Meeting Update/Approval:** Nimmo reported that he attended the IEMA region Meeting on 9/23/16.
2. **IEMA Conference Update/Approval:** Nimmo reported that he attended the IEMA Conference on September 6 thru the 8 in Springfield.
3. **Montgomery County Resolution of Multi-Jurisdictional Natural Hazards Mitigation Plan Update/Approval:** Nimmo reported that the county board approved the resolution presented by Consultant Greg Michaud last month and Chairman Hertel has signed it. Chairman Hertel stated that the municipalities and the County need to make sure they apply for grants under this program and not wait until it is time to update the plan in five years. Nimmo stated that he will follow up with Greg Michaud to see what is applicable for grants and get examples what grants have been filed in the county and report back.
4. **Hazmat Team Handheld Radio Programming Update/Approval:** Nimmo reported that there were some deficiencies with the radios due to changes in Litchfield, Farmersville and Nokomis. Gasparich stated at he would like to see what was left in the budget towards the end of November before anything is purchased.
5. **Central Illinois Pipeline Training Update/Approval:** Nimmo reported that he will attend the Pipeline training on October 25<sup>th</sup>, 2016.

**Ambulance Billing Office Update/Approval:** Sherry Greenwood reported that she is behind with billing and collections and that there is a backlog of Medicare and Medicaid to process. Greenwood stated that she would like for the part time person to become full time. Glenn Savage read a letter from the Nokomis/Witt area ambulance that was in support of a full time person instead of a part time person. Greenwood has been working 40 hours per week to try and keep caught up with the ambulance billing. Chairman Hertel stated that the ambulance districts will be paying for all the staff expenses. Gasparich stated that we should notify the five ambulance districts. **Motion by Deabenderfer and second by Graden to make the part time position a full time position upon notification and consent of the five area ambulance districts effective October 12<sup>th</sup>, 2016. All in favor, motion carried.**

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

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

Motion to adjourn by Joe Gasparich and second by Tim Hopper. All in favor, motion carried.

Meeting adjourned at 5:00 pm. The summaries of minutes were respectfully submitted by acting secretary Christine Daniels, as Deputized by Montgomery County Clerk/Recorder Sandy Leitheiser.

# Montgomery County Board

## Finance & Personnel Joint Committee Agenda

**Date:** Thursday, October 6<sup>th</sup>, 2016, 2016

**Time:** 8:30 AM – County Board Room

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

**Members Absent:** Bill Bergen and Evan Young

**Others Present:** Ray Durston, Sandy Leitheiser and Tony Johnston from CIBC

- 1. Forrestal Group Power Plant Assessment Proposal Update/Approval:** Beeler updated the committee on the meeting that was held last week where the taxing authorities that receive taxes from the power plant were invited to give input regarding her correspondence requesting help in paying for the consultant fees to negotiate an assessment with the power plant. Beeler stated that they discussed having the taxing bodies help pay for the fees and then if the coal mine were to re-open and the county started to collect royalties again in excess of \$250,000 then we will reimburse the taxing bodies for their portion of the taxes. **Motion by Heather Hampton+Knodle and second by Mary Bathurst that we hire Forrestal Group to represent the County contingent on the other taxing bodies approving their portion as proposed with an agreement that we will pay them back when we have received more than 250,000 in coal royalties within five years.** Discussion. Jim Moore asked if we are setting a precedence that we ask taxing bodies to help pay for assessing other properties like the hotels and seed company etc. Megan Beeler stated that we are setting precedence and that it is OK. Plunkett stated that we need help with assessing the power plant because it is such a huge commercial and industrial business. **All in favor, motion carried.**
- 2. Employee Health Insurance Update/Approval:** The committee discussed the status of the employees completing the health insurance questionnaires so that the four insurance companies can submit a proposal. The questionnaires are due this Friday, however it will be extended until Tuesday afternoon so that people that don't have computer access can complete a paper application. The committee also had a lengthily discussion on the employee health insurance bidding process. Mary Bathurst and Megan Beeler will go down to the Health Department and visit departments today and tomorrow to explain the county's position on the health insurance and to answer any questions from employees.
- 3. SOA Report Update/Approval:** Durston explained his board report that will be included in the county board packet. The Beacon status and GIS report will be submitted at the full board meeting. Durston stated that the GIS scanner in the GIS office quit working and had to be replaced.
- 4. Monthly Coal Revenue Report and Revenue, Expense & Bank Balance Report Update/Approval:** The committee reviewed the monthly coal Revenue, Expense and Bank Balance reports that were prepared by Treasurer Jenkins.
- 5. FY 2017 Budget Discussions Update/Approval:** The committee went through the proposed FY 2017 Budget revenue and expense reports for final revisions to submit to the full board next Tuesday. Beeler will take the revisions to the Treasurer's Office after today's meeting.
- 6. Adopt the Aggregate Levy Update/Approval:** The committee reviewed and discussed the final aggregate levy report that was submitted by Treasurer Jenkins. **Motion by Mike Plunkett and second by Connie Beck to approve the aggregate tax levy in the amount of \$5,650.125. All in favor, motion carried.**

