

Montgomery County Board

Buildings & Grounds Meeting Minutes

Date: Wednesday, January 6, 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, Richard Wendel
and Evan Young

Members Absent: Jeremy Jones

Others Present: Mark Brown and Shari Hutchins

The committee met today to discuss the following:

Maintenance and Cleaning Issues and Report Update/Approval:

1. **Cleaning Contract with National Maintenance & Cleaning Inc. Update/Approval:** Sneed shared a new proposal from National Maintenance & Cleaning Incorporated due to the minimum wage increase as of January 1st, 2021. They are currently cleaning four hours per day because the New Courthouse is not open as much to the public because of the COVID issue. The proposal is for no more than six hours per day at a rate of \$21.50 per hour including cleaning and paper supplies purchased by National Maintenance & Cleaning Inc. The estimated annual cost would be \$33,450. **Motion by Beason and second by Havera to approve the annual contract with National Maintenance & Cleaning, Inc., all in favor, motion carried.**
 - Generator – Bruce Sanford submitted an email with a quote from Luby for maintenance on the generators. Luby checked both generators and found them to be working correctly. The status lights on both transfer switch boxes were burned out and replaced. Luby Equipment Services submitted a bill for \$350 and recommended the replace of the following: belt, filter thermostat, gasket and the radiator hoses due to their age.
 - Mark Brown reported that about 14 plungers are needed for sinks at the jail. Brown received a price from Dan Heise of \$15 each. Brown reported they painted the interview room at the Jail as well as stripped and waxed the floor. The heater in the County Clerk's vault quit working and will need to be replaced. Brown also stated that they will need to take a load of scrap metal to Route 185 Recycling. Brown will contact Hillsboro Electric to replace a burned out bulb on a light pole in the jail parking lot because a bucket truck is needed. Brown reported the Historic Courthouse tower has been cleaned out and is ready for the tour.
2. **Coroner Office – Space Request in the Basement of the New Courthouse Update/Approval:** AS time permits, the IT department is cleaning out computer equipment in a small area next to the Coroner's Office. Young stated he or Sneed will contact Joletta Hill to see what space needs are required.
3. **Commercial Shredder Update/Approval:** Young reported there is a need from some local businesses for shredded paper for packing. We have to pay to dispose of all the shredded paper at the Courthouse Complex because the recycling vendor doesn't accept it. The cost of a commercial shredder will be about \$1,000 and the committee will review options.
4. **Elevator Issues and Estimate to replace a Circuit Board Update/Approval:** The committee discussed the light bulb being burned out for the Basement light in the elevator. Schindler submitted a proposal for a new circuit board in the amount of \$2,858 to fix the light and decided to wait until the third party elevator inspection later this spring to see if any other issues needed to be addressed.
5. **Christmas Lighting Purchase Reimbursement Update/Approval:** Sneed reported he had a couple of invoices for the Christmas lighting and candles for the Historic Courthouse to reimburse

Nancy Sleplicka and Donna Yeske of the Imagine Hillsboro group. **Motion by Miles and second by Wendel to reimburse Nancy Sleplica and Donna Yeske a total of \$803.40 for the Christmas lighting and candles. All in favor, motion carried.**

6. **Bicentennial Tour TV Commercial Request Update/Approval:** Sneed reported WSIU-TV-PBS emailed a request to do a tour and TV Commercial of the Historic Courthouse for the Bicentennial. The Committee discussed the email request of the locations they want to tour and there were no objections. Young will follow up with Sheriff Robbins.
7. **Executive Session to Discuss Personnel/Litigation/Property Acquisition Update/Approval: (not needed)**
8. **Other Business Update/Approval:** Sneed will review the Utility Bill Spreadsheet for this year to see if we saved money from last year due to the Smart Watt Project.
9. **Public Comments:** None

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

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

Meeting adjourned at 9:35 am

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

Montgomery County Board

Coordinating Committee Meeting Minutes

Date: Tuesday, December 29, 2020

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 phone, Bill Bergen, Mark Hughes, Gene Miles, Bob Sneed and Donna Yeske

Members Absent: None

Others Present: Sandy Leitheiser, Nikki Lohman, Ray Durston and Curt Watkins

The committee met today to discuss the following:

