

Montgomery County Board

Buildings & Grounds Meeting Minutes

Date: Friday, February 5th, 2016

Time: 8:30 AM – County Board Room

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

Members Absent: Nikki Bishop

Others Present: Holly Lemons and Lloyd Meyer

The committee met today to discuss the following:

1. **Resolution for Participation in State of Illinois Federal Surplus Property Program:** The committee reviewed the resolution for several offices to participate in the Illinois Federal Surplus Property Program. This resolution and application must be updated every three years. Offices that are included to participate on this resolution include: Sherriff Department, Highway Department, County Board Office, Information Systems Office, Maintenance, Recycling, Animal Control, and the Veterans Assistance Commission. **Motion by Joe Gasparich and second by Gene Miles to approve the resolution for participation in the State of Illinois Federal Surplus Property Program. All in favor, motion carried.**
2. **Maintenance Issues and Report Update/Approval:** Meyer reported that the secure hall, all the offices and Judges' area except for one bathroom have been painted. Meyer also reported that he hasn't had to order any ice melt because the weather has been mild. Meyer ordered bearings for the air handler in the kitchen area. Sneed reported that the tripping hazard has been fixed in the voting area. Circuit Clerk Holly Lemons was present to share a concern about the extras cleaning duties at the New Courthouse. Meyer will give Lemons a list of cleaning duties so that the ones that were discussed last month will be added to the list.
3. **Annex Building Project Update/Approval:** Chairman Hertel reported that the communication tower is complete and the old tower will need some maintenance as weather permits. The committee discussed the frequency issues with the repeaters.
4. **Elevator Proposals Update/Approval:** Sneed reported that he reviewed the bids that were received at last month's meeting from Otis Elevator and Schindler Elevator for the maintenance agreements for the Historic Courthouse elevator and the two at the New Courthouse. All the paperwork was sent over to the States Attorney's Office for review. Sneed reported that he followed up with Schindler Elevator with a couple of questions regarding the maintenance plus contracts. **Motion by Graden and second Gene Miles to approve and recommend the three year maintenance agreement with Schindler Elevators in the amount of \$7,824 per year. All in favor, motion carried.**
5. **Other Business Update/Approval:**

Motion by Richard Wendel and second by Joe Gasparich to pay the bills. Motion carried.

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

Meeting adjourned at 9:25 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, January 26th, 2016

Time: 8:30 am – County Board Room

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

Members Absent: HWE Chairman **Connie Beck**, Building & Grounds Chairman **Bob Sneed**

Others Present: Bill Schroeder and Sandy Leitheiser, HWE Vice Chairman Chuck Graden

The committee met today to discuss the following:

Coordinating Committee: Roy Hertel, Board Chairman

1. **Coal Mine Update/Approval:** Chairman Hertel stated the mine is not closed, just not in operation at this time. Beeler stated the coal mine did terminate workers. Chairman Hertel stated they have not laid off everybody. Neither the City of Hillsboro nor the County was notified of employee terminations.
2. **Law Suit – Montgomery County vs. State of Illinois Update/Approval:** Is proceeding.
3. **Soil Conservation Meeting Update/Approval:** Chairman Hertel wrote a letter in support of retaining dollars state-wide. Committee discussed recommendation of consolidation at county levels. Chairman Hertel stated they are already sharing tech workers at two other towns.
4. **Other Business Update/Approval:**

Building & Grounds Committee: Bob Sneed, Chairman *Friday, Feb. 5 at 8:30 a.m.*

1. **Maintenance Issues and Report Update/Approval:** Will discuss at committee.
2. **Annex Building Project Update/Approval:** When weather gets better will start on it.
3. **Communication Tower Renovations Update/Approval:** Still working on it.
4. **Elevator Proposals Update/Approval:** Will discuss at committee.
5. **Other Business Update/Approval:** Tripping hazard has been fixed in voting area

Economic Development Committee: Heather Hampton+Knodle, Chairman *Thursday, Jan. 28th at 8:30 a.m.*

