

Montgomery County Board

Buildings & Grounds Meeting Minutes

Date: Friday, June 5th, 2020

Time: 8:30 AM – County Board Room

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

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

Members Absent: None

Others Present: Curt Watkins, Rick Robbins and Mark Brown

The committee met today to discuss the following:

1. Maintenance and Cleaning Issues and Report Update/Approval:

- B&G Work Orders: Coordinator Daniels shared a spreadsheet with the work orders that have been placed in the past few weeks. The part time maintenance employee has been working full time for building and grounds since the beginning of May to help with maintenance, custodial and extra disinfecting work. The elevator in the Historic Courthouse was down for one week and needed a new circuit board. Schindler came on Monday and repaired the elevator. Johnson Controls repaired the HVAC at the New Courthouses and it is now operational after it was down for a few days.
- Historic Courthouse Brick Issues: Sneed shared pictures of some issues of disrepair with the brick on the Historic Courthouse and committee felt they should be fixed. **Motion by Miles and second by Jones to get the brick repaired. All in favor, motion carried.**

2. Re-Opening County Buildings Update/Approval: Young gave an update of the work that was done at the County Buildings to help keep employees safe during the COVID pandemic. New barriers were installed at all the customer counters and the Public land records research area was moved to the third floor in the Historic Courthouse. The search Computers and the plat maps were moved from the County Clerk, Treasurer and Supervisor of Assessments Offices to the third floor so the public will have some separation from the employees.

3. Sidewalk Repairs around the Historic Courthouse Update/Approval: Sneed reported he spoke with Daniel Robbins regarding partnering up with the City of Hillsboro for the sidewalk repairs around the Historic Courthouse. Sneed is waiting for Commissioner Robbins to take this to the city council and report back to him. McCammack will discuss with Commissioner Robbins.

4. Committee Meeting Date and Time Change Update/Approval: Sneed reported the Finance Committee asked to change their committee meeting from the first Wednesday of the month to the first Friday of the month so they can be the last committee to meet. The committee discussed and approved to change their meeting to the first Wednesday of the month at 8:30 am. **Motion by Bishop and second by Wendel to change the B & G committee meeting to meet on the first Wednesday of the month at 8:30 am starting in July. All in favor, motion carried.**

5. Executive Session for Personnel/Litigation/Property Acquisition Update/Approval: Motion by Miles and second by Jones to enter into executive session to discuss Personnel. All in favor, motion carried. Time 9:25 am. Motion by Miles and second by Graden to come out of executive session. All in favor, motion carried. Time. 10:40 am. No action was taken.

6. **Electrical and Circuit System Upgrade for the IT Power data room Update/Approval:** Curt Watkins stated they need to upgrade the electrical in the data room at the New Courthouse to accommodate the new 911 equipment. They need to run a couple of 100 amp circuits down to the data room so that generators can be hooked up if power was lost. Watkins stated they would need to maintain the same level of redundancy. The generator panel is full and something needs to be done. The UPS proposal is \$19,000 and the sub panel is \$4,000. Some additional circuits will be needed in the room so the panel will be needed. Curt stated he talked with Ed Boyd and the new 911 counsel has been ordered and this electrical work will need to be done. All the 911 bids came in under budget. The 911 equipment will be on this new electrical system and the ETSB Board has agreed to will help with the cost. Curt stated it will be about \$25,000 to do this project and 911 would be using about one half of the new circuit system needed. Young will contact the 911 Chairman. **Motion by Graden and second by McCammack to approve the electrical upgrade work for the IT data room an amount not to exceed \$25,000 and we will pursue getting one half the cost from 911/ETSB Board for this project. All in favor, motion carried.**
7. **Other Business Update/Approval:** Committee discussed the old benches and trimming trees in front of the Historic Courthouse. McCammack will bring up the issue to Hillsboro Commissioner Daniel Robbins and report back next month. Graden stated he spoke with HWE Committee and discussion took place for board members not to charge for the full board special meeting held last week.
8. **Public Comments Update/Approval:** None

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

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

Meeting adjourned at 10:50 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, May 26th, 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: Evan Young, Chuck Graden, Megan Beeler, Bill Bergen, Kirby Furness, Gene Miles, Donna Yeske, Bob Sneed

Members Absent: None

Others Present: Sandy Leitheiser, Nikki Lohman and Curt Watkins at the meeting. Holly Lemons, Rick Robbins participated by conference call.

