

Montgomery County Board

Buildings & Grounds Meeting Minutes

Date: Friday, April 5th, 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 also: Megan Beeler and Kirby Furness

Members Absent: Jeremy Jones

Others Present: Orry Cummings

The committee met today to discuss the following:

1. **Smart Watt Energy Survey Audit Proposal and Resolution Update/Approval:** Orry Cummings reported the HVAC project at the Jail was changed to install a local thermostat so it won't be tied in with Johnson Controls. Cummings reported the designs would be finalized and paperwork completed so the actual work can begin this fiscal year. With the few revisions made, the total project cost is \$604,276. **Motion by Graden and second by Miles to recommend the approval of the agreement and resolution with Smart Watt to complete the energy project. All in favor, motion carried.**
2. **Smart Watt Energy Lease Agreement Update/Approval:** Beeler stated Smart Watt was receptive to work with us on a short term payoff so that we didn't have to enter into a lease agreement so as not to speak for a future board. The project would start in this fiscal year and they will appropriate money in FY 2020 to pay off the balance. Cummings stated that they will make the two payment schedule work on their end. There is \$336,000 in the coal money building and grounds budget to pay towards the project for this year. Cummings stated we can pay as we go along and finish in next fiscal year.
3. **AMEREN Pipeline Easement Update/Approval:** The committee discussed the request of the Highway Department to vacate the easement at the Wright Automotive property.
4. **Maintenance and Cleaning Issues and Report Update/Approval:** Mark Brown was absent, no report.
5. **Conference/Lactation Room in the New Courthouse Update/Approval:** Sneed reported they are working on completing the new conference room in the Law Library of the New Courthouse.
6. **Sound System for County Board Room Update/Approval:** McCammack reported he ordered and received a new stand for the microphone for the Chairman's Desk and talked about a new amplifier for the new speaker. McCammack reported we could get a new amp for about \$800 but doesn't want to spend any more money until Glenn Savage comes with a proposal for a new sound system that he has been work on.
7. **Estimates for Roof Damage on Highway Department Maintenance Shed Update/Approval:** Miles reported the highway department has not received an estimate yet for the wind damage to one of their metal maintenance sheds.
8. **Surplus Property Update/Approval:** Sneed reported he was given a tour of the surplus property in the Historic Courthouse discussed getting it identified by each office and taken out to the showroom of the Wright Automotive building we just purchased so we can do an auction of surplus property. **Motion by Gene Miles and second by Richard Wendel to take the surplus county equipment to the new highway department dealership showroom to conduct a surplus auction. Graden abstains and other are in favor, motion carried.**
9. **Other Business Update/Approval:** The committee discussed a request for additional space from the IT Department in the basement of the New Courthouse. Sneed reported he will go and assess the situation and discuss with the other offices and bring more information to the next meeting. Young reported the new CTI fiber will also be ran into the New Courthouse and will need some space.
10. **Public Comments:** Glenn Bishop reported he took a part time job at Shelbyville Hospital and will not be able to make the next three or four committee meetings unless the committee wanted to change to a night meeting for the summer. The meetings will not change. Bishop also reported there have been three to four coal trains that have shipped out.

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

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

Meeting adjourned at 9:45 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, March 26th, 2019

Time: 8:30 am – County Board Room

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

Members Absent: Chuck Graden

Others Present: Bill Schroeder and Sandy Leitheiser

The committee met today to discuss the following:

Coordinating Committee: Evan Young, Board Chairman: March 26th, 2019 at 8:30 am

1. **Information Systems Report Update/Approval:** Curt Watkins reported there will be new cyber security training for employees to take. They will get an email once a week for each lesson missed. Encourage office holders to have their staff take the cyber security training. Emails are sent to office holders and employees. DHS was here did an offsite and onsite analysis. Results, summary and sent a full report last Friday. We still have a lot of remediation to take place. Some we knew and some we didn't. The board needs to make more policies and understand the technology issues. Details not in a public meeting. We need to do better. Curt will talk with offices holders that are affected and go over what might need remediated in their office and how to fund it so it can be discussed at budget hearings. WiFi did pretty good because it is segmented from the rest of the network. Curt will get the official request for the additional staffing needs. It depends on how safe we want to be. The extent of how much things could be exploited was brought to his attention. Eye opening, but not shocking. Beeler said it was eye opening and shocking. Megan thanks Curt for having DHS come and do this evaluation.
2. **Other Business Update/Approval:**

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

1. **Employee Health Insurance Update/Approval:** Furness stated he heard of a concern that it is hard to hire employees due to the insurance. Furness doesn't think the insurance is not explained well. Nothing can be done this year and changes would have to take place next year. Some people not using the insurance because they can't afford it. We could do cover more in the HRA. We could lower to 500 and then pick up ½ after that to the deductible. We already lowered the cost of insurance to the employee. We need to lower the deductible. Yeske stated an assessment of other insurances in the area and then employees would see what is comparable in the area. Highway Department has a good plan but that is not available to us. Furness stated the committee will continue to look at the insurance benefits to see what would work better for the employees so they will use the health insurance benefits.
 - Monthly HRA report.
2. **Employee Manual Update/Approval:** Furness stated this has been turned over to our insurance company.
3. **Minimum Wage Legislation Update/Approval:** Committee will continue to discuss and plan for the minimum wage increase to \$15 per hour by 2025. The Personnel Committee will need to discuss and make a recommendation in May for the memo to prepare the FY 2020 budgets. The Finance Committee doesn't have to agree with the recommendation of the Personnel Committee. Beeler stated look at the data of the CPI etc. Beeler asked the Personnel committee to start reviewing these numbers.
4. **Salary Increases for FY 2020 Update/Approval:** The committee will discuss and make a recommendation to the Finance Committee.
5. **Sheriff's Office Personnel Update/Approval:** Rick Robbins will report.
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, April 3rd at 3:00 PM –

