

Montgomery County Board Buildings & Grounds Meeting Minutes

Date: Wednesday, September 2nd, 2020

Time: 8:30 AM – County Board Room

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

Members Absent: Dennis McCammack

Others Present: Mark Brown

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

The committee met today to discuss the following:

1. **Maintenance and Cleaning Issues and Report Update/Approval:** Brown stated there is nothing broken down and trees were trimmed around the parking lots. Moore painted is needed for the New Courthouse basement. Brown reported he has to rent a lift a few times a year to change the lights in the multipurpose room in the jail. The committee discussed Hillsboro Electric's suggestion to change the six lights at the Jail to LED fixtures and directed Brown to get costs.
2. **Sidewalk Repairs around the Historic Courthouse Update/Approval:** No update at this time.
3. **Request to have a Gathering on the South Lawn of the Historic Courthouse Update/Approval:** Ingrid Watkins emailed a request for a Prayer Gather on the south lawn of the Historic Courthouse on September 26th. She is also going to the City of Hillsboro also to ask about using the Plaza across the street. They will follow all the COVID guidelines. Young stated he checked with the States Attorney and it is OK. **Motion by Wendel and second by Jones to approve the use of the South Lawn of the Historic Courthouse for a prayer gathering.**
4. **Coroner Office – Space Request in the Basement of the New Courthouse Update/Approval:** Young reported Assistant Coroner Joletta Hill has requested additional space in the Basement of the New Courthouse for the Coroner's Office so they can do their paperwork. Young will check space availability. At one time, the PPE took up a lot of storage area.
5. **County Clerk Requests at the Historic Courthouse Update/Approval:** Young reported that Clerk Leitheiser has asked for additional space so she can distance her employees. Leitheiser will meet with Health Department Director Hugh Satterlee to see what he suggests. Young stated Leitheiser has asked to install a drive through ballot drop off box on the north side of the Historic Courthouse with funds from a COVID election grant. A concrete pad would need to be poured and a camera installed to watch the box. Committee discussed having the drop box located in the basement of the building so the election judges can monitor it. **Motion by Jones and second by Bishop to recommend the installation of the ballot box in the early voting room for monitoring and security purposes. All in favor, motion carried.**
6. **Lighting Ceremony at the Historic Courthouse Update/Approval:** The lighting ceremony went well to celebrate the 100 year anniversary of the Right for Women to Vote. The outside lights of the Historic Courthouse had purple and gold lenses installed and were lit at dusk.
7. **Executive Session to Discuss Personnel/Litigation/Property Acquisition Update/Approval:** *(not needed)*
8. **Other Business Update/Approval:** The committee discussed having the surplus auction for the items stored at the shed at the highway department. We can check out an online auction.
9. **Public Comments Update/Approval:** None

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

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

Meeting adjourned at 9:35 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, August 25th, 2020

Time: 8:30 am – 2nd floor Conference Room

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

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

Members Absent: Kirby Furness

Others Present: Sandy Leitheiser, Curt Watkins, Nikki Yeske and Patti Whitworth

The committee met today to discuss the following:

Coordinating Committee: Evan Young, Board Chairman -

1. **Information Systems Report Update/Approval:** Watkins reported they continue to work on projects for 911 and expanding wireless at New Courthouse. Watkins also reported that CTI Fiber will be available soon at Animal Control and the Highway Department which would allow better support and more efficiency. They will be able to sue the same phones as the courthouse and the price is a wash for better service and support. Getting ready to replace three of the phone servers to make them more remote accessible in the next month. Just finishing up the PPP install this year and new hire Craig has been doing the bulk of this work. Watkins stated the County Board chrome books and been ordered and they will be in at the end of September. Ear buds with microphones would be better and easier per Curt and he will look into this. Watkins said the other two 911 stations should be installed at the end of September and the FLEX project at the Jail dispatching software is coming up soon. Watkins stated that 911 sold access to the new software to other entities in the County and he doesn't know what it is going to take to get that between the County and the other agencies. There could be Networking and Time costs associated with this project that will be done at the end of this year.
2. **Census Count Committee Update/Approval:** Leitheiser stated Census workers are in the County counting people who didn't respond to the census questionnaire. Shortened the Timeline to September 30th, 2020. Leitheiser has tried to get everyone involved to get counted.
3. **COVID-19 Pandemic Update/Approval:** Bellwether will be here this Thursday and Friday to talk to office holders and discuss COVID-19 related expenses. Watkins will send a memo to Department Heads advising them to discuss any technology needs with him that could be billed for the COVID-19 pandemic. Discussion took place regarding the lack of employee space in the county clerk's office and Sandy is having Jeff Short install additional plexi glass at their work stations with Election Grant money. Sandy will work with Curt and Hugh Satterlee to come up with a contingent plan for offices with employees sitting too close.
4. **Rules Committee for Committee Consolidation Update/Approval:** Schedule a meeting at 5:00 before the full board meeting.
5. **Other Business Update/Approval:** Young stated he, Donna Yeske and Megan Beeler met with the City of Litchfield Mayor, Tonya Flannery and Shelly Herman regarding current issues.

