

Montgomery County Board

Rules of Order Ad Hoc Committee Minutes

Date: Tuesday, October 26th, 2021

Time: 10:30 am - County Board Room

Members Present: Megan Beeler, Ron Deabenderfer and Chairman Evan Young

Members Absent: Bill Bergen

Others Present: Andy Ritchie, Patty Whitworth, Sandy Leitheiser, Mark Hughes, Nikki Lohman, and Rick Robbins

The committee met to discuss the following:

Rules of Order Update/Approval:

1. **Number of Committees Update/Approval:** Motion by Deabenderfer, second by Beeler, to reduce the number of committees from 7 to 5. Young recommended reducing the number of committees from 7 to 5 by eliminating the Safety & Elections Committee and the Development Committee. Beeler stated she supports combining the Building and Grounds Committee and the Road and Bridge Committee that was discussed at the last Rules of Order Committee meeting. Young said he did not want to combine the Building and Grounds and Road and Bridge committees because they have a lot more work than realized. Young said he thinks it would be unwise to combine those two committees at this time. She also said that even if Buildings and Grounds takes on other things, they could still be combined with Road and Bridge and have the same workload as other committees. Deabenderfer asked how many committees' board members were allowed to be on and Beeler replied that the rules of order state board members are only guaranteed one committee. Young said it will be difficult to place some members on a committee with fewer committees because of conflicts and some talent would be lost. Young cited Bev McCoy not being able to serve on the Personnel or Finance Committees because her son works in the Sheriff's Department. Deabenderfer asked if the five committees being discussed included the Coordinating Committee. Young and Beeler said no. Deabenderfer said he didn't realize that when he made the motion. The question was called. **None voted in favor, and 2 voted no. Motion failed.**

Motion by Deabenderfer, second by Beeler, to have 3 standing committees and the Coordinating Committee. Beeler asked if the three committees Deabenderfer had in mind were the Finance, Personnel and Infrastructure. Deabenderfer replied yes. Beeler stated that one pro to reducing the number of committees is to prepare the board for when the number of members decreases to 14. She said one con would be that committee meetings would last longer; however there would be fewer of them, and board members next year would only have to go one of them per month. Young asked if her recommendation would be for board members next year to serve on one committee. She said yes, and added that they could revisit this issue and adjust if it doesn't work out. **Deabenderfer and Beeler vote in favor, motion carried.**

2. **Committee Size Update/Approval:** Young asked for discussion on the size of the committees for next year. Beeler and Deabenderfer both agreed on seven board members. **Motion by Beeler, second by Deabenderfer, to have 6 or 7 board members serve on each committee.** Young asked how big the committees should be when the full board reduces to 14. Beeler stated that she doesn't think that needs to be discussed yet. **Beeler and Deabenderfer vote in favor, motion carried.**
3. **Committee Structure Update/Approval:** Beeler, Deabenderfer and Young discussed what committees would take over the oversight from the committees that are to be eliminated. **Motion by Beeler, second by Deabenderfer, to recommend Finance, Personnel, Infrastructure and**

Coordinating as the four standing committees. Beeler stated that Buildings and Grounds would consolidate with Road and Bridge to form the Infrastructure Committee. In addition to assignments from those two committees, they would also oversee the bike trail and elections. The Finance Committee would take on the Revolving Loan Fund and Tourism Grants. Young stated the Coordinating Committee would oversee Enterprise Zone, Mid Illinois Regional Council, Environmental Protection Agency (EPA), Emergency Management Agency (EMA), Ambulance Billing, and Planning Commission. Young stated Bill Bergen said the Personnel Committee would oversee Animal Control. Beeler stated that they might be able to have all of the committee meetings during the same week. **Beeler and Deabenderfer vote in favor, motion carried.**

Motion by Beeler, second by Deabenderfer, to add language to the rules giving the Board Chairman the authority to create ad hoc committees for special projects. Young stated that he spoke with State's Attorney Andrew Affrunti, who told him that these committees could include members of the general public and wouldn't have to be made up completely of board members. **Beeler and Deabenderfer voted in favor, motion carried.**

4. **Consent Agenda and Rules Changes Update/Approval:** Deabenderfer stated that in the future when the board reduces to 14 members, they need to determine what breaks a 7-7 tie. Beeler said a tie means that a motion would fail. Deabenderfer said this result wouldn't work when electing a board chairman. Young said some counties choose to flip a coin when a tie happens. Leitheiser stated that there are many different methods the board could use, but she recommended having one in writing and stated in the County Board Rules of Order.

Motion by Beeler, second by Deabenderfer to recommend removing the Buildings and Grounds, Economic Development, EMA/Ambulance, H.W.E., Road and Bridge, and Safety and Elections reports from the Committee Reports in the Rules of Order. Beeler and Deabenderfer voted in favor, motion carried.

Motion by Beeler, second by Deabenderfer, to recommend adding Infrastructure report to Committee reports in the Rules of Order. Beeler and Deabenderfer voted in favor, motion carried.

Motion by Beeler, second by Deabenderfer, to recommend amending the final sentence in rule #28, removing Economic Development from the rule and establishing the line of succession as the Finance Chairperson, Personnel Chairperson and Infrastructure Chairperson. Beeler and Deabenderfer voted in favor, motion carried.

Deabenderfer questioned rule #30, asking about the requirement for board members to submit questions to the State's Attorney by first submitting the question to the appropriate committee chair and then the Chairman of the County Board first. Beeler stated that she believes the rule was created to streamline communication from the board didn't overwhelm the State's Attorney with so many people asking questions at once. Deabenderfer said he sees it as a potential problem. Young said that the rule used to include just the County Board Chairman. Deabenderfer said he still thinks it's a problem. Whitworth said the State's Attorney should be the one to turn away board members if he or she is overwhelmed. Beeler said they should talk to Affrunti about Rule #30.

