

Montgomery County Board

Buildings & Grounds Meeting Minutes

Date: Friday, March 8th, 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: Nikki Lohman, Megan Beeler, Orry Cummings and Kirby Furness

The committee met today to discuss the following:

- 1. Smart Watt Energy Survey Audit Update/Approval:** Orry Cummings reported there is nothing new to the project. There were two options proposed for the project and a lease agreement was prepared and sent to the States Attorney's Office for review. Cummings shared a copy of the county sub-contractor's list that were contacted regarding the project. Smart Watt reached out to all the county electrical companies and didn't get any interest in bidding on the project so they will have to go out to a larger electrical company due to the scope of the work at the Jail building. The lights in the New Courthouse will also have the ballast changed out along with the new LED bulbs so they will last 10 to 15 years. Committee reviewed the final report presented by Orry Cummings and asked questions on different projects. A complete HVAC replacement at the Jail is a big undertaking because the facility will not be closed or inmates moved during the project. Cumming stated if the county decides to pay off the project early, it doesn't affect their profit. Smart Watt makes money on engineering, materials and mobilization (project oversite). They will still provide annual reports. If we do all the work the total price of the project is \$605,000. Graden stated he is in favor of doing the whole project. Cummings will check to see if there is any penalty for paying the five year lease off early. The construction period is set for six months and the bulk of the work will take six to eight weeks. The final payment will be due on the closeout of the project. Kirby Furness stated that out of the \$605,000 project, you will get about ½ back. We will be updating the Jail building and getting high efficiency stuff in a 30 year old building for our real cost of about \$335,000 which will not have to be paid up front. It will cost about \$5,400 per year to finance the entire thing and let the lease go to whatever year we get the lease paid back. Furness stated let the lease run 10 years and pay off the project at \$5,400 per year or \$54,000 over 10 years. Since we have the money this is a good deal to upgrade the Jail building and other things. Beeler stated we should talk with the States Attorney regarding the lease agreement because we don't usually deal with leases. Orry Cummings will get the committee questions answered by the board meeting and the committee will make a recommendation in April after the States Attorney reviews all the paperwork.
- 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 and Engineer Greenwood received an email notifying us that Ameren plans to vacate the pipeline on the property. **Motion by Graden and second by Bishop to allow Young to sign the AMEREN paperwork to complete a survey on the County Farm Property for their pipeline project.** Miles was not in the room.
- 3. Maintenance and Cleaning Issues and Report Update/Approval:** Sneed reported he received a price from the cleaning service for cleaning carpets in five steps and the cost would be spread out from March to July. The proposal submitted for carpet cleaning at the New Courthouse would be \$2,360. **Motion by McCammack and second by Wendel to approve the carpet cleaning at the New Courthouse as long as the carpets are professionally**

cleaned. All in favor, motion carried. Miles was not in the room. The committee discussed some issues of the boiler not working in Historic Courthouse on cold windy days and it has to be reset. Dan Heise Plumbing has been on site to work on the boiler and address some wiring issues. The elevator in the Historic Courthouse is down this morning and a service called was placed with Schindler Elevator and they can't get here until Monday.

4. **Conference/Lactation Room in the New Courthouse Update/Approval:** Sneed reported Lipe Construction has been working on remodeling the conference/lactation room at the New Courthouse Law Library. The doors and locks have not been installed in the Treasurer's Office yet.
5. **Sound System for County Board Room Update/Approval:** Dennis McCammack reported he ordered two new microphones for the sound system in the board room for approximately \$282. McCammack will set up the new microphones this afternoon or Monday morning. A new microphone will be installed on the podium and at the Chairman's desk. McCammack stated we will see if the sound improves and may order a stand for the external speaker so the sound will project better.
6. **Other Business Update/Approval:** None
7. **Public Comments:** None

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

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

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

Montgomery County Board

Coordinating Committee Meeting Minutes

Date: Tuesday, February 26th, 2019

Time: 8:30 am – County Board Room

Members Present: Evan Young, Megan Beeler, Bill Bergen, Gene Miles, Donna Yeske, Bob Sneed

Members Absent: Kirby Furness and Chuck Graden

Others Present: Bill Schroeder and Sandy Leitheiser

The committee met today to discuss the following:

Coordinating Committee: Evan Young, Board Chairman: February 28th, 2019 at 8:30 am

1. **Information Systems Report Update/Approval:** Curt Watkins shared a contract with CTI and Consolidated Communications and stated he has sent it to the States Attorney's Office to review. Watkins reported they completed 94 tickets last month and 98 the month before. Watkins reported they set up a program so that Coordinator Daniels can post the committee agendas on the county website 48 hours before the committee meetings. Watkins stated they will need to know something soon on where the 911 dispatchers will end up. From a technical standpoint, Watkins sees a lot of things to better the infrastructure and 911 could help pay for those upgrades. Watkins reported CTI is currently installing fiber in the ground outside the Jail now. Watkins reported they are setting up new computers and transferring over to Windows 10. Watkins reported the current cost is \$1,650 per month for internet service and once we switch over to CTI who would provide a connection to Illinois Century Network, the cost will be about \$1,600 per month and it will provide us with redundant service. Watkins reported the State Board of Elections will reimburse the \$350 and \$356 per month costs. Watkins reported New Wave doesn't charge for long distance where CTI does charge for long distance. The long distance costs will be about \$2400 per year with CTI and this will give us redundancy with bigger band width. Watkins stated there is about \$2,000 per year reimbursement for cyber security from the State Board of Elections for putting election information over the internet to the State and we are looking at about \$6,000 for other reimbursements for election security updates. Watkins reported DHS (Department of Homeland Security) is still planning on doing a free assessment and will be here next week with five people. These assessments could cost about \$10,000 so we are fortunate to have this free service from DHS. Watkins asked about the status of the IT Department Staffing issues and Beeler replied this will be discussed at this year's budget hearings for a start date of December 1st, 2019. Beeler stated they need to look at non-general fund offices helping to pay for computer related services and asked Watkins to come up with a yearly rate to charge the other departments. If the department levy's money, then they would pay for computer services and they would have to be on our Network.
2. **911 Board Meeting Update/Approval:** Young reported they had a meeting that included a presentation about the costs of moving the 911 department out of the Sheriff's Office.
3. **Illinois Association of County Board Members Legislative Updates/Approval:** The committee will discuss.
4. **Executive Session to Review of Executive Session Minutes Update/Approval:** We will review at the full board meeting.
5. **Other Business Update/Approval:** Committee discussed the per diem for a county board member that turned in a couple of years' worth of meetings. The committee will research further.

