

Montgomery County Board Coordinating Committee Meeting Minutes

Date: Tuesday, June 25th, 2019

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: Bill Schroeder and Sandy Leitheiser

The committee met today to discuss the following:

Coordinating Committee: Evan Young, Board Chairman: June 25th, 2019 at 8:30 am

1. **Information Systems Report Update/Approval:** Curt Watkins reported they had 71 tickets last month and Nick Hall from Litchfield was hired into the IT Department. Watkins stated everything is working well and they will be deploying Windows 10 machines. They will install one from last year and then all the machines needed to deploy for this year. They are also updating some of their back up servers that were out of date. Watkins reported they are updating software products such as the Property tax software, elections software, voter's registration and recording software. Watkins stated they are trying to prep the new Information Services Office in the former Lunch room in the basement of the New Courthouse. Watkins reported Consolidated and ICN are installed in the buildings. CTI gave some configurations so that ICN can set up the redundancy pieces. ICN will then install the router and then 10 days later we will convert over to CTI. Watkins stated they are still working with 911 upgrades which will be huge. Kick off meeting was held and a considerable amount of work needs to be done. Watkins stated they are working with Sheriff to strengthen the fiber connectivity to the Sheriff's Office and the phone system upgrades are still in the process but on hold for now because of time constraints. Watkins stated he has a company coming to bid the project to see how much money it will be. This will run fiber from the Sheriff's Office to the IS office in the basement of the New Courthouse. Right now the fiber goes to the mail room and there are some cooling issues there so the 911 server will not be located there. Watkins reported we have had some issues when using larger band widths so we need to make sure the new fiber will run 10 gig or more. On Cyber Security updates, Watkins stated we are still doing the training and most employees are participating. There is one training offered each month and some are behind on taking the training. Watkins reported he has been looking at different software for doing the cyber training because the cost went up on the current software we use. The new software has a lot more services like installing the employee manual that we can use. The election voter data base would be paid for by the election grant money. Leitheiser stated we already got \$16,000 and we will be allotted another \$3,500. Watkins reported they made some quick changes for critical issues from the DHS evaluation, and now they are going back to re-visit some of the issues. Watkins stated he feels good about where the office is at and things are going well with the additional help. Outlets will be installed in the new IS Office and they can move in next week. The CTI fiber is in place and we are not using services at this time.
2. **Census update:** Clerk Leitheiser reported that she and Evan Young met with a Census Bureau Representative to talk about establishing a program to get the best possible count for the 2020 Census. They are in the recruitment phase for the census workers and elected officials can't be employees of the census bureau. Leitheiser stated there are 11 to 12 questions on the census form and the citizenship question is in the Supreme Court for a ruling. Questions include: Number of people in the household as of April 1, 2020. Phone number, name, gender, date of birth, ethnic origin, live somewhere else and relationship to people in your household. They will count the inmates at the prison. The prison sets in East Fork and Hillsboro Townships. In 2010 they got the township part wrong on the census. Leitheiser called the Warden yesterday to discuss the population. The population varies at the prison between 1,880 to 1,950. The jail detainees on April 1st, 2020 will be counted. Young stated there is a program

called ROME and we had a 16% non-response rate and if we can get that rate up, we can get our population up for tax funding. Leitheiser stated they are recruiting employees and asked if we can set something up in the boardroom like at the last census to let people use the WiFi to apply online. The County reapportionment resolution would be June of 2021. Beeler asked about the process to reapportion the county board. We can use GIS and use ROME software, look at the census tracks within the current county board districts to see where the population has gained or decreased. Use GIS to determine which population in a tract is in that district. It is a public process and the States Attorney is involved. Look at what areas of the county gained or lost population.

3. **WCDC Meeting Update/Approval:** Some issues that Evan can't talk about. Beeler stated she put a zero in the WCDC line item for FY 2020. Our membership is based on a CEDS document and they don't have the ability to make one.
4. **Other Business Update/Approval:** Young stated that someone came up to him and Miles at church and thanked them for not raising the county taxes.

