

Montgomery County Board

Coordinating Committee Meeting Minutes

Date: Tuesday, September 29th, 2020

Time: 8:30 am – County Board Room

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

Members Present: Megan Beeler, Bill Bergen, Gene Miles, Donna Yeske, Bob Sneed

Members Absent: Evan Young, Chuck Graden and Kirby Furness

Others Present: Nikki Lohman, Andy Ritchie and Rick Robbins

The committee met today to discuss the following:

Coordinating Committee: Evan Young, Board Chairman -

1. **Information Systems Report Update/Approval:** Info Systems Manager Curt Watkins is on vacation this week and Beeler stated they will be working on moving and setting up the employees in the County Clerk's Office next week.
2. **Census Count Committee Update/Approval:** No report this month.
3. **COVID-19 Pandemic Update/Approval:** Working on the CURES grant.
4. **Amendment to Extend the Proclamation of a Disaster in Montgomery County Update/Approval:** The full board will need to approve the amended proclamation.
5. **2021 Holiday Schedule Update/Approval:** The committee reviewed and discussed a proposed list of the holidays for 2021. **Motion by Bergen and second by Yeske to recommend the approval of the 2021 Holiday Schedule. All in favor, motion carried.**
6. **Meeting Dates for 2021 Update/Approval:** The committee reviewed and discussed the meeting dates for 2021. **Motion by Sneed and second by Miles to recommend the approval of the 2021 Coordinating Committee dates. All in favor, motion carried.**
7. **Other Business Update/Approval:** None

Building & Grounds Committee: Bob Sneed, Chairman -

1. **Maintenance and Cleaning Issues and Report Update/Approval:** Sneed reported everything was going OK.
2. **Sidewalk Repairs around the Historic Courthouse Update/Approval:** Nothing to report at this time.
3. **Coroner Office – Space Request in the Basement of the New Courthouse Update/Approval:** Committee will discuss.
4. **Outdoor Kiosk request from Circuit Clerk Update/Approval:**
5. **Executive Session to Discuss Personnel/Litigation/Property Acquisition Update/Approval: (not needed)Outdoor Kiosk Update/Approval:** Holly will be at the Committee to request a new Kiosk.
6. **Meeting Dates for 2021 Update/Approval:** Committee will discuss and approve.
7. **Other Business Update/Approval:** Sneed reported a couple of Groups met on the Historic Courthouse grounds this past Saturday and Sunday and the events went well.

Economic Development Committee: Donna Yeske, Chairman –

1. **MCEDC Update/Approval:** Yeske reported MCEDC held their annual meeting.
2. **Revolving Loan Fund Update/Approval:** Going ok. Yeske stated the RLF fund committee will be scheduling a meeting to review a possible loan request. Yeske will follow up with Belusko. The RLF Board will be discussing a change in their By Laws and looking at revamp the program. Yeske stated the RLF funds are almost depleted and Beeler responded that we need to look at moving some money to the RLF if possible.
3. **Tourism Update/Approval:** Committee will discuss.

4. **Planning Commission Update/Approval:** Yeske stated they are finished with working on the Wind Siting Ordinance.
5. **Revised Wind Siting Ordinance Update/Approval:** Get the ordinance finalized at the next Economic Development committee meeting.
6. **CEDS Document Update/Approval:** Beeler reported that Christian County has not approved the Community Economic Development Strategy Report (CEDS). The committee needs to discuss some type of regional organization and how to fund it. Nothing was set up in the budget this year and it will need to budget for next year.
7. **Bike Trail Update/Approval:** Yeske reported we will be getting an invoice for the work the Highway Department completed on the bike trail.
8. **West Central Development Update/Approval:** Nothing new.
9. **Montgomery County Bicentennial Update/Approval:** Yeske reported there will be a meeting tomorrow night at 7:00 pm and plans are coming together very well.
10. **Meeting Dates for 2021 Update/Approval:** The committee will discuss and approve.
11. **Executive Session to Discuss Personnel/Litigation/Property Acquisition Update/Approval: (not needed)**
12. **Other Business Update/Approval:**

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

1. **EMA Report Update/Approval:** Nimmo will report.
2. **Ambulance Billing Office Update/Approval:** Bergen reported we were to process bill for Litchfield and charge them an hourly fee. The billing department is still receiving invoices and the City called and asked if they were cashing their checks. The envelopes will be returned via the mail. Greenwood has been collecting the payments and giving them to the police to bring back to the City of Litchfield.
3. **ETSB/911 Update/Approval:** Robbins stated the furniture for the new 911 stations will go in today and we are a couple of weeks out for a complete install. They are now operating with two dispatching stations. Robbins reported we are now in the training stage according to the Motorola contract. We should go live sometime between March and June of 2021. Robbins reported they are working on coordinating with GIS Technician Kevin Brink for new maps that will be integrated with the new 911 software. Robbins stated he is checking on a \$150,000 mapping grant that was available last year.
4. **Meeting Dates for 2021 Update/Approval:** The committee will review.
5. **Executive Session to Discuss Personnel/Litigation/Property Acquisition Update/Approval: (not needed)**
6. **Other Business Update/Approval:** None

