

# Montgomery County Board

## Buildings & Grounds Meeting Minutes

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

**Time:** 8:30 AM – County Board Room

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

**Members Absent:** Chuck Graden and Jeremy Jones

**Others Present:** Mark Brown

The committee met today to discuss the following:

1. **Smart Watt Energy Project Update/Approval:** Brown reported they are working on issues with the new showers and toilets that were installed at the Jail. Sneed reported he was here with Smart Watt on Wednesday while they were training on the use and working on the electronic controllers for the showers and toilets.
2. **Maintenance and Cleaning Issues and Report Update/Approval:** Brown reported he has put the blade on the mower and getting equipment ready for winter and snow. Sneed reported the boiler in the Historic Courthouse was down for several days and a valve needed to be replaced. Sneed reported the Finance Committee reviewed the new Department of Labor Law raised the salary threshold to \$35,568 per year for an exempt employee. Sneed reported Brown will receive a \$2,200 salary increase which includes the regular salary increase of \$.45 per hour.
3. **County Surplus Property Sale Update/Approval:** Sneed reported that Brown will take the last of the surplus items to the Highway Department shed. Coordinator Daniels will advise county departments to see if they need anything before an auction is set up.
4. **County Farm Bid Out Update/Approval:** Sneed reported Jason Anderson was here last month and has been notified about bidding out the County Farm after the first of the year.
5. **Sound System for Board Room Update/Approval:** The committee discussed purchasing a microphone with a shut off switch. Anyone wishing to speak will need to stand up so they can project their voice. The committee also discussed looking into a cordless microphone for other speakers in the room.
6. **Elevator Service Contracts Expiration Dates Update/Approval:** Coordinator Daniels will in send a letter in November to Schindler elevator that we are going to bid this work out.
7. **Other Business Update/Approval:** The committee discussed the need to replace the sidewalks and curbs around the Historic Courthouse. This issue will be brought up with the City of Hillsboro to see if they will partner with the county for the replacement.
8. **Public Comments:** None

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

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

Meeting adjourned at 9:00 am

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

# Montgomery County Board

## Economic Development Committee Meeting Minutes

**Date:** Tuesday, November 4<sup>th</sup>, 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

The committee met today to discuss the following:

1. **MCEDC Update/Approval:**
  - Revolving Loan Fund Update/Approval: Everything is OK
2. **Tourism Update/Approval:** Yeske reported the last tourism video of the Witt Winery is complete and will be put on line.
3. **Eagle Zinc Cleanup Update/Approval:** Yeske shared an email she received from the EPA project leader working on the Eagle Zinc cleanup project. There have been 85,619 person hours spent on the cleanup project. EPA hired contractor Cabrerra and they employed four people from Montgomery County. McCammack stated a few local contractors and their employees also worked on the project.
4. **West Central Development Update/Approval:** Nothing new to report at this time.
5. **CEDS Document Update/Approval:** The committee discussed the proposal with U of I Extension and Jersey County Economic Development to complete the Regional CEDS document for EDA grants.
6. **Intergovernmental Participation Agreement between the Counties of Calhoun, Christian, Greene, Jersey, Macoupin and Montgomery and Jerseyville Economic Development Council, Inc. Update/Approval:** The U of I Extension has been contracted to complete the Regal CEDS document for a total cost of \$11,500 that will be divided by the participating counties. Montgomery County's portion is \$1,916.67 as outlined in the Intergovernmental Agreement. **Motion by McCammack and second by Robinson to recommend the Participation Intergovernmental Agreement between the Counties of Calhoun, Christian, Greene, Jersey, Macoupin and Montgomery and Jerseyville Economic Development Council, Inc. All in favor, motion carried.**
7. **Appointment to the Regional CEDS Committee Update/Approval:** Yeske reported Heather Hampton+Knodle will be a representative on the Regional CEDS Committee. **Motion by Deabenderfer and second by Savage to recommend the appointment of Heather Hampton+Knodle to the Regional CEDS Committee to represent Montgomery County. All in favor, motion carried.**
8. **Planning Commission Update/Approval:** Deabenderfer reported the Planning Commission discussed the Wind Farm Ordinance and no recommendation came forward at this time.
9. **Other Business Update/Approval:** Yeske reported she attend an Illinois Association of County Board Members meeting in Jacksonville and she spoke with another county official regarding the revenues they received from wind farms they have in their county. Savage reported on the IDOT Route 66 Prairie Project has been taking place on the Frontage Road north of the weigh station on I-55. Savage stated a 300 yard long walkway was placed and a parking lot will be constructed for tour busses and cars to be able to observe the prairie grass species. A sign will be placed there when the work is complete. Savage reported Belusko has been apprised of this project over the past year. The Natural Guardian members comprised of Dave Rahe, Henry Eilers, and Ken Schall were very instrumental in applying for the IDOT Roadside Habitat project.
10. **Public Comments Update/Approval:** None

There are no bills this month.

