

Montgomery County Board

Buildings & Grounds Meeting Minutes

Date: Friday, February 7th, 2020

Time: 8:30 AM – County Board Room

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

Members Absent: Jeremy Jones

Others Present: Mark Brown, Roger Cassidy, Nikki Lohman, Jason Anderson, Austin Bertollino, Brian Brown, Nick Kenny, Larry Reincke, Bryce Rupert and Nic White

The committee met today to discuss the following:

- Maintenance and Cleaning Issues and Report Update/Approval:** Brown reported the Insurance adjuster came last Friday to inspect the damage on the roof of the Annex building and will send in a report. Brown reported a sensor was installed on the boiler at the Historic Courthouse to maintain water levels and is working properly now. Sneed reported the boiler is working and emergency stop buttons will be installed at both entrances of the boiler room. Brown stated he will be calling to get prices to repair the concrete steps at the Historic Courthouse. Sneed asked Coordinator Daniels to contact the person that repaired the steps last time for a proposal. Brown reported the basement wall in the Historic Courthouse was scraped and more repairs will take place when the weather gets warmer. Brown reported they painted small maintenance garage and he contacted an electrician to replace the ballast in the Historic Courthouse elevator. Brown stated he is ordering a new motor for \$100 to repair the cooler at the jail. Sneed reported Clerk Leitheiser needs some brick repair done in a vault in basement and there is a small steam leak in the early voting room. Nikki Lohman stated the water heater in her breakroom sink is not working and asked that it be replaced. Lohman also reported the bottom two shelves are splintering on the shelving unit in the stair case in the Treasurer's Office. Sneed reported he is still working on getting prices to replace the sidewalks around the Historic Courthouse. Sneed reported he got an estimate of \$1,600 to replace nine lights in the lobby of the Jail with LED fixtures. **Motion by Graden and second by McCammack to authorize the replacement of the lobby lights with LED fixtures at the Jail. All in favor, motion carried.** Sneed reported he is also getting proposals to replace outside lights at the New Courthouse and Jail. The generator at the Jail wasn't working correctly and a service call was made to replace a circuit board in the amount of \$2,100. The generator is working now and Sneed asked the Sheriff to get some prices to get a maintenance contract on the generators.
- Sound System for Board Room Update/Approval:** Sneed reported Earlene Robinson has offered to check with her church to see if they are willing to sell some surplus speaker equipment.
- Open Bids for County Farm Update/Approval:** The committee opened and reviewed seven bids submitted for the County Farm. The top three bidders were Jason Anderson at \$281 per acre, Austin Bertollino at \$261 per acre and Nic White at \$252 per acre. Sneed asked if any of the top three bidders wanted to raise their bid and hearing none, stated Jason Anderson was the top bidder. **Motion by Miles and second by Wendel to approve the high bid from Jason Anderson in the amount of \$281 per acre. All in favor, motion carried. Motion by McCammack and second by Wendel to recommend the approval of the high bid submitted by Jason Anderson to the full board. All in favor, motion carried.**
- Johnson Controls Service Contract Renewal Update/Approval:** Sneed reported we received our maintenance service contract renewal from Johnson Controls in the amount of \$5,919. The committee discussed calling Johnson Controls to check on the price. **Motion by Miles and second by Graden that Bob Sneed call Johnson Controls to get a better price and take the best price offer. All in favor, motion carried.**
- Surplus Auction Update/Approval:** Sneed reported the surplus auction will be held in April when weather permits.
- CTI Promotion of WIFI Update/Approval:** The committee discussed the announcement that CTI has made free WIFI available in the Hillsboro downtown area.
- Other Business Update/Approval:** None
- Public Comments:** None

Motion by Bishop and second by McCammack 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 9:25 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, January 28th, 2020

Time: 8:30 am – County Board Room

Members Present: Evan Young, Chuck Graden, Bill Bergen, Kirby Furness, Gene Miles, Bob Sneed

Members Absent: Megan Beeler and Donna Yeske

Others Present: Rick Robbins, Nikki Lohman, Cody Greenwood, Hugh Satterlee and Curt Watkins

The committee met today to discuss the following:

Coordinating Committee: Evan Young, Board Chairman:

1. **Information Systems Report Update/Approval:** Curt Watkins reported they had 56 tickets in December and he hired Craig Roach to do some of the IS tech work. Watkins stated they finished the land records server last Friday and the voters registration work is about half done. They are working on additional cameras at the jail and the fiber connectivity between the buildings. Watkins reported they continue to work on Sheriff Office and 911 upgrades. Watkins stated he has been working with Clerk Leitheiser who is getting more cyber security related grants. Watkins stated several vendors have expressed they are impressed with how progressive Montgomery County is regarding Cyber Security. Watkins has checked into different software that offers Cyber security and Sexual Harassment training modules for employees. Watkins will schedule training for employees in March.
2. **Census Count Committee Update/Approval:** Clerk Leitheiser stated a couple of informational meetings were held last week in the County Board room for local officials regarding the 2020 Census.
3. **Rules of Order Update/Approval:** Nothing to report.
4. **Non-Binding Illinois Oil Industry Support Resolution Update/Approval:**
5. **Other Business Update/Approval:** Hugh Satterlee stated they are opening up a facility in Nokomis on Front and Pine Streets. Satterlee reported they will have two shared offices for mental health and substance abuse services two to three days a week. WIC may be there once a week.