Personnel Committee: Kirby Furness, Chairman - Thursday, June 25th, 2019, at 5:00 PM

1. **Sheriff's Office Personnel Update/Approval:** Sheriff Robbins reported they are currently short two correctional officers and are working with just four. Deputies are being utilized to fill in and he has talked with both unions. One correctional officer will start today and then go to five week academy training. They are testing for an additional correctional officer. Another Correctional officer announced his retirement and will stay until someone can be found. Robbin reported the Admin Assist #2 has been posted and the orientation will be held on July 3rd, 2019. All deputies have been hired and are being trained and two Telecommunicators have been hired and are in training. Beeler asked what it would take to train the Admin employee to do matron duties in case the ESTB pulls out. Robbins stated that if they do other union duties, they will get more money. Robbins stated the job description would change and they would need to work out things with the union. Robbins stated the admin position will relieve some of the non-radio related work by answering phone calls and the new position would work Tuesday to Saturday so they can do visitation on Saturdays. Robbins stated the new admin person would be doing a lot of data entry and cross train on Jamie's job for she is not here.
2. **Employee Health Insurance Update/Approval:** The committee will discuss.
 - Monthly HRA report. The committee will review the report from CIBC.
3. **Information Systems Staffing Update/Approval:** Curt reported during the Coordinating Committee.
4. **Employee Personnel Manual Update/Approval:** 8 to 12 weeks out per Kyle Shell of IPMG
5. **Executive Session to Discuss Personnel/Litigation/Property Acquisition Update/Approval:** If needed
6. **Other Business Update/Approval:** None

Finance Committee: Megan Beeler, Chairman - Wednesday, July 3rd, at 3:00 PM

1. **SOA Report Update/Approval:**
2. **Capital Improvement Fund Reports Update/Approval:** Got an \$8,000 check for coal royalties.
3. **FY 2020 Budget Hearing Dates Update/Approval:** July 15th, and 17th at 8:00 am. Holly is coming on July 3rd to give her budget along with the ETSB board.
4. **Recycling Funding Update/Approval:** The committee will discuss. Young stated that he talked to the mayor the other night and one said to do a special district for property taxes. This would be an advisory question. One said to put on the trash bills of everyone in the county. Need to look at this legally. Beeler stated they are looking at option to fund the recycling program.
5. **Finance/Budget Control Policies and Procedures Update/Approval:** No updates at this time.
6. **911/ETSB Contract Update/Approval:** Beeler stated ETSB will be coming to the Finance Committee meeting at 4:00 pm.

7. **A Resolution Committing Certain County Revenues to Specified Expenditures Update/Approval:** Email from KEB. Beeler stated they are waiting for clarification.
8. **Change the August Finance Committee Meeting Date due to Old Settlers Update/Approval:** Suggest Monday, August 12th, 2019 at 8:30 am.
9. **Convey Deed for Parcel 03-21-453-005 in Pitman Township to Kane A.M. Hobson Update/Approval:** The committee will discuss.
10. **Circuit Clerk Budget Update/Approval:** Will be presented at the July Meeting.
11. **Executive Session for Personnel/Litigation/Property Acquisition Update/Approval: (if needed)**
12. **Other Business Update/Approval:** None

Building & Grounds Committee: Bob Sneed, Chairman - Friday, July 9th, at 8:30 AM

1. **Smart Watt Energy Survey Audit Update/Approval:** Sneed reported that Smart Watt installed some test monitors in the New Courthouse. Windows and weather stripping has been done at all the county buildings. They will work on the HVAC issues next. Sneed reported will be about a 20% decrease in the utility bills.
2. **AMEREN Easement Update/Approval:** Young reported he had Wes Spears check out the legal description and there are some issues to discuss with the Ameren Representatives at a meeting tomorrow morning. Young stated they need to discuss different issues in the working of the easement as well.
3. **Executive Session to Discuss Litigation/Contractual Negotiations Update/Approval:** (if needed)
4. **Maintenance and Cleaning Issues and Report Update/Approval:** Sneed reported the cleaning service cleaned and stripped the hallway of the basement floor in the New Courthouse. Brown purchased a push lawnmower. Communication issues with Custodians.
5. **Sound System for Board Room Update/Approval:** Committee will discuss.
6. **Surplus Property Update/Approval:** Mark Brown will need to get with Bane to schedule some community service to get the surplus items moved.
7. **Other Business Update/Approval:** None

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

1. **MCEDC Update/Approval:**
 - Revolving Loan Fund Update/Approval: Yeske reported it is going OK>
 - CEO Program Update/Approval: Belusko will report
 - Broadband/Fiber Project Update/Approval: Various communities are working on the goal signups for fiber services with CTI. Coffeen has met their goal. Yeske reported Fillmore needs 9 signups, Irving needs 24, Litchfield needs 277 and Raymond and Witt need 45 signups each.
2. **Tourism Update/Approval:** Review applications the next meeting.
3. **Eagle Zinc Cleanup Update/Approval:** Young reported they will start moving dirt again when the ground dries up.
4. **Enterprise Zone Update/Approval:** The committee will discuss.
5. **West Central Development Update/Approval:** No update at this time.
6. **Other Business Update/Approval:** Beeler stated the WCDC will come to their committee for review.

