

HILLSBORO *health*

THERAPY SERVICES

JOIN US FOR A

Ribbon Cutting

To celebrate the opening of our new physical,
occupational and speech therapy building!

FRIDAY, DECEMBER 12
4 TO 5:30 P.M.

Tour our new facility and enjoy light refreshments

1200 E. TREMONT STREET, SUITE 100
HILLSBORO, ILLINOIS



Montgomery County Board
Coordinating Committee Meeting Agenda
County Board Room, 2nd Floor, Historic Courthouse
#1 Courthouse Sq. Hillsboro, IL 62049

8:30 a.m. Wednesday, November 26, 2025

Members Present: Doug Donaldson, Mark Hughes, Ethan Murzynski, Andy Ritchie, Chad Ruppert, Dr. Patty Whitworth

Members Absent:

Others Present:

Pledge of Allegiance:

Public Comments:

Coordinating Committee: Doug Donaldson, Board Chairman

1. Information Systems Report Update/Approval:
2. Privacy Notice Policy Update/Approval:
3. EMA/EPA Report Update/Approval:
4. Ad Hoc Committee to Address SB3455 Wooded Acreage Assessments Update/Approval:
5. Farm Bureau Office Space Update/Approval:
6. Mayor's Meeting Date Update/Approval:
7. Other Business:

Development & Personnel Committee: Chad Ruppert, Chairman

1. MCEDC Update/Approval: Kaitlyn Fath
2. Animal Control Update/Approval:
3. Circuit Clerk Local 148 Contract Update/Approval:
4. SOA Local 1084 Contract Update/Approval:
5. DCEO Energy Transition Grant Update/Approval:
6. Energy Omnibus Legislation Update/Approval:
7. Montgomery First Community Engagement Update/Approval:
8. County Starting Salary Update/Approval:
9. Training Reimbursement Policy Update/Approval:
10. Other Business:

Buildings and Grounds: Mark Hughes, Chairman

1. Maintenance Report Update/Approval:
2. EV Charging Station Request Update/Approval:
3. DCEO County Board Room Grant Update/Approval:
4. County Farm Lease Update/Approval:
5. Other Business:

Roads and Bridges Committee: Ethan Murzynski, Chairman

1. County MFT Resolution Update/Approval:
2. Other Business:

Finance and Budget Committee: Andy Ritchie, Chairman

1. SOA Office Update/Approval:
2. Capital Improvement & Coal Fund Reports Update/Approval:

3. Montgomery County Fair Board Request Update/Approval:
4. 2026 IRS Mileage Rate Update/Approval:
5. Pre-Approved Payment List Update/Approval:
6. Coal Fund Voucher Process Update/Approval:
7. Other Business:

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

Meeting adjourned at a.m. The summaries of minutes were respectfully submitted by acting secretary Mike Plunkett, as deputized by Montgomery County Clerk/Recorder Sandy Leitheiser.



Privacy Notice

This page informs you of our policies regarding the collection, use and disclosure of personal data when you use Montgomery County website <https://montgomerycountyil.gov>. The notice covers the following topics:

- Information collected and how it is used
- Personal information
- Disclosure Information
- Cookies
- Security
- Use of Third-Party Services
- Children's Privacy Protection
- Contact Information

Information Collected and How it is Used

If you do nothing during your visit to our website but browse, read pages, or download information, we will gather and store certain information about your visit. This information **does not identify** you personally. We automatically collect and store the following information about your visit:

1. The Internet Protocol Address and domain name used. The Internet Protocol address is a numerical identifier assigned either to your Internet service provider or directly to your computer. We use the Internet Protocol Address to direct Internet traffic to you. This address can be translated to determine the domain name of your service provider (e.g., xcompany.com or yourschool.edu);
2. The type of browser and operating system you used.
3. The date and time you visited this site;
4. The web pages or services you accessed at this site; and
5. The website you visited before coming to this website.

The information we automatically collect or store is logged and used by Montgomery County only to improve the content of our web services and to help us understand how people are using our services. Montgomery County analyzes this information to determine how our website is being used, so that we may continually improve the site's usefulness to the public.

Personal Information

"Personal information" is information about an individual that is readily identifiable to that specific individual. Personal information includes personal identifiers such as an individual's name, address, phone number, driver's license number and Social Security number. A domain name or Internet Protocol address is not considered personal information. The County does not collect personal information about an individual unless that individual chooses to voluntarily participate in an activity that asks for information (e.g., sending an e-mail or participating in a survey). If an individual chooses not to participate in these activities, that choice will in no way affect that individual's ability to use any other

feature of the Montgomery County websites. If personal information is requested on the website or volunteered by the user, State law and the federal Privacy Act of 1974 may protect it. However, this information is a public record once an individual has provided it and may be subject to public inspection and copying if not protected by federal or state law.

Disclosure Information

Montgomery County may share personally identifiable information you provide to us online with representatives within the Montgomery County Administration and related entities, other government agencies, or other named representatives as needed to speed your request or transaction. In a government-wide effort to combat security and virus threats, we may share information we collect automatically, such as IP addresses, with other government agencies. Montgomery County also may disclose information pursuant to a request made under the Illinois Freedom of Information Act ("FOIA") or court order, if such information is not protected by federal or state law.

Also, the law may require us to share collected information with authorized law enforcement, homeland security, and in case of national security activities. See the Privacy Act of 1974 below. We do, however, endeavor to restrict employee access to any personal information except where necessary to perform required duties.

Cookies

A "cookie" is a small data file transferred by a website to your computer's hard drive. You are sent cookies when you surf <https://montgomerycountyil.gov>, make online payments, respond to online surveys, or request information. Accepting <https://montgomerycountyil.gov> cookies does not give us access to your Personally Identifiable Information, but we can use the cookies to identify your computer. The aggregate information collected permits us to analyze traffic patterns on our Site. This can enable us to provide you with a better experience on our website.

Most browsers automatically accept cookies, but you can usually refuse cookies, or selectively accept certain cookies, by adjusting the preferences in your browser. If you turn off cookies, there may be some features of our site that will not be available to you and some web pages may not display properly.

Security

Need to describe any county specific security measures/processes here.

Third Party Services

Does the county use any third-party services for website functions? Payments, transactions, links etc. Describe here.

Children's Privacy Protection

Montgomery County, IL believes that protecting children's privacy online is extremely important. Montgomery County, IL respects national and international laws, including the Children's Online Privacy Protection Act ("COPPA"), which applies in the United States. Montgomery County, IL is not directed to children under the age of thirteen (13) and does not knowingly collect personal information.

Contact Us

If you have any questions or concerns about Effingham County, Illinois' use of your information or about this Privacy Statement please contact us.

Montgomery County, IL

#1 Courthouse Square
Hillsboro, IL 62049

Email address



Montgomery County Board Administration Office

*#1 Courthouse Square
2nd Floor – Room 202
Hillsboro, Illinois 62049*

Phone: 217-532-9577

E-Mail: cbadmins@montgomerycountyil.gov

November 18, 2025

TO: Illinois Department of Revenue
RE: Public Act 103-1002 Recommendations

The members of the Wooded Acreage Ad Hoc Advisory Committee, gathered at the Historic Courthouse in Hillsboro at their meeting on November 18, 2025 voted in the affirmative to recommend the following considerations for the study to evaluate the property tax system required by Public Act 103-1002.

- Regarding the local and state appeal process, the Ad Hoc Committee recommends legal notice publication of the process is included with the required annual assessment change publication and quadrennial publication.
- Because variability in assessments hampers economic development, the Ad Hoc Committee recommends a statewide assessment process that is less reliant on market values.
- Because in rural areas increases in assessed value are usually driven more by market values rather than economic development, the Ad Hoc Committee recommends required Truth in Taxation public hearings when the percentage levy increase exceeds the percentage of assessed value increase from new construction.
- The State of Illinois should reexamine the requirements for unit of local government to extend and increase debt ceilings.
- The State of Illinois should statutorily lessen the reliance of education funding on local property tax levies.

*Recommend by the Wooded Acreage Ad Hoc Advisory Committee
this 18th day of November 2025*

AYES: 6 NAYS: 0 PRESENT: 0 ABSTAIN/ABSENT: 1

Russell Beason, Committee Chair

Farm Bureau Office Space

2 messages

Katie Wilson <kwilson@montcofb.com>

Tue, Nov 4, 2025 at 10:26 AM

To: Mike Plunkett <mikep@montgomerycountyl.gov>

Mike,

Not sure who the proper channels are, but thought you could share this with Doug and anyone else who should be in the loop.

LLCC is ending their lease with us in January 2026. We will have their computer lab, classroom, office, and front desk area available for rent. Since the County has frequently used our board room, I wondered if there would be any interest in some new space?....usage of the room could probably be figured into lease language if that would be a draw.

Let me know if anyone would like to come see the space or has questions. Just wanted to start the conversation.

Thanks!

Katie Wilson, FBCM, Manager

E: kwilson@montcofb.com

P: 217-532-6171

W: www.montcofb.com



Montgomery County Board
Development & Personnel Committee Meeting Agenda
County Board Room, 2nd Floor, Historic Courthouse
#1 Courthouse Sq. Hillsboro, IL 62049

5:00 p.m. Monday, December 1, 2025

Members Present: Chad Ruppert, Bill Bergen, Chris Daniels, Jeremy Jones, Russell Beason, Doug Donaldson

Members Absent:

Others Present:

1. Pledge of Allegiance:
2. Public Comment:
3. MCEDC Update/Approval: Kaitlyn Fath
4. Animal Control Update/Approval:
5. Circuit Clerk Local 148 Contract Update/Approval:
6. SOA Local 1084 Contract Update/Approval:
7. DCEO Energy Transition Grant Update/Approval:
8. Energy Omnibus Legislation Update/Approval:
9. Montgomery First Community Engagement Update/Approval:
10. County Starting Salary Update/Approval:
11. Training Reimbursement Policy Update/Approval:
12. Other Business:

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

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

Meeting adjourned at p.m. The summaries of minutes were respectfully submitted by acting secretary Mike Plunkett, as deputized by Montgomery County Clerk/Recorder Sandy Leitheiser.

November 2025 Inventory

Dogs

Intact male-3

Intact female-4

Sterile male-3

Sterile female-1

Puppies

Intact male-0

Intact female-1

Sterile female-0

Sterile male-1

Cats

Intact male-0

Intact female-2

Sterile female-1

Sterile male-1

Kittens

Male-4

Female-2

Foster

Dog/Puppy-14 male, 16 female

Cat/Kitten-12 male, 24 female

Incidents between two dates by completion type



Criteria:

Enter the from date: 11/01/2025

Enter the to date: 11/30/2025

Animal Impounded

Date	Incident Code	Type	Caller	Notes	Victim	Suspect	Dispatch	Dispatched	Responded	Completed
11/03/2025 09:30:00	2511-101	Owner Surrender	Presnell, Twila H:899-9936 W: C:	25-266 stray kittens, owner overwhelmed			313 Lynne Anue Nokomis Illinois 62075	11/03/2025 09:30:00 triciap		11/03/2025 09:41:59
11/05/2025 09:40:00	2511-103	Sick/injured animal	Animal medical Center H: W: C:	injured cat			321 W Colombian Blvd. Litchfield Illinois 62056	11/05/2025		11/05/2025 14:00:00
11/07/2025 14:30:00	2511-106	Owner Surrender	Watkins, Donald H:(217) 891-0584 W: C:	25-271 owner surrender			Illinois	11/07/2025 09:05:00 triciap		11/07/2025 09:05:00
11/12/2025 09:00:00	2511-109	Sick/injured animal	Kim & Kevin Schmitz H: W: C: (217) 313-9964	25-274 sick/injured stray cat			302 S. Cedar St Nokomis Illinois 62075	11/12/2025 09:00:00 triciap		11/12/2025 15:20:00
11/12/2025 10:46:42	2511-108	Aggression	City of Witt H:(217) 971-7110 W:(217) 594-2814 C:	25-273 aggressive dogs RAL		Hartline, Theresa Kennedy, Dennis	303 N. Stuart Witt Illinois 62094	11/12/2025 10:47:39 triciap	11/12/2025 13:00:00	11/12/2025 13:30:00
11/14/2025 15:00:00	2511-112	Stray	City of Nokomis H:(217) 563-2514 W: C:	25-277 stray dog turned in to Nokomis city hall		Eller, Schara	22 S. Cedar St. Nokomis Illinois 62075	11/15/2025 08:00:00 triciap	11/15/2025 08:00:00	11/15/2025 08:45:00
11/17/2025 11:29:53	2511-119	Stray	Anderson, Madison H: W: C: (217) 565-8273	25-284 dogs showed up at property			16307 E. 30th Rd. Ocone Illinois 62553	11/21/2025 13:00:00 Melanib	11/21/2025 13:30:00	11/21/2025 15:36:48
11/19/2025 09:00:00	2511-115	Owner Surrender	H: W: C:	25-280 unable to care for dogs due to health issues		Hughes, Jason		11/19/2025 09:30:00 triciap		11/19/2025 09:30:00
11/19/2025 11:00:00	2511-116	Stray	O'Brain, Christina H: W: C: (217) 556-4732	25-281 stray dog found			6th Ave. & Buckeye Trail Hillsboro Illinois 62049	11/19/2025 11:30:00 triciap	11/19/2025 11:30:00	11/19/2025 11:35:00
11/24/2025 14:20:00	2511-122	Abandoned	Maple Tree Apartments (Weiser) H: W:(217) 835-2222 C:	abandoned cat in apartment		Calame, Brianna	22 Hoefker drive apt 22 Litchfield Illinois 62056	11/24/2025 14:20:00 Melanib	11/24/2025 14:20:00	11/24/2025 14:45:00

Total Animal Impounded: 10

Animal Picked Up

Date	Incident Code	Type	Caller	Notes	Victim	Suspect	Dispatch	Dispatched	Responded	Completed
11/18/2025 10:00:00	2511-114	Sick/injured animal	Rural King H:(217) 324-6154 W: C:	25-279 injured cat			1324 W. Hudson Litchfield Illinois 62056	11/18/2025 10:00:00 triciap		11/18/2025 10:00:00
11/20/2025 15:39:09	2511-118	Nuisance	Winstead. Lyndsy H:(217) 306-6707 W: C: (217) 306-6706	25-283 dog barking excessively			127 W. Buchanan Litchfield Illinois 62056	11/21/2025 13:30:00 triciap	11/21/2025 13:30:00	11/24/2025 12:00:00

Total Animal Picked Up: 2

Compliance Met

Date	Incident Code	Type	Caller	Notes	Victim	Suspect	Dispatch	Dispatched	Responded	Completed
11/10/2025 14:30:00	2511-111	Aggression	Compton. Levi H: W: C: (217) 556-9241	25-276 dog bite		Gipson. Danielle	406 Harrison Litchfield Illinois 62056	11/12/2025 15:30:00 triciap	11/13/2025 09:00:00	11/20/2025 14:30:00
11/07/2025 18:00:00	2511-110	Bite	H: W: C:	25-275 dog bite			Rainmaker Trail Butler Illinois 62015	11/13/2025 09:45:00 triciap		11/17/2025 14:00:00

Total Compliance Met: 2

No Further Action Required

Date	Incident Code	Type	Caller	Notes	Victim	Suspect	Dispatch	Dispatched	Responded	Completed
11/04/2025 11:25:00	2511-102	Running At Large	Nokomis PD H: W: C: (217) 563-2141	25-267 RAL		Gulen. Maria & Delargo	419 Fredrick st Nokomis Illinois 62075	11/04/2025 12:22:53 Melanib		11/04/2025 12:00:00
11/05/2025 11:30:00	2511-104	Running At Large	Litchfield middle school H: W: C:	25-268 Dogs at Middle School		Beckham. Tessa	127 Chapin Litchfield Illinois 62056	11/05/2025 11:30:00		11/05/2025 13:00:28

Total No Further Action Required: 2

Nothing Found

Date	Incident Code	Type	Caller	Notes	Victim	Suspect	Dispatch	Dispatched	Responded	Completed
11/02/2025 15:00:00	2511-100	Sick/injured animal	Jacob. Chloe & Pugliese. Parks H: W: C:(217) 313-4531	25-265 stray dog with possible injury			507 N Pine st Nokomis Illinois 62075	11/02/2025 16:00:00		11/06/2025 15:16:55
11/06/2025 08:30:00	2511-105	Bite	Manning. Terry & Nancy H:(217) 532-5187 W: C: (217) 851-4633	bite with Paws transport			1816 Miller Ave Hillsboro Illinois 62049	11/06/2025 09:00:00 Melanib		11/17/2025 11:20:41

Total Nothing Found: 2

Violation Notice Mailed

Date	Incident Code	Type	Caller	Notes	Victim	Suspect	Dispatch	Dispatched	Responded	Completed
11/11/2025 15:00:00	2511-107	Aggression	H: W: C:	25-272 aggressive dogs at residence		Kuehn, Andrew & Linda	9118 Butler Ave Butler Illinois 62015	11/11/2025 15:00:00 triciap	11/11/2025 15:30:00	11/12/2025 10:34:39

Total Violation Notice Mailed: 1

Date	Incident Code	Type	Caller	Notes	Victim	Suspect	Dispatch	Dispatched	Responded	Completed
11/14/2025 15:30:00	2511-113	Neglect	Effinger, Monica H: W: C: (509) 863-5063	25-278 neglected dog found in road		Baker, Patricia	Locust St Litchfield Illinois 62056	11/17/2025 08:30:00 triciap		
11/19/2025 07:15:00	2511-117	Bite	Pana Community Hospital H:(217) 562-6232 W: C:	25-282 dog bite	Broers, Heather	Amerman, Andy	Maple St Nokomis Illinois 62075	11/19/2025 09:30:00 triciap		
11/24/2025 09:00:00	2511-121	Aggression	Jett, Khrystyana H: W: C:	25-229 aggressive dog		Hartman, Ashley Root, Eric	335 E. Bailey Irving Illinois 62051	11/24/2025 10:32:53 triciap	11/24/2025 11:30:00	
11/28/2025 11:30:00	2511-125	Running At Large	Dettman, Stephanie & Erinn H:(217) 710-3891 W: C: (217) 710-3879	Dog RAL in Hillsboro			649 Preston St. Hillsboro Illinois 62049	11/28/2025 11:30:00 Melanib		
11/28/2025 11:30:00	2511-124	Abandoned	Neverdowski, Brittany H: W: C: (217) 556-8385	Dog found abandoned and chained to deer		Niehaus, Amber	20534 Washer rd Litchfield Illinois 62056	12/01/2025 09:59:45 Melanib		
11/29/2025 19:45:00	2511-123	Bite	Hillsboro Area Hospital H:(217) 532-4199 W: C:	25-289 dog bite	Alstat, Grayson		617 N. Oak St. Hillsboro Illinois 62049	12/01/2025 09:15:00 triciap	12/01/2025 09:15:00	

Total : 6

Report: Animal Control -> Incidents between two dates by completion type

Generated by Animal Shelter Manager 51u [Mon Nov 17 11:12:54 UTC 2025] at Montgomery County Animal Control on 12/01/2025 by triciap

2025-CA-52

FILED

NOV 25 2025

DANIEL T. ROBBINS
Circuit Court Clerk
4th Judicial Circuit

1

COLLECTIVE BARGAINING AGREEMENT

Between

THE CIRCUIT CLERK OF MONTGOMERY COUNTY

and

INTERNATIONAL UNION OF OPERATING ENGINEERS,

AFL-CIO, LOCAL 148

ON BEHALF OF THE EMPLOYEES IN

THE CIRCUIT CLERK'S OFFICE

December 1, 2025
Through
November 30, 2029

AGREEMENT

This Agreement is made and entered into by and between the Montgomery County, IL Circuit Clerk its successors or assigns (hereinafter referred to as the Employer), for such of its Employees as are covered by this Agreement, and International Union of Operating Engineers, Local Union No. 148, AFL-CIO (hereinafter referred to as the Union).

