

Montgomery County Board

Minutes

For Tuesday, May 12th, 2020 – 5:30 PM

The following are minutes of a regular meeting of the Montgomery County Board held at 5:30 PM on Tuesday, May 12th, 2020 via teleconference. Some members were present in the County Board Room for the meeting.

The meeting was called to order by County Board Chairman Evan Young at 5:36 PM.

Roll call was taken - 20 members present, 1 member absent.

Members Present: Connie Beck, Megan Beeler, Bill Bergen, Glenn Bishop, Ronald Deabenderfer, Tim Fogle, Kirby Furness, Chuck Graden, Mark Hughes, Sandra Johnson, Jeremy Jones, David Loucks, Dennis McCammack, Gene Miles, Jim Moore, Earlene Robinson, Glenn Savage, Bob Sneed, Donna Yeske, and Evan Young.

Member Absent: Richard Wendel

Pledge of Allegiance to the flag was led by Bob Sneed.

Mileage and Per Diem Approval: Motion by Miles and second by Moore to approve the mileage and per diem.

ROLL CALL VOTE: Beck, Beeler, Bergen, Bishop, Deabenderfer, Fogle, Furness, Graden, Hughes, Johnson, Jones, Loucks, McCammack, Miles, Moore, Robinson, Savage, Sneed, Yeske and Young. **All in favor, motion carried.**

Approval of Minutes of Previous County Board Meeting:

Motion by Deabenderfer and second by Sneed to approve the Minutes of the previous County Board Meeting held on Tuesday, April 14th, 2020. **All in favor, motion carried.**

CONSENT AGENDA:

- 1. Ambulance Billing Report** - Sherry Greenwood – no report, will be submitted next month.
- 2. Animal Control Report** -- Amanda Daniels was present for questions.
- 3. Circuit Clerk's Report** -- Holly Lemons was present for questions.
- 4. Coroner's Report** -- Randy Leetham -- report was submitted.
- 5. County Clerk and Recorder's Report** -- Sandy Leitheiser was present for questions. She informed members the appointments for the Title Searchers are underway, and they are going well. Members Loucks and Furness thanked Leitheiser for providing this service and stated they have received favorable comments from their constituents.
- 6. EMA Director's Report** -- Greg Nimmo – report was submitted.
- 7. Health & TB Department Report** -- Hugh Satterlee was present for questions.
- 8. Highway Department Report** -- Cody Greenwood was present for questions.
- 9. Probation Office Report** -- Banee Ulrici – report was submitted.
- 10. Public Defender's Report** -- Erin Mattson – no report, will be submitted next month.
- 11. ROE - Monthly and Quarterly Reports** – Julie Wollerman – report was submitted.
- 12. Sheriff's Report** -- Rick Robbins - was on conference call for questions.
- 13. SOA Report** -- Ray Durston was present for questions.
- 14. States Attorney Report** -- Bryant Hitchings was on conference call for questions.
- 15. Treasurer's Report** -- Nikki Lohman was on conference call for questions.
- 16. V.A.C. Report** -- Dave Strowmatt – was present for questions.

APPROVAL OF 16 ITEMS ON THE CONSENT AGENDA: Motion by Furness and second by Beeler to approve the 16 items on the Consent Agenda. All in favor, motion carried.

LIAISON REPORTS:

- **708 Board** – Robinson stated the board had 12 applicants with \$833,000 requested. She said the board will begin the selection process next month.
- **CEFS Board** – Fogle gave an update on CEFS activity.
- **911 Board** – Bill Bergen stated he will give his report later in the meeting.
- **Health Department** – Sandra Johnson reported the Health Department had a Nokomis project underway, and there was much discussion at the last meeting regarding COVID-19.
- **IL Association of County Officials** – Bergen stated there was nothing to report.
- **MCEDC** – Yeske said she will give the report during Economic Development Committee report.
- **Planning Commission** – Deabenderfer stated there were no meetings, so no report.
- **Senior Citizens Board** – Deabenderfer stated there were no meetings, so no report.
- **UCCI** – Miles stated there was no meeting, so no report.
- **U of I** – Beck stated there was no meeting, so no report.
- **WCDC** – Wendel was absent, so Chairman Young called on Jones, who said West Central is now rotating staff for COVID-19 reasons, and he has also been helping constituents with unemployment issues.