Building & Grounds Committee: Bob Sneed, Chairman -

1. **Maintenance and Cleaning Issues and Report Update/Approval:** The committee will discuss.
2. **Sidewalk Repairs around the Historic Courthouse Update/Approval:** No Update.
3. **County Clerk Office and Basement area for Social Distancing Update/Approval:** The committee will discuss.
4. **Lighting of the Historic Courthouse Update/Approval:** A special lighting ceremony to recognize 100 years of Women's Voting will take place tomorrow night at dusk.
5. **Executive Session to Discuss Personnel/Litigation/Property Acquisition Update/Approval: (not needed)**

6. Other Business Update/Approval: None

Economic Development Committee: Donna Yeske, Chairman –

1. **MCEDC Update/Approval:** Annual Meeting will be held via Zoom on September 10th, 2020.
2. **Revolving Loan Fund Update/Approval:** Committee will discuss.
3. **Tourism Update/Approval:** Committee will discuss.
4. **Planning Commission Update/Approval:** Met last week and there is a draft of the Wind Citing Ordinance ready for County Board review.
5. **CEDS Document Update/Approval:** Yeske stated the county board approved last month and Cities can start using the new CEDS Document. Young reported two counties have not approved it yet.
6. **Wind Siting Ordinance Amendments Update/Approval:** Draft of the Wind Citing Ordinance is ready for County Board review.
7. **Bike Trail Update/Approval:** Yeske stated the highway department will work on the bridge work this fiscal year and trim trees on the bike trail. Leitheiser stated she supplied a legal description for an easement for the 7 acres that was just sold at the surplus sale. The States Attorney's Office is working on an easement for the bike trail.
8. **West Central Development Update/Approval:** Young stated discussion took place on some of the programs and Young recommended replace a retiree with a full time person.
9. **Montgomery County Bicentennial Update/Approval:** Yeske reported there is a meeting tomorrow night at 7:00 pm. Yeske talked about the events that are being planned.
10. **Lights at the Historic Courthouse Update/Approval:**
11. **Executive Session to Discuss Personnel/Litigation/Property Acquisition Update/Approval: (not needed)**
12. **Other Business Update/Approval: None**

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

1. **EMA Report Update/Approval:** Nimmo will report. Nimmo has been giving updates on the County EMA Facebook page.
2. **Ambulance Billing Office Update/Approval:** Sherry Greenwood will report.
3. **ETSB/911 Update/Approval:** Bergen stated Nimmo will give an overview of the FLEX computer Program for other agencies to communicate with the 911 dispatching center. Bergen stated 911 board paid \$136,000 towards the new 911 console. There was a balance of about \$450 that was split by the County and 911.
4. **Executive Session to Discuss Personnel/Litigation/Property Acquisition Update/Approval: (not needed)**
5. **Other Business Update/Approval: None**

HWE Committee: Chuck Graden, Chairman -

6. **Elections Update/Approval:** Leitheiser shared an information handout regarding the Ballot Drop box she had to purchase and will install it at the first 15 minutes parking area. It will be a drive by drop off and spoke with the City of Hillsboro regarding the placement and the responded favorably. Leitheiser also spoke with Curt Watkins regarding getting a camera installed to install on the new drop box. Young stated he was told by the States Attorney there could be a liability issue if someone intentionally tries to damage or destroy ballots put in the box. Leitheiser stated she will have to close the other drop off box. Early voting starts September 24th and mail ballots will be sent out on that day. Ballot box would have to be cleaned out twice a day, beginning and end of the day.
7. **EPA Report Update/Approval:** Daniels reported field work will take place this Thursday and Friday afternoon weather pending.
8. **Recycling Report Update/Approval:** Bids will be opened for two pieces of surplus Equipment
9. **Animal Control Facility Program Update/Approval:** Get employment straightened out for budgeting purposes.

10. Executive Session to Discuss Personnel/Litigation/Property Acquisition Update/Approval: (not needed)

11. Other Business Update/Approval: None

Finance Committee: Megan Beeler, Chairman -

1. SOA Report Update/Approval: Committee will review
2. Capital Improvement Fund Reports Update/Approval: Committee will review.
3. VISTRA Power Plant Legislation Update/Approval: Nikki and Ray attended a meeting in Canton last week and don't know if legislation will move forward. Received handouts.
4. IMRF Update/Approval: No update at this time.
5. Foresight Energy Agreement/Bankruptcy Update/Approval: Fogle sent an article to Beeler.
6. Foresight Energy Appraisal Reimbursements to Taxing Bodies: Beeler stated there was agreement made in October 2016 that if we received \$250,000 in coal royalties in a five year period, the County would reimburse the taxing bodies the consultant fee they contributed.
7. Finance/Budget Control Policies and Procedures Update/Approval: No update.
8. City of Litchfield Economic Development Discussion Update/Approval: Beeler reported that she, Evan Young, Valerie Belusko and Donna Yeske met with Mayor Steve Daugherty, Tonya Flannery and Shelly Herman of Litchfield regarding their Economic Development Projects.
9. Assistant Public Defender Position Update/Approval: Beeler stated the committee will discuss the budget hearing request for an additional Assistant Public Defender.
10. Bellwether and CURES Grant Progress Update/Approval: Bellwether will be here on Thursday at 8:00 am and will meet individually with Department heads.
11. Hazard Pay Policy during COVID-19 Update/Approval: Committee will discuss.
12. FY 2021 Budget Update/Approval: Committee will continue working on
13. Policy for Bidding out Professional Services Update/Approval: Beeler is working on the RFP for Auditing Services and Property Casualty Insurance.
14. COVID-19 Business Grants Update/Approval: Beeler reported the Finance Committee will discuss the possibility of offering another COVID-19 Business Grant after some businesses said they didn't know about the opportunity.
15. Property Tax Collection Update/Approval: Lohman will give an update.
16. Executive Session to Discuss Personnel/Litigation/Property Acquisition Update/Approval: (not needed)