Coordinating Committee: Evan Young, Board Chairman -

1. **Information Systems Report Update/Approval:** Watkins reported CTI will be out at Animal Control today to hook up the fiber so they can be linked with the County phones and network. This will improve service and save money. The Chrome books for board members have a projected delivery of March or April 2021. They have three orders out there with different models. There is about a six month backlog for the Chrome Books. Watkins reported they have installed a new version of the LEADS 3.0 for the Sheriff's Office and that we were the first in the State to get on the IBRS network when it came on line. Looking at updating our Firewall. The subscription is up in February and we are looking to use some Cyber Security Grant funding for the hardware. We should be able to get in place without using much of the General Fund money. Watkins reported we will need some of these capabilities to help with the new 911 FLEX system. Three of the four dispatch stations are 100% functional and the fourth station needs a little more equipment to install and it takes a lot of time to run the wires. We are planning to go live in April with the new software so that other agencies can access it. This new system has its own new network so the other agencies will connect to it with its own firewall and will not have any transparencies to the County's other networks. Watkins stated we will continue to train on Cyber Security. Yeske thanked Curt for putting the Bicentennial Forms on the web. The board members' email addresses were created and will be forwarded to each board members email when the Chrome Books are being used.
2. **COVID-19 Pandemic Update/Approval:** The cases are rising.
3. **Amendment to Extend the Proclamation of a Disaster in Montgomery County Update/Approval:**
4. **Other Business Update/Approval:** Chairman Young state we will need to extend the Proclamation due to increasing cases.

Building & Grounds Committee: Bob Sneed, Chairman -

1. **Maintenance and Cleaning Issues and Report Update/Approval:** Sneed reported he has a new Cleaning Service Contract to review with the committee. The generators at the jail had some maintenance done. PBS will come and tour the Historic Courthouse. Sneed asked maintenance to do some clean up before the tour.
2. **Coroner Office – Space Request in the Basement of the New Courthouse Update/Approval:**
3. **Commercial Shredder Update/Approval:** Young reported we have had a few people approach us for our shredding to use as packing material. We currently have to pay to throw the shredding in the garbage.
4. **Elevator Estimate to replace a Circuit Board Update/Approval:** The elevator in the Historic Courthouse has the basement light out and the estimate is \$2,800 for a new circuit board. The committee discussed the possibility of not passing the Elevator inspection if it is not fixed.
5. **Executive Session to Discuss Personnel/Litigation/Property Acquisition Update/Approval: (not needed)**
6. **Other Business Update/Approval:** None

Economic Development Committee: Donna Yeske, Chairman –

1. **MCEDC Update/Approval:** Belusko will report.
2. **Revolving Loan Fund Update/Approval:** Yeske reported two RLF accounts are still paying and one is close to being paid off.
3. **Tourism Update/Approval:** Yeske stated the Committee will discuss future tourism grant funds once COVID lightens up.
4. **Develop a Regional ED Group to Implement the CEDS Document Update/Approval:** Yeske stated our regional group of counties is looking to form our own ED Group to implement the CEDS Document.
5. **Bike Trail - Drainage Update/Approval:** Yeske reported we were going to replace an existing 18" pipe culvert for better drainage. The land owner may want to upgrade it to a 24" pipe at his expense for the difference in the cost.
6. **Montgomery County Bicentennial Update/Approval:** The next Bicentennial meeting will be January 6th, 2021 at the Bank of Hillsboro. One committee is looking to find the ancestors of the original settlers of the county. Info was put on the county website. Spools are being put at the towns so they can decorate their celebration birthday cake.
7. **Executive Session to Discuss Personnel/Litigation/Property Acquisition Update/Approval: (not needed)**
8. **Other Business Update/Approval:** None