Personnel Committee: Kirby Furness, Chairman - Thursday, Feb. 28th, 2019, at 5:00 PM

1. **Employee Health Insurance Update/Approval:** Young reported the HRA is doing good.
 - Monthly HRA report.
2. **Employee Manual Update/Approval:** The committee will work with ICRMT to update the manual.
3. **Minimum Wage Legislation Update/Approval:** The committee will discuss the new law.

4. **Sheriff's Office Personnel Update/Approval:** Rick Robbins reported he has two employees on FMLA and one will go on disability so it will need to be replaced. There are two deputies and are looking for other employment and he will be conducting an orientation for the Deputy position tomorrow.
5. **Information Systems Staffing Update/Approval:** The committee will discuss.
6. **Executive Session to Discuss Personnel/Litigation/Property Acquisition Update/Approval: If needed**
7. **Other Business Update/Approval:**

Finance Committee: Megan Beeler, Chairman - Wednesday, Mar. 6th at 3:00 PM –

1. **Circuit Clerk FY 2018 Audit Update/Approval:** Beeler reported Circuit Clerk Lemons will come and present the final FY 2018 audit report.
2. **SOA Report Update/Approval:** Durston will report.
3. **Capital Improvement Fund Reports Update/Approval:** The committee will review.
4. **Bid out Property in Farmersville Update/Approval:** The committee will open bids.
5. **FY 2019 Budget Amendments Update/Approval:** The committee will discuss.
6. **Minimum Wage Law Update/Approval:** The committee will review numbers and discuss.
7. **IMRF Update/Approval:** Beeler stated we will be reviewing recent numbers received by IMRF.
8. **Kane County IMRF Letter Update/Approval:** Young will discuss the letter with the committee.
9. **Dispatch Software Update/Approval:** The committee will review, discuss and recommend.
10. **Dispatch Maintenance Update/Approval:** The committee will review, discuss and recommend
11. **CTI Phone and Internet Service Five Year Contract Update/Approval:** The committee will review, discuss and recommend
12. **Consolidated Communications Service Contract Update/Approval:** The committee will review, discuss and recommend
13. **708 Board Vouchers Update/Approval:** The committee will review the statute and discuss.
14. **HB0158 Income Tax Act. Local Government Distributive Fund Update/Approval:** The committee will review, discuss and recommend
15. **Executive Session for Personnel/Litigation/Property Acquisition Update/Approval:** (not needed)
16. **Other Business Update/Approval:** None

Building & Grounds Committee: Bob Sneed, Chairman - Friday, Mar. 8th, at 8:30 AM

1. **Smart Watt Energy Survey Audit Update/Approval:** Sneed reported the committee will review and make a recommendation based on the final proposal from Smart Watt.
2. **AMEREN Easement Update/Approval:** Sneed reported AMEREN is looking to complete a survey on the county farm for their pipeline project.
3. **Maintenance and Cleaning Issues and Report Update/Approval:**
 - Cleaning Service Work Hours – Committee will discuss
 - Boiler Issues Historic Courthouse – Sneed reported Heise Plumbing was here yesterday and some adjustments need to be made on the boiler. The building was about 60 degrees again this morning.
4. **Sound System for Board Room Update/Approval:** Sneed reported the committee is still reviewing some options for better sound in the county board room.
5. **Conference/Lactation Room in the New Courthouse Update/Approval:** Lipe Construction has been working in the Law Library to construct the new conference/lactation room.
6. **Other Business Update/Approval:** Leitheiser asked about getting rid of the surplus property. Daniels will ask offices to get a list of their surplus items to dispose of.

Economic Development Committee: Donna Yeske, Chairman – Monday, Mar. 4th, at 5:30 PM

1. **Circuit Clerk Holly Lemons – Conference Request Update/Approval:** Yeske reported they are checking on getting a booth for the State Circuit Clerk Conference.
2. **MCEDC Update/Approval:** Belusko will report.
 - Revolving Loan Fund Update/Approval:
 - CEO Program Update/Approval: The CEO fundraiser, Moco got talent program will be this Saturday.
 - Broadband/Fiber Project Update/Approval: CTI continues to install fiber in the Hillsboro area.

3. **Tourism Update/Approval:** We will switch to the Great River and Route in June and the Tourism Grant will be put on the County Web Site.
4. **Eagle Zinc Cleanup Update/Approval:** They will haul more dirt when the weather permits.
5. **Enterprise Zone Update/Approval: Mayors Meeting** – March 13th, 2019 at 5:30 PM. Daniels will be working on last year's abatements.
6. **West Central Development Update/Approval:** Young reported he will call Chairman Little from Jersey County to get an update.
7. **Other Business Update/Approval:** None

E.M.A./Ambulance Committee: Bill Bergen, Chairman - Monday, Mar. 4th, 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 they reviewed a five year budget for the ETSB/911 Department. They met last Friday afternoon and Nimmo will re-work the draft and get it out to the ETSB board to review and set up another meeting. They will move forward on the software part of it. Beeler shared some concerns on the health insurance budget numbers that were presented. The issue is can the county afford \$143,000 per year plus for Sheriff's dispatching services plus the other additional costs needed to run the Sheriff's Office. Beeler stated it will cost the county about \$250,000 to \$300,000 extra per year to change the way we are dispatching.
5. **Other Business Update/Approval:** Bergen reported they will be painting a water tower in Litchfield.