Personnel Committee: Kirby Furness, Chairman -

1. **Employee Health Insurance Update/Approval:**
 - Monthly HRA report: Balance is about \$10,000
2. **Employee Personnel Manual Update/Approval:**
 - Revised Drug Policy addressing Cannabis will be reviewed by the committee for one month.
3. **Employee Time Keeping in Appointed Offices Update/Approval:** Furness stated we are going to put some time clocks to comply with better time keeping records as required by the State.
4. **911 Director Position Update/Approval:** Furness reported the ETSB approved hiring Telecommunicator Ed Boyd as the Interim 911 Coordinator. Sheriff Robbins stated he has left a message with Local 773 Business Agent Judy Simpson to get union approval. This will save some jobs if the county board approves the proposal from ETSB for them to stay in Montgomery County.
5. **Grievance with Local 148 Circuit Clerk's Union Update/Approval:** Furness reported the committee met with Local 148 and they will dismiss their grievance.
6. **Sexual Harassment Training Update/Approval:** Furness stated the committee is working on a policy and procedure for annual sexual harassment training for employees. Satterlee stated the Health Department has been giving the ICRMT training every third Friday in January and new employees review the video that was prepared by Julie Bruch. Robbins stated he has been giving the training once a year and to new employees as well. Engineer Greenwood stated for the engineer's license, they must have one hour of sexual harassment training each year.

7. **Executive Session to Discuss Personnel/Litigation/Property Acquisition Update/Approval: If needed**
8. **Other Business Update/Approval:**

Finance Committee: Megan Beeler, Chairman -

1. **IRS Mileage Rate Update/Approval:** Hugh Satterlee stated by law if we round up on the IRS mileage from \$.57.5 per mile to \$.58 per mile then employees would pay taxes on the \$.05.
2. **SOA Report Update/Approval:** Durston will give his report.
3. **Capital Improvement Fund Reports Update/Approval:** Committee will review.
4. **IMRF Legislation Update/Approval:** The committee will discuss.
5. **Foresight Energy Proposal Update/Approval:** Young stated the committee will discuss the proposal submitted last month.
6. **Circuit Clerk FY 2019 Audit Update/Approval:** Lemons wants to present in February.
7. **Finance/Budget Control Policies and Procedures Update/Approval:** Beeler will present a draft.
8. **Class Action Notice for Opioid Litigation Update/Approval:** No update at this time.
9. **County GATA Number Update/Approval:** The County doesn't have a GATA number. Sheriff, Health Department and Highway Department have their own GATA numbers. Lohman stated she thinks the County has a GATA number. Greenwood stated grants need to be audited and quarterly reports sent in. Satterlee stated you have to be careful on who has the authority to accept grant funds under other entities within the county.
10. **Executive Session for Personnel/Litigation/Property Acquisition Update/Approval: (if needed)**
11. **Other Business Update/Approval:** None

Building & Grounds Committee: Bob Sneed, Chairman -

1. **Maintenance and Cleaning Issues and Report Update/Approval:** Sneed reported there were several issues with the boiler in the Historic Courthouse the past few weeks. It has been reprogramed. A couple of kill switches for emergency purposes will be installed at each door entrance for safety reasons. A by-pass will be installed on the condensate part of the boiler. One of the pipes to the boiler was plugged up and messed up the condensate. Sheriff Robbins stated there was a problem with the generator at the Jail. The timer has issues and Robbins thinks Brown is manually testing it. IS Manager Watkins got involved. They are trying to find specs for the generator and the fuel gauge doesn't work. Brown stated the generator is on Watkins to do list.
2. **Sound System for Board Room Update/Approval:** The committee will discuss.
3. **Open Bids for County Farm Update/Approval:** Sneed reported the committee will open bids for leasing the county farm at their next meeting. The top three bidders will have the opportunity to increase their bid if they are at the Building and Grounds Committee meeting.
4. **Johnson Controls Service Contract Renewal Update/Approval:** The committee will review the new invoice received for the annual service contract in the amount of \$5,919.
5. **Surplus Auction Update/Approval:** Will be scheduled in the spring when it is warmer. All the items need to be organized.
6. **Other Business Update/Approval:** None

Economic Development Committee: Donna Yeske, Chairman -

1. **MCEDC Update/Approval:**
 - Revolving Loan Fund Update/Approval:
2. **Tourism Update/Approval:** The committee will discuss.
3. **Applications for Event Funding (Tourism) Update/Approval:** Yeske will have information to share with the committee.
4. **Eagle Zinc Cleanup Update/Approval:** Yeske will report.
5. **West Central Development Update/Approval:** The committee will discuss.
6. **CEDS Document Update/Approval:** The U of I Extension is working on the CEDS.