17. Other Business Update/Approval: None

Personnel Committee: Kirby Furness, Chairman -

1. Employee Health Insurance Update/Approval: Lohman stated the health insurance survey was received from CIBC and will go out to the employees.
 - Monthly HRA report: Committee will discuss.
2. Employee Personnel Manual Update/Approval: Committee has been reviewing.
 - Revised Drug Policy addressing Cannabis – Will vote this month.
3. Hazard Pay Policy during COVID-19 Update/Approval: The Finance and Personnel Committee will work on this. The committee will discuss.
4. Executive Session to Discuss Personnel/Litigation/Property Acquisition Update/Approval: (if needed)
5. Other Business Update/Approval: None

Road & Bridge Committee: Gene Miles, Chairman –

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

PUBLIC COMMENTS: Motion to Adjourn by Sneed and second by Miles. 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, August 31st, 2020

Time: 5:30 pm– County Board Room

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

Members Present: Donna Yeske, Ron Deabenderfer, Mark Hughes, Tim Fogle, Glenn Savage (on phone) and Evan Young

Members Absent: Dennis McCammack

Others Present: Sandy Leitheiser

The committee met today to discuss the following:

1. **MCEDC Update/Approval:** Belusko emailed her report for Daniels to make copies and share with committee members. Yeske went through the report. See attached.
 - Revolving Loan Fund Update/Approval: Payments are being made.
 - RLF review of By Laws Update/Approval: The RLF committee has not been scheduled to meet. Get info regarding bylaws updates to Valerie. The municipalities are struggling financially during the COVID-19 pandemic and a suggestion was made if the county would be willing to help them with water services where residents that can't pay their water bills. Belusko's report stated the Census response has not been that good. Hughes stated he heard some radio ads regarding the importance of the census in another county and wondered if this could be done in Montgomery County. Hughes will find out how much the ads cost. Leitheiser stated she texted our representatives to share concerns that our census response is low and the September 30th deadline is approaching.
2. **Tourism Update/Approval:** All Montgomery County events have been cancelled due to COVID-19 for this year.
3. **City of Litchfield Economic Development Discussion Update/Approval:** Yeske reported she, Evan Young and Valerie Belusko met with Litchfield Mayor Steve Daugherty, Tonya Flannery and Shelly Harmon regarding the economic development projects going on in the City of Litchfield. There is a potential building for sale and Flannery will forward information to Young and Yeske. Yeske stated Sara Waggoner asked if the \$1,000 Tourism Grant could be used for a 14' x 43' – Welcome to the City of Litchfield mural that would be installed on the corner of Route 16 and Main Street. The committee discussed that this was not an event and will ask for more information.
4. **CEDS Document Update/Approval:** Yeske stated she has been in contact with Heather Hampton+Knodle, Evan Young and Valerie Belusko regarding the draft of the CEDS Document. Proposed Regional Group – Young reported he and Hampton+Knodle may go to Christian County's Finance Committee meeting on September 10th, 2020 to discuss the CEDS document.
5. **Planning Commission Update/Approval:**
 - Wind Energy & Siting Ordinance Amendments Update/Approval: Deabenderfer reported on the draft of the This committee needs to present at the October meeting so it can be voted on
6. **Bike Trail Update/Approval:** Yeske stated the Highway Department will work on the bike trail rip rap project this week. Yeske stated States Attorney Hitchings will call her back regarding the Easement for the surplus parcel we sold last month in Pitman Township.
7. **West Central Development Update/Approval:** Nothing new to report this month.
8. **Montgomery County Bicentennial Update/Approval:** Yeske reported the Bicentennial committee met and events are being planned for February and June 2021.
9. **Executive Session for Personnel/Litigation/Property Acquisition Update/Approval:** *(not needed)*
10. **Other Business Update/Approval:** Young reported the Rules Committee met and approved the recommendation to combine the EMA and HWE committees this December.
11. **Public Comments Update/Approval:** None

There are no bills this month.

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

Meeting was adjourned at 6:10 pm. The summaries of minutes were respectfully submitted by acting secretary Christine Daniels, as Deputized by Montgomery County Clerk/Recorder Sandy Leitheiser.

MCEDC Update for August 31, 2020 - Belusko

RLF balances:

- Witt made a payment of \$10,000 on July 1st and they now have a remaining balance of \$10,000.
- Panama made 3 payments in July and August this year totaling \$4,103.87 and they have a remaining balance of \$7,896.13.
- Loan #2 – making payments as scheduled with no interruptions. The remaining balance due is \$32,896.62.
- Loan #1 - making payments as scheduled. The remaining balance due is \$3,191.01.
- The current balance in the RLF fund (available to loan out) is \$181,171.59 as of 7/31/2020. Please note, this does not show August's transfer of \$100,000.00 out of this fund and into the business grant program.

RLF review of By-Laws – I have not yet scheduled the RLF committee to meet because the current balance does not reflect the \$100,000.00 that was transferred out in August. This will show in September so I am planning on bringing the committee together then. If anyone has anything you think the RLF board should review, please get that information to me in the next two weeks. Mr. D. sent me a few requests for this committee to consider regarding the by-laws.

Tourism:

The Great Rivers & Routes Tourism Bureau is still looking for a replacement for their executive director. They have received a LARGE number of applications and plan to choose a replacement by the end of this year.