7. **County Trustee Resolution to Convey Deed on Parcel 13-06-260-001 in Witt Township to the City of Witt Update/Approval:** Committee reviewed the resolution to convey the deed to the City of Witt. **Motion by Moore and second by Hampton+Knodle to recommend the approval of the County Trustee Resolution to Convey Deed on Parcel 13-06-206-001 in the City of Witt. All in favor, motion carried.**
  
8. **County Trustee Resolution to Convey Deed on Parcel 13-06-253-001 in Witt Township to the City of Witt Update/Approval:** Committee reviewed the resolution to convey the deed to the City of Witt. **Motion by Hampton+Knodle and second by Bathurst to recommend the approval of the County Trustee Resolution to Convey Deed on Parcel 13-06-206-001 in the City of Witt. All in favor, motion carried.**
  
9. **Resolution Fixing Juror Compensation and Jury Trial Demand Fee Update/Approval:** The Finance Committee reviewed the draft of the resolution fixing Juror Compensation and Jury Trial Demand Fee to change the reimbursement. The rate was \$15.50 for many years and Chairman Hertel stated that he drafted the Resolution which has been reviewed and approved by States Attorney Matoush and Circuit Clerk Holly Lemons. **Motion by Mary Bathurst and second by Connie Beck to recommend the resolution fixing Juror Compensation and Jury Trial Demand Fee to the full board. All in favor, motion carried.**

**Executive Session to Discuss Personnel Update/Approval:** Motion to enter into executive session by Jim Moore and second by Connie Beck. All in favor, motion carried. Time: 10:31 am

**Roll call was taken.**

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

**Members Absent:** Bill Bergen, Jay Martin and Evan Young.

**Motion to come out of executive session by Jim Moore and second by Mike Plunkett. All in favor, motion carried. Time: 10:53 am.**

No action was taken. There will not be any changes to how IT staff is compensated for working on Election day.

10. **Negotiations with Recycling Local 773 Update/Approval:** Meeting with Bill Trout Wednesday, October 12<sup>th</sup>, at 10:00 am.

11. **Negotiations with FOP – Mark Russillo Update/Approval:** Bathurst reported that FOP Union Representative Mark Russillo has received all the information he requested in order to schedule union negotiations.

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

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

Motion by Jim Moore and second by Mike Plunkett 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 Chris Daniels, as Deputized by Montgomery County Clerk/Recorder Sandy Leitheiser.

# Montgomery County Board

## HWE Committee Meeting Minutes

**Date:** Tuesday, October 4<sup>th</sup>, 2016

**Time:** 4:00 AM – County Board Room

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

**Others Present:** Tom Franzen, Sandy Leitheiser, Bill Gonet, Ben Bishop, Amanda Daniels and sign in sheet attached with several citizens interested in the animal control ordinance.

