

# Montgomery County Board

## Buildings & Grounds Meeting Minutes

**Date:** Friday, May 8th, 2020

**Time:** 8:30 AM – County Board Room

Conference Call NUMBER IS: 217-532-8500. Once you are prompted, enter the Conference ID number: 926186 #.

Members Present: Bob Sneed, Chuck Graden, Glenn Bishop, Jeremy Jones, Dennis McCammack, Gene Miles and Evan Young

**Members Absent:** Richard Wendel

**Others Present:** Sandy Leitheiser, Mark Brown in Board Room. Holly Lemons via phone.

The committee met today to discuss the following:

1. **Smart Watt Energy Project Update/Approval:** Sneed reported he signed off on the final paperwork for the Smart Watt project and gave Mark Brown the two binders containing all the specs for the work that was completed. The complete project was also installed on a CD and was given to Coordinator Daniels to file in the County Board Office.
2. **Drop Box at the Historic Courthouse Update/Approval:** Young reported a drop box was purchased and delivered and will be installed on the north side of the Historic Courthouse by the fire escape. The public can use it for their tax payments, and any paperwork that would go to the County Clerk and SOA Offices.
3. **Maintenance and Cleaning Issues and Report Update/Approval:** Mark Brown reported that he and Roger Cassidy have been painting, mowing and moving furniture, boxes and filing cabinets. Coordinator Daniels explained the new Work Order Policy for all offices to put their maintenance work order requests on the computer and emailed to the County Board Office. A memo has gone out to the Department Heads letting them know of the new procedure. Brown should only be called for emergency maintenance calls and then a work order ticket will be completed. Circuit Clerk Lemons asked about the cleaning and disinfecting of the Courtrooms after hearings. Mark Brown replied the courtrooms are cleaned and disinfected twice a day, first thing in the morning and after court has finished. Discussion took place that we only need to disinfect after court and Lemons will provide a court docket so the staff will know when court is held. If there are any emergency cases, Lemons will send a work order request letting the maintenance staff know. Discussion also took place on the maintenance workers putting up a sign on the courtroom stating the room has been cleaned and disinfected.
  - Generator Bids approval: The committee reviewed the maintenance proposal for the three generators submitted by Luby Equipment. **Motion by Graden and second by McCammack to approve the service agreement with Luby Equipment to maintain the three generators. All in favor, motion carried.**
4. **Re-Opening County Buildings Update/Approval:** Young gave a brief summary of the work that has been done to re-open the county buildings to the public. The third floor of the Historic Courthouse was set up for the land record research center with four computers and a printer station. Young reported plexi-glass barriers have been installed at all the public counters in each office.
5. **Insurance Claim for Annex Building Roof Update/Approval:** Sneed reported there has been no change in our request to review the insurance claim for the Annex Building roof and that he has signed the contract with Young's Roofing for the repairs.
6. **Sidewalk Repairs around the Historic Courthouse Update/Approval:** Sneed reported he has not been successful in getting someone to call him back for prices to replace the sidewalks.
7. **Imagine Hillsboro Mural on the Annex Building North Wall Update/Approval:** Sneed reported he has not been contacted by anyone regarding the mural and Young stated the mural has to be something historical.
8. **Executive Session to Discuss Litigation/Contractual Negotiations Update/Approval:** (not needed)
9. **Other Business Update/Approval:** None
10. **Public Comments:** None

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

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

Meeting adjourned at 9:40 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, April 28th, 2020

**Time:** 8:30 am – County Board Room

In accordance with EXECUTIVE ORDER 2020-07 issued by Governor Pritzker, this meeting will be conducted via remote participation ONLY.

**AG Guidance on OMA:** For a public body that determines it must hold a meeting during the COVID-19 pandemic, the Executive Order 2020-07 suspends the in-person attendance requirement for members of the public body and allows for remote participation. If a meeting is necessary, public bodies are encouraged to provide video, audio, and/or telephonic access to maintain openness and transparency to members of the public. Public bodies determining whether to hold meetings at this time should exercise good judgment and discretion and utilize the availability of remote participation to help curb the spread of COVID-19.