E.M.A./Ambulance Committee: Bill Bergen, Chairman - Monday, July 1st, 2019, at 4:00 PM

1. **EMA Report Update/Approval:** Greg Nimmo will report. Nimmo injured his foot at the two people fatality accident on I-55 near Farmersville. X-rays showed that it was not broken.
2. **Ambulance Billing Office Update/Approval:** Greenwood will report. Ambulance Contracts were delayed because they had to wait for the tax levy on what will be put on the contracts. After discussion, they will eliminate the levy dollar amount and the States Attorney agreed. The committee will also discuss doing the contract for two years in order to catch up.
3. **911/ETSB Board Meeting Update/Approval:** Bergen reported the 911/ETSB presented a contract and

it will need to be analyzed by the Finance Committee.

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

HWE Committee: Chuck Graden, Chairman - Tuesday, July 2nd, 2019, at 4:00 PM

1. **Elections Update/Approval:** Clerk Leitheiser will give an update. Leitheiser stated that July 1st, 2019 voter registration will start at the DMV offices.
2. **EPA Report Update/Approval:** Gonet will report. Graden stated that Gonet will retire in February of 2020 and they need to hire for the position.
 - Tire Facility Inspections for IL EPA. Young stated that IL EPA has offered to pay the county \$500 for tire inspections at all the county tire installation facilities. Gonet will be meeting with IL EPA this Friday to discuss the terms of how the inspections will be compensated. If the payment covers each inspection or if the offer covers all the inspections for each facility because there could be multiple follow ups.
3. **Recycling Program and Events Update/Approval:** Young reported FAYCO recycling program will be closing as of July 31st, 2019 and they will be selling their collection materials. Mike Hand will go and look at the items to see what we could be interested in.
4. **Animal Control Facility Program Update/Approval:**
 - Municipal Contracts will be discussed in August after the budgets. Beeler stated this year's budget will be way out of whack because we budgeted for Municipal monies this year.
5. **Executive Session for Personnel/Litigation/Property Acquisition Update/Approval:** (if needed)
6. **Other Business Update/Approval:** None

Road & Bridge Committee: Gene Miles, Chairman – Thursday, July 2nd, 2019, at 8:30 AM

1. **Highway Department Building Improvements/Property Acquisition Update/Approval:**
2. **Surplus Property – Paint Booths Update/Approval:** Miles reported the ad was put in the newspaper and the committee will open the bids at their July committee meeting.
3. **Executive Session to Discuss Personnel/Litigation/Contractual/Property Acquisition Update/Approval:** Not at this time.
4. **Other Business Update/Approval:** None

Public Comments: Mr. Schroeder asked who will be responsible for maintaining the brush on the Ameren pipeline and Young responded that we will be able to farm right over it. Schroeder asked about the re-districting after the census and if the lines will be re-drawn and if the voter get to have a say. Young stated we will wait for the results of the census and the county board will need to approve a resolution to reform the districts. It will be January or February 2021 where public meetings will be held to discuss any changes in the districts. The Board would need to decide how many board members per district. The resolution in June 14, 2011 does address the number of county board members, number of districts, per diem and compensation of county board members. Schroeder also reported that the Pond Creed Mine in Williamson County Illinois, will be dumping 2.5 to 3.5 million gallons of Chloride / Sulfate contaminated water per day into the Big Muddy River that flows to the Mississippi. The federal office of Mines and Minerals and EPA is also involved.

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

Meeting adjourned at 10:10 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

Buildings & Grounds Meeting Agenda

Date: Friday, July 5th, 2019

Time: 8:30 AM – County Board Room

Members Present: Bob Sneed, Chuck Graden, Dennis McCammack, Gene Miles, Richard Wendel

Members Absent: Glenn Bishop, Jeremy Jones and Evan Young

Others Present:

The committee met today to discuss the following:

1. **Smart Watt Energy Project Update/Approval:** Sneed reported he met with Smart Watt Project leader to inspect the work they have completed so far. The windows have all been caulked and weather strips have been installed on the doors in all the county buildings.
2. **AMEREN Easement Update/Approval:** Sneed reported Chairman Young has met with the AMEREN representatives again regarding a change in the easement. The easement that was approved at the full board has been signed and Chairman Young is negotiating an additional easement request for the AMEREN pipeline. Young will give board members and update at the Full Board meeting on Tuesday during executive session.
3. **Executive Session for Easement/Property Discussion/Approval:** Not needed
4. **Maintenance and Cleaning Issues and Report Update/Approval:** Sneed reported he has not heard of any maintenance or cleaning issues and the carpet cleaning at the New Courthouse continues.
5. **Sound System for Board Room Update/Approval:** Sneed reported he brought in an amp and speaker to see if it would address the sound issues in the county board room. Sneed tested the additional equipment and the committee felt this was what is needed. McCammack will look into getting prices on similar equipment and present the information at the next regular meeting.
6. **County Surplus Property Sale Update/Approval:** Coordinator Daniels reported that Mark Brown will use the county maintenance vehicle to pull the county lawn trailer to move the surplus items down to the shed at the new highway department building. Daniels contacted the Probation Office for community service helpers and Rice Phillips on vacation this week. Brown will work with Probation on scheduling the helpers and get a key for the shed from Engineer Cody Greenwood.
7. **Other Business Update/Approval:** None
8. **Public Comments:** None

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

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

Meeting adjourned at 9:10 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: Monday, July 1st, 2019

Time: 5:30 pm – County Board Room

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

Members Absent:

Others Present: Sandy Leitheiser

The committee met today to discuss the following:

1. **MCEDC Update/Approval:** Yeske reported Belusko could not be here tonight but left information regarding the Revolving Loan Fund. There is one loan that is down to \$3,800 balance for interest being paid to the bank and the rest will be to pay the County off. This balance is due to some confusion during the sale of the business. Another loan had two payments made in June and the balance is \$43,124.
 - CEO Program Update/Approval: Yeske stated there is nothing to report at this time.
 - Broadband/Fiber Project Update/Approval: Yeske stated CTI continues installing fiber in Hillsboro. The update on the signups are: Coffeen met their number, Fillmore needs 5 more sign ups, Irving needs 23, Litchfield needs 251, Raymond needs 44 and Witt needs 6.
2. **Tourism Update/Approval:** Yeske stated she will check the status on the completion of the tourism videos and thinks one is close to being done.
3. **Eagle Zinc Cleanup Update/Approval:** They are moving top soil from Route 185 near the prison and taking it to the Eagle Zinc site. McCammack stated there were 25 loads moved this past Saturday.
4. **Enterprise Zone Update/Approval:** Coordinator Daniels reported she received an email from the DCEO stating they have reviewed the 14 applications and all have made it passed the first round. They will now be reviewed by the Governor's five person committee and we should hear something by September 30th, 2019.
5. **West Central Development Update/Approval:** Savage reported WCDC has hired two people to fill the vacancies of the Chief Financial Officer and a Personnel Officer.
6. **Planning Commission Update/Approval:** Ron Deabenderfer stated they met and listened to Health Department Inspector Cyndi Howard regarding septic systems. Evan Young stated the presentation by Howard on the septic systems was very informative. Deabenderfer stated they didn't get a chance to talk about the wind farm ordinance.
7. **FY 2020 Budget Worksheets Update/Approval:** - The committee reviewed budget numbers for the FY2020 budget for office 046, 246 and office 375-046. Yeske will call Pitman Township Road Commissioner Tony Krager regarding the cost to oil and chip the Green Diamond Bike Trail. The committee also discussed budgeting more money for trail maintenance. The committee discussed the tourism fee to MCEDC will go down because it is based on receipts and the full board would have to vote to change the formula to reimburse MCEDC for tourism. We will not be paying money for a membership and the grant money for tourism funding can go up. Beeler stated there is a balance of about \$34,000 in the tourism fund. There is \$12,500 for bike trail maintenance in the general fund and tourism fund. MCEDC was looking at doing two rounds of tourism grant applications for this year. Beeler stated if the money is appropriated it can be spent as long as we don't go over the total budget for that office. Yeske stated we have about \$3,000 left to spend on tourism grants for the fall round. Beeler stated we have paid some of the cost for the tourism videos and MCEDC also has paid some of the cost to produce the videos. The committee discussed and approved doubling the financial aid for the tourism grants. Ron Deabenderfer asked

how the MCEDC organization is doing financially and Yeske and Young replied MCEDC had a meeting a couple of weeks ago and they are doing well.

