

Montgomery County Board

Coordinating Committee Meeting Minutes

Date: Tuesday, February 23rd, 2021

Time: 8:30 am – County Board Room

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

Members Present: Evan Young, Megan Beeler by Google Meet, Bill Bergen, Mark Hughes, Gene Miles, Bob Sneed and Donna Yeske

Members Absent: None

Others Present: Sandy Leitheiser, Nikki Lohman, Rick Robbins, Curt Watkins, Patty Whitworth, Andy Ritchie and Eric Brasch

The committee met today to discuss the following:

Coordinating Committee: Evan Young, Board Chairman -

1. **Information Systems Report Update/Approval:** Curt Watkins stated that we are now able to remote to home with the phone system due to the phone upgrade and Animal Control is now connected through CTL. Watkins will be scheduling training for Chrome Books. Watkins is working on the details of the new 911 systems and on connectivity with agencies to get to our software going. Watkins stated they just finished a phishing campaign and there were 88 emails sent out and 11 people clicked on it which is 12.4%. They are now seeing some trends on the people that are clicking and what they are clicking on. Watkins suggested setting up their own training to address directly the trends they are seeing and what is being clicked on. The employees that clicked on the phishing email received another set of training. Watkins will send a list of those that are not responding to the training. A list will be sent to office holders for their employees and their status of their training. Watkins stated there was a power issue at the New Courthouse due to the snow storm and he helped resolve the electrical issue by coming here in bad weather. The issue was with the generator with a low antifreeze level. Ultimately Watkins or the Sheriff can't be a building and grounds person and it needs to be coordinated at a level with building and grounds and he doesn't have the time to do this. We need some coordination with the building and grounds to manage more completely. Robbins stated he and Bruce Sanford are not maintenance people and they need someone that knows about this and to monitor it. Robbins stated there are other issues regarding maintenance beyond this and someone needs to understand our systems and weather related things to check out on the buildings and equipment.
2. **COVID-19 Pandemic Update/Approval:** No report from Nimmo.
3. **Amendment to Extend the Proclamation of a Disaster in Montgomery County Update/Approval:** The committee will discuss.
4. **Regional Development Group Update/Approval:** Young reported he and Yeske sat in a meeting with some other County Board Chairman to discuss setting up a Regional Planning Group to replace West Central Development Council.
5. **Other Business Update/Approval:** None

Building & Grounds Committee: Bob Sneed, Chairman -

1. **Maintenance and Cleaning Issues and Report Update/Approval:** The committee will discuss.
2. **Surplus at the Highway Department Update/Approval:** Waiting for better weather to organize the surplus stuff at the highway department.
3. **IPMG Building Inspection & Appraisal Update/Approval:** The committee will discuss. Sneed stated he will give Eric Braasch a list of concerns on some of the building appraisals.
4. **Energy Savings Report from Centrica (Smart Watt) Update/Approval:** Sneed has contacted Orry for an update on the report we received last month.

5. **Executive Session to Discuss Personnel/Litigation/Property Acquisition Update/Approval:** Motion by Yeske and second by Miles to enter into executive session to discuss Personnel. All in favor, motion carried. Time 9:00 am. ROLL CALL: Evan Young, Megan Beeler, Bill Bergen, Mark Hughes, Gene Miles, Bob Sneed and Donna Yeske
Motion by Miles and second by Sneed to come out of executive session. All in favor, motion carried. Time 9:40 am No action was taken.

6. **Other Business Update/Approval:** Outside lighting needs to be upgraded at the jail.

Economic Development Committee: Donna Yeske, Chairman –

1. **MCEDC Update/Approval:** Yeske stated they are working on updating the website with tourism videos.
2. **Revolving Loan Fund Update/Approval:** Payments are coming in.
3. **Tourism Update/Approval:** Nothing new with Great Rivers and Routes.
4. **EDC Committee Name Change Update/Approval:** Per Yekse, we will vote on the name change at the full board. They are looking to change the name because there is some confusion in the names of the committee with MCEDC. It will be changed to Montgomery County Development Committee.
5. **Develop a Regional ED Group to Implement the CEDS Document Update/Approval:** Yeske reported Young already spoke about this.
6. **Grantfinder Services Database Offered by Illinois Association of County Board Members Update/Approval:** Yeske sent an email to elected officials with the information to be able to research grants and said she would be happy to assist anyone with this.
7. **Tourism Financial Assistance Applications Update/Approval:** Applications have been put on the county web site and the committee will review at their April meeting.
8. **Montgomery County Bicentennial Update/Approval:** Yeske reported the Bicentennial celebration was postponed to April 10th, 2021 due to bad weather. The next meeting is scheduled for March 3rd, at 7:00 pm at the Bank of Hillsboro. Whitworth stated she has had an overwhelming response to people/organizations purchasing vertical banners to be hung around the courthouse and Main Street. AJ Banners will be making the banners. Donny Downs and Jim May will be installing the banners. Yeske will have a bill to turn in on the banners.
9. **Executive Session to Discuss Personnel/Litigation/Property Acquisition Update/Approval: (not needed)**
10. **Other Business Update/Approval:** Litchfield Library gave a book on Illinois History

Finance Committee: Megan Beeler, Chairman -

1. **SOA Report Update/Approval:** The committee will discuss the report
2. **Capital Improvement Fund Reports Update/Approval:** The committee will discuss the report.
3. **IPMG Building Inspection & Appraisal Update/Approval:** Eric Braasch will attend the committee meeting to explain and answer questions regarding the report.
4. **IMRF Update/Approval:** Beeler reported the committee will review information shared on the County at the Capital report.
5. **Finance/Budget Control Policies and Procedures Update/Approval:** Beeler has sent out a draft to some board members to review and is waiting for feedback so she can share with other board members.
6. **IACBM questions/survey:** No one had completed the survey. Megan, Nikki and Evan will look at the survey together and complete it after Finance Committee Meeting.
7. **Executive Session to Discuss Personnel/Litigation/Property Acquisition Update/Approval: (not needed)**
8. **Other Business Update/Approval:** None

Personnel Committee: Bill Bergen, Chairman -

1. **Employee Health Insurance and Monthly HRA report Update/Approval:** The committee will discuss the HRA report.

2. **Animal Control Employee Issue Update/Approval:** Bill stated he doesn't know how many people will be here.
3. **Employee Personnel Manual Update/Approval:** Committee has been reviewing.
4. **Workers Compensation Issues at the Sheriff's Office Update/Approval:** Robbins gave an update on the issues with getting information from Workers Compensation to settle a claim for an employee due to COVID.
5. **Human Resources Update/Approval:** The committee will discuss. Whitworth said this would be useful for one person to document employee issues.
6. **Executive Session for Personnel/Litigation/Property Acquisition Update/Approval: (not needed)**
7. **Other Business Update/Approval:** None

Road & Bridge Committee: Gene Miles, Chairman –

1. **Pine Street in Irving – Jurisdiction Issues Update/Approval:** Trying to figure out who has jurisdiction on Pine Street in Irving. Young stated it is still Irving's road. We took coal money to fix it but didn't take it over.
2. **New Highway Department Renovations Update/Approval:** Miles stated they are finishing up the painting now and then the electrical followed by the plumbers and then the flooring.
3. **City of Nokomis Meeting Update/Approval:** Farm to market road – turn the streets over to the City of Nokomis. Miles went to a meeting last night and will go to the March Meeting to further discuss them taking over the streets.
4. **Executive Session for Personnel/Litigation/Property Acquisition Update/Approval: (not needed)**
5. **Other Business Update/Approval:** None

Safety and Elections Committee: Mark Hughes, Chairman -

1. **EMA Report Update/Approval:** Nimmo
2. **Ambulance Billing Office Update/Approval:**
3. **ETSB/911 Update/Approval:** Bergen will report.
4. **Elections Update/Approval:** Leitheiser will report.
6. **EPA Report Update/Approval:** Daniels will report.
7. **Animal Control Facility Program Update/Approval:** Hughes stated Amanda Daniels will give a report to the Committee and they are looking to hire a 10 hour week kennel attendant.
8. **Executive Session for Personnel/Litigation/Property Acquisition Update/Approval: (not needed)**
9. **Other Business Update/Approval:** None

PUBLIC COMMENTS:

Motion to Adjourn by Hughes and second by Yeske. All in favor, motion carried.

Meeting adjourned at 10:08 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, March 9th, 2021 at 5:30 PM

AMENDMENT TO EXTEND THE
PROCLAMATION OF A DISASTER IN MONTGOMERY COUNTY

March 2021

WHEREAS, a significant outbreak of Coronavirus Disease (COVID-19); and

WHEREAS, COVID-19 is a novel severe acute respiratory illness that can spread among people through respiratory transmissions and present with symptoms similar to those of influenza; and

WHEREAS, certain populations are at higher risk of experiencing more severe illness as a result of COVID-19 including older adults and people who have serious chronic medical conditions such as heart disease, diabetes, or lung disease; and

WHEREAS, MONTGOMERY COUNTY is continuing its efforts to prepare for any eventuality given that this is a novel illness with known health risks to the elderly and those with serious chronic medical conditions; and

WHEREAS, the CDC currently recommends community preparedness and everyday prevention measures be taken by all individuals and families in the United States, including voluntary home isolation when individuals are sick with respiratory symptoms, covering coughs and sneezes with a tissue, washing hands often with soap and water for at least 20 seconds, and routinely cleaning frequently touched surfaces and objects to increase community resilience and readiness for responding to an outbreak; and

WHEREAS, it is the policy of MONTGOMERY COUNTY to be prepared to address any disasters and therefore, it is necessary and appropriate to make additional resources within MONTGOMERY COUNTY available to ensure that the effects of COVID-19 are mitigated and minimized and that residents and visitors in MONTGOMERY COUNTY remain safe and secure; and

WHEREAS, this proclamation will activate MONTGOMERY COUNTY emergency operations plan by proclaiming that a disaster exists within MONTGOMERY COUNTY, this proclamation of disaster will assist the residents of MONTGOMERY COUNTY, by and through its Emergency Management Agency and through coordination of federal, state, county and municipal resources and response activities, in an effort to prevent and reduce further damage and hazards, protect the health and safety of persons, protect property and provide emergency response;

NOW THEREFORE I, EVAN YOUNG, CHAIRMAN OF THE MONTGOMERY COUNTY BOARD by virtue of the authority vested in me as Chairman of Montgomery County, Illinois, pursuant to the Illinois Emergency Management Agency Act, 20 ILCS 3305/11, proclaim that a disaster exists within **MONTGOMERY COUNTY, Illinois.**

This proclamation is effective on March 9th, 2021 and shall continue for a period not to exceed seven days, unless extended by the COUNTY BOARD of MONTGOMERY COUNTY, ILLINOIS.