**Conference Call NUMBER IS:** 217-532-8500. Once you are prompted, enter the Conference ID number: 926186 #.

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

**Members Absent:** Kirby Furness

**Others Present:** Sandy Leitheiser was present. Participating by phone: Connie Beck, Hugh Satterlee, Curt Watkins, Cody Greenwood, Bryant Hitchings, Nikki Lohman, Rick Robbins and Ray Durston.

The committee met today to discuss the following:

**Coordinating Committee: Evan Young, Board Chairman: Teleconference –**

1. **Information Systems Report Update/Approval:** Curt Watkins reported he wants more participation on the new cyber security training module.
2. **Census Count Committee Update/Approval:** Leitheiser stated our response rates are posted each week and the friendly competition between towns is helping the participation rate.
3. **Covid-19 Pandemic Update/Approval:** Young stated he worked with Sheriff Robbins in regards to opening the Courthouse back up to the Public tentatively on May 11<sup>th</sup>, 2020. Bob Sneed stated that Roger and Mark will get their work order from Chris from now on and work orders must be completed.
4. **Other Business Update/Approval:** None

**Building & Grounds Committee: Bob Sneed, Chairman - Teleconference/Meet at Courthouse**

1. **Drop Box at the Historic Courthouse Update/Approval:**
2. **Maintenance and Cleaning Issues and Report Update/Approval:** Sanitizing and disinfecting is going on in buildings.
3. **Insurance Claim for Annex Building Roof Update/Approval:** The work to the roof on the Annex building will start in a couple of weeks.
4. **Sidewalk Repairs around the Historic Courthouse Update/Approval:** The committee will discuss.
5. **Imagine Hillsboro Mural on the Annex Building North Wall Update/Approval:** Leitheiser stated she checked with Imagine Hillsboro and they will get back to Bob Sneed regarding this project.
6. **Executive Session to Discuss Litigation/Contractual Negotiations Update/Approval: (not needed)**

7. **Maintenance Contracts for Generators Update/Approval:** Committee will discuss and approve.
8. **Smart Watt Project Close Out Update/Approval:** Sneed reported he signed off on the final paperwork to close out the Smart Watt Project
9. **Other Business Update/Approval:** None

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

1. **MCEDC Update/Approval:** Revolving Loan Fund will be discussed. Belusko putting stuff on their website regarding COVID-19.
2. **Tourism Update/Approval:** Committee will review and grade the applications.
3. **Applications for Event Funding (Tourism) Update/Approval:** The committee is reviewing and grading the applications.
4. **CEDS Document Update/Approval:** They are looking for large ticket projects. Yeske shared some of the items on the County list for the CEDS document.
5. **Planning Commission Update/Approval:** Their meetings have been postponed and they will meet again in June.
6. **Wind Siting Ordinance Amendments Update/Approval:** Yeske reported the Planning Commission is half way through with revision to the Wind Siting Ordinance.
7. **Bike Trail Update/Approval:** No updates at this time.
8. **West Central Development Update/Approval:** No updates at this time.
9. **Other Business Update/Approval:** State Weigh Station on I-55 will become a truck inspection area.

**E.M.A./Ambulance Committee: Bill Bergen, Chairman - Teleconference – Bergen by Phone**

1. **EMA Report Update/Approval:** Young reported the PPE supplies will be vouchered out of Office 85 Covid Line item so we can keep track of for a possible future reimbursement.
2. **Ambulance Billing Office Update/Approval:** Greenwood will report.
3. **ETSB/911 Update/Approval:** Robbins gave a brief update on the bid proposals received on the 911 consoles.
4. **Other Business Update/Approval:** None

