

# Montgomery County Board

## Buildings & Grounds Meeting Minutes

**Date:** Friday, February 8<sup>th</sup>, 2019

**Time:** 8:30 AM – County Board Room

**Members Present:** Bob Sneed, Chuck Graden, Glenn Bishop, Dennis McCammack, Gene Miles, Richard Wendel, and Evan Young

**Members Absent:** Jeremy Jones

**Others Present:** Mark Brown

The committee met today to discuss the following:

1. **Smart Watt Energy Survey Audit Update/Approval:** Sneed reported that Smart Watt will be coming with the final proposal to the next committee meeting and they have some good questions to ask about the project. The committee discussed the energy savings that we are already receiving from when we participated in the free Ameren lighting upgrades. Smart Watt did calculate these electrical savings in their initial proposal of how the upgrades would pay for themselves over a period of time.
2. **AMEREN Easement Update/Approval:** Sneed reported we received a letter from AMEREN last week and they are asking for an easement through the county farm for their pipeline project. The committee reviewed the request and the route indicated on the map provided. This pipeline also goes through the Wright Automotive property.
3. **Maintenance and Cleaning Issues and Report Update/Approval:** Brown reported the cleaning service at the New Courthouse starts at 5:00 pm and he doesn't get a chance to communicate with them. Sneed stated he will talk with the cleaning company to see if they can come in at 3:30 PM so they overlap with Brown's schedule. There is one cleaning person that works four hours per evening. Brown stated that Jan will be gone from February 12<sup>th</sup> to the 22<sup>nd</sup>. Young suggested utilizing the community service workers to help with cleaning issues on an ongoing basis and especially when Jan is on vacation. Wendel suggested checking with West Central Development to see if they can get a student worker for 29 hours per week and he will call Mike Sherer. Brown reported the ballast in the SOA office was repaired and he will be waxing the basement floor at the New Courthouse. There was a light in the Historic Courthouse Elevator that was out for a couple of days and Brown called Schindler and was told they don't service the lights in the elevators so he called Hillsboro Electric. They couldn't fix because the problem was in the circuit board, so Schindler had to come out and fix it. The committee discussed some issues of the boiler not working in Historic Courthouse on cold windy days and it has to be reset. Sneed stated the boiler needs to be checked after hours and on weekends to see if it is running.
4. **Conference/Lactation Room in the New Courthouse Update/Approval:** Sneed reported he received a quote from Lipe Construction for \$5,635 to do work in the Law Library to create a conference/lactation room as required by new state statutes. Sneed stated we will get one bid because he did the roof at the jail and other work for the county buildings. The committee discussed getting a timeframe for when the work will be completed. Sneed also got a price for installing a door and new locks for \$1,700 in the Treasurer's Office for security reasons. Sneed told Lipe to proceed with the work. **Motion by Miles and second by Graden to approve the proposal from Lipe Construction for \$1,700 for the new door and locks in the Treasurer's Office. All in favor, motion carried. Motion by McCammack and second by Bishop to approve the proposal from Lipe Construction in the amount of \$5,635 to complete the work for the conference/lactation room at the New Courthouse.**
5. **Pre-Paid Vendor List Review Update/Approval:** The committee will review.
6. **Sound System for County Board Room Update/Approval:** The committee discussed a couple of proposals for a new sound system that range from \$6,000 to \$9,000. The committee discussed talking into the microphone and standing up and projecting voices when board members speak. The committee also discussed putting a couple of external speakers in the back of the room and would like to work with getting the system we have now working better.
7. **Other Business Update/Approval:** None
8. **Public Comments:** None

Motion by Bishop and second by McCammack to pay the bills. Motion carried.

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

Meeting adjourned at 9:50 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 29<sup>th</sup>, 2019

**Time:** 8:30 am – County Board Room

**Members Present:** Evan Young, Chuck Graden, Megan Beeler, Bill Bergen, Kirby Furness, Gene Miles, Donna Yeske, Bob Sneed

**Members Absent:** None

**Others Present:** Bill Schroeder, Sandy Leitheiser, Nikki Lohman, Rick Robbins and Curt Watkins

The committee met today to discuss the following:

**Coordinating Committee: Evan Young, Board Chairman: January 29<sup>th</sup>, 2019 at 8:30 am**

- 1. Information Systems Report Update/Approval:** Curt Watkins reported they had 98 tickets for 19 work days last month. Watkins stated the IS office doesn't do content info changes for the county website and that it is the responsibility of the office to get them the content and they will upload to the county web site. Watkins reported he can do his payroll vouchering and time off reporting so that Coordinator Daniels doesn't have to be the middle man. Daniels explained she had done the IS payroll for many years because Bill Purcell didn't care to do it. Roy Hertel wanted the time off for all department heads to be done by the County Board Office. Watkins will do his payroll and Daniels will continue to collect the time off for appointed officials. Watkins reported they are working with the CAD Vendor and have deployed the new PC's in Probation Office and there will be 6 or 7 laptops scheduled to be replaced this year. Watkins reported they will then move onto the County Clerk's Computer change out which will take some time because of all the computer programs on them. Watkins reported he is still working on CTI and it looks like it will cost about \$400 per month or \$4,800 per year to do what they want with CTI. We would get redundant leads, elections, internet etc. If the fiber gets cut, then the Consolidated lines would keep out system working. Watkins stated we will also have more band width and more upload band width. This will help with some of the other county communications, like 911 and do more cloud base stuff and video. Watkins stated that being on ICN's network they could take our logs and info and helping us in cyber security which is a huge deal. The Stage Board of Education grant is paying for 20 mg. Beeler stated we have had so many outages in the past 2 years and Watkins reported that he has worked about 20 hours in the past couple of weeks with issues with New Wave. Watkins stated they are working with ongoing cyber security training with new employees and they are struggling to keep up with the two employees. Watkins stated they need to be better at encouraging people to do some of their own computer stuff and technology needs have increased in the county. Beeler stated they have started the conversation with the Personnel Committee regarding the Staffing issues in the IT Department. The committee discussed that the Health Department has a part time person working on contract doing computer work. Watkins stated there are some days that he does a lot of administrative work and emails.
- 2. 911 Board Meeting Update/Approval:** Young stated he attended a 911-ETSB board meeting and they selected a vendor to use for the new 911 software.
- 3. Open Meetings Act Training Update/Approval:** Young stated the Coordinating Committee agenda will now be sent out to all Department Heads and Committee chairman prior to the meeting. It will also be posted 48 hours in advance. Leitheiser stated the newspapers want to be notified by fax. Yeske stated we just need to put agendas on our website. Young said we just have to be put on the building to be legal. Leitheiser stated she does the postings for the 708 board, 911 board, Planning Commission etc. Web site would be ideal. Young also stated they talked about revamping and updates the states rules for county government this summer.
- 4. Other Business Update/Approval:** None

**Personnel Committee: Kirby Furness, Chairman - Thursday, Jan. 31<sup>st</sup>, at 5:00 PM**

- 1. Employee Health Insurance Update/Approval:**
  - Monthly HRA report. (Yearend report) Committee will discuss.
  - Insurance App Service for Health Alliance was offered at the Employee Orientation. Nikki Lohman will check with Liz Holcomb.
- 2. Union Negotiations/Strategy Planning Update/Approval:** The committee will sign off on the Local 397 contract that has been approved.

3. **Sheriff's Office Personnel Update/Approval:** Rick Robbins will report on Thursday at the Personnel Committee meeting. Robbins stated we need to have conversations with the union regarding the change in 911 Personnel.
4. **Information Systems Staffing Update/Approval:** The committee will discuss.
5. **ICRMT Employee Personnel Manual Update/Approval:** Daniels reported we received an email from ICRMT late yesterday with some new sample sections for the employee personnel manual for review.
6. **Executive Session to Discuss Personnel/Litigation/Property Acquisition Update/Approval:** If needed
7. **Other Business Update/Approval:** None

**Finance Committee: Megan Beeler, Chairman - Wednesday, Feb. 6<sup>th</sup>, at 3:00 PM**

1. **SOA Report Update/Approval: Durston will report.** The committee will discuss.
2. **Capital Improvement Fund Reports Update/Approval:** The committee will discuss.
3. **Bid out Property in Farmersville Update/Approval:** Daniels gave a draft of an advertisement to bid out the property to Bryant Hitchings to review.
4. **FY 2019 Budget Amendment Update/Approval:** Beeler reported we are well within to amend the budget within the parameters. The money for the Highway department building purchase is already allocated in Office 375 in other line items and we would need to decide how to proceed. Beeler reported the Auditor and the States Attorney say it is well within the means to fix the typos in the FY 2019 budget. If you do not appropriate the money, then you can't spend the money. Nikki Lohman stated she had a Treasurer's Associating Meeting last Friday and she asked the questions about amending the budget and the typos are OK to fix. The acquisition of property, whether or not the county board entered into a contract that would increase the county budget. Young stated he talked with the States Attorney's Office and he said it was OK for an emergency because we weren't planning on this purchase before due to the cost and then the seller came down on the price by one half. Beeler stated she spoke with the Auditor and States Attorney and both stated we should be OK and was relieved she got the same answer from both. Lohman stated she spoke with Christian County and they amended their budget and it was a nightmare and wouldn't do it again. Lohman stated that someone thought there was a time limit on when you could amend your budget like six months, but she couldn't find documentation to support that. Lohman has the budget memo to sign off on and they are due before the county board meeting. Leitheiser stated we should get something in writing on what constitutes a financial emergency and learned at a conference that we should have a written budget and transfer of funds policy for the County to be included in the budget and the audit books. Leitheiser reported there was an Attorney General Option on the transfer of funds and a resolution should be presented to the full board for approval when transferring funds. Leitheiser asked if the FY 2019 budget is amended, if we would print a new budget book and the committee felt a new one should be printed. Lohman stated the typos were corrected in the Revenue and Expense reports for December 2018 and it will be changed back to the budget approved amount.
5. **IMRF Update/Approval:** Beeler stated she asked for updated reports and they were received.
6. **Pre-Paid Vendor List Review Update/Approval:** Each committee will review this month.
7. **Committee meeting date change Update/Approval:** Beeler reported she needs to change the February Committee meeting date to Tuesday, February 5<sup>th</sup>, 2019 at 2:00 pm.
8. **Executive Session for Personnel/Litigation/Property Acquisition Update/Approval:** (if needed)
9. **Other Business Update/Approval:** None