Finance Committee: Megan Beeler, Chairman -

1. **SOA Report Update/Approval:** The committee will review.
2. **Capital Improvement Fund Reports Update/Approval:** Lohman stated we received \$78,000 in coal revenues and the document included a coal tonnage report.
3. **Review Bids for Property Casualty and Workers Comp Insurance Update/Approval:** Bids will be opened at the Finance Committee meeting.
4. **Review Bids for Financial Auditing Services Update/Approval:** Committee will open and review the bids. The Auditing companies have sent several questions to Beeler and she will call them.
5. **COVID-19 Business Grants Update/Approval:** Beeler reported there is some money left and suggests allocating some money in the budget for next year.
6. **Bellwether and CURES Grant Update/Approval:** Beeler stated we are still waiting on information from Bruce. Lohman stated she is getting updates from Bruce and the first submission should be going in today. Lohman talked to Nimmo yesterday and he was going to start entering info into the

portal. Lohman reported the Public Safety wages can now be submitted for the Cures grant and just the wages without benefits were \$400,000 for the Sheriff's Office.

7. **Hazard Pay/Vacation Buyback Policy During COVID-19 Update/Approval:** Beeler stated we are not doing anything until Bruce tells us and Hazard/Vacation pay is off the table for now.
8. **X-Ray Machine at the New Courthouse Update/Approval:** Robbins stated our used free scanning machine was down but is now currently running. Robbins said that the cost to repair everything would be about \$11,000. A new one would cost about \$23,000. Beeler asked if we have to have the scanning machine and if just the wand and metal detector could be used. Beeler invited Sheriff Robbins to attend the next Finance Committee to discuss and share estimates for a replacement of the scanning machine at the New Courthouse.
9. **VISTRA Power Plant Legislation Update/Approval:** Lohman reported that Senator Manar said that the proposed legislation will be addressed in a future session.
10. **Power Plant Taxing Body Meeting Update/Approval:** SOA Ray Durston has scheduled a meeting for the power plant taxing bodies on Wednesday, September 30th, 2020 at 5:30 pm to discuss a negotiating plan.
11. **DEVNET Remote Access Update/Approval:** Beeler reported the DEVNET software is used by the SOA, Treasurer and County Clerk for Real Estate purposes and there are some benefits for the employees and the public tying it into Beacon. The first year cost of \$3,800 would be free due to COVID funding and every year after that the cost would be \$1,300 per year for maintenance. This would allow the ability to print taxes and payment histories, therefore eliminating some work for researchers and phone calls to employees. Beeler stated this expenses does qualify for using automation funds and we could set up a subscription fee for people that would utilize this software for more digital access. Fulton County has this software set up already for someone to access and review.
12. **FY 2021 Budget Update/Approval:** Beeler reported the committee will review last month's draft.
13. **Adopt Estimated FY 2021 Aggregate Levy Update/Approval:** The committee will discuss and approve.
14. **Meeting Dates for 2021 Update/Approval:** The committee will review and approve.
15. **IMRF Update/Approval:** Nothing new at this time.
16. **Finance/Budget Control Policies and Procedures Update/Approval:** Nothing new at this time.
17. **Policy for Bidding out Professional Services Update/Approval:** Beeler reported this policy was approved by a previous board several years ago and the committee will discuss if this limits companies performance at the end of the contract period.
18. **Executive Session to Discuss Personnel/Litigation/Property Acquisition Update/Approval: (if needed)**
19. **Other Business Update/Approval:** None

HWE Committee: Chuck Graden, Chairman -

1. **Elections Update/Approval:** Sandy will report to the committee.
2. **EPA Report Update/Approval:** Daniels will report to the committee.
3. **Electronics Recycling Drive Update/Approval:** Is scheduled for Saturday, October 17th, from 9 am to Noon. The drive will be held at the former Wright Automotive Building on Routes 185 & 127. The committee discussed and approved to have the recycling drive and we will get a county employee to operate the forklift for that morning.
4. **Animal Control Facility Program Update/Approval:** Daniels will report.
5. **Executive Session to Discuss Personnel/Litigation/Property Acquisition Update/Approval: (not needed)**
6. **Meeting Dates for 2021 Update/Approval:** The committee will review and approve.
7. **Other Business Update/Approval:** None

Personnel Committee: Kirby Furness, Chairman -

1. **Employee Health Insurance Update/Approval:** Beeler reported the Personnel Committee will recommend the negotiated rate increase from Health Alliance at 3%. The initial employee health insurance premium rate increase was 9.9%. Amanda Mast negotiated it down to 3%. The committee also will recommend the ancillary insurance renewals with MetLife for dental, vision, life and voluntary life insurance.
2. **Employee Personnel Manual Update/Approval:** Committee has been reviewing.
3. **Vacation Buyback/Hazard Pay Policy Update/Approval:** The Finance & Personnel Committee will work on this.
4. **Local 773 Union Negotiations with Dispatchers and Jailers Update/Approval:** Local 773 Business Agent Kelly Byrd introduced herself and shared four new proposals for the employees in the Telecommunicators bargaining unit. Sheriff Robbins asked for input regarding sick time abuse. The committee and the union came to a tentative agreement and the committee will be recommending the new contract to the full board.
5. **Meeting Dates for 2021 Update/Approval:** The committee will discuss and approve.
6. **Executive Session to Discuss Personnel/Litigation/Property Acquisition Update/Approval: (will be needed for full board.)**
7. **Other Business Update/Approval:** None

