

# Montgomery County Board Buildings & Grounds Meeting Minutes

**Date:** Wednesday, December 2, 2020

**Time:** 8:30 AM – County Board Room

Conference Call NUMBER IS: 217-532-8500. Conference ID number: 926186 #.

**Members Present:** Bob Sneed, Gene Miles and Richard Wendel by phone. Sneed appointed Evan Young as temporary committee member so there would be a quorum.

**Members Absent:** Jeremy Jones

**Others Present:** Mark Brown

The committee met today to discuss the following:

- Maintenance and Cleaning Issues and Report Update/Approval:** Brown reported that the boilers are working and the sprinkler system at the New Courthouse and Jail were serviced last week. Luby was here and check all three generators. We have 2 fixed generators and one portable. Tile floors in the basement in the Old Courthouse have been stripped and waxed and a door to the roof third floor exit was also repaired. Brown also reported the snowbladers are ready and lawnmowers have been winterized. The Public Defender's office has been painted and all furniture was put in place.
- Coroner Office – Space Request in the Basement of the New Courthouse Update/Approval:** Sneed reported additional space was located in the Basement of the New Courthouse for the Coroner's Office and they are waiting for the IT department to clean it out.
- Recycling at County Buildings Update/Approval:** New containers have been dropped off and are in service at the Courts Complex and Jail
- Executive Session to Discuss Personnel/Litigation/Property Acquisition Update/Approval:**  
*(not needed)*
- Other Business Update/Approval:** Holly's office is still closed to the Public. Spot cleaning of carpets in Historic Courthouse needs to be started and the committee discussed concrete work around the Historic Courthouse. Sneed reported he talked to Brett Seward and tuck pointing is not complete at the Historic Courthouse, however an invoice was received for the 55 bricks that were replaced a couple of months ago. They will need a lift to do the tuck pointing work higher up on the building. Donna Yeske and Imagine Hillsboro got the bunting and candles for the Historic Courthouse to begin decorating the Historic Courthouse for the Holidays
- Public Comments Update/Approval:** None

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

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

Meeting adjourned at 9:15 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, November 24<sup>th</sup>, 2020

**Time:** 8:30 am – County Board Room

Conference Call NUMBER IS: 217-532-8500. Conference ID number: 926186 #.

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

**Members Absent:** Chuck Graden, Kirby Furness & Jim Havera

**Others Present:** Sandy Leitheiser, Nikki Lohman, Andy Ritchie, Russell Beason, Doug Donaldson, Bev McCoy & Patty Whitworth

The committee met today to discuss the following:

### **Coordinating Committee: Evan Young, Board Chairman -**

1. **Information Systems Report Update/Approval:** Watkins gave an update on the 911 upgrade and they are working on connectivity issues with other agencies. There are four stations that are fully functional. Cyber Security will start training again with the new Fiscal year and board members with Chrome Books will also get this training.
2. **COVID-19 Pandemic Update/Approval:** Young reported Nimmo has been busy with Pandemic work.
3. **Amendment to Extend the Proclamation of a Disaster in Montgomery County Update/Approval:**
4. **Other Business Update/Approval:** Census information may be delayed until March or April 2021. Redistricting process involves the County Board Chairman, State's Attorney, Committee Chairman and Clerk Leitheiser along with GIS technician were present. We rely on GIS data once the census tract information is complete. The board will look at existing lines and look at areas by population. Substantially equal – define % of population for each district. Lines are examined and potential changes are made. Leitheiser shared the Full Board will have to approve the changes of the number of seats, salaries, per diem, #of county board members and # of districts change in 2021. Leitheiser stated Witt and Litchfield are due for redistricting.

### **Building & Grounds Committee: Bob Sneed, Chairman -**

1. **Maintenance and Cleaning Issues and Report Update/Approval:** Maintaining boilers. Getting ready for winter. Finishing up painting in Public Defender's Office.
2. **Coroner Office – Space Request in the Basement of the New Courthouse Update/Approval:** Curt has been busy. He is working on cleaning out a spot.
3. **Executive Session to Discuss Personnel/Litigation/Property Acquisition Update/Approval:** *(not needed)*
4. **Other Business Update/Approval:** Smart Watt will be coming in to do an audit of our bills. Decorating of the courthouse was discussed.

