

# Montgomery County Board Buildings & Grounds Meeting Minutes

**Date:** Friday, May 10<sup>th</sup> 2019

**Time:** 8:30 AM – County Board Room

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

**Members Absent:** Glenn Bishop, Jeremy Jones

**Others Present:** Tim Hopper, Mark Brown, Holly Lemons, Curt Watkins, Sandy Leitheiser

The committee met today to discuss the following:

1. **Smart Watt Energy Survey Audit Proposal Update/Approval:** Sneed reported this project is underway and going smoothly. Chairman Young said he will request an update from Smart Watt representatives and report back his findings to the committee.
2. **AMEREN Pipeline Easement Update/Approval:** Sneed deferred to Chairman Young, who reported he has been in contact with AMEREN and negotiations for this easement are underway. He said we may need to contact an attorney to assist us in this negotiation, since State's Attorney Hitchings said this legal work is not his forte. Sneed agreed that legal assistance is needed in this situation to look out for the county's best interest. Young said we need to make sure we look out for the county's best interests in this process, since once an easement is granted it would affect the County Farm property's future.
3. **City of Hillsboro Sewer Problems at the Jail Update/Approval:** Sneed said there is nothing to report.
4. **Maintenance and Cleaning Issues and Report Update/Approval:** Mark Brown reported all filters were changed in the building complexes and he put a new door chime in the back entrance of the Ambulance area, among other needs. He said the push mower is not in good shape now, but he thinks it will last through the mowing season. He said he was taking computers and printers to the Recycling Center for their Electronics Drive today. Sneed said he located ice melt in the upstairs area of the Courthouse Annex building, and Brown said he would remove them and put them in another room. Lemons asked about the status of carpet cleaning in their building, and Sneed said he will check on this and get back to her.
5. **Conference/Lactation Room in the New Courthouse Update/Approval:** Circuit Clerk Lemons was present to inquire about the new Lactation room in the Courthouse Complex and the need for tables. Sneed gave her an update about the expenses paid to date for this room. Curt Watkins said there are tables in the break room that can be used. Discussion included ADA compliance, and the configuration of the space, plus inquiring with the judges about paying for additional costs.
6. **Sound System for County Board Room Update/Approval:** Sneed said he had referrals for potential sound companies and local vendors and will be bringing more information to the committee next month.
7. **Estimates for Roof Damage on Highway Department Maintenance Shed Update/Approval:** Miles reported this process is underway with the insurance company.
8. **Surplus Property Update/Approval:** Sneed reported a memo has been sent to Office Holders regarding their surplus property with a deadline of 5/15/2019. Wendel agreed to use his trailer to transport the items to the Highway Department for storage until a surplus auction can be held.

9. **Other Business Update/Approval:** Tim Hopper gave an overview of the bee problem on the north end of the Historic Courthouse. He gave members two options to rid the problem, one would allow the bees to be removed by a trap out method, the other would be more pricey and remove the soffit from the building. Leitheiser stated there is a public safety hazard with these bees swarming since the area is where our building's post office box is, and someone has been stung in the past. McCammack asked about exterminator options, and Hopper said he will check into this. Members asked him to check out insurance requirements also, and stated this is a public safety issue. Sneed said the cost could be approximately from \$2000 to \$5000 to alleviate this problem. Hopper stated he will check into all these options and get back to the committee next month.

Sneed mentioned the costs for the new signs in the Courthouse Complex, which Lemons said include ADA braille signage. Leitheiser told members the exterior ADA signage at the Historic Courthouse has all deteriorated and needs replaced to stay in compliance with ADA accessibility.

IT Director Watkins was present and discussion was held regarding the reconfiguration of electrical outlets and other space needs of the former Courthouse Complex break room for their new IT office space, as well as changes anticipated to be made at the current IT office area. Sneed said he and Curt will work together to accomplish this space improvement in these two areas. Members also discussed the IT job opening in the IT Department, and Watkins gave them an update with the applicants he has had to date.

Sneed reported that a light went out at the ROE building and because of its expensive design the cost was \$804 to replace it. He said the committee needs to adjust their line items in their funds to better reflect their expenditure needs.

10. **Public Comments:** none

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

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

Meeting adjourned at 10:00 am.

Minutes respectfully submitted by the Montgomery County Clerk and Recorder, Sandy Leitheiser.

# Montgomery County Board

## Coordinating Committee Meeting Minutes

**Date:** Tuesday, April 30th, 2019

**Time:** 8:30 am – County Board Room

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

**Members Absent:** Megan Beeler and Kirby Furness

**Others Present:** Bill Schroeder and Sandy Leitheiser

The committee met today to discuss the following:

**Coordinating Committee: Evan Young, Board Chairman: April 30th, 2019 at 8:30 am**

1. **Information Systems Report Update/Approval:** Curt Watkins reported. We still need to work out what offices are going to be paying for. All contracts have been signed for Consolidated and CTI and sent to them. We have received the signed copy back from ICN and are waiting on Consolidated and CTI. They will start planning the fiber project with Consolidated and should be done in the next 90 days. Watkins reported he spoke with Cody Greenwood to discuss how to get services and tie them in with the County for the Wright Automotive property that was purchased for the Highway Department. Phone system upgrades have been budgeted and Watkins has some ideas on how to upgrade. Cyber Security Training has been started and the twelve modules will be put out once a month and started in April and 45% enrolled people have taken the first lesson. Curt needs to meet with two offices holders from the DHS project. Personnel, Watkins posted for the Network Admin Assistant Position and it is on the home page of the county web site. There have been about 25 applicants so far and he is using Indeed.com which is an online job search program. Job will close on May 10<sup>th</sup> and Watkins will review the applicants and will have someone to recommend. Watkins is looking for the right person for the job
2. **Met with Deer Run Coal Mine, Mark Cornell Update/Approval:** Evan Young reported he and Donna Yeske met with Mark Cornell at the Deer Run Coal mine last week and they are having issues with getting the full approvals to mine the coal from MSHA. They continue to work on the ventilation issues and pulling air from where they already mined and would like to change the way they pull air in but are getting issues with MSHA. They sold three small train loads of coal and we have received our first check for about \$15,000. Yeske reported we are waiting on the politicians to see if coal will still be burned in Illinois and the US.
3. **Other Business Update/Approval:** Lohman reported she has talked with Manar and Bourne regarding Vistra and they are not be informed on any discussions or what is going on. Lohman reported the Treasurer's association is opposing HB 925 that pertains to putting a penalty for nonpayment of mobile home privilege taxes.