The committee met today to discuss the following:

1. **Election Update/Approval:** County Clerk Leitheiser was present and gave members a copy of the Specimen Ballot for the November 8<sup>th</sup>, 2016 General Election. She informed them that so far, the State Board of Elections has informed her that the “hack” of the State IVRS system of over 80,000 voters state-wide thankfully only affected 4 Montgomery County voters, who each have received letters from the State Board of Elections informing them of this activity.
2. **ICRMT Insurance Update/Approval:** Tom Franzen gave the committee a report to review on the Property Casualty and Workers Compensation insurance with Illinois County Risk Management Trust (ICRMT). Franzen stated that he will have renewal numbers to share with the committee next month.
3. **EPA Report Update/Approval:** Bill Gonet shared his monthly inspection report. Committee members asked him about checking out the complaints with a business in the Van Burensburg area where rats have been showing up. Gonet stated that he has done a report and sent the property owner a letter.
4. **Recycling Program and Events Update/Approval:** Bishop reported that BLH of Springfield completed an electronics waste collection in Litchfield on Saturday, October 1<sup>st</sup> and they received twice the amount of product as the prior collection last year. Bishop also reported that they had some problems with the Baler but it is working now.
5. **Animal Control Facility Program Update/Approval:** Amanda Daniels reported that there were over 40 animals vaccinated at last Saturday’s clinic at the facility and that an Open House is scheduled for Saturday, October 8<sup>th</sup>, 2016 from noon until 3:00 pm.
  - Animal Control Ordinance – The committee went over a draft of the proposed animal control ordinance with some concerned citizens that came to the meeting. There were some minor language changes and a small section that was deleted that pertained to the dead animal disposal act which is already a state statute. Language will also be inserted that states that there is NO fee for the County Breeders Permit. Several people in attendance reviewed and commented on the pictures of some of the abuse and neglect cases that have reported and investigated by animal control staff in the past few years. Discussion also took place on the importance and continuing education of pet owners to get their animals rabies vaccinated and registered in the county by purchasing the rabies tag. The few changes will be made to the ordinance and given to States Attorney Matoush to review and approve so that the committee members can make a recommendation to the full board or action at the November board meeting.
6. **Other Business Update/Approval:** None at this time.

Motion by Chuck Graden and second by Joe Gasparich to pay the 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 6:35 pm.

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

# Montgomery County Board

## Personnel and Finance Joint Committee Meeting Minutes

**Date:** Wednesday, September 28<sup>th</sup>, 2016

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

**Members Present:** Chairman Mary Bathurst, Jay Martin, Bill Bergen, Jim Moore, Mike Plunkett, Evan Young, Connie Beck, Megan Beeler, Heather Hampton+Knodle.

**Members Absent:** Board Chairman Roy Hertel

**Others Present:** Ray Durston, Hugh Satterlee and Tony Johnson from CIBC of Illinois Insurance.

The committee met to discuss the following:

- 1. Employee Health Insurance Update/Approval:** The committee discussed the four insurance companies that submitted information for the Request for Qualifications for the committee to review and what timeline would work to get proposals back in time for the board to take action in November. The committee discussed getting the application process started and completed quickly so that it will give the brokers enough time to get proposals submitted. Bathurst stated that she will draft a memo to the employees outlining the process and timeline for the health histories to be completed so that proposals can be submitted. **Motion by Marten and second by Plunkett to have Scheller Insurance, Precise Benefits Group, the Einstein Group and CIBC of Illinois and Tosetti & Associates bid on the employee insurance to be presented to the Joint Personnel and Finance Committee meeting on November 3<sup>rd</sup>, 2016. All in favor, motion carried.** Mary Bathurst stated that after this meeting, she will call Lisa Sorensen of PBG, Shannon Hall of Scheller Insurance and Bill Schmaltz of the Einstein Group to formally inform them about the bidding process. The employees will be responsible for completing the health history information by Friday, October 7<sup>th</sup> so that brokers can submit proposals by Thursday, November 3<sup>rd</sup>, 2016.
- 2. Zobrio Human Resource Module Training Update/Approval:** No further updates at this time.
- 3. On Line Training (IPMG) Webinar and Procedural Manual for Sheriff's Department Update/Approval:** Bathurst stated that there is no new information at this time.
- 4. ICRMT Sample Employee Manual Policies Update/Approval:** Bathurst stated that she will review the sample employee manual to compare it with our current manual for any updates.
- 5. Executive Session to Discuss Personnel and Litigation Issues Update/Approval:** (not needed)
- 6. Other Business Update/Approval:** The Personnel Committee will cancel their regular meeting for Wednesday, October 26<sup>th</sup>, 2016 and move it to Thursday, November 3<sup>rd</sup>, 2016 at 8:30 am in order to review proposals. The Finance Committee regular meeting will remain scheduled for Thursday, November 10<sup>th</sup>, 2016 at 8:30 am. Both committees will meet jointly on the above dates.