Road & Bridge Committee: Gene Miles, Chairman -

1. **Electronic Recycling Drive Update/Approval:** Use of Forklift.
2. **Road Resurfacing Project Update/Approval:** Committee will discuss.
3. **Executive Session to Discuss Personnel/Litigation/Property Acquisition Update/Approval: (if needed)**
4. **Other Business Update/Approval:** None

PUBLIC COMMENTS:

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

Meeting adjourned at 9:40 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, October 13th, 2020 at 5:30 PM

Montgomery County Board

Buildings & Grounds Meeting Minutes

Date: Wednesday, October 7th, 2020

Time: 8:30 AM – County Board Room

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

Members Absent: Evan Young

Others Present: Holly Lemons and Curt Watkins

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 reported a relay switch was replaced on the Jail, new air conditioning unit for \$210. Sneed stated this is a new unit and should be under warranty and asked Brown to follow up with Henson Robinson. Brown reported they have one more wall at the Jail to paint and they will paint the Public Defender's Office next month when she is gone. Brown reported water faucets at the jail needed repaired and an old water fountain was taken ^{out} at the request of Sheriff Robbins and new cinder block was installed. Brown reported they are having issues with the cleaning service at the New Courthouse again and Sneed stated he will call them. Brown reported Seward Masonry completed the tuck pointing on the lower half of the Historic Courthouse and filters are done in all the buildings. Brown stated he will need to get some more salt for this winter.
- 2. Sidewalk Repairs around the Historic Courthouse Update/Approval:** The committee discussed putting this project out for bid. Sneed will discuss with Hillsboro Commissioner Danny Robbins.
- 3. Coroner Office – Space Request in the Basement of the New Courthouse Update/Approval:** Sneed reported he will follow up with Evan Young to see what has been done.
- 4. Outdoor Kiosk Update/Approval:** Holly Lemons reported she purchased an Outdoor Kiosk to be able to pay fines at any time and it will be billed to the CARES Act funding. Lemons stated the unit will need to have electrical and asked for suggestions on where to put the unit and who can do the installation. Sneed recommended calling an outside resource for installation. Watkins reported the unit will also require a data line because it is similar to an ATM machine. The Kiosk will need to be put on a concrete pad and will require some type of awning or outer shell over the top to keep it out of the weather. This kiosk will only be able to take payments for the Circuit Clerk's Office and Lemons stated it has other capabilities but another office will need to purchase their own software to accept payments. The committee approved the installation of the Kiosk in front of the New Courthouse.
- 5. Meeting Dates for 2021 Update/Approval:** The committee reviewed the 2021 calendar for the Building and Grounds Committee dates for the Wednesday before the full board meeting at 8:30 am. **Motion by Miles and second by Wendel to approve the Building and Grounds Committee meeting dates for 2021. Motion Carried.**
- 6. Executive Session to Discuss Personnel/Litigation/Property Acquisition Update/Approval:** *(not needed)*
- 7. Other Business Update/Approval:** None
- 8. Public Comments Update/Approval:** None

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

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

Meeting adjourned at 9:30 am.

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

Montgomery County Board

Economic Development Committee Meeting Minutes

Date: Monday, October 5th, 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, Dennis McCammack, Tim Fogle (by phone), Glenn Savage and Megan Beeler – Jeremy Jones

Members Absent: Evan Young

Others Present: Sandy Leitheiser, Bill Schroeder, Patty Whitworth, Cody Greenwood, Toni McDonough, Andy Ritchie, Lola Hughes and Valerie Belusko

The committee met today to discuss the following:

1. MCEDC Update/Approval: Belusko reported DCEO has a new grant out for businesses that are impacted by lack of tourism and events. Theaters, bars and restaurants should apply for these grants that could be as much as \$25,000 per business. The Business can do the application on their own using the Big Illinois website. Belusko stated the CARES grant is still available and municipalities are struggling from people not being able to pay their water bills so they should apply. Belusko reported they have been working with Whisper Internet for services in the rural areas. Litchfield School District made a hard and fast ruling that if they chose on line learning that is what you have to do for the rest of the year. If family is on free or reduced meals, they will get a substantial discount for internet. Belusko stated CTI can't build out quick enough and Whisper Internet can build out with new technology where signals can go through trees and metal. Belusko stated they need 400 early sign ups by October 31st, 2020. Royelle is no longer putting up towers.