1. **MCEDC Update/Approval:** Board meeting this week.
2. **Incentives Update/Approval:**
 - Revolving Loan Fund:
 - Enterprise Zone – General Abatement for C & C Heating & Cooling of Nokomis - Hampton+Knodle stated she has written approval from State of Illinois legal counsel that we can give the exact thing that we already have drafted. We can give the new map that the mayors approved. We have to have a public hearing, but we can move forward with the existing map. Chairman Hertel stated the administrative fee will be in Monday. When we have the next mayors meeting we will have a public hearing with a court reporter. Chairman Hertel stated Nokomis school District passed the tax abatement.
3. **Planning Update/Approval:**
 - Planning Commission – Hampton+Knodle stated the Planning Commission met, but didn't have a quorum. Leitheiser stated they discussed concerns with storm water drainage in the Litchfield area as a result of the expansion. Leitheiser has not seen any annexation documents as of yet.
4. **Infrastructure Update/Approval:**
 - Incumbent Provider Updates:
 - Fiber RFP –
 - Eagle Zinc –
5. **Tourism Update/Approval:**
 - Tourism South –
6. **Workforce Update/Approval:**
 - West Central Development – CEDS Document: Hampton+Knodle stated we received the CEDS document.

- CEO Program – Hampton+Knodle stated the students are selling tickets for a concert on February 27th and more tickets are available. Leitheiser stated she is speaking this Thursday and Holly Lemons is speaking Friday with the CEO Program students. Hampton+Knodle stated to the committee to please encourage students in the Panhandle district to apply. The CEO tradeshow is April 26th at 5:30 p.m. – 7:30 p.m.

7. Other Business Update/Approval:

- 5:30 p.m. – 7:30 p.m. CEO tradeshow April 26
- Hampton+Knodle met the new Midland Institute Coordinator.

E.M.A./Ambulance Committee: Glenn Savage, Chairman Mon. Feb. 1st at 8:30 a.m.

1. **Ambulance Calls Update/Approval:** Savage stated the billing is proceeding in a normal and routine fashion.
2. **Hazard Mitigation Plan Meetings Update/Approval:** Chairman Hertel stated there was good attendance at the Hazard Mitigation Plan meeting.
3. **911 Legislation Update/Approval:** Savage stated there is nothing to report at this time. Hampton+Knodle suggested having more conversation with Chairman Hertel and another involved.
4. **Other Business Update/Approval:** Savage stated there is none at this time.

Finance Committee: Megan Beeler, Chairman Thursday, Feb. 4th at 8:30 am.

1. **SOA Report Update/Approval:** Advertising will be discussed.
2. **Monthly Coal Revenue Report and Revenue, Expense & Bank Balance Report Update/Approval:** Beeler stated she would like to see a total of royalty money from the start. She stated to look at bank account balances. Beeler suggests we look at how funds are being funded.
3. **New Wave Phone and Internet Implementation Update/Approval:** Beeler stated the phone switch to New Wave Communications was made on January 25th and is now in operation.
4. **Zobrio Accounting Software Implementation & Access for Supervisors Update/Approval:** Chairman Hertel stated everything is going okay.
5. **County Hotel/Motel Tax Ordinance Update/Approval:** Betsy Wilson is working on this ordinance. Beeler stated the money will go toward tourism.
6. **County Board Structure Update/Approval:** Beeler stated we need to look at what districts look like from an election standpoint. Committee will discuss.
7. **FY 2016-2017 Budget Discussions – Letter to All Department Heads and Elected Officials:** A memo was sent out from Beeler. She has gotten some feedback already. The past survey will be discussed at the committee meeting. The budget discussion schedule will be discussed.
8. **Resolution to Convey Deed to Parcel ID # 18-23-462-003 in Fillmore Township to Richard P. Roth:**
9. **Other Business Update/Approval:**
 - Hampton+Knodle discussed background research on squad cars.
 - Committee will discuss UCCI lawsuit regarding number of jurors and fees as unconstitutional.

HWE Committee: Connie Beck, Chairman Tuesday, Feb. 2nd. at 8:30 a.m.

1. **Elections Update/Approval:** County Clerk Leitheiser stated that Early Voting may be delayed and not start on February 4th, 2016 per Illinois Law due to the State Board of Elections' hearing objections to petitions of several Presidential candidates.
2. **EPA Report Update/Approval:** Committee will discuss.
3. **Recycling Program and Events Update/Approval:**
 - Baler, Revenue – Committee will discuss.
 - Chairman Hertel stated the DC Waste meeting with Brian Deming is on the February 2nd at 10:30 a.m.
 - Hillsboro Recycling Center is on leased land and being researched.

4. **Animal Control Facility Program Update/Approval:** Chairman Hertel stated he, Betsy Wilson and Amanda Daniels met on the Animal Control ordinance. Betsy Wilson will rewrite the document. The meeting with breeders, etc. has been delayed at this time.
5. **Other Business Update/Approval:** The trip to visit Mason County was discussed. Chairman Hertel stated there has not been interest.