HWE Committee: Chuck Graden, Chairman - Tuesday, Mar. 5th, at 4:00 PM

1. **Elections Update/Approval:** Clerk Leitheiser reported the early election has begun and there is a low turnout. The election will be held on April 2nd, 2019.
2. **EPA Report Update/Approval:** Gonet will report.
3. **Recycling Program and Events Update/Approval:** Mike Hand will report. Committee will discuss
4. **Animal Control Facility Program Update/Approval:** Daniels will report.
 - Municipal Contracts & Vehicle
5. **Executive Session for Personnel/Litigation/Property Acquisition Update/Approval:** (if needed)
 Motion by Miles and second by Sneed to enter into executive session to discuss Personnel. All in favor, motion carried. Time: 10:30 am
 Motion by Beeler and second by Yeske to come out of executive session. All in favor, motion carried. Time: 10:45 am. No action was taken
6. **Other Business Update/Approval:** None

Road & Bridge Committee: Gene Miles, Chairman - Thursday, Mar. 7th at 8:30 AM

1. **Dakota Access Pipeline Project – Surety Bond Update/Approval:** No news to report as of today.
2. **Highway Department Building Improvements/Property Acquisition Update/Approval:** Young reported they will be meeting with States Attorney Hitchings after this meeting.
3. **Retirement of Road Maintainer Update/Approval:** Miles reported the committee will discuss at their meeting on advertising for the position.
4. **Executive Session to Discuss Personnel/Litigation/Contractual/Property Acquisition Update/Approval:**
5. **Other Business Update/Approval:**

Public Comments: Bill Schroeder asked about the ISP grant and if it is a onetime deal. Has there been any communications with Deer Run Coal Mine and do we know what their plans are. Young reported he is expecting a call from the coal mine and will get an update for the full board. Keep in mind about the severance tax on coal. Illinois is losing about a \$145 million per year from this tax.

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

Meeting adjourned at 11:00 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 Agenda

Date: Monday, March 4th, 2019

Time: 4:00 pm– County Board Room

Members Present: Donna Yeske, Ron Deabenderfer, Dennis McCammack, Earlene Robinson,
Glenn Savage and Evan Young

Members Absent: Mark Hughes

Others Present: Sandy Leitheiser, Valerie Belusko

The committee met today to discuss the following:

1. **Circuit Clerk Holly Lemons – Conference Request Update/Approval:** Lemons shared more information regarding the Illinois County Clerk Annual Association meeting in September. The committee discussed sponsoring a booth to represent Montgomery County so that all the conference goers could stop by and visit the booth for information about the county. McCammack stated he hopes that a couple of good speakers for Montgomery County would go and work the booth and share info about the county. Belusko stated she could put together a draft of a brochure for the committee to review. Lemons will complete the Tourism grant application. Savage stated that maybe some of the money could be spent on digital advertising because that is the future. Lemons stated the Circuit Clerk's Association is looking to make updates to their website. Yeske stated we should work on a trifold advertisement for the county so it can be shared on our website. Belusko will put this item on her April to do list. Belusko stated that using tourism money for a booth would be a stretch. It should only be used for tourism driven activities. The booth is not actively marketing tourism. Belusko stated the tourism bureau could audit the way the money is being spent. The committee will review next month.
2. **Planning Commission Update/Approval:** Belusko stated the next meeting will be held on March 27th, 2019 at 5:30 pm in the Historic Courthouse conference room. Someone from Coventry Homes will come and speak. Belusko stated with the shortage of affordable housing and home builders in the county, they are looking at how to get modular homes here faster to fill the housing gap.
3. **Solar Ordinance Amendment Update/Approval:** Yeske stated the full board was given the amended Solar Ordinance for a 30 day review.
4. **MCEDC Update/Approval:**
 - Revolving Loan Fund Update/Approval: Belusko stated she doesn't have the report today and will send the report via email.
 - CEO Program Update/Approval: Belusko stated the CEO program had a successful event last Saturday night.
 - Broadband/Fiber Project Update/Approval: Belusko stated CTI has been working through this bad weather. Young stated they are getting to run fiber to the New Courthouse.
5. **Tourism Update/Approval:** Yeske reported the resolution to change over to Rivers and Routes passed and they met with them this afternoon. Great Rivers and Routes are meeting with each of their participants this month and events are driven around our natural resources around our communities. Town Homecoming events are community events that people come and visit and then go back home. Sara Waggöner is going to figure out how to market what we have to get people to come off the interstate and visit. Belusko is interested in making sure people can use

real restroom facilities and not port a potty. We are not members of Great Rivers and Routes until June of this year. Belusko reported the videographer will be here on March 30th at the brewery and at the Grand Magnuson. Sara has sent them their list and Val hasn't been asked yet.

6. **Eagle Zinc Cleanup Update/Approval:** Nothing new to report at this time.
7. **Enterprise Zone Update/Approval:** Mayors Meeting – March 13th, 2019 at 5:30 PM. Holly Lemons will come and speak on traffic ticket legislation and Sandy will talk about the Census 2020 updates. Young will give an update on the Municipal Animal Control Contracts and Recycling program and Nimmo will give an ESDA presentation at 7:00 pm.
8. **West Central Development Update/Approval:** Young reported the county board chairman will need to get together to see how they want to proceed. There is a new person in the Chicago EDA office that will help facilitate how to proceed with the region. Young reported we don't have to stay with West Central and can go with another organization.
9. **Other Business Update/Approval:** McCammack stated he went and visited Atlas 46 in Hillsboro and it is a very nice business. They would like to come to the full board and speak and give an update about the business and their plans in the Hillsboro area. McCammack stated he got a tour and it is well worth the time to go and visit. Young stated Atlas 46 will be invited to the April committee and board meetings.
10. **Public Comments Update/Approval:** None

There are no bills this month.