The committee met today to discuss the following:

Coordinating Committee: Evan Young, Board Chairman -

1. **Information Systems Report Update/Approval:** Watkins reported the staff has been switching off every week during the COVID-19 Pandemic. Curt is working on site one week and then the other two are working from home and then they switch the following week. They are currently working on the Sheriff Department upgrades and the electrical in the data room needs beefed up to accommodate the new 911 equipment. They are planning to switch over to the new 911 equipment in July.
2. **Census Count Committee Update/Approval:** Leitheiser reported census workers will start going to the porches of the homes that didn't respond to the 2020 Census yet. They will start on June 1st, and target Donnellson, Wenonah and Irving. There will be no person to person contact at this time. Illinois Census Offices are not open yet versus other states in the country. Macoupin County partners are trying to get marketing items and got an extra grant and received bags, pens, hand sanitizer etc. They are also working with food pantries to get info to them.
3. **Covid-19 Pandemic Update/Approval:** Young reported there was another positive case at the Nursing Home by the Hospital and will soon test everyone there.
4. **Special Board Meeting Thursday, May 28th, 2020 at 5:30 pm Update/Approval:** Discussion took place on board members not charging per diem for this special meeting.
5. **Executive Session for Personnel/Litigation/Property Acquisition Update/Approval: (if needed)**
6. **Other Business Update/Approval:**

Building & Grounds Committee: Bob Sneed, Chairman -

1. **Maintenance and Cleaning Issues and Report Update/Approval:** Need to get together to discuss the disinfecting issues and when the cleaning service will be back. Holly wants them there during the day to disinfect. Robbins reported we will wait for the Circuit Clerk's input regarding opening up and then meet to get a game plan.
2. **Re-Opening County Buildings Update/Approval:** The committee will discuss with the Sheriff.
3. **Sidewalk Repairs around the Historic Courthouse Update/Approval:** Sneed reported he met with City Commissioner Daniel Robbins and the Street Superintendent to review the condition of the sidewalks around the Courthouse. The county will partner with the City of Hillsboro to get the sidewalks repaired.
4. **Executive Session for Personnel/Litigation/Property Acquisition Update/Approval: (not needed)**
5. **Other Business Update/Approval:** None

Economic Development Committee: Donna Yeske, Chairman -

1. **MCEDC Update/Approval:** Belusko will report.
2. **Revolving Loan Fund Update/Approval:** The committee will discuss.
3. **Tourism Update/Approval:** Yeske reported the videos are complete and the Drive In one is good.
4. **CEDS Document Update/Approval:** County Projects were added and the document is nearly complete.
5. **Planning Commission Update/Approval:** Will set up a new meeting date.

6. **Wind Siting Ordinance Amendments Update/Approval:** The Planning Commission is reviewing.
7. **Bike Trail Update/Approval:** The committee will discuss.
8. **West Central Development Update/Approval:** Nothing new to report.
9. **Montgomery County Bicentennial Update/Approval:** Yeske reported a meeting has been scheduled for June 2nd at 5:30 pm at the Bank of Hillsboro to discuss the Bicentennial events.
10. **Executive Session for Personnel/Litigation/Property Acquisition Update/Approval:** *(not needed)*
11. **Other Business Update/Approval:** None

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

1. **EMA Report Update/Approval:** Greg Nimmo will report.
2. **Ambulance Billing Office Update/Approval:** Bergen reported he spoke with Sherry Greenwood a couple of weeks ago and they will wait for the Chief Judge's guideline and get a plan for the employees to come back.
3. **ETSB/911 Update/Approval:** Bergen reported the ETSB/911 board opened bids last week and will award so equipment will be ordered for July installation.
4. **Executive Session for Personnel/Litigation/Property Acquisition Update/Approval:** *(if needed)*
5. **Other Business Update/Approval:**

Finance Committee: Megan Beeler, Chairman -

1. **SOA Report Update/Approval:** The Committee will review.
2. **Capital Improvement Fund Reports Update/Approval:** The committee will review.
3. **IMRF Update/Approval:** Continue to watch IMRF.
4. **FY 2019 Audit KEB Update/Approval:** The audit will need to be approved after the 30 day review. An executive session may be need to discuss names.
5. **Property Tax Payments Pursuant to 35 ILCS 200-21-40(c)(1)(B) Update/Approval:**
6. **Foresight Energy Update/Approval:** Nothing new to report on the bankruptcy. There was a hearing last week and it was postponed until June.
7. **FY 2021 Non-Union Salaries Update/Approval:** How many employees will be impacted if we increase the county minimum salary up to \$13.25 and it will affect 8 employees and they are all union employees.
8. **Finance/Budget Control Policies and Procedures Update/Approval:** The committee will discuss.
9. **VISTRA Power Plant Legislation Update/Approval:** Nothing new to report.
10. **Policy for Bidding out Professional Services Update/Approval:** The committee will discuss.
11. **Highway Department Property Agreement Update/Approval:** Road and Bridge Committee reviewed the Agreement last month and will make the recommendation. The Finance Committee will review.
12. **Change the Finance and Building and Grounds Committee Dates:**
13. **Seminar Conference regarding Budget Reductions Update/Approval:** Beeler stated the seminar is on June 5th at Noon.
14. **Rental Housing Assistance Financial Assistance due to COVID-19 Update/Approval:** Sandy reported they are trying to get legislation to get more dollars from recording fees to help
15. **Executive Session for Personnel/Litigation/Property Acquisition Update/Approval:** *(not needed)*
16. **Other Business Update/Approval:** None

HWE Committee: Chuck Graden, Chairman -

1. **Elections Update/Approval:** Leitheiser extra costs..... Send by mail ballots.....May establish secure election drop off sites. Letters to precinct committee people for election judges. Legislation regarding dropping the election judge age to 16. Possible school holiday for elections and using schools as polling locations.
2. **EPA Report Update/Approval:** Daniels reported she hopes training will resume in June due to the social distancing requirements for the COVID Pandemic.