Personnel Committee: Mary Bathurst, Chairman *Wednesday, Jan. 27th at 8:30 a.m.*

1. **Local 148 Union – Circuit Clerk's Office Negotiations Update/Approval:** Mediation on February 1st at 6:00 pm.
2. **Local 773 Pension Update/Approval:** Bathurst updated the document from the Pension Fund. Employees have to approve. Bathurst stated may take two months
3. **Employee Health Insurance: Evan Young:** Committee will look at brochures. Leitheiser handed in another option.
4. **Zobrio Time Keeping Module Update/Approval:** Committee will discuss.
5. **Personnel Manual Update/Approval:** On-line training – Bathurst stated the first meeting is tomorrow, January 27th with Rick Robbins.
6. **Executive Session to Discuss Personnel and Litigation Issues Update/Approval:** Not needed.
7. **Other Business Update/Approval:** None

Road & Bridge Committee: Gene Miles, Chairman *Wednesday, Feb. 3rd at 8:30 a.m.*

1. **Above Ground Fuel Tanks Update/Approval:** Miles stated fuel tanks are in operation by now.
2. **Simpson Bridge in Walshville Township Update/Approval:** Discussed at last committee meeting.
3. **Crude Oil Pipeline Update/Approval:** Discussed at last committee meeting.
4. **Nokomis-Fillmore Road Repairs Update/Approval:** Discussed at last committee meeting.
5. **Red Ball Trail Update/Approval:** Miles stated there are no new updates.
6. **2015 MFT Funding Update/Approval:** Miles stated we did get MFT funding.
7. **Other Business Update/Approval:** None

Motion by Miles and second by Hampton+Knodle to adjourn the meeting. All in favor, motion carried.

Meeting adjourned at 10:17 am. The summaries of minutes were respectfully submitted by acting secretary Lorraine Beers, as Deputized by Montgomery County Clerk/Recorder Sandy Leitheiser.

Montgomery County Board

Economic Development Committee Meeting Minutes

Date: Tuesday, January 26, 2016

Time: 10:30 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: Will Shalter

Others Present:

The Committee met today to discuss the following:

1. **MCEDC Update/Approval:** Will Shalter discussed with the committee the following: The MCEDC board will vote on a Fiber RFP at Thursday's MCEDC board meeting. The article on broadband went to the University's state website. Revisited Fabrication lab at U of I and looking at possibly doing a mobile lab in our county and Hampton+Knodle suggested the county board tour it at the June or July full board meeting. Looking into setting up a business incubator site. Still seeking a grant writer. Inquired with Economic Development Administration about grants in coal mining communities and hopefully will be able to do a grant together with West Central. Beeler asked Shalter about another Summit and he replied that he would look into it. The last one Summit was October 2014. Shalter announced a town hall meeting in Nokomis on February 29th on downtown revitalization and community development. Shalter stated that Professor Greenlee from the University of Illinois has research on why people move out of rural areas and we could possibly get him to speak to us.
2. **Incentives Update/Approval:**
 - Revolving Loan Fund: Shalter stated the loan is being paid on time and the board is scheduled to meet in the next week.
 - Abatement for C&C Heating and Cooling – Hertel reported that the school and all taxing bodies that have considered the motion to date have approved the 4-year abatement for the Nokomis-based business. Lincoln Land Community College still has to consider the measure.
 - Enterprise Zone – Hampton+Knodle stated the engineering firm estimated our cost at \$15,400 to have a legal description written for just the addition of territory, but we can now submit a territorial amendment that will include the map that was approved by the Enterprise Zone board in 2015. Hampton+Knodle stated she has written approval from State of Illinois Dept. of Commerce legal counsel that we can use the map and accompanying legal description approved in 2015. We have to have a public hearing, but we can move forward with the existing map.
 - EZ Mayors meeting: Committee discussed Thursday, February 11th at 5:30 p.m. If needed, a public hearing will be at the meeting.
3. **Planning Update/Approval:**
 - Planning Commission – Will hold a special meeting to elect new officers. There was no quorum at the last meeting.
4. **Infrastructure Update/Approval:**
 - Incumbent Provider Updates: Hampton+Knodle stated is on hold. Beeler shared that local Facebook networks have daily remarks and questions about service providers.
 - Fiber RFP – Hampton+Knodle stated there is confirmed interest to branch out fiber. She stated it was great that Royell was brought to the County eight years ago.
 - Eagle Zinc –