Finance Committee: Megan Beeler, Chairman -

1. **SOA Report Update/Approval:** The committee will discuss.
2. **Capital Improvement Fund Reports Update/Approval:** The committee will review.
3. **Amended Intergovernmental Agreement Centralized Emergency Dispatch Center Update/Approval:** The committee will discuss the changes submitted by Sheriff Robbins.
4. **Intergovernmental Agreement between Montgomery County and the Multi-Township Assessment District of Butler Grove-Irving-Rountree Update/Approval:** Ray Durston will present and committee will discuss.
5. **VISTRA Power Plant Legislation and Taxing Body Meeting Update/Approval:** Beeler reported the committee will discuss the settlement that was reached.
6. **Unknown Parcels of Real Estate by Recorder of Deed Offices Update/Approval:** Clerk Leitheiser shared information she received from a Zone Clerk & Recorder Conference call regarding Unknown Parcels of Real Estate by Record of Deeds Offices. The committee reviewed a legal opinion from UCCI and a list of 120 parcels. Leitheiser stated a map identifying these parcels can be provided by GIS. Committee discussed doing an RFP to hire a title company to determine the property ownership.
7. **IMRF Update/Approval:** Nothing at this time.
8. **Finance/Budget Control Policies and Procedures Update/Approval:** Beeler will report.
9. **ICRMT versus State of IL Unemployment Insurance Rate Update/Approval:** We will have an update on the new State rate from Eric Braasch.
10. **DEVNET Demonstration Update/Approval:** Watkins will set up the screen and laptop for a DEVNET demonstration.
11. **Litchfield Ambulance Tax Levy Update/Approval:** Beeler reported she has a meeting next Monday after 3:00 pm with States Attorney Affrunti to discuss the Litchfield Ambulance Tax Levy.
12. **Executive Session to Discuss Personnel/Litigation/Property Acquisition Update/Approval: (not needed)**
13. **Other Business Update/Approval:** Nothing at this time.

Personnel Committee: Bill Bergen, Chairman -

1. **Employee Health Insurance and Monthly HRA report Update/Approval:** Amanda Mast and Tony Johnstone will call in and give their monthly report. Treasurer Lohman stated that Trish is working on the HRA report.

2. **Telecommunicators Hourly Salary in Local 773 Union Contract is not Correct Update/Approval:** Sheriff Robbins sent an email reporting there is a \$.25 per hour discrepancy in the new union contract that the committee will need to address. (*Andrew will draw up an MOU*)

3. **Employee Personnel Manual Update/Approval:** Committee has been reviewing. *Andrew will draw up some language for employees to follow the County EOP and review the Acknowledgment Signature Page of the Employee Manual.*

4. **Human Resource Department Information Update/Approval:** Bergen reported Yeske gave him some information on which counties have Human Resource Departments. The committee will discuss.

5. **ICRMT COVID Vaccine Policy Update/Approval:**

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

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

Road & Bridge Committee: Gene Miles, Chairman –

1. **New Highway Department Update/Approval:** Miles reported they are still waiting on the Electrician to start the work.

2. **Resolution Appropriating Funds for the Payment of the County Engineer's Salary for 2021 Update/Approval:** The committee will discuss.

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

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

Safety and Elections Committee: Mark Hughes, Chairman -

1. **EMA Report Update/Approval:** Hughes stated that Nimmo will report.

2. **Ambulance Billing Office Update/Approval:** Hughes stated the committee will discuss.

3. **ETSB/911 Update/Approval:** Bergen reported they received their end of the year financial report and the savings went up \$84,000 due to coming in low on the bids compared to the original estimates on the new 911 equipment project.

4. **Elections Update/Approval:** Leitheiser stated IT is diligently working on planning for the April 6th, 2021 Consolidated elections. Local election, Municipal, Library, Township, the clerks are the election authority for their candidates. A list of candidates will be sent to Leitheiser's Office so the ballots can be created.

5. **EPA Report Update/Approval:**

- Delegation Agreement: Committee will discuss the proposed new five-year Delegation Agreement that would start on July 1st, 2021.
- Spring 2021 Tire Collections: working with EPA on setting up a tire collection for the Township and Municipalities this spring or early summer.

6. **Animal Control Facility Program Update/Approval:** Hughes stated he spoke with Warden Daniels and the court case regarding the Great Pyrenees dogs that are still impounded. Sneed questioned why the Red Truck was at the Police Station in Litchfield and Coordinator Daniels responded that it is parked there so the animal control employee that lives in Litchfield can access it easier to respond to calls in the Litchfield area. Beeler stated the Animal Control Ordinance needs to be amended to reflect the Animal Control Administrator designation be changed to the Safety and Elections Chairman from the HWE Committee Chairman. The committee will discuss the municipal contracts. There are some towns that aren't paying for services.

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

8. **Other Business Update/Approval:**

PUBLIC COMMENTS: None

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

Meeting adjourned at 9:40 am.