7. **Planning Commission Update/Approval:** The Planning Commission is working on the Wind Ordinance.
8. **Wind Ordinance Amendments Update/Approval:** Young reported the Planning Commission is working on revising the County Wind Ordinance.
9. **Bike Trail Grant Info Update/Approval:** Yeske is looking into a grant to address some drainage issues.
10. **Other Business Update/Approval:**

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

1. **EMA Report Update/Approval: Greg Nimmo**
2. **Ambulance Billing Office Update/Approval:** Bergen reported a webinar to review new ambulance billing software is scheduled for February 4th, 2020. This is the same software that Litchfield is using.
3. **Rescind the Resolution to Dissolve the ETSB Board Update/Approval:** Bergen stated the committee will rescind the Resolution to dissolve the ETSB Board. The committee discussed the financial options that Bergen presented and having a two year contract with a date. Joe Gasparich is now the President of the ETSB Board since Tom Rogers was not re-appointed.
4. **911 Addressing Policy and Procedures Update/Approval:** This issue will be put on the ETSB Committee agenda to discuss. Sheriff Robbins reported about the red truck.
5. **Other Business Update/Approval:** None

HWE Committee: Chuck Graden, Chairman -

1. **Elections Update/Approval:** Clerk Leitheiser will give an update.
2. **EPA Report Update/Approval:** Gonet will report.
3. **Recycling Program and Events Update/Approval:** Municipalities have called that they want the drop off structures and they will be taken off the county insurance. The facility in Hillsboro reverts to the City of Hillsboro and the contents are still county property and will be insured by the county.
 - DC Waste Proposal – will be presented.
4. **Animal Control Facility Program Update/Approval:** The committee will discuss.
 - Municipal Contracts will be discussed.
5. **Executive Session for Personnel/Litigation/Property Acquisition Update/Approval: (if needed)**
6. **Other Business Update/Approval:**

Road & Bridge Committee: Gene Miles, Chairman –

1. **Highway Department Building Improvements Update/Approval:**
2. **Walshville Road Project Update/Approval:** Miles reported he received a complaint call from the Village regarding not knowing about the Walshville alternate route project. Landowners will not go for the right away. They want a three mile re-route. Cody says it would be too expensive versus the ½ mile he is proposing.
3. **New Highway Department Property Purchase Update/Approval:** The finance committee will discuss.
4. **Executive Session to Discuss Personnel/Litigation/Contractual/Property Acquisition**
5. **Update/Approval:**
6. **Other Business Update/Approval:** None

Motion to Adjourn by Furness and second by Graden. 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

Economic Development Committee Meeting Minutes

Date: Monday, February 3rd, 2020

Time: 5:30 pm– County Board Room

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

Members Absent: None

Others Present: Sandy Leitheiser and Valerie Belusko

The committee met today to discuss the following:

1. MCEDC Update/Approval:

- Revolving Loan Fund Update/Approval: Belusko stated everything is being paid, however an older loan had a deal worked out with a restaurant owner and paperwork got lost and then management of the restaurant changed hands. The new management was going to get a small loan to pay everything off and then we could take off the RLF list.
- Census 2020 Update: Leitheiser and Belusko updated marketing efforts for getting everyone to participate in the 2020 census. Leitheiser shared a copy of the Initial Invitation Letter that will be mailed out to all households with information about the 2020 Census.

2. Tourism Update/Approval: Belusko stated there are three drafts of Tourism Videos ready for her to review. Belusko stated we will owe a balance on the videos.

3. Applications for Event Funding-Tourism Financial Assistance Update/Approval: The committee discussed the timeline for Round 2 of Tourism Grant Applications that will be due March 27th, 2020. The committee will review and approve them at their meeting on April 6th, 2020. This grant cycle will cover events from April 15th through November 30th, 2020. Committee discussed possibly changing the max grant award of \$1,000 because we don't know how many organizations will apply. Yeske stated \$12,000 was put in the FY 2020 budget for the Tourism Financial Assistance, the videos and advertising for tourism. **Motion by McCammack and second by Hughes to approve the Tourism Financial Assistance Application with the date changes as discussed. All in favor, motion carried.**

4. Eagle Zinc Cleanup Update/Approval: Yeske reported there is no update at this time.

5. West Central Development Update/Approval: Young reported we haven't had an update lately from WCDC.

6. CEDS Document Update/Approval: Committee discussed a draft of part one of the CEDS document. The CEDS document is being prepared by the U of I Extension and is a work in progress.