5. Tourism Update/Approval

- Tourism South – Will Shalter met with the tourism bureau. They received the grant money from the state and visited our county museums immediately. They also wrote an article about features in the county to appear in an issue of the magazine.
- Beeler asked if we could discuss with them unified brand to focus our efforts. Shalter will give them a follow up call.
- Hampton+Knodle asked how we know what our dues are. Beeler stated \$2,500 was paid, but was concerned about the dates for which the membership applied. Beeler will follow up.
- Tourism Bureau magazine: Shalter discussed the ads and placing magazines in various locations around the county. A potential advertisement could contain Litchfield Pickers Market, Old Settlers and other homecoming events, concert series, etc.

6. Workforce Update/Approval:

- West Central Development – CEDS Document: Hampton+Knodle stated we received the CEDS document and we will review and discuss the document at the February committee meeting.
- CEO Program – Hampton+Knodle stated the students are selling tickets for a concert on February 27th, 2016 and more tickets are available at banks or online at www.brushvilleconcert.com. Over 400 tickets have been sold. The CEO Tradeshow is Tuesday, April 26th, 2016 at 5:30 p.m. – 7:30 p.m. at the LLCC auditorium. February 29th, 2016 is the due date for applications for the 2016-2017 school year. There are six students in Litchfield interested and board members were asked to encourage students to apply in the school districts in which they live.

7. Other Business Update/Approval:

- Hampton+Knodle asked members to think of goals and accomplishments for the next meeting.
- Statistics on the previous employee survey to cut expenses will be discussed at Finance.

No bills to pay the bills.

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

Meeting was adjourned at 11:45 am. Minutes respectfully submitted by acting secretary Lorraine Beers as Deputized by the Montgomery County Clerk and Recorder, Sandy Leitheiser.

Montgomery County Board

EMA/Ambulance Committee Meeting Minutes

Date: February 1st 2016

Monday 08:30– EMA Office

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

Members Absent:

Others Present:

Ambulance Call Reports:

Collections: Director Holmes stated since this is the first of the month we do not have the figures yet.

AMBULANCE REPORT:

1. **Ambulance Contracts:** We have contracts from 4 of the 5 areas. Missing Hillsboro contract. Bergen asked about the stipulations of getting contracts in on time. Savage stated the stipulation is that they won't get a payment until we get the contract.

EMA:

1. **Mitigation Planning Update/Approval:** Savage stated the mitigation meeting was well attended. Gasparich stated there were a lot more new projects this time and that people took it serious. Savage stated the credit does to Greg Michaud.
2. **CPR/AED Completed Update/Approval:** Graden stated he attended the class and CPR has changed from the past. Start chest compressions first. The class was well taught.
3. **Radios License Renewed Update/Approval:** Savage stated it was renewed again with no extra charge.
4. **Panic Alarms Update/Approval:** Savage stated the panic alarms have been checked and the alarm panel for the New Courthouse should be here in a week or so.
5. **Rain Totals from December Flooding (See Attached) Update/Approval:** Savage stated the totals are included on the handout.
6. **Road Closures in the event of rain or snow Update/Approval:** Savage discussed putting road closures on the County website. Director Holmes stated that Bill Purcell said we cannot keep up on real time.
7. **Next EMA Meeting will February 29th Update/Approval:**
8. **Other Business Update/Approval:** none

Week of	Hillsboro	Litchfield	Nokomis /Witt	Farmersville/ Waggoner	Raymond/ Harvel	Total
1/4/2016	20	79	20	2	5	126
1/11/16	34	17	13	0	5	69
1/18/16	47	32	14	3	0	96
1/25/16	29	31	10	0	0	70
	130	159	57	5	10	361

Processed Reports

Pay the Bills: Motion by Deabenderfer and second by Hopper. All in favor, motion carried.

Adjourn: Motion by Bergen and second by Graden. All in favor, motion carried. Time: 8:40 a.m.

Minutes respectfully submitted by acting Secretary Lorraine Beers as deputized by the Montgomery County Clerk and Recorder, Sandy Leitheiser.

Montgomery County Board

Finance Committee Minutes

Date: Thursday, February 4th, 2016

Time: 8:30 AM – County Board Room

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

Members Absent: Hampton+Knodle

Others Present: Ray Durston, Sandy Leitheiser, Bill Purcell, Kevin Smith, Holly Lemons, Evan Young, Rick Robbins, Diana Holmes, Hugh Satterlee and Ron Jenkins.