- **Revolving Loan Fund Update/Approval:** the RLF balance is about \$84,000 and the two clients are paying their loans. Mr. Deabenderfer has given Belusko some info on the RLF By Laws to present to the RLF Committee. Beeler asked if they need more money budgeted for the RLF. Committee discussed a possible Round 2 for the Business Relief Grant if there is another shut down. Yeske stated the original RLF program was set up with \$250,000 and there were a couple of bad loans in the beginning. The balance is about \$84,000 and \$50,000 is loan out. Committee discussed asking the Finance Committee for more money to support the RLF Fund. McCammack stated the RLF needs restructured and no money should be put in there until the program is cleaned up. Beeler stated the county could appropriate money in Office 375 and it wouldn't be moved until the board approved it. Yeske asks for \$80,000 and McCammack suggested \$100,000 be put in Office 375 for the RLF. Discussion took place on the money and where it went. Some went to the COVID business grants and about \$15,000 was lost in bad loans. Hughes stated Atlas 46 didn't get any assistance from the county but the City of Hillsboro did get them something. Beeler said we need to have a package ready for businesses in the unincorporated areas and educate board members about Economic Development. Belusko stated we haven't done anything with the Opportunity Zone which is located around the power plant and we need to make it a priority to figure out what are we going to do with the opportunity zone and make investors aware of this incentive.

2. Tourism Update/Approval: Belusko stated Tourism is pretty much dead due to the Corona Virus. The Illinois Rivers and Routes director left last March and went to TX. One tourism bureau was formed around St. Louis and there will be a lot of changes next year. Belusko reported another person left the tourism bureau and they received over 125 applications for the position. There is no money coming from the State for tourism. Belusko suggested having a Mayor's meeting during the winter and devoting a lot of time just for tourism. Belusko said Montgomery County hotels are operating at 45% capacity and we need to plan regionally to get something off the ground.

3. City of Litchfield Economic Development Discussion Update/Approval: Yeske stated she along with Evan Young, Valerie Belusko and Megan Beeler met with City of Litchfield Mayor Dougherty,

Tonya Flannery and Shelly Herman regarding projects that the City is working on. Beeler stated they shared information they put in there CEDS document and they got to see some info on their soccer field project. Litchfield showed them everything they have been applying for and stated they didn't get a grant for the project on the west side of the City.

- 4. CEDS Document Update/Approval:** Yeske reported there is a Proposed Regional Group and the CEDS document has been approved by four counties, but not by Christian County. We may have to go a different route and not go through West Central. EDA and grants have to be housed under an approved entity and the EDA will not work with West Central again. Beeler explained EDA will match \$70,000 funding to support an office to merge with another entity and we may want to put \$20,000 in the FY 2021 budget to support a new group.
- 5. Planning Commission Update/Approval:** Planning Commission completed their work on the amendments to the Wind Energy and Siting Ordinance.
- 6. Wind Energy & Siting Ordinance Amendments Update/Approval:** The committee reviewed a draft of the amended Ordinance Regulating the Siting of Wind Energy Conversion Systems as provided by the Planning Commission. The original ordinance was adopted by the County Board on October 9th, 2009. Engineer Toni McDonough stated this Ordinance is for Wind Farms to generate energy that gets sold back to energy companies. The committee reviewed each page of the draft and discussed any concerns. **Motion by McCammack and second by Deabenderfer to recommend the draft of the Ordinance Regulating the Siting of Wind Energy Conversion Systems to the Full Board for a 30 day review. All in favor, motion carried.** Belusko stated that Rachael Tester was very helpful researching info for this Siting Ordinance.
- 7. Bike Trail Update/Approval:** Yeske thanked the highway department for fixing the issue on the bike trail. Cody Greenwood asked about the extent of brush clearing on the bike trail.
 - Easement for parcel sold – Daniels reported the States Attorney's Office needs to prepare a Sale/Purchase agreement and set a Closing Date.
- 8. West Central Development Update/Approval:** Committee discussed during the CEDS document update.
- 9. Montgomery County Bicentennial Update/Approval:** Patty Whitworth stated the plans are moving along for the Bicentennial. A small celebration/ceremony will take place in February with a small reception. The big celebrations will be on June 5th, 2020. Each municipality will paint a birthday cake. There will be advertising to take place and some people and organizations are donating and helping out. There will be a time capsule that will be stored in a crypt for 50 years. They Crypt was chosen to keep things dry.
- 10. Purchase of Wooden Nickels for Bicentennial Celebration Update/Approval:** Yeske wants to purchase 15,000 wooden nickels for \$1,500. Whitworth reported that the county municipal historical societies are getting involved. Pictures of these decedents on the courthouse steps. Motion by McCammack and second by Hughes to purchase the wooden nickels for \$1,500. All in favor, motion carried.
- 11. Meeting Dates for 2021 Update/Approval:** Motion by Deabenderfer and second by Hughes to approve the Economic Development Committee meetings for 2021. All in favor, motion carried.
- 12. Executive Session for Personnel/Litigation/Property Acquisition Update/Approval:** *(if needed)*
- 13. Other Business Update/Approval:** Deabenderfer shared information from AARP.
- 14. Public Comments Update/Approval:** None

Motion by McCammack and second by Hughes to pay the bills. All in favor, motion carried.