3. **Recycling Report – Open Bids for Surplus Equipment Update/Approval:** The committee will open bids
4. **Animal Control Facility Program Update/Approval:** Had a part time employee resign and will need another part timer employee for weekends.
5. **Executive Session for Personnel/Litigation/Property Acquisition Update/Approval: (not needed)**
6. **Other Business Update/Approval:** None

Personnel Committee: Kirby Furness, Chairman -

1. **Employee Health Insurance Update/Approval:**
 - Monthly HRA report: The committee will review.
2. **Employee Personnel Manual Update/Approval:** Still working on.
 - Revised Drug Policy addressing Cannabis – Will be reviewed next month.
3. **Covid-19 Employees Leave – FMLA/FFCRA (Families First Coronavirus Response Act) Update/Approval:** Committee will discuss.
4. **FY 2021 Non-Union Salaries Update/Approval:** Committee will discuss.
5. **Vacation Buyback Policy Update/Approval:** Committee will discuss.
6. **Employee Transition back to Work Update/Approval:** Leitheiser stated she is continuing the rotation in her office this week by having half the staff work three days and then the other half work the next three days. The Sheriff is composing a press release and asking for input to possibly opening the buildings on June 1st, 2020. Lohman stated they are getting ready to mail out tax bills and had full staff back today. Lohman stated they are implementing all guidelines and they have their own individual areas with their office doors closed.
7. **Executive Session for Personnel/Litigation/Property Acquisition Update/Approval:** (not needed)
8. **Other Business Update/Approval:** None

Road & Bridge Committee: Gene Miles, Chairman -

1. **Walsh Ville Bypass Road Update/Approval:** The committee will discuss.
2. **New Highway Department Property Purchase Agreement Update/Approval:** The Road and Bridge Committee has already approved to recommend this agreement. The Finance Committee will review.
3. **Rebuild Illinois Grant Funding Update/Approval:** We did receive our portion of the funding last week. Lohman reported about \$733,000 was deposited last week for County and Township MFT funds.
4. **Executive Session for Personnel/Litigation/Property Acquisition Update/Approval: (if needed)**
5. **Other Business Update/Approval:** None

Motion to Adjourn by Sneed ad second by 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.

Appointments:

FULL BOARD Meeting will be held on Tuesday, June 9th at 5:30 PM

Montgomery County Board

Economic Development Committee Meeting Minutes

Date: Monday, June 1st, 2020

Time: 5:30 pm– County Board Room

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

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

Members Absent: Tim Fogle

Others Present: Sandy Leitheiser and Valerie Belusko

The committee met today to discuss the following:

1. **COVID-19 Relief Grant Update/Approval:** Beeler presented a draft of the Montgomery County COVID 19 Business Relief Grant Program to help businesses financially affected by the Pandemic. Businesses located within Montgomery County whose primary location is based within the County can file for expense reimbursement related to the Montgomery County location. This proposed grant offers between \$5,000 to \$15,000 assistance partial funding may be awarded. Beeler explained the requirements of the request for grant funds. Applications are due by June 30th at 4:00 pm and will be reviewed on July 1st, 2020 at the Finance Committee meeting. Funds will be awarded at the Full Board Meeting on July 14th, 2020. Beeler stated the program will be funded by transferring \$250,000 in the fund. \$100,000 will be transferred from the Revolving Loan fund which would leave a balance of about \$65,000 in the RLF. \$50,000 will be transferred from Office 375 Coal contingency fund and \$100,000 would come from Office 375 General Fund transfer line item. Beeler stated the Finance Committee will review and discuss this proposal. Deabenderfer asked why this would be a grant instead of a loan. Beeler stated that farmers would be eligible if they are incorporated. Beeler reported States Attorney Hitchings said the state statutes say we have jurisdiction to do this grant program. Beeler stated if we do a loan, we must have someone to administer this and follow, which we don't have anyone to do this. Beeler stated if someone needs this and struggling, they need a grant, not a loan. Beeler reported she has asked the States Attorney about what would happen if a business received the grant and a few months down the road didn't make it. Beeler stated this is a way to provide some relief to the hard hit businesses. Discussion took place on whether to spend surplus money on economic development. Grants would have to be reported as revenue for the businesses. Deabenderfer asked who is going to make the call on who gets the money. Belusko stated she has been on the phone non-stop for two months talking with businesses and they don't want loans, they want grants. Beeler, there is a lot involved with doing a loan versus a grant program. Beeler stated it would take about six months if we had to revise/amend the RLF so that businesses could get help from the RLF. Beeler stated this is a proposal up for discussion at the Finance Committee and anyone is welcome to come to the meeting. Beeler stated we won't know who participated in the PPP program. McCammack suggested describing the paperwork that is needed.
2. **MCEDC Update/Approval:** Belusko will report.
 - Revolving Loan Fund Update/Approval: The RLF balance is \$165,780.49.
 - Belusko reported that one client is still making monthly payments and one client is paying interest only per agreement with the bank. A RLF Board meeting has been scheduled for next month. The original loan was \$49,999 and there is a balance of \$34,655.65 on the first loan. The second loan was originally \$31,350 and there is a balance of \$3,148.01. McCammack asked where the remaining \$56,000 is. There were two loans that defaulted and two are out to Municipalities. We get paid back via their real estate taxes on the municipal loans. MCEDC receives the interest for administering the loans. McCammack