As of now, I believe all of our Montgomery County events have been canceled through the end of the year. I have asked the Bureau how we should proceed with our community plans for 2021 as now is the time when I would usually start collecting that information. When I have answers from the bureau, I will let you know. With the uptick of Covid cases in many of the counties within their region, they are hesitant to give any advice at this time.

CEDS update:

Heather Hampton+Knodle, Donna Yeske, Evan Young and myself have all been in contact with each other regarding hiccups with the formation of a CEDS oversight entity. **Both Heather and Evan are actively pursuing ways to move this forward and both deserve a BIG THANK YOU for all of the hard work they have been doing!!!** At this time, conversations are still progressing and I do not feel that it is appropriate to report on anything more at this time as to not jeopardize any developments.

Planning Commission Update:

Aug 19th – Katie Wilson with the Montgomery County Farm Bureau was gracious enough to make changes to the draft document while committee members discussed and made recommendations. Katie then sent out the changes to the committee on Aug 20th.

- I asked the planning commission to send me any changes she may have overlooked (as she was not familiar with this document and we were spewing changes at her quite rapidly). I have received information from Mr. D, Toni and CJ regarding some additional corrections/recommendations. I am also working on updating the 3 Appendix's that would be part of this document. Those include: Application, Construction Permit and Operating Permit.

- Once all of this has been completed then I will send everything out to the planning commission one more time via email for review.
- After all planning commission committee members have reviewed these documents via email I will ask that they either send approval for me to then share the full document with the board, OR that they request to meet to discuss the appendix's further.
- My hope is to give the economic development committee a draft of the ordinance via email in mid-September. I have asked the planning commission members to come to the October 5th meeting so that economic development committee members may ask them about any questions regarding this document. (Please know, timelines may change if the planning commission decides they need to meet in person one more time prior to releasing the draft to this committee.)
- The planning commission has been working very hard on this document. Please thank them for the time and dedication they have given to the county for this project!!!!

RISE

RISE (Rural Innovation Stronger Economy) is a new competitive grant program through the USDA to establish job accelerators with related programing that would create high way jobs in distressed rural communities and help communities connect to regional opportunities. MCEDC is working on putting together a proposal for this program. (At this time, the USDA is still working to put together the application for this program and we do not yet know a release date; however, we would like to be prepared with a potential project.)

CARES Act

NACo has been sending out quite a bit of information regarding the CARES Act. I have shared this with Donna who has additional information on the program as well as links to pre-recorded and upcoming webinars around this relief project.

Many people have been sharing information regarding this Act; however I do not believe they are reading the eligibility and requirements associated with it so I would like to share a few things with this committee.

- March 27 – congress passed the Coronavirus Aid Relief and Economic Security (CARES) Act establishing \$150 billion in relief for state, local and tribal governments WITH POPULATIONS OF OVER 500,000.
- What are eligible expenditures? Coid-19 related expenses: public hospitals, clinics, similar facilities, private hospitals, expenses of stablishing temporary medical facilities and treatment capacities, emergency medical responses including transportation, telemedicine establishment and operations, public health orders around communication and law enforcement, expenses for acquisition of medical supplies, protective supplies and PPE, expenses for distribution of medical supplies, protective supplies and PPE, payroll expenses for employees whose services are substantially dedicated to mitigating or responding to Covid 19 in public safety, public health, and human services.
- \$139 BILLION WILL GO TO STATES AND DIRECT PAYMENTS TO ELIGIBLE UNITS OF LOCAL GOVERNEMNT ABOVE 500,000 POPULATION.
 - For eligible local governments, a locality's share will be equal to its share of the state population multiplied by the 45% set aside for local governments.
 - What does this mean – The likelihood of our small communities seeing any relief dollars from this pool of money is dismal.

- Who has received money so far in Illinois?
 - Chicago city - \$470,078,038
 - Cook county - \$428,597,905
 - DuPage County - \$161,042,598
 - Kane County - \$92,900,218
 - Lake County - \$121,539,986
 - Will County - \$120,529,327
 - State - \$3,518,945,366

Why do I point out the above?

On August 5th I was in Panama working with Debbie and Joe on some grant paperwork. When I was done with that we started talking about Covid and how it has affected the Village. Debbie told me she registered for the CURE program and is waiting on certification...unfortunately I don't think that is going to be very helpful for the village because they do not have expenses for staff working over time during Covid, PPE or any other direct Covid costs.

What they do have is a loss of revenue due to water bills not being paid, late charges not being allowed to be collected, the community center has not been able to be rented out so there is a loss in rental revenue and there is a loss in gaming revenue. From March to June the village lost out on \$13K in revenue in these categories which will not be covered by the CURE program.

Would the county consider using the \$100K that was not granted to businesses, to make grants to the municipalities? I think the fairest way to do this is to reimburse payments on water bills and water late fees. (Reimbursing gaming or rental loss would be unfair and unethical.) This would at least help the smaller villages recoup some necessary costs on their already strained water departments. I bring this to your attention as something to consider. I know the finance committee has thought about doing a round two in small business grants – but I thought it would be good to have input from the Economic Development Committee and wanted to see if there was any interest to float this idea. (For communities like Panama, this could make a HUGE difference!) At this time, I have not found any state or federal programs that would help small communities with income reimbursements for water.