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

Meeting was adjourned at 6:10 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: 11/4/19 Time: 4:00pm**  
**EMA Office, 120 N Main St, Hillsboro, IL**

**EMA Board Member Roll Call:** Chair – Bill Bergen, Vice Chair – Chuck Graden, Connie Beck, Jeremy Jones, Richard Wendel, Tim Fogle

**Others Present:** Ron Deabenderfer, Donna Yeske, Megan Beeler and Sherry Greenwood

### **A. Ambulance Billing**

- a. Monthly Reports – The Committee reviewed and discussed the Ambulance Accounts Receivable and Aging Reports.

### **B. EMA Old Business**

- a. None

### **C. EMA New Business**

- a. EMA/911 Meetings/Responses/Training

10/1/19: Warning Siren & Starcom Testing: Fillmore and Taylor Springs applied for and received used warning sirens from Fairview Heights. Nimmo reported the municipalities of Ohlman, Walshville, Butler, Panama, Wenonah and Coalton currently do not have any warning sirens. Daniels will follow up with Fairview Heights to see if any others are available.

10/1/19: Student Threat Assessment Class -

10/4/19: LEPC

1. Bylaws/Hazmat Plan Annual Review were approved by the LEPC
2. Community Risk Committee (CRC) was designed through the fire departments looking at public safety and trauma. Looking at the risk for them. Address other areas like opioids. Hospitals, ministries, public health, fire, EMS, law enforcement, Schools are all involved.
  - a. Safe School Hotline Technology will be developed with a cost of \$3,200 for the entire county for grades K-12 on a 24 hour basis. Received the money from the 708 Board.
  - b. Handle With Care is designed for law enforcement in the schools. The school districts are on board. This program is very highly recommend and is a solid program.
  - c. Safe Passage Program – Nimmo reported he is working with this program to help the schools.

- ii. 10/5-6/19: IL Search & Rescue Conference

- iii. 10/18/19: Panhandle School District Active Shooter Drill – Nimmo participated in the drill.

- iv. 10/22/19: IMT Team Training was held at the Springfield Fire Department.

- v. 10/23/19: EMA Leadership/Full Team Meeting

- vi. 10/24/19: Taylorville School District Active Shooter Active Shooter TTX

- vii. 10/25/19: Fracture Prairie Exercise

- b. Nokomis School District Active Shooter TTX/Full Scale Exercise Planning- Nimmo will be participating in this upcoming exercise.
- c. Montgomery/Christian Co EMA Services Consolidation Intergovernmental Agreement – Nimmo reported both EMA departments for Christian and Montgomery Counties have had a strong relationship for many years. Mike Kruse, the part time EMA Director retired which left a position open in Christian County. Christian County approached Nimmo about consolidating the Christian County and Montgomery County EMA's. Nimmo shared information about the agreement between the two counties, the job description and the proposed budget. \$10,428 savings to EMA. Christian County would be the primary

employer and cover the health insurance and IMRF. Nimmo will continue to work on the 911 consolidation and he would like to be appointed to the 911 Board once we consolidate. The time split between the counties would be 3 days in Christian County and 2 days in Montgomery County one week and then switch the next week. Beeler stated the Personnel Committee voted to recommend this proposal to the Full Board because Nimmo would like this position that deals with one job and one focus. Deabenderfer stated the Personnel Committee voted to recommend the consolidation between the two County EMA departments. Yeske stated this is a win, win situation for Christian and Montgomery Counties and Nimmo really wants to do this. Nimmo explained the process for getting a 911 address. The request comes to the SOA Office and is then forwarded to the Highway Department to see if the property is in the flood plan. It then goes to the Health Department for the sewer and septic signed off on and then it goes to 911 for the address. There is a lag time between the departments the property owner gets anxious. **Motion by Graden and second by Wendel to recommend to the full board to accept the EMA proposal for consolidation. All in favor, motion carried.**

**Motion by Beck and second by Wendel to recommend the Two Year Intergovernmental Agreement to the full board with Christian County for EMA Consolidation. All in favor, motion carried.**