asks what Montgomery County gets from the loans and Belusko doesn't know. McCammack stated this is a bad deal for the county and he has worked with RLF programs before and said the county should be making money and not losing. McCammack stated the RLF has been in existence since 2006 and it hasn't done the county any good. Beeler asked how the other RLF's operate. For the Hillsboro RLF, the city funded and was the administrator of the RLF and bankers were on the committee. The city was the full loaner and didn't partner with the bank. McCammack stated this RLF is not working for the county and we are losing money. Deabenderfer stated when this was adopted, no one had bankers experience and it was best. Belusko stated she will bring up these points to the RLF board. Young stated you can't run the county like a business to make money and is happy to break even. Leitheiser stated the RLF information is given in all the Assumed Business Info Packets and businesses are just not applying due to low interest rates.

3. **Tourism Update/Approval:** Belusko stated they are pushing the videos and MCEDC is paying for ads. The videos were put on social media and she asked what else to do to get the message out about the videos.
4. **Applications for Event Funding (Tourism) Update/Approval:** The applications were graded last month and we don't know how many events will take place due to the COVID Pandemic.
5. **CEDS Document Update/Approval:** Needs input by June 8th, wrapped up by June 15th.
6. **Planning Commission Update/Approval:** Belusko stated the Planning Commission needs to meet in a larger room.
7. **Wind Energy & Siting Ordinance Amendments Update/Approval:** The Planning Commission is working on revisions.
8. **Bike Trail Update/Approval:** Yeske stated the bike trail will be discussed during the budget process.
9. **West Central Development Update/Approval:** Belusko reported she forwarded everyone an email from West Central a couple of weeks ago and is curious if any county representatives saw the email and forwarded. Workforce Development should be sharing info to the county board members.
10. **Montgomery County Bicentennial Update/Approval:** Yeske reported this has been on the radio and there is a meeting planned at the Bank of Hillsboro this week and invited committee members to the meeting.
11. **Executive Session for Personnel/Litigation/Property Acquisition Update/Approval:** (not needed)
12. **Other Business Update/Approval:** None
13. **Public Comments Update/Approval:** None

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 7:15 pm.

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

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Montgomery County Board

EMA Committee Meeting Minutes

Date: Monday, June 1st, 2020

Time: 4:00 pm – County Board Room

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

Members Present: Chair – Bill Bergen, Vice Chair – Chuck Graden, Connie Beck, Jeremy Jones, Richard Wendel and Megan Beeler

Members Absent: Tim Fogle and Evan Young

Others Present: Participating by phone is Sherry Greenwood and Greg Nimmo

The committee met today to discuss the following:

1. **Ambulance Billing Office Update/Approval:** Sherry Greenwood reported ambulance collections have been down and the reports are not in yet for the monthly report.
2. **EMA Report Update/Approval:** Greg Nimmo reported our COVID numbers have been status quo for about one week and the long term facilities have been doing good. Phase IV of the Restore Illinois Plan is scheduled to take place on June 26th, 2020. Everything is moving forward and we are getting closer back to normal. Nimmo reported public assistance applications are opening up and Treasurer Lohman will co-chair for the financial assistance and reimbursement part. Webinars will be scheduled and FEMA has some new portals coming up. Nimmo reported they are getting pallets of PPE and he has made arrangements to store the supplies at the new Highway Department building. Hospitals are their own entity to do their own thing for getting PPE. Nimmo reported there are no protests in our county as of today and the National Guard helpers are no longer working in the EMA Office. Deputy EMA Director Kevin Schott is now down to working 16 hours per week for the month of June. Beeler thanked Nimmo for working on the COVID expenses and trying to get an idea together to amend the budget later this year.
3. **ETSB/911 Update/Approval:** Bill Bergen reported they had a meeting and approved bids for the console equipment at an estimated amount of \$250,000. The committee reviewed the specifications on the bids that were submitted and a vendor was approved for equipment in the amount of \$182,000.
4. **Executive Session for Personnel/Litigation/Property Acquisition Update/Approval:** *(not needed)*
5. **Other Business Update/Approval:** Beeler asked if the committee approved lunches being paid for the EMA staff and volunteers and the committee was unaware of the purchases. Christian County got a credit card for Nimmo. Beeler asked who the volunteers were. Danny Hough is a volunteer. Kevin Schott, the Health Department employee and the three National Guard people were paid. Graden wants to know if the military people get a per diem for meals and Nimmo didn't know. Jones asked Nimmo about the credit card and what the procedure was. Christian County Treasurer had an issue and requested Montgomery County pay one half of the PPE and meal expenses and return the credit card. The committee discussed developing and approving a policy for meals and expenses for employees and volunteers. Bill Bergen stated he will work on researching policies.
6. **Public Comments Update/Approval:** None

Motion by Jones and second by Wendel to pay the bills. All in favor, motion carried.