Vistra

Also attached to this email are the 2020 Legislative proposals related to Coal Community and Worker Support that was recently released (Aug 25) by Amanda Pankau of the Prairie Rivers Network. Dr. Mulch, Donna and myself have all met with Amanda and stayed in contact with her regarding the closed power plant and legislation to assist our communities due to the tax loss as well as legislation that would encourage Vistra to do something productive with that land. Please take time to review these important proposals.

2020 Census

As many of you may have heard – the Census had pushed back the deadline to complete the census information twice (backing it up all the way to Oct 31); however, in late July it was announced that the Census work deadline had been pushed UP to September 30, 2020.

Our numbers are not good. I keep hearing people say, "I've done the census." That is great...but are you actively encouraging others to fill it out as well? Remember to fill it out with the information of where you lived as of April 1. (If you had a child enrolled and on campus in college, the college would have already counted them.) Please note, elderly, 0-5 years old and those in poverty our highest undercounted. These are also some of the groups that rely heavily on funding that is based off of census data. (Economic developers also use Census data to estimate if there will be enough available workers in the area if they plan to develop or expand in that area.) We need to work together to push our numbers up! Below is our most recent update:

Zip code	Municipality	Estimated percent of census forms completed as of Aug. 19, 2020	Estimated percent of census forms completed as of Aug. 31, 2020	Increase in % in the last 12 days
62015	Butler	66.3%	66.3%	0.0%
62017	Coffeen	67.3%	67.6%	0.3%
62019	Donnellson	50.9%	50.9%	0.0%
62032	Fillmore	66.9%	67.5%	0.6%
62049	Hillsboro	70.8%	71.0%	0.2%
62051	Irving	60.0%	60.5%	0.5%
62056	Litchfield	71.6%	71.9%	0.3%
62075	Nokomis	68.9%	69.4%	0.5%
62076	Ohlman	64.2%	64.2%	0.0%
62077	Panama	70.6%	70.6%	0.0%
62089	Taylor Springs	60.5%	61.4%	0.9%
62091	Walshville	77.8%	77.8%	0.0%
62094	Witt	62.0%	62.0%	0.0%
62533	Farmersville	64.1%	64.1%	0.0%
62538	Harvel	50.9%	50.9%	0.0%
62560	Raymond	76.2%	76.2%	0.0%
62572	Waggoner	51.5%	51.5%	0.0%
	County (total)	70.6%	70.9%	0.3%

Montgomery County Board EMA Committee Meeting Minutes

Date: Monday, August 31st, 2020

Time: 4:00 pm – County Board Room

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

Members Present: Bill Bergen, Chuck Graden, Connie Beck, Tim Fogle, Jeremy Jones and
Evan Young

Members Absent: Richard Wendel

Others Present: Greg Nimmo by phone

The committee met today to discuss the following:

1. **Ambulance Billing Office Update/Approval:** Bergen stated Sherry Greenwood told him the ambulance collections are coming in good and she will start getting reports to the committee next month.
2. **EMA Report Update/Approval:** Greg Nimmo gave an update on the COVID-19 cases and testing in Montgomery County. Nimmo explained the difference between the FEMA PA grant and the CURES grant with DCEO. Montgomery County has been allocated \$316,000 with the CURES grant and we have to spend the money to get the money. County Offices Holders have been working with Bruce from Bellwether to gather data and COVID-19 expenses. Hazard pay was allowed and then they said you have to have it in you employee policy or it is considered a bonus and is not allowed to be reimbursed on the grant. Admin Leave could be reimbursed. Nimmo stated we are down to 55 hospital beds in region 19. Nimmo stated that 17 out of 18 long term care facilities have employee shortage issues and seven facilities out of 18 have COVID issues. Nimmo stated there is a concern that there is a lack of localized testing in the Schools. Urgent Care charges \$175 per test and is covered by insurance if you have it. Nimmo reported fifteen businesses in both counties have been shut down due to COVID positive testing and PPE items are being collected.
3. **ETSB/911 Update/Approval:** Bergen reported two 911 stations are done and the other two stations will be completed next month. There were a couple of issues that caused a delay and they won't be done by the end of this month.
4. **HWE and EMA Committees Restructure to Combine Update/Approval:** Bergen reported the Rules Committee met last Thursday and voted to recommend reducing the number of committees to seven by combining HWE and EMA. This will take effect on December 1st, 2020. Bergen stated he has not heard any negative comments about the elimination of one committee.
5. **Executive Session for Personnel/Litigation/Property Acquisition Update/Approval:** *(not needed)*
6. **Other Business Update/Approval:** None
7. **Public Comments Update/Approval:** None

No bills this month.

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

Meeting adjourned at 4:40 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: Friday, September 4th, 2020

Time: 8:30 am - County Board Room

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

Members Absent: None

Others Present: Sandy Leitheiser, Nikki Lohman, Rick Robbins, Bryant Hitchings, Banee Ulrici, Erin Matteson and Benetta Lentz. Bruce from Bellwether, Hugh Satterlee, Tim Fogle and Amanda Cole by phone,

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

The committee met today to discuss the following:

1. **SOA Report Update/Approval:** The committee reviewed the report.
2. **Capital Improvement Fund Reports Update/Approval:** The committee discussed the report.
3. **VISTRA Power Plant Legislation Update/Approval:** Durston reported he is scheduling a meeting on September 30th, 2020 at 5:30 pm in the County Board room with taxing bodies regarding the VISTRA Power Plant legislation.
4. **Foresight Energy Agreement/Bankruptcy Update/Approval:** Nothing to report
5. **Foresight Energy Appraisal Reimbursements to Taxing Bodies:** Beeler stated there was an agreement made in 2015 to reimburse the taxing bodies if we collected more than \$250,000 in coal revenues. Beeler suggested budgeting the reimbursements in FY 2021 and make the payment on December 1st, 2020 because we did not appropriate payments for this year. A new line item will be put in office 047 and Beeler will draft a letter to go out to the taxing bodies advising them the money will be paid out on December 1st, 2020.
6. **FY 2021 Budget Update/Approval:** Banee Ulrici addressed the committee with the salary increases suggested by the Chief Judge, Two employees are up for a COLA increase, longevity increase, promotion and merit increases. The committee had a lengthily discussion regarding the salary structure for the Probation Office that is set by the Chief Judge and retro pay as of August 11th 2020 for promotion and longevity raises. **Motion by Robinson and second by Sneed to adopt the grade promotion and longevity raises effective August 11th, 2020 and the shortfall will come out of Office 497 Probation fees for FY 2020. All in favor, motion carried.**
States Attorney Bryant Hitchings reported that part time Victim Witness Advocate Perry Jackson opted not to take on the addition duties of the receptionist position that was offered. Hitchings said he is still requesting to fill the vacant full time receptionist position to help cover when the other two secretaries are off. The committee discussed and approved for States Attorney Hitchings to hire for the position that is already in the budget. Sheriff Rick Robbins presented a revised draft of the Sheriff's Office budget for FY 2021 and some of the salary line items were re-calculated and decreased.
7. **U of I Extension Levy Update/Approval:** Amanda Cole called in to discuss the tax levy extension for the U of I Extension Office for FY 2021 in the amount of \$ 154,425. Cole gave an overview of services and programs provided by the Extension Office. The amount requested for FY 2022 will be \$150,425.
8. **Election Judge Salaries Update/Approval:** Clerk Leitheiser presented a report with the current and proposed Election Judge Pay. There are 135 Election Judges and the base pay is \$115 and \$135 is they take the training. Leitheiser stated she asked the HWE Committee for a \$50 salary increase and they approved. Leitheiser has a grant to help pay the additional salaries in the amount of \$6,750 for just this election. Leitheiser also reported that Health Department Director Hugh

Satterlee told her we should do what we can to follow the Illinois Public Health Guidelines for the COVID pandemic at the Polling places such as voters not using the same pen. Leitheiser stated she would like the raise to be permanent. **Motion by Furness and second by Moore to pay a base salary of \$165 per election judge and \$20 for training effective FY 2021. All in favor, motion carried.**

9. **Pay Roll Tax Holiday Update/Approval:** Lohman reported the Federal Government proposed a payroll tax holiday which is really a deferment and would have to be paid back at the beginning of the year. Lohman stated she checked with other counties and they are not pursuing any of this.
10. **Assistant Public Defender Position Update/Approval:** Beeler stated the committee discussed an additional employee to assist with the case load in the Public Defender's Office at the Budget Hearings. The position would be for an Associate Public Defender and the salary range suggested by Judge Roberts is from \$51,000 to \$57,000. The committee discussed and approved adding a line item in the amount of \$55,000 for an Associate Public Defender in the FY 2021 budget. **Motion by Moore and second by Robinson to create an Associate Public Defender position with a starting salary of \$55,000. All in favor, motion carried.**
11. **City of Litchfield Economic Development Discussion Update/Approval:** Beeler stated the City of Litchfield invited Young, Beeler, Yeske and Belusko to a meeting at city hall regarding their economic development projects and wondered if the county would be interested in purchasing a building. The city didn't get the grant for this project and they don't have the money appropriated to make the purchase at this time. The City is looking for some investors to purchase the building and asked if the County would be interested in re-routing COVID grant money towards this project. Beeler stated the MCEDC has the ability to purchase property. The Committee will wait for other information regarding the building and project.
12. **Policy for Bidding out Professional Services Update/Approval:** No update at this time.
13. **Bid Specs for Property Casualty and Workman's Compensation Update/Approval:** The committee reviewed a draft of the bid specs for the Property Casualty and Workman's Compensation Insurance prepared by Megan Beeler. Beeler asked committee members to review and has forwarded the bid specs to States Attorney Hitchings for input. **Motion by Sneed and second by Moore to advertise for bids on Property Casualty and Workman's Compensation. All in favor, motion carried.**
14. **Bid Specs for Financial Auditing Services Update/Approval:** The committee reviewed a draft of the bid specs for Financial Auditing Services as prepared by Megan Beeler. She asked committee members to review and sent a draft to States Attorney Hitchings for his input. **Motion by Furness and second by Moore to advertise for bid specs for Financial Auditing Services. All in favor, motion carried.**
15. **COVID-19 Business Grants Update/Approval:** The committee discussed whether or not to offer another COVID-19 Business grant because of the input from some businesses that said they didn't know about the grant and didn't apply. After some discussion, the committee decided to see if there is another shut down before offering another COVID business grant.
16. **Bellwether and CURES Grant Progress Update/Approval:** Committee members read an email from Bruce at Bellwether reporting on their progress of working on the CURES grant.
17. **Hazard Pay / Vacation Buyback Policy during COVID-19 Update/Approval:** Beeler reported Bellwether was looking into Hazard Pay for county workers that physically worked during the pandemic shutdown and we learned that DCEO has changed their mind on the reimbursement of this expense. DCEO is calling this a bonus and will not be an allowable expense on the CURES grant. Beeler stated we need to think about this for future shut downs and need a definition like you have to physically report to work during a shut down. Will they let us do Administrative Leave then it will be taken out of the CURES grant. Young stated that Nikki Lohman and Greg Nimmo will work on the CURES grant and apply for as much as we can for the FEMA grant at 75% and then

put the rest on the CURES grant. Bruce from Bellwether will be working with Nikki gathering information.