Beeler asked if rule #33 should be amended, which states that only board members physically present at meetings will receive per diem. She said COVID protocols made it impossible last year for members to meet physically. Young said the Governor's Executive Order suspended that rule. Beeler said she understood, but asked if the board should change it anyway. She said that if the County wants to encourage qualified people to run for seats on the board, they have to make meetings accessible for qualified people. She also stated that the County purchased Chrome Books so they need to be used. Deabenderfer said he thinks the board should mandate the board members' cell phones be put on silent or vibrate, adding that past board members have disrupted meetings by using them for personal matters. Beeler said if the board adopted Robert's

Rules of Order, then the board Chairman could tell a disruptive board member that he or she is out of order and make them stop using the device. Young stated that he does not like putting Robert's Rules of Order in writing because he said he has attended meetings where people used it to be disruptive and nothing got done. Beeler said it wouldn't have to be Robert's Rules of Order, but maybe some sort of parliamentary procedure.

5. Other Business Update/Approval:

Public Comments: Whitworth asked about rule #13, regarding the County Board Chairman appointing all committees and realigning them at any time. Whitworth said she has been reviewing other county board rules of order that state the Chairman of the Board can make committee assignments and changes with the consent or approval of the County Board. Whitworth wondered if this should be considered and Beeler responded the last two board chairmen asked the committee chairmen whom they wanted on their committees, and the full board hasn't voted on the chairman's committee appointments.

Whitworth asked if she could be included on the Coordinating Committee since she is the Vice-Chairman of the County Board and not a Chairman of the Committee. There would be four members of the new Coordinating Committee and if the Vice Chairperson was added to Coordinating it would be a five person committee. Whitworth explained the Vice Chairman of the County Board would know what is happening if the Board Chairman had to be absent. Young stated there is always someone at Coordinating Committee and no further discussion took place.

Motion to adjourn by Deabenderfer, second by Beeler. All in favor, motion carried. Meeting adjourned at 11:25 a.m. The summaries of minutes were respectfully submitted by acting secretary Christine Daniels, as Deputized by Montgomery County Clerk/Recorder, Sandy Leitheiser.

Montgomery County Board

Coordinating Committee Meeting Minutes

Date: Tuesday, October 26th, 2021

Time: 8:30 AM – County Board Room

Members Present: Evan Young, Megan Beeler, Mark Hughes and Gene Miles

Members Absent: Bill Bergen, Bob Sneed and Donna Yeske

Others Present: Patty Whitworth, Holly Lemons, Ray Durston, Rick Robbins, Kevin Schott, Sandy Leitheiser, Curt Watkins, and Andy Ritchie

The committee met today to discuss the following:

Coordinating Committee: Evan Young, Board Chairman -

1. **Holly Lemons to address committee and full board Update/Approval:** Lemons said she would address the full board at their next meeting.
2. **Information Systems Report Update/Approval:** Curt Watkins reported that a server containing less important services failed, and they were working to get it back up and running. He said anything that has to or should be running is back up and running. He also said less important services weren't being backed up because of cost, and they have found that even less important services are still important. He also reported that they just received a new server and it will allow them to add space to their imaging system. He said they have been running out of space and they've seen a huge uptick in the amount of space being used on their server. Watkins also reported that they have been working on upgrades within the sheriff's department, such as new modems that are 5G capable, and switching from AT&T to First Net, which is the emergency side of AT&T. Robbins said this is for all of their equipment, and that AT&T is switching from 3G to 5G, which will take effect in February. Watkins reported that Montgomery County Networks were not affected by a recent cyberattack on ambulance billing. He said it is important for the public to know that the County did not have a cyber event, and he has been told that citizens' data was not compromised. He also stated that he appreciates the maintenance hire, adding that it has taken a lot off of their plate. Robbins said he would like to give a shoutout to the IT department. His department had some videos that had been accidentally deleted recently, but IT was able to restore them. Robbins also echoed the praise of the new maintenance technician.
3. **EMA Report Update/Approval:** Schott said their recent training event with the dogs went well. He reported there was a gas pipeline leak in Taylor Springs, and they had problems with communication in that area. He said he sent a letter to Sen. Doris Turner, and AT&T needs to provide adequate towers.
4. **Committee Structure Update/Approval:** Young said this will be discussed.
5. **Rules of Order Committee Update/Approval:** The Rules of Order Committee will met after this meeting.
6. **Executive Session for Personnel/Litigation/Property Acquisition Update/Approval: (not needed)**
7. **Other Business Update/Approval:** None

Building & Grounds Committee: Given by Evan Young, Board Chairman

1. **Maintenance and Cleaning Issues and Report Update/Approval:** Young stated that there is nothing to say about maintenance, which he said he likes. He added that everyone seems happy.
2. **Pipeline Construction Damages on County Farm Update/Approval:** Jason Anderson called on October 14, 2021 stating that he had just met with Dawn from Ameren regarding the damages to a grass water way on the county farm. Anderson said that the Ameren pipeline project cut through a grass waterway and completely changed the way the water flows. The tile line was cut that drains to the terrace Jason put in years ago. Ameren has pictures of the grass waterway before construction and asked him if he could rebuild the waterway, and Jason told them to call the County.
3. **Revised Coal Mine Easement power line across from City Farm Update/Approval:** It has been signed and a check was received. Leitheiser asked if it was in their hands to record. Young said it was, and Leitheiser said she will make sure the County has a recorded copy.