THE COUNTY BOARD HELD A MEETING ON TUESDAY, March 9th 2021 AND APPROVED TO EXTEND THIS PROCLAMATION UNTIL April 13th, 2021.

Approved:

Attest:

EVAN YOUNG
Chairman of Montgomery County

SANDY LEITHEISER
Montgomery County Clerk/Recorder

Montgomery County Board

Buildings & Grounds Meeting Minutes

Date: Wednesday, March 3, 2021

Time: 8:30 AM – County Board Room

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

Members Present: Bob Sneed, Gene Miles, Jim Havera, Russell Beason (by phone), Richard Wendel and Evan Young

Members Absent: Jeremy Jones

Others Present: Mark Brown

The committee met today to discuss the following:

1. **Maintenance and Cleaning Issues and Report Update/Approval:** Brown reported the locks in the Circuit Clerks Office were changed and he found a new door closure for the north door. Brown stated the tractor was serviced last spring and the blades on the mowers were sharpened and are ready for mowing.
 - Generator Proposal: Sneed reported he received a proposal from Luby for the repairs on the generator at the Jail in the amount of \$2,091.31. The radiator will be replaced along with upper and lower radiator hoses, belts and the coolant. **Motion by Wendel and second by Havera to approve the proposal from Luby for \$2,091.31 to repair the leak in the radiator in the generator at the Jail. All in favor, motion carried.**
 - Light Proposal for the Jail: Sneed shared a bid from Hillsboro Electric to fix the ground lights outside the Jail. Option One is to replace 11 of the wall pack lights on the Jail. Five lights at the sally port and bed photo cells on several other lights. Five ballasts and photo cells are also needed and the estimate is \$1,480. Option B is to replace everything with LED lights and the cost is \$2,391 after the AMEREN incentives. The pay back is about five years and the payback over a ten year period will be about \$12,000 by installing LED Lights. **Motion by Havera and second by Beason to approve the proposal Option B from Hillsboro Electric in the amount of \$2,391 to replace the light fixtures outside the Jail with LED lights and fixtures. All in favor, motion carried.**
2. **Elevator Issues and Proposal Update/Approval:** The committee reviewed the bid from Schindler Elevator to make some repairs to the Historic Courthouse elevator and the secure elevator at the New Courthouse. The third party inspection was completed last week and two of our three elevators failed due to phones not working and a light that is out. **Motion by Miles and second by Havera to approve the proposal from Schindler Elevator to make repairs to two elevators in the amount of \$3,355. All in favor, motion carried.** The committee discussed ear marking this expense to COVID because of the damage done by spraying the disinfectant on these areas.
3. **Sprinkler Information from F.E. MORAN Fire Protection Update/Approval:** The committee reviewed some information from F.E. Moran Fire Protection to provide maintenance and inspections on the sprinkler systems at the New Courthouse and Jail. This is currently done by Wareham's security.
4. **Surplus at the Highway Department Update/Approval:** Now that the weather is getting warmer we will work on getting the surplus organized for a surplus auction.
5. **IPMG Building Inspection & Appraisal Update/Approval:** Sneed reported he spoke with Eric Braasch regarding the county building appraisal report and he will have the appraiser take a look at the report and give us an update.
6. **Energy Savings Report from Centrica (Smart Watt) Update/Approval:** Sneed reported he contacted Orry Cummings about reviewing the energy savings report and hasn't heard back from him.
7. **Executive Session to Discuss Personnel/Litigation/Property Acquisition Update/Approval: (not needed)**
8. **Other Business Update/Approval:** Sneed will try and find a concrete contractor for sidewalk replacement.
9. **Public Comments:** None

Motion by Wendel second by Havera to pay the bills. Motion carried.

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

Meeting adjourned at 9:45 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, March 1st, 2021

Time: 5:30 PM – County Board Room

Conference Call NUMBER IS: 217-532-8500

Conference ID number 926186#

Members Present: Donna Yeske, Bev McCoy, Andy Ritchie, Patty Whitworth, Megan Beeler by Phone and Evan Young

Members Absent: Ron Deabenderfer and Mark Hughes

Others Present: Sandy Leitheiser

The committee met today to discuss the following:

1. **MCEDC Update/Approval:** Yeske stated there is nothing new to update. MCEDC continues to work on Whisper internet and updating their website.
2. **Revolving Loan Fund Update/Approval:** Yeske stated payments are being received ok.
3. **Tourism Update/Approval:** Rivers and Routes are working on putting the new publications together.
4. **EDC Committee Name Change Update/Approval:** Yeske reported the committee discussed changing the committee name last month and needed to take action this month. **Motion by Ritchie and second by McCoy to change committee name from Economic Development Committee to Montgomery County Development Committee. All in favor, motion carried.**
5. **Develop a Regional ED Group to Implement the CEDS Document Update/Approval:** Yeske reported she and Young met with three county chairmen and one board member and one vice chairman. They will meet again in the middle of March to start the process to form a new Regional Economic Development Group. Young stated we were in the West Central Council however the Federal Government won't deal with West Central and it is creating a problem with one of our municipalities not getting Economic Development money for a grant. Young said he won't report what happened in that meeting in open session. Our Liaison is Richard Wendel and he is dealing with the Job Center. The regional group will consist of all the same counties as before except for Shelby County and Young said the other counties are on board. Young said the CEDS document was not being updated and was a problem. Young and Beeler said to keep on top of the CEDS document updates almost every year so that grants can be utilized. U of I and all cities had to send in their information. Jerseyville person Shari Albrecht helped with the CEDS document and with U of I extension.
6. **Grantfinder Services Database Offered by Illinois Association of County Board Members Update/Approval:** Yeske stated she participated in a webinar and she shared the log in information for the user friendly data base to search for grants. If there are any new grants, Yeske will be notified by email and will alert the office holders of new grants available that will be department specific.
7. **Tourism Grant Applications Update/Approval:** The deadline to apply for the Tourism Grants is Monday, March 22nd and will be awarded Tuesday, April 13th, 2021.
8. **Montgomery County Bicentennial Update/Approval:** Yeske reported there is a meeting on Wednesday night at 7:00 pm at the Bank of Hillsboro. The county birthday cake is displayed in front of the County Courthouse and the first celebration was rescheduled tentatively for Saturday, April 10th, 2021. Rodney Davis and Avery Bourne plan to attend and a representative from Dick Durbin's office will attend.
9. **Andy Ritchie – Request to the Committee Update/Approval:** Ritchie shared an idea with the committee that he would like to go around and talk with county businesses. His plan would cover giving the Business an update on what the county is doing and then ask them

what they would like to see in the system such as information and support. Ritchie would like to establish a communication between the county and the municipalities. Ritchie stated in the past he has gone out and shook hands with business owners and it has been successful. His desire is to talk to the different cities and to see who is the best companies for him to speak with are. He asked committee members if there were any objections of him reaching out to the county businesses. Beeler stated she was contracted with MCEDC to do the business retention aspect for MCEDC. At that time, Ameren let them use their data base and she sat with the EDC Director to talk with the right businesses. Beeler stated the retention visits consisted of 20 to 25 per year on a three year cycle and that Belusko is doing so much she can't keep up with them. Beeler stated the CEO program came out of these conversations with businesses. Beeler will find out if MCEDC is doing them and if they will share their findings with us. The committee discussed if we can use AMEREN's Data and who replaced Cheryl Weldge now that she retired. Beeler stated when she was doing retention visits for MCEDC, Litchfield was doing their own thing and it is hard to get a good picture. Beeler said it would be nice if one person did all the retention visits so we can get a good countywide picture. Beeler said it is hard to get in the door and she once had the Sheriff's Office called on her. Ritchie explained he has done these business visits for years in the past, collected the information and created a spreadsheet. Beeler suggested getting together with MCEDC on these visits so someone could take notes and one person could do the talking. Yeske said she will set up a meeting with Belusko, Ritchie, Bob Mulch, Shelly Herman and herself before we step on someone's toes. Yeske stated Belusko can't do anything in Litchfield and this may help break the ice. Another suggestion was for Ritchie to go with Shelly Herman to do the Litchfield businesses. Whitworth stated she reviewed the MCEDC annual report for last year and there was no financial information. Young stated MCEDC pays one half of Belusko's salary and Beeler said the county pays a membership to the MCEDC.

10. **Patty Whitworth Meeting Idea Update/Approval:** Whitworth stated she has been in communication with county Mayors regarding the Bicentennial and they asked about getting the Mayor's Meetings going again. Whitworth feels it would be a good thing to reinstate the mayor's meetings and this is not a group to take action, rather a way to exchange ideas and communicate. Young and Yeske said these meetings are his meeting to have, but it was difficult to schedule with the pandemic. Beeler said they were excellent meetings and the last one was held in September 2019. Yeske stated this is the Chairman's Job to host the Mayor's Meetings and Leitheiser suggested waiting until May when the elections results will be canvased.
11. **Executive Session to Discuss Personnel/Litigation/Property Acquisition Update/Approval: (not needed)**
12. **Other Business Update/Approval:** None
13. **Public Comments:** None

Motion by Ritchie and second by McCoy to pay the Bills. All in favor, motion carried.