The committee met today to discuss the following:

- 1. Raising Fees for Court Security Update/Approval:** Rick Robbins stated that the Court Security fees are currently set at \$25 and are going to the General Fund. These fees help fund Court Security related items and salaries. Robbins stated that other counties are charge more for Court Security fees can they can be increased if we have a cost study. Robbins stated that currently we have one full time and one part time court security officer. The committee asked Rick Robbins to check with other counties that are charging more than \$25, to see if they used an auditor or a consultant to perform the cost study in order to raise the fee.
- 2. Sheriff Vehicles Update/Approval:** Rick Robbins stated that the Sheriff's department will be re-bidding out the two Sheriff's Vehicles and will be asking for law enforcement Ford Explorers. Robbins stated that they will offer three vehicles as trade ins and hope to save about \$5,000 to \$8,000 per vehicle. Bids will be due by Monday, February 29th, 2016. Robbins also reported that the new communication tower is operational and things are working out OK. The tower by the jail will need to be cleaned off.
- 3. SOA Report Update/Approval:** Durston reported that the Department of Revenue is still working on the tentative abstract and the board of review is having hearings today. Durston stated that his office received 228 assessment complaints and the board of review has inspected 185 properties. Durston reported that Miles Harris will begin work on the Grisham, Walshville and East fork assessments later this month. For 2016, there have been 2,580 senior, 263 disabled person and 101 Veteran exemption renewals mailed. Durston stated that he attended a Farm Bureau meeting on January 26th to discuss changes to the farmland assessments. Durston reported that staff has been looking into some of the railroad properties and the unknown parcel cards. There were 112 structural permits processed in 2015 and 27 of them were for new homes. Durston also submitted the GIS report and stated that Cassidy is going to attend training Illinois Terrorism task force training next Tuesday to know how to share GIS data in an emergency. Clerk Leitheiser if they are working on working and coal rights and tax code parcels and he responded that Cassidy has had time to get the tax codes mapped out and he will check with Cindy Laurent on the tax code parcels. Durston also reported that Cassidy made several phone calls and trips to Mc Donough Whitlow to get mapping issues resolved regarding the Enterprise Zone Legal Description and maps.
- 4. Monthly Coal Revenue Report and Revenue, Expense & Bank Balance Report Update/Approval:** Committee reviewed the monthly coal revenue and expense reports and a new report showing the 2% royalty summary on where the coal revenues went. The new fuel tanks at the Highway Department and the Irving road project was paid for out of the coal reserves. Treasurer Jenkins reported that we received a coal royalty check in January for \$17,000.

5. **New Wave Phone and Internet Implementation Update/Approval:** Bill Purcell stated that our phone serviced was moved over to New Wave last Monday. Purcell stated that New Wave is working on issues with faxing and they have fixed the sound level issue. We are saving about \$2,000 per month by switching to New Wave. Purcell also reported that he and County Board Amin Chris Daniels called Consolidated to make sure the PRI line charges will stop on the invoices.
6. **Zobrio Accounting Software Implementation & Access for Supervisors Update/Approval:** Jenkins stated that they are working with the Zobrio software and they will start working with the Human Resource component in March.
7. **County Hotel/Motel Tax Ordinance Update/Approval:** The committee reviewed and discussed the Hotel Tax Ordinance that was drafted by the Assistant States Attorney Betsy Wilson. **Motion by Connie Beck and second by Mary Bathurst to recommend a 30 day review of the Ordinance Establishing a Hotel Operators' Occupation Tax at a rate of 4%. All in favor, motion carried.**
8. **County Board Structure Update/Approval:** Beeler reported that there is no new information regarding the county board structure at this time and they will discuss more at future committee meeting.
9. **FY 2016-2017 Budget Discussions – Letter to All Department Heads and Elected Officials:** Beeler stated that with the lack of revenues from the coal mine royalty, the county board needs to look at trying to fill the \$1 million gap in the general fund for 2016. This is 14% of the general fund budget and we will not be able to cut at one time. Committee discussed starting now to be conservative in the 2016 budget and cuts will have to be made in the 2017 budget. Beeler stated that programs that need help to keep running will need to be looked at and that she would rather cut things than people. Plunkett suggested that we wait for the audit in April to see what the deficit is and then make adjustments at budget hearings and Connie Beck stated that they could ask offices not to spend what is in their budget if they don't have to. Jim Moore stated that he would like to see bigger steps taken now and to amend the budget for this year. Jim Moore also suggested looking into another early retirement offer and Beeler stated that the committee could look at that. Chairman Hertel stated that the package offered won't be the same as the last time and Moore agreed. Megan Beeler stated that this is costly up front and Hugh stated that if no one takes the package and then it doesn't cost anything. Satterlee also stated that Hugh stated that if an early retirement were offered savings could be realized in the first year and that the Health Department salary expenses have decreased \$332,000 because people don't get replaced. Satterlee explained that in an emergency we should be using and transferring employees to help out another office. Satterlee also stated that he has been replacing full time people with part time and pays a little higher hourly wage and that almost the same amount of work gets done when you consider all the time off that a full time employee receives. Discussion took place regarding a four day work week and Beeler would like to see the numbers on how this would work and save money. The committee discussed that this option may not be feasible because of personnel and unions. The committee also discussed that the Finance Committee just puts enough in the budget for each office and then it will be the responsibility of the office holder to decide how and what to cut in their office. The committee went over the budgets for the SOA Office with Ray Durston, the EMA with Diana Holmes and the Information Systems Office with Bill Purcell. Durston stated that the expense for the assessment publications will come out of this year's budget. Holmes stated that the EMA office is paid 100% by the ambulance services and doesn't cost the county anything and that there has not been a payment from the State for EMA. Holmes also stated they can take out the \$1,000 in the budget for the HazMat. Bill Purcell stated that the training expense can be cut from the Information Systems budget and Megan Beeler asked Purcell to check and see if there are any benefits to leasing computers and machines versus purchasing them. Purcell stated that his budget has money to replace 12 new computers every year and that each office has their computer changed out or upgraded every five years. Purcell explained that the Court fund pays for the computers to be replaced everyone