**Building & Grounds Committee: Bob Sneed, Chairman - Friday, Feb. 8<sup>th</sup>, at 8:30 AM**

1. **Smart Watt Energy Survey Audit Update/Approval:** Committee will discuss and review.
2. **AMEREN Easement Update/Approval:** Sneed reported we received a letter from AMEREN last week and they are asking for an easement through the county farm. The committee will review.
3. **Maintenance and Cleaning Issues and Report Update/Approval:**
  - Time Off – Was being kept the Sheriff's Office and Coordinating Office.
  - Cleaning Service Work Hours: Young asked if the cleaning service cut their hours at the New Courthouse and Sneed will check.
4. **Conference/Lactation Room in the New Courthouse Update/Approval:** Sneed reported that Lipe Construction came and reviewed the area and will give a quote.
5. **Pre-Paid Vendor List Review Update/Approval:** The committee will review.

6. **Sound System for County Board Room Update/Approval:** The committee will discuss.
7. **Other Business Update/Approval:** None at this time.

**Economic Development Committee: Donna Yeske, Chairman – Monday, Feb. 4<sup>th</sup>, at 5:30 PM**

1. **Circuit Clerk Holly Lemons – Conference Request Update/Approval:**
2. **MCEDC Update/Approval:**
  - Revolving Loan Fund Update/Approval:
  - CEO Program Update/Approval:
  - Broadband/Fiber Project Update/Approval:
3. **Tourism Update/Approval:**
  - Tourism Financial Grant Application (draft) Update/Approval:
  - Resolution for Support of the Great Rivers & Routes Tourism Bureau Approval: Yeske stated she attended a Rivers and Routes Tourism meeting.
4. **Eagle Zinc Cleanup Update/Approval:** Committee will discuss.
5. **Enterprise Zone Update/Approval:** Mayors Meeting – February 27<sup>th</sup>, 2019 at 5:30 PM.
6. **West Central Development Update/Approval:**
7. **Deer Run Mine Permit Public Hearing Update/Approval:** Meeting was well attended and good questions were asked last week. Young stated they have a small coal pile and Robbins stated they will start mining this Friday.
8. **Pre-Paid Vendor List Review Update/Approval:** The committee will review.
9. **Other Business Update/Approval:** None

**E.M.A./Ambulance Committee: Bill Bergen, Chairman - Monday, Feb 4<sup>th</sup>, at 4:00 PM**

1. **EMA Report Update/Approval:** Greg Nimmo will report
2. **Ambulance Billing Office Update/Approval:** Sherry Greenwood will report.
3. **911/ETSB Board Meeting Update/Approval:** Bergen reported the 911 board met and they have decided On a software.
5. **Pre-Paid Vendor List Review Update/Approval:** The committee will discuss.
6. **Other Business Update/Approval:** None

**HWE Committee: Chuck Graden, Chairman - Tuesday, Feb. 5<sup>th</sup>, at 4:00 PM**

1. **Elections Update/Approval:** Clerk Leitheiser will give an update.
2. **EPA Report Update/Approval:** Gonet will report.
3. **Recycling Program and Events Update/Approval:** Hand will report.
  - **Baler Repairs:** Young reported that DeHart will be on site on Wednesday morning to make the repairs to the conveyor.
4. **Animal Control Facility Program Update/Approval:** Daniels will report.
  - Municipal Contracts – Young reported he asked Bryant Hitchings to work on this.
  - Ford Explorer – Used that is out for bid. – Rick will check the trade in value of the vehicles.
5. **Pre-Paid Vendor List Review Update/Approval:** The committee will review.
6. **Other Business Update/Approval:** None

**Road & Bridge Committee: Gene Miles, Chairman – Thursday, Feb. 7<sup>th</sup> at 8:30 AM**

1. **Dakota Access Pipeline Project – Surety Bond Update/Approval:** Miles stated we did get a reply and we will need to discuss it at the committee meeting.
2. **Highway Department Building Improvements/Property Acquisition Update/Approval:** Miles stated this is in the process of signing an agreement. Committee will discuss doing a survey on the property.
3. **Executive Session to Discuss Personnel/Litigation/Property Acquisition Update/Approval:** not needed.
4. **Pre-Paid Vendor List Review Update/Approval:** The committee will review.
5. **Other Business Update/Approval:** None

**PUBLIC COMMENTS:** Bill Schroeder asked if Consolidated Communications is going to do any upgrades of their internet services because of some flags or indicators out near his home. Motion to Adjourn by Beeler and second by Furness. All in favor, motion carried. Meeting adjourned at 10:45 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