**Finance Committee: Megan Beeler, Chairman - Teleconference – Megan will be in county board room**

1. **SOA Report Update/Approval:** The committee will discuss.
2. **Capital Improvement Fund Reports Update/Approval:** The committee will discuss.
3. **IMRF Update/Approval:** The committee will discuss.
4. **FY 2019 Audit Presentation by KEB Update/Approval:** KEB will present the FY 2019 Audit report.
5. **Property Tax Bill Schedule and Penalty Update/Approval:** The committee will discuss. Ordinance Postponing Delinquency Date Interest for the First Installment 2019 (Payable 2020) Property Tax Payments Pursuant to 35 ILCS 200-21-40(c)(1)(B) Update/Approval: Beeler stated the committee needs to discuss and make decisions on the timelines for property tax payments and penalties.
6. **Covid-19 Employees Leave – FMLA/FFCRA (Families First Coronavirus Response Act) Update/Approval:** Beeler stated the Personnel Committee discussed this and the Finance Committee will discuss the variables on how employees can be paid during the COVID-19 issue with declining revenues.
7. **Foresight Energy Update/Approval:** Beeler stated she is waiting for a response from the States Attorney. Bryant stated they got the notice of bankruptcy last week and they are reviewing the information and Hitchings will follow up with the Attorney General for a response at next week's Finance Committee meeting. Lohman stated the bankruptcy documents have been forwarded to the county states attorney's office.

8. **Finance/Budget Control Policies and Procedures Update/Approval:** Committee will discuss.
9. **VISTRA Power Plant Legislation Update/Approval:** Lohman reported Senator Manar contacted her to get support letters from the Montgomery County Taxing Bodies to move ahead with the VISTRA Power Plant Legislation. Lohman sent a letter out to the Taxing bodies to put on their letter head.
10. **Policy for Bidding out Professional Services Update/Approval:** Committee will review and discuss.
11. **Highway Department Property Agreement Update/Approval:** Committee will review and discuss the Draft prepared by Bryant Hitchings.
12. **Resolution Committing Certain Montgomery County Revenues to Specified Expenditures Update/Approval:** The committee will review.
13. **Executive Session for Personnel/Litigation/Property Acquisition Update/Approval: (if needed)**
14. **Other Business Update/Approval:** None

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

1. **Elections Update/Approval:** Clerk Leitheiser stated there is potential legislation for absentee voting in the fall due to COVID. Will severely impact the Polling Places for social distancing and disinfecting. This will increase the elections budget.
2. **EPA Report Update/Approval:**
  - Animal Control Facility Program Update/Approval: Municipal Contracts
3. **Executive Session for Personnel/Litigation/Property Acquisition Update/Approval: (not needed)**
4. **Other Business Update/Approval:** None

**Personnel Committee: Kirby Furness, Chairman - Teleconference – Kirby will be in county board room**

1. **Employee Health Insurance Update/Approval:** Monthly HRA report: The balance is \$36,000
2. **Employee Personnel Manual Update/Approval:** Committee will discuss
  - Revised Drug Policy addressing Cannabis
3. **Covid-19 Employees Leave – FMLA/FFCRA (Families First Coronavirus Response Act)Update/Approval:** Committee discussed and the Finance Committee will also review at their meeting.
4. **Employee Transition back to Work Update/Approval:**
5. **Executive Session to Discuss Personnel/Litigation/Property Acquisition Update/Approval:** not needed
6. **Other Business Update/Approval:** None

**Road & Bridge Committee: Gene Miles, Chairman – Meet at Courthouse and Teleconference**

1. **Highway Department Building Improvements Update/Approval:** Committee will discuss.
2. **Walshville Bypass Road Update/Approval:** Committee will discuss.
3. **Highway Department Property Agreement Update/Approval:** Draft prepared by Bryant Hitchings. Miles stated the committee will review and discuss.
4. **Executive Session to Discuss Personnel/Litigation/Contractual/Property Acquisition Update/Approval:** Not needed
5. **Other Business Update/Approval:** None

**PUBLIC COMMENTS:** Hugh stated the Health Department has chosen not to hand deliver letters for the safety of employees and they are working under the guidelines of IDPH.

**Appointments:** Ray Durston as Supervisor of Assessments and Lyle (Dick) James, Mike Rappe and Kent Aumann to the Board of Review

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

Meeting adjourned at 9:45 am.

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

**FULL BOARD Meeting will be held on Tuesday, Tuesday May 12<sup>th</sup>, 2020 at 5:30 PM**

# Montgomery County Board

## Economic Development Committee Meeting Minutes

**Date:** Tuesday, May 4th, 2020

**Time:** 5:30 pm– County Board Room

Conference Call NUMBER IS: 217-532-8500.

Once you are prompted, enter the Conference ID number: 926186 #.

You must enter the pound (#) sign after the ID number. Please mute your phones when not speaking to eliminate background noises.