four years in the Circuit Clerk's office. Beeler stated that offices that have other funds, like automation funds should start using these funds for computer equipment and software upgrades. Mike Plunkett stated that the committee should look at the audit and that the offices that are functioning at the bear minimum shouldn't be penalized. The committee also discussed allocating the bottom line budget number for each office and the department head would decide what to put in each line item for their office to operate. Evan Young stated that he thinks we jerk the band aid now by amending the budget and to keep the money that has accumulated in the reserves. Jim Moore stated that all supervisor salaries should be frozen. Megan Beeler also reported that she has had a conversation with Hampton+Knodle and Tim Hopper regarding the funding level for MCEDC going away and they are going to take the information to the MCEDC board. Beeler stated that some of the money from the Hotel tax can pay for the EDC membership and that the CEO program will find \$5,000 for the bookkeeping. The committee also discussed the funding for FAYCO. Beeler stated that a memo can be sent to the office holders in February asking for budget amendments so the committee can review them at their March committee meeting. The full board would review in March for one month and an amendment to lower the budget could then be voted on in April. **Motion by Megan Beeler and second by Jim Moore to pursue amending the budget according to ILCS 55 ILCS 5/6 – 1002 and 1003 pending review by the States Attorney's Office due to the fact that our anticipated revenues have been reduced by approximately \$900,000. All in favor, motion carried.**

- 10. Resolution to Convey Deed to Parcel ID # 18-23-462-003 in Fillmore Township to Richard P. Roth:**
Motion by Mary Bathurst and second by Connie Beck to approve the resolution to convey the deed to parcel ID 18-23-462-003 in Fillmore Township to Richard P. Roth. All in favor, motion carried.

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

Motion by Mary Bathurst and second by Mike Plunkett to pay bills and approve payroll. All in favor, motion carried. Motion by Mary Bathurst and second by Jim Moore to adjourn the meeting. All in favor, motion carried. Meeting adjourned at 11:45 a.m. The summaries of minutes were respectfully submitted by acting secretary Chris Daniels, as Deputized by Montgomery County Clerk/Recorder Sandy Leitheiser.

Montgomery County Board

HWE Committee Meeting Minutes

Date: Tuesday, February 2, 2016

Time: 8:30 AM – County Board Room

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

Members Absent: Mike Webb

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

The committee met today to discuss the following:

1. **Election Update/Approval:** Leitheiser reported that her office is testing ballots at this time. She reported that objections to several presidential candidates were reviewed and over ruled by the State Board of Elections so testing of ballots and programming can begin. She stated that early voting will start possibly next week and the Primary Election is scheduled for March 15th
2. **EPA Report Update/Approval:** Gonet stated that he received a complaint about a property in Taylor Springs that is owned by the County Trustee where there are reported to be above and below ground fuel tanks. The complaint stated that a tank is leaking but Bill Gonet sat that the liquid doesn't smell and is clear. Gonet thinks that is condensation. Chairman Hertel stated that if there is any clean up needed, all the taxing bodies would be responsible for the cost to clean up the area. Gasparich stated that if Gonet would get a sample then the Haz Mat Team could test the material with their equipment. The committee discussed the EPA grant and Gonet reported that according to the EPA rules, the State has 90 days to approve the grant once it is submitted. We are past that timeframe because the State has not approved a budget yet. Gonet also stated that the State has indicated that the grant money will continue for the delegation agreement to fund the expenses for him to inspect the landfill and perform open dump inspections in the county. Chairman Hertel stated that we have to receive the grant to keep the EPA office operational.
3. **Recycling Program and Events Update/Approval:** Ben Bishop stated that one cardboard dumpster was taken from Litchfield and cardboard is not picked up on the ground. Electronics recycling drive will be held on April 9th at the Hillsboro facility. Connie Beck, Ben Bishop and Roy Hertel will meet with Brian Demming of DC Waste at 10:30 am today regarding the concerns with trash pickup and cardboard collection. Chairman Hertel stated that we are trying to find other revenue resources.
4. **Animal Control Facility Program Update/Approval:** The committee discussed the animal control ordinance that is being review by Assistant States Attorney Betsy Wilson and approved to increase the funding level of the spay and neuter voucher program. The committee would also like to discuss the contracts and services with the municipalities at the next mayor's meeting that will be scheduled for some time at the end of February. Amanda Daniels will schedule a radio interview on WSMI with Sara Tomac with Connie Beck and Chairman Hertel to educate citizens on the importance of rabies vaccinations and to register their pets with the county by purchasing a rabies tag. .
5. **Other Business Update/Approval:** None at this time.

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

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

Meeting adjourned 10:50 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, January, 27th, 2016

Time: 8:30 am - County Board Room

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

Members Absent: Board Chairman Roy Hertel

The committee met to discuss the following:

1. **Local 148 Union – Circuit Clerk’s Office Negotiations Update/Approval:** Bathurst reported that the committee will have a special meeting with local 148 and a Mediator on Monday, February 1st at 6:00 pm. The meeting will be held in the County Board Room.
2. **Local 773 Pension Update/Approval:** Bathurst reported that she has created a spread sheet based on employee and county payments that were submitted to the Union pension group during 2012 through 2014. Bathurst has forwarded the information to Betsy Wilson and Rick Robbins to review. The Sheriff Department employees need to review and work with their Pension fund so that the pension fund can make a reimbursement payment to the County so that some of that money can be refunded back to the employees. Bathurst stated that this may take two months and that the employees would need to claim the refund as income on their taxes.
3. **Employee Health Insurance Update/Approval:** Shannon Hall from Simpson Insurance addressed the committee regarding the employee health insurance and the anticipated renewal costs that would take place before June 1st. Shannon Hall stated that the transition to the new insurance from last year had some issues worked out in the beginning and have been worked out. The committee discussed the future renewal increase from Blue Cross and Blue Shield and the level of employee contributions. Evan Young shared information regarding a new employee’s health insurance program that is being used in Bond County. The committee reviewed the packet of information and asked County Board Administrator Daniels to contact this insurance agent and invite him to the next committee meeting. Clerk Leitheiser also shared information regarding employee insurance that is offered in Mercer County Illinois and the committee decided to check on this option at another time.
4. **Zobrio Human Resource Module Update/Approval:** Bathurst stated that the Treasurer’s Office will receive training on the Zobrio Human Resource module.
5. **Personnel Manual Update/Approval:** Bathurst stated that on-line training will start tomorrow, January 27th with Rick Robbins.
6. **Executive Session to Discuss Personnel and Litigation Issues Update/Approval:** Not needed.
7. **Other Business Update/Approval:** None at this time.

Motion to adjourn by Jay Martin and second by Bill Bergen motion carried.