It is the purpose of the Agreement and the intent of the parties hereto to establish and promote mutual harmonious understandings and relationships between the Employer and the Union, to promote efficiency and effectiveness in the Circuit Clerk's Office, to establish wages, hours, benefits and other terms and conditions of employment of employees covered by this Agreement, and to provide for the equitable and peaceful adjustment and resolution of differences which may arise from time to time over the interpretation and application of this Agreement.

The Employer and the Union jointly and mutually declare it to be their purpose and intention to carry out in good faith the provisions of this Agreement and engage in no subterfuge for the purpose of defeating or evading the provisions thereof.

In consideration of the mutual promises, covenants and understandings contained herein, the parties hereby, by their duly authorized representatives and/or agents, mutually covenant and agree subject to the applicable state and federal laws, as follows:

ARTICLE I RECOGNITION OF THE UNION

For the purpose of collective bargaining, the Employer agrees to negotiate and bargain exclusively with the Union, through its duly accredited officers and representatives in respect to wages, fringe benefits, hour of employment, working conditions, and other conditions of employment for the employees in the Montgomery County, IL Circuit Clerks Office (as certified by the Illinois State Labor Relations Board, or for similar Montgomery County, IL Circuit Clerks Office Employees whom the Union has been or may become recognized by the Employer as exclusive Bargaining Representative.

The Term "Employee" as used in the Agreement shall include the Employees referred to and recognized in Section 1 above.

ARTICLE II MANAGEMENT RIGHTS

The Employer has, and will continue to retain, the right to operate and manage its affairs in each and every respect. The rights reserved to the sole discretion of the Employer shall include, but not be limited to, Rights:

1. To determine the organization and operations of the Circuit Clerk's Office;
2. To determine and change the purpose, composition and function of each of its constitute Department and subdivision;
3. To set standards for the service to be offered to the public;
4. To direct the Employees of the Circuit Clerk's office, including the right to assign work and overtime;
5. To hire, examine, classify, select, promote, restore to career service positions,, train, transfer, assign and schedule Employees;
6. To increase, reduce or change, modify or alter, the composition and size of the work force, including, but not limited to, the right to relieve employees from duties because of the lack of work or funds, or other proper reasons;
7. To establish work schedules and determine starting and quitting times, and the number of hours to be worked;
8. To establish, modify, combine or abolish job positions and classifications;
9. To add, delete or alter methods of operation, equipment, or facilities;
10. To determine the locations, methods, means and personnel by which operations are to be conducted, including the right to determine whether goods or services are to be made, provided or purchased;
11. To establish, implement and maintain an effective internal control program;
12. To suspend, demote, discharge, or take other disciplinary action against employees for just cause; and
13. To add, delete, alter and enforce all internal policies, procedures, rules, and regulations.

Inherent managerial functions, prerogatives and policy-making rights, whether listed above or not, which the Employer has not expressed, shall remain vested exclusively with the Employer.

The Employer's right of management shall not be amended or limited by any claimed or unwritten custom, past practice, or informal agreement, nor by any claim the Employer has claimed, condoned, or tolerated any practice or act(s) of any Employee.

The employer and the Union recognize the right of the Employer to subcontract work to meet operational needs; provided, however, the Employer shall not subcontract work for the purpose of undermining the bargaining unit of evading the terms and conditions of this Agreement. The Employer agrees that Employees shall not be laid off due solely to the Employer's subcontracting of services; and also agrees that any laid off Employees (with recall rights) shall be recalled prior to the Employer subcontracting bargaining unit work. The Employer and the operation needs;

however, the Employer shall not use temporary employees to undermine the bargaining unit or evade the terms and conditions of this Agreement.

Nothing in this Article shall abrogate or alter the Articles of this Agreement.

ARTICLE III UNION SECURITY

SECTION 1 - DEFINITION

Every Employee subject to this Agreement may choose to become a member of the union and may choose to maintain such membership in good standing during the life of the Agreement.

SECTION 2 - CHECK-OFF

Union dues shall be checked off pay only on the separate written order of the individual Employee subject to revocation by him or her at any time by means of separate written order. The Employer shall notify the Union at once on the receipt of any such notice of revocation.

SECTION 3 - INDEMNIFICATION

The Union shall indemnify the Circuit Clerk and hold them harmless against any and all claims, demands, suits or other forms of liability that may arise out of, or by reason of, any action taken by the Circuit Clerk for purpose of complying with the provisions of this Article.

ARTICLE IV UNION RIGHTS

SECTION 1

The Union shall appoint a Steward. The name of the Steward and any Alternate Steward shall be given to the Circuit Clerk upon ratification of the Agreement by the parties. Any change in these positions shall also be promptly reported. The Steward shall be responsible to see to it that the provisions of this Agreement are adhered to by the Employer and Employees.

SECTION 2

The Employer agrees there shall be no discrimination against the steward or any Employees for legitimate Union activities, and the Union agrees that this shall not

be construed to give the Union or its member's rights to coerce, intimidate, or fail to cooperate with Non-Union county Employees.

SECTION 3

Accredited representatives of the Union may visit the work sites during working hours at a mutually agreed upon time with the Circuit Clerk in case any claim is made that the provisions of the Agreement are not being followed.

SECTION 4

Any Employee whose duties as an elected or appointed officer of the Union require a leave of absence, shall be granted such leave of absence, not to exceed three (3) days per year, without pay, but shall continue to accumulate seniority throughout such leave of absence.

ARTICLE V EMPLOYEES PERSONNEL MANUAL

The terms and conditions of the Employee Personnel Manual currently in force by the County are made a part of and incorporated by reference in this Agreement. The Union will be provided email copies of any proposed changes to Employee Personnel Manual one month prior to approval by the full board.

Therefore, the provision of the Employee Personnel Manual are applicable to the Employees where the terms and conditions do not conflict with this Agreement. Where any provision of the Employee Personnel Manual is in conflict with this Agreement, this Agreement shall be operative, but the remaining provision of the Employee Personnel Manual shall continue in full force and effect.

ARTICLE VI DISCIPLINE

SECTION 1 – DEFINITION

The Employer agrees with the tenets of progressive and corrective discipline. Disciplinary action or measures shall include only the following, which shall be imposed based upon the severity of the offense.

1. Oral Reprimand;
2. Written Reprimand;
3. 1 day Suspension (Notice to be given writing);
4. 3 day Suspension (Notice to be given writing);
5. Discharge (Notice to be given in writing).

Disciplinary Action may be imposed upon an Employee only for just cause. Discipline shall be imposed in a face to face manner promptly after the Employer is aware of the event or action giving rise to the discipline and has a reasonable time to investigate the matter. Discipline will not be imposed via phone call, text or email, unless the employee is unable to meet in person or refuses to comply with the Employer's reasonable request to meet in person. Employees will be required to sign a written acknowledgement of discipline imposed whether it be an oral written reprimand. The written acknowledgement shall serve solely as a receipt of the disciplinary documentation and shall in no way serve as an agreement by the employee of the discipline imposed or serve as a waiver of the employee's right to challenge said discipline.

SECTION 2 – MANNER OF DISCIPLINE

If the Employer has a reason to discipline an Employee, it shall normally be done in a manner that will not embarrass the Employee before other Employees or the public.

SECTION 3 – NOTIFICATION AND MEASURE OF DISCIPLINARY ACTION

1. In the event disciplinary action is taken against an Employee, other than the issuance of an oral reprimand, the Employer shall promptly furnish the Employee and the union, in writing, with a clear and concise statement of the reasons, therefore including any names of witnesses and copies of pertinent documents. The measure of discipline and the statement of reasons may be modified, especially in cases involving suspension pending discharge, after the investigation of the total facts and circumstances. But once the measure of discipline is determined and imposed, the Employer shall not increase it for the particular act of misconduct, which are from the same facts and circumstances.
2. An Employee shall be entitled to the presence of a Union representative at an investigatory interview if he/she requests one and if the Employee has reasonable grounds to believe that the interview may be used to support disciplinary action against him/her.

SECTION 4 – REMOVAL OF DISCIPLINE

Beginning with the effective date of this contract, any written warning or other discipline shall be removed from an Employee's record if, from the date of the last warning or discipline, eighteen (18) months pass without the Employee receiving an additional warning or discipline for such offense.

SECTION 5 – SUSPENSION AND DISCHARGE OF EMPLOYEES

The Employer shall not suspend or discharge any Employee without just cause. Such matters of suspension or discharge shall be subject to the Grievance Procedure and

shall be handled expeditiously. An Employee subject to suspension or discharge shall be furnished a written explanation from the Employer as to the reason or reasons for such suspension or discharge. Such written explanation shall be furnished to the Employee within twenty-four (24) hours. The twenty-four hours are defined as work hours not to include weekends or holidays in the time frame.

ARTICLE VII GRIEVANCE PROCEDURE

A grievance is defined as any unresolved difference between the Employer and the Union or any employee regarding the application, meaning or interpretation of this Agreement

In the event that any employees shall have a grievance, he/she shall report the same to the Union Steward. The Steward shall be authorized to discuss the grievance with the Employer. To be considered timely, any grievance must be reported in writing to the Employer within five (5) days of the incident giving rise to the grievance.

If the steward and the Employer cannot adjust the matter satisfactorily within five (5) working days the Employer shall provide a written response to the Union Steward, unless an investigation into the grievance is taking place, in which, the parties may agree to a time extension upon mutual agreement. Time extensions shall not be unreasonably denied by either party. At that time the Business Manager, or his assistant, of the union shall discuss the grievance with the Employer. If the matter is not satisfactorily settled within five (5) additional working days, then the matter shall be submitted to the Personnel Committee at their next scheduled meeting.

The Personnel Committee shall hear evidence regarding the grievance from both the Circuit Clerk and the Union and shall, within ten (10) days from hearing such evidence, give an answer to the Union. Thereafter, the Union shall have ten (10) days to notify the Circuit Clerk and Personnel Committee of its acceptance or rejection of the Committee's recommendation.

If the Union demands arbitration, the parties shall request the Federal Mediation and Conciliation Service to submit a list of seven (7) arbitrators who are currently members of the National Academy of Arbitrators. Either party shall have the right to reject an entire list of arbitrators. The arbitrator shall be selected from the final list by alternate strikes by the Employer representative and the Union. The party requesting arbitration shall take the first strike. The person whose name remains on the final list shall be the arbitrator. The arbitrator shall be notified of the arbitrator's selection by a joint letter from the employer and the Union. Such letter shall request the arbitrator to set a time and place for the hearing subject to the availability of the Circuit Clerk and Union representatives and shall be notified of the issues where mutually agreed to by the parties. All hearings shall be held in the

City of Hillsboro, Illinois, unless otherwise agreed to. Both parties agree to make a good faith attempt to arrive at a joint statement of facts and issues to be submitted to the arbitrator. The Circuit Clerk or Union shall have the right to request the arbitrator to require the presence of witnesses and/or documents. Each party shall bear the expense of its witnesses. Once a determination is made that the matter is arbitrable or if such preliminary determination cannot be reasonably made, the arbitrator shall then proceed to determine the merits of the dispute. The expenses and fees of arbitration and the cost of the hearing room shall be shared equally by the Circuit Clerk and the Union. Costs of arbitration shall include the arbitrator's fees and room costs. Prior to scheduling a court reporter, the parties shall discuss whether there is a need for a transcript of the hearing. The cost of the transcript and the court reporter shall be shared if both parties order a copy of the transcript. In the event only one party orders a transcript, that party shall bear the entire cost of a transcript and the court reporter. The decision and award of the arbitrator shall be made within forty-five (45) days following the hearing and shall be final and binding on the Circuit Clerk, the Union and the employee(s) involved. The arbitrator shall have no power to amend, modify, nullify, ignore, add to or subtract from the express, written provisions of the Agreement.

ARTICLE VIII LABOR MANAGEMENT CONFERENCES

The Union and the Employer mutually agree in the interest of efficient management and harmonious Employee relations; it is desirable that meetings are held between Union representatives and responsible Administrative Representatives of the Employer. Such meetings may be requested at least seven (7) days in advance by either party by placing in writing a request to the other party for a "Labor Management Conference" and expressly providing the agenda for such meeting. Such meetings and locations shall be mutually agreed to before being held, and the propose of any such meeting shall be limited to:

1. Discussion on the Employment implementation and general administration of the Agreement.
2. A sharing of general information of interest to the parties.
3. Notifying the Union of changes in non-bargaining conditions of Employment contemplated by the Employer which may affect Employees.

It is expressly understood and agreed that such meeting shall be exclusive of the Grievance Procedure. Grievances being processed under the Grievance Procedure shall not be considered at "Labor Management Conferences" nor shall negotiations for the purpose of altering any or all of the terms of this Agreement be carried on such meetings.

ARTICLE IX – SENIORITY
SECTION 1 – SENIORITY DEFINED

Seniority, as used herein, is defined as the right accruing to employees through length of service which entitles them to the preferences provided for in this Agreement.

For the purposes of the Agreement the following definitions shall apply:

Bargaining Unit Seniority: Bargaining Unit Seniority is defined as seniority resulting from employment in a bargaining unit position in the Circuit Clerk's Office.

County Seniority: County Seniority, as used in this Agreement, shall be defined as the Employee's entire length of service with County of Montgomery.

Should any Employee be tied with another Employee in Bargaining Unit Seniority; the Employee with the great County Seniority shall be deemed the more senior employee for the purposes of this Agreement.

SECTION 2 – SENIORITY – JOB BIDDING

Employees shall be permitted to bid on jobs that become vacant or available within the bargaining unit prior to the Employer hiring from outside the bargaining unit in accordance with the following procedure:

- a. Job opening that become vacant, or available, and the Employer intends to fill, shall be filled as follows: Within ten (10) business days of the vacancy or available position, the vacancy, or available position, shall be posted for bid for five (5) business days. After completion of the bidding process, the vacancy, or available position, shall be filled within fifteen (15) business days. The seven (7) current bargaining unit positions, if vacated, shall be bid and filled (in accord with this Section) based on the core work that is currently being performed in said position.
- b. All jobs vacancies, or available jobs, shall be filled on the basis of Bargaining Unit Seniority. This procedure shall be repeated for all subsequent vacancies. However, in accordance with Article II herein, Management Rights, the new hire in a position will be subject to periodic review by the Circuit Clerk to determine that Person's effectiveness and suitability for the position. If, at any time during the initial 60 days in the new position, the Circuit Clerk determines that the standards set for that position are not being met by the Employee will be returned to his/her prior position within the Office with no loss of benefits or seniority.

- c. Employees who at the time are absent due to sick leave, vacation, or other valid reasons, shall be given an opportunity to bid for job vacancies, or available jobs, providing they do so within five (5) calendar days following their return to work.

SECTION 3 – SENIORITY IN EVENT OF LAYOFF

When reducing the number of Employees due to lack of work or when recalling such Employees, the following procedure shall govern:

- a). Employees with the least Local Union Seniority shall be laid off first.
- b) When recalling such Employees, those having the greatest Bargaining Unit Seniority at the time of layoff shall be recalled first.
- c) The Employer shall recall Employees who are laid off and do not have a break in their seniority as provided in Section 4 below prior to transferring Employees or hiring new Employees into the Circuit Clerks Office.

SECTION 4 – BREAKING OF SENIORITY

Seniority shall be broken for the following reasons:

- a) If an Employee resigns.
- b) If an Employee is discharged and not reinstated.
- c) If an Employee who has been laid off fails to return to work within 10 days after being properly notified to report for work and does not give a satisfactory reason for failing to report.

SECTION 5 – SENIORITY – PROBATIONARY PERIOD

All newly hired Employees shall serve a probationary period of six (6) months from the date of hire in the bargaining unit. During the probationary period, the Employee shall be subject to dismissal for any reason without recourse to the Grievance Procedure. Upon completion of the probationary period, the Employee shall be granted seniority rights from his/her most recent date of hire.

ARTICLE X HOURS OF WORK

For all Employees coming under this Agreement, seven (7) hours shall constitute a days work between the hours of 8:00 a.m. and 4:00 p.m. Employees are expected to be prepared to serve customers promptly at 8:00 a.m. Thirty-five (35) hours shall constitute a week's work, Monday through Friday. All work performed over eight (8) hours in any one day or over forty (40) hours in any one-week shall be compensated with time off at the rate of time and one-half times pay. All work performed on Saturday or Sunday shall be compensated with time and one-half times pay. All work performed on a holiday, as defined by this contract, shall be compensated with time

off at the rate of one and one-half times pay, in addition to the regular rate of pay. Employees may choose to receive overtime pay for any holiday or overtime worked.

All Employees shall receive a one (1) hour unpaid lunch break.

ARTICLE XI SICK LEAVE

SECTION 1

Employee sick leave is an approved absence from work with pay because of a disability on the part of an Employee or Employee's immediate family including sickness, bodily injury, pregnancy and related conditions, physical or dental examination or treatment, and upon the advice of a physician. Immediate family is the Employee's child, stepchild, spouse, domestic partner, sibling, parent, mother-in-law, father-in-law, grandchild, grandparent, or stepparent.

SECTION 2

Beginning with the first complete month of employment, Employees shall earn one (1) sick day per month.

An Employee must call the Employer prior to the commencement of their starting time on each day of sickness, unless hospitalized. The Employee must initiate sick time benefits to be compensated.

Sick leave with pay in excess of three (3) consecutive working days shall be granted only after presentation of a written statement by a reputable physician certifying that the Employee's condition prevented him/her from performing the duties of his/her position.

After an Employee's accumulated sick leave has been exhausted due to sickness, the Employee may apply for Disability Benefits as outlined in the Illinois Municipal Retirement Fund Act as provided in the Illinois Compiled Statutes, Chapter 40.

An employee who is sick but has not yet accumulated sick leave or has exhausted all sick leave must provide a doctor's note explaining the nature of their illness. Should the employee not be able to produce a note within a timely matter, the employee may be subject to the progressive disciplinary process.

SECTION 3

Employees who resign or retire shall be paid \$20.00 per day for each day of unused accumulated sick days up to a maximum of one hundred (100) days for a maximum payout of \$2000.00

Upon retirement bargaining unit employees shall have the option of, (1) receiving compensation as described in paragraph one above, (2) using said days of unused sick leave to gain additional service credit towards their IMRF pension per the IMRF rules or, (3) using a combination of options 1 & 2.

Any final paycheck pertaining to accrued time will be issued one pay period after the last regular pay.

ARTICLE XII PERSONAL DAYS

Employees shall be entitled to take four (4) Personal Days off with pay during each calendar year. Employees must prearrange personal days prior to the commencement of their starting time. Personal leave may not be accumulated for use in later years.