8. **Other Business Update/Approval:** Leitheiser stated they have talked about the GIS website advertising. Yeske stated the advertising fell through the cracks about five years ago and Beeler suggested checking with John Galer from the Journal News. Yeske has checked with Mike Plunkett who is checking with John Galer. Sandy Leitheiser stated she and Evan Young had a meeting with the Census Bureau and they discussed organizing a Complete County Committee to help get the 2020 Census going. Young stated we could get one committee set up county-wide to be more efficient. We could do an applicant day for people that would want to become part time census takers and have a meeting in the county board room some evening the week of July 22nd, 2019. Elected Officials can't be hired by the Federal Government to count people. Census day is officially on April 1st. 2020 and the inmates at the prison will be counted in Montgomery County. Leitheiser gave the timeline of when the Census will be sending out reminders to complete their census information. McCammack reported we are losing another business and he went and spoke with them to see if there was something the county or city could have done to keep them in business here and they responded no as they are relocating out of state. McCammack stated we should get a packet of information together for small businesses. Yeske stated MCEDC Director Belusko is working on a large packet of information for small county businesses. Beeler stated MCEDC conducts business retention visits and it is difficult to have the time to do these. Savage stated he spoke with a solar panel installing business that is having a tough time dealing with COOP electric companies.

9. **Public Comments Update/Approval:** None

There are no bills this month.

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

Meeting was adjourned at 6:55 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: 7-1-19 Time: 4:00pm
EMA Office, 120 N Main St, Hillsboro, IL

EMA Board Members: Chair – Bill Bergen, Vice Chair – Chuck Graden, Connie Beck, Jeremy Jones and Megan Beeler

Members Absent: Dillon Clerk, Richard Wendel and Evan Young

Others Present: Sherry Greenwood

Ambulance Billing Report Update/Approval:

1. Monthly Report: Committee members reviewed the May monthly report for the number of ambulance calls and the amounts billed and collected.
2. FY 2020 Budget Update/Approval: The committee members reviewed the ambulance billing budget for FY 2020.
3. Ambulance Contracts: The committee discussed the ambulance contracts and the timing of when they are due with their budgets and insurance certificates. Beeler stated the contracts should be on a different time frame as the budgets and insurance certificates so there is enough time to get yearend figures for budgeting purposes.

EMA Old Business Update/Approval:

1. 911 System Update: Nimmo reported a draft of the 911 Agreement went to the Sheriff and Finance Committee and ETSB members will attend the next Finance Committee meeting on July 2nd, 2019 at 4:00 pm to discuss the contract. Nimmo reported planning and logistics for the new 911 equipment is taking place.
2. Mapping Project/GIS: Nimmo reported he continues to work with GIS Technician Kevin Brink on the new 911 maps and this project should be complete in November.
3. IMT Team Training took place on July 2nd, 2019.
4. Hazmat Drill/MCI is scheduled for October 19th, 2019 in Litchfield.
5. County Wide Responder Training Day is scheduled for Saturday, October 5th, 2019.
6. Nimmo reported there is a part ordered for the drone and once it is installed, it should be operational again.

EMA New Business Update/Approval:

1. Nimmo reported the Weather Siren and Starcom testing took place on June 4th, 2019 and everything checked out OK.
2. River/EOC Deployment: Nimmo reported he was deployed to help with flooding issues on June 3rd through June 9th, 2019.
3. Nimmo reported he responded to the Megabus crash on I-55 on June 14th, 2019 and hurt his ankle at the incident.
4. EMA FY 2020 Budget: Nimmo reviewed the FY 2020 EMA budget with committee members.

Open Discussion: Committee members discussed the executive session that took place last month and Beck stated she didn't think the discussion that took place in closed session last month was a reason to go into closed session as it didn't fit under Personnel.

Pay Bills Update/Approval:

Motion by Beck and second by Graden to pay the bills. All in favor, motion carried.

Motion by Jones and second by Beck to adjourn. All in favor, motion carried. Time: 5:30 pm

Montgomery County Board Finance Committee Minutes

Date: Wednesday, July 3rd, 2019

Time: 3:00 PM– County Board Room

Members Present: Megan Beeler, David Loucks, Jim Moore, Earlene Robinson, Bob Sneed and Chairman Evan Young. Bill Bergen

Members Absent: Kirby Furness

Others Present: Sandy Leitheiser, Ray Durston, Rick Robbins, Nikki Lohman and Holly Lemons. ETSB Board is Darrin Beckman, Mandy Sebeschak, Mike Patch, David Beal and Joe Gasparich

The committee met to discuss the following:

1. **SOA Report Update/Approval:** Durston reported the Board of Review began receiving complaints on June 3rd and they have mailed out 20 complaint packets. The SOA office continues to process certificates of error and the SOA office will start entering changes when the assessment books are returned. The GIS office continues to work on Annexation History, 911 & parcel data clean up, plat act reviews and tax parcel maintenance. Durston vouchered for the second flyover payment and final payment will be made on 5/1/20.
2. **Capital Improvement Fund Reports Update/Approval:** Committee members reviewed the Capital Improvement Fund Reports. We received an \$8,000 check for coal royalties.
3. **FY 2020 Budget Hearing Dates Update/Approval:** The FY 2020 budget hearings will take place on July 15th, and 17th at 8:00 am.
4. **Circuit Clerk Budget Update/Approval:** Circuit Clerk Holly Lemons presented her budget requests to the Finance Committee. Changes that were discussed will be made by Treasurer Lohman's Office for the reports that will be submitted before the budget hearings.
5. **FY 2020 Budget Worksheets Update/Approval:** Beeler asked committee members to review their FY 2020 budget worksheets before the budget hearings.
6. **Recycling Funding Update/Approval:** Beeler reported the committee continues to look at other revenue streams to fund recycling including the possibility of creating a special service area district. The Committee also discussed putting an advisory question on the spring primary election to ask voters about funding the recycling program. Another option is to put a fee on county-wide trash bills.
7. **Finance/Budget Control Policies and Procedures Update/Approval:** No updates at this time.
8. **911/ETSB Contract Update/Approval:** The Finance Committee and ETSB/911 Board met at 4:00 pm to go over Draft 1.7 for the Intergovernmental Agreement for Centralized Emergency Dispatch Center. Some of the items that were put in this agreement years ago that don't apply now will be eliminated. For the financial aspect and budgeting purposes, Beeler stated the county has been absorbing costs like utilities, phone, internet, property liability insurance, payroll and IT services, vouchering and insurance cost should be figured out and an operational fee should be charged to ETSB. A lengthy discussion took place on the percentage of costs and how to divided the financial responsibilities of the County and ETSB. Beeler asks for a 9% operational fee because this is what the ambulance districts pay. Gasparich stated ETSB pays for a lot of costs to provide services for county constituents and employees and feels that 9% operational fee is extensive and when they worked on their budget, they didn't know they were going to be asked for 9% operational fees and feels this will hurt their budget. Gasparich asked for a breakdown of what the operation fees consists of and it will be taken back to the ETSB board. Beeler stated this is 9% of the total salaries for the dispatchers. Nimmo stated the county is paying 10% of the new software and ETSB is paying for the new hardware and the total project cost is about \$1.2 million and the county is paying \$150,000. Gasparich stated they can't upgrade 911 equipment in the future on a zero yearly balance and want to put enough money away each year to upgrade the system again in five years. Gasparich stated they would like to be able to put \$100,000 in the bank each year for future upgrades. Gasparich stated the dispatchers do 60% of their work for the Sheriff's Department and about 40% for the 911 dispatching. Gasparich stated 911 is purchasing the new equipment and the equipment owner is Montgomery

County used for the purpose of dispatching. Contract revisions discussed will be made by Greg Nimmo and Draft 1.8 will be submitted for review. Robinson stated she understands the administrative fees and asked if the Sheriff's Dispatching and ETSB Dispatching were separate entities, would the county have to purchase its own new equipment to be able to dispatch. The Sheriff's Department would have to upgrade their equipment to run the doors, radios in the Sheriff's vehicles and would cost the Sheriff's Department several thousand dollars. Gasparich stated they dispatch for the Sheriff's Office and Coroner and other county entities and are always going to support county services. Robinson stated the county would benefit by what the ETSB board is proposing. Beckman stated the 911 board made the decision to keep the dispatching services here so it didn't cost the county a few hundred thousand dollars per year. Beeler stated the committee will ask for 41% with a 9% operational fee. Nimmo stated they may need to look at charging a fee for work that the dispatchers do. Leitheiser stated there are county offices that are paying for things out of their fee funds to help the general fund. This information will be taken back to the ETSB board at their meeting on July 18th, 2019 meeting. The Finance committee will meet again on August 12th, 2019. Beeler stated she wants a multiyear contract instead of a one year contract or she wants a payback clause for construction costs if this will be a one year contract.