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

Montgomery County Board

Economic Development Committee Meeting Minutes

Date: Monday, January 4, 2021

Time: 5:30 PM – County Board Room

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

Members Present: Donna Yeske, Ron Deabenderfer, Mark Hughes, Bev McCoy, Andy Ritchie, Patty Whitworth and Evan Young

Members Absent: None

Others Present: Sandy Leitheiser and Val Belusko

The committee met today to discuss the following:

- 1. MCEDC Update/Approval:** Valerie Belusko explained her role working for U of I and MCEDC to the new committee members. Belusko then went over the information in the ED binders. Belusko stated the Enterprise Zone is highly underutilized and the MCEDC has identified this as a goal for her to work on. Belusko stated we have an Opportunity Zone in the Coffeen area and it has not been utilized because a group of investors are needed for that program. Belusko stated the Revolving Loan Fund was discussed quite a bit in November and it needs to be looked at and re-visited. Belusko asked for input and ideas to take back to the RLF Committee. Belusko stated the EDA info in the book will need to be updated and explained the Hotel Motel Tax info in the book. Belusko stated she met with non-English speaking businesses and gave info regarding the business grant opportunities. Belusko shared concerns these businesses are having while dealing with the COVID issues. Belusko reported that 16 businesses in Montgomery County received money from the last state BIG grant round. Belusko reported she was working with Whisper Internet and they applied for some Federal Grants and they have now put Montgomery County on the back burner. She will try and schedule a meeting this week to see if they will be willing to work with some county elevators to put up antennas. MCEDC identifies this as a need and CTI can't get to the Rural people. Belusko reported MCEDC is working with Litchfield School District, LLCC and some people in CEDS group on a new Project. There could be a large grant involved in January. Belusko stated they are hoping to expand the I Dream, I Create Program to all four of our School Districts. Belusko reported there were a series of Tourism Videos done that involved the Drive In, both Hillsboro & Litchfield Lakes, the Opera House Brewery. Belusko stated these are on the MCEDC website and she will work with Rivers and Routes Tourism Bureau to get these on their website.
- 2. Revolving Loan Fund Update/Approval:** Belusko reported the RLF balance is \$88,462.25 and the two clients have been making payments as of November. There are also two loans out to communities and they pay back with their tax bill revenue. As of November, Panama owes \$6,000 and Witt owes \$10,000. Belusko stated the RLF board members are approved and not appointed by the County Board so they don't have to comply with the Open Meetings Act. The board is made up of county bankers and they make sure the bankers are the President or Vice-President of the banks. Board members are spread out around the County. The original RLF Ordinance was signed in November 2006. Yeske will check with States Attorney Affrunti regarding the public open meetings act part of the RLF Board. Litchfield and Hillsboro RLF's make public the names of the businesses awarded RLF money. Yeske stated she put \$100,000 in the 375 budget for future RLF needs. Yeske is the county appointed liaison for MCEDC and serves as their Treasurer. Belusko stated the

current MCEDC website needs work and she has asked the board for funding to have a professional work on it. Belusko stated MCEDC has a reserve.

3. **Tourism Update/Approval:** Rivers and Route Tourism Bureau is free and they highlight some of our communities in our County. Val had reservations about Illinois South Tourism and felt that after Macoupin joined Great Rivers and Routes it was time to switch. We approved a ¼ page ad in Rivers and Routes Magazine and it will come out in March. MCEDC does a lot of paid ads out of their money. **Rivers and Routes:** Belusko stated she is the liaison to the Rivers and Routes Tourism Bureau and their next meeting is scheduled for January 21st, 2021 at 9:00 am.
4. **Develop a Regional ED Group to Implement the CEDS Document Update/Approval:**
5. **Bike Trail - Drainage Update/Approval:** Yeske reported she spoke with the land owner to replace an 18" culvert for \$500 and they wanted a 24" culvert. The land owner has to pay the difference for the larger pipe.
6. **Montgomery County Bicentennial Update/Approval:** Next meeting is Wednesday at 5:00 pm at the Hillsboro Bank. Whitworth stated she talked to Rodney Davis to get some souvenir from the White House for the Bicentennial.
7. **Proclamation to Celebrate the 200th Birthday of Montgomery County Update/Approval:** Yeske shared a copy of the Proclamation that she gave to States Attorney Affrunti for review. **Motion by Whitworth and second by Hughes to recommend the approval of the Proclamation pending approval of the States Attorney. All in favor, motion carried.**
8. **Executive Session to Discuss Personnel/Litigation/Property Acquisition Update/Approval: (not needed)**
9. **Other Business Update/Approval:** Deabenderfer asked about a **Cupcake Ordinance** for a county resident baking cupcakes in her home. The Health Department told her she can't sell food from her home. Anyone handling food has to have a food handling license. Young suggests having Hugh Satterlee or designee come to the next meeting to explain the food ordinance.
10. **Public Comments:** None

There were no bills this month.