**D. Executive Session:** *(not needed)*

**E. Pay EMA and Ambulance Bills:** Motion by Jones and second by Beck. All in favor, motion carried.

**F. Open Discussion:**

**G. Adjourn:** Motion by Fogle and second by Jones to adjourn. All in favor, motion carried. Time: 5:17 pm

# Montgomery County Board

## Finance Committee Minutes

**Date:** Wednesday, November 6th, 2019

**Time:** 3:30 pm - County Board Room

**Members Present:** Megan Beeler, Jim Moore, Earlene Robinson, and Bob Sneed

**Members Absent:** Kirby Furness, David Loucks, Chairman Evan Young. Tim Fogle also attended.

**Others Present:** Ray Durston, Sandy Leitheiser, Greg Nimmo, Rick Robbins, Banee Ulrici, Cody Greenwood, Nikki Lohman and Aimee Shelton

### The Committee

1. **SOA Report Update/Approval:** Ray Durston stated the Board of Review has received 15 complaints and about 50 complaints packets have been given out. The Assessor changes have been entered and they are working on balancing the Tentative abstract and calculating township factors. Durston reported GIS has finished up work on the Road Atlas and has given a draft to EMA for review. The City of Litchfield received their biannual GIS update and a plat act division guideline document has been created for parcel splits. Durston also reported he has been working on assessment information regarding the VISTRA power plant shut down.
2. **Capital Improvement Fund Reports Update/Approval:** No coal payments in September and one payment in October for about \$17,000. One CD this month. The September CD was renewed.
3. **County Property and Casualty Insurance renewal Update/Approval:** Eric Braasch.
  - VAC medical assistance devices: The committee reviewed and discussed a letter from Dave Strowmatt regarding the medical assistance devices at the VAC Office and he will correspond with Scheller Insurance regarding any county liability. If there are liability issues, the equipment will be offered as surplus property.
  - Committee reviewed the proposal from Eric Braasch for the County Property and Casualty Insurance Renewal. Braasch will attend the Full Board meeting to answer any questions.
4. **FY 2020 Budget Update/Approval:** The committee discussed recent changes to the draft of the FY 2020 that was presented to the full board last month. Greenwood said that County MFT and Township MFT increased per info from the State. The changes in Highway funds 230 and 240 reflect the allotments for an annual average. Greenwood reported expenses were increased to reflect the additional revenues in MFT. Beeler stated the changes in since last month are highlighted in "yellow". **Motion by Sneed and second by Robinson to recommend the approval of the FY 2020 Budget as presented with the changes. All in favor, motion carried.**
5. **EMA Christian and Montgomery County Consolidation:** Nimmo shared the proposal between Montgomery County and Christian County to consolidate EMA services. Nimmo reported the program savings is \$5,100 and if the EMA committee would be eliminated it would save a total of about \$10,000 in the general fund. Nimmo shared information with job descriptions, flow charts and budget information. Christian County has already approved of the consolidation. Nimmo reported upper level EMA recourses would be consolidated and he would be an employee of Christian County and they will pay the benefits. The committee reviewed the two year agreement. Beeler stated this proposal has been reviewed by three committees to ensure the approval. Christian County will be processing all the vouchers. We will not process ETSB vouchers after the consolidation with Christian County next year. The County EMA truck will serve as a backup to the primary Christian County EMA Vehicle. **Motion by Moore and second by Robinson to enter into the EMA Office consolidation agreement with Christian County as of December 1<sup>st</sup>, 2019.** FULL BOARD will get a copy of the intergovernmental agreement. **All in favor, motion carried.**

The committee discussed concerns and complaints of delays regarding the 911 addressing.

6. **FY 2020 Budget Resolutions Update/Approval:** The full board will review and approve.
7. **Probation Department Part Time and Pre-Trial Positions Update/Approval:** Chief Probation Officer Bancee Ulrici reported she received permission from the Chief Judge to hire a part time person that will be paid from the Probation Service Fees. Ulrici also reported she is interviewing for the Pre Trial employee.
8. **ETSB Contract and Dispatching Services Update/Approval:** Nothing new to report at this time.
9. **Recycling Staffing and Funding Update/Approval:** Beeler stated there will not be a severance offered to the recycling staff once the program ends on November 30<sup>th</sup>, 2019.
10. **IMRF for Elected Officials Update/Approval:** The committee discussed the new law that takes effect January 1<sup>st</sup>, 2019. Board Members receiving an IMRF pension will not be able to be compensated for serving on the board.
11. **Finance/Budget Control Policies and Procedures Update/Approval:** No further updates.
12. **Class Action Notice for Opioid Litigation Update/Approval:** Beeler reported the States Attorney is working on this issue and asked for this to be put on the Coordinating Agenda.
13. **A Resolution Committing Certain County Revenues to Specified Expenditures Update/Approval:** Beeler stated a meeting will be set up with Rick Gratz of KEB to discuss these resolutions after the budget is passed.
14. **Executive Session to discuss Personnel Update/Approval:** Motion by Moore and second by Sneed to enter into executive session for Personnel Issues. All in favor, motion carried. Motion by Moore and second by Sneed to come out of executive session. All in favor, motion carried. No action was taken.
15. **Other Business Update/Approval:** None
16. **Public Comments Update/Approval:** None