Motion to Adjourn by Beck and second by Graden. All in favor, motion carried.

Meeting adjourned at 5:20 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

Finance Committee Minutes

Date: Wednesday, June 3rd, 2020

Time: 3:00 pm - County Board Room

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

Members Present: Megan Beeler, Kirby Furness, David Loucks, Jim Moore, Earlene Robinson, Bob Sneed and Chairman Evan Young. Mark Hughes present and Donna Yeske by phone.

Members Absent: None

Others Present: Nikki Lohman, Sandy Leitheiser, Ray Durston and Rick Robbins. Cody Greenwood by Phone

The committee met today to discuss the following:

1. **SOA Report Update/Approval:** Durston reported the 2020 Board of Review Session opened on Monday, June 1st, 2020 and all department employees are back to work as of Monday. The phones have been busy with questions regarding tax bills that were recently sent out. Durston stated SB685 was approved and waiting to be signed by the Governor that allows the SOA office to approve the Senior Freeze, Disabled Persons and Disabled Veteran Standard homestead exemption without application for 2020. Durston is planning to schedule a meeting with the taxing bodies effected in the Vistra (Coffeen Power Plant) area to discuss any counter proposals and who might be on a negotiating committee. Durston stated the final payment was made to Pictometry for the flyover that took place in April.
2. **COVID-19 Relief Grant Update/Approval:** Beeler stated she drafted a grant program to help the businesses in the County affected by the COVID-19 Pandemic shutdowns. Discussion took place on starting the grant funding at \$2,500 and possibly going to \$15,000. Beeler stated she checked with the States Attorney to see if this grant can be made available to businesses and he shared the state statute that allows this. Beeler went over the program and a proposed time frame for when the grant paperwork is due. Beeler stated this program would be funded with \$250,000. Beeler's Proposal is to Transfer \$100,000 from the Revolving Loan Fund, 50,000 from the 375 Contingency Line and \$100,000 from the 375 General Fund transfer line. Beeler explained this would leave \$65,000 in the RLF, so it would leave enough for one full loan request. There was \$800,000 budgeted for the gap in the property tax fund, so this would leave it at \$700,000. The money is already appropriated so a budget amendment would not be required. Beeler stated she modeled this grant program after the RLF fund program that was set up in 2006. Kirby Furness stated we have to make sure this is used for Montgomery County Businesses or other businesses that have offices here and employee Montgomery County citizens. The City of Hillsboro is offering a similar program with money received from their business district. Hughes stated we should focus on the businesses that need the grant funds. Furness agrees with Hughes that if a business has worked through this whole shutdown, then they should not qualify. Only look at the self-proprietors that were shut down with no or very little income. Discussion took place on looking at the bank statements of the businesses and setting up a point system to grade the applications. Committee discussed changing the amount of funding up to \$5,000. **Motion by Robinson and second by Moore to recommend to the full board to adopt the Covid-19 Business Relief Grant Program. Motion by Sneed and second by Moore to recommend transferring \$250,000, \$100,000 from the Revolving Loan Fund, 50,000 from the 375 Contingency Line and \$100,000 from the 375 General Fund transfer line. All in favor, motion carried.**
3. **Capital Improvement Fund Reports Update/Approval:** The committee reviewed and discussed the Capital Improvement Fund submitted by the Treasurer's Office. We received about \$30,000 in coal royalties. Robbins reported he applied for \$300,000 grant to replace radios in the Sheriff's Office.
4. **Committee Meeting Date and Time Change Update/Approval:** Beeler reported she has asked the Building and Grounds Committee if they would change meeting dates so Finance can be the last committee to meet. This would help with reviewing vouchers before the full board meeting. **Motion by Robinson and second by Furness to change the Finance Committee Meeting to the first Friday of the month at 8:30 am. All in favor, motion carried.**
5. **IMRF Update/Approval:** Nothing new to report.
6. **FY 2019 Audit KEB Update/Approval:** The committee discussed the Planning commission member that was mentioned in the KEB Audit. Beeler reported a letter from States Attorney Hitching is available for

anyone to read. **Motion by Furness and second by Loucks to recommend the approval of the FY 2019 Audit. All in favor, motion carried.**