## Ambulance/EMA Committee Meeting Minutes

Meeting Date: 2/4/19 Time: 08:30am EMA Office, 120 N Main St, Hillsboro, IL

**EMA Board Members:** Chair – Bill Bergen, Vice Chair – Chuck Graden, Connie Beck, Jeremy Jones, Richard Wendel and Evan Young

**Members Absent:** Dillon Clark

**Others Present:** Greg Nimmo, Mona Lewis and Sherry Greenwood

### 1. Ambulance Billing

- a. Monthly Report – Committee reviewed the monthly report.
- b. How to get info from the insurance companies. Mona Lewis is looking at a software to help them find personnel information for billing ambulance clients. The President of the company will conference call this week to answer questions and more information will be present at next month's meeting. Greenwood stated there are different levels and they didn't provide a price.
- c. Greenwood stated she had a call from a collection agency to see if we were interested their services. The ambulance services currently deals with two different collection agencies.
- d. Greenwood stated they deserve new chairs and the cost is \$600 for ergonomic chairs. **Motion by Graden and second by to purchase two chairs not to exceed \$600 for the EMA Ambulance office staff.** All in favor, motion carried.

### 2. EMA Continuity of Operations Plan (COOP) Update/Approval: .Ongoing project with all offices.

EMA/911 Meetings/Responses/Training – Nimmo reported

- 1/4/19: LEPC is working on the community risk assessment.
  - 1/8/19: Wx Siren & Starcom Testing – Was pushed back a week due to the holiday.
  - 1/5/19: Lost Person Behavior Class was well attended at the Raymond Fire Department
  - 1/13 and 1/14/2019: We didn't have too much activity during the winter storm.
  - 1/14/19: Cross Over Ministries involves an educated group of people and Nimmo attended their last meeting and they are about to do some good things in the county.
- QPR Training – Question, Persuade and Respond. This training is what the 708 Board was looking to sponsor. There will be two classes of 75 students each scheduled at Hillsboro Area and St. Francis Hospitals. Nimmo reported there were 180 calls to 911 regarding suicide in 2018. Each hospital has 1 to 2 people each that come in their facility on a daily basis. This doesn't include the Health Department statistics. No one is currently collecting this data. They are looking to look at approaching the 708 board for education funding.
- 1/16/19: Taylorville Tornado: Nimmo attended the After Action Report and there were 40% of the damaged homes that didn't have insurance. Resources and Pre-Planning were addressed. Nimmo talked with Belusko to check into a 501 c 3 for Montgomery County to help with collecting tax free donations similar to a program they have in Christian County that helped with funds for their tornado victims.
  - 1/18/19: IEMA Region 8 Meeting: Nimmo reported they appointed a new IEMA State Director.
  - 1/29 and 1/30/2019: State Sit Reps - Temp Advisory
  - 2/12/19: Wx Spotter Class Lincoln Land, Litchfield, IL–7:00 pm to 9:00 pm–100 seats are open.

**911 Update:** Nimmo reported he has applied for the ISP grant for funding to help pay for the new 911 software. June 1<sup>st</sup> is when then should announce the grant recipients. There has been some discussion on personnel logistics and budgetary issues that will be discussed further at the next ETSB meeting on February 21<sup>st</sup>, 2017 at 7:00 pm.

### 3. Executive Session: (not needed)

4. **Pay Bills Update/Approval:** Motion by Wendel and second by Beck to pay the bills. All in favor, motion carried.

5. **Adjourn:** Motion by Beck and second by Graden to adjourn. All in favor, motion carried. Time:4:50 pm.

# Montgomery County Board

## Economic Development Committee Meeting Minutes

**Date:** Monday, February 4<sup>th</sup>, 2019

**Time:** 5:30 pm – County Board Room

**Members Present:** Ron Deabenderfer, Mark Hughes, Dennis McCammack, Earlene Robinson, Glenn Savage and Evan Young

**Members Absent:** Donna Yeske

**Others Present:** Sandy Leitheiser, Valerie Belusko, Holly Lemons and Landon Malloy

The committee met today to discuss the following:

1. **Circuit Clerk Holly Lemons – Conference Request Update/Approval:** Holly Lemons reported she is the President Elect for the State Circuit Clerk’s Association and this year’s conference will be in Alton. Lemons stated she was looking for some support from the County and asked if Economic Development or Tourism contribute anything for her annual meeting. The Conference is September 17<sup>th</sup> and 18<sup>th</sup>, 2019 and Lemons will also check with the Chief Judge of the 4<sup>th</sup> Judicial District. Belusko stated will check with MCEDC at their board meeting this week. McCammack thought sponsoring booth would be great to show what Montgomery County has to offer and Lemons thought a booth was about \$300.
2. **Planning Commission Update/Approval:** Deabenderfer reported the Planning Commission met last Wednesday and their topics covered will be addressed in other of this meeting’s agenda items.
3. **Solar Ordinance Amendment Update/Approval:**
  - **Reference to LESA in the Solar Ordinance:** Deabenderfer reported that the Planning Commission members recommended that references to LESA be removed from the Solar Ordinance since our county doesn’t have zoning, and to add the word “deconstruction” in the ordinance. Belusko stated after removing LESA, references to the existing Renewable Energy Facilities Agricultural Impact Mitigation Act State Law (IMA) should be inserted in its place. **Motion by Hughes, second by McCammack to revise Section C, #6 of the Solar Farm Ordinance to add the term “/deconstruction” to the end of the existing term of decommission. All in favor, motion carried.**  
**Motion by Savage, second by Hughes to remove reference to Land Evaluation and Site Assessment (LESA) in Section E, #8 of the county’s Solar Farm ordinance and replace it with the Agricultural Impact Mitigation Act (AIMA) statute ILCS 505 147 as incorporated by reference. All in favor, motion carried.** Chairman Young asked for a 30 day review of these amendments to the Solar Ordinance after it is presented to the full board this month, and members agreed.
4. **MCEDC Update/Approval:**
  - **Revolving Loan Fund Update/Approval:** Belusko reported on recent activity relating to one of the businesses receiving a revolving loan, which is resulting in the need for a larger sum of interest payments due on that loan. Deabenderfer suggested a change in the by-laws of the Revolving Loan Fund to prevent the owners of a business receiving a loan from selling the business without notifying the County Board first. Belusko suggested convening the Revolving Loan Fund committee soon so the by-laws can be reviewed. Members received copies of the Revolving Loan Fund by-laws for further review.
  - **CEO Program Update/Approval:** CEO student Landon Malloy was present to promote the upcoming “MoCo’s Got Talent” event and raffle.
  - **Broadband/Fiber Project Update/Approval:** Belusko reported everything is running smoothly. Deabenderfer reported CTI recently laid off workers temporarily due to weather.

5. **Tourism Update/Approval:**

- **Tourism Financial Grant Application Update/Approval:** Belusko stated that this grant application is important to have in place to be able to fairly distribute tourism funds to eligible applicants. **Motion by McCammack, second by Savage to recommend the approval of the Tourism Financial Grant Application to the full board pending approval of grammatical errors located by Deabenderfer. All in favor, motion carried. Motion by McCammack, second by Hughes to change the application deadline date to “no sooner than April 1<sup>st</sup>, 2019” for this year’s applications forms only. All in favor, motion carried.**
- **Resolution for Support of the Great Rivers & Routes Tourism Bureau Approval:** Deabenderfer read the Resolution to be presented to the full County Board at the next meeting. **Motion by Robinson, second by McCammack to recommend the approval of the Resolution for Support of the Great Rivers & Routes Tourism Bureau to the full board, all in favor, motion carried.**

6. **Eagle Zinc Cleanup Update/Approval:** Deabenderfer stated there has been little activity due to winter weather.

7. **Enterprise Zone Update/Approval:** Deabenderfer informed members of the upcoming Mayors Meeting to be held February 27<sup>th</sup>, 2019 at 5:30 PM in the County Board room of the Historic Courthouse in Hillsboro.

8. **West Central Development Update/Approval:** Chairman Young reported on a recent WCDC meeting held that he attended regarding the CEDS document and other topics. Young also reported that State’s Attorney Hitchings determined the county cannot be refunded for their financial support to WCDC. Belusko reported that WCDC representative Marsha Mueller off work due to a health issue, and she provided members copies of an email from Jerseyville Economic Development Council representative Shari Albrecht and Jersey County Board Chairman Don Little regarding WCDC. Belusko and Young provided members updates relating to WCDC and the ongoing concerns about county memberships. Savage stated he attended the WCDC meeting and he cited issues raised in Albrecht’s email, and he said it’s important to make sure we do our research and make sure we are properly informed as we make our decision in this matter. Savage provided an overview of the other services provided by WCDC for our county. Leitheiser provided members information about the upcoming Census 2020’s need for local Census Takers, which will be coordinated by WCDC’s Litchfield Job Center.

9. **Deer Run Mine Permit Public Hearing Update/Approval:** Deabenderfer reported that the Public Hearing was well attended. Young reported mining should begin soon at the current site.

10. **Pre-Paid Vendor List Review Update/Approval:** The committee reviewed the list and found no need for changes or additions.

11. **Review FY 2019 Economic Development Budgets Update/Approval:** Deabenderfer distributed the FY 2019 Budget documents for members’ review and approval to be submitted to Treasurer Lohman on or before February 7<sup>th</sup>, 2019.

12. **Other Business Update/Approval:** none

13. **Public Comments Update/Approval:** No members of the public were present at the meeting.

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

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

Meeting was adjourned at 6:55 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 Committee Minutes

**Date:** Tuesday, February 5<sup>th</sup>, 2019

**Time:** 2:00 PM– County Board Room

**Members Present:** Megan Beeler, Kirby Furness, David Loucks, Jim Moore, Earlene Robinson, Bob Sneed and Chairman Evan Young.