7. Planning Commission Update/Approval: Deabenderfer stated the Planning Commission had a three and one half hour meeting to review and discuss the Wind Ordinance.

8. Wind Ordinance Amendments Update/Approval: Deabenderfer stated the Planning Commission reviewed about one half of the draft of a Wind Ordinance that was prepared by a Christian County resident.

9. Bike Trail Grant Info Update/Approval: Yeske reported there is a bike trail grant out there, however after researching we would have had to have maps drawn out of the bike trail and an engineer's estimate of what the project costs would entail. Yeske stated there would not have been enough time to respond by the March 15th, due date. Yeske checked with Gene Miles to see if the highway department will go out and repair the drainage issues. Materials will be paid for by the Economic Development fund. Yeske will also look at the signage on the bike trail to see if anything needs to be addressed.

10. Other Business Update/Approval: Clerk Leitheiser stated that the committee agendas are being given to her for posting and are being put on the county web site, so they should not be changed after that point. Committee discussed the Enterprise Zone incentives and reviewed a map of all the EZ areas in the State.

11. Public Comments Update/Approval: None

Motion by Deabenderfer and second by McCammack to pay the \$15,000 MCEDC dues. All in favor, motion carried.

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

Meeting was adjourned at 7:00 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
Ambulance/EMA Committee Meeting Minutes

Meeting Date: 2-3-20 Time: 4:00pm
EMA Office, 120 N Main St, Hillsboro, IL

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

Absent: None

Others Present: Greg Nimmo, Sherry Greenwood, Mona Lewis, Ed Boyd and Brad Ozee.

The Committee met to discuss and approve the following:

- A. **Ambulance Billing Update/Approval:** Greenwood reported there is a Webinar on February 4th, 2020 offered by Tri Tech billing software. Greenwood stated she sent Chad Dooley of Litchfield a form that he requested and she is working on the yearend reports for ambulance billing. Greenwood stated she has been invited to attend some of the ambulance district meetings to talk about the ambulance contracts. Greenwood reported she has the new figures that each billing service will be paying since Litchfield left the county billing service. Hillsboro was paying \$2,542.50 per month and with the new formula split without the City of Litchfield in the ambulance billing, it will go up to \$3,968.33 per month. Nokomis was \$678 month and now it will pay \$1,020.42 per month. Raymond/Harvel Ambulance was paying \$282.50 per month now it will be billed \$396.83 per month. Farmersville/Waggoner Ambulance was paying \$169.50 per month and it will now be paying \$283.42 per month. Greenwood stated they have a time clock now and asked if other offices were also keeping track of their time. Bergen stated that by law, everyone has to keep detailed logs of their work time. Greenwood said some days she runs late in the morning and then she works the weekend or evenings when it is quiet and she is not interrupted by the phones. Greenwood will keep track of her hours if she attends an evening ambulance district meeting. Evan stated there shouldn't be a need to work over because there is about 35% less billing work because Litchfield doesn't submit bills anymore. Litchfield will be charged \$20 per hour for wrapping up their billing work. Bergen stated employees should be clocking in and out for lunch and any afterhours work. .
- a. Monthly Report was submitted.
- B. **EMA Old Business Update/Approval:** Nimmo reported the transition to combine the EMA Offices for Christian and Montgomery Counties is going well.
- C. **EMA Director's Report Update/Approval:** Nimmo shared his EMA activity report for January 2020. See attached.
- D. **EMA New Business Update/Approval:**
- a. EMA/911 Meetings/Responses/Training
- b. ETSB Meeting is Scheduled for February 20th, 2020 at 7:00 pm in the PBC Room.
- E. **Executive Session:** *(not needed)*
- F. **Pay EMA and Ambulance Bills:** Motion by Graden and second by Wendel to pay the bills. All in favor, motion carried.
- G. **Open Discussion:**
- H. **Adjourn:** Motion by Fogle and second by Beck to adjourn. All in favor, motion carried. Time: 4:37 PM.



CHRIS-MONT EMA
301 W Franklin St
Taylorville, IL 62568

EMA

Director's Report

EMA Director,
Greg Nimmo
217-273-3911
gnimmo@christiancountysheriff.com

January 2020

Overview:

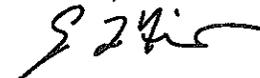
- Vacation 12/30/19-1/5/20
- IEMA 5th Quarter Grant Reporting:
 - Both counties' reports have been completed and submitted as required by Jan 31, 2020.
 - Starting Jan 1, 2020 funding will be consolidated through IEMA for the consolidated Chris-Mont EMA.
- EMA Team trailer being purchased with DAPL funds has been ordered. It should be ready in March 2020.
 - Additional equipment being ordered for the trailer to support EMA Teams and all Public Safety Responders within Chris-Mont EMA response areas.
- Safe School Helpline, a Mont Co project started before the EMA consolidation, has been instituted by four public school districts in Montgomery County.
 - EMA and the 708 Board partnered with the schools to complete this project.
- Christian County's 5-year mitigation plan review, a Christian County project started before the EMA consolidation, is currently ongoing.
- Even though we have consolidated EMAs, the Local Emergency Planning Committees (LEPC) will remain as two separate entities as allowed.
 - Christian County LEPC is being stood up. Our first meeting will be Feb 20, 2020, at 1: pm at Taylorville Fire.
 - Mont Co LEPC's first meeting will be Feb 7, 2020, at 10:00 am.
- I have been working to establish contacts and getting to know people in Christian County and Region 6 as the new EMA Director.
- Web Pages: Christian County's EMA page has been updated. I am working to update Montgomery County's EMA page now.
- I am working to combine the Christian and Montgomery County Emergency Operations Plans.
 - A deadline of Aug 31, 2020, has been set to complete this consolidated document as an accredited EMA.
- Ed Boyd has been appointed the Interim 911 Administrator in Montgomery County. I have been training/assisting him as time allows in the transition for Montgomery County.
- NWS Weather Spotter Classes Scheduled:
 - Litchfield: 3-5-20 at LLCC 6:30-8:30 pm ✓
 - Taylorville: 3-10-20 at (TBD) 6:30-8:30 pm
- EMA Consolidation Presentation: I have been asked and will be participating in a panel discussion regarding EMA Consolidation in Illinois at the IESMA State Training Summit on April 23/24, 2020.
- Full-Scale Exercise: Chris-Mont EMA is partnering with Bayer (Monsanto) in Stonington to hold a full-scale exercise in June 2020. It will follow HSEEP standards for EMA accreditation.

- Humanitarian Service Award: I and Volunteer Deputy Director, Kevin Schott, have received Humanitarian Service Awards from MABAS Illinois. These were awarded for our response from Montgomery County EMA during the flooding that occurred from May-July 2019 in downstate Illinois.
- Volunteer Deputy EMA Directors:
 - Joe Gasparich 217-825-7955
 - Andy Goodall 217-825-6902
 - Kevin Schott 217-971-8196

Meetings/Operations:

- Jan 6: Mont Co EMA Committee Meeting
 - Mont Co Board Meeting (911 Consolidation)
- Jan 7: IEMA Threats Teleconference
 - Wx Siren Testing in (both counties)
 - Starcom Radio Testing (both counties)
- Jan 9: NWS Weather Briefing
- Jan 11/12: Sit Reps sent to IEMA for severe weather (both counties)
- Jan 13: Joint ETSB Meeting
- Jan 15: MABAS 50 Meeting (Assumption)
- Jan 16: NWS Weather Briefing
 - Mont Co ETSB Meeting
- Jan 22: EMA Volunteer Full Team Meeting in Taylorville
 - Reorganization of team
 - Inventory of equipment
- Jan 24: IESMA Executive Board Special Meeting
- Jan 30: Bayer Active Shooter TTX Planning Meeting

Chris-Mont EMA
Director,



Greg Nimmo

Montgomery County Board Finance Committee Minutes

Date: Friday, February 7th, 2020

Time: 10:00 am- County Board Room

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

Members Absent: None

Others Present: Sandy Leitheiser, Cody Greenwood, Nikki Lohman, Ray Durston, Bev McCoy, Patty Whitworth, Eric Braasch and Rick Robbins.