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

Meeting was adjourned at 6:15 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

Ambulance/EMA Committee Meeting Minutes

Meeting Date: 3/4/19 **Time:** 04:00 pm **EMA Office, 120 N Main St, Hillsboro, IL**

EMA Board Members: Bill Bergen, Chuck Graden, Connie Beck, Richard Wendel and Evan Young

Members Absent: Dillon Clark and Jeremy Jones

Others Present: Sherry Greenwood

1. Ambulance Billing

- a. Monthly Report – Committee reviewed the monthly report.
- b. Litchfield Ambulance Billing reports: Bergen reported he met with Paul Osborne from KEB regarding their request for some additional information on the accounts receivable reports for the Litchfield ambulance calls. Bergen shared the report from Osborne and the committee tried to figure out the issues and decided it would be best to have Osborne come to the next meeting to explain the report and the concerns regarding the ambulance collections.

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

EMA/911 Meetings/Responses/Training – Nimmo was absent.

911 Update: Bergen reported he attended the last ETSB meeting on February 21st, 2017 at 7:00 pm and they discussed budget and staffing issues. The ETSB board reviewed a four year budget that was submitted by Nimmo. Young reported they also sat down with Nimmo and the Sheriff to go over the budget and they are still working on it. Young stated the Sheriff's Department will need \$97,000 worth of software and \$12,000 for hardware when implementing the new 911 system. Young reported that everyone agrees the new equipment is needed and the debate being discussed is where to put the new equipment and how to keep the jail going. Bergen stated that the IT department is looking for a decision on where the new 911 equipment will go so they can plan for the computer infrastructure and address security needs.

3. Executive Session: *(not needed)*

4.

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

6. Adjourn: Motion by Beck and second by Wendel to adjourn. All in favor, motion carried. Time: 4:55 pm.

Montgomery County Board

Finance Committee Minutes

Date: Monday, March 11th, 2019

Time: 3:00 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, Bruce Sanford, Holly Lemons, Hugh Satterlee and Nikki Lohman

The committee met to discuss the following:

1. **Circuit Clerk FY 2018 Audit Report Update/Approval:** Holly Lemons presented the FY 2018 Circuit Clerk's Audit report submitted by KEB and stated the exception report was very good. The committee reviewed the report from KEB. **Motion by Sneed and second by Moore to recommend the approval of the Circuit Clerk FY 2018 Audit Report to the full board. All in favor, motion carried.**
2. **SOA Report Update/Approval:** Durston shared a copy of his report for committee discussion and stated the Board of Review should complete their work soon. They are working on the 2018 assessments and everything should be complete by the end of March. Durston reported they are working with 2019 Changefinder and will make adjustments to the assessments accordingly. During the preliminary review, they found about \$120,000 in assessed value for 2018. In GIS, Kevin Brink as completed the Participant Statistical Areas Program and the Boundary and Annexation Survey for the Census Bureau.
3. **Capital Improvement Fund Reports Update/Approval:** The committee reviewed the Capital Improvement Fund Report and Treasurer Lohman reported a certificate of deposit that expired and will be held in the coal account until it is re-invested potentially at 2.25% which was up from 1.44%.
4. **Minimum Wage Law Update/Approval:** Beeler reported the Finance and Personnel Committees need to keep an eye on this new law that raises the minimum wage from \$8.25 per hour to \$15 per hour by 2025. At budget time the committees will be looking at the employees currently making less than \$15 per hour and come up with a plan to increase the salaries as required by law in 2025. Furness stated we will have to look at the current union contracts and we will have to wait to see what the unions will propose. Robinson asked about the older employees that have been here for a long time just making \$15 per hour and a new person who will start at \$15 per hour. Beeler stated that this is why the board needs to look at how to plan for these increases. Satterlee stated this minimum wage requirement will hurt the health department and they should be ok this year and next year and will look at increment increases by the year 2025.
5. **Bid out Property in Farmersville Update/Approval:** Daniels reported we had only one inquiry regarding the parcel in Farmersville that was put out for bid last month. No bids were submitted for the committee to review.
6. **FY 2019 Budget Amendment Update/Approval:** Beeler reported all FY 2019 budgets have been signed off by the department heads or oversight committees. There is only two office funds that will need to be corrected due to typographical errors. Beeler stated she check with States Attorney Hitchings and the auditor KEB, regarding the budget amendments and everyone agrees this can be done because of the corrections needed to appropriate the funds from the original budget request submitted by the Highway Department. **Motion by Furness and second by Loucks to amend the FY 2019 budget to correct clerical errors in Office and Fund #240, township motor fuel line 520.021 to \$52,000 and line 530.018 to \$1,300,000 to reflect a total of Township Motor fuel expenses to \$1,500,000. All in favor, motion carried.** Beeler reported the money was already appropriated. **All in favor, motion carried.**
Motion by Loucks and second by Sneed to amend the FY 2019 to correct clerical errors in fund 255, township bridge fund, line 520.035 to \$616,000, line 520.127 to \$150,000 and line

520.128 to \$50,000 to reflect the total of \$816,000. All in favor, motion carried. Discussion took place on if there was a need to amend the FY 2019 budget for the Wright Automotive property purchase and Beeler stated the auditor and the States Attorney have both communicated that we can spend the money in that fund. There is \$1,445,600 appropriated in various line items in fund 375 and as long as we don't go over that total budgeted amount, the Treasurer can add a line item for the purchase of the Wright Automotive Property.