Personal Days for new hires shall be given on a quarterly basis for the first year of employment, that is, one earned for every three months worked.

ARTICLE XIII FUNERAL LEAVE

All Employees shall be released from their duties for three (3) days with pay when there is a death in the immediate family. The term "immediate family" includes spouse, children, step-children, grandchildren, parents, step-parents, brother, step-brother, sister, stepsister, mother-in-law and father-in-law, sister-in-law, brother-in-law, grandparents, grandparents of spouse.

In the event of multiple deaths involving the employee's immediate family as described above, an Employee shall be allowed five (5) working days without loss of pay.

If requested, the Employee shall furnish the name of the relative, city, and funeral home.

ARTICLE XIV HOLIDAY

Subject to the administrative authority of Illinois Supreme Court, paid holidays shall be those designated by the Chief Judge of the 4th Judicial Circuit for Montgomery County. The Employer shall provide the Union, via email, a list of said Holidays.

To earn holiday pay, an Employee shall work his/her last scheduled shift before, and his/her next scheduled shift after the holiday, unless excused under other provisions of the Agreement.

ARTICLE XV VACATION

SECTION 1 – VACATION ALLOTMENT

Employees shall be allowed vacation leave with pay in accordance with the schedule below:

1. After one (1) year of service, Employees are allowed two (2) weeks paid vacation.
2. After five (5) years of service, Employees are allowed three (3) weeks paid vacation.
3. After ten (10) years of service, Employees are allowed four (4) weeks paid vacation.
4. After twenty (20) years of service, Employees are allowed five (5) weeks paid vacation.
5. After thirty (30) years of service, Employees are allowed six (6) weeks paid vacation.

New Hires (all employees hired subsequent to December 1, 2012) will be capped at four (4) weeks' vacation.

New Hires within their first year of employment shall have access to five (5) days of vacation after 90 days of employment, subject to reimbursement if not earned (amount withheld from last paycheck). Any of the 5 days used prior to completion of their first year shall be subtracted from the total earned.

Pursuant to Section 15(n) of P.A. 102-1143, the Paid Leave for All Workers Act (the "Act"), the Union and Employer hereby agree to waive the requirements of the Act. By agreeing to waive the requirements of the Act, the Union and Employer understand and agree that the Union is waiving its right to personal leave in accordance with the Act. Instead of adhering to the requirements of the Act, the Union and Employer agree to abide by the Personal Leave provisions negotiated in the collective bargaining agreement.

SECTION 2 – SCHEDULING VACATIONS

Employees may schedule vacation on the basis of Bargaining Unit Seniority. An Employee with greater Bargaining Unit Seniority will be given preference in choice of vacation time over another Employee if his/her selection is made by the first business day of November of each year. Each Employee will have access to the Vacation Scheduling Calendar for five (5) days; thereafter, the schedule will be made available among employees on the basis of seniority. More than one Employee in a division may be allowed to take vacation at one time, if authorized by the Employer. All vacation time must be used in the fiscal year of each year or will be forfeited by the Employee; however, up to five (5) days of earned vacation per year may be sold back to the County at regular pay.

SECTION 3 – HOLIDAYS AND HOSPITALIZATION DURING VACATION

- A. If a holiday occurs during an Employee's vacation and it falls on one of his regular work days, and Employee may elect to either (1) receive his holiday allowance and vacation pay for that day, or (2) receive his holiday allowance only for that day and not have it count as a day of vacation.
- B. If an Employee is hospitalized during a period of vacation, he shall have the right to cancel the remainder of that vacation period and schedule it for some later time.

SECTION 4 – TERMINATION OF EMPLOYMENT

Employees who are terminated, resign, or retire shall be paid for unused vacation leave accumulated to the date of separation, limited to current year earned and unused vacation.

ARTICLE XVI LUNCH HOUR – FLEX TIME

Employees shall be allowed to flex their lunch hour subject to approval of the Employer.

Employees shall provide verbal notice to the Employer in the morning of the day in which the flextime is to be taken.

ARTICLE XVII
MATERNITY LEAVE & FAMILY MEDICAL LEAVE

Any Employee shall be granted maternity leave in accordance with applicable State and Federal Laws. Employees are entitled leave pursuant to the Family and Medical Leave Act. The Circuit Clerk shall have the discretion to allow an Employee unpaid leave under this Article even if the Employee has not fully exhausted all paid leave (such as sick leave, vacation or personal leave).

Any accrued paid time off that is taken shall reduce FMLA unpaid leave on a day for day basis.

ARTICLE XVIII
JURY DUTY LEAVE

Employees who are called for jury service or subpoenaed as witnesses shall be excused from work for the days on which they serve. The term "service" as used herein includes required reporting for jury or witness duty when summoned or subpoenaed, whether or not they are used. Employees shall be made whole for all lost wages and/or benefits for such service. Jury duty leave shall not include any matter in which the Employee is personally involved as plaintiff or defendant or in which the Employee appears as an expert witness. The Employee may keep any mileage reimbursement he or she may receive.

ARTICLE XIX
PAYDAY

Payday shall be every other Friday. If a Holiday falls on payday, the actual payday will be the day prior to the Holiday.

ARTICLE XX
WAGES

The entry level salary shall be \$17.00 per hour, effective December 1, 2025, for all full-time Employees hired into the bargaining unit.

Employees covered under this Agreement shall receive wages on an hourly rate of pay basis. All employees who are covered by this Agreement and who are on the payroll shall receive the following compensation increases to their hourly rate of pay.

Annual salary increases for all bargaining unit employees shall be as follows:

Effective December 1, 2025 - 5.5%

Effective December 1, 2026 - 5%
Effective December 1, 2027 - 5%
Effective December 1, 2028 - 5%

ARTICLE XXI BENEFITS

The Employer shall provide the same health insurance benefits under the same terms and conditions as will be provided by Montgomery County to its non-union employees throughout the period covered by this Agreement.

The Parties agree that an Employee representative of the bargaining unit who is a recipient of the medical insurance plan shall be a member of the Insurance Advisory Committee contingent upon the Committee being active.

The Employer shall offer Health Insurance coverage to all bargaining unit members. Both the Employer and the Employee shall continue to pay the percentage of the monthly insurance premiums they currently pay on the date this Agreement is signed. Any increase in insurance premiums shall be divided equally between the Employer and the Employee. In the event there is a substantial change in the insurance plan such as prescription drug costs, deductibles out-of-pocket expenses or benefits, the parties agree to re-open negotiations to bargain the impact created by the change.

ARTICLE XXII RETENTION BONUS

An Employee will be eligible to receive a "retention bonus", upon being an employee of the Circuit Clerk's office for the previous 12 months, and provided that the funds are available through the Circuit Clerk's budget. The "retention bonus" payout will occur within the first month of the new fiscal year.

ARTICLE XXIII SAVINGS AND SEPARABILITY

If any term or provision of this Agreement is, at any time, during the life of this Agreement, in conflict with any applicable valid Federal or State Law, such term or provision shall continue in effect only to the extent permitted by such law. If, at any time thereafter, such term or provision is no longer in conflict with any Federal or State Law, such term or provision, as originally embodied in this Agreement, shall be restored in full force and effect. If any term or provision of this Agreement is, or becomes invalid or unenforceable, such invalidity or unenforceability shall not affect

or impair any other term or provision of this Agreement. This Article is subject to the provisions of Article VII.

ARTICLE XXIV MISCELLANEOUS PROVISIONS

SECTION 1 – AGREEMENT

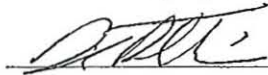
This Agreement supersedes all previous agreements and understandings between the parties hereto and constitutes the entire contract between the Employer and the Union. Changes in or amendments to the terms of this Agreement may be made at any time by mutual agreement of the Employer and the Union. When amendments or revisions are so made, they shall be reduced in writing and executed in the same manner as this Agreement.

ARTICLE XXV
TERM OF AGREEMENT

This agreement shall be effective from December 1, 2025, through November 30, 2029, and shall be automatically renewed from year to year thereafter, unless either party notifies the other in writing at least sixty (60) days prior to November 30, 2029, or the anniversary date of such yearly extension of a desire to amend it. In the event that such notice is given, negotiation shall begin no later than thirty (30) days prior to the anniversary date. This Agreement shall remain in full force and effect during the period of negotiations.

IN WITNESS WHEREOF, the parties hereto have affixed their signatures this 25TH day of NOVEMBER, 2025.

For the Employer:



Daniel Robbins, Circuit Clerk, Montgomery County

For the Union:



Dave Bahr, Business Manager



Jay Wright, Business Representative

 11-25-25

Amy Taylor, Shop Steward

COLLECTIVE BARGAINING AGREEMENT

Between

**MONTGOMERY COUNTY, ILLINOIS
A BODY PUBLIC**

And

**LABORERS' INTERNATIONAL UNION
OF NORTH AMERICA**

Local #1084

Supervisor Of Assessments Office – Clerical Workers

Effective:

December 1, 2025

Through

November 30, 2028

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AGREEMENT

This Agreement is made and entered into this 1st day of December, 2025 by and between Montgomery County (hereinafter referred to as the “County” or “Employer” and Local Union No. 1084 of the Laborers’ International Union of North America, affiliated with the AFL-CIO, of Edwardsville, Illinois, and vicinity, also hereinafter known as the “Union”.

PREAMBLE

This Agreement entered into by and between Montgomery County and Local 1084 of the Laborers’ International Union of North America and has as its purpose the promotion of harmonious relations, the establishment of an equitable and peaceful procedure for the resolution of differences, establishment of rates of pay, hours of work, and other conditions of employment.

ARTICLE 1 RECOGNITION OF UNION

Section 1.01 Recognition of Union

The Employer recognizes Local 1084 as the sole and exclusive representative, and bargaining agent for the following positions:

Deputy Clerk; Assessment Clerk; Geographic Information System (GIS)

Included: All persons employed full-time, non-supervisory by the County of Montgomery Supervisor of Assessments in the following titles or classification: Deputy Assessor; Field Assistant; Deputy Clerk; Assessment Clerk; Geographic Information System (GIS).

Excluded: Assistant Supervisor of Assessments; all other persons employed by the County of Montgomery.

The Union shall designate one (1) Union Representative. The Union Representative shall not be disciplined for performing her/his duties.

Section 1.02 Dues

As a condition of continued employment all employees who are not members of the Union, ninety (90) days after their start of full-time employment for Employer or the effective date of this Agreement, whichever is later, shall either become members of the Union and pay to the Union the periodic monthly dues and initiation fees uniformly required of all Union members or pay to the Union a proportionate fair share of the costs of membership, which include the cost of the collective bargaining process and contract administration in pursuing matters affecting wages, hours and other conditions of employment, in accordance with State law. The Employer agrees to deduct from the

pay of those employees who individually request all or any of the following: (a) Union membership dues, assessments or other fees or (b) other programs approved by the County. Request for such deductions of any of the above shall be made on a form agreed to by the Parties.

Upon receipt of an appropriate written authorization from an employee, such authorized deductions shall be made in accordance with the law and shall be remitted monthly to the Union at the address designated in writing to the Employer by the Union. The Union shall advise the Employer of any increase in dues or other approved deductions in writing at least fifteen (15) days prior to its effective date.

ARTICLE 2 SCOPE OF AGREEMENT

The Employer is engaged in furnishing an essential public service which virtually affects the health, safety, comfort and general well-being of all the people of the community; and

This responsibility to the public is a mutual responsibility of the Union and the Employer, and it is the purpose of this Agreement to achieve and maintain harmonious relations between the County and the Union; to establish proper standards of rates of pay, hours and other terms and conditions of employment, and to provide for equitable and peaceful adjustment of differences over the interruption and application of the Agreement without interruption of services.

The Employer has voluntarily endorsed the practice and procedures of collective bargaining as a fair and orderly way of conducting its relations with its employees. The parties recognize that this Agreement is not intended to modify any of the discretionary authority vested in the Employer by statutes of the State of Illinois.

ARTICLE 3 MANAGEMENT RIGHTS

Section 3.01 Management Rights

Local 1084 of the Laborers' International Union of North America recognizes that any and all rights concerned with the management of the Supervisor of Assessments Office and the direction of the working force shall be vested exclusively with the Employer. Such rights and responsibilities shall include but are not limited to, the right to:

- a. Maintain and improve the efficiency and effectiveness of the Supervisor of Assessments Office;
- b. Determine the services to be rendered, the operations to be performed, the technology to be utilized or the matters to be budgeted, and the priorities of same;
- c. Determine the overall methods, means, job classifications or personnel by which the Supervisor of Assessments Office is to be conducted;

- d. Direct, supervise, and hire employees;
- e. Suspend, discipline, and/or discharge for just and proper cause with the adoption of an order of progressive discipline; transfer, promote, assign, schedule, retain, and/or lay off employees;
- f. Relieve employees from duties because of lack of work or funds, or under conditions where the Employer determines continued work would be inefficient or nonproductive;
- g. Take action to carry out the mission of the Supervisor of Assessments Office in situations of emergency;
- h. Adopt rules, regulations, educational programs, safety programs and other programs necessary to maintain the efficient and effective operations of the Supervisor of Assessments Office.

The above-listed rights shall not limit the Employer's obligation to comply with the terms and provisions of this Agreement in the exercise of the above rights.

Section 3.02 Personnel Manual

The Montgomery County Personnel Manual represents, in part, the policies, procedures, rules and regulations of the County. Nothing in the Personnel Manual negates the application of this labor agreement. In the event of any conflicts between this labor agreement and the Personnel Manual, the provisions of the labor agreement shall prevail and control. It is agreed that prior to application or enforcement of any provision of the Personnel Manual which concerns wages, hours or conditions of employment of an employee or group of employees of this bargaining unit, management shall bargain to agreement with the union prior to implementation of the Personnel Manual. The employees shall be entitled to any and all accumulated provisions outlined in the Personnel Manual as offered before this agreement.

Section 3.03 Transferring Work

In order to maintain the full potential of the County department, the work and duties that have been historically performed by the employees of that department, shall continue.

ARTICLE 4 NEW AND TEMPORARY EMPLOYEES

Section 4.01 New Hires

Preference will be given in employment consideration to residents of Montgomery County for employment in the Supervisor of Assessments Office.

All new employees covered by this agreement shall, during the first six (6) months of employment by the Supervisor of Assessments Office, serve a probationary / training period. Seniority for a temporary employee will begin on the first day of regular full-time employment and not sooner. Employees may be terminated at any time during this probationary period without any recourse to the grievance procedure.

Section 4.02 Temporary Employees

All temporary employees shall not be covered by this agreement nor have any rights to Article 20 (Grievance Procedures) and may be terminated at any time. It is understood that temporary employees shall not be employed for more than 840 hours within a 12 month period. On the 841st hour of employment the Temporary Employee status shall convert to new employee status and the employee shall be covered by the New Employee section of this agreement and be required to fulfill all union membership requirements as provided in this Agreement. No Temporary Employee shall be hired if any Bargaining Unit Employee is laid-off or discharged until such time as the bargaining unit positions are re-staffed or called back to active status with permanent employees, except that temporary employee(s) may be utilized during the time that the Employer is actively interviewing to re-staff the position(s) with new hires.

ARTICLE 5 NO STRIKE

The Laborers' Local Union 1084 and the employees represented by the Union shall not engage in, nor encourage any engagement in, either directly or indirectly, any strikes, job actions, slowdowns or withdrawal of services against the Employer.

ARTICLE 6 HOURS OF WORK

The Supervisor of Assessments Office shall be open for business from 8:00 a.m. until 4:00 p.m. Monday through Friday with a one hour unpaid lunch period. Employees are expected to be prepared to serve customers promptly at 8:00 a.m. Thirty-five (35) hours shall constitute a week's work, Monday through Friday. All work performed over eight (8) hours in any one day or over forty (40) hours in any one-week shall be compensated with time off at the rate of time and one-half times pay. All work performed on Saturday or Sunday shall be compensated with time off at the rate of time and one-half times pay. All work performed on a holiday, as defined by this contract, shall be compensated with time off at the rate of one and one-half times pay, in addition to the regular rate of pay. Employees may choose to receive overtime pay for any holiday or overtime worked.

Break Times – There shall be two (2) paid break times of fifteen (15) minutes each; one (1) between the hours of nine (9) am and eleven (11) am and one (1) between the hours of two (2) pm to three (3) pm. Such break times may not be cumulative or made the basis for a late starting or an early quitting time. Any break times not used on a daily basis are forfeited.

Lunch Period – 1 hours unpaid between the hours of eleven (11) am and two (2) pm. Such lunch period may not be cumulative or made the basis for a late starting or an early quitting time. Any lunch time not used on a daily basis is forfeited.

Employees shall not make or receive personal phone calls on either personal phones or work phones during work hours. This shall include all texting and exclude all emergencies.

When Overtime is available, it shall first be offered to the most-senior employee with the job assignment expertise for the work requiring overtime.

ARTICLE 7 HOLIDAYS

The Supervisor of Assessments Office shall be closed on all current holidays acknowledged by Montgomery County Board as legal holidays and shall continue to be given to each full-time employee in the Supervisor of Assessments Office and they shall be compensated at seven (7) hours regular pay for those holidays so observed: Holidays will be observed on the days set forth by the Chief Judge of the Fourth Judicial Circuit and approved by the Montgomery County Board. The Employer shall provide the Union with a list of said Holidays after Board approval. If employees are asked to work on any of the above holidays, they shall be compensated for holiday pay and regular hours worked. To earn holiday pay, an Employee shall work his/her last scheduled shift before, and his/her next scheduled shift after the holiday, unless excused under other provisions of the Agreement.

ARTICLE 8 PERSONAL LEAVE

Each employee shall be entitled to four (4) personal leave days with pay per contract year. Personal leave shall be taken in increments of two (2) or more whole hours and must be used within one (1) year of the date of accrual or will be lost.

ARTICLE 9 SICK LEAVE

Section 9.01 Benefits

Sick leave is a benefit the Employer offers only to full-time employees with more than one (1) year of continuous service from last date of hire. As long as the employee remains on the payroll as an active employee, he/she receives this benefit. Employees on a worker's compensation leave will be paid only the difference between the worker's compensation payments and their regular salary for those days accrued and designated as sick days. All sick-leave benefits stop when the employee leaves his/her position with the Employer, except as noted below;

1. Each full-time employee shall be entitled to 12 days (84 hours) of paid sick leave per year after one year of continuous employment with the Employer.
2. Each full-time employee shall be entitled to an additional 12 days (84 hours) of sick leave on the subsequent anniversary dates of her/his continuous employment.

3. Upon termination of employment for cause, an employee will not be paid any accumulated and unused sick leave. Upon voluntary separation or involuntary layoff from employment, an employee will receive \$20.00 per day with 100 day maximum.
4. Provided any accumulated unpaid sick leave, including seven (7) hour days in excess of 100, may be credited to the employee's IMRF Retirement to be considered additional service for IMRF benefits.

Unused sick leave allowed to be contributed toward an employee's IMRF pension benefits will be consistent with the policies, terms and conditions of said Fund.

Section 9.02 Eligibility

If doubt exists about the actual illness or disability of an employee, absent in excess of two (2) consecutive days, or where absence appears excessive or patterned, the employee may be required to provide the department head with a signed confirmation regarding the nature of the illness or disability from the employee's attending physician. A physician's certificate shall state the following: 1) that the absence from work was required; and, 2) that the employee is now fit to return to work.