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

Meeting was adjourned at 7:00 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, January 8, 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, Tim Fogle, David Loucks, Earlene Robinson, Bob Sneed and Evan Young – Andy Ritchie also attended

Members Absent: None

Others Present: Ray Durston, Sandy Leitheiser, Rick Robbins, Nikki Lohman, Shari Hutchins and Beeler girls.

The committee met today to discuss the following:

1. **SOA Report Update/Approval:** Durston reported the Board of Review has received 33 complaints at this time and the 2020 assessment changes have been published. The SOA office will continue to do the assessment work for Grisham-Walshville-East Fork and they will also be doing the assessment work for Audubon-Nokomis & Butler Grove-Irving-Rountree Multi Township Assessment Districts. Durston reported GIS Technician Kevin Brink has completed the update of roadway centerline data for Next Generation 911 and is working on updating cemetery maps with data from the Genealogical Society when time permits. Durston stated he hosted an Assessor meeting on December 30th, 2020 with three Assessors in attendance.
2. **IL Next Gen 911 Grant for an updated Flyover Update/Approval:** Ray Durston reported there is an IL Next Gen 911 Grant available for an updated Flyover. Sheriff Robbins reported we applied last year and Beeler stated we will apply again this year. Durston reported Trent Pell will be sending a quote for a flyover to 911 Coordinator Ed Boyd that will be submitted with a NG 911 grant application. Sheriff Robbins stated 911 is purchasing an ESRI mapping product.
3. **Capital Improvement Fund Reports Update/Approval:** The committee reviewed the report and Beeler stated about \$103,000 in coal royalty was received in December and is not on the report yet.
4. **Amended Intergovernmental Agreement Centralized Emergency Dispatch Center Update/Approval:** Sheriff Robbins had some amendments and the committee will review for 30 days. The committee will need to review the financial side of the agreement and the 911 – ETSB board will also review at their meeting and advise.
5. **Intergovernmental Agreement between Montgomery County and the Multi-Township Assessment District of Butler Grove-Irving-Rountree Update/Approval:** SOA Durston presented an Intergovernmental Agreement with the Multi-Township Assessment District of Butler Grove-Irving-Rountree. Leitheiser stated if a Township drops below a certain population it forces them into a Multi Township Assessment. **Motion by Loucks and second by Sneed to recommend the approval of the Intergovernmental Agreement between Montgomery County and the Multi-Township Assessment District of Butler Grove-Irving-Rountree. All in favor, motion carried.**
6. **VISTRA Power Plant Legislation and Taxing Body Meeting Update/Approval:** Durston stated there is nothing new to report on the VISTRA Coffeen Power Plant Assessment and the 2020 assessment value for fifteen parcels in the 2017 agreement is at \$21,500,000. Work will continue on the 2021 and 2022 assessments after the appraisal of the power plant is completed.
7. **Unknown Parcels of Real Estate by Recorder of Deed Offices Update/Approval:** Clerk Leitheiser shared a packet of information regarding the 120 unknown parcels of real estate recorded in the deeds offices. This happens when deeds with legal descriptions are done incorrectly and Leitheiser shared she is bound by law to record these documents. The packet included a letter from

Giffin, Winning, Cohen & Bodewes Attorneys at Law giving a legal opinion on this issue. It states "Although recognizing the cost associated with an appropriate title search by a reputable title company, nevertheless, it is our opinion it is the only process for protecting a unit of government prior to assessing taxes, pursuing ownership rights or other legal rights". Leitheiser stated she and Durston's Office has researched these properties over the past few years and the list of 120 parcels are what is left where they couldn't find any records of ownership. Leitheiser drafted a Request for Proposal for a Title Search and Ownership Determination Document Preparation Services to Determine Ownership for Unknown Parcels in Montgomery County, Illinois. Most of the 120 parcels do not have an assessment and may have a structure on them. Leitheiser stated another option that some counties do, would be to let the County Trustee handle selling these; however the 120 parcels would have to be assessed by the SOA. Tax bills would be generated and sent out and would come back because there is no owner or address. After a few years, we then get these to go through the tax sale process. The new owners would pay for new surveys and legal descriptions. Beeler stated we will do a 30 day review of the RFP and get input from States Attorney Affrunti on how to proceed with identifying these properties.