18. **Property Tax Collection Update/Approval:** Lohman reported about 84% of the property taxes have been collected and today is the deadline.
19. **Resolution to Convey Deed # 03-28-129-010 in Pitman Township to the Village of Waggoner Update/Approval:** Motion by Moore and second by Loucks to approve the resolution to convey deed #03-28-129-010 in Pitman Township to the Village of Waggoner. All in favor, motion carried.
20. **Finance/Budget Control Policies and Procedures Update/Approval:** No update.
21. **IMRF Update/Approval:** No update at this time.
22. **Executive Session to Discuss Personnel/Litigation/Property Acquisition Update/Approval:** (*not needed*)
23. **Other Business Update/Approval:** New Courthouse x-ray detector that we got for free is broke and we found out that we are not required to have one. A new one would cost about \$20,000. The committee will discuss the unit with Sheriff Robbins.
24. **Public Comments Update/Approval:** None

Motion by Moore and second by Sneed to pay bills and approve payroll. All in favor, motion carried
Motion by Sneed and second by Moore to adjourn the meeting. All in favor, motion carried.
Meeting adjourned at 11:10 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 Agenda

Date: Tuesday, September 1st, 2020

Time: 4:00 PM – County Board Room

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

Members Absent: Mark Hughes

Others Present:

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

1. **Consolidation of HWE and EMA Update/Approval:** Chairman Young reported the Rules of Order Committee met on August 27th, 2020 and recommended the consolidation of the HWE and EMA committees on December 1st, 2020.
2. **Elections Update/Approval:** Clerk Leitheiser shared a handout with the Important Election Dates for November 3rd, 2020.
3. **Election Judge Salaries Update/Approval:** Clerk Leitheiser reviewed the current pay for Election Judges, with the base salary at \$115 and \$135 with training. Leitheiser said she is considering using election grant money to help pay this salary increase for this Election, but would like to make this raise permanent. She said we have 135 election judges who will be needed for the November election and shared information on the election salaries paid for surrounding counties. She said Macoupin County pays a base salary of \$150/\$160 with training, Bond County pays a base salary of \$140/no extra for training, Shelby County pays a base salary of \$175/\$200 with training, Christian County pays a base salary of \$100/\$145 with training, and Morgan pays a base salary of \$200/no extra for training. After discussion, the Committee recommended a \$50.00 increase which would raise the base salary to \$165 and to \$185 with training. Leitheiser said the State Board of Elections reimburses the county \$45 for each election judge per election.
4. **EPA Report Update/Approval:** Daniels reported EPA training will resume next week and she has submitted paperwork for the last quarter of expenses.
5. **Recycling Surplus Bids Update/Approval:** No bids were received. Committee agreed to advertise again in the newspapers.
6. **Animal Control Facility Program Update/Approval:** Pending court case has been rescheduled for the second time. Committee discussed looking at a revised reimbursement structure for the municipalities. The committee reviewed information from Fayette County where they enter into Intergovernmental Agreements on a per Capita Basis with their municipalities. More info will be gathered and shared at next month's meeting.
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 by Wendel and second by Johnson to pay the Bills. All in favor, motion carried.

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

Meeting adjourned 4:55 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, July 30th, 2020

Time: 5:00 pm - County Board Room

Members Present: Kirby Furness, Bill Bergen, Sandra Johnson, Earlene Robinson, Donna Yeske and Chairman Evan Young – Glenn Bishop

Members Absent: Ron Deabenderfer

Others Present: Sandy Leitheiser, Nikki Lohman, Rick Robbins, Holly Lemons. By Phone: Tony Johnson and Amanda Mast

The committee met to discuss the following:

1. **Employee Health Insurance Update/Approval:** Amanda Mast and Tony Johnson shared the monthly report. Health Alliance reported a profit of \$112,890 in 2019 and a profit of \$88,822 in 2019. Through May 2020, they are showing a loss of \$22,654. The 2020 Renewal for Health Alliance is 9.9% and Johnson reported they will be seeking a rate relief. A full market analysis will be completed and presented at next month's Personnel Committee meeting. Mast reported on the Ancillary renewals. MetLife dental, vision, life and voluntary life. All but the dental insurance are in a rate guarantee until 2021. The Dental Insurance is receiving a 7% increase.
 - a. Monthly HRA report: Through 7/30/2020 we are at a 11.17% (\$1,218.87 paid of \$572,062 total)
2. **Employee Personnel Manual Update/Approval:**
 - a. Revised Drug Policy addressing Cannabis – The committee reviewed a draft of the changes made to the Revised Drug Policy addressing Cannabis. **Motion by Robinson and second by Bergen to present the draft of the Revised Drug Policy addressing Cannabis to the full board. Motion carried.**
3. **COVID-19 Employees Leave MEMO – FMLA/FFCRA (Families First Coronavirus Response Act) Update/Approval:** Kirby Furness asked department heads for a clarification of what would be needed in a memo to the employees because this issue has been discussed with the intent that the county would follow the federal laws regarding that came out in April
4. **Vacation Buyback Policy Update/Approval:** The committee discussed if there were funds available to buy back an additional week for employees that don't have time to take their vacation by the end of the Fiscal year. The committee also discussed looking to see how many employees would need to do this and then check with the finance committee.
5. **Executive Session to Discuss Personnel/Litigation/Property Acquisition Update/Approval:** *not needed)*
6. **Other Business Update/Approval:** None
7. **Public Comments Update/Approval:** None

Motion by Bergen and second by Yeske to adjourn. 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, September 3rd, 2020

Time: 8:30 AM – County Board Room

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

Members Absent: Dennis McCammack

Other Present: County Engineer Cody Greenwood, Assistant County Engineer Dustin Sefton, Ken Schaal, Don Krefft, Henry Eilers and Carol Dresson.