4. **Sidewalk Replacement at the Historic Courthouse and Jail Update/Approval:** The committee will discuss.
5. **Executive Session for Personnel/Litigation/Property Acquisition Update/Approval: (if needed)**
6. **Other Business Update/Approval:** None

Development Committee: Given by Evan Young, Board Chairman

1. **MCEDC Update/Approval:** MCEDC will report.
2. **Revolving Loan Fund Update/Approval:** Young reported that payments are okay with the RLF. Lohman asked about the RLF responsibility, and said that she doesn't want her office to have it because it could be a conflict.
3. **Tourism Update/Approval:** MCEDC will report.
4. **Planning Commission Update/Approval:** Young stated that they are working on a comprehensive plan.
5. **Mid Illinois Regional Planning Council Inc. Update/Approval:**
6. **West Central Development Council Update/Approval:** Young said he was there for a two-hour meeting. He reported that there is still clean-up to do and they are moving along okay. He said they are still working with DCEO to get the group approved.
7. **Executive Session for Personnel/Litigation/Property Acquisition Update/Approval: (not needed)**
8. **Other Business Update/Approval:** None

Finance Committee: Megan Beeler, Chairman -

1. **SOA Report Update/Approval:** Beeler said a conversation needs to take place to make a counter offer to VISTRA. She said Fulton and Mason Counties have settled their first agreements now, and we are in our second agreement.
2. **Capital Improvement Fund Reports Update/Approval:** The committee will review and discuss the Capital Improvement reports.
3. **FY 2022 Budget Update/Approval:** Beeler reported that insurance renewals, an EMA request, and the FOP Contract need to go in. She said they do have a budget posted for 15-day review. Robbins said he will wait for the Finance Committee to meet before bidding out the squad cars. He said it is taking a long time to get the vehicles.
4. **Budget Levy Update/Approval:** The committee will discuss and approve.
5. **IMRF Update/Approval:** Nothing new to report.
6. **Litchfield Ambulance Levy Request/Resolution/Public Hearing Update/Approval:** Beeler said we are waiting for their minutes of their October 27, 2021 meeting. Once those are received, she said it sounds like we will be good.
7. **Finance/Budget Control Policies and Procedures Update/Approval:** No update.
8. **Bellwether & America Recovery Plan Act (ARPA funding) Update/Approval:** Beeler said there was a special Finance Committee to budget for the lost revenue and move money around. She reported that every office that was affected either had someone in attendance at the special meeting or were notified of the changes.
9. **Cyber Liability Coverage with ICRMT Update/Approval:** Nikki, Curt and Eric Braasch
10. **FEMA Grant Update/Approval:** Beeler said we are still waiting for information for the FEMA grant.
11. **Microwave Radio Link Insurance Update/Approval:** Beeler asked about an email from 911 Coordinator Boyd regarding the payment of the damage to the Microwave Radio. The county agreed to pay the deductible. The \$11,000 insurance check will be deposited for whatever is easier for the Treasurer's Office.
12. **Executive Session for Personnel/Litigation/Property Acquisition Update/Approval: (not needed)**
13. **Other Business Update/Approval:** None

Personnel Committee: Given by Evan Young, Board Chairman -

1. **Employee Health Insurance and Monthly HRA report Update/Approval:** The employee health insurance renewal is taking place. Young reported that we should be getting the final numbers.
2. **FOP Union Collective Bargaining Agreement Update/Approval:** Young reported that the FOP contract should be approved. Robbins stated that he hasn't heard if the union is okay with the new Memorandum of Understanding. Young said it is supposed to be done and ready for the personnel meeting on October 28, 2021. Robbins said it is all about who can get the bonus pay.
3. **Review Policy/Procedures for Union Contract Addendums Update/Approval:**
4. **COVID Booster and Flu Shots Update/Approval:** Christine Daniels reported that Judge Roberts sent an email that the Health Department will be at the Historic Courthouse on Friday, October 29 to administer Covid boosters and flu shots for anyone who needs them.
5. **Executive Session for Personnel/Litigation/Property Acquisition Update/Approval: (if needed)**
6. **Other Business Update/Approval:** None

Road & Bridge Committee: Gene Miles, Chairman -

1. **New Highway Department Update/Approval:** The committee will discuss.
2. **Nokomis Rd. (CH 7) Extension Update/Approval:** The committee will discuss.
3. **Whitetown Bridge Update/Approval:** The committee will discuss.
4. **Executive Session for Personnel/Litigation/Property Acquisition Update/Approval: (if needed)**
5. **Other Business Update/Approval:** Miles said he talked with the property owner who has the tree problem, and they are planning to just top the tree. The owner said as long as it does not fall on her house, she is okay with that.

Safety and Elections Committee: Mark Hughes, Chairman -

1. **Ambulance Billing Office Update/Approval:** Hughes asked if someone will be hired to take over for Sherry Greenwood, who submitted her resignation. Young asked if Mona Lewis would stay, and Daniels stated that Lewis is looking for another job because things are up in the air right now. Whitworth stated that Hugh Satterlee announced that Young asked him if the Health Department would take over ambulance billing, but Satterlee said they have too much on their plate.
2. **ETSB/911 Update/Approval:** Kevin Scott will report.
3. **Elections Update/Approval:** Leitheiser will report.
4. **EPA Report Update/Approval:** Coordinator Daniels stated they have some training inspections planned.
5. **BLH Computer Recycling Drive Update/Approval:** Leitheiser reported that there was an excellent response to the drive.
6. **Animal Control Facility Program & Municipal Contracts Update/Approval:** Warden Daniels will report.
7. **Animal Control Ordinance Update/Approval:** Beeler asked if Daniels could send a clean copy of the ordinance without the sections that have been crossed out in order to make it easier to read.
8. **Executive Session for Personnel/Litigation/Property Acquisition Update/Approval: (if needed)**
9. **Other Business Update/Approval:** Brian Carlock resigned his appointment to the Nokomis-Witt Ambulance Board to represent Rountree Township.