### **Economic Development Committee: Donna Yeske, Chairman –**

1. **MCEDC Update/Approval:** Belusko will report
2. **Revolving Loan Fund Update/Approval:** Belusko will report
3. **Tourism Update/Approval:** None
4. **CEDS Document Update/Approval:** Christian County passed the CEDS document at their Regional Meeting. The towns benefit from the Comprehensive Economic Development Strategy Document. It is needed when applying for federal grants
5. **Bike Trail Update/Approval:** A farmer fixed a clogged pipe on the Bike Trail. It is being replaced with 24" from 18" pipe at the farmer's expense.
6. **Montgomery County Bicentennial Update/Approval:** The next meeting is December 9, 2020 at 5:00 PM at the Bank of Hillsboro. The Reception is Saturday, February 13, 2021 in the New Courthouse. 4

towns still need spoons for their cake. Cakes and banners will be displayed in every town in April, May and June 2021

7. **Executive Session to Discuss Personnel/Litigation/Property Acquisition Update/Approval:** (not needed)
8. **Other Business Update/Approval:** None

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

1. **EMA Report Update/Approval:** Nimmo will report.
2. **Ambulance Billing Office Update/Approval:** Calls and collections are down. A letter and invoice was sent to the City of Litchfield and they called to say they needed a more detailed invoice.
3. **ETSB/911 Update/Approval:** Four new stations at 911 are all operational.
4. **Executive Session to Discuss Personnel/Litigation/Property Acquisition Update/Approval:** (not needed)
5. **Other Business Update/Approval:** Don Huber was appointed to the 911 Board. Litchfield Ambulance sent an email regarding raising their levy cap. Beeler doesn't think this is an option as we just passed our budget. Lohman suggests getting it into them by June regarding the levy. Beeler will call Tonya Flannery

**Finance Committee: Megan Beeler, Chairman -**

1. **SOA Report Update/Approval:** Ray will report
2. **Capital Improvement Fund Reports Update/Approval:** Report will be in Board Packet. The report is made up of Reserves, Operating and Capital Improvements.
3. **Bellwether and CURES Grant Update/Approval:** Received the CURES grant of \$318,000 and it will be deposited December 1<sup>st</sup>.
4. **VISTRA Power Plant Legislation and Taxing Body Meeting Update/Approval:** how to tax a non-functioning plant
5. **Ten Resolution to Convey Trustee Deeds Update/Approval:** Committee will approve
6. **Finance/Budget Control Policies and Procedures Update/Approval:** Beeler will continue to work on this.
7. **Executive Session to Discuss Personnel/Litigation/Property Acquisition Update/Approval:** (not needed)
8. **Other Business Update/Approval:**

**HWE Committee: Chuck Graden, Chairman -**

1. **Elections Update/Approval:** April 6, 2021 the Consolidated Election will take place. This will include townships, Municipalities, School Board, Park Districts and Library Clerks filing 12/14 to 12/21
2. **EPA Report Update/Approval:** We have not received delegation
3. **Animal Control Facility Program Update/Approval:** Court case is scheduled for 12/7/2020
4. **Executive Session to Discuss Personnel/Litigation/Property Acquisition Update/Approval:** (if needed)
5. **Other Business Update/Approval:**

**Personnel Committee: Kirby Furness, Chairman -**

1. **Employee Health Insurance and Monthly HRA report Update/Approval:** 15% utilization
2. **Employee Personnel Manual Update/Approval:** Committee has been reviewing.
3. **Executive Session to Discuss Personnel/Litigation/Property Acquisition Update/Approval:** (if needed)
4. **Other Business Update/Approval:**

**Road & Bridge Committee: Gene Miles, Chairman -**

1. **Executive Session to Discuss Personnel/Litigation/Property Acquisition Update/Approval:** (if needed)

2. **Other Business Update/Approval:** Working on getting estimates on the building remodel.  
Taylorville road is finished.

**PUBLIC COMMENTS:**

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

Meeting adjourned at 9:50 am.

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

Appointments: Drainage Districts

**FULL BOARD Meeting will be held on Tuesday, December 8<sup>th</sup>, 2020 at 5:30 PM**

FULL BOARD Meeting will be held on Tuesday, December 8th, 2020 at 5:30 PM

**Montgomery County Board**  
**Economic Development Committee Meeting Minutes**

**Date: Monday, November 30, 2020**

**Time: 5:30 pm– County Board Room**

**Conference Call NUMBER IS: 217-532-8500. enter the Conference ID number: 926186 #.**

**Members Present:**

**Members Absent:**

**Others Present:**

The committee meeting was cancelled for today due to the Reorganizational meeting.