Sick-leave notification must be made for each workday that paid sick leave is being requested, unless this requirement is expressly waived by the Employer. If the employee notifies the Employer that his/her illness will be in excess of one day, the Employer may waive this requirement.

Any employee contracting or incurring any non-service-connected illness or disability, which renders such employee unable to perform his/her duties, shall be eligible to use accumulated sick leave time for a period not to exceed her/his accumulated sick leave. Sick leave as provided under this Article, up to a maximum of twenty-one hours in any one of the current contract's years may be used in the event of serious illness, disability, or injury to a member of the employee's immediate family, when the leave is for the purpose of the employee personally caring for said afflicted family member. For the purposes of this Article, immediate family is defined as spouse living with the employee, or the employee's child or parent. The Employer has the authority to request evidence to substantiate that such leave was for the purposes herein set forth.

At the Employer's sole discretion, the exercise of which shall not be subject to review or appeal, whether under this or any other agreement, sick leave time in excess of twenty-one hours may be used for purposes set out under this paragraph.

Sick leave shall not be taken in increments of less than one (1) hour.

If an employee has received sick leave contrary to the provisions of this Article or through any misrepresentation made by the employee or by others on her/his behalf, she/he shall reimburse the Employer in an amount equal to the sick leave pay so received, and said employee is subject to

discipline, including discharge. The Family and Medical Leave Act (FMLA) policy as contained in the Montgomery County Personnel Code shall govern FMLA leave.

ARTICLE 10 FUNERAL LEAVE

In the event of a death to an immediate family member of an employee, the employee (upon request) shall be granted up to three (3) scheduled work days off with pay, inclusive of the day of the funeral. The remaining paid time off must be taken during the time period commencing with the day of the death and ending seven (7) calendar days after the funeral. The immediate family shall be defined as spouse, child, mother, father, brother, sister, grandmother, grandfather, grandchildren, spouse's grandparents, mother-in-law, father-in-law, sister-in-law, brother-in-law, son-in-law, and daughter-in-law. Step Family shall be considered immediate family for the purposes of funeral leave administration. Verification of attendance by the employee at the funeral may be required by the employer. The employee must notify or cause notification to be made to the Supervisor of Assessments or their designee of the employee's intention to take funeral leave by the beginning of the first day of such leave.

Subject to the approval of the Supervisor of Assessments or their designee, nothing herein shall prevent an employee from exercising his or her right to utilize accrued and unused personal leave, vacation leave or other accrued time to address personal needs related to the death of an immediate family member as defined herein or the death of another not included in the definition of immediate family, but where a definite family need or matter of legitimate bereavement can be demonstrated.

ARTICLE 11 DEATH OF AN EMPLOYEE

Upon the death of an employee, the Employer will pay to the employee's estate any accrued salary, compensation for unused vacation and compensation for sick leave as set forth in accordance with Article 10, Section 10.01 (Benefits). Payments due from insurance coverage are not within the control of the Employer and must be processed through regular channels.

ARTICLE 12 SENIORITY

Seniority is defined as the length of continuous service of an employee for the Employer within a given County department. In the event an employee is transferred from one department to another, the employee enters the new department as the employee with the least departmental seniority. However, the transferred employee does not lose County seniority, which is the basis for vacation and sick leave allowance.

The term "continuous service" shall be construed so that employees absent from employment due to sickness, injury, authorized leaves of absence or layoffs by the Employer, shall not cause a break in

the meaning of “continuous” work for the purposes of computing seniority, except as provided for below.

Seniority and employment relationship shall be terminated when an employee:

- a) voluntarily quits or retires;
- b) is discharged for just and proper cause;
- c) is absent for two (2) consecutive work days without valid excuse;
- d) has performed no work for the Employer for a period of twenty four (24) consecutive months;
- e) is laid off and fails to return to work, after having been notified by registered letter at his/her known address;
- f) does not report for work at the termination of authorized leave of absence.

ARTICLE 13 PROMOTIONS, TRANSFERS

Section 13.01 Promotions

Positions with the Supervisor of Assessments Office shall be filled by promotions by the Employer whenever practical and in the best interest of the Employer, as defined by Article 3, Management Rights.

Section 13.02 Transfers

When an employee transfers to another County department, the transfer will have no effect on employment seniority with the County. Department seniority on the new position will start on the date of transfer.

ARTICLE 14 LAYOFF

In the event it becomes necessary to reduce the working forces in the Supervisor of Assessments Office for any reason or for any length of time, the employee with the least department seniority shall be laid off first then the next least and so on until the required number of employees has been laid off. When these employees are called back to work, it shall be in the reverse order of which they were laid off. Layoffs for employees will not be cause for termination unless such layoff continues for two {2} years or more.

ARTICLE 15 LEAVES OF ABSENCE

This section is covered by the County FMLA Policy.

ARTICLE 16 VACATION

All regular full-time employees of the Supervisor of Assessments Office shall be entitled to vacation time with pay after one year of service. The amount of annual vacation leave shall be based upon the number of years of accredited service an employee has completed.

<u>Years Completed</u>	<u>Vacation Allotment</u>
After 1 year	2 weeks (70 hours)
After 5 years	3 weeks (105 hours)
After 10 years	4 weeks (140 hours)

Vacation request will be processed according to seniority as defined in Article 7 of this Agreement.

Requests for more than two successive weeks will be considered under special circumstances by permission of the Supervisor of Assessments when and if the work in the department will not be adversely affected.

Holidays which occur during an approved vacation shall not be charged against vacation time.

Vacation time not used within a year is lost and is not cumulative. However up to five (5) days of earned vacation may be sold back to the County at regular pay in any contract year. Payment shall be made on the anniversary date of agreement.

ARTICLE 17 JURY DUTY

The County recognizes the responsibility of an employee who is called to serve for jury duty. Therefore, the Employer will pay to the employee so called for jury duty the difference between the amount received for jury duty service and the employee's regular wage for those hours served. The employee will provide the Supervisor of Assessments with a court receipt indicating date served and compensation received prior to any payments. Employees are expected to return to their County job functions whenever excused for a day or for a portion of a day from their jury service.

ARTICLE 18 INSURANCE

Section 18.01 Health Insurance

The County will provide health insurance coverage to all full-time regular employees as provided in the terms of the plans. The County reserves the right to change or modify its insurance plans, including the right to change insurance carriers or administrators; provided that any of the changed or modified plans will be the same as offered to other employees of the County.

Any employee laid off due to lack of work and covered by the Counties health insurance program will be eligible for the continuation of health insurance benefits as required by law and as outlined in the Consolidated Omnibus Budget Reconciliation Act (COBRA).

ARTICLE 19 GRIEVANCE PROCEDURE

Section 19.01 Grievance Defined

For the purpose of the Agreement, a grievance is defined as an employee's and/or Union dispute, claim or complaint involving the interpretation of, application of, or compliance with the provisions of this Agreement.

Section 19.02 Procedure

A grievance shall be processed in the following manner:

Step 1: Within five (5) business days of the occurrence of the event giving rise to the grievance, the aggrieved employee shall, with the steward representing him/her, discuss the grievance with the Supervisor of Assessments. If the grievance is filed orally, the steward shall expressly state before ending the discussion with the Supervisor of Assessments, that the discussion constitutes the first step of this grievance procedure. The steward and the Supervisor of Assessments will thereupon both sign and date a written statement acknowledging that a grievance has been filed at Step 1 and indicate the nature of the grievance and the desired settlement.

If a settlement is not reached as a result of said discussion within five (5) business days after the grievance is filed, the Union Business Representative shall submit a written grievance within five (5) business days thereafter or at such other time as may be mutually agreed, in an attempt to reach a settlement.

The written grievance shall name the employee(s) involved, set forth the nature of the grievance, identify the facts upon which it is based and the provision(s) of the Agreement allegedly violated, state the contention of the employee with respect to said provision(s), indicate the relief requested and be signed and dated by the employee(s) affected and the Business Representative.

The Supervisor of Assessments shall give his/her written response within ten (10) business days after said presentation. Said written response shall be delivered either in person or by certified mail, return receipt requested.

Step 2 Employers: Should the aggrieved party and/or Union feel that the grievance was not satisfactorily settled in Step 1; the grievance shall be submitted, within ten (10) business days of completion of Step 1, to the Employer's designated representative, who shall meet with the Union's representative(s) in an attempt to resolve the grievance. Completion of Step 1, for the purpose of

this Step, is when the Union receives the Employer's written response. The Employer shall give its written response within ten (10) business days after said submission.

Step 3 Voluntary Mediation: If the grievance is not satisfactorily resolved at Step 2, it may be submitted for mediation within fifteen (15) business days after receipt of the Employer's Step 2 response was due. If the parties mutually agree to mediation, they shall jointly submit a written request to the Federal Mediation and Conciliation Service (FMCS) requesting the services of a mediator for grievance mediation. The grievance mediation shall be held at a time and place mutually agreeable to the parties and the mediator in an attempt to satisfactorily settle the grievance.

Proceedings before the mediator shall be informal, and he/she will have the right to meet jointly and/or separately with any person or persons at the grievance-mediation conference. The mediator shall assist the parties in an attempt to reach voluntary settlement. If the parties reach a settlement, the settlement shall be reduced to writing and signed by the parties.

Step 4 Arbitration: If the grievance is not settled in accordance with Step 2 or 3, as the case may be, either: 1) if mediation was not agreed to, the Union may refer the grievance to arbitration within ten (10) calendar days after receipt of the Step-2 response; or, 2) if mediation was agreed to, the Union may refer the grievance to this Step within ten (10) calendar days after the final mediation session. The parties shall attempt to agree upon an arbitrator within five (5) calendar days after receipt by the Employer of the notice of referral. In the event the parties are unable to agree upon an arbitrator within five (5) business days, they shall immediately and jointly request the Federal Mediation and Conciliation Service to submit a panel of seven (7) arbitrators. Either party may reject one (1) entire panel prior to any selection being indicated by either party. Both the Employer and the Union shall have the right to strike three (3) names from the panel. Each party shall alternately strike a name from the list, with one party striking the first name, the other striking the second name, and so on, until one name remains. The person whose name remains unstricken from the list after six strikes shall be the arbitrator. The order of striking shall be determined by a coin toss. The arbitrator shall be notified of selection by a joint letter from the Employer and the Union requesting that the arbitrator set a hearing time and place, subject to the reasonable availability of their representatives.

Section 19.03 Arbitrator's Authority

The arbitrator shall act in a judicial, not legislative, capacity and shall have no right to amend, modify, nullify, ignore, add to nor subtract from the provisions of this Agreement. The arbitrator shall only consider and make decision with respect to the specific issue submitted to him/her. In the event the arbitrator finds a violation of the terms of this Agreement, he/she shall fashion an appropriate remedy. The arbitrator shall be without power to make a decision contrary to, or inconsistent with, or modifying or varying in any way the application of laws and rules having the force and effect of law. The arbitrator shall submit a written decision within thirty (30) days of the close of the hearing or the submission of briefs by the parties, whichever is later, unless the parties

agree to a written extension thereof to a date certain. The decision shall be based solely upon the arbitrator's interpretation of the meaning or application of the express terms of this Agreement to the facts of the grievance presented. None of the terms of this Article shall contravene any existing law or statute. A decision rendered consistent with the terms of this Agreement shall be binding on both parties.

Section 19.04 Time Limits

If a grievance is not presented or appealed to the next step within the time limits set forth, or during a mutually agreed extension thereof, the grievance shall be deemed settled on the basis of the Employer's last answer. If the Employer does not answer a grievance or an appeal thereof within the specified time limits, the Union may elect to treat the grievance as denied at that step and immediately appeal the grievance to the next step, if any. Time limits for the processing of any grievance may be extended at any time by written mutual agreement of the parties.

Section 19.05 Expedited Procedure

The time limits set forth throughout this procedure shall be in effect except as to those grievances involving the Employer's action in the case of a disciplinary suspension, discharge or layoff from work, when the grievance shall be filed within three (3) business days after the employee or the Union knew of the action.

Section 19.06 Costs of Arbitration

The fees and expenses for the arbitrator's service and a copy of the arbitration hearing transcript for the arbitrator, if any, shall be borne equally by the Employer and the Union. Each party shall be responsible for its own copy of the transcript.

ARTICLE 20 SAVING CLAUSE

If any provision of this Agreement, or the application of such provision, should be rendered or declared invalid by any court action or by reason of any existing or subsequently enacted legislator, the remaining parts or portions of this Agreement shall remain in full force and effect.

ARTICLE 21 GENDER DISCLAIMER

Whenever the female gender is used in this Agreement, it shall be understood to also mean male gender.

ARTICLE 22 CUSTODIAN OF THE RECORDS

The Employer shall establish and maintain records showing length of service, record of attendance and compensation allowed for time off for each employee.

ARTICLE 23 MILITARY SERVICE

Employees drafted into or who enlist in the military service shall be eligible to return to the position vacated within ninety (90) days of discharge and his or her seniority shall be considered continuous, in accordance with 330 ILCS 60. However, nothing herein is intended to prevent the employee so affected by military service from claiming his or her full rights and benefits under any other existing Federal or State law or any Federal or State law that may have been amended during the term of this agreement.

ARTICLE 24 WAGES

Section 24.01 Wages

Employees will receive wage increases as follows:

1. Effective Dec. 1, 2025, the Employee's base rate of pay shall be increased by 5.5%.
2. Effective Dec. 1, 2026, the Employee's base rate of pay shall be increased by 5.0%.
3. Effective Dec. 1, 2027, the Employee's base rate of pay shall be increased by 5.0%.

Starting employee wages will be as follows:

1. Effective Dec. 1, 2025, \$16.88 per hour.
2. Effective Dec. 1, 2026, \$17.50 per hour.
3. Effective Dec. 1, 2027, \$18.00 per hour.

Section 24.02 Pension Contribution

The County agrees to make contributions on behalf of all full-time employees, to the Illinois Municipal Retirement Fund (IMRF) pension plan in the amount that the county is required to contribute by state statute.

Section 24.03 Business Attire

Employees will be provided three shirts per year embroidered with the office designation.

ARTICLE 25 DURATION

This contract shall be in full force and effect for a period of three (3) years beginning December 1, 2025 through November 30, 2028. Wages shall go into effect on December 1st of each calendar year. It shall be automatically renewed from year to year thereafter unless either party shall notify the other in writing, not less than sixty (60) days before its termination that the party desires to modify or terminate this Agreement.

In the event such notice is given, negotiations shall begin no later than fifteen (15) days after the date of such notice. All requests for changes to the contract shall be exchanged in writing at the first scheduled meeting of said negotiations.

ARTICLE 26 MISCELLANEOUS PROVISIONS

Section 26.01 Agreement

This Agreement supersedes all previous agreements and understandings between the parties hereto and constitutes the entire contract between the Employer and the Union. Changes in or amendments to the terms of this Agreement may be made at any time by mutual agreement of the Employer and the Union. When amendments or revisions are so made, they shall be reduced to writing and executed in the same manner as this Agreement.

Section 26.02 Drug-Free Workplace Policy

The current County Drug Testing Policy & Procedures will be in effect.

ARTICLE 27 DRUG AND ALCOHOL USE/ABUSE POLICY

Intent: Montgomery County is concerned about the ultimate effects of the use of illegal drugs and the use of alcohol upon the health and safety of its employees and the public. We recognize that studies indicate that alcohol abuse and the illegal use of drugs leads to increased accidents and medical claims. Employees who abuse drugs and alcohol present a danger to themselves, their fellow employees, the County and the public. In addition, the increased medical costs incurred by employees who use/abuse drugs and/or alcohol and the associated decreased productivity of these individuals because of accidents, absenteeism and turnover adversely affect achievement of the County's mission and goals.

No part of this policy, nor any of the procedures hereunder guarantees employment, continued employment or terms or conditions of employment, or limits in any way the County's rights to manage its workplace or discipline employees.

Definitions: For purposes of this policy, the following terms shall have the following meanings:

- A. "Premises" shall include all work sites, work areas, property owned or leased by the County, or vehicles owned, operated, leased or under the control of the County.

Privately-owned vehicles parked or operated on property owned, leased or managed by the County are also included under the definition.

- B. "County time" shall include all times during which an employee is on County premises, meal and break times on or off the County premises, or performing work off the premises for the benefit of the County, as a representative of the County.
- C. "Legal drug" means any substance, the possession or sale of which is prohibited by law, including prescription drugs that have been and over-the-counter drugs.
- D. "Illegal drug" means any controlled substance, the possession or sale of which is prohibited by law.
- E. "Under the influence" means the condition wherein any of the Body's sensory, cognitive or motor functions or capabilities is altered, impaired, diminished or affected due to substances. This also means the detectable presence of substances within the body, regardless of when or where they may have been consumed, having an alcohol concentration within the violation range specified by the laws of the State of Illinois and/or having a positive test for other substances. With respect to employees subject to the Federal Motor Carrier Safety Administration, U.S. Department of Transportation, under the influence is defined in accordance with FMCSA regulation as having an alcohol concentration of 0.04 or greater.
- F. "Substance" means any alcohol, drugs or other substances (whether ingested, inhaled, injected subcutaneously or otherwise) that have known mind-altering or function-altering effects upon the human body or that impair one's ability to safely perform his or her work, specifically including but not limited to prescription drugs and over-the-counter medications, alcohol, drugs and other substances made illegal under federal or state law, synthetic or designer drugs, illegal inhalants, look-alike drugs, amphetamines, cannabinoids, (marijuana and hashish), cocaine, phencyclidine (PCP), opiates and any drugs or other substances referenced in Schedule I through V of 21 C.F.R. Part 1308 (whether or not such drugs or other substances are narcotics).
- G. "Traceable in the employee's system" means that the results of a laboratory's analysis of the employee's urine or blood specimen is positive for the tested substance.
- H. "Reasonable suspicion" means suspicion based upon: specific personal observations of the County's representatives can describe concerning the employee's appearance, movements, behavior, speech, breath detection of a prohibited substance in the area where an employee has/had been working, an unexplained decline in work performance or attendance, a workplace accident or safety violation.
- I. "Work-related cause" means the employee has: incurred a work-related injury requiring medical attention at a medical facility, caused the injury of another person on County premises or during County time, caused damage to any County-owned or leased property, or commits repeated and/or flagrant violations of safety standards.

Applicability:

- A. This policy applies to all employees and volunteers of the County, as well as candidates for employment with the County, who have been given conditional offers of employment. Such persons are responsible to be familiar with and comply with this policy.
- B. The provisions of this policy are subject to any federal, state or local laws that may prohibit or restrict their applicability and testing for substances shall be conducted and in accordance with and limited by such laws, notwithstanding any terms of this policy to the contrary.