1. **SOA Report Update/Approval: Durston will report.** The committee will review the SOA report.
2. **Capital Improvement Fund Reports Update/Approval:** The committee will review.
3. **FY 2018 Audit Report from KEB Update/Approval:** Beeler stated KEB will be here next month to present the FY 2018 audit. Beeler stated the oversight committees and some office holders will need to start taking a better look at their budgets because some were significantly over budget. Leitheiser and Lohman stated that MIP software could give more up to date numbers for office holders to review. Jim Moore wife is conflict public defender and Donna is Cody's mother-in-law. Immediate family and contract workers. A lot of issues of grant tracking, correctly and timely. Need to encourage offices to comply with getting grants in a timely basis. Lohman stated she was at a meeting yesterday and stressed the importance of having the correct information for grant monies or the county could lose its grant status.
4. **FY 2020 Budget Hearing Dates Update/Approval:** Beeler reported the committee will review and set
5. **Salary Increases for FY 2020 Update/Approval:** Beeler stated the committee will discuss.
6. **Budget Controls Procedures Update/Approval:** Megan and Nikki are reviewing policies that other counties have. Auditor stated it was a good practice.
7. **IMRF Update/Approval:** Beeler needs someone to go on May 7th to an IMRF meeting with Liz and Nikki.
8. **Dispatch Maintenance/Software Update/Approval:** Beeler stated she is meeting with Nimmo after this meeting to discuss the dispatch financing.
9. **Recycling Funding Update/Approval:** Beeler stated recycling was \$10,000 shortfall as of February. How do we continue to pay for recycling and looking for options? Beeler stated that Jim Moore has been looking at how to fund recycling.
10. **Resolution to Convey Deed for Parcel 11-28-1276-008 in Butler Grove Township to Steven J. Groom Update/Approval:** Committee will review.
11. **Resolution to Convey Deeds for Parcels 11-28-276-009 and 11-28-276-010 in Butler Grove Township to Steven J. Groom Update/Approval:** Committee will review.
12. **Resolution to Convey Deed for Parcel 13-06-259-009 in Witt Township to ABW Auctions LLC Update/Approval:** Committee will review.
13. **Executive Session for Personnel/Litigation/Property Acquisition Update/Approval: (if needed)**
14. **Other Business Update/Approval:** None

Building & Grounds Committee: Bob Sneed, Chairman - Friday, April 5th, at 8:30 AM

1. **Smart Watt Energy Survey Audit Update/Approval:** Sneed reported the committee will discuss the final presentation and see if the payment can be set up in two different project years. States Attorney Hitchings will be reviewing the final lease agreement. Committee members discussed not feeling comfortable taking on a lease for 10 years and obligate future boards. If we have the money in reserve, we should pay for this up front.
2. **AMEREN Easement Update/Approval:** The committee is waiting for the final easement from AMEREN
3. **Maintenance and Cleaning Issues and Report Update/Approval:** Mark Brown will report.
 - Cleaning Service Work Hours
 - Boiler Issues Historic Courthouse
4. **Sound System for Board Room Update/Approval:** The committee will discuss.
5. **Conference/Lactation Room in the New Courthouse Update/Approval:** The committee will discuss.
6. **Other Business Update/Approval:** Cody Greenwood reported part of a maintenance storage roof blew off at the last wind storm and our insurance deductible is \$10,000. The insurance company told Cody to get some estimates to fix it. Greenwood is looking for recommendations.

Economic Development Committee: Donna Yeske, Chairman – Monday, April 1st, at 5:30 PM

1. **Atlas 46 – Mr. Carver Update/Approval:**

2. **Circuit Clerk Holly Lemons** – Circuit Clerk Conference Booth. Yeske stated they are going to do a booth and they will get information from every town. Belusko stated she had concerns about using the \$300 for tourism. She said not a tourism crowd. Beeler stated Belusko has concerns for how the tourism money is used. She wants to use it for getting people into the county. Beeler stated it is the committee's decision.
3. **MCEDC Update/Approval:** Yeske stated the annual meeting will be held on Thursday, April 11th, 2019.
 - Revolving Loan Fund Update/Approval: There is a new RLF and one outstanding.
 - CEO Program Update/Approval:
 - Broadband/Fiber Project Update/Approval: CTI is working in Nokomis.
4. **Tourism Update/Approval:** Yeske stated she met with Rivers and Routes. Belusko, Evan, Connie Beck etc. was there. Belusko is working on a brochure that will list every business in their town and Yeske will use this at the Circuit Clerk's booth. Beeler stated that the Journal News also puts out a booklet with businesses. Yeske has also reached out to some of the mayors so they can help gather the list of businesses. Our ending date with Illinois South is the end of April.
5. **Tourism Grant Applications Update/Approval:** The committee will review the applications.
6. **Green Diamond Bike Trail Update/Approval:** Yeske reported someone shared a concern with Evan Young regarding the concrete blocks at the Green Diamond Bike Trail. The blocks on Morrisonville Avenue and Grain Lake Avenue were moved and vehicles are riding the bike trail. Yeske met with the Mayor of Farmersville and they identified which concrete blocks belong to the county.
7. **Eagle Zinc Cleanup Update/Approval:** Cleanup efforts continue.
8. **Enterprise Zone Update/Approval:** Mayors Meeting – TBD. Yeske gave an overview of information shared at the last mayor's meeting including the loss of revenue from traffic tickets due to a new law that takes effect July 1st, 2019. Also shared information regarding the municipal contracts with animal control. Discussion also took place regarding all the towns signing up for IPWMAN.
9. **West Central Development Update/Approval:** Nothing new to update at this time.
10. **Other Business Update/Approval:** None

E.M.A./Ambulance Committee: Bill Bergen, Chairman - Monday, April 1st, at 4:00 PM

1. **EMA Report Update/Approval:** Greg Nimmo will report.
2. **Ambulance Billing Office Update/Approval:** Sherry Greenwood will report. Bergen reported that Paul Osborn with KEB had a request for some additional reports. Bergen stated he doesn't think that KEB wants to take over the ambulance billing for Litchfield, they are just seeking additional information on reports. Bergen went to Sherry and Mona and asked them to work with the City of Litchfield for their reports and asked for the drams to stop.
3. **911/ETSB Board Meeting Update/Approval:** Meeting was held last Thursday, on March 21st, 2019. Beeler reported she will be meeting with Nimmo after this meeting this morning regarding the budget for the 911 dispatchers. Committee members discussed how changes will take place if we don't get the grant funding in. Beeler stated her concern is that 911 don't have enough money to do all they need to do to make the changes they want to do. These changes will cost the county a lot more money and she doesn't think the state will keep the funding level they are now. There is an outstanding \$50,000 loan to 911 from the general fund and they are supposed to make payments to the county and this is listed in the audit. We couldn't find anything in old minutes to see if this \$50,000 was ever forgiven.
4. **Other Business Update/Approval:** None

HWE Committee: Chuck Graden, Chairman - Tuesday, April 2nd, at 4:00 PM

1. **Elections Update/Approval: Clerk Leitheiser will give an update.** Committee discussed the concern of the white recycling truck not working and it may not be available to deliver election equipment later this week. Leitheiser stated
2. **EPA Report Update/Approval:** Gonet will report.