Public Comment: Lohman reported that they sold 317 parcels at their annual tax sale on October 25, 2021. She said that was down from 340 last year. Average interest was 1.4 percent, and she said a lot were zero percent interest.

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

Meeting adjourned at 9:19 a.m. The summaries of minutes were respectfully submitted by acting secretary Christine Daniels, as Deputized by Montgomery County Clerk/Recorder, Sandy Leitheiser.

Montgomery County Board

Buildings & Grounds Meeting Minutes

Date: Wednesday, November 3rd, 2021

Time: 8:30 AM – County Board Room

Members Present: Bob Sneed, Gene Miles, Jim Havera, Russell Beason and Richard Wendel

Members Absent: Jeremy Jones and Evan Young

Others Present: Patty Whitworth, Andy Ritchie and Phil Ernst

The committee met today to discuss the following:

Building & Grounds Committee: Bob Sneed, Chairman

1. **Maintenance and Cleaning Issues and Report Update/Approval:** Ernst reported a number of items the committee might want to consider purchasing for the maintenance department. He asked if they wanted to approve purchasing a nuts and bolts bin, stating that his department is currently without one and he's never known a maintenance department to not have one. Right now, he said, they are going to Ace Hardware and purchasing nuts and bolts whenever they need them. He also asked if they wanted to get a salt spreader that hooks onto a mower, as opposed to spreading it by hand. Havera said he sees nothing wrong with purchasing one, adding that it would save time and they don't cost much money. Ernst also said he found a water softener that he doesn't believe is being used. Beason said if we have it, Ernst needs to put it on his to-do list to use it. Ernst asked if the county should have a small auger for smaller drain pipes. Sneed said he thought they had recently purchased one. Ernst said they have a big one on wheels that he doesn't believe has been used, but a small one would be used for most of their jobs. Sneed stated that Ernst should check with the Sheriff to make sure they don't have one in their office building, and then go ahead and purchase one if they don't. Miles said he is thrilled to have a maintenance technician give a thorough report and keep the committee apprised of what's going on.
2. **Pipeline Construction Damages on County Farm Update/Approval:** Christine Daniels reported that Jason Anderson called on October 14, 2021 stating that he had just met with Dawn from Ameren regarding the damages to a grass water way on the county farm. Anderson said that the Ameren pipeline project cut through a grass waterway and completely changed the way the water flows. The tile line that drains to the terrace Jason put in years ago was cut. She said Ameren has pictures of the grass waterway before construction and asked him if he could rebuild the waterway, and Jason told them to call the County. Daniels said that Ameren said they will pay for it if Jason can fix it. Evan Young met with Jason and told him to go ahead and fix it.
3. **Sidewalk Replacement at the Historic Courthouse and Jail Update/Approval:** Sneed reported that he received a call from Seward Masonry regarding sidewalk replacement and they will give a quote. He stated that he does not want to address new sidewalks this time of the year. He said if new sidewalks are installed, they could become damaged when rock salt or ice melt is dispersed during inclement weather. He said he notified Ernst recently of a trip hazard, and the problem was fixed right away. Sneed said the trip hazards can be fixed now, but he wants to hold off until spring to replace the sidewalks. The committee also decided that they would like to discuss liability issues with State's Attorney Andrew Affrunti regarding snow and ice removal.
4. **Executive Session for Personnel/Litigation/Property Acquisition Update/Approval: (not needed)**
5. **Other Business Update/Approval:** None.
6. **Public Comments:** None.

Motion to pay the bills by Miles and second by Beason. All in favor, motion carried.

Motion to Adjourn by Havera and second by Beason. All in favor, motion carried.

Meeting adjourned at 9:55 a.m. The summaries of minutes were respectfully submitted by acting secretary Christine Daniels, as Deputized by Montgomery County Clerk/Recorder, Sandy Leitheiser.

Montgomery County Board

Development Committee Meeting Minutes

Date: Monday, November 1st, 2021

Time: 5:30 PM – County Board Room

Members Present: Ron Deabenderfer, Mark Hughes, Bev McCoy, Andy Ritchie, and Patty Whitworth

Members Absent: Donna Yeske and Evan Young

Others Present: Sandy Leitheiser and Nikki Lohman

The committee met today to discuss the following:

Development Committee: Mr. Deabenderfer chaired the meeting in Yeske's absence.