Policy:

- A. Alcohol or Illegal Drugs or Substances: The possession, sale, purchase, use or transfer of alcohol or an illegal drug or substance while on the County's premises or while on County's time is prohibited. In addition, employees may not report to work or be on County premises or County time under the influence of alcohol or with any traceable illegal drug or substance in their system.
- B. Any violation of this policy may result in immediate discharge and may subject an employee to legal action.
- C. Legal Drugs: The County does not condone the abuse of legal drugs or working under the influence of legal drugs to the extent that job performance and/or safety is adversely affected. Employees using prescription and/or over-the-counter drugs are responsible for being aware of any potential effect such drugs may have on their judgment or ability to perform their duties.
- D. Pre-Employment Substance Testing: Upon receipt of a contingent offer of employment, candidates may be subject to pre-employment substance testing. Individuals to whom a contingent offer is made whose pre-employment substance test returns positive (except with respect to prescription drugs and over-the-counter medications) will be ineligible for employment. Candidates who test positive may have their contingent offer of employment revoked.
- E. Random Selection Testing: The County is a drug-free workplace and reserves the right to conduct random testing on all employees. All employees are subject to random testing for substances. Where random testing is prohibited or restricted by applicable state or local statute or regulation, or other legally-binding agreement, the County will conform to all applicable laws, regulations or agreements notwithstanding the provisions of this policy.
- F. Post-Accident Testing: If the County has reasonable cause to believe an employee has caused an on-the-job injury that is considered recordable under OSHA guidelines (i.e. requiring medical treatment) as a result of being under the influence, the supervisor may require the injured employee to undergo a post-accident substance test. Employees who operate vehicles owned by the County are subject to random, no-notice substance testing.

- G. Fitness for Duty: Employees suspected of being unfit for duty as a result of the use of reasonably suspected use of substances may be subject to substance testing. Employees who have successfully completed a substance abuse or rehabilitation program will be required to submit to a fitness for duty substance test before being permitted to return to work.
- H. Per FMCSA regulation, a driver subject to DOT regulations who is found to have an alcohol concentration of 0.02 or greater but less than 0.04 shall not perform, safety-sensitive functions for at least 24 hour.

Disciplinary Action:

- A. Any employee who possesses, sells, purchases, uses or transfers alcohol or an illegal substance on County premises may be subject to immediate discharge.
- B. Any employee who reports to work under the influence or with an illegal drug or substance traceable in his/her system may be subject to immediate disciplinary action up to and including discharge.
- C. Any employee who refuses to sign a consent form or cooperate in providing a specimen for testing when required under this policy may be subject to immediate disciplinary action up to and including discharge.
- D. Any employee who refuses to participate in rehabilitation/treatment, as recommended as a result of a positive test, and evaluation by a substance abuse counselor may be subject to immediate discharge.

Testing Procedures:

- A. Testing: The County may require an employee or candidate to provide a urine specimen, submit to a blood test, provide hair or saliva samples and/or undergo breath/alcohol testing for laboratory analysis at a medical clinic or other location as designated by the County immediately upon the request of authorized County representatives or agents in accordance with this policy.
 - 1. An employee who appears to be under the influence of a substance, in the sole discretion of the County, should be removed from the work area and provided with transportation to the place of testing. The County should call the emergency contact indicated by the employee or, if unavailable, arrange for the employee to be transported home following the test.
 - 2. Prior to submitting to testing, an employee or candidate may confidentially disclose to the independent medical examiner any prescription drugs or over-the-counter medications that he/she has taken or known medical condition that might interfere with an accurate test result. Such information will only be revealed to the County as permitted by law.
 - 3. At the discretion of the County, employees suspected of violating this policy may be placed on administrative leave without pay pending test results. If the test

results are negative, the employee will be reimbursed for any salary lost during administrative leave.

4. Specimens reported by the testing laboratory as adulterated or substituted will be considered a refusal to test and may be grounds for immediate termination of employment or ineligibility for hire.
 5. Should a candidate or employee fail the initial drug test, the candidate or employee will have the option of re-testing within 24 hours at the County's expense.
 6. If the second test is also positive, the candidate or employee will have the opportunity to explain the results. The County retains the discretion to determine the appropriate disciplinary action following two positive drug tests.
- B. Consent: The employee must sign a consent form authorizing the medical clinic or other location as designated by the County to perform the aforementioned tests and release the results of the testing to the County.
- C. Chain of Custody Procedures: At the time specimens are taken, a standard "chain of custody" or "chain of possession" procedures will be followed and the employee shall be given copy of these specimen collection procedures.
- D. Confidentiality: The results of any testing shall be kept strictly confidential among the employee, the clinic/other designated location or any outside laboratory used for analysis and the County. However, the County may use the results to decide upon an action to be taken towards an employee or, to the extent necessary, to defend its actions in any subsequent grievance, arbitration, legal or other proceeding.
- E. Treatment: An employee who voluntarily informs the County that he/she has a drug or alcohol abuse problem and desires rehabilitation assistance may be granted a leave of absence, in accordance with the County's Family Medical Leave Act policy. The sole purpose of such leave is to obtain the necessary rehabilitation assistance. The employee may be required to periodically provide proof that he/she is participating in an approved rehabilitation or after-care program. Any employee who returns to work after completion of a rehabilitation program and who subsequently violates the substance abuse policy may be immediately discharged without regard to a request for further rehabilitation.
- F. Searches: Authorized County representatives or agents may conduct searches of personal effects, vehicles, lockers, desks and rooms for drugs/alcohol and related paraphernalia, dangerous weapons, County property or property of other employees, consumers, etc. Items discovered through such searches may be turned over to law enforcement authorities.
- G. Employees must notify the County within five (5) days of any criminal drug statute conviction.
- H. The County, with the development and implementation of this policy, is making a good faith effort to maintain a drug/alcohol-free workplace.

SIGNATURE PAGE

IN WITNESS WHEREOF, the parties hereto have affixed their signatures this 9th day of December, 2025.

Montgomery County, Illinois

Laborers' Local 1084

Doug Donaldson, Chairman
Montgomery County Board

Michael Young
Business Manager

Chad Ruppert, Chairman
Development & Personnel Committee

Matthew Blankenship
Business Representative

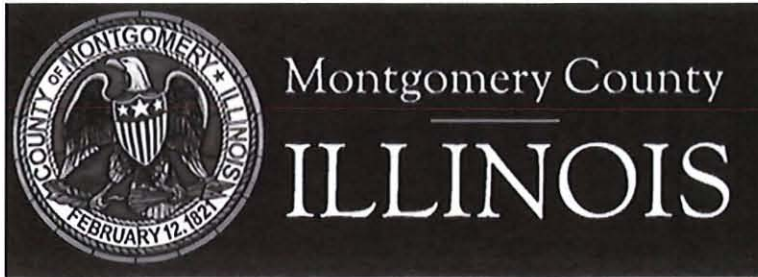
Tysha Mullen
Supervisor of Assessments

DCEO - Energy Transition Grant - 2025 Award #3 \$1,092,450.34

Department	Contact Person	Project Name	Amount Requested	Amount Funded
Grant Writer	Dan Rogers	Grant Writing Expense	\$3,000.00	\$3,000.00
Montgomery County Fair	Bev Seamon	Electric Upgrades	\$75,000.00	
Litchfield Area Ambulance	Breann Vazquez	Pavement Upgrade	\$50,000.00	
County Clerk	Sandy Leitheiser	Fidlar Vital Record Scanning	\$97,492.38	\$97,492.38
Circuit Clerk/Judge	Daniel Robbins	Public Benches	\$10,000.00	\$5,000.00
Highway Department	Cody Greenwood	Second New Tandem Plow Truck	\$275,000.00	
Development & Personnel	Chad Ruppert	Small Biz Job Creation Grants	\$250,000.00	
EMA	Dan Hough	Complete Multi-Purpose Public Safety Facility	\$200,000.00	\$200,000.00
MCSO	Tyson Holshouser	Add Classroom to Multi-Purpose Public Safety Facility	\$28,000.00	\$56,000.00
Coroner	Randy Leetham	Add Cooler to Multi-Purpose Public Safety Facility	\$95,000.00	\$85,000.00
Information Services	Curtis Watkins	Replace Fiber Runs at Historic & New Courthouse	\$20,000.00	\$20,000.00
Information Services	Curtis Watkins	Internal Network Segmentation Expansion & Upgrading	\$16,500.00	\$16,500.00
Information Services	Curtis Watkins	Upgrade Existing Door Panels & Readers	\$27,000.00	\$27,000.00
Information Services	Curtis Watkins	Replace Remaining 35 Analog Cameras with IP	\$38,500.00	\$38,500.00
Information Services	Curtis Watkins	Add Additional Doors with Access Control	\$35,000.00	
ETSB	Ed Boyd	UHF Link Repeater System	\$25,000.00	
ETSB	Ed Boyd	Battery Back-up at 5 Repeater Sites	\$35,000.00	
Maintenance	Phil Ernst	Upgrades for Both Elevators at Courthouse Complex	\$447,500.00	\$240,000.00
Maintenance	Phil Ernst	Replace VAV Boxes & Controls at Courthouse Complex	\$435,000.00	\$225,907.96
Maintenance	Phil Ernst	Replace Steam Boilers at Historic Courthouse	\$78,050.00	\$78,050.00
Maintenance	Phil Ernst	Replace Elevator at Historic Courthouse	\$675,000.00	
Total of Projects Requested			\$2,916,042.38	
Total Grant Amount Remaining				\$0.00

DCEO Grant Summary 10/28/25

[illegible]



Training Repayment Agreement

I understand and agree should I be hired as a _____ for
Montgomery County, I will remain in employment of the County, as
_____ for a minimum of thirty-six (36) months from the date of hire
and if I resign before the expiration of the thirty-six (36) months I will reimburse the County for any and all
costs incurred as enumerated in the section below:

a. If resignation is prior to twenty-four (24) months having lapsed from the date of hire I will be responsible
for 100% of the costs incurred.

b. If resignation occurs prior to the time of thirty-six (36) months, but more than twenty-four (24) months I
will be responsible for 50% of the cost incurred.

Schedule of Costs to be incurred by the County;

- a. Administration of physical and written examinations.
- b. Interviews
- c. Background Investigations
- d. Medical / drug screens and other employment related examinations.
- e. Uniforms and equipment issued by the County.
- f. Salary paid during field training sessions and police training, if applicable.

I also agree that the County shall retain any money from my paycheck, including, but not limited to,
payment for any available paid time off to satisfy, either in full or in part, payment of the costs enumerated
in the section above.

Applicant Signature: _____

Supervisor: _____

Date: _____

Subscribed and sworn to before me:

Notary: _____

Date of Hire: _____



Hurst-Rosche, Inc
Jeremy Connor, PE
President

December 1, 2025

Mr. Mike Plunkett
County Board Administrator
Montgomery County
#1 Courthouse Square,
2nd Floor - Room 202
Hillsboro, IL 6204

RE: Montgomery County Solar Review
Dusitn Ellinger – PIN 10-36-300-013 & 15-02-200-029
Summit Ridge Energy
Montgomery County, Illinois

Dear Mr. Plunkett:

As requested, Hurst-Rosche, Inc. proposes to complete the independent review for Dusitn Ellinger – PIN 10-36-300-013 & 15-02-200-029, IL State Route 16, Litchfield, IL 62056 for Montgomery County in accordance with the adopted Ordinance. Our scope of work would include the following:

1. Evaluate the individual Application in accordance with the Ordinance for the Siting and Building Permit sections.
2. Report on our findings with a Summary Letter and an associated Checklist Table.
3. Attend a County Board meeting to present our findings.
4. Complete additional reviews of additional submittals as needed.
5. Perform Construction Inspections at the Direction of the County to verify adherence to the Permit.

We propose to complete the above professional scope of services for a Not-To-Exceed fee of \$3,500 that will be reimbursed by the petitioner.

If you are in agreement with this proposal and the attached terms and conditions, please sign and date at the bottom and return one copy as our notice to proceed.

If you have any questions or require additional information, please contact our office.

Sincerely,

HURST-ROSCH, INC.



Jeremy Connor, P.E.
President

Justin Goodwin, PE
Vice President

Michael Emken, PE
Vice President

JJC:
Enclosure

ACCEPTED BY:

1400 E. Tremont St.
Hillsboro, IL 62049
217.532.3959 (Office)
217.532.3212 (Fax)
www.hurst-rosche.com

Signature

Date

Terms and Conditions

Hurst-Rosche, Inc. shall perform the services outlined in this agreement for the stated fee arrangement.

ACCESS TO SITE

Unless otherwise stated, Hurst-Rosche, Inc. will have access to the site for activities necessary for the performance of the services. Hurst-Rosche, Inc. will take reasonable precautions to minimize damage due to these activities, but has not included in the fee the cost of restoration of any resulting damage and will not be responsible for such costs.

FEE

Where the fee arrangement is to be on an hourly basis, the rates shall be those that prevail at the time Services are rendered.

BILLINGS/PAYMENTS

Invoices will be submitted monthly for Services and reimbursable expenses and are due when rendered. Invoice shall be considered past due if not paid within 30 days after the invoice date and Hurst-Rosche, Inc. May without waiving any claim or right against Client, and without liability whatsoever to the Client, terminate the performance of the Service. Retainers shall be credited on the final invoice. A service charge will be charged at 1.5% (or the legal rate) per month on the unpaid balance. In the event any portion of an account remains unpaid 90 days after billing, the Client shall pay cost of collection including reasonable attorney's fees.

INDEMNIFICATIONS

The Client shall, to the fullest extent permitted by law, indemnify and hold harmless, Hurst-Rosche, Inc. his or her officers, directors, employees, agents and subconsultants from and against all damage, liability and cost, including reasonable attorneys' fees and defense costs, arising out of or in any way connected with the performance of the services under this Agreement excepting only those damages, liabilities or costs attributable to the sole negligence or willful misconduct of Hurst-Rosche, Inc.

INFORMATION FOR THE SOLE USE AND BENEFIT OF THE CLIENT

All opinions and conclusions of Hurst-Rosche, Inc. whether written or oral, and any plans, specifications or other documents and services provided by Hurst-Rosche, Inc. are for the sole use and benefit of the Client and are not to be provided to any other person or entity without the prior written consent of Hurst-Rosche, Inc. Nothing contained in this Agreement shall create a contractual relationship with or a cause of action in favor of any third party against either Hurst-Rosche, Inc. or the Client.

CERTIFICATIONS, GUARANTEES AND WARRANTIES

Hurst-Rosche, Inc. shall not be required to execute any document that would result in Hurst-Rosche, Inc. certifying, guaranteeing or warranting the existence of any conditions.

RISK ALLOCATION

In recognition of the relative risks, rewards and benefits of the project to both the Client and Hurst-Rosche, Inc. the risks have been allocated so that the Client agrees that, to the fullest extent permitted by law, the Hurst-Rosche, Inc.'s total liability to the Client, for any and all injuries, claims, losses, expenses, damages or claim expenses arising out of the agreement, from any cause or causes, shall not exceed the total amount of \$50,000, the amount of Hurst-Rosche, Inc.'s fee (whichever is greater) or other amount agreed upon when added under Special Conditions. Such causes include but are not limited to, Hurst-Rosche, Inc.'s negligence, errors, omissions, strict liability, breach of contract or breach of warranty.

TERMINATION OF SERVICES

This agreement may be terminated upon ten (10) days written notice by either party should the other fail to perform his obligations hereunder. In the event of termination, the Client shall pay Hurst-Rosche, Inc. for all Services rendered to the date of termination, and reasonable termination expenses.

OWNERSHIP DOCUMENTS

All documents produced by under this agreement shall remain the property of the Hurst-Rosche, Inc. and may not be used by the Client for any other endeavor without the written consent of Hurst-Rosche, Inc.

DISPUTE RESOLUTION

Any claim or dispute between the Client and Hurst-Rosche, Inc. shall be submitted to non-binding mediation, subject to the parties agreeing to a mediator(s). This agreement shall be governed by the laws of the principal place of business of Hurst-Rosche, Inc.

Montgomery County Board
Buildings & Grounds Committee Meeting Agenda
County Board Room, 2nd Floor, Historic Courthouse
#1 Courthouse Sq. Hillsboro, IL 62049

8:30 a.m. Tuesday, December 2, 2025

Members Present: Mark Hughes, Connie Beck, Russell Beason, Keith Hancock, Evan Young, Doug Donaldson

Members Absent:

Others Present:

1. Pledge of Allegiance:
2. Public Comments:
3. Maintenance Report Update/Approval:
4. DCEO County Board Room Grant Update/Approval:
5. County Farm Lease Update/Approval:
6. 127 N. Main Street Property Update/Approval:
7. Other Business:

Motion to pay the bills by	and second by	. All in favor, motion carried.
Motion to Adjourn by	and second by	. All in favor, motion carried.
Meeting adjourned at	a.m. The summaries of minutes were respectfully submitted by acting secretary Mike Plunkett, as	
Deputized by Montgomery County Clerk/Recorder Sandy Leitheiser.		

DOUBLE E UPHOLSTERY
EARL D. ELLER
813 WALNUT STREET
HILLSBORO, ILLINOIS 62049

ESTIMATE ONLY

PHONE 217/532-2692 OR CELL 217/710-6063

ESTIMATE GOOD FOR (45) DAYS

DATE: NOVEMBER 7, 2025

ATTN: MIKE PLUNKETT

PHONE# 217/532-9588

8 BENCH CUSHIONS, 14½ INCHES DEEP

FOAM, 2 INCHES THICK	\$	782.00
FABRIC, 32 YARDS @ \$29.00	\$	928.00
SUPPLIES	\$	450.00
SHIPPING	\$	100.00
TAX	\$	163.85
LABOR	\$	1,600.00
TOTAL	\$	4,023.85

SIGNATURE: _____

Earl D. Eller



Montgomery County Board Administration Office

#1 Courthouse Square

2nd Floor – Room 202

Hillsboro, Illinois 62049

Phone: 217-532-9577

E-Mail: cbadmins@montgomerycountyil.gov

Seeking Bids for Three-Year Cash-Rent Farm Lease

The Montgomery County Building and Grounds Committee is seeking bids for a three-year cash-rent farm lease of the County Farm consisting of approximately 119.9 acres. Specifications can be obtained by picking up an informational packet in the County Board Admin Office located in Room 202 at the Historic Courthouse in Hillsboro or on the county website at montgomerycountyil.gov. Sealed bids must be turned in to the County Board Admin Office by 3:00 p.m. on Monday, Feb. 2. Sealed bids will be opened at the Buildings & Grounds Committee meeting at 8:30 a.m. on Tuesday, Feb. 3, 2025. The top three bidders will be given the option to raise their bid if they attend the bid opening. The committee reserves the right to refuse all bids.



Montgomery County Board Administration Office

*#1 Courthouse Square
2nd Floor – Room 202
Hillsboro, Illinois 62049*

Phone: 217-532-9577

E-Mail: cbadmins@montgomerycountyil.gov

Bid Specs for Three-Year Cash-Rent Farm Lease

The Montgomery County Building and Grounds Committee is seeking bids for a three-year cash-rent farm lease of the County Farm consisting of approximately 119.9 acres. Maps are attached. Sealed bids must be turned in to the County Board Admin Office by 3:00 p.m. on Monday, Feb. 2. Sealed bids will be opened at the Buildings & Grounds Committee meeting at 8:30 a.m. on Tuesday, Feb. 3, 2025. The top three bidders will be given the option to raise their bid if they attend the bid opening. The committee reserves the right to refuse all bids.