Meeting adjourned at 9:35 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

Special Personnel Committee Meeting Minutes

Date: Tuesday, February 1st, 2016

Time: 6:00 pm – County Board Room

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

Others Present: Patrick Lynch, Stan McCaslin and Mediator Barbara Rumph

The committee met today to discuss the following:

The committee met with Mediator Barbara Rumph and Local 148 representatives Patrick Lynch and Stan McCaslin. Pat Lynch and Stan McCaslin gave a brief background on the union negotiations that took place in November 2015 and that they presented the tentative agreement to their union members but they did not make a recommendation to them. The union members voted not to ratify the contract just before the December 8th 2015 board meeting. At the meeting in November, the county board approved extending the deadline for retroactive pay to December 8th, 2015. Bathurst explained that employee insurance premiums were frozen through FY 2016, and any increases would be split 50% - 50% between employee and County. The committee explained that the county saved some money by changing to Blue Cross Blue Shield insurance and Chairman Hertel stated that the County has been subsidized by the coal revenue to a tune of about \$1 million per year. The budget has been cut for past couple of years and no employees have been cut. Chairman Hertel stated that the closure of the coal mine happened after it was only open for three years. The wage offer was \$.30 for the first year of the contract and \$.25 per hours for the second and third years of the contract. Chairman Hertel stated that we also negotiated with three offices in Local 397 for the same amount for salary increases and health insurance. Chairman Hertel also stated that the employees in Local 148 received very good raises three years ago to bring them up a little in wages and that the county board has recently voted to decrease their per diem and salaries by 20%. After a couple of discussion breaks, the Union representatives stated that they will take the County's offer and recommend the acceptance to their union members and asked if the retroactive pay will still be offered for the 6 work days up to December 8th, 2015 and the committee agree. Mary Bathurst will send an email to Patrick Lynch summarizing the agreements made at this meeting.

Motion by Moore and second by Jay Marten to recommend this final proposal to the full board. All in favor, motion carried.

Motion by Mike Plunkett and second by Evan Young to adjourn the meeting. All in favor, motion carried. Meeting adjourned at 8:45 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

Road & Bridge Committee Meeting Minutes

Date: Wednesday, February 3rd, 2016 **Time: 8:30 AM -- Highway Department**

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

Members Absent: Mike Webb

Other Present: County Engineer Kevin Smith, Bev Seamon, Kenny Pezold, John Charnisky, Gary Miller, Phil Timmermann, Teri from TPC, Kirk and Tyler Volk from Loius Marsch.

The Committee met today to discuss the following:

1. **2016 Rock Letting Update/Approval:** Committee reviewed the bids that were submitted for the Township and County rock letting. **Motion by Earlene Robinson and second by Bob Sneed to approve the low bid on the rock letter pending the tabulation. All in favor, motion carried.**
2. **Above-ground Fuel Tanks Update/Approval:** Smith stated that the new fuel tanks are fully functional and other departments have been getting fuel. Smith reported that there was a power surge in the neighborhood last night and serviceman was out to reset the computer on the pumps this morning. Engineer Smith reported that the old tanks will be removed by United Petroleum Services when they can schedule the work.
3. **2016-01: Resolution to appropriate funds for 1130 B-CA, Oconee Blacktop, 100% County Project Update/Approval:** The committee reviewed the resolution to appropriate funds for a bridge project on the Oconee Blacktop. **Motion by Bob Sneed and second by Evan Young to recommend the Resolution to appropriate funds for the 1130 B-CA Oconee Blacktop to the full board. All in favor, motion carried.**
4. **2016 Oil Letting Update/Approval:** The 2016 Oil Letting will be held on April 6th, at 8:30 am at the highway department.
5. **New Equipment Purchase Update/Approval:** Engineer Smith stated that he has been searching for cost estimates for the purchase of a new tandem truck with the bed that would include a trade in. **Motion by Evan Young and second by Earlene Robinson to approve seeking bids for the tandem truck and the chassis and present at the next committee meeting. All in favor, motion carried.**
6. **County Engineer Update/Approval:** Committee discussed the procedure for renewing the County Engineer position as Engineer Smith's six year contract will expire on March 25th, 2016. Chairman Hertel stated that he will talk with Assistant States Attorney Betsy Wilson to have a special meeting with an executive session in order to negotiate a six year contract with Engineer Smith. A recommendation would need to come from the Road & Bridge committee at the March board meeting. Smith stated that he received a letter from IDOT stating that the resolution the full board approved last month was accepted and they have no problems with his engineering performance.
7. **Other Business Update/Approval:** None at this time.

Motion by Earlene Robinson, second by Evan Young to Pay Bills. All in favor, motion carried.

Motion by Bob Sneed, second by Glenn Savage to adjourn the meeting. All in favor, motion carried.

Meeting adjourned at 10:00 a.m. Minutes respectfully submitted by acting secretary Christine Daniels as Deputized by the Montgomery County Clerk and Recorder, Sandy Leitheiser.