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

Meeting was adjourned at 7:56 pm.

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

Montgomery County Board

EMA Committee Meeting Minutes

Date: Monday, October 5th, 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, Connie Beck, Tim Fogle (by phone), Jeremy Jones and Megan Beeler

Members Absent: Chuck Graden, Richard Wendel and Evan Young

Others Present: Mona Lewis, Sherry Greenwood, Andy Ritchie and Julie Kiefer

The committee met today to discuss the following:

1. **Ambulance Billing Office Update/Approval:** Julie Kiefer stated she called 911 for lift assistance and they sent an ambulance and she received an invoice. She did not get transported. Kiefer stated at times when she calls, Taylor Springs comes out and helps her but there is no transport and no charge. They have her sign a paper to refuse service. Kiefer stated she could not refuse service. Greenwood reported the EMT's should mark their paperwork as no transport and lift assist only. Dispatch at 911 told Kiefer she had to have the ambulance dispatched and no call was made to Taylor Springs. Bergen stated he will check with 911 dispatching on what their protocol is for calls where someone just needs lift assistance. Kiefer will call Hillsboro Ambulance to see what their protocol is for this circumstance. Bergen stated that Greenwood and Lewis typed up a letter regarding charging the City of Litchfield and hourly charge per the February committee minutes. The billing department is still getting mail for the City of Litchfield ambulance billing. Greenwood called Litchfield and told them she was going to mark the mail "return to sender". They have made some bank deposits and kept track of everything they did. Beeler stated the City of Litchfield knew they were going to get billed for collections that took place after the established time frame. Greenwood read her prepared letter for ambulance billing from January 2020 to September 2020 and the fees totaled \$1,628 for \$20 per hour that included packing up their files. Greenwood reported they invoiced \$78,032 during this timeframe for Litchfield. The fees paid by Litchfield will be deposited and dispersed to the ambulance districts next year. **Motion by Beck and second by Fogle to send an invoice to the City of Litchfield for \$1,648 for ambulance billing services. All in favor, motion carried.**
2. **EMA Report Update/Approval:** Greg Nimmo was not on the conference call but he does send out a weekly update each Friday via email.
3. **COVID-19 Pandemic Report Update/Approval:** Nimmo gives weekly updates via email.
4. **CURES Grant and FEMA PA Grant Update/Approval:** Beeler stated that Nimmo called him and we were able to claim all the Public Safety salaries during the COVID-19 pandemic closure. Beeler stated we should receive the \$318,000 that was allocated for Montgomery County and it will help the County Deficient this year.
5. **ETSB/911 Update/Approval:** Bill Bergen reported they are still working on installing the second phase of the new 911 equipment.
4. **Executive Session for Personnel/Litigation/Property Acquisition Update/Approval:** *(not needed)*
5. **Other Business Update/Approval:** None
6. **Public Comments Update/Approval:** None

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

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

Meeting adjourned at 5:00 pm.

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

Montgomery County Board Finance Committee Minutes

Date: Friday, October 9th, 2020

Time: 8:30 am - County Board Room

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

Members Present: Megan Beeler, Kirby Furness, David Loucks, Jim Moore, Bob Sneed

Members Absent: Earlene Robinson and Evan Young

Others Present: Sandy Leitheiser, Rick Robbins, Nikki Lohman, Tim Fogle, Ray Durston
and Eric Braasch – By phone, Greg Nimmo

The committee met today to discuss the following:

1. **SOA Report Update/Approval:** Durston reported the Board of Review received 30 complaints and processed 123 Certificates of Error for 2019 tax bills. GIS Technician Kevin Brink has updated data layers for Next Generation 911 and is working on cleaning up centerline data.
2. **Capital Improvement Fund Reports Update/Approval:** The committee reviewed the Capital Improvement Fund and a coal tonnage report.
3. **Review Bids for Property Casualty and Workers Compensation Insurance Update/Approval:** Bid received from Diamond Brothers Scheller Insurance. Eric Braasch walked through the bid from ICRMT our current carrier. The cost last year was \$295,472 and the current bid is \$263,551 which is down about \$32,000 from last year. Lohman reported she received an email from IPRF yesterday stating due to the events of this year we will get back 1.5% of our premium. Robbins suggested a lower deductible from \$10,000 to \$5,000. Committee reviewed a second bid submitted by Braasch from One Beacon which was \$279,938. **Motion by Sneed and second by Furness to accept ICRMT's as our carrier for the Property Casualty Insurance and Workman's Compensation for next year. All in favor, motion carried.** The committee asked Braasch to get a cost for a lower \$5,000 deductible.
4. **Review Bids for Financial Auditing Services Update/Approval:** The committee reviewed four bids for Auditing services. **Motion by Furness and second by Loucks to recommend engaging Scheffel Boyle for Auditing Services for FY 2020, FY 2021 and FY 2022 contingent on further research. All in favor, motion carried.**
5. **CURES and PA Funding/Grant Update/Approval:** Nimmo gave an update on the COVID-19 cases in Montgomery County and stated gatherings are the problem for the recent spread of COVID-19. Nimmo stated he has submitted the CURES grant on October 1st, 2020 for our allotted \$318,916. Nimmo submitted the Public Safety Salaries total \$439,434 as recommended by Bellweather. The US Department of Treasury has changed the grant criteria a few times and Bellweather has been helping us through this. Nimmo reported that Bruce suggested submitted the public safety salary as a onetime reimbursement to get our \$318,000 allotment. Every two weeks they go in and do an update of invoices that have been submitted. We hope to be eligible for more money down the road. Beeler stated she has a list of items on a wish list of things to purchase for the CURES grant. Nimmo encourages the county board to move forward with COVID-19 mitigation purchases and expenses for future CURES funding. Technology based items are on the wish list. Beeler shared her concern that salary reimbursements can't be allocated to an operation line item. Nimmo stated the CURES program has its own issues and he doesn't know how this money will be determined when it comes in. Beeler stated she has asked the Auditor on how the COVID reimbursement will be handled. Beeler stated we need to sit down and figure out what budget amendments are need for next month. Nimmo stated there will be additional funding available through April 2021. Beeler asked for recommendations on how to handle the Wish List for future purchases and would like to set up a meeting with Bruce, Nikki, and Curt.