COMMITTEE REPORTS:

COORDINATING COMMITTEE: Given by Chairman Evan Young:

1. **Information Systems Report Update:** Young reported the Information System staff is making sure employees who can work from home remotely can do so.
2. **Census Count Committee Update:** Clerk Leitheiser provided an update for members.
3. **Coronavirus and Employee Transition back to work Update:** Young stated the Historic Courthouse is now open to the public by appointment only for title searches, and this is being handled by Clerk Leitheiser.
4. **Extension of the Proclamation of a Disaster in Montgomery County Approval:** Chairman Young said we need to extend the county disaster proclamation date so we can qualify for COVID-19 expense reimbursements, and it allows us to keep getting PPE supplies and assistance from the National Guard. Bishop asked if this money is guaranteed and how much money the county has spent to date. Chairman Young said we have been careful about what we purchased, have installed plexiglass barriers, and provided PPE to employees. Johnson and Jones expressed their concerns about the many local businesses that are closed. **Motion by Fogle and second by Beeler to approve the extension of the Proclamation of a Disaster in Montgomery County due to the outbreak of the Coronavirus Disease (COVID-19) until the June 9th Full Board Meeting at 5:30 pm or if the Governor Lifts the Order earlier. All in favor, motion carried. (For copy, see Resolution Book 18, page 40).**

BUILDING & GROUNDS COMMITTEE REPORT: Given by Committee Chairman Bob Sneed:

1. **Smart Watt Energy Project Update:** 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 completed work. He said the project was also installed on a CD and given to Coordinator Daniels to file in the County Board Office. Sneed stated the committee was pleased with Smart Watt's work.
2. **Dropbox at the Historic Courthouse Update:** Sneed reported a drop box was purchased and will be installed tomorrow on the north side of the Historic Courthouse near the fire escape. He said the public can use the drop box for their tax payments and for any mailings for the County Clerk and SOA Offices.
3. **Maintenance and Cleaning Issues and Report Update:** Sneed reported the maintenance staff has been cleaning and disinfecting county buildings. Discussion also took place about the maintenance workers sanitizing between court cases and putting up a sign at the courtroom entrance stating the room has been cleaned and disinfected.
4. **Generator Bids approval:** Sneed said the committee reviewed and approved the maintenance proposal for the three generators submitted by Luby Equipment.
5. **Re-Opening County Buildings Approval:** Sneed reported Chairman Young and Maintenance staff did a good job getting plexiglass barriers for the public counters in the county offices.
6. **Insurance Claim for Annex Building Roof Update:** Sneed reported there has been no change in our request to review the insurance claim for the Annex Building roof, but he signed the contract with Young's Roofing for the repairs.
7. **Sidewalk Repairs around the Historic Courthouse Update:** Sneed reported he has not been successful in getting someone to call him back with prices to replace the sidewalks.
8. **Imagine Hillsboro Mural on the Annex Building North Wall Update:** Sneed reported he has not been contacted by anyone regarding the mural, and Young stated the mural has to be something historical.

ECONOMIC DEVELOPMENT COMMITTEE REPORT: Given By Committee Chairwoman Donna Yeske:

1. **MCEDC Update:** Yeske stated Belusko has been working with local businesses impacted during the COVID Pandemic. She said the MCEDC Annual Meeting is on hold as well as the CEO Program due to COVID-19. She stated Belusko informed her twelve students have been accepted into next year's CEO program.
2. **Revolving Loan Fund Update:** Yeske reported Belusko said she will work on this report next month because she needs the proper reports from the bank. McCammack said there could be eligible projects for the Revolving Loan Fund (RLF) now with COVID-19 concerns, and Hughes asked if small businesses can use the fund for these purposes. Beeler stated the purposes of the RLF fund is for business startups and expansion. Young stated it will be up to the RLF committee to discuss this need and approve it. McCammack said small businesses are hurting and need help. Beeler said the county can make changes to the RLF policy to fit our needs. McCammack and Hughes requested the RLF policy be changed to help our small businesses during this COVID pandemic.
3. **Tourism Update:** Yeske stated all the videos are on You Tube, and MCEDC will advertise them this week.