7. **Foresight Energy Update/Approval:** Foresight Energy reached out to the States Attorney last week and we are going to hold with contract signing until after the next public hearing. Beeler stated someone will be there to represent the County. Furness stated that any business owed money will only get 2.8%
8. **FY 2021 Non-Union Salaries Update/Approval:** Beeler stated the Pre-COVID CPI was 2.1 %. This equates to a \$.28 per hour increase. There are seven union employees impacted by raising the bottom by \$1 per hour plus getting their \$.30. The new starting rate would be \$13.25 per hour. Beeler looked at \$.50 per hour. Beeler stated she would like to increase the county minimum starting salary up a little at a time and then a balloon at the end. Furness stated the Personnel Committee is leaning towards a \$.50 per hour bump. **Motion by Kirby and second by Loucks that the starting salary will go from \$12.25 per hour and go to \$12.75 per hour effective December 1, 2020 for FY 2021. Motion by Furness and second by Moore to recommend a \$.30 per hour raise for non-union full time employees for FY 2021. All in favor, motion carried. Motion by Loucks and second by Furness to have the part time salary go to \$11.75 per hour starting FY 2021.**
9. **Finance/Budget Control Policies and Procedures Update/Approval:** No updates at this time.
10. **VISTRA Power Plant Legislation Update/Approval:** Discussion earlier in the SOA report.
11. **Policy for Bidding out Professional Services Update/Approval:** The committee reviewed the board minutes from October 2010 regarding the timeframe to bid out professional services. Next month the committee will review RFP examples for Property Casualty Insurance and bidding out Auditing services.
12. **Highway Department Property Agreement Update/Approval:** The committee discussed the Highway Department Property Purchase Agreement of \$600,000 and \$300,000 was used that was budgeted from 375 Highway project and \$300,000 was taken from Building and Grounds Office 375. **Motion by Moore and second by Loucks to recommend to the full board that the Highway Department Property Agreement be approved. All in favor, motion carried.**
13. **Revised Prepaid Vendor List Update/Approval:** Sheriff Robbins stated he would like to add Casey's General Store to the prepaid vendor list because of the late fees they are charging. Invoices can then be paid as they come in to avoid the late fees. **Motion by Furness and second by Loucks to add Casey's Business Master Card to the prepaid vendor list. All in favor, motion carried.**
14. **Resolution to Void Tax Bills for Parcels #16-13-177-005 & #16-13-327-002 for Highway Department Update/Approval:** **Motion by Loucks and second by Moore to approve the resolution to void the taxes on the two parcels for the highway department. All in favor, motion carried.**
15. **Executive Session for Personnel/Litigation/Property Acquisition Update/Approval:** *(not needed)*
16. **Other Business Update/Approval:**
 - **FY 2021 Budget – Set dates for budget hearings.** Budget hearings will be scheduled for all day Tuesday, August 18th at 8:00 am, and on Thursday, August 20th, at 8:00 am to noon.
 - **EMA COVID-19 Budget & Expenses** – Beeler reported that expenses incurred by EMA were brought to Megan's attention regarding meals that were not approved by the committee. Beeler talked to Young and she talked directly to Christian County. By statute, the EMA Director reports to the County Board Chairman. Beeler talked to our EMA Committee this past week and they will put some parameters on spending money. They had Nimmo put together a budget to operate during some parameters for this Pandemic. Nimmo presented a spreadsheet of COVID expense projections. Beeler stated the FY 2020 budget will need to be amended later this year due to the extra expenses due to the COVID pandemic. Committee reviewed a draft of the budget prepared by Nimmo. The committee approved \$600 in meal expenses for employees that have helped in the EMA office during the COVID shutdown. The Committee discussed tabling the proposed budget and invite Nimmo to the next Finance Committee Meeting.
 - **Bidding County Surplus Property in Pitman Township.** The committee will advertise for bids and open at the next meeting.

17. Public Comments Update/Approval:

Motion by Robinson and second by Moore 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 5:40 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, June 2nd, 2020

Time: 4:00 PM – County Board Room

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

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

Members Absent:

Others Present: Sandy Leitheiser and Brian Demming

The committee met today to discuss the following:

1. **Elections Update/Approval:** Clerk Leitheiser reported the Governor has not signed the Elections Omnibus Bill SB 1863 yet, however he is expected to sign it. She provided members highlights about this bill.
2. **EPA Report Update/Approval:** Coordinator Daniels reported she hopes training will resume sometime in June due to the social distancing requirements for the COVID-19 Pandemic.
3. **Recycling Report Update/Approval:** Open Surplus Bids -600 curb side recycling customers. No Donnellson or Waggoner or Panama. Close to baling at the building. The committee opened the bids for the Surplus Recycling Equipment. Coordinator Daniels shared some research for similar vehicles for sales on the internet so the committee would have an idea of the values.

Ford XL Super Duty F-650 – 2005 (8' x 24') Box Truck with lift has about 267,175 miles. Runs good but the back door needs repairs. Tommy Lift works. Two bids were received and the highest bid was \$2,900. Similar year, make and model trucks were going for \$6,500 to \$9,500. The committee felt this bid was too low and decided to reject the high bid. **Motion by Beck and second by Wendel to reject the bid proposals and rebid. All in favor, motion carried. Motion by Beck and second by Wendel to make the minimum bid \$8,000. All in favor, motion carried.**

Ford XL Super Duty F-650 - 2000 (7' x 24') Box truck with lift has about 186,393 miles. Runs but the transmission is bad. Tommy Lift Works. **Motion by Johnson and second by Wendel to accept the highest bid of \$1,200 by Julio Crispin. All in favor, motion carried.**

Chevy Silverado 1500 Truck – 2002 with about 90,322 miles. Doesn't Run. Problem with Starter. Needs front end work. **Motion by Beck and second by Johnson to accept the highest bid of \$1,051 by Julio Crispin. All in favor, motion carried.**