**Montgomery County Board  
EMA Committee Meeting Minutes**

**Date: Monday, November 30, 2020**

**Time: 4:00 pm – County Board Room**

**Conference Call NUMBER IS: 217-532-8500. Enter the Conference ID number: 926186 #.**

**Members Present:**

**Members Absent:**

**Others Present:**

**The committee meeting was cancelled for today due to the reorganizational meeting.**

# Montgomery County Board

## Finance Committee Meeting Minutes

**Date:** Friday, December 4, 2020

**Time:** 8:30 AM – County Board Room

Conference Call NUMBER IS: 217-532-8500 Conference ID number 926186#

**Members Present:** Megan Beeler by phone, David Loucks, Earlene Robinson, Bob Sneed and Beeler appointed Chairman Evan Young as a temporary committee member

**Members Absent:** Kirby Furness, Jim Moore

**Others Present:** Sandy Leitheiser, Nikki Lohman, Ray Durston, Patty Whitworth, Andy Ritchie & Andrew Affrunti

The committee met today to discuss the following:

1. **SOA Report Update/Approval:** Durston reported they have received 30 complaints for the Board of Review and shared his written monthly report.
2. **Intergovernmental Agreement between Montgomery County and Nokomis-Audubon Multi-Township Assessment District Update/Approval:** Committee reviewed the Intergovernmental Agreement. **Motion by Robinson and second by Loucks to recommend the Intergovernmental Agreement between Montgomery County and Nokomis Audubon Multi-Township Assessment District. All in favor, motion carried.**
3. **Capital Improvement Fund Reports Update/Approval:** The committee reviewed and discussed the Capital Improvement Fund.
4. **Bellwether and CURES Grant Update/Approval:** Lohman reported the CURES check was deposited this week and the Health Department has certified for the CURES grant. Nimmo has applied for the FEMA grant.
5. **VISTRA Power Plant Legislation and Taxing Body Meeting Update/Approval:** Beeler reported she spoke with VISTRA Attorney Tom Atherton this week and they will pay the remainder after January 1<sup>st</sup>, 2021 and they will work out the logistics with Treasurer Lohman of writing checks to the taxing bodies. Beeler stated she told Atherton we would be interested in working out a one year deal and suggested meeting in January with the taxing bodies.
6. **Finance/Budget Control Policies and Procedures Update/Approval:** No update.
7. **Litchfield Ambulance Tax Levy Rate Update/Approval:** Beeler reported Litchfield Ambulance asked Treasurer Lohman about increasing their tax levy after the county approved the levy and FY 2021 budget last month. Litchfield wants to increase their taxable rate moving forward. They are currently at .15% and initially wanted to increase it to .30%. When they found out Nokomis/Witt ambulance is at .45%, they now would like to go to the maximum allowable of .45%. States Attorney Affrunti stated there are two ambulance structures: a Special Services District or under the Fire Protection District. The governance is municipality or the county board that appoints the members. Beeler stated we are not going to approach amending their FY 2021 levy rate. The sooner we get this going, the City of Litchfield can have their public hearing. Beeler suggests waiting another month. Affrunti stated we need to make sure their public hearing will be done under the correct statute and we need to confirm the governing board for the Litchfield Ambulance. Beeler asked if we should meet with the ambulance districts to make sure they are running properly. Beeler will advise Tonya Flannery that we are working on this and to not schedule their public hearing yet. Clerk Leitheiser gave a timeline on how an ambulance district would increase their tax levy.
8. **Resolution to Convey Trustee Deed for Parcel #08-23-332-010 in Nokomis Township to North Illinois Investments LLC Update/Approval:** **Motion by Loucks and second by Robinson to approve Resolution to convey Trustee Deed for Parcel #08-23-332-010 in Nokomis Township to North Illinois Investments LLC. All in favor, motion carried.**