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

**Members Absent:** None

**Others Present:** Sandy Leitheiser in attendance and Belusko via phone conference.

The committee met today to discuss the following:

1. **MCEDC Update/Approval:** Belusko reported she has been working with local businesses that have been impacted during the COVID Pandemic. MCEDC Annual Meeting is on hold as well as the CEO Program due to COVID-19. Belusko reported that twelve students have been accepted into next year's CEO program.
2. **Revolving Loan Fund Update/Approval:** Belusko stated she will work on this report next month because she needs the proper reports from the bank.
3. **Tourism Update/Approval:** All of the videos are on V-Tube and they will advertise this week that the videos are out there.
4. **Applications for Event Funding (Tourism) Update/Approval:** The committee reviewed and discussed the scoring points for the events that submitted grant paperwork for the Tourism Financial Assistance Round 2. **Motion by McCammack and second by Fogle to approve the Round 2 Tourism Grant requests pending they have their event as follows: Hillsboro Old Settlers Car Show for \$730; Hillsboro Olde Tyme Tractor Show, Hillsboro Summer Concert Series, Litchfield Farmers Market and Litchfield Pickers Market for \$1,000 each. Glenn Savage abstains and all other in favor, motion carried.** Some of these organizations have cancelled their events due to the COVID-19 Pandemic.
5. **CEDS Document Update/Approval:** Yeske shared a report listing some of the wish list items/projects to add to the CEDS document. Yeske invited everyone to share their ideas for additional items or projects.
6. **Planning Commission Update/Approval:** The Planning Commission has not met due to COVID and will continue to revise the Wind Siting Ordinance.
7. **Wind Siting Ordinance Amendments Update/Approval:** Savage suggested checking out the new large wind mills and keep in mind the setback needs to be proportionate to the height of the wind mill.
8. **Bike Trail Update/Approval:** Yeske stated she will be getting an estimate from the Highway Department regarding the work needed to the Bike Trail.
9. **West Central Development Update/Approval:** No new updates.
10. **Montgomery County Bicentennial Update/Approval:** Yeske stated she has been working with Patty Whitworth regarding the Bicentennial and they haven't been able to meet due to the COVID-19 social distancing.
11. **Other Business Update/Approval:** Yeske shared information regarding the Montgomery County Mask Makers group and they have collectively made 12,000 masks.
12. **Public Comments Update/Approval:** McCammack reported the PPE program has been successful however the loan program hasn't worked out so well. Belusko reported businesses that received PPE are doing well.

There are no bills this month. Motion by McCammack and second by Deabenderfer to adjourn the meeting. All in favor, motion carried. Meeting was adjourned at 6:20 pm.

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

# Montgomery County Board EMA Committee Meeting Minutes

**Date: Monday, May 4th, 2020**

**Time: 4:00 pm – County Board Room**

In accordance with EXECUTIVE ORDER 2020-07 issued by Governor Pritzker, this meeting will be conducted via remote participation ONLY.

**AG Guidance on OMA:** For a public body that determines it must hold a meeting during the COVID-19 pandemic, the Executive Order 2020-07 suspends the in-person attendance requirement for members of the public body and allows for remote participation. If a meeting is necessary, public bodies are encouraged to provide video, audio, and/or telephonic access to maintain openness and transparency to members of the public. Public bodies determining whether to hold meetings at this time should exercise good judgment and discretion and utilize the availability of remote participation to help curb the spread of COVID-19.

**Conference Call NUMBER IS: 217-532-8500.**

**Once you are prompted, enter the Conference ID number: 926186 #.**

**You must enter the pound (#) sign after the ID number. Please mute your phones when not speaking to eliminate background noises.**

**Members Present:** Chair – Bill Bergen, Vice Chair – Chuck Graden, Connie Beck, Tim Fogle,  
Jeremy Jones,

**Members Absent:** Richard Wendel

**Others Present:** Greg Nimmo, Mona Lewis and Sherry Greenwood via Conference Call

The committee met today to discuss the following:

1. **Ambulance Billing:** Greenwood and Lewis reported things were going OK with ambulance billing.
  - Monthly Report – Greenwood is waiting on some numbers from the ambulance districts to update the report.
2. **EMA Director's Report:** Nimmo gave a summary on what has been happening with the COVID-19 pandemic in Montgomery and Christian Counties. Our first positive case was on March 28<sup>th</sup>. Nimmo and some volunteers have been working everyday with the COVID pandemic issue.
  - Chris-Mont EMA
3. **EMA Old Business:**
  - None
4. **EMA New Business:**
  - None
5. **Executive Session:** (not needed)
6. **Pay EMA and/or Ambulance Bills:** Motion by Graden and second by FOgel to submit the bills to the full board. All in favor, motion carried.
7. **Open Discussion:** None
8. **Other Business Update/Approval:** Coronavirus update given by Nimmo
9. **Public Comments:** None

Motion to Adjourn by Fogle and second by Jones. All in favor, motion carried.

Meeting adjourned at 4:35 pm. The summaries of minutes were respectfully submitted by acting secretary Christine Daniels, as Deputized by Montgomery County Clerk/Recorder Sandy Leitheiser.

# Montgomery County Board

## Finance Committee Meeting Minutes

**Date:** Wednesday, May 7<sup>th</sup>, 2020

**Time:** 3:00 pm - County Board Room

In accordance with EXECUTIVE ORDER 2020-07 issued by Governor Pritzker, this meeting will be conducted via remote participation ONLY.

**AG Guidance on OMA:** For a public body that determines it must hold a meeting during the COVID-19 pandemic, the Executive Order 2020-07 suspends the in-person attendance requirement for members of the public body and allows for remote participation. If a meeting is necessary, public bodies are encouraged to provide video, audio, and/or telephonic access to maintain openness and transparency to members of the public. Public bodies determining whether to hold meetings at this time should exercise good judgment and discretion and utilize the availability of remote participation to help curb the spread of COVID-19.

Conference Call NUMBER IS: 217-532-8500.

Once you are prompted, enter the Conference ID number: 926186 #.

**Members Present:** Megan Beeler, Kirby Furness, David Loucks, Jim Moore, Earlene Robinson, Bob Sneed and Chairman Evan Young. Connie Beck by Phone

**Members Absent:** none

**Others Present:** Nikki Lohman, Ray Durston, Sandy Leitheiser are present in the board room. Participating by phone are: Banee Ulrici, Bryant Hitchings,

The committee met today to discuss the following:

1. **SOA Report Update/Approval:** Durston submitted his monthly report for the committee to review and reported the Board of Review will meet starting June 1<sup>st</sup>, 2020.
2. **Capital Improvement Fund Reports Update/Approval:** The committee discussed the Capital Improvement Fund report and Lohman reported we received a coal royalty check last month.
3. **IMRF Update/Approval:** The committee reviewed and discussed the new rate sheet for IMRF contributions for the employer and employees.
4. **FY 2019 Audit Presentation by KEB Update/Approval:** KEB will present the FY 2019 Audit report and the board will review for 30 days. Action to approve the audit will take place at the June Meeting.
5. **Property Tax Bill Schedule and Penalty Update/Approval:** Beeler stated the committee needs to discuss the options and decide the timeline for property tax payments and penalties. Lohman stated the real estate tax installments would be July 3<sup>rd</sup> and September 4<sup>th</sup>. Bills will be mailed out May 29<sup>th</sup>, 2020.
6. **Ordinance Postponing Delinquency Date Interest for the First Installment 2019 (Payable 2020) Property Tax Payments Pursuant to 35 ILCS 200-21-40(c)(1)(B) Update/Approval:** The committee discussed waiving the late payment penalty for the first installment or having the first due date in August versus July or allowing three payments. The committee discussed the fact that the taxing bodies need their tax money. **Motion by Furness and second by Loucks to recommend the approval of the Ordinance Postponing Delinquency Date Interest for the First Installment 2019 (Payable 2020) Property Tax Payments Pursuant to 35 ILCS 200-21-40(c)(1)(B). All in favor, motion carried.** Penalties will be waived on the first installment.
7. **Covid-19 Employees Leave – FMLA/FFCRA (Families First Coronavirus Response Act)Update/Approval:** Beeler stated the Personnel Committee discussed the Families First Coronavirus Response Act and the Finance Committee will discuss the variables on how