**Members Absent:** None

**Others Present:** Sandy Leitheiser, Ray Durston, Rick Robbins and Nikki Lohman

The committee met to discuss the following:

1. **SOA Report Update/Approval:** Durston reported they have scheduled two Board of Review Hearing Dates and mailed 2900 senior exemptions and 500 Veterans exemptions. Kevin is working on the road atlas and will be attending a class with Nimmo in February. Durston reported he met with Farm Bureau members last week and the IT Department worked out a problem with the GIS change finder. Miles Harris sent out info to 14 assessors and Clerk Leitheiser thanked Kevin Brink for his work on the Census maps.
2. **Sheriff Vehicle Bid Opening Update/Approval:** Sheriff Robbins opened two bids for the Sheriff Vehicles. Victory Lane bid for 2 vehicles is \$57,805 for the 2020 model with three trade ins. Morrow Brothers bid is \$57,960 with 3 trade ins valued at \$6,000 and they are for the 2019 models. Victory Lane gave an offer of \$8,475 for the three trade ins. Robbins will check with the States Attorney because the bid was for the 2019 model. Morrow Brothers couldn't get the 2020 model and Victory Lane can't get the 2019 model. **Motion by Sneed and second from Furness to purchase the two vehicles from Victory Lane Ford pending review of the States Attorney. All in favor, motion carried.** There was \$70,000 budgeted for the vehicle purchase out of office 375, Capital Improvement Fund. There will be two Tahoe Vehicle that will be kept for spares.
3. **Capital Improvement Fund Reports Update/Approval:** The committee reviewed and discussed the Capital Improvement Fund and a certificate of deposit that will expire at the end of this month. The committee discussed how much they will re-invest into a new certificate of deposit.
4. **Bid out Property in Farmersville Update/Approval:** The committee reviewed a draft of the advertisement to bid out the parcel near Farmersville. An easement will be given for the Green Diamond Bide Trail. **Motion by Moore and second by Robinson to submit this advertisement to sell this surplus property parcel #03-04-200-088 in Pitman Township with the addition of a statement that the County reserves the right to refuse any and all bids. All in favor, motion carried.**
- **FY 2019 Budget Amendment Update/Approval:** Megan Beeler reported that she has communicated with the States Attorney and KEB regarding the purchase of the Wright Automotive Property and that both have said it this would qualify as an emergency expenditure and fall under the umbrella to amend the budget. Beeler explained there is another option that as long as we don't exceed \$1.445 million is doesn't matter how we spend the money within the line items budgeted in fund 375. We don't have to amend the budget but we can show how we spent the budget. Moore wants to amend the budget so people can see what we are spending the coal money on. Beeler stated we need to decide if we put in an additional \$600,000 or re-allocate money like money budgeted for the Smart Watt project and Economic Development has \$100,000 that could go for this purchase. Beeler stated that \$300,000 was allocated for the highway department out of 375 and some of this money could be used as well as money budgeted in reserve for contingencies. Another option is to budget for \$300,000 and then move money from other 375 line items. Moore suggested putting the whole \$600,000 plus \$40,000 for back taxes out of 375 for the Highway Department purchase without getting money from multiple office 375 funds. Leitheiser asked about the title search and building inspections and Young responded the title search is complete, but not the building inspection. **Motion by Kirby Furness and second by David Loucks to recommend amending the FY 2019 to include a new line in Fund 375, Office 225 in the amount of \$600,000**

**for Highway Department Property Acquisition. All in favor, motion carried.** This will require a 2/3 vote to amend the budget. Beeler reported the County Insurance was updated to reflect the ownership of all the parcels at the County Highway Department. Treasurer Lohman stated she would like a copy of the States Attorney's Letter and the Auditor's email stating the financial emergency to amend the budget to purchase the Wright Automotive Property. Beeler reported that the Highway Department typos in the FY 2019 budget would qualify as an emergency to amend the budget because it would restrict the county from performing its function for not being able to spend the money. Beeler reported she doesn't have a written opinion from the States Attorney for the typo situation. Treasurer Lohman stated she has checked with the Treasurer's association and this can be addressed by proving they were typographical errors by comparing the original documents that were turned in for the budget. Lohman reported she has also sent out budget letters asking all department heads to re-check their budgets and they are due back to her this week. The Committee discussed waiting until March to amend the budget all at one time to address the highway department acquisition and the typos.