6. **COVID-19 Business Grants Update/Approval:** Beeler reported the Economic Development Committee discussed offering a second COVID-19 Business Grant. DCEO is offering another business grant for up to \$25,000 and they will be referred to the DCEO grant.
7. **Scanning Machine at the New Courthouse Update/Approval:** Sheriff Robbins reported a new scanning machine would cost about \$23,000. Beeler stated the current machine is working and suggested putting some money in office 375, Building and Grounds for a scanning machine at the New Courthouse. Beeler also stated they will check with Judge Roberts to see if the Court fund would be willing to put some money in towards to purchase if the old machine fails.
8. **VISTRA Power Plant Legislation Update/Approval:** Durston reported discussion took place with the taxing bodies regarding legislation (SB 3442) proposed by Senator Koehler and Co-sponsored by Senator Manar. Durston stated Senator Manar is optimistic that action may be taken on this Bill after the Veto Session.
9. **Power Plant Taxing Body Meeting 9-30-20 Update/Approval:** Beeler and Durston reported four Taxing Bodies affected by the Power Plant closure attended a meeting on September 30th, 2020.
10. **Coffeen Power Plant Appraisal and Taxes Paid Update/Approval:** Beeler reported the taxing bodies agreed that we should conduct an appraisal of the Power plant and we need someone with experience. Durston stated the other four counties losing a VISTRA power plant is hiring Charles Argianas to perform their appraisals and he offered to do ours for \$9,000. **Motion by Loucks and second by Sneed to approve hiring Charles G. Argianas to do an appraisal of the power plant for an amount not to exceed \$9,500. All in favor, motion carried.** Beeler reported Treasurer Lohman received an email last week and the current standing contract with VISTRA for their real estate taxes is being questioned for 2017, 2018 and 2019. The committee will get more information.
11. **DEVNET Remote Access Update/Approval:** Beeler stated Durston and Lohman asked to purchase remote access to DEVNET and it can be used by the Public so they don't have to come to the Courthouse. You can see more information regarding tax bills that you don't see on Beacon. Lohman stated the first year cost is \$3,918 and then each year would be \$1,300. Lohman said she has some money in her budget for this cost. Subscriptions can be sold for the service. This DEVNET remote access will link with the Beacon software. **Motion by Loucks and second by Moore to purchase the DEVNET Remote Access program for one year in the amount of \$3,918. All in favor, motion carried.**
12. **FY 2020 Budget Amendment Update/Approval:** Beeler reported a change sheet will need to be made for all the COVID-19 expenses and for any department that is over their total budget so they can be included in the budget amendment. Some projections will need to be considered for these types of expenses in the month of November. Beeler said that changes will need to be made to the revenues as well for new grant monies.
13. **FY 2021 Budget Update/Approval:** The Committee reviewed the change requests for the FY 2021 budget. Discussion took place on the salary increases for the Circuit Clerk and Coroner. Beeler suggested putting a stipend in the budget for this year and then we will need to make sure those salaries are adjusted accordingly in four years. Other budget amendments were as follows: Circuit Clerk Lemons reported the Judge approved the purchase of an outside Kiosk for the New Courthouse in order to collect payments at all times. Kiosk will be purchased in 2020 from the Automation Fund and it will be added to the list of items that may be reimbursed from the CURES grant. Economic Development Committee asked for an increase of \$100,000 in the Revolving Loan Fund program and they will not use the money until the RLF fund is fixed and furthermore, when it is needed the full board will need to approve it. Watkins stated \$9,645 is already spent and waiting for items to come in. The planned Technology purchases due to COVID-19 total \$33,007 for FY 2021 Coal fund expenses. Beeler stated the employee insurance line will be decreased due to the renewal coming in at 3% down from 9%. The committee discussed the Senior Citizen Budget and they are not spending money now due to COVID-19 so Beeler suggested sending them

a letter after December 1st, 2020 stating we will reimburse for expenses as they are incurred next year. The Health Department senior money will be dispersed after December 1st, 2020. Leitheiser stated she budgeted for postage expense due to COVID-19 in the Election Office and revenue will be budgeted for the COVID reimbursement. The CURES grant reimbursement of \$318,916 will be put in Office 47. **Motion by Moore and second by Sneed to recommend a 30 day review of the FY 2021 budget as presented pending health insurance updates and a general fund transfer from Office 375. All in favor, motion carried.**