3. **Recycling Program and Events Update/Approval:** Sandy asked about the recycling truck.
 - Electronics Recycling Drive
4. **Animal Control Facility Program Update/Approval:** Daniels will report.
 - Municipal Contracts & Vehicle – Young did research on the vehicle and we are not going to get it. We will get a better one. Young called the guy and asked to drop the price 125 and he won't drop the price. Broker will purchase so Evan will not put up with them.
5. **Executive Session for Personnel/Litigation/Property Acquisition Update/Approval: (if needed)**
6. **Other Business Update/Approval:** None

Road & Bridge Committee: Gene Miles, Chairman – Thursday, April 4th at 8:30 AM

1. **Dakota Access Pipeline Project – Surety Bond Update/Approval:**
2. **Highway Department Building Improvements/Property Acquisition Update/Approval:**
3. **Hiring of Road Maintainer Update/Approval:**
4. **Executive Session to Discuss Personnel/Litigation/Contractual/Property Acquisition Update/Approval:**
5. **Other Business Update/Approval:** Committee discussed the damaged roof on the maintenance shed from the last wind storm.

Motion to go into closed session for Litigation Purposes. Motion by Beeler and second by Miles to enter into executive session to discuss Litigation. Time 11:15 pm.
Motion to come out of executive session by Furness and second by Johnson. All in favor, motion carried.
Time: 11:25 am. No action was taken.

Motion to Adjourn by _____ and second by _____ All in favor, motion carried.
 Meeting adjourned at _____ 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, April 1st, 2019

Time: 4:00 pm– County Board Room

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

Members Absent: Mark Hughes

Others Present: Robert Buda, Brian Carver with Atlas 46, Kyle Anderson, Bill Bergen, Shelly Herman, Mayor Daugherty, Andy Ritchie, Ray Martin, Dr. Bob Mulch and, Valerie Belusko

The committee met today to discuss the following:

1. **Atlas 46 – Mr. Carver Update/Approval:** Brian Carver with Atlas 46 addressed the committee regarding his business expansion to Hillsboro to manufacture tactical nylon gear. Atlas 46 has five patents and is an international company. Their new store front will be ready in about one week. They have employed about 15 people with all but one from being from Montgomery County and hope to expand to about 100 employees. Carver stated he works with several CEO's with other businesses that want to transition to a business model and will let them know about our community. Carver stated they strongly support American Made businesses and has plans to attract opportunities for the County. Carver stated they are working at acquiring a US hammer manufacturing company and may look at placing it in the Hillsboro area. Carver stated that Atlas 46 will have an open house on Saturday May 18th and sponsor an American Made day event with food, children activities crafts and a historical scavenger hunt. Carver noted that with his love a history, they want their buildings to have character, past, present and future. They study and they develop their own software for their products. Carver stated he is not in a quota industry and they are set up to sell direct to the consumer and don't worry about the big box stores. Carver urged investments in the community, education, taking care of the older buildings and showing our charm of the small town atmosphere. Bob Buda a member of the Montgomery County Growth Initiative group that has been working diligently with Atlas 46 to help them get to Montgomery County. Buda stated Brian Carver's vision would mean so much to Montgomery County for Economic Development and encouraged everyone to get on Atlas 46's website to learn more about the company. Carver stated the more companies close to them such as denim or fabric mills are extremely valuable.
2. **Circuit Clerk Holly Lemons – Conference Request Update/Approval:** Yeske reported there are plans to set up a booth at the Circuit Clerk's Conference in Alton this September to promote Montgomery County.
3. **Planning Commission Update/Approval:** Belusko stated that Melba Petrolina from Coventry Homes attended the Planning Commission meeting regarding housing needs in Montgomery County. Coventry Homes is a Manufactured Housing business and they are so booked out they can't find enough Construction Contractors to set up homes. Belusko stated she doesn't know how to attract more workers to our area. Ron Deabenderfer suggested inviting Melba Petrolina to the Economic Development Committee meeting next month to further discuss the housing needs and what Coventry Homes can offer and Belusko replied that information should come from the Planning Commission. Belusko stated they are looking at the legality of offering tax abatements for new homes. The Planning Commission would have to look at only the rural areas and the tax abatements would go to all the taxing bodies. Mayor Daugherty reported the City of Litchfield is

conducting a survey regarding housing in Litchfield and plan to meet with developers to what the city can do to incentivize them. The survey should be done by the end of April and are meeting with the contractor on May 8th, 2019. Mayor Daugherty stated there are about 180 employees at All Script and they are looking for single family homes that range from \$100,000 to \$150,000. Daugherty stated that mobile homes in Litchfield have to be owner occupied.

4. **MCEDC Update/Approval:**

- Revolving Loan Fund Update/Approval: Belusko stated everything is as it should be.
- CEO Program Update/Approval: Belusko reported the CEO class has scheduled the Trade Marketing show on Tuesday, May 7th from 5:00 pm to 7:00 pm and it will be at Aumann Auction in Nokomis. There will be local food being served at the venue.
- Broadband/Fiber Project Update/Approval: Belusko met with CTI this week and they are catching up with weather issues from this winter. They are looking what the next community will be and they are looking at a USDA grant to help a Coffeen that is really suffering in the county. Belusko stated she is working with CTI to market the fiber project and to pick a community for the next phase. Belusko stated she will set up a meeting regarding the fiber project with the City of Litchfield to discuss info that could make CTI skip over them.

5. **Tourism Update/Approval:** Belusko shared some videos with the committee and stated there is a learning curve on the business videos and what questions to ask. When the eight sites are finished, we will pay the balance of money for the videos.