4. **Applications for Event Funding (Tourism) Approval:** Yeske said the committee reviewed and approved funding for some of the events who submitted grant paperwork for round 2 of the Tourism Grants. **Motion by Yeske and second by Deabenderfer to approve the Round 2 Tourism Grant requests (if they have their event) as follows: Hillsboro Old Settlers Car Show for \$750; Hillsboro Olde Tyme Tractor Show, Hillsboro Summer Concert Series, Litchfield Farmers Market and Litchfield Pickers Market for \$1,000 each.** Bishop stated he understands that some venues have cancelled their events. Yeske replied if the event isn't held, it doesn't get the money. **All in favor, motion carried.**
5. **CEDS Document Update:** 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:** Yeske stated the Planning Commission has not met due to COVID-19; and when they meet again, they will continue to revise the Wind Siting Ordinance.
7. **Wind Siting Ordinance Amendments Update:** Savage suggested checking out the new large wind farms and to keep in mind the setback needs to be proportionate to the height of the wind turbine.
8. **Bike Trail Update:** Yeske stated she didn't have anything new to report.

E.M.A and AMBULANCE REPORT: Given by Committee Chairman Bill Bergen:

1. **Ambulance Billing:** Bergen stated employees Greenwood and Lewis reported things are going okay 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 status report on the COVID-19 pandemic in Montgomery and Christian Counties. He said Governor Pritzker placed our county in Region 3 and we are now in Phase II. He complimented the National Guard staff assigned to help them with their response efforts. Nimmo said he drafted the Historic Courthouse re-opening plan which is going well so far.
3. **Other Business:** Health Department Director Hugh Satterlee gave an update on the current status of COVID-19, and said with more testing taking place, cases could go up. He warned members that our county hospitals don't have the capacity to handle things on our own if cases go up, and we should be careful as we proceed.

FINANCE COMMITTEE REPORT: Given by Committee Chairwoman Megan Beeler:

1. **Capital Improvement Fund Reports Update:** Beeler stated some interest payments were posted in April, and we received some coal royalty payments which haven't been posted yet.
2. **IMRF Update:** Beeler referred everyone to a document in the packet and stated we will keep a close eye on the IMRF account.
3. **FY 2019 Audit Presentation by KEB:** KEB representative Rick Gratza gave a presentation of the County FY 2019 Audit report. Gratza stated there were no material weaknesses, no significant deficiency and no noncompliance with laws, regulations, grants and contracts. Some recommendations from KEB include Budgetary Controls, an accounting procedures manual, better response on returned economic interest forms,

positive pay banking and the Sheriff's revolving fund balance. Bishop asked about a note provided on the audit that referenced a County Board member who had a conflict of interest with a local engineering firm; and after researching this statement, Gratza responded KEB had made an error on the audit, since the member in question was a planning commission member and not a county board member. Gratza said this error will be corrected. Beeler thanked KEB and the county department heads for their work and stated board members will be given a 30 day review and action to approve the audit will take place at the June Meeting.

4. **Ordinance #2020-2 Postponing Delinquency Date Interest for the First Installment 2019 (Payable 2020) Property Tax Payments Pursuant to 35 ILCS 200-21-40(c)(1)(B) Approval:** Beeler stated the committee discussed and approved recommending waiving late payment penalty for the first installment for all types of property taxes to help give taxpayers a little break during the COVID situation. She said the ordinance also states property taxes collected through escrow must be paid on time or be penalized, and Beeler said the penalty is 1.5% per month. Treasurer Nikki Lohman stated she always puts out a press release about the payment schedule for property tax bills and will include information about this ordinance. Lohman said the Treasurer's Office will also accept partial payments for those who are having financial difficulties. **Motion by Beeler and second by McCammack to approve Ordinance #2020-2 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. (For copy of Ordinance, see Resolution Book 18, page 41).**
5. **Covid-19 Employees Leave – FMLA/FFCRA (Families First Coronavirus Response Act) Update:** Beeler stated all employee leave after employees return full time will be treated in the same manner as FMLA.
6. **FY 2021 Non-Union Salaries Update:** Beeler stated the budget hearings will be held starting in August instead of July, and worksheets will go out in May or June. Beeler explained if budget hearings are held in August, we will have six months of revenue and expense history for office holders to help them prepare their FY 2021 budgets. Budget hearings will also be held between the property tax installment dates.
7. **Finance/Budget Control Policies and Procedures Update:** Beeler stated she gave a preliminary draft to Treasurer Lohman for review.
8. **VISTRA Power Plant Legislation Approval:** Lohman reported Senator Andy Manar contacted her recently to request support letters from affected Montgomery County Taxing Bodies to Senator Hastings so he can move ahead with the VISTRA Power Plant Legislation. Beeler responded a letter will be sent out on Chairman Young's letterhead. **Motion by Beeler and second by Sneed to approve sending a support letter to Senator Hastings & his Committee regarding the VISTRA Power Plant Legislation. All in favor, motion carried. (For copy of letter, see Resolution Book 18, page 42).**
9. **Policy for Bidding out Professional Services Update:** Beeler reported she notified a KEB representative we are soliciting bids for next year for the FY 2020 Audit. Beeler stated we will also solicit bids for the Property Casualty Insurance.
10. **Highway Department Property Agreement Update:** Beeler said the committee reviewed the draft prepared by Bryant Hitchings. Beeler stated Finance will review it next month.