8. **IRS Mileage Rate Reimbursement for 2021 Update/Approval:** Committee reviewed an update from IRS regarding a change in the Mileage Rate Reimbursement for 2021. It was \$.575 for 2020 and it is decreasing to \$.56 for 2021. **Motion by Loucks and second by Fogle to recommend the approval of the IRS Mileage Reimbursement at \$.56 per mile. All in favor, motion carried.**
9. **IMRF Update/Approval:** Lohman reported IMRF contributors are listed on the County Web Site.
10. **Audit Update/Approval:** Auditors from Scheffel Boyle have been on site this week and started the annual audit. Treasurer Lohman introduced the lead auditor to the Finance Committee. They plan to be on site through next week.
11. **Finance/Budget Control Policies and Procedures Update/Approval:** Beeler stated she has been working on these policies.
12. **ICRMT versus State of IL Unemployment Insurance Rate Update/Approval:** Beeler reported the board approved a couple of months ago to go with ICRMT for our Unemployment Insurance at a rate of 0.562% and the State Rate came in at 0.775%. So there is an additional savings from the .625% that was for the original correspondence.
13. **DEVNET Demonstration Update/Approval:** Treasurer Lohman used a laptop with a projector and screen to give an overview and presentation of the DEVNET software and some of its tools and capabilities.
14. **Litchfield Ambulance Tax Levy Update/Approval:** Beeler reported the City of Litchfield has decided to wait on the Litchfield Ambulance Tax Levy increase and ask voters. Leitheiser stated she will send post cards to everyone in their district informing them of the possible tax increase. The City of Litchfield wants to increase their tax levy up .15% to .45% and States Attorney Affrunti is looking into the special service areas and which level of government is supposed to be appointing the board members to the ambulance districts.
15. **COVID-19 Business Grants Update/Approval:** The committee discussed keeping this issue on their agenda in case the need comes up. MCEDC gave a report last week regarding the BIG grant that was awarded from the State to some County Businesses.
16. **HB 163 Amendment #2 Update/Approval:** The committee discussed amendment #2 to HB 163 that would destroy law enforcement's ability to keep communities safe. This bill was drafted without input from law enforcement. This would be a huge expense to the county for law enforcement and more legal proceedings in the States Attorney's Office. Sheriff Robbins stated the lame duck session ends next Wednesday and action will take place quickly. There is little time to pass a Resolution as Chairman Young suggested so the committee discussed sending out a letter to State Representatives opposing amendment #2 to HB 163. **Motion by Sneed and second by Beason to send a letter from the Finance Committee to State**

Representatives Opposing Amendment #2 to HB 163. All in favor, motion carried. Chairman Young will send out an opposing letter as well on his own letter head.

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

18. Other Business Update/Approval: Sherriff Robbins stated he can file for worker's compensation for any front line responders that miss work due to COVID. Robbins reported Insurance Rep Eric Braasch has been a great help with these cases and we should be getting some money back from Worker's Comp. Robbins stated there are several inmates currently that have tested positive for COVID. Leitheiser stated she has an employee that tested positive for COVID and we need a memo to employees across the board that the FFCRA has expired as of December 31st, 2020. Lohman agreed a memo needs to be sent out. Businesses can voluntarily give the pay or time off and get a tax credit, however the tax credit doesn't apply to government.

- a. Sheriff Robbins reported that due to COVID related employee absences, his budget has been greatly impacted. He is posting for a new Telecommunicator as they are one short and at the end of February another TC is retiring. Robbins stated that Telecommunicators can be hired without certification and can be trained for four to six months in house to be certified. Getting new software to train on in April.
- b. Young asked the committee about paying the new board members for the Orientation meeting they attended before they were sworn in. The new board members will be told to put this meeting on their next per diem voucher.
- c. Beeler urged Committee Chairman to go over their budgets each month for offices that may be over on their expenses.

19. Public Comments: None

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

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

Meeting was adjourned at 10:30 am.