6. **Tourism Grant Applications Update/Approval:** Belusko stated the tourism grant was created because organizations come looking for financial assistance to help them advertise their events. Belusko reported they wanted to come up with a fair process for the organizations to apply for money so they came up with the tourism grant application process. The scoring is higher for the greatest impact and for the events that are keeping people here in Montgomery County overnight. The prior Economic Development Committee decided that the whole committee would participate in the scoring process and awards the grants. This timeline was very sharp and we need to turn them around by Monday. Everyone needs to score so that everyone gets a fair shot and that each activity is well represented. Beeler reported there is just over \$30,000 balance in the Tourism account and the committee needs to keep in mind on what was appropriated. Need to keep some money available for the bike trail that is a tourism event and so is the video for marketing project. The \$2,500 budgeted for IllinoisSouth, no longer needed and the advertising line for \$10,000 was budgeted would cover brochures for conference and the marketing video. The committee then reviewed and scored the seven tourism grant applications. Belusko thinks the second cycle of applications are due in August for projects from October to April. Beeler stated this should be done in the same fiscal year and Belusko stated she took the info for dates and cycles off the application because they were confusing. Belusko stated that when she went through the applications, some scored higher because of the fact the event would have people staying in Montgomery County overnight. Ron Deabenderfer suggested some changes to the scoring Rubric. **Motion by Dennis McCammack and second by Ron Deabenderfer to approve the tourism grant funding to: Ariston Cafe in the amount of \$1,000; Hillsboro Summer Concert Series in the amount of \$1,000; Hillsboro Old Settlers Car Show in the amount of \$650; Litchfield Pickers Market in the amount of \$1,000; Illinois Association of Circuit Clerks in the amount of \$500; Litchfield Spring Duathlon in the amount of \$500 and the Route 66 Jets Rally in the amount of \$600. All in favor, motion carried.** Belusko stated she is not getting a response from the Magnuson Hotel to participate in the tourism video and Beeler suggested the Girl Scout

Camp. McCammack stated he wants to help small business in Montgomery County and asked what has anyone done to help small businesses in Montgomery County in the last 60 days and what was done for the new owners of the Ariston.

7. **Green Diamond Bike Trail Update/Approval:** Yeske reported she had a meeting with Farmersville Mayor Tischkau regarding the concrete block on the bike trail and invited him to the mayor's meetings.
8. **Eagle Zinc Cleanup Update/Approval:** Yeske reported they have started moving dirt again.
9. **Enterprise Zone Update/Approval:** Mayor Daugherty stated he enjoys the Mayor's Meetings and he feels we should think regionally around our county and work together. Daniels reported the process for reviewing the Enterprise Zone Applications is currently on hold because two employees that work in that division are no longer employed there.
10. **West Central Development Update/Approval:** Savage reported that he attended the WCDC meeting and the board voted to hire an accountant with a degree to replace the one that will retire.
11. **Other Business Update/Approval:** Belusko reported she attended the Illinois Rural Development Conference and spoke with Darrin regarding WCDC and he advised her to do. Belusko also talked with Jeanette the next day and Evan Young and Don Little are the only County Board Chairman that have communicated and care about what happens with WCDC. Belusko reported she will follow up with an email to Jeanette because they need to act on this quickly. Jeanette asked how the U of I could help with this issue or if help is need writing the CEDS document. Belusko stated that someone else is writing the CEDS. Jeanette told Belusko several months prior that WCDC and there board members were notified by certified letters to their homes, stating what the problems were. Belusko stated that a letter was sent to Richard Wendel and they wondered how board members could get a certified letter and the county didn't know about it. Young stated that the letter should have went to the County Board Chairman and not Wendel. This letter was sent out a couple of months before last August. Belusko stated the seven counties in the WECDC region need to decide what to do. They needed \$70,000 match to help write the CEDS grant. Young will contact Chairman Little from Jersey County. Belusko reported she participated in a phone conference with Vistra Energy regarding the power plant and she called the Treasurer's office for the taxes for 2017 and stated it was \$455,185. We will have to see how the power plant will operate as solar or coal and the potential of a change in the assessment.

12. **Public Comments Update/Approval:**

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

Meeting was adjourned at 7:40 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: 4/1/19 Time: 4:00pm
EMA Office, 120 N Main St, Hillsboro, IL

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

Members Absent: Dillon Clark

Others Present: Sherry Greenwood, Mona Lewis and Paul Osborne

A. Ambulance Billing

- a. Monthly Report: Committee reviewed the monthly report.
- b. Litchfield Questions: Paul Osborne from KEB presented the Accounts Receivable Aging Report for the City of Litchfield Ambulance report. Osborne stated they reviewed the accounts receivable aging and had a question why the Medicare bills were not being paid. Bergen stated he spoke with Sherry Greenwood regarding the report and there are Medicare Bills that are over 180 days. Greenwood stated that it was brought to their attention and she printed a Medicare review report and it shows the outstanding bills and she noticed the dates that Osborne provided and she found a mistake in one batch that somehow wasn't sent to Medicare electronically. Greenwood called Medicare today and they said that batch of bills were not received. Greenwood stated they will re-bill and some will need to have an adjustment made. Greenwood reported that Medicare gives a confirmation when bills are sent and they review to see if they were accepted by Medicare. Sometimes there might be one they don't accept and they have to go and look at what happened. Greenwood stated that one whole batch was not billed to Medicare and they will be resent.
- c. Monthly Billing report was given to the committee to review.

B. EMA Old Business

- a. 911 System Update

Nimmo stated there is a meeting scheduled on April 17th, 2019 at LLCC and shared the flyer. Make roads safer for first responders and law enforcement.

Nimmo reported the Maintenance Package for the new 911 software can be paid back by the county and the communities over a five year period.

C. EMA New Business

EMA/911 Meetings/Responses/Training

- Nimmo attended the MABAS State Conference on February 25 through the 28th, 2019 with Chief McCallum from Raymond and Chief Schott from Litchfield. Chief McCallum and Chief Schott reported on the Borgic fire.
- 3/5/19: Wx Siren & Starcom Testing
- LEPC: Community Risk Committee (CRC)
 - Community Risk Committee Meeting was held on March 15th, 2019. Conclusion of committee of local folks is we need to work on local and work from inside out. Looked at economics, addiction, housing and ACE. Adverse Child Experience will be focused on first because kids grow up doing what their parents do as far as getting in jail and they don't have a normal life. Larry Blevens and Tarrin Maravich are councilors and they have been working with these kids in the school districts. Matt Houser with Hearts United in Litchfield has been working very hard with families on these issues.
 1. Opioid Grant Webinar Hosted on March 27th, 2019 at the New Courthouse. Nimmo reported there was no physical way we could apply for this grant.