- 11. Foresight Energy Update/Approval:** Beeler stated the recommendation is to not change anything on the current contract with Foresight Energy. State's Attorney Hitchings stated the hearing is coming up on Thursday. Beeler stated we are not making any changes to the royalty, and she recommends holding tight. She said someone will be going to the bankruptcy hearing this Thursday on the county's behalf.

H.W.E. COMMITTEE REPORT: Given by Committee Chairman Chuck Graden:

1. **Elections Update:** Clerk Leitheiser updated members about potential legislation regarding increasing the county's voting by mail outreach for the November 3rd, 2020 General Election. County Board member Earlene Robinson stated Sandy had several judges call off the day before the primary and complimented her and her staff. Robinson also said the Attorney General's office representatives stopped in to their polling place as part of their county Election Day inspection, and they praised Leitheiser and her staff as well. Bishop expressed his thanks to Leitheiser for her leadership in digitizing land records back to 1981 and placing them online so county customers could maintain access to those important records during the COVID pandemic.
2. **EPA Report Update:** Coordinator Chris Daniels reported she has not had any training yet due to social distancing requirements as a result of the COVID Pandemic.
3. **Recycling Report Update:** Chairman Young reported D.C. Waste/Recycling owner Bryan Deming is now working on the lease agreement for the baler and is interested in purchasing the Caterpillar Forklift and the scale. He said the committee discussed and approved the bigger recycling surplus items be advertised for bid and opened in two weeks at the Coordinating Committee meeting.
4. **Animal Control Facility Program Update** Member Jim Moore asked what the animal control policy is regarding horses and farm animals. Chairman Young stated that these animals should be the responsibility of the Department of Agriculture. Coordinator Chris Daniels said because of the COVID-19 pandemic, the Department of Agriculture representatives are not responding, so the county Sheriff's office requested Animal Control Officer Amanda Daniels assist in these types of cases until Department of Agriculture representatives can be reached.

PERSONNEL COMMITTEE REPORT: Given by Committee Chairman Kirby Furness:

1. **Employee Health Insurance Update/Approval:**
 - 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.
 - Revised Drug Policy addressing Cannabis – Will be reviewed next month.

ROAD AND BRIDGE COMMITTEE REPORT: Given by Gene Miles:

1. **Walshville Bypass Road Update:** Miles reported Engineer Greenwood will set up a meeting with Walshville Trustee Gary Applegate and more discussion will need to take place with the Walshville Village Board regarding this project.
2. **New Highway Department Property Purchase Agreement Update:** Miles reported the committee reviewed and discussed a draft of the new Highway Department Property Purchase Agreement prepared by State's Attorney Bryant Hitchings and members were generally in favor of it.

3. **COVID-19 Update:** Miles said Greenwood reported the maintainers are gradually working more each day with two man crews working from separate trucks, with the two secretaries working half days one week on and one week off.
4. **REBUILD Illinois bond funds to local public agencies Update:** Miles said Greenwood reported IDOT sent them a letter regarding proceeds from some bond sales they will disperse twice a year for three years. The money can be deposited into the MFT account so they can keep track of this money separately. Miles said there are two big bridge projects coming up as well as road and guardrail projects. Greenwood reported they haven't received their April MFT allotment yet, so he doesn't yet know if it has decreased. Miles said the committee reviewed a list showing what each Municipality and Township would get from the Rebuild Illinois fund. He said the County Road District will receive \$1,156,934 over three years; the Townships will get \$3,244,583 over three years; and municipalities will get \$1,472,212 over three years for a county-wide grand total of \$5,873,729, to be used by July 2025. Greenwood reported the first disbursement has been sent out by the State, with proceeds to be from Transportation series A Bonds to fund Rebuild Illinois and is separate from MFT funds. Greenwood said we don't know how the bonds will be paid back.
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.