employees can be paid during the COVID-19 issue with declining revenues. Furness stated if an employee chooses not to come back to work after and it is one of the five qualifying COVID reasons, then FFCRA applies. Beeler said we have to do what is Federal law and the FFCRA took effect Nationally on April 1<sup>st</sup>, 2020. The committee discussed and approved the FFCRA would be administered at the Supervisor level. County Clerk Leitheiser stated she would like for the directive to come from the board. Beeler stated you can't treat all the offices the same. States Attorney Hitchings stated a private conversation between supervisor and staff members needing FMLA would need to take place. Beeler stated a memo from the Personnel Committee needs to be sent out to the Supervisors regarding the FFCRA policy that took effect April 1st, 2020. Furness stated government employees are essential and the supervisors can call all their people back to work.

8. **Foresight Energy Update/Approval:** Beeler stated she is waiting for a response from the States Attorney regarding the notice of bankruptcy filed by Foresight. Hitchings will review the information and he will follow up with the Attorney General. Beeler stated we are not making any changes to the royalty and recommends holding tight. She said someone will be going to the bankruptcy hearing.
9. **FY 2021 Non-Union Salaries Update/Approval:** Beeler suggested having the budget hearings starting in August instead of July. Beeler explained we would have six months of revenue and expense history for office holders to help them prepare their FY 2021 budgets. Beeler stated she looked at the current CPI and the CPI before COVID hit. The CPI came in at a \$.28 hour increase and based on seeing what union employees are getting this December 1<sup>st</sup>, 2020, she is recommending a \$.30 per hour increase. Furness stated we need to take into consideration the increase to get to the minimum wage of \$15.00 per hour by 2025. The committee discussed the decrease in county revenues and reviewed a projected revenue spreadsheet prepared by Nikki Lohman. Beeler stated we will have to amend this year's budget for all the COVID expenses because we may not see any reimbursements until the next fiscal year.
10. **Finance/Budget Control Policies and Procedures Update/Approval:** Beeler will have a draft ready by the board meeting.
11. **VISTRA Power Plant Legislation Update/Approval:** Lohman reported Senator Manar contacted her to get support letters from the Montgomery County Taxing Bodies to move ahead with the VISTRA Power Plant Legislation. Lohman sent a letter out to the Taxing bodies to put on their letter head and a letter will be sent out on Chairman Young's letterhead. **Motion by Moore and second by Loucks to recommend sending a support letter to Senator Hastings & his Committee regarding the VISTRA Power Plant Legislation. All in favor, motion carried.**
12. **Policy for Bidding out Professional Services Update/Approval:** Beeler reported she notified The KEB Auditor that we are going out for bid for next year for the FY 2021 Audit. Beeler stated we will also go out for bid for the Property Casualty Insurance.
13. **Highway Department Property Agreement Update/Approval:** The committee reviewed the draft prepared by Bryant Hitchings.
14. **Resolution Committing Certain Montgomery County Revenues to Specified Expenditures Update/Approval:** Committee discussed and decided not to take any action and this will be taken off the agenda.
15. **Executive Session for Personnel/Litigation/Property Acquisition Update/Approval: (not needed)**
16. **Other Business Update/Approval:** None

Motion by Robinson and second by Moore to pay bills and approve payroll. All in favor, motion carried  
Motion by Moore and second by Furness to adjourn the meeting. All in favor, motion carried.

Meeting adjourned at 5:10 PM. The summaries of minutes were respectfully submitted by acting secretary Chris Daniels, as Deputized by Montgomery County Clerk/Recorder Sandy Leitheiser.

# Montgomery County Board HWE Committee Meeting Minutes

**Date: Tuesday, May 5th, 2020**

**Time: 4:00 PM – County Board Room**

In accordance with EXECUTIVE ORDER 2020-07 issued by Governor Pritzker, this meeting will be conducted via remote participation ONLY.

**AG Guidance on OMA:** For a public body that determines it must hold a meeting during the COVID-19 pandemic, the Executive Order 2020-07 suspends the in-person attendance requirement for members of the public body and allows for remote participation. If a meeting is necessary, public bodies are encouraged to provide video, audio, and/or telephonic access to maintain openness and transparency to members of the public. Public bodies determining whether to hold meetings at this time should exercise good judgment and discretion and utilize the availability of remote participation to help curb the spread of COVID-19.