1. **IRS Mileage Rate Update/Approval:** The committee reviewed the new release from IRS with the new 2020 IRS Mileage rate of \$.575 per mile. **Motion by Sneed and second by Furness to approve the new IRS mileage reimbursement in the amount of \$.575 per mile. All in favor, motion carried.**
2. **SOA Report Update/Approval:** Durston reported the Board of Review has reviewed about 208 complaints and hearings are scheduled to begin February 18th, 2020. Durston stated we received our 2019 Tentative Multiplier on January 22nd and it was 1.00. The SOA Office has begun to work on the 2020 assessments and inspections will start when weather permits. Durston stated the 2020 Senior and Disabled exemption renewals were mailed out on January 22nd, 2020. In GIS, work was completed for the Emergency Equipment and Evacuation routes for county buildings and the PSAP Verification was completed for the 2020 Census. Durston reported seventeen people representing the Power Plant taxing bodies attended a meeting on January 27th, 2020 including Senator Manar and Representative Bourne. Discussion took place on the potential legislation and Vistra's draft proposal and will meet again to discuss a counter offer with no date set at this time.
3. **Capital Improvement Fund Reports Update/Approval:** The Committee reviewed the Capital Improvement Fund reports submitted by the Treasurer and we received about \$18,000 in coal royalty revenue.
4. **Property, Casualty and Worker's Compensation Report Update/Approval:** Eric Braasch reported he will review the county policy insurance regarding adding new Motorola 911 equipment. Furness stated we may have to raise our limit on our insurance once the equipment is installed. The \$800,000 is for software purchases and not hardware. Braasch will bring numbers to the full board meeting on Tuesday. Braasch reported the Litchfield recycling building has been removed from the county insurance and the Hillsboro Building will be removed as well, however the contents are county property and will remain on the insurance policy.
5. **IMRF Legislation Update/Approval:** Treasurer Lohman shared IMRF fund balance reports that show an increase due to better stock market investments.
6. **Foresight Energy Proposal Update/Approval:** The committee discussed the proposal from Foresight Energy regarding their request to amend the purchase agreement for coal royalties. Young reported Mark Cornell no longer works at the coal mine. Furness shared concerns that the coal industry is not in very good shape and he would like for them to show some production first. Furness also reported he is hearing they owe several local vendors money for goods and services. The committee discussed putting language in the contract regarding paying local vendors what they owe if we reduce their royalty percentage and States Attorney Hitchings agreed. **Motion by Moore and second by Robinson to recommend the approval of reducing the coal royalties to 1.5% until Dec. 1st, 2020 and after that it reverts back to the original purchase agreement. All in favor, motion carried.**
7. **Circuit Clerk FY 2019 Audit Update/Approval:** The committee reviewed the exception report last month and is waiting on the financial part of the report from KEB.
8. **Finance/Budget Control Policies and Procedures Update/Approval:** Beeler reported she has several examples from other counties of Finance/Budget control policies and Tim Fogle has offered to help her draft some policies for Montgomery County.

9. **Resolution Committing Certain Montgomery County Revenues to Specified Expenditures Update/Approval:** Beeler reported she has been in communication with KEB regarding this resolution and they were changing software and need to get back to her.
10. **Class Action Notice for Opioid Litigation Update/Approval:** States Attorney Hitchings stated he received negative feedback from other counties that participated in the class action litigation with the private organization. The Attorney General is working on this issue on behalf of the county and recommends not signing on with a private organization to represent the county. Hitchings stated he will follow up.
11. **ETSB / 911 Dispatching Services Proposal Update/Approval:** Bergen reported he has met with the ETSB Board and submitted a revised budget which they approved proposal #5 and voted to keep 911 dispatching in Montgomery County. Moore stated he has a concern with approving a five year budget proposal from ETSB. Sheriff Robbins stated he would like to approve this year's contract to get things established and then address the contract and budget again next year. Bergen stated he understands and agrees with the concerns and issue of a five year agreement and he was just giving a five year budget for projection purposes. Beeler asked if the \$50,000 loan will just keep riding on the books and Bergen agreed. **Motion by Sneed and second by Furness to recommend the approval FY 2020 budget for one year without the \$50,000 loan and the admin fees pending ETSB Board approval.** The ETSB Board will be given the option to amend their FY 2020 budget and Beeler stated it wasn't necessary and is up to the ETSB Board. The ETSB current budget is \$1.3 million and the proposal from ETSB is \$1,058,415 which is about \$300,000 less. Once the full board votes on the agreement and FY 2020 budget, the agreement will need to be approved and signed by the ETSB Board. Robbins reported he has added some language regarding reimbursing some salary for the new 911 Director Ed Boyd. **A motion to approve the operational contract/agreement between the Sheriff's Office and the ETSB Board will be addressed at the Full Board Meeting on Tuesday.**
12. **New Highway Department Property Purchase Update/Approval:** Engineer Greenwood reported the Road and Bridge Committee has been discussing repaying the County for the \$600,000 purchase of the Wright Automotive Property last year. The Road and Bridge committee discussed and approved paying back \$300,000 over 10 years for \$30,000 per year and payments will go to the coal fund 375. Greenwood explained there was \$300,000 budgeted from coal money for the Irving Road project and since they used that money towards the purchase of the property, they feel this \$300,000 should go towards their purchase repayment. Greenwood added that any proceeds from the sale of the current location would go to the county general fund and the highway department would assist with demolition if the county chooses selling 14 empty lots. The county can decide if they want to demo or sell the property as is. The appraisal that was done for the property was all parcels as is. Greenwood stated the Irving Road improvements will still take place at some time in the future and come out of the Highway funds. Leitheiser asked if the entire \$600,000 that was spent from coal funds for the Wright Automotive Property, will be reimbursed from the highway department and Beeler replied no. The committee discussed getting a written agreement for the repayment of the money from the Highway Department and will ask the States Attorney to draft something.
13. **Executive Session for Personnel/Litigation/Property Acquisition Update/Approval: (if needed)**
14. **Other Business Update/Approval:** The Pre-Paid Vendor List approval will take place at the Full Board Meeting. Young reported Bryan Demming came to the HWE Committee with a proposal to purchase the recycling equipment and supplies. The HWE Committee decided to put all the surplus supplies and equipment in the silent auction that will be held this spring.
15. **Public Comments Update/Approval:** Whitworth thanks Bergen and the committee to reach a one year agreement with the ETSB/911 Board. Bergen also thanked the committee for their work with the ETSB Board.