ii. **Mayor/ESDA Meeting on March 13th, 2019**

1. IPWMAN – Done by population. We pay \$250 per year and all the other county municipalities pay \$100 per year. This program will help with five day access of people, equipment etc in an emergency situation of debris clean up etc. – Jones asked if the Townships could all get this information and become a member. Nimmo reported he has asked Engineer Greenwood to ask the Townships to come to a meeting so they can learn about IPWMAN and they only come to the Oil letting once a year.
2. Community/ESDA inventories – one of the requirements of the IPWMAN is to also submit an inventory for your community and Nimmo is working with all the communities to send in this info.
3. MOU regarding the County Emergency Operations Plan (EOP) – Nimmo stated we are pushing all communities to adopt the county plan because they are too small to have a credited plan. They don't have an EMA Director etc.
4. Encouraged Outdoor Wx Siren Systems USDA – Nimmo stated he has been encouraging municipalities to apply for the USDA grant for weather sirens. The following communities do not have a weather siren: Panama, Walshville, Ohlman and Wennonah,
5. Severe Weather plan reviews/Shelters & Generator Power – Nimmo is pushing the small communities to identify a shelter and make sure it is properly equipped with supplies and a generator. A certified electrician could put in a transfer switch for an electrical service on their building and Nimmo can get generators from the state.

iii. **Cross Over Ministries meeting on March 16th, 2019**: QPR (Question, Persuade, Refer) Training. This program shows you have to deal with someone that is suicidal. This ministry involves Lori Hopwood and have quality people trying to do good things with addiction and mental health. They are doing mental health support.

iv. Planning Meeting on March 19th, 2019 regarding the Litchfield Area Dams – Nimmo worked with a few fireman to revise the Litchfield Area Dam Plan.

v. Springfield Area Health Coalition Meeting was held on March 22nd, 2019. They are doing table top exercises with this organization to transport patients.

1. TTX with extended care facilities

b. **Fire District Map Project/GIS** – Nimmo stated they are working on this and they hope to have a printable map by the end of the year.

c. **MABAS/EMA Training Day** – Nimmo stated they are planning a MABAS training day.

d. **EMA Assistant Accreditation** – Nimmo reported he is working with Coordinator Daniels to get her certifications and will find out what is needed for the IEMA salary reimbursement.

i. **Search and Rescue/Drone Team**: Nimmo reported the Search and Rescue Team was called out the Taylor Springs on March 26th, 2019 for a missing senior citizen. The senior citizen came home at 9:30 pm.

D. Executive Session: *(if needed)*

E. Pay Bills: Motion by Beck and second by Wendel. All in favor, motion carried.

F. Open Discussion: Bergen stated that we are not going to get anything back on the Medicare bills that Sherry talked about because they are too late. Sherry missed resubmitting the bills.

G. Adjourn: by Graden and second by Wendel. All in favor, motion carried. Time 5:05 PM.

Montgomery County Board Finance Committee Minutes

Date: Wednesday, April 3rd, 2019

Time: 3:00 PM– County Board Room

Members Present: Megan Beeler, Kirby Furness, David Loucks, Jim Moore, Earlene Robinson, Bob Sneed

Members Absent: Chairman Evan Young

Others Present: Sandy Leitheiser, Ray Durston, Rick Robbins, Nikki Lohman, Trisha Maulding,
Rick Gratza and Alison from KEB

The committee met to discuss the following:

1. **SOA Report Update/Approval:** Board of Review finished their work on February 22nd, 2019 and the abstract is complete and given to Clerk Leitheiser to be sent to the Department of Revenue. Durston stated his office rolled to the 2019 assessment year and the new assessor books will be printed next week and distributed. GIS Technician Brink is working on the taxation work and took a class on legal descriptions.
2. **Sherriff Department Personnel Update/Approval:** Sheriff Robbins reported he has hired two certified deputies and after a couple of weeks they will be put on the road. IF a deputy is not certified and has to go to the academy, it will cost about \$6,000 and we get some of this back from the State. Robbins stated that there is a potential of losing an additional three deputies and they are down two Telecommunicators for a current total of nine. A correctional officer is on FMLA.
3. **Capital Improvement Fund Reports Update/Approval:** The committee reviewed the capital improvement fund report ending February 28th. Treasurer Lohman reported they reinvested \$600,000 with Hillsboro Bank at 2.5% which was up from 1.44%. Beeler asked for the ETSB \$50,000 loan to be added to the capital improvement fund report. The actual cash in the bank is \$2.32 million.
4. **FY 2018 Audit Report Presentation by KEB Update/Approval:** Auditor Rick Gratza with KEB presented the FY 2018 Audit report findings and stated that Management is responsible for preparing the reports and KEB's responsibility is to conduct the audit and report the findings. Gratza stated they found the financial statements to be fairly presented and noted the county uses the "cash" basis of accounting. Gratza reported the net income for year from all funds was \$1,448,000 and it included the general fund and other smaller ancillary funds listed on page 33. Gratza stated they recommend there should be 20% OF the annual expenditures in the unassigned balance of the General Fund, which is currently at \$1,403,283 and this is right where we should be. The net income for the year was about \$322,000 for the general fund. Gratza stated funds that are not used for the general fund are listed on page 10 and there is the ability to charge an admin fee by the Treasurer's office to the non-general funds. The Summary of Significant Accounting Policies on page 11 has no change from the previous audit. On page 16, money went to the Recycling fund in the amount of \$73,335. Gratza stated we need to work on a control system to prevent expenditures in excess of appropriations. Beeler stated that all committee chairs need to look the finance reports each month for their departments. Beeler stated the Insurance fund was over because the HRA wasn't budgeted properly. Beeler also reported the auditors have a problem with operating expenses appropriated in the Vanek Estate and we will work on cleaning this up and putting expenses in the animal control fund at budget hearings. Leitheiser stated that MIP software has the capability to keep track of when vouchers are entered and it can flag a problem if the expense is over the budget. Gratza stated that Note 11 is new this year regarding related party transactions such as a spouse of a county board member who is the President of a law firm located in Hillsboro, IL. The County made payments to the law firm of about \$50,000. Committee discussed the Highway Engineer and mother-in-law on the county board. Gratza stated he doesn't think this qualifies, but will send the list of criteria. Gratza reported that on page 27, the general fund ended up with a net change in fund balance of \$341,834. The actual sales tax was about \$164,000 more than what was budgeted for the year. The Health Department had a positive balance of \$332,464 fund balance. On page 30, the ETSB fund balance was \$229,292. Page 32, Budgetary Info, items f, g and h are new and are in the report for budget amendments. The committee discussed the need for good grant reporting in the audit because if any are not reported properly it could affect other grants. They didn't identify any errors that needed adjustments. Once the draft of the audit is approved by the county board, the officers will sign off on management financial statement letter. Gratza also recommends the county implement a Financial Policy

manual. County could work with the bank for positive pay and we submit a list of checks to the bank and they won't cash any checks until they match. Revolving fund in Sheriff's Office and the balance has increased over the past few years and maintain the balance and overages should go the Treasurer's Office. Commissary receipts should not be balanced by the Sheriff. Need a segregation of duties and reconciliations should be signed off on. Robbins stated the commissary account was signed off on and they need two sets of eyes. Jamie prepares it and the Robbins reviews it. Two people need to be working on and reviewing the commissary funds. Robbins stated that the Sheriff's revolving loan fund could have a large check deposited and may sit there for a while, so there is a timing issue of when the money goes out for the Sheriff's sale.

