

Montgomery County Board

Rules of Order Ad Hoc Committee Minutes

Date: Thursday, December 27th, 2018

Time: 4:07 pm - County Board Room

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

Members Absent: none

Others Present: Dave Loucks, Nikki Lohman

The committee met to discuss the following:

Rules of Order Update/Approval:

- Deabenderfer gave a grammatical change to add a comma to Rule #17, and he questioned Rule #29 which states the Vice-Chairman of the Board may also be a Committee Chairman. Members discussed this topic, and consensus was to keep this Rule the same.
 - Deabenderfer also questioned Rule #35, and asked to insert the word “only” in reference to the one meeting per day per diem allowance. He cautioned that having too many meetings on the same day may prohibit individuals from running for the County Board, other than wealthy individuals. Discussion was also held regarding the need for clarification for when per diem and mileage can be charged, such as if the Chairman would direct individuals to attend.
 - Rule #33 was added: “If a Board member is requested by the County Board Chairman to attend a board related function, per diem may be charged.” **Motion by Deabenderfer, second by Bergen, All in favor, motion carried.**
 - Members agreed to change the listing on the Rules of Order stating the time of the County Board meeting to 5:30 pm. They also agreed to delete the words “TB Report.”
 - Members discussed Rule #25. **Motion by Deabenderfer, second by Furness to change the amount for Roll Call votes from \$50,000 to \$100,000. All in favor, motion carried.**
 - Members discussed Rule #30 regarding allowing the Chairperson to sign a voucher up to 6,000. **Motion by Bergen, second by Deabenderfer to increase the amount from \$6,000 to \$10,000, and then authorize the Chairman to sign vouchers over \$10,000 with the verbal consent of three Committee chairpersons. All in favor, motion carried.**
 - Members discussed Rule #31- consensus among members was to change the rule to include “or the Chairman of the County Board.”
 - Motion by Furness, second by Bergen to delete Rule #18, all in favor, motion carried.
- **Public Comments:** none

Motion to adjourn Rules of Order Committee meeting at 5:02 PM. The summaries of minutes were respectfully submitted by County Clerk/Recorder Sandy Leitheiser.

Montgomery County Board

Buildings & Grounds Meeting Minutes

Date: Friday, January 4th, 2019

Time: 8:30 AM – County Board Room

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

Members Absent: Jeremy Jones and Dennis McCammack

Others Present:

The committee met today to discuss the following:

1. **Smart Watt Energy Survey Audit Update/Approval:** Orry Cummings with Smart Watt presented a draft proposal for the energy audit. The committee reviewed the report that showed an approximate utility savings of \$27,000 per year with a project investment of \$618,618. Project terms are based off an assumed 4.25% interest rate. Cummings reported that project pricing came from local contractors that will be considered for the work and there will not be any change orders for this project. We will need to give Smart Watt a not to exceed number for the project so they can finalize the paperwork to present to the full board to approve a resolution to start the project. The board will need to decide on financing. **Motion by Glenn Bishop and second by Richard Wendel to recommend taking The Smart Watt energy project proposal to the full board with an amount not to exceed \$618,618. All in favor, motion carried.**
2. **Maintenance and Cleaning Issues and Report Update/Approval:** Mark Brown reported Johnson Controls was here to install the parts that were ordered for the HVAC system at the New Courthouse and the heating issue has been fixed.
3. **AMEREN pipeline project on County Farm Update/Approval:** There are no new updates to report at this time.
4. **911 Location Update/Approval:** Young reported Greg Nimmo had scheduled a few 911 software vendors to give presentations in the board room so the 911 Board can select software to write into the Illinois State Police grant that he is applying for. Young stated he visited the Christian County 911 center and is planning to visit a couple of more county 911 operations.
5. **County Board Room Sound System Update/Approval:** Sneed reported the committee will need to look at sound system options for the county board room since there were a couple of complaints at last month's meeting. Committee members discussed the need to speak into the microphone and to stand when speaking so that voices will project. Daniels reported the external speaker was not hooked up last month and it is operational now.
6. **Other Business Update/Approval:** None
7. **Public Comments:** None

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

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

Meeting adjourned at 10:05 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, December 18th, 2018

Time: 8:30 am – County Board Room

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

Members Absent: Kirby Furness

Others Present: Sandy Leitheiser, Nikki Lohman and Curt Watkins

The committee met today to discuss the following:

Coordinating Committee: Evan Young, Board Chairman:

1. **Information Systems Report Update/Approval:** Curt Watkins reported they had 71 tickets last month. Watkins reported that 708 Board Chairman Dan Hough came in and talked with him yesterday regarding the 708 Board obtaining a Montgomeryco.com email because he doesn't want to use his own personnel/business email address for 708 board business. Watkins reported there is a \$50 per year per email license cost paid a year up front and we have enough licenses. Watkins reported we provide email for other non-general fund offices like recycling and animal control that have one email address each. The highway department needs four email addresses and Watkins is getting ready to set them up with montgomeryco.com email addresses. Watkins reported the AS 400 system is the Circuit Clerk's Office has been set up and the Probation Office is getting new computers this week. Watkins is working with CTI and Consolidated to get the costs figured out as there is a lot to configure to connect our internet through ICN and keep a redundant loop from CTI to Consolidated. Watkins stated the Sheriff's Office is paying for the Consolidated line now and some of this bill will go to the State Board of Elections. Watkins stated at some time we need to figure out who would need to pay for what with the new phone and internet system. As of now, the Courts pay for the Internet, Building and Grounds pays for the phones and the Sheriff's Office pays the Consolidated bill. Cyber Security – DHS is coming on site in March to do testing and set up campaign type stuff. Security Training – New employees at Health Department and Recycling that need to take the training. Watkins reported there was a Cyber Security meeting with the State Board of Elections the Friday before the board meeting to discuss 20 areas of risk that were rated on a scale of 1 to 10. Five controls were in the 6 range and the rest were in the 3 to 5 range, so there are some areas that need some work. Watkins stated we need better written policies for emails and attachments. Watkins stated they are at the point where they need to add staff to address cyber security and other technology issues and sited they haven't had time to change back up batteries that have been sitting there. At the current staff level they don't have time to do all the things they need to do. Curt is doing management, book work, emails etc. about 50% of the time. Watkins stated they need to bring in someone with upper level skills so he can be freed up to do higher level things. If we hire someone they could do vouchers etc. Watkins stated it will take someone 6 months to get up to speed. They can look at internet logs but they don't have someone on staff to monitor the activity. Leitheiser stated she is reaching out to the State Board of Election folks for a template to address employee policy issues. There is a timeline for the grant money and we have received about \$15,000 so far. There is a soft deadline of the end of 2018 for this grant money.
2. **911 Board Meeting Update/Approval:** There will be a 911 meeting on December 18th, 2018.
3. **Appointment for Health Department Liaison Update/Approval:** Is needed
4. **Other Business Update/Approval:** None

Finance Committee: Megan Beeler, Chairman

1. **SOA Report Update/Approval:** Durston will report.

2. **Capital Improvement Fund Reports Update/Approval:** The committee will review and spend time discussing amending the budget. Beeler has discussed the parameters with the States Attorney.
3. **Bid out Property in Farmersville Update/Approval:**
4. **Highway Department Update/Approval:** The committee will discuss a property acquisition for the Highway Department.
5. **FY 2019 Budget Update/Approval:** The committee will discuss.
6. **Treasurer Office Security Update/Approval:** Beeler reported
7. **Executive Session for Personnel/Litigation/Property Acquisition Update/Approval: (if needed)**
8. **Other Business Update/Approval:** None

Building & Grounds Committee: Bob Sneed, Chairman

1. **Smart Watt Energy Survey Audit Update/Approval:** Sneed reported the committee is getting close to getting a final energy audit so we can decide what to do.
2. **Maintenance and Cleaning Issues and Report Update/Approval:** Sneed reported he will talk with the cleaning service about some additional deep cleaning jobs that need done in 2019.
3. **Conference/Lactation Room in the New Courthouse Update/Approval:** The committee will discuss.
4. **Heating Repairs to the New Courthouse Update/Approval:** Sneed reported Johnson Control has been working on the issues.
5. **Surplus Auction Update/Approval:** The committee will discuss having a surplus auction in the spring.
6. **Other Business Update/Approval:** None

Economic Development Committee: Donna Yeske, Chairman

1. **Mine Ave. Solar Project Update/Approval:** Public Hearing will be held on January 7th, 2018 at 3:30 pm
2. **Shoal Creek Community Solar Project Update/Approval:** Public Hearing will be held on January 7th, 2018 at 4:30 pm.
3. **MCEDC Update/Approval:** Belusko will report.
 - Revolving Loan Fund Update/Approval:
 - CEO Program Update/Approval:
 - Broadband/Fiber Project Update/Approval: CIT continues to install fiber in Hillsboro.
4. **Tourism Update/Approval:** Belusko will report.
 - Tourism Financial Grant Application (draft) Update/Approval:
5. **Eagle Zinc Cleanup Update/Approval:** Yeske reported they are still working on moving dirt to the site.
6. **Enterprise Zone Update/Approval:** Daniels reported work continues on the EZ application. We had two school districts that will pass their resolutions in January. A couple of townships have questions regarding their resolutions and need someone to attend their meeting. Our consultant stated the Resolutions abate can be turned in for January.
7. **West Central Development Update/Approval:** Yeske reported WCDC may be getting EDA grant writing ability again. Yeske will set up a meeting with them.
8. **Other Business Update/Approval:** None