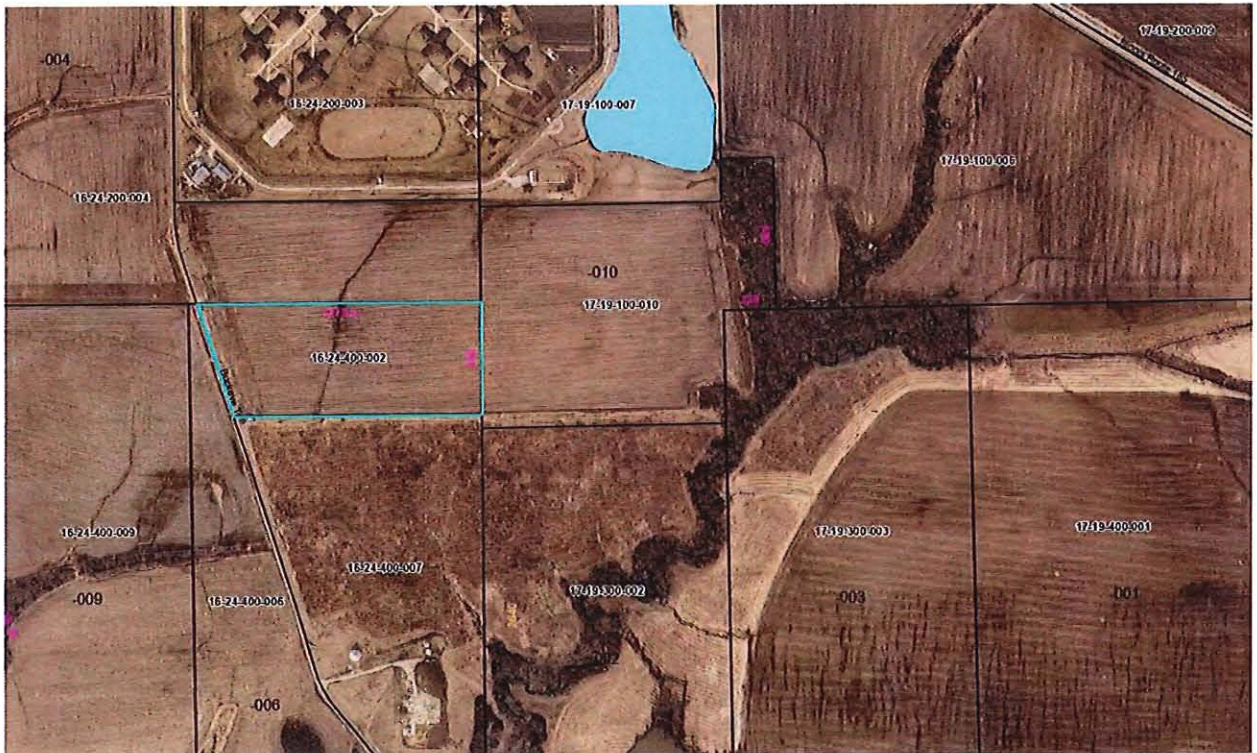
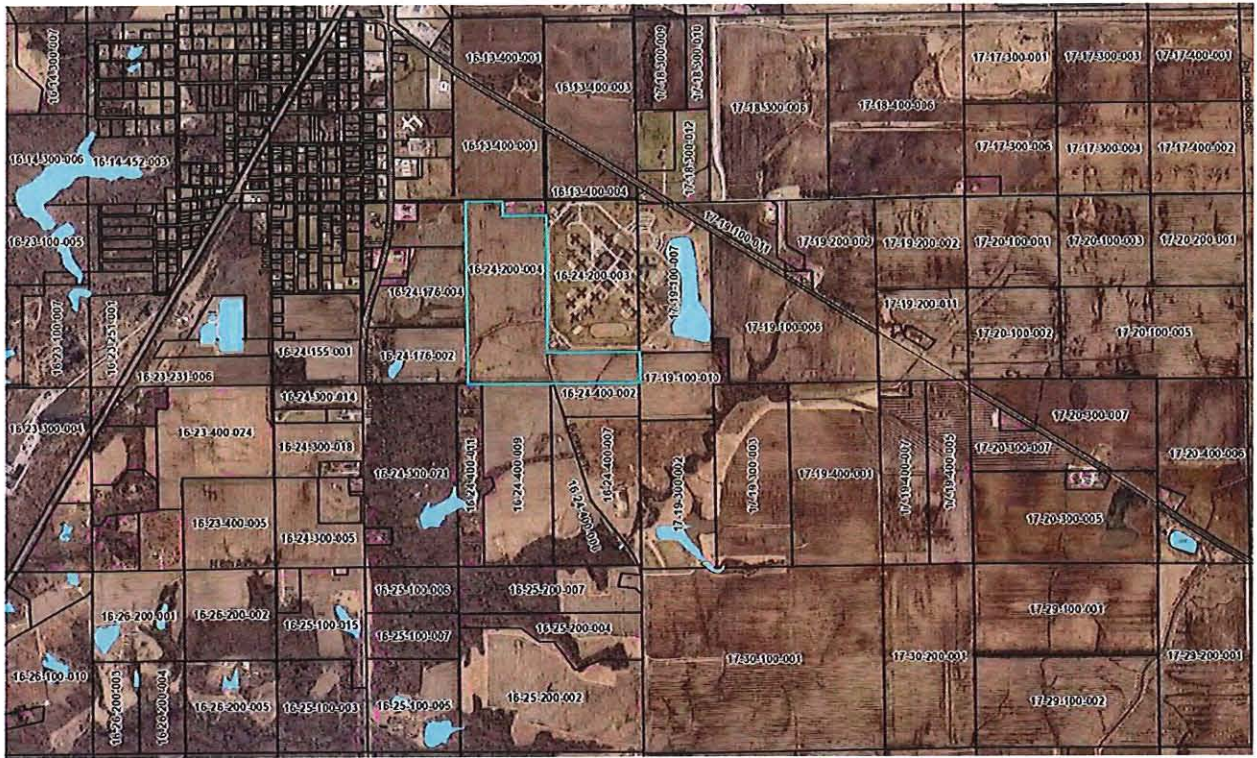
Rent \$ _____ per acre per year

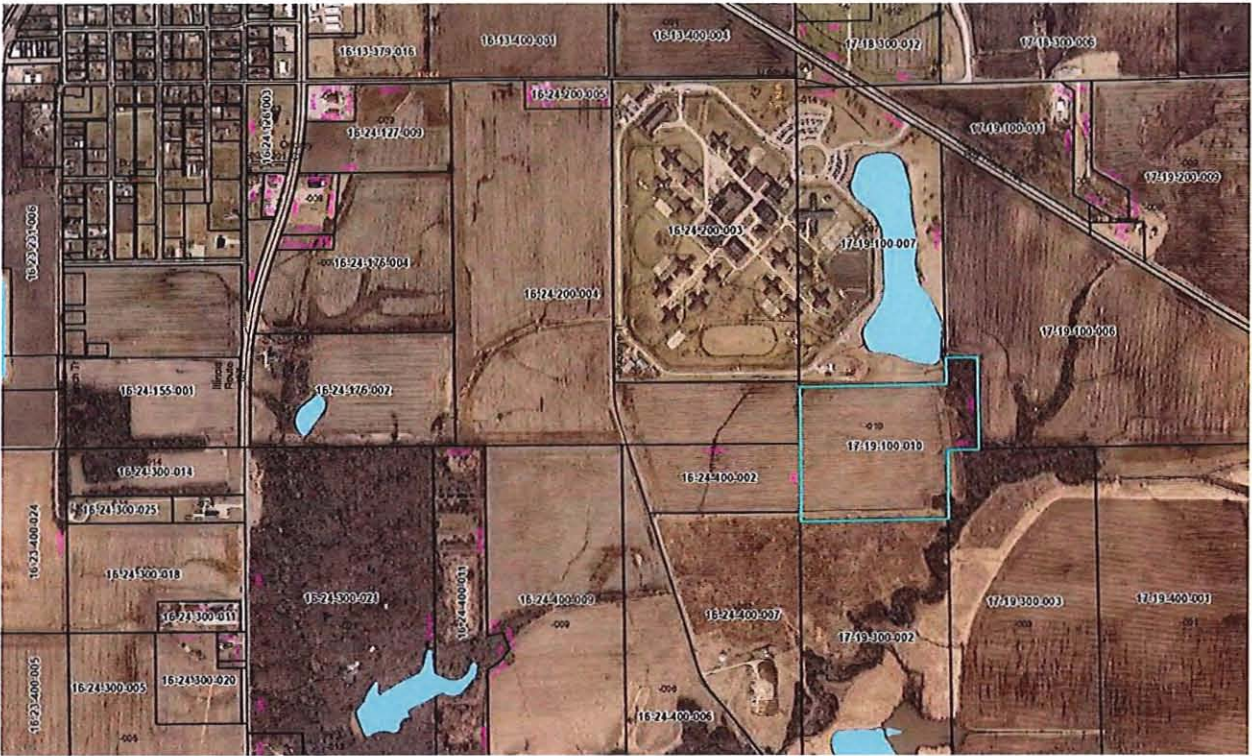
Name: _____ Phone: _____

Address: _____

Sealed bids must be dropped off or mailed to the County Board Admin office
Montgomery County Buildings & Grounds Committee
#1 Courthouse Square Room 202
Hillsboro, IL 62049

The lease will be for three years beginning Feb. 15, 2026, through Nov. 30, 2028. Rent payments will be due twice each year, half on March 15 and half on Nov. 15, payable at the Montgomery County Treasurer's office. The Tenant will be required to share all yield data, all fertilizer and chemical application reports annually. There will be no fall tillage. The County will soil test and provide a copy of the results to the Tenant. At the end of the lease, the soil will be tested again and the Tenant may be required to add additional fertilizer at the end of the lease so the soil tests are similar to the results from the beginning of the lease.





Montgomery County Farm Fixed Cash Lease

Date and names of parties. This lease, bearing the date of February 15, 2026, is between:

Lessor(s) (Insert Landowner's exact name):

Montgomery County, Illinois, whose mailing address is #1 Courthouse Square Room 202, Hillsboro, IL 62059,

and

Lessee(s) (Insert Tenant's exact name):

_____, whose
mailing address is

The parties to this lease agree to the following lease for the land and length of tenure described in Section 1.

SECTION 1. DESCRIPTION OF RENTED LAND AND LENGTH OF TENURE

- A. Description of Land.** The Landowner (Lessor) rents and leases to the Tenant (Lessee), to occupy and to use for agricultural purposes only, the following real estate located in the County of Montgomery and the State of Illinois, and described as follows: Pts of SE $\frac{1}{4}$ and NE $\frac{1}{4}$ of Section 24, T8N R4W and Pts of NW $\frac{1}{4}$ and SW $\frac{1}{4}$ of Section 19 T8N R4W, commonly known as the Montgomery County Farm and consisting of approximately 119.9 acres, together with all buildings and improvements thereon belonging to the Lessor, except the County Farm Cemetery.
- B. Length of tenure.** The term of this lease shall be for the 2026, 2027, and 2028 Crop Years, specifically from February 15, 2025, to November 30, 2028. Lessee shall surrender possession at the end of this term or of any extension. Extensions must be in writing and attached to. and/refer to, this lease.

SECTION 2. FIXED CASH RENT

Fixed Cash Rent. Tenant agrees to pay Landowner an annual fixed cash rent in the following amount:

\$ _____.

Cash Rent Installments. The cash rent shall be paid each year in the following amounts on the following dates (identify whether the amount is in Dollars (\$) or a percent (%) of the total):

50% of the annual fixed cash rent on or before March 15, and 50% of the annual fixed cash rent on or before Nov. 15

SECTION 3. INVESTMENT AND EXPENSES OF LESSOR-OWNER AND LESSEE-TENANT

- A.** The Lessor-Owner agrees to pay:
- (1) Real Estate Taxes on the land and improvements and
 - (2) Reasonable costs of soil tests used to monitor the fertility and pH levels of the farmland.
- B.** The Lessee-Tenant agrees to furnish:
- (1) All the machinery, equipment, labor, fuel, and power necessary to farm the premises, and
 - (2) All other annual inputs to the farming operation, including seed, pest and disease treatments, and fertilizers and limestone.

SECTION 4. LESSEE-TENANT'S DUTIES IN OPERATING FARM

- A.** The Lessee-Tenant agrees:
1. To cultivate the farm in a timely, thorough, and businesslike manner, including (a) Preventing, so far as reasonably possible, noxious weeds (defined by Illinois) and other weeds from going to seed and (b) Preventing unnecessary waste, loss, or damage.
 2. To maintain the soil pH at 6.0 or higher (not to exceed a pH of 6.8) and to maintain soil fertility levels. Lessee-Tenant will apply limestone as appropriate to maintain this minimum pH level and will apply N, P, and K fertilizers at rates that, at a minimum, will replace the net N, P, and K expected to be used by the crops to be grown. (See Section 5, Clause A, for provisions regarding reimbursement of Lessee-Tenant for limestone.)
 3. To implement soil erosion control practices and other conservation measures as may be necessary to comply with any soil loss standards mandated by the local, state and federal agencies and other conservation compliance requirements of federal farm programs.
 4. Insurance: For the term of the lease, Lessee-Tenant shall maintain insurance with a carrier acceptable to the Lessor-Owner, insuring Lessee-Tenant while performing on the premises
 5. To fulfill all other requirements necessary to qualify current and future farm operators to participate in federal farm programs.
- B.** The Lessee-Tenant further agrees, unless written consent of the Lessor-Owner is obtained:
1. Not to Assign this lease to any person or sublet any part of the premises herein leased nor to Permit, encourage, or invite other persons to use any part or all of this property for any purpose or activity not directly related to its use for agricultural production, and

2. Not to burn or bury any materials on the farm nor store or dispose of chemicals or empty chemical containers on the property nor enter into any contract, or other business arrangement that alters rights in the Lessor-Owner's security interest, right of entry, default or possession.

C. **Other Duties:** Regularly mow roadside right-of-way

SECTION 5. MANAGEMENT AND BUSINESS PROCEDURES

- A. **Failure to Make Lease Payment.** Failure to make a lease payment by a due date described in Appendix A, or failure to make a payment required by a previous lease between the parties, is a "substantial breach" of this lease (See Section 6.A – Termination and Default).
- B. **Data.** Lessee-Tenant shall provide to Lessor-Owner annually (1) All crop production data from this farm, including records substantiating this production, and (2) The product name, amount, date of application and location of application of all pesticides and fertilizers used on the farm. Invoices/Receipts must be specific to the farm unit identified in this lease.
- C. **Hunting.** Lessor retains/the hunting rights to the leased premises.

SECTION 6. DEFAULT, POSSESSION, ATTORNEY FEES, OTHER MATTERS

- A. **Termination upon default.** If either party fails to carry out substantially the terms of this lease, the lease may be terminated by the other party by serving a written notice citing the instance(s) of default and specifying a termination date of 3 days from the date of such notice. Settlement shall then be made in accordance with the provisions of Clause B of this section, the reimbursement agreements of Section 5, and any amendments to this lease.
- B. **Yielding possession.** The Lessee-Tenant agrees at the expiration or termination of this lease to yield possession of the premises to the Lessor-Owner without further demand or notice, in as good order and condition as when they were entered upon by the Lessee-Tenant, loss by fire, flood, or tornado, and ordinary wear excepted. If the Lessee-Tenant fails to yield possession, the Lessee-Tenant shall pay to the Lessor-Owner a penalty of \$20 per day for each day he/she remains in possession thereafter, in addition to any damages caused by the Lessee-Tenant to the Lessor-Owner's land or improvements. These payments shall not entitle the Lessee-Tenant to any interest of any kind in or on the premises.
- C. **Attorney Fees.** All costs and attorney fees of the Lessor-Owner in enforcing collection or performance shall be added to the obligations payable by the Lessee-Tenant.
- D. **Lessor-Owner's right of entry.** The Lessor-Owner reserves the right personally or by agents, employees, or assigns to enter upon the premises at any reasonable time to view them, work or make repairs or improvements thereon, hunt or shoot firearms, take soil tests, develop mineral resources, and, if the lease term has not been extended and following severance of crops, to conduct fall tillage, make

seedings, glean corn, apply fertilizers, and perform any other operation necessary to good farming by the succeeding Lessee-Tenant.

- E. **Lessor-Owner liability.** The Lessee-Tenant acknowledges the hazards of operating a farm, and assumes all risk of accidents personally as well as for family, employees, or agents in pursuance of farming operations, or in performing repairs on improvements.

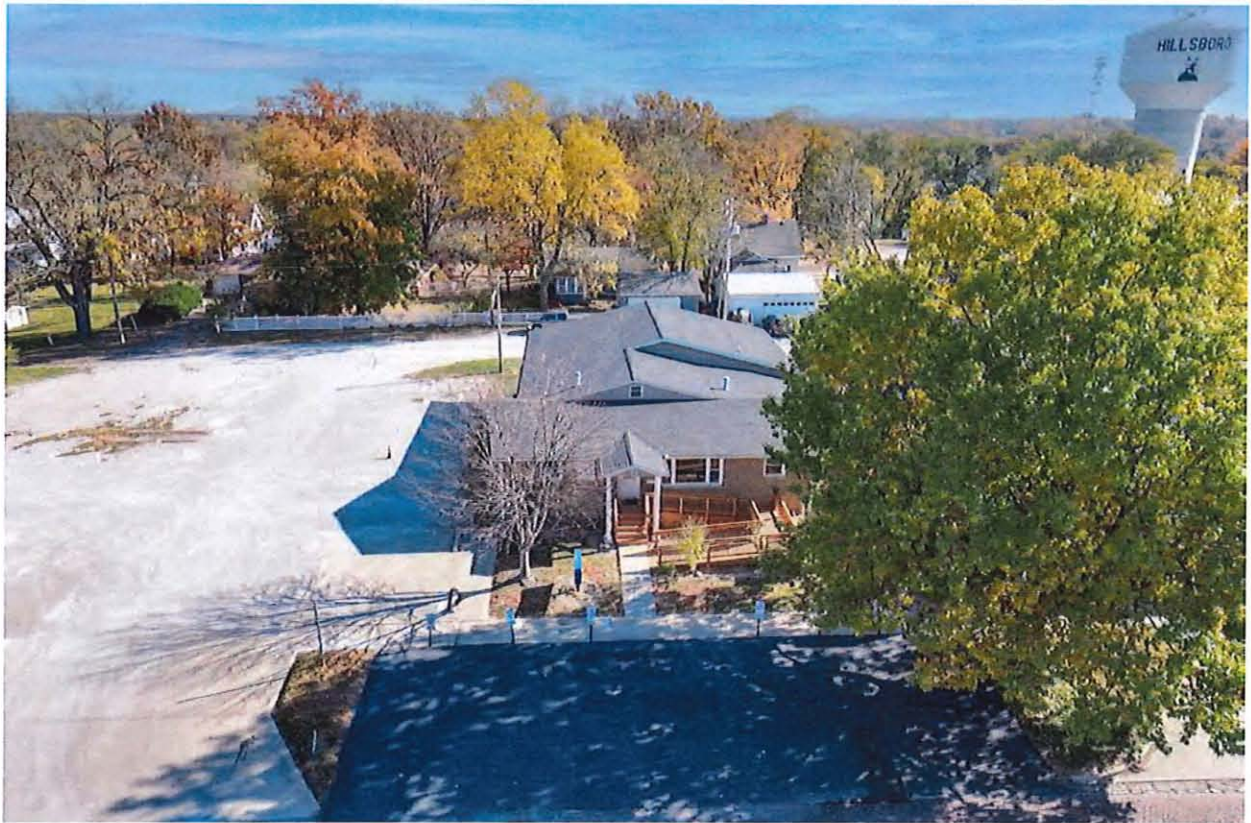
Signatures of parties to lease:

_____ Chairman _____ Date

_____ Tenant _____ Date

_____ Tenant _____ Date

127 N. MAIN ST., HILLSBORO, IL | \$300,000



PROPERTY FEATURES

- Year Built: 1980
- 3,200 +/- sf main level
- 864 +/- sf basement
- Roof: 2024
- Private/Public Parking
- Handicap Accessible
- B-1 Zoning
- 5 Private Offices
- 3 Bathrooms
- Conference Area
- Kitchenette
- Reception Area
- Open Space
- Multi-Use Building



Brandi Lentz

Designated Managing Broker
217-440-4663
Brandi@MCRealty.net

www.MCRealty.net



📍 127 N Main St., Hillsboro, IL 62049
💰 \$300,000

Located directly across from the courthouse 🏛️, this prime commercial building is ideal for:

- 👩‍💼 Law office
- 👨‍⚕️ Medical practice
- 💬 Counseling center
- 🏢 Any professional service seeking visibility and convenience

🌟 Key Highlights

- ♦ **Vaulted open area** currently used as a gym — perfect for a conference room, training room, collaborative workspace, or a large private office
- ♦ **Sunken kitchenette area** for added staff convenience ☕
- ♦ **Flexible floor plan** suited for growing businesses, new ventures, or commercial investors looking for a move-in-ready professional space

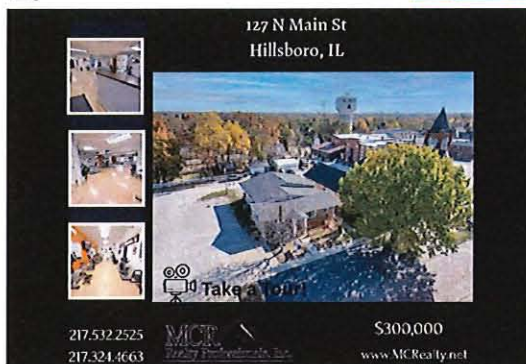
📞 Schedule your private tour today

MCR Realty Professionals, Inc.