7. **Convey Deeds for Parcels 11-28-276-009, 008 and 010 to the Village of Butler Update/Approval:** Beeler reported Kendra Lane from Butler will address the committee next month regarding the request from the Village of Butler to purchase three parcels from the County Trustee.
8. **IMRF Update/Approval:** Beeler asked Treasurer Lohman to give an update on the IMRF reports. IMRF lost a substantial amount of money on our accounts due to investment losses in the market in the month of December. There are three pension funds and the Elected County Officials (ECO fund) lost \$513,426. They took out \$299,014 for Vazzi's retirement and the balance was a loss. The SLEP fund took out \$76,000 for retirement and lost about \$800,000. The Regular IMRF fund took out \$146,000 and lost over \$4 million in the market. Beeler stated we budgeted \$750,000 for IMRF in FY 2019 and we will need every penny. Beeler explained that in 2008 we lost so much in the market, Treasurer Jenkins had to borrow money from the General Fund until tax revenues came in. Beeler stated this is why she didn't like to reduce the levy for IMRF for when the market is bad and if we don't fund the accounts to a certain level for example at 50% of our obligation, IMRF could come back and say we are not covering enough and they will charge us 7.5% of the gap. IMRF will not tell us what number by percent or dollar amount that we need to be funded at. Beeler stated that Treasurer Jenkins put money in the account in 2008, at first to catch up and then to try and stay ahead of the game before Vazzi retired. Beeler asked Treasurer Lohman to contact IMRG agent Mandy Beedie to come to next month's meeting to give and update on IMRF.
9. **Kane County IMRF Letter Update/Approval:** Beeler reported we received from Kane County Board regarding the issues with IMRF asking they do not raise rates for next year due to the loss in the market for 2018. IMRF is also looking at increasing the obligation to the Counties and the employees will take a hit in the percentage of interest earnings.
10. **Dispatch Software Update/Approval:** Beeler stated that 911/ETSB board is presenting a Motorola contract for purchasing 911 software and the Sheriff's portion of the software is \$98,000. We are reimbursing 911. **Motion by Sneed and second by Moore that the county will reimburse the ETSB board for the 911 software purchase from Motorola for an amount not to exceed \$98,000 in FY 2020.** **Discussion:** Robbins stated the software is very similar to what is currently being used at the Sheriff's Office and the new software is needed for reports written by deputies, the jail and civil records, subpoenas etc. This will replace the outdated system they have now and will be budgeted in FY 2020. The upgrades for this new software will also be needed in the squad cars for a cost of approximately \$15,000 in the FY 2020 budget. Sheriff Robbins stated the City of Hillsboro and other municipalities will also be pitching into the purchase price for their level of use for the new software. **All in favor, motion carried.**
11. **Dispatch Maintenance Update/Approval:** Sheriff Robbins stated the annual maintenance company is owned by Motorola and the service is about \$13,000 per year. Beeler stated that our IT Department is spending a lot of time at the Sheriff's Office keeping the old 911 dispatch system running. If we agree to a five year contract the price is locked in or it could increase about 3% per year from the \$12,500 starting price. Robbins stated they used to get a cd with computer updates and the IT department would install it with difficulties, so they stopped getting the updates because of the problems. **Motion by Robinson and second by Moore to reimburse ETSB for the Sheriff Department's portion of the Maintenance Service contract for Dispatch services in an amount not to exceed \$13,000 per year for five years starting in FY 2020.** **Discussion:** Committee members discussed some issues with approving this maintenance contract until we get more information. No

Vote, so Motion fails. **Motion by Moore and second by Furness to table the dispatch maintenance agreement. All in favor, motion carried.**

12. **CTI Phone and Internet Service Five Year Contract Update/Approval:** Watkins reported we are trying to create a redundant phone and internet system in case one service goes down. We purchase egress from Illinois Century Network at 20 MB and we are reimbursed by the Cyber Navigator Grant and the State Board of Elections will pay for that service. The County will pay CTI for 100 MB. With ICN we have 100 by 10 meg connection and we will have 120 x 120 meg connection with CTI which can do uploads faster with symmetrical services. There are some other advantages of being linked with ICN including protection with cyber security. Watkins stated it will be a wash in services we are paying for except New Wave doesn't charge for long distance services. Young reported that the States Attorney has reviewed and approved these contracts. Curt has the CTI and Consolidated contracts and need to get them signed and he needs to get the ICN portion approved. **Motion by Furness and second by Sneed to recommend the approval of the five year contract with CTI for phone and internet services in the amount not to exceed \$1,000 per month pending the ICN Contract approval. All in favor, motion carried.**
13. **Consolidated Communications Service Contract Update/Approval:** Watkins reported the States Attorney has reviewed and approved the Consolidated Communications Service Contract so we will have redundant phone and internet services. The committee discussed recommending this five year contract to the full board. **Motion by Loucks and second by Robinson to recommend the approval of the five year contract Consolidated Communication Service Contract for an amount not to exceed \$360 per month pending the ICN Contract approval. All in favor, motion carried.**
14. **Illinois Century Network Service Contract Update/Approval:** Watkins reported he is working with ICN to secure a contract that the committee will need to review and approve. It should be ready for next month.
15. **708 Board Vouchers Update/Approval:** Beeler reported she has been researching minutes and state statute on the county's responsibilities in paying for the 708 Boards Vouchers. The Treasurer is the holder of the funds. The 708 board has the authority to pay their bills. Beeler asked if the bills should be put on the pre-paid vendor list or put on a list as they come through for board and public transparency, or keep presenting them and voting on the vouchers to be paid. The committee discussed that 708 Board member/liaison gives this information in her reports when the money is awarded to the different entities. Beeler stated we can approve the money once a year when they are awarded or put on a list quarterly and give it to the full board. Furness stated the vouchers don't have to go to the full board because it is the responsibility of the 708 board. The committee discussed putting the 708 Vouchers on the Pre-paid vendor list and having a list of what is being paid read by Earlene Robinson at the full board meetings on a quarterly basis. The county board has to give authorization to pay the vouchers. **Motion by Moore and second by Furness to add 708 authorized vendors to the prepaid vendor list and a quarterly report will be given at the full board meeting on what is being paid. All in favor, motion carried.**
16. **HB0158 Income Tax Act. Local Government Distributive Fund Update/Approval:** The committee discussed the current proposed legislation to increase the LGDF back to 10%. **Motion by Loucks and second by Moore to send a letter of support for HB 0158 Income Tax Act, Local Government Distributive Fund to our local representatives. All in favor, motion carried.**
17. **Montgomeryco.com Email Address Charge for Offices that Levy Taxes Update/Approval:** **Motion by Sneed and second by Robinson to send a memo to offices that levy funds, starting in FY 2020 we will be charging \$50 per year for the montgomeryco.com email address and if the office is on our network, they have to use the montgomeryco.com email address. All in favor, motion carried.** Beeler stated the 911 Department, Highway Department, VAC, 708 Board and Health Department will pay the \$50 per montgomeryco email if they decided to use it and she will draft a memo and review it with Watkins.