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

Meeting was adjourned at 6:15 pm.

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

Montgomery County Board

Finance Committee Meeting Minutes

Date: Friday, March 5, 2021

Time: 8:30 AM – County Board Room

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

Members Present: Megan Beeler, Russell Beason (by phone), Tim Fogle, David Loucks, Earlene Robinson, Bob Sneed, Andy Ritchie and Evan Young

Members Absent: None

Others Present: Ray Durston, Nikki Lohman, Sandy Leitheiser, Rick Robbins, Eric Braasch and Beeler sisters.

The committee met today to discuss the following:

1. **ICRMT Grants and Custom Policies Update/Approval:** Sheriff Robbins reported he is working on a large grant for the radios and it should be approved by next week. Robbins also applied for a capital working grant for \$75,000 so he can purchase equipment. Robbins will find out if they will give more upfront money or how the grant gets reimbursed. The State grant for \$300,000 would allow all the law enforcement agencies in Montgomery County to have the capabilities of digital radio communication so that they can all talk and hear each other. There are three main frequencies in the county. The money received from the grant will go in a separate fund and will be expensed quickly. Robbins reported the IT Department will not have to do much, but Watkins will be brought on board for technology purposes. **Motion by Sneed and second by Loucks to approve up to \$75,000 on the new radio system pending receiving grant funds. All in favor, motion carried.**
2. **SOA Report Update/Approval:** Durston reported the Board of Review met and reviewed 24 complaints and notices were mailed. The BOR will meet again on March 12th, 2021 to review the remaining complaints. Miles Harris has begun inspections and the BAS for the census has been submitted by the GIS department. Leitheiser thanked Durston and Kevin Brink for preparing the map for the coal mine maps and this resource is on the county website on the GIS. Next year's map will also be put on the web so that people can see where longwall mining is taking place. Durston said he has training scheduled for March 24th to 26th in Bloomington. The committee discussed the status of the counties with VISTRA power plants and that the pending Legislation has some support. Some of the other counties went to BOR regarding their VISTRA power plants. The SOA office reviews the property for assessment after the reclamation of the property when subsidence is fixed. A certified letter goes out to taxing bodies for any assessment with a \$100,000 or more complaint Drop. Durston stated Taxing Bodies can dispute and appeal at the BOR meeting and it will go to PTAB. Taxing bodies should advise the SOA office if they want to appeal an assessment complaint.
3. **Capital Improvement Fund Reports Update/Approval:** A coal royalty payment of \$278,007 was received in January and \$179,000 was received in February.
4. **IPMG Building Inspection & Appraisal Update/Approval:** Eric Braasch was present to answer questions about the appraisal report on county buildings. Braasch asked if the old county highway buildings should be on the insurance and Young stated they should be on inventory until the Highway department vacates the old buildings and moves to the new facility. The Health Department and Litchfield building contents appraisal went up. Lohman stated they received inventory sheets that are being entered and she will contact Hugh Satterlee about the Litchfield and Nokomis building contents. The Historic Courthouse compared it to the appraisal in 2016 and the previous appraisal wasn't done with the building being on the historical register. Leitheiser stated there are restrictions when a building is on the National Register and needs to be checked out. The Historic Courthouse was put on the report as replacement cost and discussion took place on how the building would be replaced if there were a major loss. Sneed asked Braasch to research more information on what we would have to do if there was a total loss of the Historic Courthouse and the replacement requirements since it is on the National Historic Courthouse.
5. **Resolution to Convey Deed for Parcel ID #13-06-202-006 in Witt Township to Bradley J. Lecrone Update/Approval:** Motion by Loucks and second by Fogle to recommend the approval of Resolution

- to convey deed for parcel ID #13-06-202-006 in Witt Township to Bradley J. Lecrone. All in favor, motion carried.
6. **Resolution to Convey Deed for Parcel ID #12-27-204-010 in Irving Township to Stephen Keith Update/Approval:** Motion by Sneed and second by Ritchie to recommend the approval of Resolution to convey deed for parcel ID #12-27-204-010 in Irving Township to Steven Keith. All in favor, motion carried.
 7. **IMRF Update/Approval:** Nothing new to report.
 8. **Finance/Budget Control Policies and Procedures Update/Approval:** Beeler stated Lohman went to a Treasurer's seminar and found out we should have a County Financial Policy. Beeler shared a draft of the Financial Policies that she drafted and asked the committee to review it for next month. There are some blanks to be filled in and we need language for the imprest fund situation like who is going to hold them and signatures required. There is a current maximum cap of \$1,000 and we need to identify what the imprest fund can be spent on. Beeler wants to drop the cap to \$500. Robbins stated he has a revolving account from a sheriff sale and he has to give that money back to the bank. Robbins has the only credit card and other offices borrow it to make on line purchases like W-2's. Young stated the Highway Department has a credit card to purchase parts on line. Robbins stated he can purchase items on line cheaper and get things quicker. Beeler stated the highway department can do their own thing and doesn't have to come to the county board. It is a courtesy they come to the board for approval on things. Discussion took place on having the imprest fund have debit card capabilities so that items can be purchased cheaper on line. Robbins and Durston have a debit card for their offices.
 9. **Fence Damage: Insurance Claim Update/Approval:** The committee reviewed an email and invoice for fence damage in the amount of \$337.92. Put a memo out to offices to voucher out of Claims and Judgments line item which is levied separately. It has only been used for insurance premiums, and after reading the statute we can expense judgments.
 10. **Executive Session to Discuss Personnel/Litigation/Property Acquisition Update/Approval:** To discuss a lawsuit. Motion by Robinson and second by Ritchie to enter into executive session. All in favor, motion carried. Time 9:33 am.
Motion by Robinson and second by Fogle to come out of Executive Session. All in favor, motion carried. Time: 9:43 am.
Motion by Fogle and second by Beason to recommend the ratification of the settlement for the lawsuit in the amount of \$1,000.
 11. **Other Business Update/Approval:** Leitheiser stated we received the 2021 UCCI salary study and encouraged everyone to check out the data and verify with other counties. Leitheiser also said she seen an email regarding the Litchfield ambulance increasing their max levy. The county will have to allow or disallow the increase for the next budget process. Beeler stated she didn't respond to Flannery's email as there was a lot going on. Flannery stated they budget \$185,000 for FY 2021 and they only received \$180,000. The difference needs to be explained. Litchfield wants a .45 increase. Lohman will respond to Flannery's email. Leitheiser stated Nimmo is leaving county employment at the EMA Director for Christian and Montgomery Counties. A list of vendors that Nimmo has approval to charge on was reviewed by the committee and those accounts will need to be updated. Beeler will draft a letter to all the companies letting them know that Nimmo is no longer an employee as of March 12th, 2021 and all charges will stop. Leitheiser will mail out the letters to the vendors. Beeler said this position should not just report to the Chairman of the Board and had concerns last year with the meals that were charged. Shouldn't report just to the Chairman of the Board. Beeler has complained about this person for years and was upset last year with the meal expenses. Beeler said she will talk with the State's Attorney and we need an authorization process in place to charge things.
 12. **Public Comments:** Loucks stated he received a complaint call about spending coal money because the called has damage from the coal mine. Young stated a lot of money has been spent over the years on the roads with coal money.

Motion by Robinson and second by Sneed to pay the Bills. All in favor, motion carried.

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

Meeting was adjourned at 10:15 AM. The summaries of minutes were respectfully submitted by acting secretary Christine Daniels, as Deputized by the Montgomery County Clerk/Recorder, Sandy Leitheiser.

TREASURER'S SUMMARY REPORT
2% ROYALTY PAYMENTS TO MONTGOMERY COUNTY
FY21

Bank Balance - 12/01/20 \$3,309,611

Receipts:

| | | |
|----------------------------|------------|---|
| Royalty Payment - 12/25/20 | 158,433.69 | (157,033.69 Royalty, 1400 bayler lease) |
| Royalty Payment - 01/25 | 119,573.23 | (118,873.23 Royalty, 700 baylor lease) |
| Royalty Payment - 02/25 | - | |
| Royalty Payment - 03/25 | - | |
| Royalty Payment - 04/25 | - | |
| Royalty Payment - 05/25 | - | |
| Royalty Payment - 06/25 | - | |
| Royalty Payment - 07/25 | - | |
| Royalty Payment - 08/25 | - | |
| Royalty Payment - 09/25 | - | |
| Royalty Payment - 10/25 | - | |
| Royalty Payment - 11/25/21 | - | |

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|------------------------|-----------|--|
| Total Royalty Payments | \$278,007 | |
|------------------------|-----------|--|

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|-----------------|-------|--|
| Interest Earned | \$547 | |
|-----------------|-------|--|

Total Receipts \$278,554

Expenses:

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| Deposit slip fee | (88.46) | |
|------------------|---------|--|

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| Total Expenses | (88.46) | |
|----------------|---------|--|

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|-------|-----|--|
| Loans | \$0 | |
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|--------------------------|--------|--|
| Total Expenses and Loans | (\$88) | |
|--------------------------|--------|--|

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|---|-------------|
| Certificate of Deposit (LFNB, 365 @ 1.50%) 03/26/20 | \$200,000 |
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| Certificate of Deposit (LFNB, 365 @ 1.50%) 03/26/20 | \$200,000 |
| Certificate of Deposit (LFNB, 365 @ 1.50%) 03/26/20 | \$200,000 |
| Certificate of Deposit (HNB, 276 @ 1.00%) 03/27/20 | \$600,000 |
| Certificate of Deposit (SNB, 364 @ .50%) 09/21/20 | \$1,000,000 |
| Cash in Bank | \$988,077 |
| Total Funds Available - 01/31/21 | \$3,588,077 |