📞 217-532-2525 or 217-324-4663

🌐 www.MCRealty.net

👤 Take a Virtual AI Tour 🖱️ <https://vimeo.com/1136541165?share=copy&fl=sv&fe=ci>



👁️ Check out the Interactive Floor Plan 🖱️ <https://visithome.ai/BPrnSXdgmr3jttVGU3jza7?mu=ft>



Property Client Full w/Photos

127 N Main Street, Hillsboro, Illinois 62049

MLS#: [25075609](#)
Status: **Incomplete**

Prop Type: **Commercial Sale**
Sub Type: **Business**

Current Price: **\$300,000**
DOM:



Bldg Name:
Yr Built/Est. Age: **1980/45**
Stories:
Lot SqFt: **8,712**
Lot Dim:
1st Fl SqFt: **3,200**
SqFtAbv/PSF: **/**
Bldgs: **1**

Sct/Twn: **HILLSBORO TWP**
Levels:
Stories Ttl: **1**
Lot Size: **.200 ac (Public Records)**
SqFt Total: **4,000**
2nd Fl SqFt: **0**
Sqft Bldg: **4,000**
Unit #:

Features

Bldgs: **1** Fire Tag Rq:
Drive Dr: Possible Use: **Commercial, Professional Service, Professional/Office** Ceiling Height:
Appliances: **Dryer, Microwave, Refrigerator, Washer, Water Heater - Gas**
Flooring: **Laminate**

Additional Features

Parking: Carport: **No/0**
Construction: **Brick, Vinyl Siding** Model:
Waterfront: **No** Pool:
Road Frontage: **Alley, City Street** Road Surface: **Brick, Chip And Seal**
Disclosures: **None**
Accessibility Ft: **Accessible Approach with Ramp, Accessible Common Area, Accessible Doors, Accessible Entrance, Accessible Hallway(s), Customized Wheelchair Accessible, Visitor Bathroom**

Systems & Utilities

Cooling: **Ceiling Fan(s), Central Air** Heating: **Ductless, Electric, Forced Air, Hot Water, Natural Gas**
Water: **Public** Water Main Diam:
Utilities: **Electricity Connected, Natural Gas Connected, Phone Connected, Sewer Connected, Water Connected**

Public Remarks

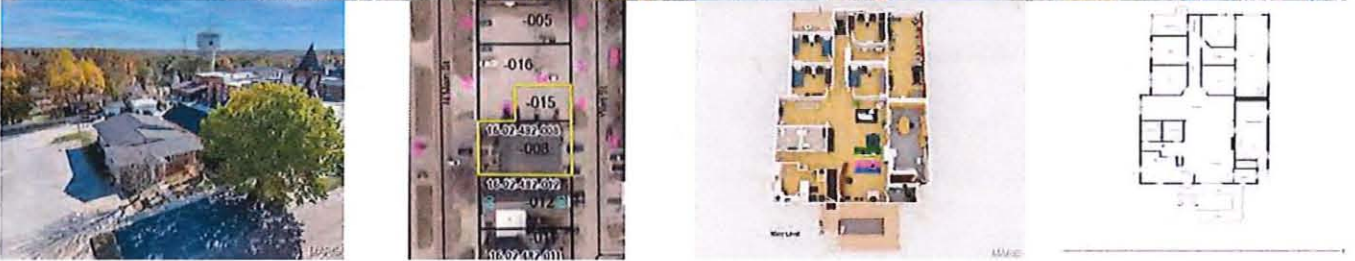
Discover a well designed commercial building offering approximately 3,200 square feet of flexible space in a prime location. The property features a brick and vinyl exterior and a new roof installed in 2024. A rear covered deck area provides a great spot for breaks or outdoor seating. The building is handicapped accessible with a front entrance ramp and is currently configured for a medical or professional office environment. Currently utilized as a successful physical therapy clinic, the layout includes multiple treatment rooms or private offices, a reception area, client waiting area, restroom facilities, and open space that can be adapted to suit many business types. There is also a partial basement that offers additional finished space, generous storage, a laundry area, and a bathroom. Situated directly across the street from the courthouse, this location is ideal for a law firm, medical practice, counseling center, or any professional service business seeking visibility and convenience. Parking is a major advantage. The building adjoins a public parking lot and also includes its own private parking area reserved exclusively for your clients or customers. Inside, a vaulted open area that is currently used as a gym offers many possibilities and could be transformed into a spacious conference room, training room, collaborative workspace, or large private office. A sunken kitchenette area provides added convenience for staff. Whether you are expanding your existing business, starting a new venture, or investing in commercial property, this space offers flexibility, visibility, and a professional setting that is ready for immediate use. Schedule a private tour today to explore the opportunities this property offers.

Legal/Taxes

Parcel ID: [16-02-482-008](#)
Ownership: **Private** Builder Name:
Occupant Type: **Owner** Owner/Occupant Name:
Taxes: **\$5,750.00** Tax Year: **2024** Owner Phone:
Legal Desc: **LOT 15 ORIGINAL TOWN & S40 E64 LT10 ORIGINAL TOWN** Prop Asd Cty Tx:

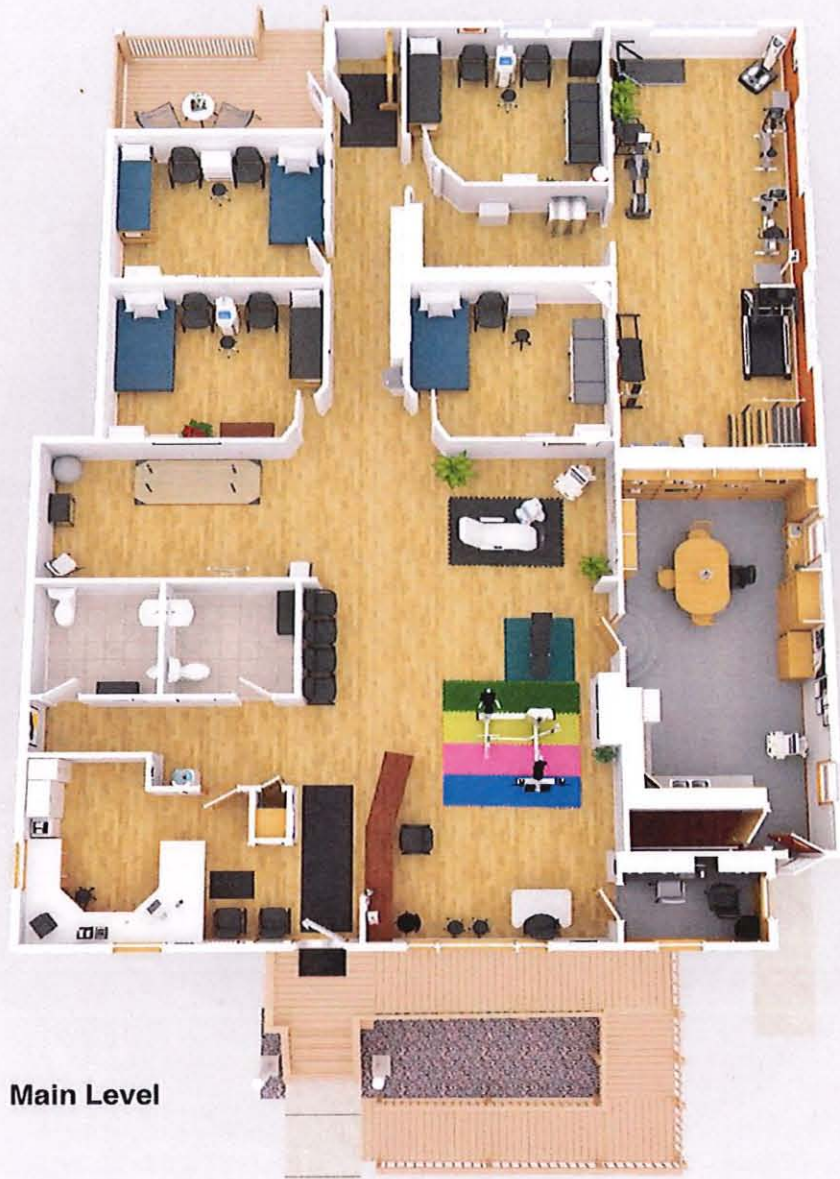
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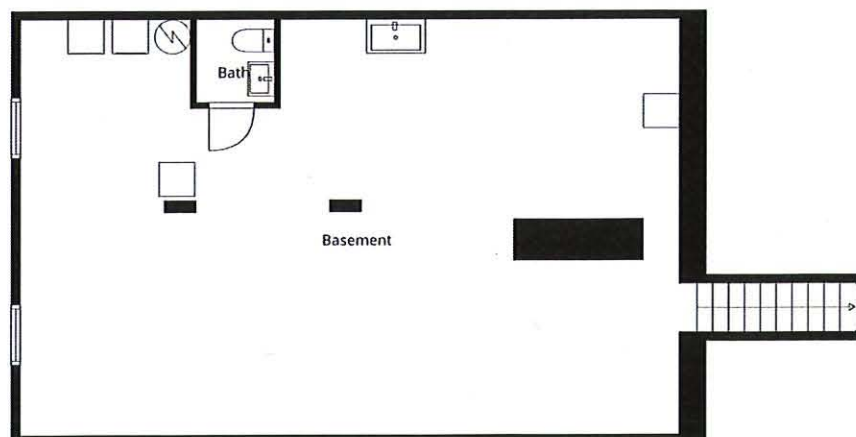
Information is deemed reliable but not guaranteed.
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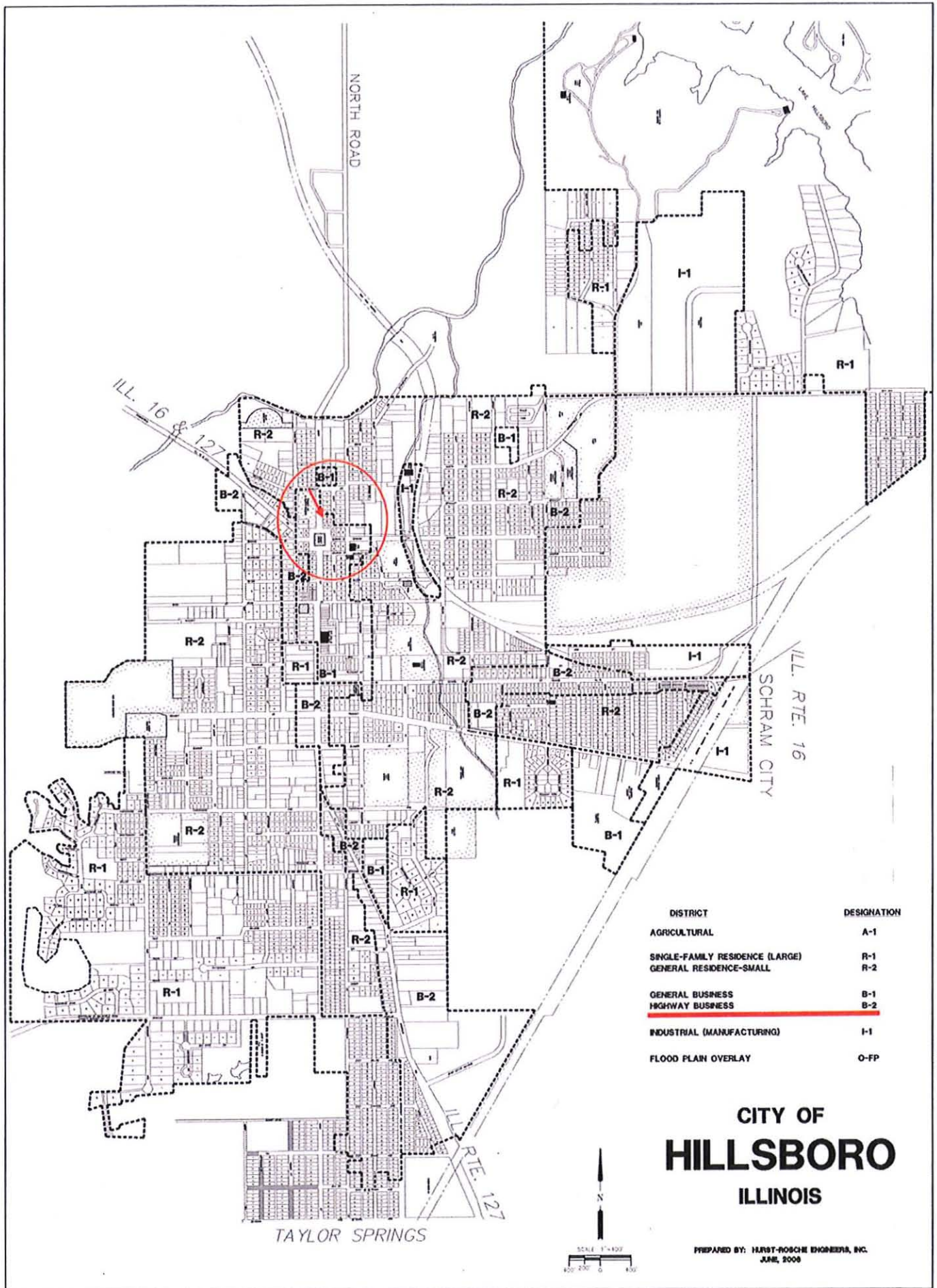
Main Level



Basement



16-02-482-011



Montgomery County Board

Roads & Bridges Committee Meeting Agenda

Conference Room, County Highway Dept.
11159 IL Rte 185, Hillsboro, IL 62049

Date: Wednesday, November 5th, 2025

Time: 8:30 AM – County Highway Department

Members present: Ethan Murzynski, Bill Bergen, Patty Whitworth, Chad Ruppert, Keith Hancock, Rob Corso, Doug Donaldson

Members Absent:

Other Present: County Engineer Cody Greenwood

The committee met today to discuss the following:

Roads & Bridges Committee:

1. **Public Comments:**
2. **Irresponsible Contractor on Township Bridge Projects Update/Approval:**
3. **Resolution 2026-01, 2026 County MFT Resolution Update/Approval:**
4. **Nokomis Rd. (CH 7) Extension Project Update/Approval:**
5. **Vacating Streets and Alleys in Zanesville Update/Approval:**
6. **Heavy Equipment Shed Update/Approval:**
7. **Section 23-05122-00-PV – Fillmore Township E. 24th Road Improvement Project – Preliminary Engineering Agreement Update/Approval:**
8. **Other Items:**

Motion by _____, second by _____ to Pay Bills. All in favor, motion carried.
Motion by _____, second by _____ to adjourn the meeting. All in favor, motion carried.
Meeting adjourned at _____ a.m. Minutes respectfully submitted by acting secretary Christine Daniels
as Deputized by the Montgomery County Clerk and Recorder, Sandy Leitheiser.



MONTGOMERY COUNTY HIGHWAY DEPARTMENT

CODY GREENWOOD, COUNTY ENGINEER
11159 IL RT 185, Hillsboro, Illinois 62049
Phone 217-532-6109, Fax 217-532-6642

The following outlines ongoing and past issues observed with Yamnitz & Associates that have affected project performance, compliance, and overall trust.

Material Handling and Installation

The contractor has altered or manipulated materials to give the appearance that they were installed according to the plans, when in reality only minimal quantities were placed. This raises substantial concerns regarding compliance with specifications and the integrity of the work.

Lack of Appropriate Equipment and Deviation from Specifications

The contractor will not use the necessary equipment to perform certain aspects of the project. As a result, work is often completed according to the contractor's preferred methods rather than in accordance with the project specifications. The contractor continues to expect full payment.

Inadequate Traffic Control Maintenance

Traffic control is frequently bid at minimal cost and is only maintained when given official notification.

Refusal to Utilize Local Labor Resources

The contractor consistently declines to hire from the local labor pool, despite the availability of qualified workers in the area.

Concerns Regarding Inspection Avoidance

There is a reasonable concern that the contractor may manipulate the timing of certain project activities to limit or prevent necessary on-site inspections. Such actions could further compromise project oversight and quality assurance.

Overall Impact on Project Environment

Collectively, these issues have resulted in a severe lack of trust in the contractor's materials, methods, and overall commitment to project compliance. This has created an environment of persistent conflict, increased oversight demands, and diminished confidence in project execution.



**Illinois Department
of Transportation**

**Resolution for Maintenance
Under the Illinois Highway Code**

District	County	Resolution Number	Resolution Type	Section Number
6	Montgomery	2026-01	Original	26-00000-00-GM

BE IT RESOLVED, by the Board of the County of
Governing Body Type Local Public Agency Type
Montgomery Illinois that there is hereby appropriated the sum of
Name of Local Public Agency
One Million Two Hundred Thousand Dollars (\$1,200,000.00)

of Motor Fuel Tax funds for the purpose of maintaining streets and highways under the applicable provisions of Illinois Highway Code from
01/01/26 to 12/31/26
Beginning Date Ending Date

BE IT FURTHER RESOLVED, that only those operations as listed and described on the approved Estimate of Maintenance Costs, including supplemental or revised estimates approved in connection with this resolution, are eligible for maintenance with Motor Fuel Tax funds during the period as specified above.