**Conference Call NUMBER IS: 217-532-8500.**

**Once you are prompted, enter the Conference ID number: 926186 #.**

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

**Members Absent:** Richard Wendel

**Others Present:** Sandy Leitheiser

The committee met today to discuss the following:

- 1. Elections Update/Approval:** Clerk Leitheiser updated members about potential legislation regarding increasing voting by mail outreach for the November 3<sup>rd</sup>, 2020 General Election.
- 2. EPA Report Update/Approval:** Daniels reported we have not had any training due to the social distancing requirements as a result of the COVID Pandemic.
- 3. Recycling Report Update/Approval:** Young reported Bryan Demming is working on the lease agreement for the baler and he is interested in purchasing the Caterpillar Forklift and the scale. The committee discussed and approved that the bigger recycling surplus items be advertised for bid and opened in two weeks at the Coordinating Committee meeting. Motion by Beck and second by Johnson to advertise the Caterpillar forklift, three trucks, scale and two trailers for bid to be opened at the next Coordinating Committee meeting. All in favor, motion carried. The committee stated we will advertise the right to refuse any and all bids.
- 4. Animal Control Facility Program Update/Approval:** Young reported some Municipalities haven't had a chance to meet to discuss the Animal Control Municipal Contract the past couple of months due to the COVID Pandemic Social Distancing Requirements. Young also reported AC Warden Daniels has been working with the Sheriff's Department and the States Attorney's Office regarding a neglect case in a rural area of the county involving domestic and farm animals.
- 5. Executive Session for Personnel/Litigation/Property Acquisition Update/Approval:** (if needed)
- 6. Other Business Update/Approval:** None
- 7. Public Comments Update/Approval:** None

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

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

Meeting adjourned at 4:30 pm.

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

# Montgomery County Board Personnel Committee Minutes

**Date:** Thursday, April 23rd, 2020

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

In accordance with EXECUTIVE ORDER 2020-07 issued by Governor Pritzker, this meeting will be conducted via remote participation ONLY.

**AG Guidance on OMA:** For a public body that determines it must hold a meeting during the COVID-19 pandemic, the Executive Order 2020-07 suspends the in-person attendance requirement for members of the public body and allows for remote participation. If a meeting is necessary, public bodies are encouraged to provide video, audio, and/or telephonic access to maintain openness and transparency to members of the public. Public bodies determining whether to hold meetings at this time should exercise good judgment and discretion and utilize the availability of remote participation to help curb the spread of COVID-19. Conference Call NUMBER IS: 217-532-8500. Conference ID number: 926186 #.

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

**Members Absent:** none

**Others Present:** Sandy Leitheiser and by phone is Nikki Lohman, Holly, Lemons, Ray Durston, Rick Robbins, Bane Ulrici and Bryant Hitchings.

The committee met to discuss the following:

1. **Employee Health Insurance Update/Approval:**
  - a. Monthly HRA report: Furness reported the HRA balance is \$36,863.
2. **Employee Personnel Manual Update/Approval:** Furness stated the committee will review the recommended revisions to the Employee Personnel Manual next month.
  - a. Revised Drug Policy addressing Cannabis – Will be reviewed next month.
3. **Covid-19 Employees Leave – FMLA/FFCRA (Families First Coronavirus Response Act) Update/Approval:** The committee had a lengthy discussion regarding the policy issued by the Federal Government effective April 1<sup>st</sup>, 2020 for the Families First Coronavirus Response Act. This notice was shared with all the employees at the beginning of April. The committee discussed the issues of some employees reporting for work and some not due to the shut down by the Governor. Furness stated that the Government employees are classified as an essential business and workers, just like grocery stores and gas stations. Furness added that those essential employees are working next to each other and with the public. The committee discussed there has not been a consistency between offices as to which employees have been reporting to work every day, which ones are at work on a limited rotation basis, which ones are working from home and ones not reporting for work. **Motion by Johnson and second by Deabenderfer to put the FFCRA on the full board agenda for action. All in favor, motion carried.**
4. **Employee Transition back to Work Update/Approval:** Lohman reported Tax bills will be going out as normal and she has a resolution for Finance Committee that would waive the late fee for the first payment. Ray Durston reported he extended the Senior Homestead Exemptions due date to June 1<sup>st</sup>, and will accept paperwork when sent or brought in. Young and Robbins will have a meeting with Department Heads to see what needs to be done with offices and employees to let the public back in. Lemons asked who is going to mark off 6 feet etc. Bane shared a concern with liability issues of Public Service Employees doing the cleaning.
5. **Executive Session to Discuss Personnel/Litigation/Property Acquisition Update/Approval:** If needed
6. **Other Business Update/Approval:** None