5. **FY 2020 Budget Hearing Dates Update/Approval:** The committee discussed having the budget hearings during the third week of July on Monday, July 15th at 8:00 am for a full day and Wednesday, July 17th, beginning at 8:30 am for a half a day.
6. **Salary Increases for FY 2020 Update/Approval:** Beeler stated they need to start talking about salaries for non-union employees so it can be included in the budget memo that goes out in May. Beeler stated that the Personnel Committee has started discussing this. Also, need to keep in mind the minimum wage law. Beeler stated the starting salary needs to be adjusted and it is currently at \$11.25 and hasn't been adjusted for several years. Beeler suggests the minimum wage go to \$12.00 per hour as of FY 2020 and then add about one dollar an hour until we are \$3 over the \$15 per hour minimum wage set for 2020. Beeler would like the motion to include the salary adjustments for the next few years until we get to the new minimum wage law by 2025. Beeler stated the appointed offices can't just pay their people what they want, where the elected officials can change salaries and pay according to what they have in their budget like if someone leaves and there is money remaining in the budget. Kirby Furness asked what the objective is to pay the current employees. Beeler said the employees need to make a livable wage and \$20,000 per year is not a livable wage. Beeler stated we need to figure out what the gap between new employees and the current employees are making. Kirby wants to make sure there is an adjustment for the current employees. Beeler wants to keep the conversations separate from the starting salary and the current salaries. Beeler stated we need have the starting wage end up at \$18 per hour in 2025. Beeler stated they would go to \$13.35 and get the \$.35 annual salary increase for the people who are under the salary threshold. Beeler thinks we should just bring up the bottom and a motion can be made next month for the starting wage. Beeler stated she put some numbers together for an average of the non-union employees and compare it with what the union contracts are for in 2020. The average based on a 1.53% cpi would be a \$.29 per hour salary increase for 40 hour a week employees and \$.33 per hour increase for a 35 hour work week based on a 1.53 cost of living increase. Furness stated some union employees received about 2.2% salary increase last year which ranged from about \$.40 to \$.65 per year.
7. **Minimum Wage Law Update/Approval:** The committee discussed the minimum wage law and will have the Personnel Committee discuss and make a recommendation to the Personnel Committee.
8. **Recycling Funding Update/Approval:** Moore stated he talked with States Attorney to see how recycling could be funded and was told there is a possibility it could become a special it could become a special service district like the ambulance districts and taxes would be levied. The voter would have to decide in a referendum.
9. **IMRF Update/Approval:** Beeler stated he has a meeting on May 7th from 2:00 to 3:00 pm, that she can't attend and asked one of the committee members go in her place. Moore stated the Treasurer can handle that meeting. Lohman and Holcomb have already signed up to attend.
10. **Kane County IMRF Letter Update/Approval:** Another letter was sent to Chairman Young and we will table until next month.
11. **Illinois Century Network Five Year Contract Update/Approval:** Beeler reported that Curt Watkins reported on this contract and it was approved at the Coordinating Committee
12. **Finance/Budget Policies and Procedures Update/Approval:** Beeler reported that she is working with Treasurer Lohman on gathering examples of other finance policies from other counties to work on one for Montgomery County.
13. **Resolution to Convey Deed for Parcel 11-28-276-008 in Butler Grove Township to Steven J. Groom Update/Approval:** Motion by Furness and second by Moore to approve the Resolution to convey deed for parcel 11-28-276-008 in Butler Grove Township to Steven J. Groom. All in favor, motion carried.

14. **Resolution to Convey Deeds for Parcels 11-28-276-009 and 11-28-276-010 in Butler Grove Township to Steven J. Groom Update/Approval:** Motion by Sneed and second by Loucks to approve the Resolution to convey deed for parcel 11-28-276-010 in Butler Grove Township to Steven J. Groom. All in favor, motion carried.
15. **Resolution to Convey Deed for Parcel 13-06-259-009 in Witt Township to ABW Auctions LLC Update/Approval:** Motion by Furness and second by Robinson to approve the Resolution to convey deed for parcel 13-06-259-009 in Witt Township to ABW Auctions. All in favor, motion carried.
16. **Circuit Clerk CTAA Resolution Update/Approval:** Beeler stated that Circuit Clerk Lemons brought information regarding the new schedule for criminal fees, fines etc. There are 13 schedules and Circuit Clerk Lemons is finding out if we need to rescind a past resolution. Beeler explained the spreadsheet prepared by Holly on what judicial departments will be impacted. The arresting agency and the state will keep most of the fee and fine money and this will result in an estimated 90% decrease in our traffic revenue. The person could apply for a waiver according to a schedule of the poverty line and this is an unknown. It is 400% of the Federal Poverty line. In the beginning it will not be a problem until people start finding out about being able to apply for a waiver. This will start July 1st of this year and we don't know how to budget for this. Ordinance violations aren't reported to the Secretary of State. We need to give copies of the draft of this resolution to board members for a 30 day review so it can be voted on next month.
17. **Dispatch Maintenance/Software Update/Approval:** Sheriff Robbins stated the package is going to be paid by the 911 board and financed over five years so the Sheriff's Office and other law enforcement agencies will reimburse their share of the software over the five year period. Robbins stated the county needs to agree to enter into a maintenance agreement with them. Robbins is waiting on things at the Sheriff's Office until there is a decision on the 911 dispatchers and where they will be housed and who they will report to. **Motion by Moore and second by Robinson to enter into a maintenance agreement for the ETSB/Sheriff software in an amount not to exceed \$13,000 effective FY 2021.** All in favor, motion carried. Beeler reported she met with Greg Nimmo regarding the 911 budget for dispatching services. Sheriff Robbins also gave some figures of what was needed to run the Sheriff's Department without the 911 dispatchers and the bottom line would be an added expense of about \$300,000 to the general fund. Nimmo stated that the 911 board is adamant the 911 board will only pay 25% reimbursement next year and not 50% like last year. Beeler stated we could go back to dispatching our own
18. **Arming of Deputy Coroners Update/Approval:** Beeler reported we just need an inventory list from the Coroner and the fire arms have been locked up.
19. **Recycling Staffing Update/Approval:** Beeler reported that HWE discussed the staffing issues at Recycling and the committee will let Mike Hand give a request at the budget hearings.
20. **IT Department Staffing Update/Approval:** Beeler shared a request from Curt Watkins regarding his staffing needs, salary and reallocation of work space. The committee discussed the areas in the basement of the New Courthouse and will have the Building and Grounds Committee look at the space needs. Beeler stated we can't move salary in a budget from different line items and in order to hire another employee this year, money would need to be spent from another fund that has money. Departments that levy taxes would also be pitching in for services. **Motion by Sneed to Furness to add a position to the IT Staff as soon as possible.** All in favor, motion carried. There will be some adjustments to existing staff, but this has to be done.
21. **Executive Session for Personnel/Litigation/Property Acquisition Update/Approval:** (if needed)
22. **Other Business Update/Approval:** Beeler reported she spoke with Orry Cummings of Smart Watt regarding the funding of the energy savings project that Building and Grounds has been working on. Beeler stated that we are going to leave the leasing company out of the mix and we will work with Smart Watt to pay invoices over a couple of payments.
23. **Public Comments Update:** None