E.M.A./Ambulance Committee: Bill Bergen, Chairman

1. **EMA Report Update/Approval:** Bergen stated there is a 911 board meeting tonight.
2. **Ambulance Billing Office Update/Approval:** Sherry Greenwood will report.
4. **Other Business Update/Approval:** Bergen shared a 1993 Litchfield News Herald Article

HWE Committee: Chuck Graden, Chairman

1. **Elections Update/Approval: Clerk Leitheiser will give an update.** Leitheiser stated she had about 25 school board candidates filed yesterday. All other municipal clerks will turn in their candidate info.
2. **EPA Report Update/Approval:** Gonet will report.
3. **Recycling Program and Events Update/Approval:** Mike Hand was hired as the Recycling Coordinator and will report at the next meeting.
 - Baler replacement– Young reported the refurbished baler has been installed and DeHart will be here to make a few adjustment on the conveyer.
4. **Animal Control Facility Program Update/Approval:** Daniels will report.
 - Municipal Contracts – will work with the States Attorney.
5. **Other Business Update/Approval:** None

Personnel Committee: Kirby Furness, Chairman

1. **Grievance with Local 773 Recycling Department Update/Approval:** Young stated we are still working with Mr. Guare and Local 773 on the grievance.
2. **Employee Health Insurance Update/Approval:** The committee will discuss.
 - Monthly HRA report. (Yearend report)
3. **Union Negotiations/Strategy Planning Update/Approval:** The Union negotiations for 2018 are complete.
4. **Executive Session to Discuss Personnel and Litigation Issues Update/Approval:** If needed
5. **Other Business Update/Approval:** None

Road & Bridge Committee: Gene Miles, Chairman

1. **Dakota Access Pipeline Project – Surety Bond Update/Approval:** Miles stated he has nothing new to report.
2. **Highway Department Building Improvements/Property Acquisition Update/Approval:** Miles stated we need to go into closed session to discuss,
3. **Executive Session to Discuss Property Acquisition Update/Approval:** Motion by Graden and second by Beeler to enter into executive session to discuss property acquisition. All in favor, motion carried. Time: 9:42 am.
Motion by Beeler and second by Miles to come out of executive session. All in favor, motion carried. Time: 10:03 am. No action was taken.
4. **Other Business Update/Approval:** None

Motion to Adjourn by Miles and second by Sneed. All in favor, motion carried.

Meeting adjourned at 10:05 am.

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

Montgomery County Board
Ambulance/EMA Committee Meeting Minutes

Meeting Date: 12/27/18 Time: 08:30am
EMA Office, 120 N Main St, Hillsboro, IL

EMA Board Members: Bill Bergen, Connie Beck, Dillon Clark, Richard Wendel and Evan Young

Members Absent: Chuck Graden and Jeremy Jones

Others Present: Mona Lewis, Evan Young, Greg Nimmo

A. Ambulance Billing

- a. Monthly Report: Mona Lewis gave ambulance report with no addition to the submitted report.
- b. Would like to talk to a software company about being able to look at insurance providers for end users. She believes it would be a time saver in the office. Mona given direction to schedule a meeting and review the software with Chair Bergen and Sherry Greenwood.

B. EMA Old Business

- a. Continuity of Operations Plan (COOP): Ongoing project with all offices.

C. EMA New Business

- a. EMA/911 Meetings/Responses/Training: Discussion to adjust meetings for the accommodation of board members. Motion by, Connie Beck to move meetings to 4pm on the same date (1st Monday); Seconded, Dillon Clark (Approved 4-Yes & 0-No)
 - i. 12/6/18: Wx Siren & Starcom Testing
 - ii. 12/17/18: Mac Co EMA Assist: S&R Wilsonville: Assisted in lost autistic child search. Child found.
 - iii. 1/5/19: Lost Person Behavior Class
 - iv. 1/16/19: Taylorville AAR
 - v. Wx Spotter Class:
 - 1. 1-22-19 Blackburn, Carlinville
 - 2. 2-12-19: LLLC, Litchfield
 - 3. 3-3-19: Lewis and Clark, Godfrey
- b. LEPC
 - i. Behavioral/Drug Coalition Sub-Committee: Looking to provide focus on these issues and coordinate the process.
 - ii. County Wide Training Day Sub-Committee: Looking to do one in 2019
 - iii. Hazmat Team/EMA Full Scale Exercise 2019: Looking to do one in 2019
- c. 911 Update: Three vendors scheduled in January for live demos. Looking to make a final decision at the January ETSB Meeting.