Tandem Trailer 15' x 7.5' – Open Trailer – Yellow. **Motion by Hughes and second by Savage to accept the highest bid of \$550 by Julio Crispin. All in favor, motion carried.**

Tandem Trailer 16' x 6.5' – Open Trailer – Black. Committee discussed the high bid was too low for this trailer and rejected the high bid of \$550. **Motion by Beck and second by Johnson to reject the bid proposals and rebid. All in favor, motion carried. Motion by Beck and second by Wendel to make the minimum bid \$1,000. All in favor, motion carried.**

INScale (scale) to weigh pallets – stored inside the building. **Motion by Beck and second by Wendel to accept the highest bid of \$250 by Sharps Auto Sales. All in favor, motion carried.**

Caterpillar Forklift – stored inside the building. 2000 - Model # GC25K - Propane, Hard Rubber Tires, Capacity: 5,000 pounds, Hours are about 7,500. The high bid submitted was for \$3,009 from Brian Demming. Coordinator Daniels shared information from the internet where this make and model was going from \$6,000 to \$9,900. Brian Demming stated he looked up auction prices and they were going for \$3,000 to \$3,500. Hughes felt the bid was too low and the committee agreed. **Motion by Hughes and second by Savage to reject the bid proposals and rebid. All in favor, motion carried. Motion by Hughes and second by Wendel to make the minimum bid \$3,500. All in favor, motion carried.**

4. **Animal Control Facility Program Update/Approval:** Warden Daniels reported a part time employee has resigned and part timer Roger Cassidy has been assigned to Building and Grounds full time due to extra work at the county buildings to disinfect for the COVID-19 Pandemic. There is only one part time person left who works 28 hours per week and weekends need to be covered. There is about 62 hours of part time budgeted in animal control. The committee advised Daniels to advertise for the position to coincide with the budget parameters.
5. **Recommendation to Waive Per Diem for Special Full Board Meeting that was held on Thursday, May 28th, 2020 Update/Approval:** Motion by Chuck Graden and second by Sandy Johnson to recommend to the full board that we don't pay per diem for the Special Board Meeting that was held on May 27th, 2020. All in favor, motion carried. Beck and Savage are opposed. Motion carried.
6. **Executive Session for Personnel/Litigation/Property Acquisition Update/Approval:** (not needed)
7. **Other Business Update/Approval:** None
8. **Public Comments Update/Approval:** None

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

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

Meeting adjourned 5:25 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 Agenda

Date: Thursday, May 28th, 2020

Time: 4:00 pm - County Board Room

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, Nikki Lohman, Curt Watkins – in board room. By Phone: Ray Durston, Rick Robbins, Holly Lemons, Tony Johnston and Amanda Mast of CIBC

The committee met to discuss the following:

1. **Employee Health Insurance Update/Approval:** Amanda Mast reported we are at 4% Utilization on the HRA. There has been \$23,000 in claims paid out of \$568,000 that was budgeted.
2. **Employee Personnel Manual Update/Approval:**
 - a. Revised Drug Policy addressing Cannabis – Coordinator Daniels will contact Derek Mederia of ICRMT with questions regarding the revised Drug Policy.
3. **Covid-19 Employees Leave – FMLA/FFCRA (Families First Coronavirus Response Act) Update/Approval:** Furness reported this law took effect April 1st, 2020 and it will be used on a case by case basis. Furness stated the Personnel Committee will draft a memo to all department heads regarding the FMLA/FFCRA (Families First Coronavirus Response Act).
4. **FY 2021 Non-Union Salaries Update/Approval:** Beeler reported she looked at the non-union employees salaries and averaged them to multiply by the Pre-COVID Consumer Price Index of 2.1%. It came out to be \$.28 per hour salary increase and Beeler suggested setting it at \$30 per hour for FY 2021. Discussion took place on what to make the new starting salary to keep up with the adjustment of raising the state-wide hourly minimum wage to \$15.00 per hour by 2025. The committee discussed the minimum starting salary of \$12.25 and will look to the Finance Committee for a recommendation.
5. **Vacation Buyback Policy Update/Approval:** Beeler reported that Circuit Clerk Lemons requested to review the county policy of one week vacation buy back for employees. Lemons stated with most employees being off for the COVID-19 Pandemic, it will be hard to cover for all the employee vacation time off coming up later in the year. The committee will review this section of the employee manual at the next meeting.
6. **Employee Transition back to Work Update/Approval:** Employees are transitioning back to work this week and the county buildings will be open to the public on Monday, June 1st, 2020 and all employees are expected to be back to work.
7. **Executive Session for Personnel/Litigation/Property Acquisition Update/Approval: (not needed)**
8. **Other Business Update/Approval:** None
9. **Public Comments Update/Approval:** None

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

Meeting adjourned at 5:25 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, June 4th, 2020

Time: 8:30 AM – County Board Room

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

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

Members Absent: None

Other Present: County Engineer Cody Greenwood. David Eiler, Mary Eiler, Compton, Gary Applegate, Joy McDonald, Ruth Schmidt and Arnold Schmidt.