1. **MCEDC Update/Approval:** Deabenderfer reported that the Rules of Order Committee met and announced the proposal to eliminate the Development Committee. He said the proposed changes will be brought before the full board on Tuesday, November 9, and believed the changes would take place in December. Whitworth said she attended the Rules of Order Committee and thought the board would have a 30-day review of the proposed changes and would vote at the December meeting. Ritchie said the MCEDC would move under the Finance Committee and Treasurer Lohman asked how the ARPA funding for the other communities would be handled if the Development Committee went away. Ritchie said that Belusko could attend the Finance Committee meeting because it meets during the day. Whitworth stated she and Bev McCoy went and had a meeting with Valerie Belusko and they were told she could attend the Development Committee meetings if they were held during the day and not after hours. Ritchie said he asked to change the Development Committee meeting to a day meeting and was told the committee has always met in the evening. Deabenderfer stated that Belusko works for the U of I Extension and they call the shots.
2. **Revolving Loan Fund Update/Approval:** Treasurer Lohman asked about the administration of the RLF and said that she feels it would be a conflict for her office to oversee the application process. McCoy stated that the City of Hillsboro administered the RLF in-house through a committee. We could do our own amortization schedule. Whitworth and Deabenderfer stated Belusko doesn't want to administer the RLF any longer. Deabenderfer said he would like to keep the RLF because it is a good tool for the municipalities that need to borrow money at low interest for a project and they can pay it back with their real estate tax disbursements collected by the County.
3. **Tourism Update/Approval:** Deabenderfer said the Tourism responsibilities are proposed to go under the Finance Committee when the committees consolidate.
4. **Planning Commission Update/Approval:** Deabenderfer stated the Planning Commission is proposed to go under the Coordinating Committee.
5. **Mid Illinois Regional Planning Council Inc. Update/Approval:** Deabenderfer said this is proposed to go under the Coordinating Committee.
6. **West Central Development Council Update/Approval:** Deabenderfer reported the West Central Development Council is proposed to go under the Coordinating Committee.
7. **Executive Session for Personnel/Litigation/Property Acquisition Update/Approval: (not needed)**
8. **Other Business Update/Approval:** The committee discussed the changes being proposed by the Rules of Order Committee and what the Coordinating Committee does. According to the Rules of Order, it is currently a Standing Committee. The Coordinating Committee would be getting more items to handle with committees going away and is proposed to have only 4 board members on it if we go to 4 committees. Whitworth stated she was met with resistance when she brought up at the Rules of Order Committee that she felt the Vice Chairman of the Board should be on the Coordinating Committee so they could keep up to date with what is going on. Whitworth said she was told that someone is always there on the Coordinating Committee to know what is going on. The committee also discussed the issue of a quorum and the majority of a quorum when we go to a 14 member board and put 7 members on a committee. On a 14-member board, 7 members is a Quorum and 5 members would be a majority of a quorum. Over 5 members at a meeting would be in violation of the open meetings act. Ritchie said that we could get around that if the board members not on the committee would not speak until it was time for Public Comments, however the States Attorney's Office felt that this would be hard for people to remember not to speak until public comments.
9. **Public Comments:** None.
Motion to Adjourn by Hughes and second by Whitworth. All in favor, motion carried. Meeting adjourned at 6:00 p.m. 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 Meeting Minutes

Date: Friday, November 5th, 2021

Time: 8:30 AM – County Board Room

Members Present: Megan Beeler, Russell Beason, Tim Fogle, David Loucks, Earlene Robinson, Bob Sneed and Andy Ritchie

Members Absent: Evan Young

Others Present: Patty Whitworth, Nikki Lohman, Sandy Leitheiser, Rick Robbins, Eric Braasch, Dave Hollo, Ray Durston, Daniel Robbins

The committee met today to discuss the following:

Finance Committee: Megan Beeler, Chairman -

1. **SOA Report Update/Approval:** Supervisor of Assessments Durston reported the Board of Review has received seven complaints for 2021 assessments at this time. He said Cindy has completed entry of 2021 assessment changes, and they have begun work on the tentative abstract and calculating township equalization factors. Durston reported his office has still not received between 250 and 300 exemptions renewals.
2. **Capital Improvement Fund Reports Update/Approval:** Treasurer Lohman reported we received \$53,408 in coal royalties in October. Robbins stated the coal mine has been running 24/7. Beeler said there is not a lot we can do about it right now but say thank them.
3. **IMRF Update/Approval:** Beeler stated there is nothing to report at this time.
4. **Litchfield Ambulance Levy Request/Minutes/Resolution/Public Hearing Notices Update/Approval:** Beeler reported we have received the minutes from Litchfield's meeting on October 27, 2021. She stated State's Attorney Andrew Affrunti said as long as we have the minutes, we should be good.
5. **Finance/Budget Control Policies and Procedures Update/Approval:** No update at this time.
6. **Bellwether & America Recovery Plan Act (ARPA funding) Update/Approval:** Beeler said there was a special Finance Committee meeting to budget for the lost revenue and move money around. She reported that every office that was affected either had someone in attendance at the special meeting or were notified of the changes. She said we need to work on an application process for requesting ARPA money. Lohman reported a shelf in a basement vault that contained 200-year-old collector books collapsed. She asked if she could apply for ARPA funds for a project to digitize those collection records. Beeler said the automation funds are to fund digitizing projects.
7. **Cyber Liability Coverage with ICRMT Update/Approval:** Scheller Insurance Agent Eric Braasch shared information regarding the building appraisals from earlier this year. The net change was an increase of \$10,000 from \$237,000 to \$247,000. Workers compensation increased about \$7,000 in payroll from last year and it increased the premium approximately \$7,000. The issue this year is Cyber Security coverage. He stated they received another quote for \$1 million with a \$25,000 deductible. He reported the cyber premium went from \$4,000 to \$8,700, with \$15,000 more in deductible. He said the bottom line premium is \$318,000. Braasch said we are still in line with payroll dollars. He recommends that the County get Cybersecurity Coverage, but we would have to go to a Multi Factor Authentication (MFA). He said they have feelers out for other potential coverage options. Beeler said all of the MFA work would fall on the IT Department. She also said the Health Department would also have to convert to MFA, but they have a different IT Department. Fogle stated the insurance is to help you get functioning again if there is a cyberattack. **Motion by Loucks, second by Fogle, to recommend the approval of the Property Casualty Insurance premium numbers as presented. All in favor, motion carried.** Lohman reported we are levying \$325,000 for Property Casualty Insurance. She also said she asked Bellwether if he has a template for a resolution to expend the ARPA Lost revenue money.
8. **FEMA Grant Update/Approval:** Lohman reported we will get about \$30,000 and should be about complete. She also stated the electronics are not allowed to be submitted for COVID expenses.