Motion by Moore and second by Sneed to pay bills and approve payroll. All in favor, motion carried
 Motion by Sneed and second by Loucks to adjourn the meeting. All in favor, motion carried.
 Meeting adjourned at 6:35 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, April 2nd, 2019

Time: 4:00 PM – County Board Room

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

Members Absent: Evan Young

Others Present:

The committee met today to discuss the following:

1. **Elections Update/Approval:** Graden reported the April Consolidation Election is underway today and Clerk Leitheiser is busy working the election. Leitheiser will update the committee next month regarding the election.
2. **EPA Report Update/Approval:** Gonet shared his monthly activity report and stated he was working on the grant reimbursement forms for IL EPA. The new landfill capacity report is not been completed yet. The committee discussed the issues with the white box truck that broke down before having to deliver election equipment. Clerk Leitheiser hired Sims Awesome Moving Service to help deliver election equipment with their truck.
3. **Recycling Program and Events Update/Approval:** Mike Hand reported an Electronic Recycling drive has been scheduled with BLH for Saturday, May 11th at the Hillsboro Recycling Facility.
4. **Animal Control Facility Program Update/Approval:** Daniels reported the municipal contracts have been reviewed a approved by the States Attorney's Office and they were discussed with the Mayor's at a meeting last month. Another mayor's meeting will be scheduled in April to share more up to date statistics for calls, revenue and expenses for 2018. Beeler reported that Evan Young called Victory Lane Ford regarding the used Ford Explorer that was traded to them by the Sheriff's Department and they will not come down the \$125. Chairman Young stated we will not get this vehicle and will look for a different on. Daniels stated she is working with Dr. Probst to schedule a rabies clinic for May. Daniels also talked about vouchering for expenses and some line items didn't have money appropriated like last year. Beeler reported the auditor has stated there should not be any operating expenses budgeted in the Vanek Estate so they will need to work on putting the day to day operations in the animal control budget at the budget hearings.
5. **Executive Session for Personnel, Litigation, Property Acquisition Update/Approval:** Motion by Johnson and second by Wendel to enter into executive session to discuss personnel. Time 4:35 pm. Motion by Beck and second by Savage to come out of executive session. Time 4:40 pm. No action was taken.
6. **Other Business Update/Approval:** None
7. **Public Comments:** None

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

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

Meeting adjourned 4:55 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, March 28th, 2019

Time: 4:30 pm - County Board Room

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

Members Absent: None

Others Present: Rick Robbins, Holly Lemons, Nikki Lohman, Liz Holcomb, Sandy Leitheiser, Amanda Mast, Tony Johnson

The committee met to discuss the following:

- Sheriff's Office Personnel Update/Approval:** Robbins reported he is interviewing two candidates tomorrow for the vacant deputy position. After the testing results there were six eligible candidates. Robbins stated there are two deputy positions currently open and one deputy is moving out of State and two more deputies have been offered opportunities for the Secretary of State Capital Police. If they are selected they would be leaving county employment by May 1st. Robbins stated he made two reservations in the academy and it would last 14 weeks, so he hopes the new deputies would be training and working by the end of the year. Robbins reported a Telecommunicator resigned today and they are now two Telecommunicators short. Robbins contacted Nimmo regarding any updates on the ETSB and wonders what we are doing before he hires for Telecommunicators. They are slotted for 12 and are down to 9. Robbins reported he has a plan in place for hiring and covering the staff shortage. Robbins has checked with other law enforcement agencies regarding health insurance benefits and he will compile the list. Some had very good insurance and some not. Robbins reported that some employees are not getting procedures done because they can't afford the deductibles. Clerk Leitheiser shared a memo from the elected office holders to the Personnel Committee regarding the issues with the employee health insurance. Robbins offered to send an email out to all offices and county employees asking for input and feedback regarding the employee health insurance. Lemons, Leitheiser, Robbins and Lohman gave some feedback regarding some of the issues their employees are having.
- Employee Health Insurance Update/Approval:** Tony Johnson reported the Health Alliance Plan has a deductible of \$7,150 and a family is \$14,300 total out of max for a family. Johnson stated after hearing the concerns from the office holders regarding the issues of the high deductible he said we could make it less expensive by lowering the premiums and the board can choose to do that and it benefits those that don't use the insurance. Or the board can help more on the HRA for those that use the insurance. The risk to the county is 50% to 50% after the employees pays the \$1,500 deductible. Johnson stated we budgeted 40% for the HRA last year and we actually ran at 16%. The committee discussed the need to educate employees on how the HRA works. Yeske asked for some insurance benefit comparisons with other local governments and private business. We need to educate everyone on the out of pocket max. Johnson suggested going to a 75/25 or 80/20 HRA plan and Beeler responded we can barely afford the renewal. Amanda Mast shared a report showing the history of the employees insurance from December 2017. Amanda Mast offered to gather other government entity employee health benefits to give us a comparison. Beeler stated we don't want to change the three things that Tony discussed because the insurance keeps changing every year and make it confusing for employees. Furness doesn't want to change the plans and keep the current premiums but look at the out of pocket expense. The committee also discussed the problems of changing the HRA's because of the union contracts.