14. **Adopt Estimated FY 2021 Aggregate Levy Update/Approval:** The committee reviewed the Estimated FY 2021 Aggregate Levy. **Motion by Moore and second by Loucks to recommend the estimated FY 2021 Aggregate Levy. All in favor, motion carried.**
15. **Imprest Fund Update/Approval:** Beeler reported it was brought to her attention that checks were written from an imprest fund that should have gone through the payable systems so a 1099 could be issued. Beeler will prepare and send out a memo to office holders on the proper usage of an Imprest account.
16. **Meeting Dates for 2021 Update/Approval:** The committee reviewed and approved their meeting dates for 2021.
17. **Finance Budget Control Policies and Procedures Update/Approval:** Nothing to report
18. **Policy for Bidding our Professional Services Update/Approval:** Nothing to report
19. **Executive Session to Discuss Personnel/Litigation/Property Acquisition Update/Approval: (not needed)**
20. **Other Business Update/Approval:** None

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

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

Meeting adjourned at 12:05 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

HWE Committee Meeting Minutes

Date: Tuesday, October 6th, 2020

Time: 4:00 PM – County Board Room

Members Present: Chuck Graden, Connie Beck, Sandy Johnson, Glenn Savage, and Megan Beeler

Members Absent: Mark Hughes, Richard Wendel and Evan Young

Others Present: Sandy Leitheiser

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

The committee met today to discuss the following:

1. **Elections Update/Approval:** County Clerk Leitheiser shared a Press Release she is sending local media regarding Vote by Mail and Early Voting Updates. She stated our outdoor Ballot Drop Box is now in place as of 10:00 AM yesterday, and close to 100 ballots have been deposited inside it so far.
2. **EPA Report Update/Approval:** Daniels reported she and Assistant Shari Hutchins went to the Landfill last week and will schedule some training with the Springfield EPA Office next week to perform a couple of open dump inspections.
3. **Electronic Recycling Drive Update/Approval:** Daniels reported an Electronics Recycling Drive has been scheduled with BLH for Saturday, October 17th from 9am to Noon at the new highway department building located at routes 185 and 127. The committee approved having a county employee operate the fork lift for the event.
4. **Animal Control Facility Program Update/Approval:** Beeler reported she was informed by the Treasurer's Office that we received and deposited a couple of checks for VIP Pet Care in the amount of \$2,738 that were supposed to be for Montgomery County TN. We have to figure out how to reimburse the money. There is also an issue with setting up payroll for new employees. Beeler also reported there were imprest checks written for lawn mowing services over the summer and these should have been vouchered through the payable system so a 1099 can be issued. The Finance Committee will discuss and set up a procedure for imprest checks.
5. **Meeting Dates for 2021 Update/Approval:** The HWE committee will be combined with the EMA committee on December 1st, 2020 and will decide on a meeting date at that time.
6. **Executive Session for Personnel/Litigation/Property Acquisition Update/Approval:** (if needed)
7. **Other Business Update/Approval:** None
8. **Public Comments Update/Approval:** None

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

Motion by Beck and second by Johnson 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, September 24th, 2020

Time: 5:00 pm - County Board Room

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

Members Present: Kirby Furness, Bill Bergen, Sandra Johnson, Ron Deabenderfer, Earlene Robinson, Donna Yeske and Megan Beeler

Members Absent: Evan Young

Others Present: Nikki Lohman, Patti Whitworth, Amanda Mast, Tony Johnstone (CIBC), Rick Robbins and Kelly Bryd of Local 773.

The committee met to discuss the following:

- 1. Employee Health Insurance Update/Approval:** Amanda Mast of CIBC reported they negotiated the employee health insurance renewal rate with Health Alliance from 9.9% to 3%. The Single coverage POS plan is going from \$75.30 to \$77.55 for an increase of \$2.25 per month. The Ancillary renewals with MetLife for Dental will increase 7% and there will not be an increase on vision, life and voluntary life. Mast reported 56 employees completed the Employee satisfaction survey and shared the results with the committee. Once the full board votes on the renewal, CIBC can move forward with getting everything ready for the employee open enrollment. **Motion by Johnson and second by Yeske to recommend the renewal with Health Alliance at a 3% increase for the employee insurance. All in favor, motion carried. Motion by Bergen and second by Robinson to recommend the renewals with MetLife for dental, vision life and voluntary life insurance. All in favor, motion carried.**
Monthly HRA report: Running at 10.2% and we should end the year with a utilization rate of about 15%. We budgeted the HRA expenses for 25% and Johnson stated 15% is a realistic number.
- 2. Employee Personnel Manual Update/Approval:** Committee has been reviewing.
- 3. Vacation Buyback/Hazard Pay Policy Update/Approval:** The Finance & Personnel Committee will work on this.
- 4. Local 773 Union Negotiations with Dispatchers and Jailers Update/Approval:** Local 773 Business Agent Kelly Byrd introduced herself and shared four new proposals for the employees in the Telecommunicators bargaining unit. Sheriff Robbins asked for input regarding sick time abuse. The committee and the union came to a tentative agreement and the committee will be recommending the new contract. **Motion by Deabenderfer and second by Yeske to enter into executive session, retroactive starting with union negotiations with Local 773 and allowing office holders to stay. All in favor, motion carried. Motion by Deabenderfer and second by Bergen to come out of Executive Session. All in favor, motion carried. Time 6:50 pm.**
Motion to come out of executive session by Yeske and second by Bergen. All in favor, motion carried. Time 7:50 pm. The Committee and the Union came to a tentative agreement at 8:00 pm and they will present the CBA to the rest of their members.
- 5. Other Business Update/Approval:** None
- 6. Public Comments Update/Approval:** None

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

Meeting adjourned at 8:20 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

Road & Bridge Committee Meeting Minutes

Date: Thursday, October 8th, 2020

Time: 8:30 AM – County Board Room

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

Members Absent: Evan Young

Other Present: County Engineer Cody Greenwood

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

The Committee met today to discuss and approve the following:

- 1. Section 20-00145-00-PV Coffeen Rd. and Seven Sisters Intersection Preliminary Engineering Agreement Update/Approval:** Engineer Greenwood reported they applied for a grant to straighten out the jog in the road and included the award letter in the packet. The project identified by IDOT is HSIP #202012010 involves the realignment of the Coffeen Road and Seven Sisters Avenue intersection and will not exceed \$173,700. The grant is for 90% Federal matching and 10% local or county match. Greenwood stated the grant covers construction and engineering costs. Greenwood reported Hurst Rosche Engineers will do the Preliminary Engineering Services Agreement in the amount of \$47,000 for this project. **Motion by McCammack and second by Moore to approve the Preliminary Engineering Agreement with Hurst Rosche Engineers to design Section 20-00145-00-PV Coffeen Road and Seven Sisters Intersection in the amount not to exceed \$47,000. All in favor, motion carried.**
- 2. Resolution 2020-14 to appropriate funds for 1216 BCA, SN: 068-3081 Pile Repairs, 41.11% Montgomery County/58.89% Macoupin County Update/Approval:** Greenwood reported this project is in Zanesville Township on the County Line so we will share the costs with Macoupin County. The percentage of costs are calculated by the Equalized Assessed Valuation. Montgomery County share is 41.11% for a total of \$9,455.30. The total project cost is \$23,000 so Macoupin will pay \$13,544.70. **Motion by Loucks and second by Bergen to approve Resolution 2020-14 to appropriate funds for 1216 BCA, SN: 068-3031 Pile Repairs and Montgomery County Share will be \$9,455.30. All in favor, motion carried.**
- 3. Montgomery County Electronics Recycling Drive Update/Approval:** The committee discussed the Electronics Recycling Drive scheduled for Saturday, October 17th, 2020 from 9:00 am to Noon. The drive will take place at the new Highway Department facility on the corner of Routes 127 and 185. BLH of Springfield will be conducting the drive and will need use of the county forklift to load the trucks. The committee agreed that a county employee will operate the forklift that day.
- 4. New Highway Department Update/Approval:** Greenwood reported the highway department staff has been preparing the new building and is looking for guidance to hire outside services to complete the project. Greenwood stated walls have been framed up, flooring is sheeted, some new windows are in and Bondurant has roughed in the plumbing. Greenwood has received estimates to hire out the HVAC, Electrical, drywall and painting. Mini-Split Heating and Air Conditioning System – Neuhaus Heating and Air Conditioning - \$26,938.00, Interior Commercial Doors & Windows- Gardner/L&M Glass - \$18,690.00, Steel Handrail – Martin Metalworks - \$4,250.00 **Motion by McCammack and second by Loucks to approve the estimates and purchase of the handrail for \$4,250 to Martin Metalworks, Interior doors and glass for \$18,690 to Gardner/L&M Glass and \$26,938 for the Mini-Split heating and air conditioning to Neuhaus Heating and Air Conditioning. All in favor, motion carried.**
- 5. Public Comments:** None
Motion by Moore and second by Loucks to Pay Bills. All in favor, motion carried.
Motion by Moore and second by Bergen to adjourn the meeting. All in favor, motion carried.
Meeting adjourned at 9:00 a.m. Minutes respectfully submitted by acting secretary Christine Daniels as Deputized by the Montgomery County Clerk and Recorder, Sandy Leitheiser.