SUMMARY

| | |
|-------------------------|-------------|
| Reserve | \$3,533,488 |
| Operating & Maintenance | (\$965,712) |
| Capital Improvement | \$1,020,300 |
| Total Funds Available | \$3,588,077 |

**COAL MINE ROYALTY
DISPOSITION OF FUNDS**

Accounts

| Month | Royalty Payment | Reserve | | | | Operating / Maintenance | | | | Capital Improvement | | | | Reconciled Bank Balance |
|--|---------------------|---------------------|---------------|---------------|---------------|-------------------------|--------------------|---------------|--------------------------|-----------------------|--------------------|-----------------|------------------|-------------------------------|
| | | Deposit Revenue | Transfer-out | Refund | Loan | Balance | Deposit Revenue | Expense | Transfer Out Gen. Fd. | Balance | Deposit Revenue | Interest | Expense | Balance |
| 12/01/20 | | | | | | \$3,255,481.44 | | | | \$1,019,841.55 | | | | \$3,309,510.95 |
| Dec-20 | 157,033.69 | 158,433.69 | - | - | - | \$3,413,915.13 | - | - | - | (\$965,712.04) | - | 526.22 | - | \$3,468,570.65 |
| Jan-21 | 118,873.23 | 119,573.23 | - | - | - | \$3,533,488.36 | - | - | - | (\$965,712.04) | - | 20.98 | (88.46) | \$3,588,076.62 |
| Feb-21 | - | - | - | - | - | \$3,533,488.36 | - | - | - | (\$965,712.04) | - | - | - | \$3,588,076.62 |
| Mar-21 | - | - | - | - | - | \$3,533,488.36 | - | - | - | (\$965,712.04) | - | - | - | \$3,588,076.62 |
| Apr-21 | - | - | - | - | - | \$3,533,488.36 | - | - | - | (\$965,712.04) | - | - | - | \$3,588,076.62 |
| May-21 | - | - | - | - | - | \$3,533,488.36 | - | - | - | (\$965,712.04) | - | - | - | \$3,588,076.62 |
| Jun-21 | - | - | - | - | - | \$3,533,488.36 | - | - | - | (\$965,712.04) | - | - | - | \$3,588,076.62 |
| Jul-21 | - | - | - | - | - | \$3,533,488.36 | - | - | - | (\$965,712.04) | - | - | - | \$3,588,076.62 |
| Aug-21 | - | - | - | - | - | \$3,533,488.36 | - | - | - | (\$965,712.04) | - | - | - | \$3,588,076.62 |
| Sep-21 | - | - | - | - | - | \$3,533,488.36 | - | - | - | (\$965,712.04) | - | - | - | \$3,588,076.62 |
| Oct-21 | - | - | - | - | - | \$3,533,488.36 | - | - | - | (\$965,712.04) | - | - | - | \$3,588,076.62 |
| Nov-21 | - | - | - | - | - | \$3,533,488.36 | - | - | - | (\$965,712.04) | - | - | - | \$3,588,076.62 |
| Total | \$275,906.92 | \$278,006.92 | \$0.00 | \$0.00 | \$0.00 | \$3,533,488.36 | \$0.00 | \$0.00 | \$0.00 | (\$965,712.04) | \$0.00 | \$547.21 | (\$88.46) | \$3,588,076.62 |
| <div> <div>Loans Receivable 11/30/19</div> <div>\$50,000.00</div> </div> | | | | | | | | | | | | | | |

\$3,588,076.62 Total
 (\$2,600,000.00) Invest
 \$988,076.62 Cash
 \$988,076.62 Per Books
 \$0.00 Difference
 \$3,588,076.62
 \$0.00

It is the intent of the County Board to retain a \$3,500,000 balance on-hand in the Reserve Account. At no time is this balance to be less.
 The Operating and Maintenance Account and the Capital Improvement Account will receive funding only at a time when the Reserve Account has at least \$3,500,000 balance on-hand.
 After attaining the \$3,500,000 balance, payments received shall be deposited as follows:
 (a) \$100,000 (minimum) deposited to the Operating and Maintenance Account with the remainder divided equally to the Reserve Account and Capital Improvement Account.
 (b) If the payment received is less than \$100,000 then the entire amount will be deposited to the Operating and Maintenance Account.



WHEREAS, The County of Montgomery, as Trustee for the Taxing Districts therein, has undertaken a program to collect delinquent taxes and to perfect titles to real property in cases in which the taxes on such real property have not been paid, pursuant to 35ILCS 200/21-90, and

WHEREAS, Pursuant to this program, the County of Montgomery, as Trustee for the Taxing Districts therein, has acquired an interest in the following described real estate:

WITT TOWNSHIP

PERMANENT PARCEL NUMBER: 13-06-202-006

As described in certificate(s) : 2012-00399 sold October 2013

and it appearing to the Finance Committee that it is in the best interest of the County to dispose of its interest in said property.

WHEREAS, Bradley J. Lecrone, has bid \$829.00 for the County's interest, such bid having been presented to the Finance Committee at the same time it having been determined by the Finance Committee and the Agent for the County, that the County shall receive from such bid \$300.00 as a return for its certificate(s) of purchase. The County Clerk shall receive \$0.00 for cancellation of Certificate(s) and to reimburse the revolving account the charges advanced from this account, the auctioneer shall receive \$0.00 for his services and the Recorder of Deeds shall receive \$79.00 for recording. The remainder is the amount due the Agent under his contract for services. The total paid by purchaser is \$829.00.

WHEREAS, your Finance Committee recommends the adoption of the following resolution:

BE IT RESOLVED BY THE COUNTY BOARD OF MONTGOMERY COUNTY, ILLINOIS, that the Chairman of the Board of Montgomery County, Illinois, be hereby authorized to execute a deed of conveyance of the County's interest or authorize the cancellation of the appropriate Certificate(s) of Purchase, as the case may be, on the above described real estate for the sum of \$300.00 to be paid to the Treasurer of Montgomery County Illinois, to be disbursed according to law. This resolution to be effective for sixty (60) days from this date and any transaction between the above parties not occurring within this period shall be null and void.

ADOPTED by roll call vote this _____ day of _____, _____

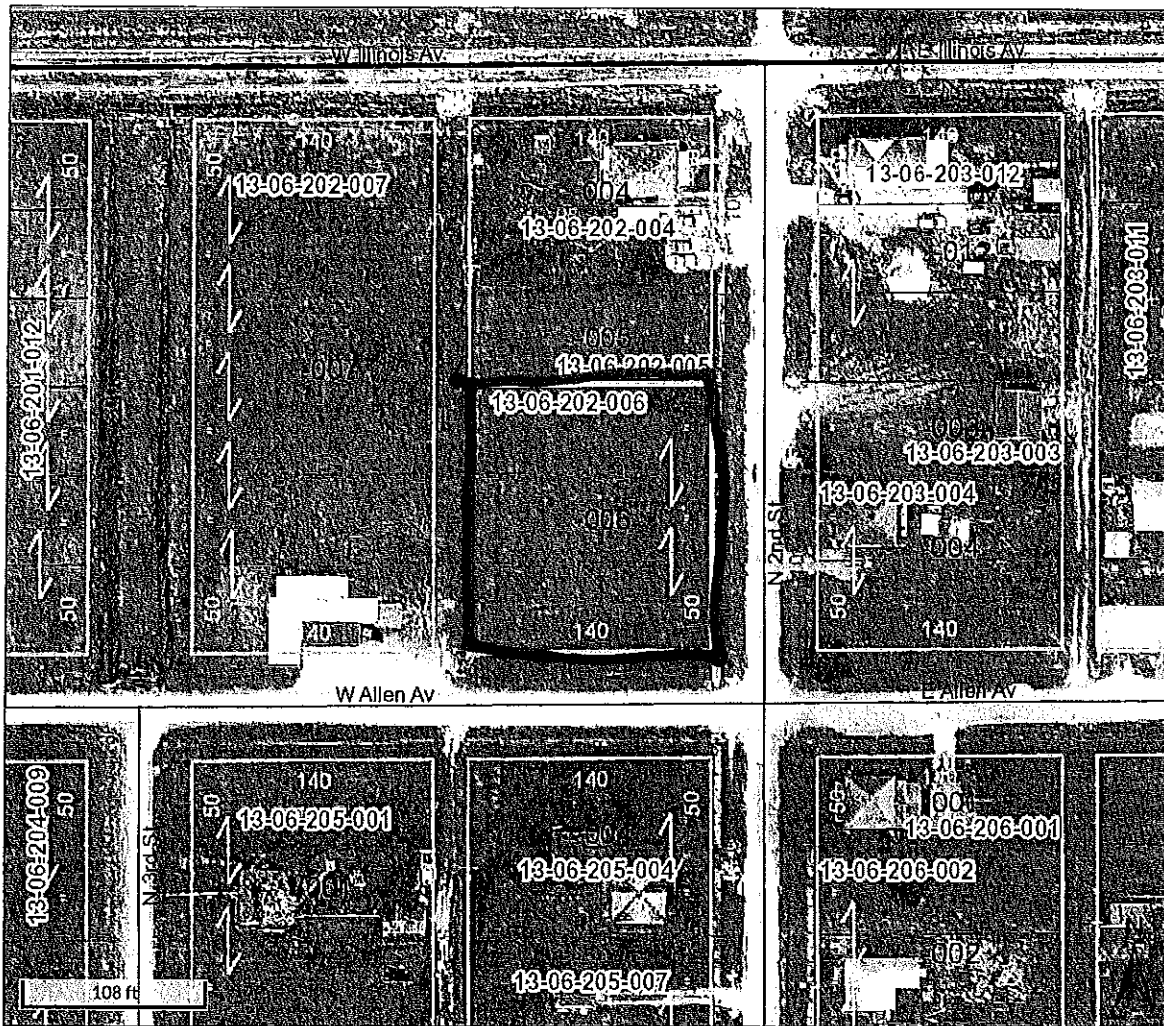
ATTEST:

CLERK

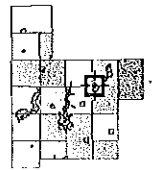
COUNTY BOARD CHAIRMAN

SALE TO NEW OWNER

02-21-001



Overview



Legend

- CenterLines
- Symbols
 - <all other values>
 - ARROW_SYM
 - HOOK_SYM
 - LOT_SYM
 - MISC_SYM
 - PARCEL_SYM
 - PROPERTY_SYM
 - ROW_SYM
 - SECSURV_SYM
- Boundaries
 - <all other values>
 - CONSTRUCTION_
 - COUNTY_LIN
 - HIDDEN_LIN
 - HOOKED_LOT_LIN
 - HYDRO_LIN
 - INDIAN_LIN
 - LEGAL_LOT_LIN
 - LEGAL_PARCEL_LI
 - LOT_LIN
 - MATCH_LIN
 - PARCEL_LIN
 - ROW_LIN
 - SECTION_LIN
 - STATE_LIN
 - TOWNSHIP_LIN
 - VACATED_ROW_L
- Hydrography
- Tax Parcels

| | | | | | |
|-----------------------|--|--------------|------|---------------|---------------------------|
| Parcel ID | 13-06-202-006 | Alternate ID | n/a | Owner Address | MONTGOMERY COUNTY TRUSTEE |
| Sec/Twp/Rng | n/a | Class | 0030 | | 1 COURTHOUSE SQ |
| Property Address | N 2ND ST | Acreage | n/a | | ROOM 101 |
| | Witt IL 62094 | | | | Hillsboro IL 62049 |
| District | 18004 | | | | |
| Brief Tax Description | LOTS 10-11-12 BLK 6 HAMMONDS FIRST ADD 9-2-879 S T00 R | | | | |
| | (Note: Not to be used on legal documents) | | | | |



WHEREAS, The County of Montgomery, as Trustee for the Taxing Districts therein, has undertaken a program to collect delinquent taxes and to perfect titles to real property in cases in which the taxes on such real property have not been paid, pursuant to 35ILCS 200/21-90, and

WHEREAS, Pursuant to this program, the County of Montgomery, as Trustee for the Taxing Districts therein, has acquired an interest in the following described real estate:

IRVING TOWNSHIP

PERMANENT PARCEL NUMBER: 12-27-204-010

As described in certificate(s) : 2016-00197 sold October 2017

and it appearing to the Finance Committee that it is in the best interest of the County to dispose of its interest in said property.

WHEREAS, Stephen Keith, has bid \$829.00 for the County's interest, such bid having been presented to the Finance Committee at the same time it having been determined by the Finance Committee and the Agent for the County, that the County shall receive from such bid \$300.00 as a return for its certificate(s) of purchase. The County Clerk shall receive \$0.00 for cancellation of Certificate(s) and to reimburse the revolving account the charges advanced from this account, the auctioneer shall receive \$0.00 for his services and the Recorder of Deeds shall receive \$79.00 for recording. Stephen Keith shall receive \$6.00 for overpayment (not included in total). The remainder is the amount due the Agent under his contract for services. The total paid by purchaser is \$829.00.

WHEREAS, your Finance Committee recommends the adoption of the following resolution:

BE IT RESOLVED BY THE COUNTY BOARD OF MONTGOMERY COUNTY, ILLINOIS, that the Chairman of the Board of Montgomery County, Illinois, be hereby authorized to execute a deed of conveyance of the County's interest or authorize the cancellation of the appropriate Certificate(s) of Purchase, as the case may be, on the above described real estate for the sum of \$300.00 to be paid to the Treasurer of Montgomery County Illinois, to be disbursed according to law. This resolution to be effective for sixty (60) days from this date and any transaction between the above parties not occurring within this period shall be null and void.

ADOPTED by roll call vote this _____ day of _____, _____

ATTEST:

CLERK

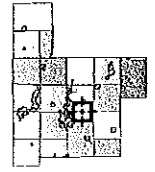
COUNTY BOARD CHAIRMAN

SALE TO NEW OWNER

02-21-002



Overview



Legend

- CenterLines
- Symbols**
- <all other values>
- ARROW_SYM
- HOOK_SYM
- LOT_SYM
- MISC_SYM
- PARCEL_SYM
- PROPERTY_SYM
- ROW_SYM
- SECSURV_SYM
- Boundaries**
- <all other values>
- CONSTRUCTION_
- COUNTY_LIN
- HIDDEN_LIN
- HOOKED_LOT_LIN
- HYDRO_LIN
- INDIAN_LIN
- LEGAL_LOT_LIN
- LEGAL_PARCEL_LI
- LOT_LIN
- MATCH_LIN
- PARCEL_LIN
- ROW_LIN
- SECTION_LIN
- STATE_LIN
- TOWNSHIP_LIN
- VACATED_ROW_L
- Hydrography**
- Tax Parcels**

| | | | | | |
|-----------------------|---|--------------|------|---------------|---------------------------|
| Parcel ID | 12-27-204-010 | Alternate ID | n/a | Owner Address | MONTGOMERY COUNTY TRUSTEE |
| Sec/Twp/Rng | n/a | Class | 0030 | | 1 COURTHOUSE SQ |
| Property Address | 243 PARK HILL ST | Acreage | 0.46 | | ROOM 101 |
| | IRVING IL 62051 | | | | HILLSBORO IL 62049 |
| District | 09003 | | | | |
| Brief Tax Description | W 160 FT S 125 FT BLK 11 RIDGEWAY ADD - VAC AKA PT NW NE 9-3-1055 S T00 R MOBILE HOME HERE ON PRIVILEGE TAX MH#09-DSDAL33089B | | | | |

Draft :

Montgomery County Financial Policies

Purpose

Montgomery County government has adopted the following Financial Policies to preserve and enhance its fiscal health, identify acceptable and unacceptable courses of action, and provide a standard to evaluate the government's fiscal performance.

These policies are designed to protect the County's assets and taxpayers' interests, provide guidance to employees and elected officials, and serve the public efficiently. It is the intent that the policy statements be used to avoid conflicting goals or activities that may have a negative impact on the overall financial position of the County. The County's system of internal accounting controls is designed to provide reasonable assurance that the financial records are reliable for preparing financial statements and maintaining accountability for assets and obligations.

These financial policies address accounting and audit policies, operating budget policies, revenue policies, reserve budget policies, capital improvement policies, fund policies, debt management policies, purchasing and encumbrance policies and risk management policies.

In addition to the County's Financial Policies other policies that are central to the strategic, long-term approach to financial management include:

- Investment Policy
- Annual Budget Resolution
- Personnel Manual
- ????

Objectives

- To protect the policy-making ability of the County Board by ensuring that important policy decisions are not controlled by financial problems or emergencies.
- To enhance the policy-making ability of the County Board by providing accurate information on program costs.
- To ensure sound management of the County government by providing accurate and timely information on the County's financial condition.
- To provide sound financial principles to guide important decisions of the County Board and of management which have a significant fiscal impact.
- To establish operational principles that minimize the cost of government and financial risk.
- To establish revenue principles that will maintain a diversified and stable system to shelter the County from short-run fluctuations in any one revenue source, distribute the cost of services fairly, and provide the adequate funds to operate desired programs.
- To provide the essential public facilities and prevent deterioration of the County's capital infrastructure.
- To ensure the legal and appropriate use of County funds through a system of financial security and internal control.

Accounting and Audit Policies

The County's system of internal accounting controls is designed to provide reasonable assurance that the financial records are reliable for preparing financial statements and maintaining accountability for assets and obligations.

The County follows Generally Accepted Accounting Principles (GAAP). State statutes require an annual audit by independent certified public accountants. A comprehensive annual financial report shall be prepared to the standards set by the Government Finance Officers Association (GFOA).
GASB?

The County utilizes a cash basis of accounting. The County recognizes transactions or events when related cash amounts are received or disbursed. Estimated modified accrued expenses are taken into account in budget development by limiting appropriations to estimated cash revenues. Budget appropriations and inter-fund transfers are set to estimated fiscal year cash receipts. Final reconciliation of accrued expenses takes place after the fiscal year end has passed.

Internal Control

Internal control procedures shall be documented and reviewed periodically by the County Auditor to provide reasonable assurance regards: (1) the safeguarding of assets against loss from unauthorized use or disposition; and (2) the reliability of financial records for preparing financial statements and maintaining accountability for assets.

Fiscal Year

The County's fiscal year is December 1 through November 30.

Fund Type Descriptions

The County's finances are identified by funds, depending on nature and legal use of fund source, for both accounting and budgeting purposes. For both purposes, funds are segregated into four main fund types: General Government, Special Revenue, Expendable Trust and Other.

The County's financial structure begins with funds. A fund is a self-balancing accounting entity with revenues and expenditures which are segregated for the purpose of carrying out specific programs in accordance with County policies and certain applicable State and Federal laws. Each fund has at least one Office. Within each Office, accounts are assigned for revenues and expenditures as appropriate.

A major fund as identified by annual audit is any fund where revenues or expenditures represent more than 10% of the total appropriated revenues or expenditures.

All county funds are included in the Annual Budget document except for XXXXXXXX as described below:

- Agency Funds held in custodial capacity.