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 Personnel Committee Minutes

Date: Wednesday, December 30th, 2020

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 by phone, Donna Yeske and Evan Young

Members Absent: None

Others Present: Nikki Lohman, Andrew Affrunti, Sandy Leitheiser, Patty Whitworth, Amanda Mast and Tony Johnston

The committee met to discuss the following:

- 1. Employee Health Insurance and HRA Report Update/Approval:** Amanda Mast of Esser Hayes Insurance Group gave a brief overview of the employee insurance ending 2020, 2019 and 2018. Health Alliance showed a loss of \$72,767 ending November 2020 for our group. The Catastrophic Claims over \$30,000 was \$311,057 which was 41.4% of our claims. The HRA utilization for 2020 is 17% and there was \$99,303 paid of \$589,012.50 total. There were 47 COVID testing claims for 2020 at a cost of \$7,740.39 to Montgomery County. When the COVID vaccine becomes available it will be covered at 100% at no cost to the employees. Front line workers will get the vaccine through the health department and is paid for by the Federal Government. Johnston stated the vaccine will cost about \$40 if you go to your doctor or health care provider and will be paid by our insurance.
- 2. Telecommunicator Hourly Salary in Local 773 Union Contract is not Correct Update/Approval:** The committee reviewed a memo from Sheriff Robbins regarding a typo on the new Local 773 contract in which a telecommunicator's hourly wage was incorrect. The telecommunicator's have been paid the correct amount, but needs corrected in the contract. State's Attorney Andrew Affrunti will draft a MOU to correct this issue.
- 3. ICRMT Memo Regarding EEOC Guidance and other Considerations for COVID Vaccination Policies Update/Approval:** The Committee reviewed the informational EEOC Guidance and Other Considerations for COVID Vaccination Policies submitted by ICRMT. These guidelines would be used for employers that mandate the COVID Vaccination. The committee decided not to mandate the COVID vaccination for County employees. Discussion took place on when and where the county employees would be offered the vaccine.
- 4. Human Resource Department Information Update/Approval:** Yeske shared a report comparing a few counties similar to our population on whether they had a Human Resource Department. The report showed that most counties do not have this department. If there is an issue it is brought to the attention of the County Board Chairman and the State's Attorney. Donaldson said that Bambi is a private vendor that provides human resource services and he offered to look into. Young stated we probably we don't need it. Yeske stated we don't need an HR because employees under union contracts wouldn't apply. Affrunti stated the HR person usually only handles issues for the non-union employees. Clerk Leitheiser asked if there is a need for HR so that office holders could go to for questions. Lohman said that when an employee has Health Insurance questions her office revers the employee to call CIBC and IMRF Pension questions goes to the IMRF office. Lohman suggested that each office holder have a list of emergency contact numbers for their employees in each department.
- 5. 2020 Unused Vacation Carryover Update/Approval:** Bergen reported this issue was approved at last month's committee meeting however was tabled at the board meeting. Young stated it was because the number of employees this would affect and the cost was questioned. It looks like it effects three department heads that worked during the COVID shut down between March and June that did not have time to take all their vacation time. Treasurer Lohman will help find out if this

issue only affects three employees. Clerk Leitheiser stated the discussion of increasing the vacation buyback to help alleviate the issue took place earlier year, but the board did not agree to that. The committee has approved allowing the 2020 carryover vacation days to be taken by the end of March 2021. This is a onetime allowance made due to COVID-19.

6. **FFCRA Leave Update/Approval:** Treasurer Lohman stated the FFCRA Mandatory Leave was not extended and will expire on December 31st, 2020. Clerk Leitheiser read an email she received from Attorney Jane May of OKGC that stated the mandatory paid FFCRA leave benefits expire on 12/31/20. There is no economic benefit for public employers to extend the FFCRA paid leave on a voluntary basis.
7. **Employee Personnel Manual Update/Approval:** Coordinator Daniels gave committee members a draft of the ICRMT suggested changes to the employee manual the committee discussed last year. The appendixes will be inserted after the page that they are presented. Attorney Affrunti will draft some language for the manual regarding following the county Emergency Operations Manual. The committee also discussed the Acknowledgement page that the employees will sign off on and States Attorney Affrunti will review and recommend any changes. Daniels will have an updated draft ready for the next Personnel Committee to review.
8. **Executive Session to Discuss Personnel/Litigation/Property Acquisition Update/Approval:**
(not needed)
9. **Other Business Update/Approval:** None
10. **Public Comments Update/Approval:** None

Motion to adjourn by Donaldson and second by Bergen. All in favor, motion carried.