**Personnel Committee: Kirby Furness, Chairman - Thursday, April 25<sup>th</sup>, 2019, at 5:00 PM**

1. **Sheriff's Office Personnel Update/Approval:** Sheriff Robbins stated they are waiting on some testing results for the Telecommunicator and Correctional Officers. Robbins stated at the last ETSB meeting, they decided to keep the contract with the Montgomery County Sheriff's Office and the finances will be the same. Robbins and Nimmo will be meeting today at 1:00 to review what equipment will be needed at the Sherriff's office. They may need to restructure on how the do things to see if they can make it run smoother if they can change some positions to address some of the concerns that the ETSB board had. The ETSB board didn't think they would have enough money to move the 911 dispatchers to the New Courthouse. Robbins stated the 911 telecommunicators asked the county board members to become more educated. Yeske stated that some of the Dispatchers had problems with doing the matron duties and asked if there was a problem with the Contract. Robbins stated there would not be a problem as the matron duties are in the job duties of the dispatchers and they are hired with those duties assigned and

the State of Illinois comes each year for a jail inspection and they have no problem with the way the jobs are done.

2. **Employee Health Insurance Update/Approval:** Sheriff Robbins stated he has been compiling information from other municipalities and counties nearby to compare their employee health insurance benefits. There is an onsite meeting on May 18<sup>th</sup> with employees and Amanda Mast of CIBC to educate on the employee benefits.
  - Monthly HRA report. The Personnel Committee reviewed the HRA report and it is at 3% as of last month.
3. **IMRF – Letter from Kane County Illinois Update/Approval:** ECO went down and regular when up less than one percentage point. We are at about a 9% level and their proposal is 10.2%. The market has gained from last year's loss and Lohman stated she and Liz are attending an IMRF meeting next week in Springfield regarding our rates.
  - IMRF Legislation for Law Enforcement
4. **Information Systems Staffing Update/Approval:**
5. **Recycling Facility Staffing/Grievance Update/Approval:** Young reported we received a grievance from Local 773 regarding the supervisor doing union labor and they want
6. **Minimum Wage Legislation Update/Approval:**
7. **Salary Increases for FY 2020 Update/Approval:** The Personnel Committee is recommending a \$.45 increase for next year.
8. **Employee Personnel Manual Update/Approval: 8 to 12 weeks out per Kyle Shell of IPMG**
9. **Prevailing Wage Ordinance Update/Approval:** Leitheiser stated this law has been abolished and will not be approved at the June meeting.
10. **Executive Session to Discuss Personnel/Litigation/Property Acquisition Update/Approval: If needed**
11. **Other Business Update/Approval:**

**Finance Committee: Megan Beeler, Chairman - Wednesday, May 8th at 3:00 PM –**

1. **SOA Report Update/Approval:** Durston will report.
2. **Sherriff Department Personnel Update/Approval:** Was discussed in the Personnel Committee.
3. **Capital Improvement Fund Reports Update/Approval:** Update on Investments
4. **FY 2018 Circuit Clerk Audit Update/Approval:** The full board will approve at the May board meeting.
5. **FY 2018 Audit Update/Approval:** The full board will approve at the May board meeting.
6. **FY 2020 Budget Hearing Dates Update/Approval:** The budget hearing dates will be:
7. **Salary Increases for FY 2020 Update/Approval:** The committee will discuss the Personnel Committee's recommendation for the FY 2020 salary increases of \$.45 per hour.
8. **Minimum Wage Law Update/Approval:** The committee will discuss the new legislation
9. **Recycling Funding Update/Approval:** The committee will discuss.
10. **IMRF Update/Approval:** The committee will discuss.
11. **Prepaid Vendor List – Add CTI and ICN Update/Approval:** The committee will review and add three vendors to the prepaid vendor list. Watkins has asked to include Central Management Services, Illinois Century Network and CTI to the prepaid vendor list.
12. **Bid out Electric Rates Update/Approval:** Daniels reported the Finance Committee will open bids on Tuesday, May 14<sup>th</sup>, 2019 at 5:00 pm. Gene Miles will check to see how many meter accounts are on the Wright Auto property.
13. **IMRF Update/Approval:** Committee will discuss.
14. **Finance/Budget Control Policies and Procedures Update/Approval:** Lohman reported that she and Megan Beeler have been working on reviewed different policies.
15. **Resolution to Convey Deed for Parcel 13-06-259-009 in Witt Township to ABW Auctions LLC Update/Approval:** Young will check to see if we are ready to act on this deed.
16. **Resolution Establishing Civil Fees and Criminal & Traffic Assessments to be Charged by the Clerk of the Circuit Court Update/Approval:** The full board was given this resolution last month for a 30 day review and will address it at the May board meeting.