9. **Intergovernmental Agreement between Montgomery County and Nokomis/Audubon Multi-Township Assessment District Update/Approval:** Durston reported this agreement is made every year. Beeler asked if he had considered longer contracts for any townships. He replied he likes to go year-to-year to keep the option open that someone else will take over the assessment. He said if his office hired a data collector, they would be able to do longer contracts. He also said if Montgomery County reaches an agreement on assessments for South Litchfield Township, then his office will be short-staffed.
10. **FY 2022 Change Sheet Update/Approval:** Beeler presented the list of changes needed for the FY 2022 Budget. Lohman reported with one month left we are at \$102,000 in the black. Beeler stated we shouldn't need all of the money budgeted out of office 375 for the shortfall. Loucks asked if they will move the coal money that was transferred out back, and Lohman said the transfer is not done until the very end of the month to see what is needed. Beeler said since we are on a cash basis, she or Evan Young will be available at the end of the month to sign vouchers. Lohman also reported that if Animal Control is in good shape, and encouraged that department to tighten their expenses during the last month.
11. **FY 2022 Budget Update/Approval:** Sheriff Robbins asked if he could bid out the squad cars that were put in the budget. He said he wants to get a month jump on it because supply and demand of vehicles will make it difficult to receive a new squad car in a timely manner. Beeler asked Robbins to wait until Tuesday when they vote on the budget. She also reported that in order to balance the budget we still need about \$46,000. **Motion by Beason, second by Sneed, to recommend adopting the FY 2022 Budget as presented with the changes discussed today. All in favor, motion carried.**
12. **FY 2022 Budget Appropriations, Levies and Resolutions Update/Approval:** State's Attorney Affrunti will read each of the Resolutions to adopt the FY 2022 Budget Appropriations and Levies during the full board meeting on Tuesday, November 9, 2021. **Motion by Fogle, second by Robinson, to recommend to the full board passing the Tax Levy Ordinance packet as presented providing for the levy and assessment of taxes for the County of Montgomery, Illinois for FY 2022 beginning December 1st, 2021 and ending November 30th, 2022. All in favor, motion carried.**
13. **Executive Session for Personnel/Litigation/Property Acquisition Update/Approval: (not needed)**
14. **Other Business Update/Approval:** Beeler reported the board will vote on a Resolution to Convey Deed for Parcel ID #17-35-412-002 in East Fork Township to Stephanie Cooper. She said they will also vote on an Intergovernmental Agreement for Law Enforcement Services between the Village of Panama and Montgomery County.
15. **Public Comment:** Lohman reported she is down to nine missing open enrollment forms, answering a question that had been asked by Robinson and Loucks during a different committee meeting

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

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

Meeting adjourned at 10:00 a.m. The summaries of minutes were respectfully submitted by acting secretary Christine Daniels, as Deputized by Montgomery County Clerk/Recorder, Sandy Leitheiser.

Montgomery County Board

Personnel Committee Meeting Minutes

Date: Thursday, October 28th, 2021

Time: 5:00 PM – County Board Room

Members Present: Bill Bergen, Ron Deabenderfer, Doug Donaldson, Sandra Johnson and Earlene Robinson

Members Absent: Donna Yeske and Evan Young

Others Present: Patty Whitworth, Nikki Lohman, Sandy Leitheiser, Rick Robbins and Tyson Holshouser

The committee met today to discuss the following:

Personnel Committee: Bill Bergen, Chairman -

1. **Employee Health Insurance and Monthly HRA report Update/Approval:** The employee health insurance renewal is taking place and Treasurer Lohman reported that insurance representative Amanda Mast was able to visit the health department today for an open enrollment meeting. She was planning on attending the personnel meeting but a family emergency prevented her from making it. Lohman said her office has fielded probably 50 insurance-related questions from employees who did not attend the open enrollment meetings, all of which, Lohman says, were topics Mast has covered during said meetings. Lohman asked if there was something that could be done to get more employees to attend the open enrollment meetings. Sheriff Robbins said this is an area where having a Human Resources person would help, though he said he understands why that hasn't happened. He also said employees shouldn't be calling the Treasurer's Office asking questions about health insurance. They should instead be calling the insurance company that the County is paying for. Lohman stated that she has heard the frustration in her office's employees' voices after answering 16 questions that were all answered during the open enrollment meetings. She also reported that out of approximately 150 employees, she has only received 50 insurance forms. Robinson asked if employees' coverage would stay the same if they don't turn forms in. Lohman responded that her office has to track the employees down and get the forms from them. Robinson stated that it is not the Treasurer's responsibility to babysit these people and that she doesn't understand why Lohman has to track people down.
2. **FOP Union Collective Bargaining Agreement Update/Approval:** Bergen reported that the committee did not want Covid mentioned in the Memorandum of Understanding regarding bonus pay. He said labor attorney Frazier took everything Covid-related out. Robbins stated that he hasn't heard if the union is okay with the new MOU. He said it might be, but he has not heard. Robinson asked what would happen with the contract if the committee did not agree to it tonight. Bergen said the committee would put it off for another month. Whitworth stated that she believed the more efficient option would be to approve the contract and then revisit it if something changes. **Motion by Donaldson, second by Robinson, to recommend approving the Memorandum of Understanding regarding bonus pay as written, pending the approval of the State's Attorney. All in favor, motion carried.**
3. **Review Policy/Procedures for Union Contract Addendums Update/Approval:** No discussion took place.
4. **COVID Booster and Flu Shots Update/Approval:** Coordinator Daniels reported that Judge Roberts sent an email that the Health Department will be at the Historic Courthouse on Friday, October 29 to administer Covid boosters and flu shots for anyone who needs them. She stated that approximately 25 people have signed up for the Covid booster, and that all three (Moderna, Pfizer and Johnson & Johnson) will be available. She said Hugh Satterlee decided to make boosters available to spouses of employees. She also reported that a few board members signed up for the flu shot.
5. **Executive Session for Personnel/Litigation/Property Acquisition Update/Approval: (not needed)**
6. **Other Business Update/Approval:** None.