D. Executive Session: *(if needed) None*

E. Pay Bills: Motion by Richard Wendel and second by Dillon Clark to pay all bills presented to 4pm on the same date. (Approved 4-Yes & 0-No)

F. Open Discussion:

G. Adjourn: Motion by Dillon Clark and second by Connie Beck to pay all bills presented to 4pm on the same date. (Approved 4-Yes & 0-No)

Minutes respectfully submitted by Greg Nimmo.

Montgomery County Board

Finance Committee Minutes

Date: Thursday, January 2nd, 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, Cody Greenwood and Nikki Lohman

The committee met to discuss the following:

1. **SOA Report Update/Approval:** The committee reviewed Durston's report.
2. **Capital Improvement Fund Reports Update/Approval:** The committee reviewed the Capital Improvement Fund. Beeler reported that \$1.4 million was budgeted out of coal money for various projects.
3. **Executive Session for Personnel/Litigation Update/Approval: (not needed)**
4. **Bid out Property in Farmersville Update/Approval:** Beeler reported she is working with the States Attorney to get a draft of a bid for selling the Property in Farmersville.
5. **Travel Voucher for States Attorney Update/Approval:** Clerk Leitheiser reported there is a voucher for the States Attorney who attended a conference in Chicago with a lodging rate when taxes are included is over the rate in our ordinance. The voucher will be roll called at the full board and paid.
6. **Highway Department Update/Approval:** Beeler reported the Road and Bridge Committee is looking at a project that will be discussed in closed session at their meeting in the morning. This will require an amendment to the FY 2019 budget.
7. **FY 2019 Budget Update/Approval:** Beeler reported there are some changes that need to be made to the expenses in the Highway Department Offices 240 Township MFT and 255 Township Bridge budgets. Beeler has is waiting for an answer from the States Attorney's Office to see how the budget can be amended for these highway department expenses.
8. **Prepaid Vendor List Update/Approval:** Leitheiser shared a revised Pre-Paid Vendor list that is adding Farmers Oil and ICRMT. Beeler will bring this to the full board for a vote to approve. Beeler would like for all the committees to review the pre-paid list at their meetings in February to see if any further adjustments need to be made.
9. **Email Costs Update/Approval:** Beeler reported that the new 708 Board Chairman is not a county employee and is requesting a montgomeryco email address for the 708 Board work so he doesn't have to use his personal email. Beeler asked if the general fund going to pay for the email accounts. It would cost \$50 annual fee for the montgomeryco email addresses and the committee discussed having the 708 Board pay for the county email address. The Highway Department and health department doesn't have county mail accounts yet. Watkins is working on implementing four email addresses at the Highway Department. Beeler will discuss the issue with Curt Watkins.
10. **Mileage Rate Update/Approval:** Beeler reported the Federal IRS Mileage Rate went up to \$.58 per mile as of January 1st, 2019. Our current reimbursement rate is \$.545 per mile. Beeler will make the report and motion at the full board meeting to increase the mileage rate.
11. **Other Business Update/Approval:** Committee discussed having a survey and talking with employees and office holders to see if positive changes can be made to help the county and budget.
12. **Public Comments Update:** None

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

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

Meeting adjourned at 4:45 pm. The summaries of minutes were respectfully submitted by acting secretary Chris Daniels, as Deputized by Montgomery County Clerk/Recorder Sandy Leitheiser.

Montgomery County Board

HWE Committee Meeting Minutes

Date: Wednesday, January 2nd, 2019

Time: 5:00 PM – County Board Room

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

Members Absent: Glenn Savage and Richard Wendel

Others Present: Bill Gonet, Nikki Lohman, Sandy Leitheiser and Amanda Daniels

The committee met today to discuss the following:

1. **Elections Update/Approval:** Clerk Leitheiser shared a Notice of Election report for the April 2nd, 2019 Consolidated Election for Municipal Offices.
2. **EPA Report Update/Approval:** Gonet shared his monthly reports of inspections.
3. **Recycling Program and Events Update/Approval:**
 - Recycling Coordinator Position – Mike Hand has been working and training for the past two weeks.
 - Baler replacement took place and an adjustment needs to be made on the conveyor.
4. **Animal Control Facility Program Update/Approval:** Daniels will report
 - Municipal Contracts – Waiting on a meeting with the States Attorney to review the Municipal contracts.
5. **Other Business Update/Approval:** None
6. **Executive Session for Personnel Update/Approval:** Motion by Sandy Johnson and second by Mark Hughes to enter into executive session for personnel. All in favor, motion carried. Motion by Sandy Johnson and second by Mark Hughes to come out of executive session. All in favor, motion carried. No action was taken.
7. **Public Comments:** None