- 18. Finance Policies Update/Approval:** Beeler stated that the finance policy topic came up at a seminar for county officials and it is recommended to all local units of government to have one. Beeler reported Treasurer Lohman has researched Finance Policies from other counties and they are in the process of picking out some of the policy items to put in a draft for the committee to review. The county already has an investment policy and it was revised in 2011. These policies stated that this is how the county will handle certain financial and budget issues. Beeler stated that an issue came up with a third party lease agreement when the Building and Grounds committee reviewed a finance lease agreement with Smart Watt. Beeler stated she received a letter from Treasurer Lohman to designate thirteen financial institutions in which funds and other public moneys in the custody of the County Treasurer may be kept accordingly to ILCS 55/5 Section 5/3-10009. **Motion by Furness and second by Loucks to accept the request from Treasurer Lohman to designate the list of thirteen financial institutions accordingly to ILCS 55/ Section 53-10009. All in favor, motion carried.**
- 19. Arming of Deputy Coroners Update/Approval:** Beeler stated she spoke with Coroner Leetham and asked him for a list of names of deputy coroners that will be armed as required by the insurance under writer. Beeler reported a list of names and an inventory have not been submitted. Beeler stated she was told by Leetham that none of the guns have been given out. Beeler stated that we were told by our insurance company the deputy coroners do not fall under the law enforcement for insurance purposes and they have not had any other requests from other counties to arm their deputy coroners. Beeler stated that she asked the coroner not to arm anyone until we have the issues resolved with the insurance company. The ammunition was purchased a couple of months ago and the committee will look at past vouchers to see if guns have been purchased. Beeler will call Tom Franzen to advise him that he is already armed because he is the police chief for the City of Hillsboro. The committee discussed having Chairman Young ask the Coroner to give a monthly activity report for the board meetings like the other elected officials and department heads.
- 20. Recycling Staffing Update/Approval:** Beeler reported the recycling facility is down a full time position and discussion needs to take place on whether to hire a full time or part time replacement. The committee discussed different ways to fund recycling and that they want to keep the service but need to find ways to do something different to fund recycling. Young will advise the mayors at the meeting Wednesday night on the financial issues and shortfall for the recycling program.
- 21. IT Department Staffing Update/Approval:** Beeler stated that Watkins will get numbers together for an additional staff person for the FY 2020 budget hearings.
- 22. Executive Session for Personnel/Litigation/Property Acquisition Update/Approval:** (not needed)
- 23. Other Business Update/Approval:** Beeler reported that she, Young, Robbins and Nimmo had a meeting regarding the ETSB and Sheriff's budget for the possible changes for the 911 dispatchers. Beeler reported that the 911 board didn't budget for some expenses like the phone bills and the IT services provided by Curt Watkins. Beeler stated we are waiting on 911 to schedule another meeting to get more up to date numbers. Beeler also reported that if the ETSB department uses the county computer network, they will have to use our IT department and will not be able to out and use another IT service. Sheriff Robbins reported he is having email conversations with other Sheriff Departments around the state to see how they handle 911 dispatching and it is all over the board and different from County to County.
- 24. Public Comments Update:** None

Motion by Furness and second by Sneed to pay bills and approve payroll. All in favor, motion carried

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

Meeting adjourned at 11:30 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, March 5th, 2019

Time: 4:00 PM – County Board Room

Members Present: Chuck Graden, Connie Beck, Mark Hughes, Sandy Johnson, Richard Wendel and Evan Young

Members Absent: Glenn Savage

Others Present: Bill Gonet, Mike Hand, Nikki Lohman and Sandy Leitheiser

The committee met today to discuss the following:

1. **Elections Update/Approval:** Clerk Leitheiser reported she will be teaching the election judge school tomorrow at the U of I Extension Service in Hillsboro. She also reported the Cyber Navigator grant program is in place with the State Board of Elections and she recently submitted grant reimbursement for the Secure Illinois Century Network line in the amount of \$2664.
2. **EPA Report Update/Approval:** Gonet shared his monthly report and the five year municipal waste management plan update for the committee to review.
3. **Five Year Solid Waste Plan and Resolution Update/Approval:** The committee reviewed the resolution to approve the Five Year Solid Waste Plan as required by IL EPA. **Motion by Beck and second by Wendel to recommend the approval of the Five Year Solid Waste Plan Resolution. All in favor, motion carried.**
4. **Recycling Program and Events Update/Approval:**
 - Recycling Laborer Position: The committee discussed the open recycling position due to a full time employee taking retirement.
 - Nokomis Drop Off Center: The committee discussed the possibility of putting a trailer at the Nokomis Drop off center to collect cardboard so the building doesn't get full so quickly.
 - Recycling Truck for Election Equipment Deliveries: Thursday, March 28th, 2019 it will need to be loaded in the afternoon and then on Friday, March, 29 and Monday, April 1st, the truck will need to deliver the election equipment. Election Day is on Tuesday, April 2nd, 2019. On Wednesday, April 3rd the truck will need to go out for the day and pick up the election equipment. There are 24 polling locations.
 - Electronic Recycling (EPA form and email) – BLH has been contacted and is scheduled for Saturday, May 4th, 2019 at the Hillsboro facility.
5. **Animal Control Facility Program Update/Approval:** Daniels will report
 - Municipal Contracts – The municipal contracts were reviewed by Bryant Hitchings who reported at the last board meeting that he approved the language in the agreements. Young reported the municipal contracts will be discussed at the next Mayor's Meeting that will be held on March 13th, 2019. Coordinator Daniels will update the 2018 statistics for animal control calls to be able to present the info to the mayors.
 - Vehicle at Victory Lane Ford: Coordinator Daniels will call the owner of Victory Lane Ford regarding the Ford Explorer that was traded in from the Sheriff's Department to see if they will sell it for \$3,000.
6. **Other Business Update/Approval:** None
7. **Executive Session for Personnel, Litigation, Property Acquisition Update/Approval:** (if needed)
8. **Public Comments:** None

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

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

Meeting adjourned 5:00 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, February 21st, 2019

Time: 4:30 pm - County Board Room

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

Members Absent: Sandra Johnson and Donna Yeske

Others Present: Sandy Leitheiser, Rick Robbins and Nikki Lohman

The committee met to discuss the following:

1. Employee Health Insurance Update/Approval:

- Monthly HRA report. Committee discussed there will always be a few month timing lag for the HRA report. Sheriff Robbins stated he is having a hard time recruiting employees due to the employee health insurance benefits. Our county employee costs to employees are not as good as surrounding municipalities and counties so candidates are not coming to work here. Leitheiser shared the same concern and stated she has seen the same thing with the last employee she hired in her office a few weeks ago.

2. HB 2748 IMRF – Part Time Elective Office Update/Approval:

- IMRF Legislation for Law Enforcement – The committee reviewed and discussed the list of proposed house and senate bills that will affect IMRF for Law Enforcement.
- IMRF Letter from Kane County Illinois. Young reported he just received correspondence from the Kane County Board Chairman in regards to the changes in the IMRF pension system and how it will affect county budgets.
- The committee discussed the new IMRF numbers for the county obligation based on the results of a substantial loss in the market for 2018. Treasurer Lohman suggested inviting an IMRF representative come and discuss our fund balances with the committee. Beeler stated that \$750,000 was budgeted for the large retirement for last year. Treasurer Lohman stated the Employer IMRF rate for 2018 was 11.24%. In 2019 the employer rate is 9.06% and for 2020 the rate will be between 10.15% and 10.65%.

3. Sheriff's Office Personnel Update/Approval: Rick Robbins stated there are two employees on FMLA and one dispatcher will go on disability. There is a Corrections employee also on FMLA and he hopes to return to work. Robbins stated he will have an orientation next Wednesday to hire for two new deputies. The Sheriff's Office is down two Telecommunicators and the ETSB board will be meeting tonight to give a presentation on what will happen with the 911 dispatchers coming out of the Sheriff's Department. Robbins reported there are currently six correctional officers, ten Telecommunicators, 12 deputies, 1 cook, 1 secretary and 1 custodian. Robbins stated some of the Telecommunicators have been sharing concerns of moving over to the ETSB. Robbins stated he is planning on hiring a dispatcher and he is having two orientation meetings next Wednesday for the Deputy positions. They will need to take a written, physical, psychological test and interviews. Robbins stated they will then need to find an available academy, so it could be 2 to 3 months down the road before a deputy will be ready to be out on patrol.

4. Highway Department Retirement Update/Approval: Young reported the highway department had a maintainer retire today. Engineer Greenwood would like permission to hire a replacement. **Motion by Beeler and second by Bergen to allow the Highway Engineer to advertise for the maintainer position. All in favor, motion carried.**

5. Information Systems Staffing Update/Approval: The committee discussed looking for help in the IT department and need to figure out when the funds will come from on how to pay the third employee. Young stated there is proposed legislation to have media notice 10 days in advance

instead of 48 hours and that at the UCCI meeting, there were counties that outsourced their computer work and agendas were not posted in a timely manner.

6. **ICRMT Employee Personnel Manual Update/Approval:** Furness reported he spoke with Kyle Shell from IPMG regarding the new recommended policy changes for the Personnel Manual. Furness stated that Kyle Shell offered to make the changes for us for the new issues in a six week time frame. Furness asked if the committee is happy with the current Personnel manual as it is. Deabenderfer wanted to make sure there is no fee to update the manual. **Motion by Deabenderfer and second by Bergen to have Kyle Shell update the personnel Manual with the new updates. All in favor, motion carried. CD will make sure there is no charge.**
7. **Executive Session to Discuss Personnel/Litigation/Property Acquisition Update/Approval:** **Motion to enter into executive session by Beeler and second by Deabenderfer to discuss Personnel. All in favor, motion carried. Time: 6:10 pm. Motion to come out of executive session by Bergen and second by Deabenderfer. All in favor, motion carried. No action was taken.**
8. **Other Business Update/Approval:** Beeler stated the Governor just signed the new law raising the minimum wage to \$15.00 per hour by the year 2025. Beeler reported she received the employee payroll list and there are 31 full time employees that currently make under \$15.00 per hour. There are 17 county employees and 14 employees at the health departments under the \$15.00 per hour. Beeler stated this will result in a \$134,000 payroll increase through 2025. Beeler stated she only looked at the employees that are under \$15.00 per hour and what it would take to get them to the \$15 per hour. Beeler stated we need to start thinking about a plan to get these salaries increased and if we are going to make salary increase adjustments for other employees as well.
9. **Public Comments:** None