APPROVAL OF 8 COMMITTEE REPORTS & MINUTES:

Motion by Moore and second by McCammack to approve the eight committee reports and minutes. All in favor, motion carried.

ANNOUNCEMENTS: Chairman Young thanked Sheriff Robbins for coming to the Historic Courthouse this morning to make sure the County Board room was sanitized. He also complimented the Montgomery County Mask Makers, who are making and donating masks for many in need. There were no schedule changes.

APPOINTMENTS:

Motion by Beeler and second by Moore to approve the re-appointment of Ray Durston as the Montgomery County Chief Assessment Officer for a 4 year term effective July 8th, 2020, to July 8th, 2024. All in favor, motion carried.

Motion by Sneed and second by Furness to approve the re-appointment of Lyle (Dick) James to the Board of Review for a 2 year term effective June 1st, 2020, to May 31st, 2022. All in favor, motion carried.

Motion by Robinson and second by Loucks to approve the re-appointment of Mike Rappe to the Board of Review for a 2 year term effective June 1st, 2020, to May 31st, 2022. All in favor, motion carried.

Motion by Miles and second by Furness to approve the re-appointment of Kent Aumann to the Board of Review for a 1 year term effective June 1st, 2020, to May 31st, 2021. All in favor, motion carried.

Motion by Moore and second by Beeler to approve the re-appointment of John Richard Lyons to the Harvel Drainage District #1 for a 1 year term effective May 12th, 2020, to May 12th, 2021. All in favor, motion carried.

Motion by Beeler and second by McCammack to approve the re-appointment of Richard Uhrig to the Harvel Drainage District #1 for a 2 year term effective May 12th, 2020, to May 12th, 2022. All in favor, motion carried.

Motion by Sneed and second by Beeler to approve the re-appointment of Christopher Zimmerman to the Harvel Drainage District #1 for a 3 year term effective May 12th, 2020, to May 12th, 2023. All in favor, motion carried.

Motion by Loucks and second by Furness to approve the re-appointment of Dennis Held to the Harvel Drainage District #2 for a 1 year term effective May 12th, 2020, to May 12th, 2021. All in favor, motion carried.

Motion by Moore and second by Sneed to approve the re-appointment of John Richard Lyons to the Harvel Drainage District #2 for a 2 year term effective May 12th, 2020, to May 12th, 2022. All in favor, motion carried.

Motion by Furness and second by Beeler to approve the re-appointment of Larry Meisner to the Harvel Drainage District #2 for a 3 year term effective May 12th, 2020, to May 12th, 2023. All in favor, motion carried.

PUBLIC COMMENTS: None

PAY BILLS AND PAYROLL:

1. **Approval to Pay Any Invoices to Adams PC and Books & Moore, Point of Light and Furness Concrete & Construction, Inc. and JJ Outlet, LLC and Yeske Soaps:**
Motion by Beeler and second by Loucks to pay any invoices for Adams, PC and Book & Moore, Point of Light and Furness Concrete & Construction, Inc. Voice Vote: In favor – 15, Against – 0, Absent – 2 (Deabenderfer left meeting prior to vote, Wendel was absent), Abstain – 4 (Moore, Bishop, Yeske and Furness). Motion carried.
2. **Motion by Beeler and second by Miles to pay all other approved bills and Payroll. All in favor, motion carried. For itemized listing of bills paid, refer to Accounts Payable Book for FY 2020.**

Adjourn: Until the Full Board on Tuesday, June 9th, 2020 at 5:30 PM in the County Board Room, Hillsboro, Illinois.

Motion by Loucks and second by Miles to adjourn the Full Board Meeting. All in favor, motion carried. Meeting Adjourned at 7:35 PM. Minutes respectfully recorded and submitted by Montgomery County Clerk and Recorder Sandy Leitheiser.