General Government Corporate Fund

Most of the County's basic services are included in the General Government Fund. The General Fund is the main operating fund of the county and the largest of the governmental funds. Fund income consists of various sources for non-dedicated purposes.

Special Revenue Fund

Special Revenue funded programs are restricted by dedicated purpose revenues.

Expendable Trust Fund

NEED HELP IDENTIFYING

Other Fund
NEED HELP

Depreciation

The County does not fund depreciation in its proprietary funds.

Investment Policies

Please see the Investment Policy adopted by the Montgomery County Treasurer and County Board for investment objectives and policies.

Operating Budget Policies

Budget Control/Budget Statutory References

The County's budget process is governed by Illinois Compiled Statutes and Montgomery County Board Rules. Annual budget ordinances governing appropriations, property tax levies, and interfund transfers are passed by the County Board prior to the beginning of the new fiscal year. Budgetary control is exercised at the Office and Account level to insure that actual expenditures do not exceed available budget amounts. The County Board reviews and approves the budget's detailed accounts. The annual budget adopted and all appropriations made therein, terminates with the close of the fiscal year. Timely financial information related to budget and cost control is provided to all department directors and elected officials by the Treasurer's office.

55 ILCS 5/6-100, 55 ILCS 5/6-1002, 55 ILCS 5/6-1002.5, 55 ILCS 5/6-1003

Budget Priorities

- Improve and enhance Montgomery County's fiscal stability.
- Produce a balanced budget in a timely manner.
- Develop and maintain a long-term plan for County's facilities.

Budget Goals

- Provide a statement of financial information including prior year revenue and expenditure totals, and current and ensuing year revenue and expenditure projections
- Provide a statement of all moneys the county treasury unexpended at the termination of the last fiscal year.
- Provide a statement of outstanding obligations or liabilities of the county incurred in any preceding fiscal year.
- Include all current Appropriation Resolutions
- Include additional information required by state law.

Budget Development Process

The budget development process begins in May of each year with the distribution of budget projection worksheets to all Department Heads, Elected Officials and governing boards operating under the County's tax levy. These worksheets require an estimate of revenues and expenses for the current fiscal year and a projection for revenues and a request for expenses in the upcoming fiscal year. Accompanying the worksheets is a memorandum from the County Board Finance Committee Chair providing guidance on

budget procedures, anticipated revenue or expense fluctuations, personnel policy changes and wage changes for non-union employees.

Department heads, Elected Officials and governing boards are asked to complete the worksheets and return to the County Treasurer's office within 1 month.

The County Finance Committee Chair and County Treasurer work together to complete revenue projections. The County Treasurer's office consolidates all gathered information into a comprehensive budget request as a whole to be presented to the Finance Committee during open Budget Hearing meetings. The documents are provided to the members of the Finance committee prior to Budget Hearings so members have the opportunity to review and prepare before meeting with Department Heads and Elected Officials. Department heads, Elected Officials and governing board representatives are asked to attend these hearings to engage in question and answer sessions with the committee members.

Draft Budgets including Revenue projections and Expense requests are provided to the full County Board at the regular September County Board Meeting.

A Truth in Taxation Public Hearing is called prior to September X if deemed necessary. An appropriation increase in excess of 5% from the previous fiscal year requires a Truth in Taxation Hearing. (35 ILCS 200/18-70)

The County Board presents the tentative budget for a 30 day review at the regular October County Board Meeting.

The tentative budget will be posted for the statutorily required 15 days on the County website www.montgomeryco.com and in at the Historic Courthouse, 1 Courthouse Square, Hillsboro IL. The County Board reserves the right to change the tentative budget prior to final adoption. Any changes will be made in accordance with the Illinois Compiled Statutes.

The final budget is adopted at an open meeting in November. The adoption of the budget requires an affirmative vote of at least a majority of all members of the County Board. The final budget will be posted by December 1 at both the Historic Courthouse and online at www.montgomeryco.com

The County Board will approve the annual Appropriation Ordinances required to fund the budget after the budget is adopted at the same open meeting in November.

Elected and appointed office holders will be provided a copy of the tentative and final budget documents in addition to having access to the tentative and final budget documents posted on the County website.

Appropriations

All County funds are appropriated in the adopted Annual Budget. After adoption of the budget, further appropriations are prohibited. Appropriations are considered the maximum authorization to incur obligations and not a mandate to spend. Appropriation balances lapse at year-end.

Coal Royalty funds in excess of the \$3.5 million held in the Reserve Account will be annually appropriated to supplement operations, capital expenses and provide a contingency account for emergency purposes. Appropriations of the Coal Royalty Account that depletes the Reserve Account below \$3.5 million will have to be approved by a majority of the County Board.

A General Government Corporate Fund contingency appropriation will be designated for emergency purchases during the fiscal year. The contingency appropriation goal is 1% of the total anticipated

expenditure for the General Corporate Fund. No more than 3% of the total General Government Corporate Fund appropriation may be appropriated to contingencies. Money appropriated for contingencies may be used for contingent, incidental, miscellaneous, or general county purposes, but no part of the amounts so appropriated shall be used for purposes for which other appropriations are made in the budget unless a transfer of funds is authorized by a 2/3rd majority vote of the County Board.

Budget Amendments and Transfers

The budget may be amended through a Budget Amendment or Budget Transfer which require a 2/3rd majority vote of the County Board. At any point following the adoption of the annual budget, if the county board determines by a 2/3rd vote of all members constituting such board, that revenue received, or to be received, by the county during the then present fiscal year totals an amount substantially less than that projected at the time of adoption of the annual budget for that fiscal year, such board, by like vote, may adopt an amended budget for the remainder of the then present fiscal year. The authority of the County Board to amend the annual appropriation ordinance at any point during the fiscal year shall be the same as its authority to determine and adopt the original annual budget; such amended budget shall be prepared as otherwise provided in this Section.

Department Heads may authorize transfers between non-personnel budget lines in their Office budget as long as they do not exceed the total combined appropriation for non-personnel categories; and transfers between personnel lines as long as they do not exceed the total combined appropriation for personnel categories.

Balance Budget

The County is committed to producing a balanced budget in a timely manner. The County will pay for current expenditures with current revenues, avoiding procedures that balance budgets by postponing needed expenditures, realizing future revenues early, or rolling over short-term debt. Exceptions will be made for Offices and Accounts that have kept a reserve from previous fiscal years to fund an identified project. Each project drawing from a reserve will be vetted during Budget Hearings.

Revenue Policies

Sources of Revenue

The County estimates its annual revenues by an objective, analytical process, utilizing historical data and trends and current economic indicators. The County projects revenues, in conjunction with expenditure projections, for the next year annually. Each existing and potential revenue source is examined on an ongoing basis.

Goals

- Maintain diversified and stable revenue sources to shelter it from unforeseeable short-run fluctuations in any one revenue source.
- Create a General Government Corporate Fund reserve to support daily operations in times of interrupted revenue streams to the County.

Property Tax

The property tax rates for each levy shall be calculated in accordance with the Property Tax Extension Limitation Law (PTELL).

Grants

The Montgomery County Board supports efforts to pursue grant revenues to provide or enhance County mandated and non-mandated services and capital needs. Activities which are, or will be, recurring shall be initiated with grant funds only if one of the following conditions are met: (a) the activity or service can be terminated in the event the grant revenues are discontinued; or (b) the activity should, or could be, assumed by the County (or specific fund) general and recurring operating funds. Departments are encouraged to seek additional sources of revenue to support the services prior to expiration of grant funding.

One-Time Revenues

To the extent feasible, one-time revenues will be applied toward one-time expenditures; they will not be used to finance ongoing programs. On-going revenues should be equal to or exceed ongoing expenditures.

User Fees

The County charges user fees for items and services, which benefit a specific user more than the general public. State law or indirect cost study determines the parameters for user fees. The County shall review all fees assessed in its annual budget preparation process to determine the appropriate level of fees for services and recommend any proposed changes to the fees collected to be implemented in the ensuing budget year.

Coal Royalties

Fund Balances

The fund balance for each fund shall be reviewed annually, and recommendations for financial reserves and a plan for the use of surplus funds shall be documented. It is the intent of the County Board to use all surpluses generated to accomplish three goals.

- Meet reserve policies
- Avoid future debt
- Reduce outstanding debt

Undesignated Fund Balance

For cash flow purposes due to the timing of property tax revenues and fluctuations in the receipt of state shared revenues, and in order to allow flexibility to respond to unexpected circumstances, the minimum fund balance requirement for the General Government Corporate Fund is 45 days or 12.5% of operating expenses. The fund balance target of the General Fund is 15% of total undesignated fund budgeted expenditures unexpended. If at the end of the fiscal year, the fund balance falls below the established levels, the County shall rebuild the balance within one year.

IMRF/Social Security Balance

A minimum of ZZZZZZZZZZZZZZZZZZZZ will be maintained in the IMRF fund. If at the end of the fiscal year, the fund balance falls below the established levels, the County shall rebuild the balance within one year.

Reserve Account

A minimum of \$3.5 million is held in a Reserve Account funded by coal sales royalty payments. The Reserve Account may not exceed the maximum amount allowable by court ruling. (County Board Minutes 6-10-14)

Capital Improvement Policies/Asset Management and Replacement

Capital Plan Development

Goal: Develop and maintain long-term plan for County's facilities

- Develop priorities and maintain an updated condition assessment of all buildings and building systems;
- Budget appropriate reserves to maintain buildings as documented in condition assessment plan;
- Schedule labor and budget appropriation to accomplish annual requirements for replacement;
- Consistently assess opportunities for grant funding to upgrade/maintain buildings and building systems.

Asset Management and Replacement

The County intends to maintain all of its assets at a level adequate to protect the County's capital interest and minimize future maintenance and replacement costs.