17. **Circuit Clerk CTAA Resolution Update/Approval:** The full board was given this resolution last month for a 30 day review and will address it at the May board meeting.
18. **Arming of Deputy Coroners Update/Approval:** Miles stated we don't have the financial means to support arming the deputy coroners and asked Sheriff Robbins if he supports this. Miles stated he has concerns with arming the deputy coroners and asked Sheriff Robbins several questions.
19. **IT Department Staffing Update/Approval:** Watkins addressed this issue in the Coordinating report and will discuss it at the Finance committee meeting.
20. **HB0158 Income Tax Act. Local Government Distributive Fund Update/Approval:** Young reported he sent a letter regarding this issue.
21. **Executive Session for Personnel/Litigation/Property Acquisition Update/Approval: (not needed)**
22. **Other Business Update/Approval:** None

**Building & Grounds Committee: Bob Sneed, Chairman - Friday, May 10th, at 8:30 AM**

1. **Smart Watt Energy Survey Audit Update/Approval:** Young signed the Smart Watt agreement yesterday after the approval from States Attorney Bryant Hitchings.
2. **AMEREN Easement Update/Approval:** Young reported he, Gene Miles and Bob Sneed met with Ameren regarding the easement for the pipeline project out by the County Farm. They only want to pay about one half of what the value is for the land. Young stated Ameren is not easy to deal with and they stated they don't have permission to go anywhere else. They discussed abandoning and removing the pipe on the Wright Automotive property. Young has been doing some research and there is a company by Edwardsville that deals with easements and we may want to contact them to help us with these negotiations. Young stated he talked with Bryant Hitchings regarding this and he said this is not his expertise and it was OK to check out this other company to help us with these negotiations with Ameren regarding the easement. Young stated he wasn't happy about the initial offer from the Ameren representative. Young stated the offer should be about three times the initial offer. Young reported that Ameren valued the land at about \$5,000 per acre and it should be about \$8,000. There will be about 11 acres involved with the pipeline project on the county farm.
3. **Maintenance and Cleaning Issues and Report Update/Approval:** Sneed stated the committee will discuss.
4. **Sound System for Board Room Update/Approval:** Sneed reported that Dennis McCammack is working on this issue and our amplifier is not big enough to better microphones. A hearing doctor will come to the next Building and Grounds committee meeting.
5. **Conference/Lactation Room in the New Courthouse Update/Approval:** Sneed reported the conference/lactation room and the doors/locks are finished in the Treasurer's Office.
6. **Historic Courthouse Bee Problem Update/Approval:** Sneed reported the committee will work with Tim Hopper to get the bees out of the soffit on the Northwest corner of the Historic Courthouse. They will need a lift and have to remove the soffit.
7. **County Surplus Property Update/Approval:** Leitheiser asked about the timeframe for the Surplus Property and getting it down to the Metal building at the Wright automotive property. Daniels will get a memo to all the county offices to gather their surplus and write it down on the Treasurer's
8. **Other Business Update/Approval:** None

**Economic Development Committee: Donna Yeske, Chairman – Monday, May 6th, at 5:30 PM**

1. **MCEDC Update/Approval:**
  - **Revolving Loan Fund Update/Approval:** Yeske will follow up with Belusko to see if the new RLF loan paperwork from June 2018 was signed. Daniels reported KEB emailed a couple of weeks ago looking through the minutes and wanted a signed copy of the contract. The email was forwarded to Belusko who then sent it to the business to get a signed copy for the auditor.
  - **CEO Program Update/Approval:** The CEO trade show will be held at Aumann Auctions on May 7<sup>th</sup>, 2019

- **Broadband/Fiber Project Update/Approval:** This project continues and Belusko is looking at a grant so CTI can go to another municipality in the county.
- 2. **Tourism Update/Approval:** Yeske stated that Belusko is working on some videos to market the county.
- 3. **Proclamation for Rivers and Routes Update/Approval:** The committee will review and discuss.
- 4. **Eagle Zinc Cleanup Update/Approval:** Yeske reported they are still moving dirt on the site.
- 5. **Enterprise Zone Update/Approval:** Mayors Meeting –June 19, 2019 at 6:00 PM. Sand will have census maps to share. Daniels reported she will be attending an EZ Association training on Thursday and Friday next week in Springfield and will bring back the information regarding the scoring of the EZ applications.
- 6. **West Central Development Update/Approval:** The committee will discuss.
- 7. **Other Business Update/Approval:** Litchfield business appreciation breakfast on Monday, May 7<sup>th</sup>, 2019.

**E.M.A./Ambulance Committee: Bill Bergen, Chairman - Monday, May 6<sup>th</sup>, at 4:00 PM**

1. **EMA Report Update/Approval:** Greg Nimmo will report.
2. **Ambulance Billing Office Update/Approval:** Sherry Greenwood will report. Bergen stated there was a batch of Medicare invoices that were not filed the second time and these were not submitted. These invoices were too late by the time the error was found and it is too late to submit the older bills. Bergen stated the billing office and Litchfield is working better together.
3. **911/ETSB Board Meeting Update/Approval:** Meeting held was held on 3/21/19 and they decided to leave the dispatchers under the Sheriff's Office. Bergen reported the grant was awarded in the amount of \$180,400 which is 82% of what they asked for. Young reported the perimeters were changed when the grant was written, so it was less than what was initially talked about. Young stated the 911 equipment really needs to be replaced. Bergen stated that 911 will be investing \$852,494 in new software for the system. Bergen stated that keeping our employees trained is difficult and the IT department is so busy and offered that Nimmo could do some training to employees for cyber security. Bergen will talk about this with Watkins and Nimmo.
4. **Other Business Update/Approval:** None

**HWE Committee: Chuck Graden, Chairman - Tuesday, May 7<sup>th</sup>, at 4:00 PM**

1. **Elections Update/Approval:** Clerk Leitheiser stated they have automatic voter registration going on and they are working on cyber security trainings. They are watching some legislation that will increase vote by mail and potentially sending ballots to every voter by mail and having the polls. Leitheiser stated a lady from Tennessee has sent paperwork regarding a write in for the President of the US.
2. **EPA Report Update/Approval:** Gonet will report. Leitheiser asked if there will be a state sponsored tire collection.
3. **Recycling Program and Events Update/Approval:** Grievance was filed and the committee will discuss.
  - Electronics Recycling Drive on Saturday, May 11<sup>th</sup>, 2019 at the Hillsboro facility.
4. **Animal Control Facility Program Update/Approval:** Rabies Clinic was held on Saturday April 27<sup>th</sup> 2019. Municipal Contracts will be Reviewed at the Next Mayors Meeting in June Update/Approval:
5. **Executive Session for Personnel/Litigation/Property Acquisition Update/Approval:** (not needed)
6. **Other Business Update/Approval:** None

**Road & Bridge Committee: Gene Miles, Chairman – Thursday, May 9<sup>th</sup>, at 8:30 AM**

1. **Dakota Access Pipeline Project Update/Approval:** Lohman stated they called Friday for bank account routing information.
2. **Highway Department Building Improvements/Property Acquisition Update/Approval:** Young stated they knocked out one of the walls in the old dealership building. Miles stated he contacted Andrew Wright regarding the stuff he left there and he has not contacted him back.
3. **Executive Session to Discuss Personnel/Litigation/Contractual/Property Acquisition Update/Approval:**
4. **Other Business Update/Approval:** None

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

Meeting adjourned at 10:40 am.