Motion to Adjourn by Robinson and second by Donaldson. All in favor, motion carried.

Meeting adjourned at 5:35 p.m. 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, November 4th, 2021 **Time:** 8:30 AM – Conference Room, Montgomery Co. Highway Dept.

Members Present: Gene Miles, David Loucks, Connie Beck, Patty Whitworth and Jim Havera

Members Absent: Doug Donaldson and Evan Young

Others Present: County Engineer Cody Greenwood, Russell Beason, Andy Ritchie

The committee met today to discuss the following:

1. **Highway Department Surplus Property Sale Update/Approval:** Greenwood reported they have gone through the old Highway Department, and he said they would like to have an online auction to sell a lot of miscellaneous surplus items. He said he will get quotes from Aumann Auction and Langham's Auction Service who recently held a similar online auction and received good prices for the guardrail. Miles stated the items are things that need to be gotten rid of one way or another. **Motion by Beck, second by Whitworth, to recommend selling surplus Highway Department property through an online auction using the auctioneering service with the lowest auction service fees. All in favor, motion carried.**
2. **Resolution 2021-12 to Appropriate MFT/RBI Funds for the construction of Section 15-00138-00-BR – White Town Bridge on Red Ball Trail Update/Approval:** Greenwood reported that this resolution would be to expend Motor Fuel Tax (MFT) funds in the amount of \$875,000 on the White Town Bridge on Red Ball Trail. He said after utilizing Rebuild Illinois and Covid relief funds, this project would be covered without using any local money at all. Miles stated this is a project that has been talked about for years. **Motion by Loucks, second by Havera, to recommend the approval of Resolution 2021-12 to Appropriate MFT/RBI Funds for the construction of Section 15-00138-00-BR – White Town Bridge on Red Ball Trail. All in favor, motion carried.**
3. **Right of Way Acquisition for Section 15-00138-00-BR Update/Approval:** Greenwood reported they are going to have to acquire land in order to move forward with the White Town Bridge project. **Motion by Whitworth, second by Havera, to enter into executive session for the purpose of discussing land acquisition. All in favor, motion carried. Committee entered into executive session at 8:43 a.m.**
Motion by Loucks, second by Havera, to come out of executive session. All in favor, motion carried. Committee returned from executive session at 9:03 a.m. Greenwood said Prairie Engineers will be sending out letters to the six property owners to make offers for the Right of Way access and they will discuss the outcome next month to see if any further R.O.W. negotiations are needed.
4. **Resolution Appropriating Funds for the Payment of the County Engineer's Salary for 2022 Update/Approval:** Greenwood reported this is done every year, but he doesn't have information from the State yet. He stated this item would have to be tabled.
5. **Other Business Update/Approval:** **Motion by Loucks, second by Beck, to recommend the purchase of Parcel ID #16-13-177-009 in Hillsboro, IL (9.64 acres adjacent to the Montgomery County Highway Department) in the amount of \$65,000, contingent on obtaining a clear title. All in favor, motion carried.** Greenwood also reported that Infra Source who is installing the Ameren Pipeline south of town, notified the Highway Department that they will be terminating their lease as of December 3, 2021. Whitworth asked how monthly revenue that had brought in. Greenwood said it was \$3,000 per month.
6. **Public Comments:** None.

Motion by Loucks and second by Havera to pay the bills. All in favor, motion carried.

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

Meeting adjourned at 9:15 a.m.

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, November 2nd, 2021

Time: 4:00 PM – County Board Room

Members Present: Mark Hughes Tim Fogle, Sandra Johnson, Bev McCoy and
Richard Wendel

Members Absent: Bill Bergen and Evan Young

Others Present: Ron Deabenderfer, Patty Whitworth, Kevin Schott, Sandy Leitheiser and
Donnie Downs

The committee met today to discuss the following:

Safety and Elections Committee: Mark Hughes, Chairman -

1. **Ambulance Billing Office Update/Approval:** Hughes reported that Sherry Greenwood would not be attending the meeting, as her last day was November 1. Leitheiser asked if anyone had heard that Nokomis will be taking care of their own ambulance billing, similar to how Litchfield does it. Johnson said she had not heard anything about that.
2. **ETSB/911 Update/Approval:** Nothing new to report. Schott stated that things were pretty quiet right now.
3. **Elections Update/Approval:** Leitheiser reported that her office is waiting for state and congressional district maps to be finalized. She stated circulation for candidates for the 2022 Election cycle will begin in January 2022, and State Board of Elections hasn't announced the calendar yet. She said the new election equipment vendor has been on site several times delivering equipment and supplies and also reported that the Finance Committee approved the use of ARPA grant funding for election equipment. She stated that the Finance Committee could have also used ARPA grant funding to pay Election Vendor maintenance costs for the six years of the agreement but chose not to do so, but that can be re-visited at the county board level each year. She also said there was an "11th hour" bill discussed in the Illinois General Assembly's Veto Session regarding increasing precinct size to 1,200 voters sitting on the Governor's desk now, but there is no action expected to be taken at the county level to increase precinct size to that level.
4. **EPA Report Update/Approval:** Christine Daniels stated that there was not much to report on this month. She and assistant David Jenkins were supposed to perform a landfill inspection and tire facility inspection, but the IL EPA Bureau of Land Field Inspector canceled and rescheduled twice. The next rescheduled date, she said, is for Wednesday, November 10, 2021.
5. **BLH Computer Recycling Drive Update/Approval:** Daniels said the recent drive in Litchfield went well. She stated that she didn't have the weights yet, as those usually take a couple of weeks to be submitted. She added that BLH called Monday and are already preparing for drives next year. One is scheduled in Litchfield for April 30, 2022, and the other in Hillsboro on September 17, 2022.
6. **Animal Control Facility Program & Municipal Contracts Update/Approval:** Hillsboro Mayor Donnie Downs addressed the committee and asked who has the authority to handle animal complaints. Mark Hughes said the County Animal Control Officer can go into municipalities and handle situations when someone has been bitten by