9. **Resolution to Convey Trustee Deed for Parcel #08-27-181-012 in Nokomis Township to Raymond Eller & Linda Eller Update/Approval:** Motion by Robinson and second by Sneed to approve Resolution to convey Trustee Deed for Parcel #08-27-181-012 in Nokomis Township to Raymond Eller & Linda Eller. All in favor, motion carried.
10. **Resolution to Convey Trustee Deed for Parcel #10-33-318-007 in North Litchfield Township to Plummer Holdings, INC, c/o Terry W. Plummer Update/Approval:** Motion by Sneed and second by Loucks to approve Resolution to convey Trustee Deed for Parcel #10-33-318-007 in North Litchfield Township to Plummer Holdings, INC, c/o Terry W. Plummer. All in favor, motion carried.
11. **Resolution to Convey Trustee Deed for Parcel #12-22-100-007 in Irving Township to William D. Tolliver, Sr. Update/Approval:** Motion by Robinson and second by Sneed to approve Resolution to convey Trustee Deed for Parcel #12-22-100-007 in Irving Township to William D. Tolliver, Sr. All in favor, motion carried.
12. **Resolution to Convey Trustee Deed for Parcel #12-22-477-002 in Irving Township to R. Brandon Bell & Melissa Bell Update/Approval:** Motion by Robinson and second by Loucks to approve Resolution to Convey Trustee Deed for Parcel #12-22-477-002 in Irving Township to R. Brandon Bell & Melissa Bell. All in favor, motion carried.
13. **Resolution to Convey Trustee Deed for Parcel #12-22-477-015 in Irving Township to R. Brandon Bell & Melissa Bell Update/Approval:** Motion by Loucks and second by Sneed to approve Resolution to convey Trustee Deed for Parcel #12-22-447-015 in Irving Township to R. Brandon Bell & Melissa Bell. All in favor, motion carried.
14. **Resolution to Convey Trustee Deed for Parcel #12-27-128-005 in Irving Township to Lance L. and Kenda S. Caulk Update/Approval:** Motion by Loucks and second by Robinson to approve Resolution to convey Trustee Deed for Parcel #12-27-128-005 in Irving Township to Lance L. and Kenda S. Caulk. All in favor, motion carried.
15. **Resolution to Convey Trustee Deed for Parcel #13-06-340-012, 013 in Witt Township to Gregory Elliot & Debra Elliot Update/Approval:** Motion by Sneed and second by Loucks to approve Resolution to convey Trustee Deed for Parcel #13-06-340-012, 013 in Witt Township to Gregory Elliot & Debra Elliot. All in favor, motion carried.
16. **Resolution to Convey Trustee Deed for Parcel #17-06-376-009 in East Fork Township to Richard Wilson Update/Approval:** Motion by Robinson and second by Sneed to approve Resolution to Convey Trustee Deed for Parcel #17-06-376-009 in East Fork Township to Richard Wilson. All in favor, motion carried.
17. **Resolution to Convey Trustee Deed for Parcel #13-06-205-004 in Witt Township to John Stivers Update/Approval:** Motion by Loucks and second by Sneed to approve Resolution to Convey Trustee Deed for Parcel #13-06-205-004 in Witt Township to John Stivers. All in favor, motion carried.
18. **Executive Session to Discuss Personnel/Litigation/Property Acquisition Update/Approval: (not needed)**
19. **Other Business Update/Approval:** Young reported he will work with States Attorney Affrunti to get a closing date for the Pitman Township Surplus property that was sold a few months ago to Jamie Hannah.
20. **Public Comments Update/Approval:** None

Motion by Robinson and second by Sneed to pay the Bills. All in favor, motion carried.

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

Meeting was adjourned at 9:15am.

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

**Montgomery County Board  
HWE Committee Meeting Minutes**

**Date: Tuesday, December 1, 2020**

**Time: 4:00 PM – County Board Room**

**Members Present:**

**Members Absent:**

**Others Present:**

The committee meeting was cancelled for today due to the Reorganizational Meeting.

# Montgomery County Board Personnel Committee Minutes

**Date:** Thursday, November 19th, 2020

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

Conference Call NUMBER IS: 217-532-8500. Enter the Conference ID number: 926186 #.