The county maintains a capital asset inventory of furniture, equipment, buildings, and improvements. The inventory list is maintained by the County Treasurer for audit and risk management purposes. The list is updated annually. (GASB intangible asset inventory?)

The County maintains a Capital Improvement Account funded through coal sale royalty payments. The Capital Improvement Account is used to account for all expenditures associated with acquisitions or construction of major facilities that are not financed through the General Government Corporate Fund or funds being held for other governments.

A minimum of \$3.5 million is held in a Reserve Account funded by coal sales royalty payments. Coal royalties in excess of \$3.5 million are deposited as follows: \$100,000 minimum deposited into the Operating and Maintenance Account with the remainder divided equally to the Reserve Account and Capital Improvement Account. If the payment received is less than \$100,000, the entire amount is deposited to the Operating and Maintenance account.

The County is authorized to approve all expenditures from the Capital Improvement Account in compliance with a multi-year plan and policy established by the County Board. 55 ILCS 5/6-1002.5 directs that no more than 3% of the total of the General Government Corporate Fund appropriation may be appropriated annually to the Capital Improvement Account.

Asset management and replacement is budgeted annually through the Buildings and Grounds committee and Finance Committee.

Debt Management

Debt Financing

The County will confine long-term borrowing to capital improvements or projects that cannot be financed through current revenues. The County will not use long-term debt for current operations. When the County finances capital projects by issuing bonds, it will pay back the bonds within a period not to exceed the estimated useful life of the project.

Debt Limits

State statute limits government debt to 2.875% of assessed valuation.

Rating Agencies

The County will maintain a good relationship with bond rating agencies through full disclosure on every financial report and bond/borrowing prospectus.

Purchasing

The County's purchasing policy requires County Board approval for all purchases exceeding \$X. County Board committee chairpersons are allowed to approve purchases up to \$10,000. All items with an expected value of Y or greater must be competitively bid with exceptions for professional services as defined by state statutes. All purchases over \$50,000 require a majority roll-call vote by the entire County Board.

Professional Services

Professional Services will be bid out every 5 years. Professional services include but are not limited to Property Liability Insurance, Health Insurance, Audit Services. (County Board minutes DATE)

Prevailing Wage Policy

All vendors doing greater than Z of business with the County in any given year must follow the County's Prevailing Wage policy. (County Board Minutes DATE)

Risk Management

The County has an established program for unemployment, liability and workers compensation. To forecast expenditures, the County considers claims, retention levels, fixed costs, and fund reserves.

Salary Administration

The Montgomery County Personnel Manual, adopted resolution AAAA, includes Salary Administration Guidelines. The Personnel Committee is responsible for all Union contract wage negotiations. The Personnel Committee and Finance Committee jointly are responsible for recommending salaries for non-bargaining employees at the beginning of the budget process. Recommendations are forwarded to the County Board for inclusion in the annual budget. The Personnel Committee is responsible for computing fringe benefits costs for all departments.

The County Board each year will address adjusting the starting wage for non-bargaining employees in May, considering outside factors such as inflation rate, market demand, state statute and general economy.

Elected Officials' Salaries

The setting of salaries for the new terms of Elected Officials must be completed during the budget process in the fiscal year prior to the fiscal year the office/term expires. The new salaries to be set are to be approved by the Finance Committee, The Personnel Committee and the full County Board.

Mileage

Reimbursement of mileage expenses to employees, elected officials and County Board members will be at the Internal Revenue Service established rate in effect on January 1st of the new calendar year. The County Board will review and reconsider the rate during periods of volatile pricing.

Montgomery County Board

Personnel Committee Minutes

Date: Thursday, February 25, 2021

Time: 5:00 pm - County Board Room

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

Members Present: Bill Bergen, Ron Deabenderfer, Doug Donaldson, Sandra Johnson, Earlene Robinson, Donna Yeske, Evan Young and Patty Whitworth

Members Absent:

Others Present: Rick Robbins, Ben Spangler, Amanda Mast and Andrew Affrunti by phone

The committee met to discuss the following:

1. **Employee Health Insurance and Monthly HRA report Update/Approval:** Amanda Mast reported there was zero utilization of the HRA and she will make sure the fees are going correctly with BPC. Next month she will have a quarterly report showing an indicator of how we are running with Health Alliance for the months of December, January and February. Mast reported she received the forms from last month's amendments from Nikki and submitted them.
2. **Animal Control Employee Issue Update/Approval:** Ben Spangler addressed the committee regarding his dog running loose and stated Warden Daniels called the dog off his neighbor's property and impounded it. Spangler stated he has permission from two neighbors that the dog can run on 144 acres of property. Spangler said he has a letter from the Millburgs stating that his dog can be on their property and his dog has permission to be on four other different properties. Spangler stated every time his dog got picked up it had permission to be on the property. Deabenderfer asked Spangler how many times his dog has been impounded and Spangler replied six or seven times. Deabenderfer said it is impractical for us to know which animals have permission to be on someone else's property and it would be a nightmare to the administrator. Spangler said that when he and his wife went to the facility to claim the dog Daniels started screaming and hollering at them. Spangler said he called Young to come down to the shelter and he was told to pay \$375 in fines for his dog running at large however Young agreed to let them pay \$25 fine for non-rabies compliance and waive the other fees as long as their dog is not running again. Spangler said there was no proof of his dog running at large and there are a lot of black dogs running in Irving. Spangler stated a black dog was running down Main Street in Irving the other day and it wasn't his dog. Spangler stated he and his wife were threatened and disrespected by Warden Daniels and he had a couple of people he thought he could count on to come to this meeting. Two people were going to come in but said no because it will just go from committee to committee and be bumped around. Spangler stated a few times he believes in animal control but thinks we have the wrong person running it. Spangler stated the person running it is a hot head that can't deal with people. Spangler said the County needs someone that can deal with the animals and have people skills. Spangler stated the other two ladies at the shelter were kind of shocked and sat there and said nothing. Bergen said he appreciated Spangler coming in and the Personnel Committee wanted to hear and discuss the issue. Bergen stated it will also be discussed again at the Safety and Elections Committee and this matter will be taken care of. Spangler stated they rescued the dog when it was 8 months old from Vandalia Rural King and the grocery store in Irving gives bones to the dog so it goes in town Irving.

3. **Executive Session to discuss Personnel:**

Motion by Yeske and second by Donaldson to enter into executive session to discuss Personnel: Time: 5:30 pm.

Andrew Affrunti – ROLL CALL: Bergen, Deabenderfer, Donaldson, Johnson, Robinson, Yeske, Young and Whitworth. States Attorney Affrunti was on the phone. **Motion to come out**

of executive session – Motion by Donaldson and second by Deabenderfer to come out of executive session, time 5:55PM. All in favor, motion carried. No action was taken. Bergen stated he took notes of the meeting that will be presented to the Safety and Elections Committee for further discussion.

3. **Employee Personnel Manual Update/Approval:** Committee reviewed some of the suggested corrections presented by Deabenderfer and will continue the review next month.
4. **Workers Compensation Issues at the Sheriff's Department Update/Approval:** The committee discussed the ongoing issue with a pending workers compensation claim for an employee at the Jail that was off due to COVID.
5. **Human Resources Update/Approval:** The committee discussed the Human Resources position and that it would take some heat off of the department heads with dealing with employee issues. The committee also discussed looking at a company that could perform some of these services and help us with Human Resource issues. Deabenderfer said he had an issue with unemployment and knows a Human Resource company helped someone with this issue. Robbins agrees with Deabenderfer that \$9,000 is not a lot of money to have this HR service. Robinson stated that we don't know what is coming financially but agreed to have the service come in and talk to Personnel about their services. **Motion by Robinson and second by Deabenderfer to bring the service in to bring in more information about Human Resource services. All in favor, motion carried. Vote is 3 Yes and 3 No. Voting No is Bergen, Yeske and Donaldson. Voting Yes is Ron Deabenderfer, Sandra Johnson and Earlene Robinson. Motion fails.**
6. **Other Business Update/Approval:**
7. **Public Comments:**

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

Meeting adjourned at 7:00 pm

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

Montgomery County Board

Road & Bridge Committee Meeting Minutes

Date: Thursday, March 4, 2021

Time: 8:30 AM – County Board Room

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

Members Present: Gene Miles, David Loucks, Connie Beck, Doug Donaldson, Patty Whitworth, Jim Havera and Evan Young

Members Absent: None

Others Present: County Engineer Cody Greenwood, Nokomis Street Superintendent Tim Chumley and Mayor Mike Holliday.