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

Meeting adjourned at 6:50 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, March 7th, 2019

Time: 8:30 AM – Highway Department

Members Present: Gene Miles, Jim Moore, Dennis McCammack, & Evan Young

Members Absent: Bill Bergen, Glenn Bishop and Dave Loucks

Other Present: County Engineer Cody Greenwood

Gene Miles appointed Evan Young to serve on the committee today due to a lack of a quorum.

1. **Resolution #2019-04 to appropriate funds for 1187 BCA, Mt. Olive Trail, Box Culvert Extension 100% County Update/Approval:** Greenwood reported the cost is approximately \$11,000 and is a 100% County project coming out of the County Aid to Bridge Fund. **Motion by McCammack and second by Moore to recommend the approval of Resolution #2019-04 to appropriate funds for 1187 BCA, Mt Olive Trail Box Culvert Extension which is a 100% County project. All in favor, motion carried.**
2. **Section 14-04117-00-BR N. 6th Ave. over Coffeen Lake, East Fork Twp., Letting Results Update/Approval:** Greenwood reported the lowest bid received Section 14-04117-00 BR N. 6th Avenue over Coffeen Lake was from Depew & Owen Builders in the amount of \$676,788. The second bid was from Keller Construction in the amount of \$728,178 and the highest bid received was from Plocher Construction in the amount of \$1.74 million. **Motion by Moore and second by McCammack to recommend the low bid from Depew & Owner Builders in the amount of \$676,788 for Section 14-04177-00-BR N. 6th Avenue over Coffeen Lake in East Fork Township. All in favor, motion carried.**
3. **2019 Pipe Culvert Letting Results Update/Approval:** Greenwood reported they opened bids for three Groups for the Pipe Culvert Letting and he asked for a per foot price. Group One was for galvanized pipes and the low bid came in from Contech Solutions in the amount of \$1,666.46. **Motion by McCammack and second by Moore to recommend the approval of the low bid from Contech Solutions in the amount of \$1,666.46 for group one, galvanized pipes. All in favor, motion carried.** Greenwood stated the second group was for aluminum pipes/culverts and the low bid came in from Metal Culverts in the amount of \$1,752.85. **Motion by McCammack and second by Moore to recommend the approval of the low bid from Metal Culverts in the amount of \$1,752.85 for group two, the aluminum culverts. All in favor, motion carried.** Greenwood reported the third group was for poly coated pipes and the low bid was from Metal Culverts in the amount of \$1,920.95. **Motion by Moore and second by McCammack to recommend the approval of the bid from Metal Culverts in the amount of \$1,920.95 for the poly coated pipes. All in favor, motion carried.**
4. **Seasonal Weight Limit Postings Update/Approval:** Greenwood reported the committee needs to look at the seasonal weight limit postings for county roads and asked Coordinator Daniels to research all the old resolutions for the committee to review. The committee also discussed the issues associated with trying to enforce weight limits.
5. **Dakota Access Pipeline Update/Approval:** Greenwood reported there is nothing new to report from States Attorney Bryant Hitchings. The last offer was submitted by the County so we are waiting on a response from Dakota Access.
6. **Highway Department Building Improvements/Property Acquisition Update/Approval:** Young reported the final purchase agreement was signed last Friday, March 1st, 2019 and a check for the \$12,000 earnest money was prepared. Building Inspector Joe Page has been scheduled to conduct a property inspection this Friday, March 8th, 2019 at 8:00 am. Young also reported he spoke with Aimee Shelton regarding cleaning stuff out and he told her to go ahead and move out what they wanted to the county will clean up the rest when we do demolition type work. Engineer Greenwood asked who will be in charge of the property and what could be done and not done once we received possession. The committee discussed that the Highway Department will be in charge of the property

and to let the Highway Department move in and see what and where they need to put everything before looking to see who else can utilize some of the space. Young stated that others are interested in some space like the Coroner, however this is not a secure location. Miles stated they may not need the show room, but we need to wait until they are all moved in to see what they do need for space. Greenwood reported that he received an email from AMEREN stating their pipeline will be abandoned through the Wright Automotive Property and the final plans will be completed this summer. Greenwood stated Ameren will vacate their easement through the property and they will need to look at moving the gas service at the Collision Center to another location. The gas service at the dealership building is OK.

7. **Maintainer Position Opening Update/Approval:** Greenwood reported a maintainer has taken retirement and the committee told him to advertise for the position in the local newspapers. The committee discussed Greenwood getting the applications and they will be reviewed by him, Miles and another committee member. The best applications will be selection and then interviews will be set up with the Personnel and the Road & Bridge Committees. Greenwood stated that per the union contract, the new maintainer will start at a lower hourly rate that will increase until the same hourly rate as the regular maintainers after four years. Committee members also reviewed an email that showed the hourly rate comparisons for maintainers in 13 other counties and Montgomery County pay was among the best. Young added that with the good health insurance and the higher rate of pay, this is a very good job in Montgomery County. The committee felt we will probably receive a lot of applicants.
8. **Executive Session if needed** – not needed.
9. **Other Business Update/Approval:**

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

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

Meeting adjourned at 9:20 a.m. Minutes respectfully submitted by acting secretary Christine Daniels as Deputized by the Montgomery County Clerk and Recorder, Sandy Leitheiser.