Motion by Robinson and second by Moore to pay bills and approve payroll. All 7 in favor, motion carried

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

Meeting adjourned at 5:45 PM. The summaries of minutes were respectfully submitted by acting secretary Chris Daniels, as Deputized by Montgomery County Clerk/Recorder Sandy Leitheiser.

# Montgomery County Board

## HWE Committee Meeting Minutes

**Date:** Tuesday, November 5th, 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:** Sandy Leitheiser, Bill Gonet, Amanda Daniels and Brian Demming

The committee met today to discuss the following:

1. **Elections Update/Approval:** Clerk Leitheiser reported the filing period is from Monday, November 25 to Monday, December 2<sup>nd</sup>, 2019. Packets are available in the Clerk's Office for Precinct committee people, County Board Members, Coroner, Circuit Clerk and Sates Attorney races. SB 2970 that allows high school students a two hour window to leave school in order to vote, passed the House and Senate and will go the Governor's Office. SB 1863 establishes a PILOT program to vote by mail automatically. Leitheiser reported there were 628 applications requested to vote by mail ballot last year.
2. **EPA Report Update/Approval:** Gonet reported we received the state quarterly grant reimbursement check today. Gonet stated he will train someone on the EPA grant paperwork and the State EPA will certify the new person when he retires.
3. **Recycling Program and Events Update/Approval:**  
DC Waste Proposal – Brian Demming reported he went and visited the co-mingled company. Hughes asked if residents in the rural areas can get together to recycle and Demming replied not at this time because they need to set up their logistics in the towns first. Demming reported there is a lot of interest for curbside recycling in Nokomis and Raymond and they have had about 150 people county-wide pre-register for the curbside service. They need to see if they can get it done in one day to maximize productivity. Demming stated they will store the recycling co-mingled materials and it to Pekin or Bloomington. DC Waste will charge \$13.00 per month for a 65 gallon toters picked up twice a month. The material will be picked up in a 25 yard garbage truck and go to a co-mingled recycling facility. Demming stated he could use the baler and is willing to discuss with the committee. Beeler stated we need to check with States Attorney regarding the ability to lease out/sell the equipment, buildings and car ports located in the municipalities.
4. **Animal Control Facility Program Update/Approval:** Daniels will report
  - Municipal Contracts – A/C Officer Daniels reported Witt & Nokomis have signed their municipal contracts. The committee discussed county animal control services responding if a municipality has or doesn't have its own animal control ordinance. Beeler stated we need more information from the States Attorney's Office regarding a county employee not having the authority or jurisdiction within the municipality when they have an ordinance.
5. **Session for Personnel Update/Approval:** Motion by Wendel and second by Johnson to enter into executive session to discuss Personnel. All in favor, motion carried. Time: 4:30 pm. Roll call was taken. Motion by Wendel and second by Savage to come out of executive session. All in favor, motion carried. Time: 4:47 pm. No action was taken.
6. **Other Business Update/Approval:** None
7. **Public Comments:** None

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

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

Meeting adjourned 5:00 pm. Minutes respectfully submitted by acting secretary Chris Daniels as Deputized by the Montgomery County Clerk and Recorder, Sandy Leitheiser.

# Montgomery County Board Personnel Committee Minutes

**Date:** Thursday, October 24<sup>th</sup>, 2019

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

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

**Members Absent:** Bill Bergen and Sandra Johnson

**Others Present:** Sandy Leitheiser, Nikki Lohman, Tony Johnston, Amanda Mast, Ray Durston, Rick Robbins and Tim Guare.

The committee met to discuss the following:

1. **Employee Health Insurance Update/Approval:** Amanda Mast reported open enrollment will take place starting next Thursday. There are six – 2 hour sessions scheduled in three days at the various buildings and the completed paperwork must be returned to the Treasurer's Office by November 15<sup>th</sup>, 2019. Amanda Mast reported they are creating a benefit booklet this year for the employees. HRA Report: Amanda Mast reported we are currently at 8.53% utilization on the HRA and last month it was at 7.15% utilization.
2. **Employee Personnel Manual Update/Approval:** The committee discussed the proposed cyber security and internet policies that were given to the full board last month for review. Leitheiser stated the board needs something in writing as soon as possible for the employees to read and sign off on because of the upcoming election cycle. Leitheiser shared an email from Eric Braasch of Scheller Insurance endorsing the proposed cyber security and internet policy. **Motion by Donna Yeske and second by Megan Beeler to recommend the approval of the Employee Cybersecurity and Cyber Hygiene Policies Compliance Agreement. All in favor, motion carried.**
3. **Employee Drug Policy Update/Approval:** We will contact IPMG for a revised employee drug policy that addresses the new laws regarding cannabis.
4. **2020 Holiday Schedule Update/Approval:** The committee reviewed a draft of the 2020 Holiday Schedule list. **Motion by Megan Beeler and second by Ron Deabenderfer to recommend the approval of the 2020 Holiday Schedule. All in favor, motion carried.**
5. **Recycling Facility Closure/Staffing Update/Approval:** The committee discussed some concerns that were received regarding the closure of the county recycling program. Furness stated it is a financial problem with the closure of the power plant and the coal mine is not producing much coal. Another question posed was if the county considered charging a fee to recycle and Beeler replied that as a government, it is hard to charge a fee for recycling.
6. **Local 148, Circuit Clerk and Local 397, for the SOA, States Attorney, & Ambulance Billing Offices Update/Approval:** No update at this time.
7. **Executive Session to Discuss Personnel/Litigation/Property Acquisition Update/Approval:** **Motion by Megan Beeler and second by Ron Deabenderfer to enter into executive session to discuss Personnel. All in favor, motion carried. Time - 5:35 pm.**  
**Motion by Beeler and second by Yeske to come out of executive session. All in favor, motion carried. Time – 7:05 pm.** **Motion by Deabenderfer and second by Yeske to recommend the proposal to consolidate Christian and Montgomery County EMA Director and services effective December 1<sup>st</sup>, 2019. All in favor, motion carried.**
8. **Other Business Update/Approval:** None at this time.

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

Meeting adjourned at 7:10 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 Agenda

**Date:** Thursday, November 7<sup>th</sup>, 2019

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

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

**Members Absent:** Jim Moore and Evan Young

**Other Present:** County Engineer Cody Greenwood

1. **Sale of Surplus Equipment Update/Approval:** Greenwood reported he didn't have time to advertise for the surplus equipment. Greenwood will advertise for a bid opening for the December committee meeting.
2. **Village of Walshville Street Issues Update/Approval:** Greenwood stated he will set up a meeting with Village of Walshville Officials to discuss the options of fixing or re-routing the main road that goes through town.
3. **2020 Bulk Fuel Purchasing Update/Approval:** Greenwood reported he will advertise for the 2020 bulk fuel pricing and bids will be opened at the December committee meeting.
4. **Section 19-18118-00-BR Witt Twp. Seven Sisters Ave. Bridge Replacement Preliminary Engineering Services Update/Approval:** Greenwood reported he received a proposal from Prairie Engineers and will seek a proposal from Hurst-Rosche Engineers for the preliminary engineering work on this project.
5. **Resolution #2019-19, 2020 MFT Resolution Update/Approval:** Greenwood reported resolution #2019-19 is for MFT work for FY 2020. The amount is \$1,126,000 which reflects an additional allotment from the State. The budget has been changed to reflect the increase in revenue and expenses in the MFT fund. **Motion by McCammack and second by Bergen to recommend the approval of Resolution #2019-19, for the MFT funds in the amount of \$1,126,000 for FY 2020. All in favor, motion carried.**
6. **Resolution #2019-20, BLR 09221 – Resolution Appropriating Funds for the Payment of the County Engineer's Salary for 2020 Update/Approval:** Greenwood reported he has not received the revised salary figures from the State yet. This resolution must be approved each year once the state sends out the recommended highway engineer salaries. Under this state program, the state will reimburse 50% of the county highway engineer's salary if the county pays a minimum 95% of the recommend salary established by the state.
7. **New Overhead Doors on Collision Center Update/Approval:** Greenwood stated the new overhead doors are being installed and he received a price of \$8,420 to replace the current glass doors with insulated metal doors. Greenwood stated they will have two ten foot and two sixteen foot doors for a trade.
8. **New Highway Department Property Purchase Update/Approval: Executive Session to discuss Highway Department Property Purchase.** **Motion by Loucks and second by Bishop to enter into executive session to discuss property purchase. All in favor, motion carried. Motion by McCammack and second by Bergen to come out of executive session. Time 9:16 am. All in favor, motion carried. No action was taken.**

**Other Business Update/Approval: None**

**Public Comments Update/Approval: None**

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

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

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