The committee met today to discuss the following:

1. **New Highway Department Update/Approval:** Greenwood stated the drywall and painting have been finished and the interior doors and glass have been installed. The Heating and Air Conditioning and Electric still needs to be installed and the flooring will wait until the electrician is finished. Greenwood reported they tore off all the old show room. Plywood under the old shingles had some issues. The old show room was not usable and in bad shape so they tore it down. The dumpster cost is about \$400 per dump on 30 yards. Greenwood said they are doing cleanup around the site and trying to work on how the site will work out once they get down there. Young stated Ameren wants to park some vehicles on the lot while they do some work on their pipeline. Greenwood said there is partial heat in the old maintenance shop and that will be the storage area for all the trucks etc. The old lift area is junk and there are problems with the radiant heat system. Greenwood stated a drive through COVID vaccination clinic is scheduled this Saturday at the new highway department facility.
2. **2021 County and Township MFT Oil Letting Update/Approval:** Greenwood stated the 2021 County and Township MFT Oil letting is scheduled for April 6th, 2021 at 9:00 am at the new Highway Department building. Greenwood stated it is a state requirement to bid out the MFT Oil each year for County and Township.
3. **2021 Culvert Letting Update/Approval:** The annual culvert letting will also be held on April 6th, 2021 at 9:00 am at the new Highway Department Building.
4. **Nokomis Rd. (CH 7) Extension Update/Approval:** Miles reported that he and Greenwood attended the Nokomis City Council meeting to discuss the transfer of Union and Elm streets back to the City once the improvements were made; however they were not on the agenda. Greenwood said it is currently a Township road and it would be improved to county standards. This issue will be discussed at the Nokomis March 8th, meeting and Greenwood and Miles will attend the March 22nd, meeting. Street Superintendent Tim Chumley and Mayor Mike Holliday came to discuss the issue this morning and stated they don't want to take on anything that is not inside the city limits. Greenwood stated Nokomis Township said they would maintain that short section if they have to and that the county maintains the main road and the City takes care of the parking lanes. The city and school is complaining about truck traffic and this is an option to alleviate the truck traffic getting out of town. Young said he talked with Ann Brookshire yesterday about the weight limits and stop signs. Miles would like to see weight limits on the brick streets. Discussion took place on doing the project for safety reasons due to the Catholic School there. The last traffic survey was done in 2015 and there were about 1,650 cars that travel through Route 16 and Elm Street.
5. **Executive Session for Personnel/Litigation/Property Acquisition Update/Approval (not needed):**
6. **Other Business Update/Approval:** Bridge at Red Ball Trail is scheduled for fall of this year. The subsidence on Route 185 is a project between the State and the Coal Mine. Discussion took place on phone calls made complaining about the damage from the mining issue and that the board allowed the coal mine to come here years ago. Young stated he was involved with the Farm Bureau when they opposed the coal mine coming here and that land owners had years of opportunities to negotiate with the coal mine for damages done to their property and many didn't do it. They would have been better off if they did years ago because the coal mine is not as generous now.
7. **Public Comments:** None

Motion by Donaldson and second by Havera to pay the bills. Motion carried.

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

Meeting adjourned at 9:30 am. Minutes respectfully submitted by acting secretary Christine Daniels as Deputized by the Montgomery County Clerk and Recorder, Sandy Leitheiser.

Montgomery County Board

Safety & Elections Committee Meeting Minutes

Date: Tuesday, March 2nd, 2021

Time: 4:00 PM – County Board Room

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

Members Present: Mark Hughes, Bill Bergen, Tim Fogle, Sandra Johnson (by Phone), Bev McCoy, Richard Wendel and Evan Young – Patty Whitworth

Members Absent: None

Others Present: Sandy Leitheiser, Amanda Daniels, Randy Leetham, Kathy Pierce, Bill Jostess, Donna Schwab, Jan Robinson and Christie Laurie

The committee met today to discuss the following:

1. **EMA Report Update/Approval:** The committee discussed the resignation of EMA Director Greg Nimmo whose last day will be Friday, March 12th, 2021. Currently this position is shared with Christian County and Young stated he will find out later this month if Christian County wants to continue with the Intergovernmental Agreement.
2. **Ambulance Billing Office Update/Approval:** Hughes stated he spoke with the staff and everything is going ok and there are two outstanding ambulance contracts that need signed and turned in.
3. **ETSB/911 Update/Approval:** Bergen stated he had nothing new to report.
4. **Elections Update/Approval:** Leitheiser reported they are in good shape preparing for the April 6th, 2021 election. There have been 39 early voters and 42 vote by mail ballots for a total of 81 residents.
5. **EPA Report Update/Approval:**
 - Tire Collection for Townships – Coordinator Daniels reported she sent a letter to IL EPA requesting a Tire Collection for local government agencies in Montgomery County and is waiting for a response.
 - Electronics Recycling for 2021 – Coordinator Daniels has set up Saturday, September 18th and Saturday, October 23rd, 2021 for the Electronic Recycling drive. Litchfield wants to host the recycling event in October.
6. **IL EPA Delegation Agreement Update/Approval:** Daniels reported the new five year IL EPA Delegation Agreement has been received and it will be sent to States Attorney Affrunti for review. It is very similar to the agreement from five years ago. **Motion by McCoy and second by Bergen to recommend the approval of the five year delegation agreement with IL EPA pending States Attorney approval. All in favor, motion carried.**
7. **Safety Grant Update/Approval:** Coordinator Daniels reported we were allotted \$6,797 for safety grant supplies from IPMG and it was submitted to purchase AED's, Tasers, PPE and Body Cameras.
8. **Animal Control Employee Issue Update/Approval:** Chairman of Personnel Bill Bergen reported Ben Spangler went to the Safety and Elections Committee last month to voice a complaint against Warden Daniels regarding how he was treated after his dog was impounded for running at large on his neighbor's property. Animal Control received a call from someone that saw the dog running on Route 16. Bergen stated Spangler was invited to the Personnel Committee meeting to voice his concerns. Spangler told the Personnel Committee that his dog was not current on rabies and he has since received the vaccination. Spangler said his dog has permission to be on 144 acres of his neighbor's property. Bergen stated the Personnel Committee made some suggestions and he took notes and shared a list of Spangler's complaints and questions from the Personnel Committee to help clarify the situation. The Safety and Elections Committee reviewed the list and Hughes stated States Attorney Affrunti couldn't be here today and this issue will be

addressed next month. Coroner and Hillsboro Police Chief Randy Leetham was present and shared his concern of how and if this issue was investigated and that this could get the county in trouble with disciplinary action. Bergen responded the Personnel Committee didn't ask Spangler questions, they just listened to what he had to say. Chief Leetham added that with Law enforcement they have to have a written complaint or documentation, instead of someone coming up and speaking in a public meeting due to sensitivity and publicity. Without an investigation, you don't know if the complaint is factual or not.

9. **Animal Control Facility Program Update/Approval:** Warden Daniels stated there is one cat and eleven dogs at the facility today. Young reported there is no price from Jennings yet on the Tahoe that the Sheriff's Department traded in. The committee gave Warden Daniels permission to advertise for the part time ten hour a week kennel position to help on weekends.
10. **Executive Session to Discuss Personnel/Litigation/Property Acquisition Update/Approval: (not needed):**
11. **Other Business Update/Approval:**

Public Comments: Kathy Pierce of Nokomis addressed the committee with her support of Warden Daniels and stated there is a leash law and regardless of a neighbor's approval or not, if the dog is off its property the dog is running at large. Pierce stated she is retired from Illinois State Police and it is important to keep your pets on your own property because they could get, shot, poisoned, trapped, stolen or taken to be used as bait dogs. There is also the public safety aspect of children playing or an accident due to someone trying to avoid hitting a dog in the road. Pierce stated she has worked with Amanda on other occasions and volunteers at the facility and has never seen her loose her temper, or be disrespectful.

Billie Jostess of Nokomis stated she has worked with Amanda for many years when she did the Nokomis Dispatching and said she would come when called for animal control. Jostess stated Amanda puts in the hours and it is a thankless job and no doubt people will get mad. Jostess stated she got tired of her neighbor's dogs running and they were found four miles south of home. The owners put them in a small pen and they keep getting out and running. Jostess said that Amanda got a Chihuahua with a 2.5 pound tumor that their owners relinquished to the facility. Amanda took it to Animal Protection League in Springfield where it is fine after surgery and was adopted out. Jostess also introduced her neighbor Donna Schwab and told the committee how the neighbor's wolf hybrid came to her house and shredded her Doxie on her porch in front of her. Jostess reported that Amanda came and addressed the issue and found ten other wolf hybrids that were taken out of the county and sent to a sanctuary.

Christie Laurie of Nokomis stated she has known Amanda before her position at animal control. Laurie said she has the reputation in Nokomis of being the one who calls animal control on neglected or abused animals and years ago no one responded. Christie Laurie reported that Amanda responds in a timely and professional manner and feels this situation is ridiculous. Laurie stated she heard that the complainants were not going to stop until Amanda loses her job, so she and the others drove from Nokomis to support Amanda and all her work. Laurie stated you will never find anyone like Amanda.

Randy Leetham addressed the committee and stated he has worked with Amanda through the Coroner's Office and with law enforcement. He thanked the animal control staff for picking up an injured dog yesterday that was hit by a car on School Street because they have the ability, knowledge and resources for these situations. Leetham said as County Coroner there are times he calls Amanda to get the pets from people that are deceased at home. Leetham shared one instance where he was called to a residence where the owner was deceased for several days and the dogs were eating parts of the body. Leetham said there were eleven dogs and Amanda was there and went in the residence before he did to retrieve the dogs. On the Law enforcement side, Leetham acknowledged the conflict with the Municipal agreement for animal control services and is hoping for a resolution in the near future.

Janice Robinson from Nokomis stated Amanda is a good person and people need to obey the rules so there wouldn't be issues.

Emily Gerl who works part time at animal control stated she was at the facility when the incident with the Spanglers happened. Gerl said we have regulations and this issue should not have escalated to this point and is out of control.

Mark Hughes stated he just received an email from the person that has called in complaints about the Spangler's dog running at large on Route 16. He stated the email explains the situation and supports Amanda.

Bill Bergen stated the gentleman came to the Personnel Committee asked how we rectify the situation. Bergen stated nothing was said at the Personnel Committee about getting rid of Amanda and this is nothing about animal control. Sandy Johnson wants everyone to know the Personnel Committee was looking for things like Amanda's Job description, who is her boss and who does her evaluation.

Patty Whitworth stated that she is not on this committee and she did attend the Personnel Committee when the complainant was there. Whitworth clarified that the Complainant did say a few times that "he believes in the animal facility, but you have the wrong person running the facility".

Motion by McCoy and second by Fogle to pay the Bills. All in favor, motion carried.

Motion by Wendel and second by Bergen to adjourn the meeting. All in favor, motion carried. Meeting was adjourned at 5:00 pm. The summaries of minutes were respectfully submitted by acting secretary Christine Daniels, as Deputized by the Montgomery County Clerk/Recorder, Sandy Leitheiser.