3. **HB 2748 IMRF – Part Time Elective Office Update/Approval:** Beeler reported that Liz Holcomb and Nikki Lohman are scheduled to go to an IMRF meeting on May 7th, 2019 from 2 pm to 3 pm. Beeler stated she will be unable to go and will look for a Finance or Personnel Committee member to take her place.
4. **Information Systems Staffing Update/Approval:** Beeler stated they met with the auditors last week and we can't hire additional staffing for the IT Department sooner than December 1st, 2019. Curt Watkins will come to the committee with a request based on skill set and cost. Beeler stated they talked about outsourcing some of the IT work but then it comes to a security issue.
5. **Recycling Facility Staffing Update/Approval:** Young stated that there will not be any changes at this time and this issue will be looked at again at the budget hearings.
6. **Minimum Wage Legislation Update/Approval:** Beeler stated we need to look at adjusting the starting salary of \$11.25 per hour and the issue will be discussed further at the Personnel Committee meeting.
7. **Salary Increases for FY 2020 Update/Approval:** Furness thinks the hourly increase should be \$.60 per hour. Beeler stated the pot of money we have is getting smaller and they could give money towards the raising the starting salary.
8. **Employee Personnel Manual Update/Approval:** IPMG is working on our Personnel Manual.
9. **Executive Session to Discuss Personnel/Litigation/Property Acquisition Update/Approval:** Not needed.
10. **Other Business Update/Approval:** Furness and Young stated they don't think the Personnel Committee needs to help conduct the interviews for the Highway Department Maintainer position. Beeler met with Circuit Clerk Lemons regarding the new laws for the funding on traffic tickets and we will be getting about 90% less revenue for tickets. Most of the revenue is going to go to the State. Circuit Clerk Revenue and Court Fund, Judicial Secretary, Court Security, Probation, States Attorney etc. will get getting less revenue. Public Defender will get more money because of an automation fee. Lemons recommended that the county board adopt a resolution for CTAA.

11. Public Comments: None

Motion to adjourn by Ron Deabenderfer and second by Bill Bergan

Meeting adjourned at 7:50 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, April 4th, 2019

Time: 8:30 AM – Highway Department

Members Present: Gene Miles, Bill Bergen, Jim Moore, Glenn Bishop, Dave Loucks, Dennis McCammack, & Megan Beeler

Members Absent: Evan Young

Other Present: County Engineer Cody Greenwood and States Attorney Bryant Hitchings

1. **Section 15-10120-00-BR Cottonwood Tr. over E. Fork Shoal Creek, Nokomis Twp., Letting Results Update/Approval:** The committee reviewed the bid tabulation for Section 15-10120-00-BR Cottonwood Trail over East Fork Shoal Creek, in Nokomis Township. There were four bidders and the lowest bidder was Yamnetz and Associates in the amount of \$395,499.17 and they are qualified with the State. Keller came in second with a bid of \$414,764.81. Greenwood stated the engineering estimate was \$419,000. **Motion by Bishop and second by McCammack to recommend the approval of the low bid from Yamnetz and Associates in the amount of \$395,499.17 for section 15-10120-00-BR Cottonwood Trail over East Fork Shoal Creek in Nokomis Township. All in favor, motion carried.**
2. **2019 County MFT Oil Letting Results Update/Approval:** Greenwood reported there was one bid received for the county oil letting from Louis Marsch. **Motion by Bishop and second by Bergen to recommend the approval of the bid from Louis Marsch for the county oil letting in the amount of \$204,160. All in favor, motion carried.** The committee discussed a letter received from County Petroleum regarding the bidding requirement and they didn't submit a bid. States Attorney Hitchings stated there should be no issues with awarding to the low bidders since they didn't submit a bid.
3. **2019 Township MFT Oil Letting Results Update/Approval:** Greenwood shared the bid results for the 2019 County MFT Oil Letting for groups 70 to 89. Louis Marsch and Litchfield Bituminous submitted bids and they came in lower than the estimates. **Motion by Moore and second by Loucks to recommend the approval of the low bidder in each group for the Township bids. All in favor, motion carried.**
4. **Highway Maintainer Job Opening Executive Session Update/Approval:** Motion to enter into executive session by Moore and second by Bishop. All in favor, motion carried. Time: 8:55 am. Motion to come out of executive session by Loucks and second by McCammack. All in favor, motion carried. Time: 9:15 am. Engineer Greenwood stated he would like to hire Chad Millburg for the Maintainer Position. Motion by Moore and second by McCammack to hire Chad Millburg for the maintainer position. All in favor, motion carried.
5. **Dakota Access Pipeline Executive Session Update/Approval:** Motion by Moore and second by McCammack to enter into executive session to discuss Litigation. Time 8:40 am. Motion to come out of executive session by McCammack and second by Bishop. All in favor, motion carried. Time 8:50 am. Motion by Moore and second by McCammack to recommend the approval of the settlement agreement with Dakota Access Pipeline for damages on the County roads during the pipeline project. All in favor, motion carried.
6. **Highway Department Building Improvements/Property Acquisition Update/Approval:** The committee discussed the need to come up with a plan to remodel and move over to the newly purchased Wright Automotive Property. Greenwood reported that Andrew Wright called Gene Miles and asked for an extension to get some of his property out of the building like vending machines and computer equipment.

The committee will give him to the end of the month to get the items removed. The committee discussed concerns of other departments wanting to use space down there and Bergen stated we need to let the highway department get situated first. Moore suggested a gate be installed at the entrance of the property. The committee also discussed the Ameren Pipeline that needs to be vacated that runs through the property. Greenwood asked the committee about a long term agreement to pay for the property and asked who would be responsible for the maintenance and upkeep of the site. Greenwood would like to discuss payments so this is Highway Department property. The County owns the property now since the purchase was made last week. Greenwood will follow up with other counties to see how they handle this issue.

7. **Roof Damage to Metal Building Update/Approval:** Greenwood reported he has asked for bids for the metal roof that was damaged during the last wind storm on one of the maintenance sheds. He will submit this to the insurance company.

8. **Other Business Update/Approval: None**

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

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

Meeting adjourned at 9:52 a.m. Minutes respectfully submitted by acting secretary Christine Daniels as Deputized by the Montgomery County Clerk and Recorder, Sandy Leitheiser.