**Members Present:** Kirby Furness, Bill Bergen, Sandra Johnson by phone, Ron Deabenderfer, Earlene Robinson, Donna Yeske

**Members Absent:** Evan Young

**Others Present:** Sandy Leitheiser & Nikki Lohman

The committee met to discuss the following:

1. **Employee Health Insurance and HRA Report Update/Approval:** Open enrollment was successful and all changes were process as of today. The HRA has a utilization rate of 15% and \$89,507.33 has been paid as of today. Amanda Mast stated the October 30<sup>th</sup> report was 11%, which increased 4% in a couple weeks. Experience reporting from Health Alliance is showing a loss of \$84,000 however they had a profit the last couple of years. Mast stated in 2018 there was a profit of \$88,000 and \$118,000 in 2019. There was a utilization rate for 2018 of 16% and 14% in 2019. The utilization rate budgeted for 2020 was 25%. HRA runs calendar year. There is nothing in current reporting to show COVID related expenses.
2. **New COVID Guidelines from the Governor Update/Approval:** Some employees at the New Courthouse might be working from home and some Judicial areas may not be here at work. Yeske stated the Full Board agreed that employees should be here for work as long as the building is open. If we are shut down by the Governor an employee must use FMLA. If challenged by an employee we will consult with the Insurance Liability Carrier. Government employees are considered essential according to the Governor's guidelines. Committee discussed and approved putting out a new memo to all Montgomery County Offices that we are essential and will comply with the attached Governor's memo and committee minutes. Furness stated he received a couple of phone calls from employees there weren't able to take all of their vacation time by the end of November due to COVID issues. The committee discussed letting those few employees trade off sick days or to carry over unused vacation until March of 2021. **Motion by Bergen and second by Robinson those employees whom were unable to use their vacation due to the Corona Virus issues, be allowed to carry over their vacation time until March 31st of the following year. All in favor motion carried.**
3. **Executive Session to Discuss Personnel/Litigation/Property Acquisition Update/Approval:**  
*(not needed)*
4. **Other Business Update/Approval:** Deabenderfer stated he felt there is a need for a Human Resource person to help with insurance questions and union contracts. The Personnel Manual is much more complicated and not all departments are the same. Yeske will research other counties to see if they have a Human Resource employee. Furness felt this should end up being under the legal department. Deabenderfer brought up a couple of issues he felt that need to be discussed. At one time the County board Per diem was \$75 per meeting and it went down to \$60. Deabenderfer stated he checked this out with the States Attorney's Office at the time and nothing changed. Another issue per Deabenderfer was reducing the number of people on the board to save money. Need to keep three reps per district but go down to five districts instead of seven which would be 15 Board Members. After census numbers then use GIS to even an even population by District.
5. **Public Comments Update/Approval:** None

Motion to adjourn by Kirby and second by Yeske. All in favor, motion carried.

Meeting adjourned at 6:30 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, December 3rd, 2020

**Time:** 8:30 AM – County Board Room

**Conference Call NUMBER IS:** 217-532-8500. **Conference ID number:** 926186 #.

**Members Present:** Gene Miles, Bill Bergen, Dave Loucks & Evan Young was appointed by Gene Miles as a temporary member of the committee

**Members Absent:**

**Others Present:** County Engineer Cody Greenwood

The committee met today to discuss the following:

1. **2021 Bulk Fuel Purchasing Letting Results Update/Approval:** Two bids were submitted:

	<u>Farmers Oil</u>	<u>M&amp;M Services</u>
Clear diesel	\$.07 per gal	\$.085 per gal
Died diesel	\$.07 per gal	\$.085 per gal
Diesel additive	\$.02 per gal	\$.06 per gal
Diesel Winter additive	\$.02 per gal	\$.025 per gal
Unleaded fuel	\$.09 per gal	\$.085 per gal

**Motion by Loucks and second by Bergen to approve the low bid from Farmers Oil for the 2021 Bulk Fuel Purchasing with a 2 Year Contract. All in favor, motion carried.**

2. **New Highway Department Update/Approval:** Greenwood received two electrical estimates. Hillsboro Electric for \$43,917.24 and one from Lyerla Electric for \$30,758.60. Greenwood will have Lyerla Electric to rough in the electrical work. The Highway Department will install receptacles and fixtures and Greenwood will check to see about the Highway Department buying the materials. **Motion was made by Young and second by Loucks to approve the Electrical Work with Lyerla Electric, not to exceed \$30,000**
3. **Resolution Appropriating Funds for the Payment of the County Engineer's Salary for 2021 Update/Approval:** Have not received the letter from the state.
4. **Other Business Update/Approval:** Greenwood reported they are working on Nokomis/Fillmore Road. He also stated that the State slated the resurfacing of Route 16 and it is to be completed by 2025.
5. **Public Comments Update/Approval:** None

Motion by Young and second by Bergen to pay the bills. Motion carried.

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

Meeting adjourned at 9:20 am

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