The summaries of minutes were respectfully submitted by acting secretary Christine Daniels, as Deputized by Montgomery County Clerk/Recorder Sandy Leitheiser.

# Montgomery County Board

## Economic Development Committee Meeting Minutes

**Date:** Monday, May 6th, 2019

**Time:** 5:30 pm– County Board Room

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

**Members Absent:** None

**Others Present:** Sandy Leitheiser, Barb Hewitt, Bob Mulch, Bob Buda, Andy Ritchie and Melba Petrolina,

The committee met today to discuss the following:

- Montgomery County Growth Initiative Update/Approval:** Andy Ritchie and Bob Buda addressed the committee and offered their assistance to help the county with economic development. Ritchie and Buda gave an update on Atlas 46 and they hosted a meeting with about 15 other American Made Businesses to show them what Montgomery County has to offer. Ritchie and Buda also expressed a need for county infrastructure and to have a county-wide plan and goals for getting a list of available buildings and getting old ones fixed up. Ritchie discussed the need to develop a vision, mission and a list of goals and objectives for county economic development.

Donna Yeske shared a document/brochure prepared by MCEDC Director Valerie Belusko that listed the cities, villages, demographics, roads, airports and railroads in Montgomery County. This would be a good brochure to get out to businesses that are interested in Montgomery County. Yeske reported Belusko is working on creating an informational book for the Economic Development committee so they know what everyone's responsibilities are what the committee's role is. Yeske stated every town in the county need to be promoted. Deabenderfer agreed with Ritchie regarding the infrastructure inventory for each town. Bob Mulch stated that it is difficult to find out where the available buildings are so Belusko put the links to all the realtors on the MCEDC web site. Yeske would like to get all the mayor's together for the next mayor's meeting to discuss this issue and other topics.
- Manufactured Housing** – Coventry Homes, Melba Petrolina addressed the committee regarding manufacturing homes and gave an overview of her business located in Litchfield. They offer delivery and set up of various double wide home models that are built on a steel frame. Petrolina offered to work with the communities on the housing shortage in the county.
- Enterprise Zone Update/Approval:** Daniels reported the next Mayors Meeting is scheduled for June 19<sup>th</sup>, 2019 at 6:00 pm in the County Board Room. An agenda will be prepared and sent to the mayors. Daniels also reported she will be attending the annual spring Enterprise Zone Association Conference in Litchfield on Thursday and Friday of this week and will report at the next committee meeting.
- County Bend Campground in Litchfield Update/Approval:** (Former Girl Scout Camp in Honey Bend) Yeske reported County Bend Campground bought out the former girl scout camp in Honey Bend and we need to review the county hotel tax ordinance and send them paperwork to comply with paying the tax. Coordinator Daniels will get the paperwork ready and send it to them.
- Planning Commission Update/Approval:** Ron Deabenderfer stated that two members of the Planning Commission were present at the last Planning Commission meeting. Young stated they need to look at the wind ordinance because the State has changed some rules.
- MCEDC Update/Approval:**

  - Revolving Loan Fund Update/Approval: No report was submitted

- CEO Program Update/Approval: Yeske reported the CEO Program will have a Trade Shoe at Aumann Auction in Nokomis on May7, 2019.
  - Broadband/Fiber Project Update/Approval: Bob Mulch reported CTI will be making a decision on where to install fiber next and the City of Litchfield is not expressing interest in CTI. Mulch stated that Carlinville may be the next larger community and they will make a decision at the end of this year on where they are going next. Mulch reported there will be a meeting on Monday, May 13<sup>th</sup>, 2019 with the City of Litchfield EDC and the Chamber of Commerce to help promote CTI going to Litchfield. Evan Young suggested the City of Litchfield putting a note on their water bills to see if there was an interest in CTI installing fiber.
7. **Tourism Update/Approval:** Yeske reported we will be members of the Rivers and Routes Tourism on June 1<sup>st</sup>, 2019.
  8. **Tourism Grant Applications Update/Approval:** Yeske reported the checks have been mailed out to the tourism grant recipients and she will check with Belusko on the timeframe for the next round of grant application in October of this year. Deabenderfer and Yeske reported they each received a call from people not knowing the tourism grant program and money was available. Mulch stated they should contact MCEDC for some tourism grant money because they do get money for tourism from the county, however he can't promise anything.
  9. **Green Diamond Bike Trail Update/Approval:** Yeske reported she followed up with Engineer Greenwood regarding the barricades being moved back on Grain Leg Ave. and Morrisonville Avenue. This on the county highway list to move the barricades back.
  10. **Eagle Zinc Cleanup Update/Approval:** Yeske stated they are still moving dirt when weather permits.
  11. **West Central Development Update/Approval:** Young reported that Calhoun and Jersey County went to another workforce development organization and are no longer part of the West Central Development Council. Young doesn't know where we stand regarding the federal EDA grants.
  12. **Other Business Update/Approval:** Mulch reported they are working on the school study and it will be released after the school boards have had a chance to review it. Mulch also asked if the basement door could be opened for public meetings and Clerk Leitheiser stated there is a security concern. Barb Hewitt stated that Patty Clark could be contacted in Farmersville regarding the Opera House and Bob Mulch stated they once contacted Valerie Belusko to see if the MCEDC who is a 501 c 3 could help with their project and they were turned down.
  13. **Public Comments Update/Approval:**

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 6:35 pm.

The summaries of minutes were respectfully submitted by acting secretary Christine Daniels, as Deputized by Montgomery County Clerk/Recorder Sandy Leitheiser.