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

Meeting adjourned at 6:23 pm. The summaries of minutes were respectfully submitted by acting secretary Christine Daniels, as Deputized by Montgomery County Clerk/Recorder Sandy Leitheiser.

# Montgomery County Board

## Road & Bridge Committee Meeting Minutes

Date: Thursday, May 7<sup>th</sup>, 2020

Time: 8:30 AM – Historic Courthouse Board Room

In accordance with EXECUTIVE ORDER 2020-07 issued by Governor Pritzker, this meeting will be conducted via remote participation ONLY.

**AG Guidance on OMA:** For a public body that determines it must hold a meeting during the COVID-19 pandemic, the Executive Order 2020-07 suspends the in-person attendance requirement for members of the public body and allows for remote participation. If a meeting is necessary, public bodies are encouraged to provide video, audio, and/or telephonic access to maintain openness and transparency to members of the public. Public bodies determining whether to hold meetings at this time should exercise good judgment and discretion and utilize the availability of remote participation to help curb the spread of COVID-19.

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

**Members present:** Gene Miles, Bill Bergen, Jim Moore, Glenn Bishop, Dave Loucks, Dennis McCammack, & Evan Young

**Members Absent:** None

**Others Present:** County Engineer Cody Greenwood

1. **Walshville Bypass Road Update/Approval:** Engineer Greenwood stated he spoke with Walshville Trustee Applegate and more discussion will need to take place with the Walshville Board regarding this project.
2. **New Highway Department Property Purchase Agreement Update/Approval:** The committee reviewed and discussed a draft of the New Highway Department Property Purchase Agreement that was prepared by States Attorney Bryant Hitchings. Greenwood stated \$30,000 per year payments will come out of the 225 Highway Fund for 10 years and the sale of the current property will go to the County General Fund. **Motion by Moore and second by Loucks to recommend the New Highway Department Property Purchase Agreement to the Full Board. All in favor, motion carried.**
3. **COVID-19 Update/Approval:** Greenwood reported the maintainers are now working 2 to 3 days per week with two man crews working from separate trucks. The two Secretaries working one half days one week on and one week off. The secretaries are coming in to do billing, payroll and checks. They get paperwork ready on Friday and Cody brings the stuff to the Treasurer's Office on Monday morning.
4. **REBUILD Illinois bond funds to local public agencies Update/Approval:** Greenwood reported IDOT sent a letter regarding proceeds from some bond sales that they will disperse twice a year for three years and the money can be deposited into the MFT account so they can keep track of this money separately. Loucks asked if this money could be used for the Walshville project and Cody stated he will ask local roads if this could be possible. There are two big bridge projects, road and guardrail projects coming up also. Greenwood reported they haven't received their April MFT allotment yet and don't know if it has decreased. The committee reviewed a list that showed what each Municipality and Township would get from the Rebuild Illinois fund. County Road District will receive \$1,156,934 over three years, the Townships will get \$3,244,583 and municipalities would get \$1,472,212 for a grand total county-wide of \$5,873,729.
5. **Highway Safety Improvement Fund** – Greenwood stated this money will become available again this year and the committee discussed the Guardrail Improvement project at 90% funding. Committee also discussed checking out the grant guidelines to see if this funding could be used to improve the alignment of the intersection of Seven Sisters Road and the Coffeen/Irving Blacktop. Miles suggested looking at the Fillmore Road to Route 16 and Greenwood stated he would look into the guidelines.

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

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

Meeting adjourned at 9:00 a.m. Minutes respectfully submitted by acting secretary Christine Daniels as Deputized by the Montgomery County Clerk and Recorder, Sandy Leitheiser.