an animal, or for a humane investigation. Daniels said residents who have a complaint about an animal need to get permission from their respective municipality before contacting Montgomery County Animal Control. She said that with most complaints, the sheriff's deputy or local law enforcement officer will be the ones calling animal control. Downs replied that many residents will resort to calling 911 after hours, tying up 911 for silly reasons. He also said he's tired of walking down Main Street stepping over dog excrement. Whitworth said she thinks the Mayors, the Safety and Elections Committee and State's Attorney Andrew Affrunti should get together and discuss what the County's responsibility is and what municipalities are responsible for with regards to Animal Control. Downs said he would also like to invite the Town Chiefs of Police as well. Deabenderfer said problems began when the County and individual municipalities couldn't come together on an agreement. Downs said if the County will not hold the meeting, then the City of Hillsboro will host the meeting at their City Hall.

7. **Animal Control Ordinance Update/Approval:** Deabenderfer reported on some grammatical errors he found in the Ordinance draft prepared by States Attorney Affrunti and handed out last month for a 30 day review. He also said there should be an amendment under the section relating to 'guide dogs,' adding the clause "physically handicapped or emotionally handicapped." The reasoning for this, he said, is because Hillsboro High School currently has a student who has an emotional support dog.
8. **Executive Session for Personnel/Litigation/Property Acquisition Update/Approval: (not needed)**
9. **Other Business Update/Approval:** McCoy asked why the board is considering reducing the number of committees right now. Deabenderfer said he was given multiple answers to that question. One, he said, was to save money. He admitted it would streamline things, but he said he would like to wait until next year. He also reported that if the committee restructuring conversation occurs at the next regular board meeting, the Development Committee has already made plans to introduce a motion to table the vote until later.
10. **Public Comments:** None.

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

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

Meeting was adjourned at 5:12 p.m. 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

Buildings & Grounds Meeting Minutes

Date: Wednesday, November 3rd, 2021

Time: 8:30 AM – County Board Room

Members Present: Bob Sneed, Gene Miles, Jim Havera, Russell Beason and Richard Wendel

Members Absent: Jeremy Jones and Evan Young

Others Present: Patty Whitworth, Andy Ritchie and Phil Ernst

The committee met today to discuss the following:

Building & Grounds Committee: Bob Sneed, Chairman

1. **Maintenance and Cleaning Issues and Report Update/Approval:** Ernst reported a number of items the committee might want to consider purchasing for the maintenance department. He asked if they wanted to approve purchasing a nuts and bolts bin, stating that his department is currently without one and he's never known a maintenance department to not have one. Right now, he said, they are going to Ace Hardware and purchasing nuts and bolts whenever they need them. He also asked if they wanted to get a salt spreader that hooks onto a mower, as opposed to spreading it by hand. Havera said he sees nothing wrong with purchasing one, adding that it would save time and they don't cost much money. Ernst also said he found a water softener that he doesn't believe is being used. Beason said if we have it, Ernst needs to put it on his to-do list to use it. Ernst asked if the county should have a small auger for smaller drain pipes. Sneed said he thought they had recently purchased one. Ernst said they have a big one on wheels that he doesn't believe has been used, but a small one would be used for most of their jobs. Sneed stated that Ernst should check with the Sheriff to make sure they don't have one in their office building, and then go ahead and purchase one if they don't. Miles said he is thrilled to have a maintenance technician give a thorough report and keep the committee apprised of what's going on.
2. **Pipeline Construction Damages on County Farm Update/Approval:** Christine Daniels reported that Jason Anderson called on October 14, 2021 stating that he had just met with Dawn from Ameren regarding the damages to a grass water way on the county farm. Anderson said that the Ameren pipeline project cut through a grass waterway and completely changed the way the water flows. The tile line that drains to the terrace Jason put in years ago was cut. She said Ameren has pictures of the grass waterway before construction and asked him if he could rebuild the waterway, and Jason told them to call the County. Daniels said that Ameren said they will pay for it if Jason can fix it. Evan Young met with Jason and told him to go ahead and fix it.
3. **Sidewalk Replacement at the Historic Courthouse and Jail Update/Approval:** Sneed reported that he received a call from Seward Masonry regarding sidewalk replacement and they will give a quote. He stated that he does not want to address new sidewalks this time of the year. He said if new sidewalks are installed, they could become damaged when rock salt or ice melt is dispersed during inclement weather. He said he notified Ernst recently of a trip hazard, and the problem was fixed right away. Sneed said the trip hazards can be fixed now, but he wants to hold off until spring to replace the sidewalks. The committee also decided that they would like to discuss liability issues with State's Attorney Andrew Affrunti regarding snow and ice removal.
4. **Executive Session for Personnel/Litigation/Property Acquisition Update/Approval: (not needed)**
5. **Other Business Update/Approval:** None.
6. **Public Comments:** None.

Motion to pay the bills by Miles and second by Beason. All in favor, motion carried.

Motion to Adjourn by Havera and second by Beason. All in favor, motion carried.

Meeting adjourned at 9:55 a.m. The summaries of minutes were respectfully submitted by acting secretary Christine Daniels, as Deputized by Montgomery County Clerk/Recorder, Sandy Leitheiser.