# Montgomery County Board

## EMA Committee Meeting Minutes

**Date:** Monday, May 6<sup>th</sup>, 2019

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

**Members Present:** Bill Bergen, Chuck Graden, Connie Beck, Dillon Clark, Jeremy Jones,  
Richard Wendel and Evan Young

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

The committee met today to discuss the following:

**Ambulance Billing Report: Sherry Greenwood**

1. **Monthly Report Update/Approval:** The committee reviewed the ambulance billing summary report. Young asked about the issue of the back pay for Litchfield. Greenwood responded that some bills did go through and about 10% to 20% of the bills were paid after they were re-submitted.

**EMA: Report given by Greg Nimmo:**

1. **911 System Update/Approval:**
  - Location – The 911 dispatchers will be located at the Sheriff's Office.
  - NG911 Grant – State grant was approved in the amount of \$180,000 and there were some equipment items that were not included and we did get 82% of what we requested. Nimmo reported that everyone that applied for the grant did receive some money.
  - Contract Language is being prepared by Nimmo and will be presented to the ETSB board at their next meeting.
  - Planning Logistics – Nimmo stated they are in the process of planning space for the new 911 consoles. Lipe Construction was called out to give an estimate on the area.
2. **Map Project/GIS Update/Approval:** 911 Map Book – Nimmo stated he is working with GIS Technician Kevin Brink to develop new 911 maps and the plan is to have them ready in November.
3. **Extended Care Facilities TTX Update/Approval:** Nimmo stated they will be planning table top exercises at the extended care facilities.
4. **School Active Shooter Training Update/Approval:** Nimmo reported he is working with the Nokomis School Superintendent and the private schools to conduct training for active shooter training.
5. **EMA/911 Meetings/Responses/Training Update/Approval:** Nimmo Reported:  
EMA/911 Meetings/Responses/Training
  - Monthly Alarm Panel Testing, WxSiren & Starcom Testing took place on 4/2/19. The Fillmore weather sirens have been failing and they purchased used ones from another community that will be installed.
  - Nimmo attended the LEPC meeting on April 5<sup>th</sup>, 2019 and they discussed the community risk committee (CRC) and conducting a Hazmat Drill/Mass Casualty Incident (MCI) later this fall. This is in the planning phase right now and hospitals will be included.
  - Nimmo hosted a Public Safety Coordinating Meeting at LLCC on 4/17/19 and they discussed the county municipalities sharing in the cost of the new 911 system and safety of first responders parking along the highways.
  - Nimmo attended the IESMA Conference on April 25<sup>th</sup>, 2019 and they have a lot of generators. Nimmo reported he was selected to serve on the State of IL Executive Committee and they are looking to develop Behavioral Threat Assessment Teams for the schools and training will be offered. Regional teams will be selected to look in the schools to conduct Site Assessment to see what improvements need to be implemented. Nimmo

stated that a new IEMA Director was appointed from the Chicago area and has extensive EMA experience and will focus on cyber security and schools. Illinois is coming out with a new hotline for kids to call.

- STIC: Nimmo will be participating in the EMIS Program.
- On 4/29/19 Nimmo submitted a HMEP Grant on behalf of EMA/LEPC
- On 4/30/19 Nimmo submitted the 2<sup>nd</sup> quarter report to IEMA for reimbursement.
- OSFM: Nimmo reported they received 15 Starcom portable radios from surplus. They are worth about \$5,000 each and can be used for the Hazmat Team, Search and Rescue Team and the Dive Team.

A. **Executive Session Update/Approval:** (not needed)

B. **Other Business Update/Approval:**

**Pay Bills:** Motion by Connie Beck and second by Jeremy Jones to approve the bills. All in favor, motion carried.

**Adjourn:** Motion by Jeremy Jones and second by Chuck Graden to adjourn the meeting. All in favor, motion carried. Time: 5:00 pm. The summaries of minutes were respectfully submitted by acting secretary Christine Daniels, as Deputized by Montgomery County Clerk/Recorder Sandy Leitheiser.

# Montgomery County Board Finance Committee Minutes

**Date:** Wednesday, May 8<sup>th</sup>, 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, Holly Lemons and Nikki Lohman

The committee met to discuss the following:

1. **SOA Report Update/Approval:** Committee reviewed the SOA report for April 2019.
2. **Sheriff Department Personnel Update/Approval:** Beeler reported Sheriff Robbins hired two deputies and needs to hire one more. Beeler stated Robbins is also in the process of hiring a Telecommunicator and a Correctional Officer.
3. **Capital Improvement Fund Reports Update/Approval:** The committee reviewed the Capital Improvement Fund Report and discussed an update on investments.
4. **FY 2018 Audit Report Presentation by KEB Update/Approval:** Beeler reported the FY 2018 Audit report was given last month and the board members have a 30 day review. **Motion by Sneed and second by Robinson to recommend the approval of the FY 2018 Audit Report as presented by KEB at the April board meeting. All in favor, motion carried.**
5. **FY 2018 Circuit Clerk Audit Update/Approval:** Beeler stated the FY 2018 Circuit Clerk's Office Audit Report was given to board members at the March meeting for review and the committee needs a recommendation to approve it at the full board. **Motion by Moore and second by Loucks to recommend the approval of the FY 2018 Circuit Clerk's Audit report as submitted by KEB. All in favor, motion carried.**
6. **FY 2020 Budget Hearing Dates Update/Approval:** Beeler reported the budget hearing dates will be held on July 15<sup>th</sup> and July 17<sup>th</sup>, 2019 starting at 8:00 am. Beeler stated she will draft a memo for all the offices on preparing the budget and it will be sent out after the May board meeting.
7. **Salary Increases for FY 2020 Update/Approval:** Beeler reported the Personnel Committee recommended a \$.45 per hour increase for full time non-union employees in the general fund. **Motion by Furness and second by Loucks to recommend a \$.45 per hour salary increase for full time non-union employees in the general fund for FY 2020. All in favor, motion carried.**
8. **County Starting Salary Change Update/Approval:** Beeler stated the current starting salary of \$11.25 per hour is not a livable wage and suggests that it be raised one dollar per hour to \$12.25 per hour and these employees would also get the \$.45 per hour increase as of December 1<sup>st</sup>, 2019. The bottom paid employees would be brought up and the gap smaller between the higher paid employees. The annual starting base salary for a 35 hour worker would be \$22,295 as of December 1<sup>st</sup>, 2019. **Motion by Robinson and second by Sneed that the county minimum starting salary will be \$12.25 per hour starting December 1st, 2019. On December 1<sup>st</sup>, 2019, employees paid under \$12.25 will go to \$12.25 and then also get the \$.45 per hour so it will go to \$12.70 per hour. All in favor, motion carried.**
9. **Recycling Funding Update/Approval:** Moore stated he is working with States Attorney Hitchings regarding looking into setting up a special service area in the county in order to help fund the short fall of the recycling program. Young reported the recycling program was discussed in length at the HWE committee meeting last night and it was mentioned a possibility of putting a dollar on each garbage bill in the county. Young reported Amy Patton attended the HWE meeting yesterday and asked if the service of picking up recycling at businesses be reinstated and that maybe economic development money could be used to help fund the shortfall for recycling. Beeler asked if the business would be willing to pay for recycling pickups and Young replied this is a possibility.
10. **IMRF Update/Approval:** Treasurer Lohman reported she and Liz Holcomb attended a seminar hosted by IMRF yesterday and announced they will host a webinar on May 14<sup>th</sup>, at 1:30 pm for what was presented in the seminar yesterday.
11. **Prepaid Vendor List Revisions Update/Approval:** Leitheiser reported there are three vendors to be added to the prepaid vendor list. The committee approved to add CTI, Illinois Century Network and Technology Management Revolving Fund/DOIT. **Motion by Moore and second by Furness to add CTI, Illinois Century Network and Technology Management Revolving Fund/DOIT. All in favor, motion carried.**

12. **Bid out Electric Rates Update/Approval:** Beeler reported we will open electric rate bids at a Special Finance Committee meeting on Tuesday, May 14<sup>th</sup>, 2019 at 5:00 pm.
13. **Finance/Budget Policies and Procedures Update/Approval:** Beeler reported she and Treasurer Lohman will continue to work on researching the budget policies and procedures.
14. **Resolution to Convey Deed for Parcel 13-06-259-009 in Witt Township to ABW Auctions LLC Update/Approval:** Motion by Loucks and second by Sneed to approve the resolution to convey deed for Parcel 13-06-259-009 in Witt Township to ABW Auctions LLC. All in favor, motion carried.
15. **Resolution Establishing Civil Fees and Criminal & Traffic Assessments to be Charged by the Clerk of the Circuit Court Update/Approval:** Clerk Lemons shared the revised resolution establishing Civil Fees and Criminal & Traffic Assessments that was given out to county board members for a 30 day review last month. This new legislation will take effect on July 1<sup>st</sup>, 2019. Lemons reported there were a couple of things that didn't apply and she took them out. Lemons also stated the Law Library section was changed. Lemons reviewed a spreadsheet that breaks down the money going to the County General Fund for Criminal and Civil court fees and tickets. Lemons reported that each county has to approve a resolution saying how your funds parameters are set. This will sunset in January 2021. We will not see much of an impact this year due to when the case is started and completed and when fines and fees are assessed. It will be 2020 before we see what true effect this will have.
16. **Arming of Deputy Coroners Update/Approval:** Beeler reported this will be left on the agenda until we get an inventory of the items from the Coroner.
17. **Recycling Staffing Update/Approval:** The committee discussed the grievance issue with union Local 773 at the Recycling department complaining the supervisor is doing work. Furness stated a meeting will be set up with the union business agent and the Personnel Committee on May 28th, 2019.
18. **IT Department Staffing Update/Approval:** Beeler reported that Curt Watkins has posted the IT position and is reviewing resumes and applications. Once a selection is made he will bring the information to the committee.
19. **HB 0158 Income Tax Local Distributive Fund Update/Approval:** Beeler reported that Chairman Young sent a letter to our legislatures regarding HB 0158, Income Tax Local Distributive Fund.
20. **Executive Session for Personnel/Litigation/Property Acquisition Update/Approval:** (not needed)
21. **Other Business Update/Approval:** Treasurer Lohman reported her office is implementing other payments options for Debit and Credit cards and electronic checks. Lohman she is looking for information about re-investing and will speak with Whitney from Joe Meyer's office regarding selling the mobile home taxes at the trustee level. We have put liens on the non- payment of taxes on mobile homes and there was 127 last year and then they should record them. Only 27 were released in the last 2 years. Lohman reported other counties sell these at the tax sales and she will talk with Joe Meyer and Associates to see what we need to do to transition this. This could help get some of these derelict mobile home properties get cleaned up. Leitheiser stated that once we get the state multiplier, they will get tax computation reports to 118 taxing districts and Treasurer Lohman will get the one for the county to sign off on. Leitheiser stated there was discussion about collecting the hotel tax on County Bend Campground that has 13 cabins and gave the information to States Attorney Bryant Hitchings. Moore asked about the results of the school study. Nokomis chose not to participate in the study. Young stated that he spoke with Bob Mulch and the school study is near completion.