5. **IMRF Update/Approval:** Beeler stated some numbers were reported last month and there is an impact on the employer share. Employer rates will increase in 2020 by ¼%. Estimated rates will be presented in April and the final rates will be available in November 2019. The employees will take a hit as well with interest going from 7.5% down to 7.25%. The committee discussed having an IMRF representative come to a Finance Committee to explain IMRF.
6. **Pre-Paid Vendor List Review Update/Approval:** Beeler reported that each committee will review the pre-paid vendor list this month to see if there are any updates.
7. **Finance Policies Update/Approval:** Beeler reported that the IL Association of County Board Members had a training that stated we should have some Finance Policies in place. Financial and budget policies should be included in the audit report and should come from the County Board. A money transfer policy should be also included in the audit report. There is an Investment Policy in place from 2000. Beeler stated she and Lohman could work together to draft these policies and then bring them to the Committee for approval.
8. **Executive Session for Personnel/Litigation/Property Acquisition Update/Approval:** (not needed)
9. **Other Business Update/Approval:** Beeler stated the committee needs to address what to charge non-general fund offices for a Montgomeryco.com email addresses. There is a \$50 annual fee for non-general fund offices. The committee discussed having the offices that levy taxes pay the annual \$50 fee for montgomeryco.com email addresses. The committee discussed arming the deputy coroner's. Beeler reported Tom Franzen stated the deputy coroner won't be covered under the law enforcement liability insurance and he is looking into something else for coverage. Franzen also has concerns about liability issues. Beeler stated we need to have the States Attorney sign off on this and identify that is ok in the statute. The deputy coroners haven't done all the training that is required to be covered under law enforcement. Furness stated he asked Coroner Leetham to give him the state statute requiring this and we need to check everything out to mitigate any risk. Sheriff Robbins reported there is a 911 board meeting scheduled for February 21st, 2019 at 7:00 pm in the New Courthouse and Nimmo will present a plan of how he wants to run the proposed communication center. If we remove the revenue and then add additional employee expense, it would be a minimum of \$148,000 deficit to the general fund. There will also be an additional \$120,000 to upgrade the county Sheriff Communication equipment.
10. **Public Comments Update:** None

Motion by Robinson and second by Sneed to pay bills and approve payroll. All in favor, motion carried  
Motion by Moore and second by Loucks to adjourn the meeting. All in favor, motion carried.  
Meeting adjourned at 3:45 PM. 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 5<sup>th</sup>, 2019

**Time:** 4:00 PM – County Board Room

**Members Present:** Chuck Graden, Connie Beck, Mark Hughes, Sandy Johnson, Richard Wendel and Megan Beeler

**Members Absent:** Glenn Savage and Evan Young

**Others Present:** Amanda Daniels, Mike Hand and Bill Gonet

The committee met today to discuss the following:

1. **Elections Update/Approval:** Clerk Leitheiser reported our next election is a Consolidated Election to be held on April 2<sup>nd</sup>, 2019, and the ballots now being tested. She also reported she received a \$7,000 grant from the Illinois State Board of Elections to reimburse the county for our voter registration software maintenance costs. She also stated she is working with IT Director Curt Watkins on a \$14,000 cyber security grant.
2. **EPA Report Update/Approval:** Gonet reported the State quarterly payment has been received. The committee reviewed and discussed the monthly inspection report.
3. **Five Year Solid Waste Plan and Resolution Update/Approval:** Gonet reported the five year update is required by the State and he updated it last in 2013. Gonet stated this report should be completed by the Recycling Coordinator however he has completed it for this year. Coordinator Daniels gave him updated recycling shipped numbers and he will update the report for review and approval for the March committee meeting.
4. **Recycling Program and Events Update/Approval:**
  - Recycling Coordinator – been getting some of the customers and schools.
  - Baler replacement – Is working fine.
  - Electronic Recycling (EPA form and email) – BLH – Need to schedule for the Spring.
5. **Animal Control Facility Program Update/Approval:** Daniels will report
  - Municipal Contracts – Working with the States Attorney.
  - Rabies Clinic – Will have to check Dr. Probst's availability.
  - Vehicle – The committee discussed one of the used Sheriff's Vehicles that was put out for a trade in for animal control. The three used vehicles were included as trade-ins on the bids, so animal control will have to contact Victory Lane Ford regarding the purchase. **Motion by Connie Beck and second by Richard Wendel to contact Victory Lane Ford about the purchase of the vehicle for an amount not to exceed \$3,000. All in favor, motion carried.**
6. **Pre-Paid Vendor List Review Update/Approval:** The committee discussed adding Nokomis Vet and Countryside Vet to the Pre-paid vendor list. **Motion by Connie Beck and second by Sandy Johnson to add Nokomis Vet and Countryside Vet to the Pre-paid Vendor list. All in favor, motion carried.**
7. **Other Business Update/Approval:** None
8. **Executive Session for Personnel, Litigation, Property Acquisition Update/Approval:** (not needed)
9. **Public Comments:** None

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

Motion by Beck and second by Hughes to adjourn the meeting. All in favor, motion carried.

Meeting adjourned 4:45 pm.

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

# Montgomery County Board Personnel Committee Minutes

**Date:** Thursday, January, 31<sup>st</sup>, 2019

**Time:** 5:00 pm - County Board Room

**Members Present:** Kirby Furness, Megan Beeler, Bill Bergen, Ron Deabenderfer, Donna Yeske and Chairman Evan Young

**Members Absent:** Sandra Johnson

**Others Present:** Liz Holcomb, Sandy Leitheiser, Greg Nimmo, Rick Robbins, and Nikki Lohman

The committee met to discuss the following:

1. **Employee Health Insurance Update/Approval:**
  - a. Monthly HRA report. (Yearend report) The Committee discussed the HRA report that was shared by Liz Holcomb.
  - b. Insurance App Service for Health Alliance was offered at the Employee Orientation. Treasurer Lohman will check with Liz Holcomb.
2. **Union Negotiations/Strategy Planning Update/Approval:** The committee will sign off on the Local 397 contract that was approved in November.
3. **Sheriff's Office Personnel Update/Approval:** Sheriff Robbins stated it is time to start talking to the union regarding the possible change in the union contract for the Dispatchers. Robbins sent an email to all the Telecommunicators regarding the possible changes that are being recommended by the ETSB. Sheriff Robbins stated that some of his emails from dispatchers shared a concern of insecurity for their jobs because of the State of Illinois being in control of the 911 revenues. The Dispatchers would like informed decisions from the County Board and if they leave, how are things going to function in the Sheriff's Office. Nimmo stated that there is an ETSB meeting scheduled on February 21<sup>st</sup> at 7:00 PM and he will have a short presentation for the 911 board to review that will include some costs and staffing information. The ETSB board has selected a vendor for the 911 software and Nimmo stated he has worked on the ISP grant for the new 911 software and we should hear something by June 1st, 2019. Sheriff Robbins also reported that IPMG representative Kyle Shell spoke on the lack of policy and procedures for the Sheriff's Office and he is talking with a company that does the policy and procedures. ICRMT has a grant for 25% plus 10% to help with the approximately \$12,000 cost to prepare the policies. Robbins is looking at some of his fee money to help with the costs to prepare these policies.
4. **Information Systems Staffing Update/Approval:** Furness stated he met with Curt Watkins, Megan Beeler and Evan Young regarding the staffing issues in the IT Department and the committee will discuss this further next month.
5. **ICRMT Employee Personnel Manual Update/Approval:** The committee received five more sample employee updates for the personnel manual from ICRMT. The committee will add these to the ones they received and invite Kyle Shell to a meeting to help explain these updates.
6. **Executive Session to Discuss Personnel/Litigation/Property Acquisition Update/Approval:**  
**Motion by Yeske and second by Bergen to enter into executive session. All in favor, motion carried. Time: 6:00 pm.**  
**Motion to come out of executive session by Bergen and second by Beeler. All in favor, motion carried. No action was taken**
7. **Other Business Update/Approval:** None
8. **Public Comments:** None

Motion by Bergen and second by Beeler to adjourn. All in favor, motion carried.

Meeting adjourned at 7:35 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:** Thursday, February 7<sup>th</sup>, 2019

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

**Members Present:** Gene Miles, Bill Bergen, Glenn Bishop, David Loucks, Dennis McCammack, Jim Moore and Evan Young.

**Members Absent:** None

**Other Present:** County Engineer Cody Greenwood

The committee met to discuss the following:

1. **Resolution #2019-02 to Appropriate Funds for 1185 BCA on Oconee Avenue to Replace a Culvert Liner – 100% County Project Update/Approval:** Greenwood reported the cost estimate is \$5,000. Motion by Moore and second by McCammack to recommend the approval of Resolution #2019-02 to appropriate funds for 1185 BCA, Oconee Avenue culvert liner which is a 100% County Project. All in favor, motion carried.
2. **Resolution #2019-03 to appropriate funds for 1186 BCA on Oconee Avenue, Blade mix Section 19-00143-00-SC, Update/Approval:** Greenwood stated this is for 7 miles of road and will cost about \$400,000. \$300,000 will come from the Federal Aide to Bridge fund to cover materials and \$100,000 will come from the MFT funds which will cover the labor and equipment. Motion by Bergen and second By Loucks to recommend the approval of Resolution #2019-03 to appropriate funds for 1186 BCA, Oconee Avenue, Blade mix on Section 19-00143-00-SC.
3. **Pre-Paid Vendor List Update/Approval:** The committee discussed the pre-paid vendor list and decided they had no changes at this time.
4. **Dakota Access Pipeline Executive Session Update/Approval:** Motion by Moore and second by Loucks to enter into executive session to discuss litigation. All in favor, motion carried. Time: 8:55 am. Motion by McCammack and second by Loucks to come out of executive session: time: 9:13 am. No action was taken.
5. **Highway Department Building Improvement/Property Acquisition Update/Approval:** Miles reported the title search is complete and we are still waiting to do the property inspection. They worked on some issues in the agreement regarding the earnest money and title search. Miles reported that a lien on the property would be cleared and the bank will follow up.
6. **Other Business Update/Approval:** McCammack reported the Village of Butler is interested in a couple in the Village that will need to be cleaned up. McCammack is checking with the Treasurer's Office to find out the cost to convey these deeds over to the Village of Butler so they can clean them up and sell in order to get them back on the tax rolls. Greenwood reported there will be a bridge letting on March 4<sup>th</sup>, 2019 for the East Fork Bridge over Coffeen Road. This will be a 10% County, 10% Township and 80% State funded project with a total estimated cost of \$650,000 to \$700,000. Greenwood stated the culvert letting will be held at 9:30 am on March 4<sup>th</sup>, 2019.

Motion by Moore and second by Loucks to Pay Bills. All in favor, motion carried.

Motion by Bergen and second by McCammack to adjourn the meeting. All in favor, motion carried.

Meeting adjourned at 9:30 a.m. Minutes respectfully submitted by acting secretary Christine Daniels as Deputized by the Montgomery County Clerk and Recorder, Sandy Leitheiser.