Motion to adjourn by Bill Bergen and second by Evan Young.

Meeting adjourned at 10:20 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, October 5<sup>th</sup>, 2016

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

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

**Members Absent:** Evan Young

**Other Present:** County Engineer Cody Greenwood

1. **Rocky Hollow Tr. Bridge in Butler Grove Twp. Update/Approval:** Engineer Greenwood stated that the existing bridge has been demolished, the right of way on the north side has been cleared and channel excavation is complete. Greenwood reported that the steel pilings will be installed tomorrow and they are scheduled to start pouring concrete next week. Greenwood stated that there is a temporary crossing.
2. **Village of Butler Water Line Issue Update/Approval:** Engineer Greenwood stated that while working on the Rocky Hollow Bridge project, they discovered the Village of Butler has a main water line on the south side of the road that will need to be moved. Greenwood stated that when we bought the right of way we got the existing 4 inch waterline and now we have to move the water line. Engineer Greenwood received a quote from Bondurant Plumbing in the amount of \$8,861.41 to replace about 600 feet of water line and reported that the Highway department will do the digging. McDonough Whitlow is working on the plan and profile for the IEPA permit and the easement because the water line goes onto private property. Engineer Greenwood also reported that there should not be any harvest problems for the farmers in that area. **Motion by Webb and second by Robinson to hire Bondurant Plumbing to install a water line in the amount of \$8,861.41 by the Rocky Hollow Trail Bridge. All in favor, motion carried.**
3. **Mowing Update/Approval:** Engineer Greenwood reported that the west half of the county is complete, and staff has started working on the east side of the county starting at the south end. Mowing is taking place at the Red Ball trail and they will work to the north.
4. **Positive Train Control (PTC) Communication Monopole Update/Approval:** Engineer Greenwood stated that this is a 60 foot tower pole that will be constructed in North Litchfield Township by the Township Shed and that it is next to the rail road tracks and will not impact the county. Greenwood stated that he sees no problem with this
5. **Engineering Agreement for Bridge Inspections Update/Approval:** Greenwood reported that he is pursuing Federal Participation with an 80/20 cost share for the upcoming bridge inspections. IDOT has approved verbally. They are working on getting the agreements signed for the funding which will be 80% federal funds and 20% county funds.
6. **Dakota Access Pipeline Update/Approval:** Greenwood stated that he and Dustin Sefton drove around some roads looking for areas that may need some work due to the pipeline project and are working on cost estimates for these repairs. Greenwood stated that the pipeline company would like to get settled up this fall and winter on anything that will need to be repaired.
7. **Walshville Bridge Guardrail Repair Update/Approval:** Greenwood talked with State Farm insurance and they will pay for repairs to the guardrail on the south end of the bridge that was damaged from an accident.
8. **Additional Soil Borings for UST Removal to comply with OSFM Update/Approval:** Engineer Greenwood stated that samples were submitted to the State Fire Marshall and the work is complete and there are no violations.
9. **Other Business Update/Approval:** Greenwood reported that there is one mower down and parts will come in today to fix it.

Motion by Robinson and second by Savage to Pay Bills. All in favor, motion carried.

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

Meeting adjourned at 8:55 a.m. Minutes respectfully submitted by acting secretary Christine Daniels as Deputized by the Montgomery County Clerk and Recorder, Sandy Leitheiser.