Meeting adjourned at 6:55 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, January 7, 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 and Shari Hutchins

The committee met today to discuss the following:

1. **Resolution #2021-01, BLR 09221 – Resolution Appropriating Funds for the Payment of the County Engineer’s Salary for 2021 Update/Approval:** Greenwood gave an overview of the County Engineer Salary Program offered by the State that we joined in 2017. The State pays half of the Engineer’s Salary from Federal to MFT State funds. Greenwood explained the State recommended salaries are established by a ranking system considering the following five factors: County MFT Allotment, land mileage, population, assessed valuation and system vehicle miles of travel. The 2021 state recommendation for Montgomery County is \$112,700 and the minimum salary is 95% to stay in the program. The minimum would then be \$107,065 for Greenwood’s salary. **Motion by Doug Donaldson and second by Patty Whitworth to recommend Resolution #2021-01, BLR 09221 Appropriating Funds for the Payment of the County Engineer’s Salary for 2021 in the amount of \$108,000. All in favor, motion carried.**
2. **Resolution #2021-02, 2021 MFT Resolution Update/Approval:** The committee reviewed and discussed the annual MFT Resolution in the amount of \$1,137,000. Greenwood stated we usually only spend about one half and the balance stays in the fund. Young stated we can save up for several years to work on a larger project. MFT Funds are a monthly disbursement. **Motion by Whitworth and second by Donaldson to recommend the approval of Resolution #2021-02, 2021 MFT Resolution. All in favor, motion carried.**
3. **New Rotary Cutters Purchase Update/Approval:** Greenwood reported they are looking to trade in the Rhino mowers purchased in 2014 and would like to purchase one each of a John Deere model M15 from Sloan’s Implement in the amount of \$19,781.28 and a Bush Hog model 3815 from Sievers for \$19,875. Trade ins offered is \$5,000 each which is not included in the above prices and Greenwood feels this is a fair trade in offer. **Motion by Loucks and second by Havera to recommend the purchase of the John Deere model M15 from Sloan’s Implement for \$19,781.28 less the \$5,000 trade in. All in favor, motion carried. Motion by Donaldson and second by Havera to recommend the purchase of Bush Hog Model 3815 from Sievers for \$19,875 less the \$5,000 trade in. All in favor, motion carried.**
4. **New Highway Department Update/Approval:** Waiting for Lyerla to rough in the electrical at the new building so drywall can be put in. Greenwood is working on picking out flooring and furnishings will be next. No target date to move down there yet. Sale of old property revenue will go back into the coal fund.
5. **Executive Session to Discuss Personnel/Litigation/Property Acquisition Update/Approval (not Needed):**
6. **Other Business:** Greenwood will list the surplus items like guardrail for next month’s meeting and explained other projects coming up so the new committee members would be brought up to date.
8. **Public Comments:** None

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

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

Meeting adjourned at 9:50 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, January 5, 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, Bev McCoy, Richard Wendel and Evan Young

Members Present: None

Others Present: Sandy Leitheiser and Shari Hutchins

The committee met today to discuss the following:

1. **EMA Report Update/Approval:** Young reported Nimmo has still been very busy with handling COVID issues in Christian and Montgomery Counties.
2. **Ambulance Billing Office Update/Approval:** Hughes reported he spoke with Sherry Greenwood and everything is going ok with Ambulance billing.
3. **ETSB/911 Update/Approval:** Bergen reported the 911 budget was projected to be \$200,000 negative but with good equipment purchases they ended up \$84,000 in the black.
4. **Elections Update/Approval:** Clerk Leitheiser stated the April 6th, 2021 election will be the only election this year and shared a handout listing the entities of Government that have elections this spring. A Public question has been filed for adding a public tax rate for a Nokomis Cemetery.
5. **EPA Report Update/Approval:**
 - Delegation Agreement – Coordinator Daniels reported we are still waiting on a copy of the new five year Delegation Agreement from IL EPA.
 - Spring 2021 Tire Collections- Coordinator Daniels reported she is working with Bev Seamon at the highway department to get a county-wide list and count of the tires collected of the roads by all the Township and Municipalities. Daniels will then contact IL EPA to see if we can schedule a Tire Collection this spring or summer.
6. **Animal Control Facility Program Update/Approval:**
 - The Committee discussed the need to look at the current fee structure for animal control services next month.
7. **Executive Session to Discuss Personnel/Litigation/Property Acquisition Update/Approval: (not needed):**
8. **Other Business Update/Approval:** None
9. **Public Comments:** None

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

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

Meeting was adjourned at 4:35 pm. The summaries of minutes were respectfully submitted by acting secretary Christine Daniels, as Deputized by the Montgomery County Clerk/Recorder, Sandy Leitheiser.