22. **Public Comments Update:** None

Motion by Furness and second by Loucks 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 4:30 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, May 7<sup>th</sup>, 2019

**Time:** 4:00 PM – County Board Room

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

**Members Absent:** Glenn Savage and Richard Wendel

**Others Present:** Amy Patton, Sandy Leitheiser, Bill Gonet, Mike Hand and Amanda Daniels.

The committee met today to discuss the following:

1. **Elections Update/Approval:** Clerk Leitheiser stated according to the Illinois State Board of Elections, automatic voter registration should be fully implemented later this year. She reported the county recently received some grant dollars from the State Board of Elections for the cybersecurity Illinois Century Network connection.
2. **EPA Report Update/Approval:** Gonet reported he submitted the quarterly request for payment in April and once received we will be paid off for the State Fiscal year. Gonet stated EPA is getting nervous that he is not training someone to replace him for his job when he retires in February of 2020. Gonet stated it could take up to a year and a half to train someone to replace him. Young stated that Mike Hand could be trained to do Bill's job and then get more labor help out at recycling. Mike Hand would oversee the employees and do the EPA inspections and the EPA grant revenue could help offset the losses in recycling. Young stated he will talk further with Gonet regarding this. Gonet reported that Hertel wanted him to document buildings going up and report to the Supervisor of Assessments office and the EPA said this was ok because he would be keeping an eye on the new construction. Young stated this issue will need to be discussed with the Personnel Committee. Connie Beck had a suggestion regarding the EPA reports that Gonet submits and one copy will be passed around and then filed in the County Board Office. Young asked Gonet to check with the State EPA office to see if they would allow Mike Hand to do the EPA inspections and supervise the recycling program.
3. **Recycling Program and Events Update/Approval:**
  - Electronic Recycling – BLH, This Saturday in Hillsboro from 9:00 to 1:00 pm.
  - Green Pickup Truck – The starter is bad on the green pickup truck and the committee discussed the cost to fix it and if it was worth it.
4. **Animal Control Facility Program Update/Approval:** Daniels reported
  - Municipal Contracts – At next Mayor's Meeting on June 19<sup>th</sup>, 2019.
  - Rabies Clinic was held last Saturday and there were just over 80 animals serviced.
5. **Executive Session for Personnel, Litigation, Property Acquisition Update/Approval:** (not needed)
6. **Other Business Update/Approval:**
7. **Public Comments:** Amy Patton addressed the committee and stated she would like to see the business get their recycling picked up again but realizes the financial issues. Patton stated the recycling program is a good service to the businesses and the public. Amy wants to see if some economic development money could be used to repair the truck and asked the committee what is the definition of economic development. Patton explained it has a direct relationship with the environment and sometimes is confused with industrial development. If we had a strong recycling program with economic development that would benefit the county as a whole. Patton suggested looking at the state mandate which stated 25% of trash coming from municipalities and school etc. should be recycled. Amy checked with EPA grant person and

there are no grants currently for recycling, however there might be in the future. Amy says the coal money could be used to help the recycling program and Young responded they took the recycling program out of the General Fund and the coal money is being used for the \$100,000 shortfall. Young stated that the business part of the program could be brought back if there was a revenue stream and we lose \$2,000 per truck that is shipped. Patton reported she call the State today and spoke with a Mr. Jennings and asked who enforces the recycling mandates. Graden stated we should put a referendum or advisory question on the ballot and let the voters decided if we keep recycling. Amy Patton asked about the landfill helping us with our program and Young replied that the landfill guy told him why would we give you money to take away money from us. Committee decided to

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

Motion by Sandy Johnson and second by Connie Beck adjourn the meeting. All in favor, motion carried.

Meeting adjourned at 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, April 25th, 2019

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

**Members Present:** Kirby Furness, Bill Bergen, Sandra Johnson, Ron Deabenderfer, and Donna Yeske

**Members Absent:** Beeler and Young

**Others Present:** Amanda Mast, Tony Johnston, Sandy Leitheiser, Nikki Lohman and Mike Hand

The committee met to discuss the following:

1. **Sheriff's Office Personnel Update/Approval:** Furness reported Sheriff Robbins is in the process of hiring for a Correctional Officer and a Telecommunicator.
2. **911/ETSB Board Meeting Update/Approval:** Furness reported an ETSB meeting was held last night and all the dispatchers will stay at the Sheriff's Office. The 911 Board voted to keep the dispatchers at the Sheriff's Office because they realized that it was going to cost the county \$350 to \$500 annually. Furness reported if the 911 funding went away the county would have to pick them up again. The ETSB/911 Board and County will enter into a contract for one year. Furness reported \$182,400 was awarded from a 911 which was 80% of what was requested. Furness reported that all the county fire and police departments are on board with sharing some of the cost of the new 911 software.
3. **Employee Health Insurance Update/Approval:** Amanda Mast shared an email from an employee with some concerns regarding the employee insurance and stated she has scheduled educational visits with all the various offices for May 15<sup>th</sup> and 16<sup>th</sup>, 2019. Tony Johnston shared the employee insurance rates for the current plan and for the City of Hillsboro workers. The City of Hillsboro has a very attractive plan and pays higher premiums for their employees. Johnston stated he doesn't think there is an issue with employees getting rejected for certain claims or services. Other insurance carriers also have pre-authorization criteria that must be met or claims are rejected or denied. Co-pays are not reimbursed by the deductible and is an education issue for the employees. Johnston also shared a report showing the National average and Central Illinois average for a couple of business regarding employee insurance costs.
  - a. **Monthly HRA report:** Amanda Mast shared the HRA report as of 4/24/19. The HRA utilization for 2018 was 16% for the entire year. As of 3/27/2019 the HRA utilization was 2% or \$9,384 paid out and it was 3% as of 4/24/19 with \$10,568 paid out.
4. **IMRF – Letter from Kane County Illinois Update/Approval:** Lohman reported we received out proposed 2020 IMRF rates and we are going up just under 1%. We will be at about 10% in 2020. The changes in the IMRF were not as catastrophic as earlier proposed. We will get our final rate in November 2019 and shouldn't change that much. If the market rebounds we may get a positive amount.
5. **Information Systems Staffing Update/Approval:** Furness reported IT Manager Curt Watkins has been getting some responses from the position he is advertising for.
6. **Recycling Facility Staffing/Grievance Update/Approval:** Furness reported Local 773 representing the Recycling Department filed a grievance regarding the supervisor performing union labor. Furness stated they will schedule between the Personnel Committee and the business agent to resolve the issue.