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

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

Meeting adjourned 6:10 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, December 27th, 2018

Time: 5:00 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: Liz Holcomb, Nikki Lohman, Sandy Leitheiser

The committee met to discuss the following:

1. **Employee Health Insurance Update/Approval:** Nikki Lohman and Liz Holcomb gave the HRA Utilization Report and HRA Usage Per Fund Report totals to members, and they discussed employee usage and budgeting practices. Holcomb reported that one severance package employee chose the platinum plan, and approximately five retirees who took the severance package will be leaving the county health insurance coverage in this coming year.
2. **Union Contract Negotiations Update/Approval:** Furness directed the committee to sign the FOP contract for 2019. He reported that there is only one contract to negotiate for 2019, the Recycling Union contract. He said the State's Attorney's contract needed some extra attention, which has been provided.
3. **Recycling Local 773 Grievance Regarding Starting Hours Update/Approval:** Chairman Young said he feels the grievance has been solved.
4. **Cyber Security Training Update/Approval:** Furness reported that all county employees have completed the Cyber Security training as required by the County Board. Leitheiser stated IT Director Watkins requested to add more specific cyber security policies to the Personnel Manual. Beeler asked members to consider adding a staff person to the Information Technology department due to the increased duties relating to cyber security needs. Members discussed the potential of adding a part-time or full-time staff person to that department.
5. **Other Business Update/Approval:** none
6. **Public Comments:** none

Motion to adjourn by Deabenderfer and second by Johnson. All in favor, motion carried.

Meeting adjourned at 5:45 pm.

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

Montgomery County Board

Road & Bridge Committee Meeting Minutes

Date: Wednesday, January 3rd, 2019

Time: 8:30 AM – Highway Department

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

Members Absent: None

Other Present: County Engineer Cody Greenwood

The committee met to discuss the following:

- 1. 2019 MFT Rock Letting Results Update/Approval:** The committee reviewed and discussed the bid tabulations for the Rock Letting that was held yesterday for the County and Townships. Engineer Greenwood stated the bids were slightly higher than last year and there were 15 groups let for the county bids and 69 groups let for the Township bids. Materials included in the bids were for rock, chip mix and rock salt for the County. **Motion by Jim Moore and second by Bill Bergen to recommend the approval of the low bids for the County Rock letting. All in favor, motion carried. Motion by David Loucks and second by Glenn Bishop to recommend the approval of the low bids for the Township Rock letting. All in favor, motion carried.**
- 2. Dakota Access Pipeline Update/Approval:** Engineer Greenwood reported that States Attorney Hitchings has not heard anything from Dakota Access regarding our counteroffer reimbursement for damages to county roads during the pipeline project. Greenwood stated that Walshville Township did receive their settlement and other townships are waiting.
- 3. Executive Session for Property Acquisition Update/Approval:** **Motion by Jim Moore and second by David Loucks to go into Executive Session to discuss property acquisition. All in favor, motion carried. Time: 8:42 AM. Motion by Jim Moore and second by David Loucks to come out of Executive Session. All in favor, motion carried. Time: 9:24 AM. No action was taken. Motion by Jim Moore and second by David Loucks to enter into executive session for property acquisition. All in favor, motion carried. Time 9:27 AM. Motion by Jim Moore and second by Bill Bergen to come out of Closed Session. Time 9:35 AM.**
- 4. Highway Department Building Improvements/Property Acquisition Update/Approval:** After Executive Session, the committee discussed and approved a recommendation to pursue the Wright Automotive property purchase. **Motion by Jim Moore and second by Bill Bergen to recommend pursuing the possible property acquisition of the Wright Automotive Property contingent on securing financing. All in favor, motion carried.**
- 5. Other Business Update/Approval:** Greenwood will call the Treasurer's Office regarding the County Trustee property that needs cleaned up in Butler.

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

Motion by Jim Moore and second by Bill Bergen to adjourn the meeting. All in favor, motion carried. Meeting adjourned at 9:40 a.m. Minutes respectfully submitted by acting secretary Christine Daniels as Deputized by the Montgomery County Clerk and Recorder, Sandy Leitheiser.