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

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

Meeting adjourned at 11:55 am. 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, February 4th, 2020

Time: 4:00 PM – County Board Room

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

Members Absent: None

Others Present: Bryan Deming, Sandy Leitheiser, Amanda Daniels and Bill Gonet

The committee met today to discuss the following:

1. **Elections Update/Approval:** Clerk Leitheiser gave members updates about the upcoming election, and stated her office will have ballot testing completed prior to the first day of Early Voting and Voting By Mail on February 6th, 2020.
2. **EPA Report Update/Approval:** Gonet reported IL EPA sent him information regarding another funding opportunity this afternoon and a meeting will be scheduled in a few weeks to see if we are interested in the extra funding for Office Supplies. This is Gonet's last meeting as he is retiring at the end of this month. The committee thanked him for his years of service.
3. **Recycling Program and Events Update/Approval:**
 - a. DC Waste Proposal will submit a proposal for the recycling equipment and supplies during the executive session.
 - b. Electronics Recycling Drive with BLH Computers on Saturday, October 17th, 2020. Location: Hillsboro
 - c. Silent Auction for Recycling Supplies = The committee approved to put all the recycling equipment and supplies in the surplus auction.
4. **Animal Control Facility Program Update/Approval:**
 - a. Municipal Contracts – Amanda Daniels reported the municipalities of Coalton, Waggoner, Witt, Nokomis, Fillmore, Butler and Harvel have approved and signed contracts for animal control services. Young stated he will check his availability to schedule a meeting with the mayors regarding the animal control contract. Warden Daniels reported she has working on the Rabies tag Access Data base and put all the information in an Excel Spreadsheet so it can be sorted. There are about 20,000 pets entered since 2009. There are about 16,000 entries where the rabies tags have been expired. Daniels explained this number also includes pets that have passed away, moved or given to other people. Daniels estimates about one third of these animals are in the county and not compliant which is a revenue loss of about \$40,000 to \$50,000 per year. The committee also discussed options of sending out notices to pet owners letting them know about the pet registration fees required for pets living in Montgomery County. Daniels will bring more information to next month's meeting and a plan to get notices out to pet owners.
5. **Executive Session for Personnel/Litigation/Property Acquisition Update/Approval: (if needed)**

Motion by Wendel and second by Johnson to enter into executive session for recycling equipment lease negotiations. All in favor, motion carried. Motion by Beck and second by Hughes to come out of executive session. All in favor, motion carried.

Motion by Hughes and second by Savage to put all the surplus Recycling supplies and equipment in the County surplus auction. All in favor, motion carried.
6. **Other Business Update/Approval:** Connie Beck stated the committee had discussed compensating Coordinator Daniels a few months ago for the additional work of supervising the Recycling program since Mike Hand left county employment last September.
7. **Public Comments:** None

Motion by Beck and second by Hughes 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 5:40 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, January 23rd, 2020

Time: 5:00 pm - County Board Room

Members Present: Kirby Furness, Ron Deabenderfer, Earlene Robinson, Donna Yeske and Chairman Evan Young

Members Absent: Bill Bergen, Sandra Johnson

Others Present: Sandy Leitheiser, Rick Robbins and Ed Boyd

The committee met to discuss the following:

1. **Employee Health Insurance Update/Approval:**
 - a. Monthly HRA report: The committee reviewed the HRA report submitted by Treasurer Lohman and the balance was \$7,004.
2. **Employee Personnel Manual Update/Approval:**
 - a. Revised Drug Policy addressing Cannabis – The committee reviewed the revised sample policy from ICRMT regarding Drug, Alcohol and Cannabis and will have it sent to States Attorney Bryant Hitchings to review and recommend.
 - b. Sexual Harassment Policy – Committee discussed the policy and procedure for annual employee training on the sexual harassment policy. Sheriff Robbins reported he conducts annual training with his employees. Coordinator Daniels will check with Curt Watkins to see if we can set up training on the County Intranet so certificates can be printed and put in the employee's file once the training is completed.
3. **Grievance Discussion with Local 148 – Circuit Clerk's Union Update/Approval:** Local 148 Business Agent Eric Mooshegian and Union Steward Daniel Robbins addressed the committee regarding a grievance filed. The committee denied the grievance last month and they came to appeal it and discuss the issues. Mooshegian stated the problem was he wasn't notified regarding the county new minimum salary increase to \$12.25 that resulted in an employee in the Circuit Clerk's Office getting \$.05 per hour more to be brought up to the minimum. Furness responded that he notified union steward Daniel Robbins and didn't have the contact info for Mr. Mooshegian. The union stated they didn't want to deny an employee more money; they just wanted to be notified.
4. **Employee Time Keeping in Appointed Offices Update/Approval:** The committee discussed a couple of different options for keeping track of employee's including clocking in according to requirements sent in a newsletter from Illinois Association of County Officials. A time clock will be purchased for the employees in the basement of the New Courthouse. Bane Ulrici is working with Curt Watkins on a Google time keeping system for the Probation Office.
5. **Executive Session to Discuss Personnel/Litigation/Property Acquisition Update/Approval:** not needed
6. **911 Director Update/Approval:** Sheriff Robbins advised the committee that Telecommunicator Ed Boyd was appointed last week as the Interim 911 Director by the ETSB/911 Board. The vacancy was created last December when Greg Nimmo became the Full time EMA Director for Montgomery and Christian Counties. Robbins stated he is working with the ETSB Board to compensate Boyd for 911 work and meetings he attends. Boyd will also do the 911 addressing duties and get a \$1.00 per hour salary increase. Robbins is working on a job description and is working with Union Local 773 Business Agent Judy Simpson so Boyd can perform the 911 duties.
7. **Other Business Update/Approval:** None

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

Meeting adjourned at 6:15 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, February 6th, 2020

Time: 8:30 AM – Highway Department

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

Members Absent: None

Other Present: County Engineer Cody Greenwood

1. **Resolution 2020-02 Authorizing Local Match Funds for Section 09-00132-00-RS Nokomis/Taylorville Road Resurfacing Project Update/Approval:** Engineer Greenwood reported this resolution is for a resurfacing project on the Nokomis Taylorville Road. Montgomery County portion is 20% local match using Federal Aid Matching funds and the project is scheduled for this summer. **Motion by Moore and second by McCammack to recommend the approval of Resolution 2020-02 authorizing local match funds in the amount of \$300,000 for Section 09-00132-00-RS Nokomis/Taylorville Road Resurfacing Project. All in favor, motion carried.**
2. **Resolution 2020-03 Authorizing Local Match Funds for Section 17-00140-00-GR Guardrail Improvements Project Update/Approval:** Greenwood reported this resolution is for guardrail improvements using Federal Aid Match funds in the amount of \$250,000. **Motion by Loucks and second by Bergen to recommend the approval of Resolution 2020-03 authorizing local match funds in the amount of \$250,000 for Section 17-00140-00-GR Guardrail Improvements Project. All in favor, motion carried.**
3. **Services for Right of Way Acquisition for Section 15-00138-00-BR Whitetown Bridge Project Update/Approval:** Greenwood reported he has a proposal from Prairie Engineers to perform work to acquire right of way for the Whitetown Bridge Project. There are 9 parcels involved where Prairie Engineers would coordinate with IDOT and their scope of work included doing title search and land acquisition work. Greenwood reported the expense would come out of the Federal Aid Match funds. **Motion by Loucks and second by Bishop to recommend the approval of the proposal from Prairie Engineers in the amount of \$19,650 to perform services for right of way acquisition for Section 15-00138-00-BR Whitetown Bridge Project. All in favor, motion carried.**
4. **Walshville Street Issues Update/Approval:** Greenwood reported Committee Chairman Gene Miles received a call from one of the Walshville Trustee stating some property owners along the proposed road re-route will not give up ground to construct the new road. Miles stated when three of their Village Officials attended a Road and Bridge Committee meeting a few months ago, they were going to help with the land acquisition to build the new road. The trustee that called is looking at a different route that would be three miles long. Greenwood stated our proposed new route is only one half to three quarters of a mile long and would cost \$750,000 to \$1 million. About three to five landowners could be impacted by the road re-route. Miles stated the trustees were invited to today's meeting and were told we needed help to acquire the land. Greenwood stated the new road will be 60 feet wide, so we need to acquire 10 feet on each side of the road. The tentative construction date was 2024 and we are trying to move this up to 2022. We are waiting for the Walshville board to get back to us for the short route.
5. **New Highway Department Property Purchase Update/Approval:** Miles reported this issue will be discussed at the Finance Committee meeting tomorrow at 10:00 am.
 - a. **Executive Session (if needed)**
6. **Other Business Update/Approval:** Miles reported Donna Yeske called him to ask if the Highway Department could help with some drainage and signage issues on the bike trail. **Motion by Bergen, second by Moore to Pay Bills. All in favor, motion carried.** **Motion by Moore, second by McCammack to adjourn the meeting. All in favor, motion carried.** Meeting adjourned at 9:05 a.m. Minutes respectfully submitted by acting secretary Christine Daniels as Deputized by the Montgomery County Clerk and Recorder, Sandy Leitheiser.