9. **A Resolution Committing Certain County Revenues to Specified Expenditures Update/Approval:** Email from KEB. Beeler stated they are waiting for clarification on this resolution.
10. **Change the August Finance Committee Meeting Date due to Old Settlers Update/Approval:** The committee discussed changing the August Finance Committee meeting date due to the Old Settlers Celebration activities on the regular meeting date. **Motion by Robinson and second by Moore to change the Finance Committee meeting date to Monday, August 12th, 2019 at 8:30 am. All in favor, motion carried.**
11. **Convey Deed for Parcel 03-21-453-005 in Pitman Township to Kane A.M. Hobson Update/Approval:** Motion by Sneed and second by Loucks to convey deed for Parcel ID 03-21-453-005 in Pitman Township to Kane A.M. Hobson. All in favor, motion carried.
12. **Executive Session for Personnel/Litigation/Property Acquisition Update/Approval:(not needed)**
13. **Other Business Update/Approval:** Leitheiser reported she received a letter from States Attorney Hitchings regarding two ordinances for the Hillsboro Public Library to incorporate the whole Hillsboro School District in their taxing area. Lohman stated they are getting ready to do the first distribution of taxes the first part of next week and they have received about \$150,000 in real estate taxes have been received by the new on line payment service.
14. **Public Comments Update:** None

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

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

Meeting adjourned at 7:00 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, July 2nd, 2019

Time: 4:00 PM – County Board Room

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

Members Absent: Richard Wendel and Evan Young

Others Present: Sandy Leitheiser, Mike Hand, Bill Gonet and Amanda Daniels

The committee met today to discuss the following:

1. **Elections Update/Approval:** Clerk Leitheiser informed the committee that Automatic Voter Registration is now in place at Illinois Secretary of State's facilities and she has been told her office's voter registration duties will drastically increase as a result. She also informed them she will be attending Cybersecurity training on Wednesday, July 10th in Springfield as required by the Illinois State Board of Elections.
2. **EPA Report Update/Approval:** Gonet reported he had a meeting with IL EPA last week regarding conducting tire facility inspections. These inspections are done every five years for each registered tire facility in Montgomery County. Gonet stated he learned in the meeting there are six registered tire facilities in Montgomery County and the State is willing to reimburse the county \$500 per facility. Gonet stated he was told it would take about ten hours for each inspection this was not enough money if you have to do all the paperwork, check the licensed haulers etc. and conduct follow up inspections as required. **Motion by Beck and second by Hughes not to do the IL EPA tire facility inspections. All in favor, motion carried.** Gonet talked about hiring and training an EPA Inspector. Gonet reported the State will train someone once he retires on February 28th, 2020. The new employee will train with EPA. The committee discussed posting the position and hiring someone in January. The job can be posted in November, interviews take place in December and then hire in January 2020 to start on February 1st, 2020. Gonet stated he can train the new person in about a month for the county portion of the position. Beeler stated the committee needs to decide what the position will pay.
3. **Recycling Program and Events Update/Approval:**
 - FAYCO announced they are closing their recycling program as of July 31st, 2019 and is offering to sell their recycling supplies to the county. Mike Hand has not had a chance to go down and look at their surplus supplies and equipment.
4. **Animal Control Facility Program Update/Approval:** Daniels will report
 - Municipal Contracts will be reviewed at the August Meeting and another Mayor's meeting will be scheduled for August 14th, 2019 to review the contracts.
5. **FY 2020 Budget Worksheets Update/Approval:** The committee went over and prepared the Recycling budget. Coordinator Daniels will enter the figures the committee worked on and get the copies of the worksheets to the Treasurer's Office.
6. **Executive Session for Personnel Update/Approval:** **Motion by Beck and second by Savage to enter into executive session. All in favor, motion carried. Time: 5:20 pm. Motion by Savage and second by Beck to come out of executive session. Time: 5:40 pm. No action was taken.**
7. **Other Business Update/Approval:** None
8. **Public Comments:** None

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

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

Meeting adjourned 5:45 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, June 27th, 2019

Time: 5:00 pm - County Board Room

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

Members Absent: Megan Beeler

Others Present: Rick Robbins, Sandy Leitheiser and Nikki Lohman

The committee met to discuss the following:

- Sheriff's Office Personnel Update/Approval:** Sheriff Robbins submitted two Memorandums of Understanding for the Chief Deputy and Jail Administrator Positions. Both positions are exempt positions according to the personnel manual. The MOU states their job qualifications and duties and will make the positions paid on a salary basis and not hourly as in the past. Robbins stated they work a lot of hours and he figured out a compensation package to pay them a salary with some of the overtime hours figured in. Robbins stated he will explain more at the finance committee budget hearings. The MOU will have each position follow the union contract for their perspective employees in their unions as far as raises etc. The Sheriff's Chief Deputy salary will be increased to reflect the average of seven hours per month of overtime. Sheriff Robbins will have the employees sign their MOU. Sheriff Robbins stated his budget is a concern due to having ten new employees with training, uniforms and overtime costs for covering while new employees are in training.
- Employee Health Insurance Update/Approval:** Kirby Furness reported our admin fees for managing the HRA are a flat \$6,000 and we had to pay \$180 for a renewal. The committee reviewed the options submitted by CIBC representative Tony Johnston for the HRA costs. The HRA total at the end of June is \$35,361. Furness reported he spoke with Tony Johnson regarding the Employee Insurance Renewal and he will put in for a zero premium increase because Health Alliance is making twice the amount on our account from their profit of \$87,000 for last year. Tony Johnson told Furness to budget for a 5% insurance premium renewal. The insurance cost was about \$970,000 for this year and the HRA cost was about \$70,000. It could cost the county an additional \$40,000 by increasing the county share of the HRA. Furness stated the projected total cost to the county for insurance for FY 2020 will be about \$1 million. If the HRA is changed the employee max out of pocket will be about \$3,500 instead of \$4,500. Furness is looking at the 75%/25% HRA with an estimated utilization rate of 20%. **Motion by Ron Deabenderfer and second by Donna Yeske to go to the 75% / 25% level for the HRA effective FY 2020. All in favor, motion carried.**
- Information Systems Staffing Update/Approval:** Young reported the new IT staff person has been working about three weeks now and he is working out.
- Employee Personnel Manual Update/Approval:** IPMG will be working on the employee manual updates for about six to eight weeks.
- Executive Session to Discuss Personnel/Litigation/Property Acquisition Update/Approval:** not needed
- Workers Compensation Update/Approval:** Young reported we have an employee that has been on workmen's compensation for a while and Young feels that we should get a company doctor to review the employee after a certain time frame an employee is off. The committee discussed the county insurance working with this.
- Other Business Update/Approval:** None
- Public Comments:** None

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

Meeting adjourned at 6:00 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

Road & Bridge Committee Meeting Minutes

Date: Thursday, July 2nd, 2019

Time: 8:30 AM – Highway Department

Members Present: Gene Miles, Bill Bergen, Jim Moore, Dave Loucks, Dennis McCammack

Members Absent: Evan Young and Glenn Bishop

Other Present: County Engineer Cody Greenwood and David DeWerff

- 1. Sale of Surplus Equipment (Paint Booths) Update/Approval:** The committee opened the one bid received for the paint booth equipment. David DeWerff submitted a bid of \$3,000 for the Cross Draft Paint Booth. **Motion by McCammack and second by Jim Moore to approve selling the Cross Draft Booth to David DeWerff for \$3,000. All in favor, motion carried.** Committee members discussed the cost of tearing the equipment down and re-installing and asked Engineer Greenwood to contact the other interested parties to see what they would bid. Committee members will contact other that they feel may be interested in bidding on the equipment. Greenwood will re-advertise the remaining two pieces of paint booth equipment with the verbiage that the County has the right to reject any and all bids and to delete the minimum bid prices. Bids will be opened at the September 5th, 2019 regular Road and Bridge meeting at 8:30 am. The highest bidder will get their item within 60 days once their check clears.
- 2. Roof Damage to Metal Building Update/Approval:** Engineer Greenwood reported they received the insurance check in the amount of \$37,729.73 for the wind damage to the roof on the metal building. Committee discussed that the new replacement shed could have been built at the new property; however the payout of \$60,000 to replace the building would not have been enough money to build a big enough shed.
- 3. New Overhead Doors on former Collision Center Update/Approval:** Engineer Greenwood reported he received a quote from Midwest Garage in Auburn to install two additional overhead doors that will be 16 feet wide at the former Collision Center building. There are two overhead doors there already that are 12 foot wide and the spreader and boom mower will not fit through them. They will use the \$37,729 received for the damage to the metal roof to install the new doors. The estimate for concrete cutting, doors and electric prep work will be about \$29,000. The electric work will be done by Russ Jones and the concrete work will be done by Kirby Furness. Greenwood will also check with Hadley in Nokomis for a price on the new doors.
- 4. New Business Update/Approval:** Greenwood stated the new MFT taxes that will be generated for the county will be about \$230,000 and the townships will get about \$640,000 in new MFT revenue. Greenwood reported they will start the blade mix work on the Oconee Road in July and start work on the Mt Olive Trail. The Walshville Bridge is scheduled for 2021 or 2022 and the White Town bridge will be done before the Walshville bridge.

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

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

Meeting adjourned at 9:15 a.m. Minutes respectfully submitted by acting secretary Christine Daniels as Deputized by the Montgomery County Clerk and Recorder, Sandy Leitheiser.