1. **Village of Walshville Streets Update/Approval:** No updates from the Village of Walshville.
2. **Resolution 2020-11 to appropriate funds for 1212 BCA, Burg Road Pipe Culvert Liner, 100% County Update/Approval:** The cost estimate is \$10,000. Motion by Loucks and second by Moore to approve Resolution 2020-11 to appropriate funds for 1212 BCA, Burg Road Pipe Culvert Liner which is a 100% County Project in the amount of \$10,000. All in favor, motion carried.
3. **Resolution 2020-12 to appropriate funds for 1213 BCA, Waggoner Ave. Concrete Box Culvert, 100% County Update/Approval:** Just west of Waggoner and triple pipes there that will be replace with a single. Project cost is \$40,000. 12 foot by 3 foot box culvert. Motion by Bishop and second by Moore to approve Resolution 2020-12 to appropriate funds for 1213 BCA on Waggoner Avenue, Concrete Box Culvert which is a 100% County project in the amount of \$40,000. All in favor, motion carried.
4. **Resolution 2020-13 to appropriate funds for 1214 BCA, E. 19th Road Pipe Culvert, Witt Township 50%/County 50% Update/Approval:** The total cost of the project is \$65,000. Motion by Bergen and second by Loucks to approve Resolution 2020-13 to appropriate funds for 1214 BCA, East 19th Road Pipe Culvert in Witt Township which is a 50%/County in the amount of \$3,250 and 50% Township for \$3,250. All in favor, motion carried.
5. **Resolution 2020-14 to appropriate funds for 1215 BCA, Fillmore Trail Storm Sewer, 100% County Update/Approval:** Project is near the Korner Store off of Fillmore Trail in the amount of \$9,000. Motion by Loucks and second by Bishop to approve Resolution 2020-14 to appropriate funds for 1215 BCA, Fillmore Trail Storm Sewer which is 100% county project in the amount of \$9,000.
6. **Intergovernmental Agreement with the City of Hillsboro for the replacement of the Seward St. Bridge SN: 068-6004 Update/Approval:** Greenwood reported the City of Hillsboro Petitioned the County for Aide back in February 2020 and the board approved it at their March 2020 full board meeting to help cover to cost to replace the Seward Street Bridge. The estimated County local funds is \$153,000. The City is responsible for the remaining expenses for the project and will have to pay the expenses up front. The total estimated project is \$1,095,000. Motion by Moore and second by Loucks to recommend the approval of the Intergovernmental Agreement with the City of Hillsboro for the replacement of the Seward Street Bridge SN: 068-6004. All in favor, motion carried.
7. **Section 19-18118-00-BR Seven Sisters Bridge, Witt Township Bid Letting Results Update/Approval:** Greenwood reported there were five bidders and the low bidder was Yamnitz and Associates for \$226,608.06 for Section 19-18118-00-BR, Seven Sisters Bridge in Witt Township. Motion by Moore and second by Bishop to recommend the approval of the bid from Yamnitz

and Associates in the amount of \$226,608.06 to replace the bridge 19-18118-00-BR on Seven Sisters in Witt Township. All in favor, motion carried.

8. **2021 R&B Committee Dates Update/Approval:** Committee discussed and approved the meeting dates for 2021. Motion by Moore and second by Bergen to approve the 2021 committee meeting dates. All in favor, motion carried.

9. **Road Side Spraying Update/Approval:** Ken Schaal stated he was invited to this meeting by Evan Young to discuss the mowing and spraying of county right of way. Mr. Schall read his letter for the record and it will be attached to these committee minutes. Greenwood stated this discussion took place last year and it was the understanding that signage would be put up to identify species not to be sprayed. Greenwood stated they target the noxious weeds. Sefton would like to know where any indiscriminately spraying native roadside vegetation is taking place as Mr. Schaal's letter indicates. Carol stated the widespread spraying took place last year. Mr. Schaal stated the purpose of his June 2020 letter was to detour future indiscriminately spraying of native roadside vegetation. Sefton stated they only sprayed 38 miles of roadside and used about 120 gallons of week killer this year. Mr. Schaal stated his group would be willing to work with highway department staff on identifying and marking the native wildflower vegetation. Bishop stated the land owners should have some say on the mowing. Greenwood stated they have to get the landowner involved and there are not many areas where they mow outside the right of way. Greenwood stated they will coordinator with landowners and signage to avoid mowing and spraying in the future.

10. **Other Business Update/Approval:** None

11. **Public Comments:** None

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

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

Meeting adjourned at 9:45 am. Minutes respectfully submitted by acting secretary Christine Daniels as Deputized by the Montgomery County Clerk and Recorder, Sandy Leitheiser.