7. **Minimum Wage Legislation Update/Approval:** Furness reported they committee will continue to work on getting a plan to comply with the new legislation increasing the minimum to \$15 per hour by 2025.
8. **Salary Increases for FY 2020 Update/Approval:** The committee discussed increasing the county starting salary from \$11.25 per hour which is \$3 per hour more than the current minimum wage. At last month's meeting, Beeler stated the county minimum could be \$18 in 2025 which is \$3 per hour than the new minimum of \$15 per hour. **Motion by Yeske and second by Bergen to recommend the hourly salary increase of \$.45 per hour for non-union employees general fund. All in favor, motion carried.**
9. **Employee Personnel Manual Update/Approval:** Daniels reported Kyle Shell from IPMG stopped by the office last week to introduce Derek Mederia who is going to be the representative for our region. Kyle Shell is going to be the representative for the southern part of the State. IPMG will have their Attorneys review our current manual and implement the new sections from the past couple of years. Shell advised that their legal department is about eight to twelve weeks out on reviewing and advising on the personnel manual. The committee discussed and is OK with this timeframe.
10. **Executive Session to Discuss Personnel/Litigation/Property Acquisition Update/Approval:**  
**Motion by Deabenderfer and second by Johnson to enter into Executive Session. All in favor, motion carried. Time 6:15 pm.**  
**Motion by Sandy Johnson and second by Ron Deabenderfer to come out of Executive Session. All in favor, motion carried. Time: 6:40 pm.**  
**No action was taken**
11. **Other Business Update/Approval:** Leitheiser shared legislation that shows we don't have to approve a Prevailing Wage Ordinance this June. The posting will be listed on the Illinois Department of Revenue's Website. The County Clerk's Office will no longer need to work with all the county municipalities to post the Prevailing Wage Ordinance.

12. **Public Comments:** None

Motion to adjourn by Bill Bergen and second by Sandy Johnson.

Meeting adjourned at 6:43 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, May 9<sup>th</sup>, 2019

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

**Members Present:** Gene Miles, Bill Bergen, Jim Moore, Dave Loucks, Dennis McCammack and Evan Young

**Members Absent:** Glenn Bishop

**Others Present:** County Engineer Cody Greenwood and Bev Seamon

The committee met today to discuss the following:

1. **Resolution #2019-05 to Appropriate Funds for 1188 BCA, North 17<sup>th</sup> Avenue, Pipe Culvert in Irving Township 50% and County 50% Update/Approval:** Motion by McCammack and second by Moore to approve Resolution #2019-05 to appropriate funds for 1188 BCA on North 17<sup>th</sup> Avenue, pipe culvert in Irving Township at 50% and County 50%. The County share is \$3,000. All in favor, motion carried.
2. **Resolution #2019-06 to Appropriate Funds for 1189 BCA, Montgomery County Highway Department Asset Management Program Update/Approval:** Motion by Bergen and second by Loucks to approve Resolution #2019-06 to appropriate funds for 1189 BCA, Montgomery County Highway Department Asset Management Program at a net cost to the County of \$12,700. All in favor, motion carried.
3. **Resolution #2019-07 to Appropriate Funds for 1190 BCA, Irving Road, (CH #5) Pipe Culvert which is a 100% County Project Update/Approval:** Motion by Loucks and second by Moore to approve Resolution #2019-07 to appropriate funds for 1190 BCA on Irving Road, (CH #5) Pipe Culvert which is a 100% County Project in the amount of \$4,000. All in favor, motion carried.
4. **Resolution #2019-08 to Appropriate Funds for 1191 BCA, Oconee Avenue (CH #2) Pipe Culvert 100% County Project Update/Approval:** Motion by Moore and second by McCammack to approve the resolution #2019-08 to appropriate funds for 1191 BCA on Oconee Avenue (CH #2) pipe culvert a 100% County Project in the amount of \$12,000. All in favor, motion carried.
5. **Resolution #2019-09 to Appropriate Funds for 1192 BCA on North 15<sup>th</sup> Avenue, Pipe Culvert in Butler Township at 50% and County portion at 50% Update/Approval:** Motion by McCammack and second by Bergen to appropriate funds for 1192 BCA on North 15<sup>th</sup> Avenue, pipe culvert in Butler Township at 50% and County portion at 50% in the amount of \$4,750. All in favor, motion carried.
6. **Equipment Purchase Update/Approval:** The committee discussed purchasing the following items: Tandem Steel Drum Roller. The cost to rent per month is about \$5,000 to \$6,000. A new machine is \$175,000. They priced used machines. A 2015 Diesel 26,000 pound machine is \$109,000. Caterpillar CB54 is the size to compact material for blade mix. Vibrating double drum. Greenwood wants to buy one in the range of \$60,000 to \$80,000. Young suggested renting machine to own and negotiate the price. Greenwood also discussed purchasing a larger mower/tractor for the Wright Automotive property. Seth Young mowed the front of the property for \$40. Greenwood will look at Deer, Case and Kubota and 0% financing. **Motion by McCammack and second by Moore for Greenwood to seek comparable mowers and get together with Gene Miles and one other committee member.** All in favor, motion carried.
7. **New Highway Department Building Update/Approval:** Greenwood reported he has been in contact with Andrew Wright to get the rest of his stuff out of the building and was given until the end of April to remove the final items. It is two weeks past the deadline and the items are still in

the building. Young stated the stuff is ours to do whatever with. **Motion by Bergen and second by Moore for Miles to call Andrew and give him until May 14<sup>th</sup>, 2019 to get the rest of his stuff out of the building. All in favor, motion carried.** Greenwood reported staff has been down at the property cleaning up and they knocked out a block wall to make more room in the old building for equipment. The Highway Department will use the shop of the dealership.

8. **Roof Damage on Metal Building Update/Approval:** Morton Buildings worked on getting an estimate to repair the metal roof on the shed and it couldn't be detailed because of the age of the building. There is a \$10,000 deductible on our insurance and we will wait on the insurance company to get back with us.
9. **Other Business Update/Approval:** A 2 mile rebuild on Mt. Moriah will be start at the end of May. The East Fork Bridge Section 14-0411700-1 will start in June. Seven miles of blade mix will be done on the Oconee Road. Dustin, Trent and Mark are licensed to spray and Chad will be added.

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

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

Meeting adjourned at 9:45 am. Minutes respectfully submitted by Bev Seamon.