The committee met to discuss the following:

1. **Walshville Bypass Road Update/Approval:** Several residents from the Village of Walshville attended the meeting to participate in the discussion regarding the County Proposal for an alternate route for the Walshville Bypass Road. Walshville Trustee Applegate shared a different route that went through town and included curves. They stated this would be a lessor impact to land owners and farm ground. Bergen and McCammack stated they want a plan to get the traffic out of town and go around the town as in the original request last year. Greenwood stated the goal was to get rid of all the curves going through town. McDonald shared concerns of drainage in the County bypass proposal and Engineer Greenwood stated the drainage would be improved. McCammack stated he is not in favor of shoving our proposal on the Village and wondered if we can just continue to help them with maintaining the current road. Engineer Greenwood stated we have to be careful helping in this situation because other towns will want the same. The home owners don't want to sell their property to re-route the road. **Motion by Bishop and second by Moore that Greenwood research the project with financials and maps for the proposed route presented today from the Village residents. All in favor, motion carried.** It will be the responsibility of the County to acquire the land and prepare the right of way plats.
2. **Resolution 2020-04 to appropriate funds for 1205 BCA, E. 20th Rd. Pipe Culvert, Nokomis Twp. 50%/County 50% Update/Approval:** \$8,500 total. **Motion by McCammack and second by Loucks to approve resolution 2020-04 to appropriate funds for 1205 BCA, East 20th Road, Pipe Culvert in Nokomis Township in the amount of \$4,250. All in favor, motion carried.**
3. **Resolution 2020-05 to appropriate funds for 1206 BCA, Janssen Tr. Pipe Culvert, Rountree Twp. 50%/County 50% Update/Approval:** Total Project is \$5,000. **Motion by Bishop and second by Loucks to approve resolution 2020-05 to appropriate funds for 1206 BCA, Janssen Trail, Pipe Culver project in Rountree Township in the amount of \$2,500. All in favor, motion carried.**
4. **Resolution 2020-06 to appropriate funds for 1207 BCA, N. 14th Ave. Pipe Culvert, Witt Twp. 50%/County 50% Update/Approval:** The total project cost is \$8,500 and the county portion is \$4,250. **Motion by Moore and second by McCammack to approve resolution 2020-06 to appropriate funds for 1207 BCA, North 14th, Avenue, a pipe culvert in Witt Township in the amount of \$4,250. All in favor, motion carried.**
5. **Resolution 2020-07 to appropriate funds for 1208 BCA, McCords Tr. Pipe Culvert, Irving Twp. 50%/County 50% Update/Approval:** The total project cost is \$8,000 and the county portion is \$4,000. **Motion by Loucks and second by Moore to approve resolution 2020-07 to appropriate funds for 1208 BCA, McCords Trail, Pipe Culvert in Irving Township in the amount of \$4,000. All in favor, motion carried.**

6. **Resolution 2020-08 to appropriate funds for 1209 BCA, Burg Rd. Pipe Culvert Liner, 100% County Update/Approval:** Total project cost is \$20,000 and the county portion is \$20,000. Motion by Moore and second by Bishop to approve Resolution 2020-08 to appropriate funds for 1209 BCA, Burg Road Pipe Culver Liner in the amount of \$20,000. All in favor, motion carried.
7. **Section 09-00132-00-RS Taylorville Rd. Resurfacing Construction Engineering Services Update/Approval:** Provide construction engineering services for this Federal Project. Hourly basis that IDOT approves. Estimated \$109,658 for the Taylorville Road Project with Prairie Engineers. Motion by McCammack and second by Loucks to recommend the approval of the Engineering Services agreement with Prairie Engineers for Section 09-00132-00-RS, Taylorville Road resurfacing project in the amount of \$109,658. All in favor, motion carried.
8. **Surplus Property Sale Update/Approval:** Greenwood stated he would like to sell the overhead glass doors that were for the old wash bay and the Detroit Diesel sign. Motion by Moore and second by Bergen to sell the overhead doors and Detroit Diesel sign by sealed bids. All in favor, motion carried.
9. **Executive Session for Personnel/Litigation/Property Acquisition Update/Approval:** *(not needed)*
10. **Other Business Update/Approval:** Highway Department Property Agreement Update/Approval. Greenwood stated the Finance Committee approved the Highway Department Property Agreement. Beeler stated Leitheiser asked her about the recording of the document. The highway department will take on all maintenance and improvements. The committee discussed putting a motion at the full board in regards to recording the deed. Moore asked if a lien would be recorded for the balance of the payments. Greenwood stated they should be moved out the current facility late fall of this year when work is slow. Clean up would then take place early next year of the current facility. Payments will start this fiscal year. Greenwood reported the highway department staff is back to work full time as of June 1st, 2020 from the COVID-19 Pandemic.

11. Public Comments Update/Approval:

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

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

Meeting adjourned at 10:05 a.m. Minutes respectfully submitted by acting secretary Christine Daniels as Deputized by the Montgomery County Clerk and Recorder, Sandy Leitheiser.