BE IT FURTHER RESOLVED, that County of Montgomery
Local Public Agency Type Name of Local Public Agency
shall submit within three months after the end of the maintenance period as stated above, to the Department of Transportation, on forms available from the Department, a certified statement showing expenditures and the balances remaining in the funds authorized for expenditure by the Department under this appropriation, and

BE IT FURTHER RESOLVED, that the Clerk is hereby directed to transmit four (4) certified originals of this resolution to the district office of the Department of Transportation.

I Sandy Leitheiser County Clerk in and for said County
Name of Clerk Local Public Agency Type Local Public Agency Type
of Montgomery in the State of Illinois, and keeper of the records and files thereof, as
Name of Local Public Agency
provided by statute, do hereby certify the foregoing to be a true, perfect and complete copy of a resolution adopted by the

Board of Montgomery at a meeting held on 12/09/25
Governing Body Type Name of Local Public Agency Date
IN TESTIMONY WHEREOF, I have hereunto set my hand and seal this 9th day of December, 2025
Day Month, Year

(SEAL, if required by the LPA)

Clerk Signature & Date

APPROVED

Regional Engineer Signature & Date
Department of Transportation



Illinois Department of Transportation

Local Public Agency General Maintenance

Submittal Type

Estimate of Maintenance Costs

District Estimate of Cost For

County

Local Public Agency	County	Section Number	Beginning	Ending
Montgomery County	Montgomery	26-00000-00-GM	01/01/26	12/31/26

Maintenance Items

Maintenance Operation	Maint Eng Category	Insp. Req.	Material Categories/ Point of Delivery or Work Performed by an Outside Contractor	Unit	Quantity	Unit Cost	Cost	Total Maintenance Operation Cost
1) Bit. Surface Treatment	III		MC-30 applied on roads	Gal.	100	\$4.80	\$480.00	
			HFE-150/HFRS-2 applied on roads	Gal.	50,000	\$3.05	\$152,500.00	
			HFE-300 applied on roads	Gal.	20,000	\$3.15	\$63,000.00	
			MC-250/800/3000 applied on roads	Gal.	100	\$4.80	\$480.00	
			SC-250/800/3000 applied on roads	Gal.	100	\$4.35	\$435.00	
			CA/CM15 FOB Trucks at Source	Ton	1,000	\$22.25	\$22,250.00	
			CA15 Furn. & Delivered	Ton	1,000	\$25.50	\$25,500.00	
			CA/CM13 Slag Furn. & Delivered	Ton	4,000	\$36.00	\$144,000.00	
								\$408,645.00
2) Pavement Patching	III		CA15/16 Chipmix FOB Trucks at Source	Ton	150	\$101.50	\$15,225.00	
			CA7 Mix FOB Trucks at Source	Ton	150	\$93.00	\$13,950.00	
			UPM Cold Mix Liquid Blend	Lb	35,000	\$0.75	\$26,250.00	
			UPM Cold Mix Pugmill Charge	Ea	1	\$2,000.00	\$2,000.00	
			CM16 Furn. & Delivered	Ton	300	\$25.50	\$7,650.00	
								\$65,075.00
3) Subbase Repair	III		CA/CM7 (A Quality) Furn. & Delivered	Ton	3,000	\$27.00	\$81,000.00	
			CA/CM7 (A Quality) FOB Trucks at Source	Ton	1,000	\$22.25	\$22,250.00	
								\$103,250.00
4) Agg. Surface Course/Shoulders	III		CA/CM6 (Type B) Furn. and Delivered	Ton	2,000	\$19.50	\$39,000.00	
			CA/CM6 (Type B) FOB Trucks at Source	Ton	1,000	\$18.50	\$18,500.00	
								\$57,500.00
5) Erosion Control	III		RR1 FOB Trucks at Source	Ton	100	\$21.00	\$2,100.00	
			RR3 FOB Trucks at Source	Ton	100	\$26.00	\$2,600.00	
			RR4 FOB Trucks at Source	Ton	100	\$37.50	\$3,750.00	
			RR5 FOB Trucks at Source	Ton	100	\$37.50	\$3,750.00	
								\$12,200.00

Estimate of Maintenance Costs

Submittal Type **Original**

Local Public Agency			County		Section		Maintenance Period	
							Beginning	Ending
Montgomery County			Montgomery		26-00000-00-GM		01/01/26	12/31/26
6) Crack Sealing	III		HFE-150/300 FOB at Source	Gal.	1,000	\$3.15	\$3,150.00	
			FA6 FOB Trucks at Source	Ton	100	\$12.00	\$1,200.00	
								\$4,350.00
7) Snow and Ice Control	III		Rock Salt Furn. & Delivered	Ton	350	\$85.00	\$29,750.00	
			FA1 FOB Trucks at Source	Ton	200	\$12.00	\$2,400.00	
			FM22 Furn. & Delivered	Ton	200	\$22.00	\$4,400.00	
								\$36,550.00
8) Pavement Striping	IIA		Perm. Pvmt Mark - Line 4"	Ft	110,000	\$0.20	\$22,000.00	\$22,000.00
9) Traffic Signs	IIA		MUTCD Sign	Ea	150	\$40.00	\$6,000.00	
			Sign Post/Hardware	Ea	200	\$50.00	\$10,000.00	
								\$16,000.00
Total Operation Cost								\$725,570.00

Estimate of Maintenance Costs Summary

Maintenance	MFT Funds	RBI Funds	Other Funds	Estimated Costs
Local Public Agency Labor	\$200,000.00			\$200,000.00
Local Public Agency Equipment	\$200,000.00			\$200,000.00
Materials/Contracts(Non Bid Items)	\$66,250.00			\$66,250.00
Materials/Deliver & Install/Materials Quotations (Bid Items)	\$659,320.00			\$659,320.00
Formal Contract (Bid Items)				
Maintenance Total	\$1,125,570.00			\$1,125,570.00

Estimated Maintenance Eng Costs Summary

Maintenance Engineering	MFT Funds	RBI Funds	Other Funds	Total Est Costs
Preliminary Engineering				
Engineering Inspection				
Material Testing				
Advertising				
Bridge Inspection Engineering	\$30,000.00			\$30,000.00
Maintenance Engineering Total	\$30,000.00			\$30,000.00
Total Estimated Maintenance	\$1,155,570.00			\$1,155,570.00

Remarks

SUBMITTED

Local Public Agency Official Signature & Date

Title

County Engineer/Superintendent of Highways Signature & Date


12-9-25

APPROVED

Regional Engineer Signature & Date

Department of Transportation

PETITION TO VACATE

TO THE COUNTY BOARD OF MONTGOMERY COUNTY, ILLINOIS:

SUBJECT:

The Vacation of All Lots, Streets, and Alleys in the Town of Zanesville (Originally Leesburg) lying within the following boundary (see Vacation Plat attached):

LEGAL DESCRIPTION INCLUDED IN ATTACHED VACATION PLAT

REASON FOR REQUEST:

The property has been occupied and used as one contiguous piece of property for agricultural purposes for many years. All the platted streets and alleys have remained unopened. It is requested that the lots, streets, and alleys within the herein described boundary be vacated so that the property may remain one "unencumbered" contiguous tract of land for future use and conveyance.

The following property owners represent a minimum of two-thirds (2/3) of the property owners included in the above-described property:

PRINT NAME

PRINT ADDRESS

Mary A. Arendt, Trustee of the Avis S. Hart Trust, 417 Catalpa Lane, Libertyville, IL 60048

Carl P. Marten and Marlene J. Marten, Co-Trustees of the Carl P. Marten Revocable Living Trust dated April 26, 2021, 22353 W. Frontage Rd., Raymond, IL 62560 – an undivided one-half interest in the above-described real estate

Carl P. Marten and Marlene J. Marten, Co-Trustees of the Marlene J. Marten Revocable Living Trust dated April 26, 2021, 22353 W. Frontage Rd., Raymond, IL 62560 – an undivided one-half interest in the above-described real estate

SIGNATURES:

Mary Arendt

Mary A. Arendt, Notary Public, State of Illinois, No. 001,157, Exp. 03/31/2025

Mary A. Arendt, Trustee of the Avis S. Hart Trust

Carl Marten

Carl P. Marten, Notary Public, State of Illinois, No. 001,157, Exp. 03/31/2025

Carl P. Marten, Co-Trustee of the Carl P. Marten
Revocable Living Trust dated April 26, 2021 and
Marlene J. Marten Revocable Living Trust dated April 26, 2021

Marlene Marten

Marlene J. Marten, Notary Public, State of Illinois, No. 001,157, Exp. 03/31/2025

Marlene J. Marten, Co-Trustee of the Carl P. Marten
Revocable Living Trust dated April 26, 2021 and Marlene J.
Marten Revocable Living Trust dated April 26, 2021

Persons lodging this petition:

Mary A. Arendt

417 Catalpa Lane

Libertyville, IL. 60048

Carl P. Marten

22353 W. Frontage Rd.

Raymond, IL 62560

Marlene J. Marten

22353 W. Frontage Rd.

Raymond, IL 62560



DocId:3025805

Tx:4020898

202500003410

Filed for Record in
MONTGOMERY COUNTY, IL

SANDY LEITHEISER

11/13/2025 01:12 PM

DT0224 97.00

RHSP Surcharge 18.00

Page Count: 2

Vacation Plat

Part of NE ¼

Section 7, Township 10, Range 5

***PAGE FOR RECORDING PURPOSES ONLY**

RICKY R. COX
ILLINOIS PROFESSIONAL LAND SURVEYOR
1132 N. 1ST ST.
VANDALIA, IL 62451
(618) 253-3027



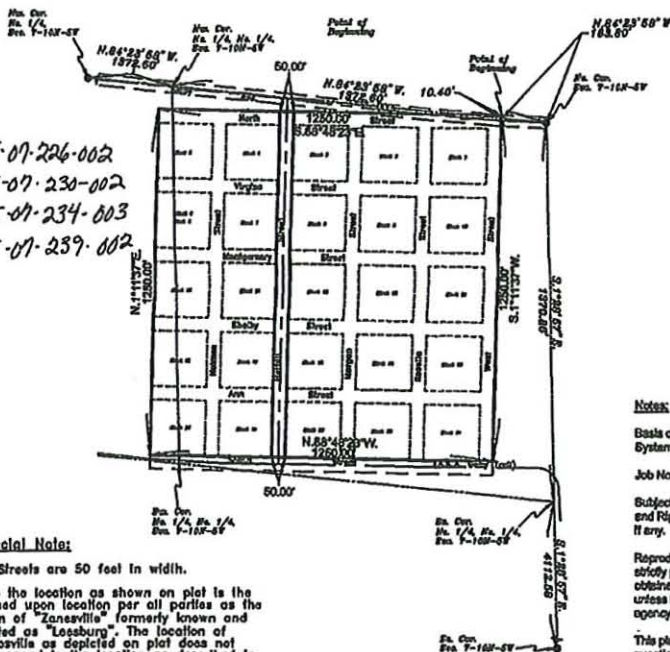
0 300 600
Scale 1"=300'



Vacation Plat

The Town of Zanesville
Formerly Known as "Leesburg"
Being Part of the Northeast Quarter
of Section 7, Township 10 North,
Range 5 West, of the Third
Principal Meridian,
Montgomery County, Illinois

05-07-226-002
05-07-230-002
05-07-234-003
05-07-239-002



Special Notes:

All Streets are 50 feet in width.

Also the location as shown on plat is the agreed upon location per all parties as the Town of "Zanesville" formerly known and plotted as "Leesburg". The location of Zanesville as depicted on plat does not correspond to the location as described in Book "B", Pages 58 & 59.

Commencing at the Northeast corner of said Section 7, Thence N.84°23'58"W. (base of bearings per Illinois State Plane Coordinate System, Zone West, NAD83) along the North line of the Northeast Quarter of said Section 7, a distance of 163.60 feet, Thence N.1°11'37"E, a distance of 10.40 feet to the Point of Beginning, Thence S.1°11'37"W, a distance of 1250.00 feet, Thence N.88°48'23"W, a distance of 1250.00 feet, Thence N.1°11'37"E, a distance of 1250.00 feet, Thence S.88°48'23"E, a distance of 1250.00 feet to the Point of Beginning. The herein described tract contains an area of 35.87 acres more or less. Excepting therefrom the following described tract: Commencing at the Northeast corner of said Section 7, Thence N.84°23'58"W. (base of bearings per Illinois State Plane Coordinate System, Zone West, NAD83) along the North line of the Northeast Quarter of said Section 7, a distance of 163.60 feet, Thence N.1°11'37"E, a distance of 10.40 feet, Thence N.88°48'23"W, a distance of 750.00 feet to the Point of Beginning, Thence S.1°11'37"W, a distance of 1250.00 feet, Thence N.88°48'23"W, a distance of 60.00 feet, Thence N.1°11'37"E, a distance of 1250.00 feet, Thence S.88°48'23"E, a distance of 60.00 feet to the Point of Beginning. The herein described tract contains an area of 1.43 acres more or less.

Subject to any and all easements, restrictions, and right of ways of record and/or of distance if any.

LEGEND

- Iron Pin (set)
- Iron Pin (found)

Notes:

Base of Bearings Per Illinois State Plane Coordinate System, Zone West, NAD83

Job No.: 2025-09-06 (Ernest Moody Survey)

Subject to any and all Easements, Restrictions and Right of Ways of Record and/or of distance if any.

Reproduction or use of this plat in any manner is strictly prohibited unless written permission is obtained from Ricky R. Cox Land Surveying, unless this plat is recorded at the proper recording agency, and becomes of public record.

This plat does not guarantee title or ownership. If questions of title or ownership should arise, a title report should be obtained.

Surveyor's Certificate

I, Ricky R. Cox, an Illinois Professional Land Surveyor Number 0035-3031, do hereby certify that this Plat correctly represents a survey performed by me on July 1, 2025, and the results are hereon shown to the best of my knowledge and belief and conform to the current Illinois Minimum Standards for Boundary Surveys.

Ricky R. Cox

Ricky R. Cox
Illinois Professional Land Surveyor #0035-3031
License Expires: Nov. 30, 2029
Date: November 11, 2025

Montgomery County Board
Finance & Budget Committee Meeting Agenda

County Board Room, 2nd Floor, Historic Courthouse
#1 Courthouse Sq. Hillsboro, IL 62049

8:30 a.m. Thursday, December 4, 2025

Members Present: Andy Ritchie, Connie Beck, Rob Corso, Chris Daniels, Dr. Patty Whitworth, Evan Young,
Doug Donaldson

Members Absent:

Others Present:

1. Pledge of Allegiance:
2. Public Comment:
3. SOA Office Update/Approval:
4. Capital Improvement & Coal Fund Reports Update/Approval:
5. Montgomery County Fair Board Request Update/Approval:
6. 2026 IRS Mileage Rate Update/Approval:
7. Pre-Approved Payment List Update/Approval:
8. Coal Fund Voucher Process Update/Approval:
9. Other Business:

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

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

Meeting adjourned at _____ a.m. The summaries of minutes were respectfully submitted by acting secretary Mike Plunkett, as
Deputized by Montgomery County Clerk/Recorder Sandy Leitheiser.

**Office of The
Supervisor of Assessments
Montgomery County
1 Courthouse Square, Room 201
Hillsboro, IL. 62049**

Tysha Mullen

Phone: 217-532-9595

December 1, 2025

We spent November going over assessment changes with Stan to ensure everything looked accurate and we would be able to answer any questions by tax payers on their assessment.

Our office worked on balancing the abstract before applying the equalization factor to ultimately send to the Journal for publication. A township factor of 1.0693 was applied to all townships.

We published assessment changes in the newspaper on December 4th, making the Board of Review deadline January 5th of 2026. We sent out over 550 assessment changes.

We have a Township Assessor meeting scheduled December 15 and a Board of Review meeting scheduled for January 9, 2026.

MONTGOMERY COUNTY ASSESSMENT OFFICE REPORT

PROPERTY EVALUATION AND TAX ADVISORS

November 26, 2025

Report for November 2025

Dear Montgomery County Leaders,

November proved to be productive for the Montgomery County Assessment Office. Field work, delayed due to Township Assessor resignations, was successfully documented, valued, and assessed. This comprehensive "catch up" initiative was accomplished through the collaborative efforts of the entire office and Stan Jenkins, ensuring these updates were incorporated into the 2025 assessment cycle and preventing issues related to omitted properties or corrections of errors.

The first official "Tax Cycle Meeting" took place on November 5. Department heads and key staff from the Clerk, Treasurer, and Assessment Offices met with the County Administrator and PETA representatives for this informational session. Six additional meetings are scheduled throughout 2026 at pivotal stages in the 2025 pay 2026 tax cycle. This initiative is anticipated to enhance resource utilization and offers opportunities for troubleshooting and streamlining tax processes.

Supervisor of Assessments Tysha Mullen, together with key staff member Michaela Gray, acquired proficiency in the Devnet taxing system to manage some of the most technically complex aspects of the tax cycle. Their responsibilities included importing detailed farm data from alternative databases, applying equalization factors, preparing files for the 2025 publication, printing assessment change notices, generating and balancing the 280 Abstract, and establishing the Board of Review's appeal schedule.

Staff members Lucas and Jamie provided valuable support by identifying issues through exception reports and developing solutions. Overall, November was a productive and successful month for Montgomery County.

Respectfully submitted,

Gary Twist, Property Evaluation and Tax Advisors

TREASURER'S SUMMARY REPORT
2% ROYALTY PAYMENTS TO MONTGOMERY COUNTY
FY25

Bank Balance - 12/01/24 \$4,270,853

Receipts:

Royalty Payment - 12/25/24	145,099.44	(Royalty, Refund)
Royalty Payment - 01/25	162,645.73	(Royalty)
Royalty Payment - 02/25	160,901.92	(Royalty)
Royalty Payment - 03/25	142,936.05	(Royalty)
Royalty Payment - 04/25	185,258.38	(Royalty)
Royalty Payment - 05/25	98,165.83	(Royalty)
Royalty Payment - 06/25	170,361.72	(Royalty)
Royalty Payment - 07/25	100,771.04	(Royalty)
Royalty Payment - 08/25	118,850.86	(Royalty)
Royalty Payment - 09/25	180,946.23	(Royalty)
Royalty Payment - 10/25	188,383.16	(Royalty)
Royalty Payment - 11/25/25		

Total Royalty Payments 1,654,320.36

Interest Earned \$329,135

Total Receipts \$1,983,455

Expenses:

12/10/24 Central II Laborers	-12,552.96
01/22/25 Victory Lane	-63,418.00
03/11/25 MPSPG	-10,274.00
03/11/25 Otis	-15,198.10
03/11/25 Ergotech	-1,197.88
03/11/25 Powers DMS	-7,348.78
03/11/25 Saltus Tech	-916.43
04/22/25 Otis	-12,924.67
04/30/25 GTSI	-15,722.22
05/13/25 Jorn signs	-1,150.00
05/13/25 Motorola	-28,850.00
05/13/25 Ray Oherron	-8,147.96
05/13/25 RL Construction	-63,000.00
05/27/25 Beelman Logistics	-28,768.28
05/29/25 Central Roofing	-3,500.00
06/04/25 Henson Robinson	-118,901.00
06/11/25 Mo Co Farm Bureau	-2,100.00
07/08/25 Stutz Excavating, INC	-110,676.78
08/12/25 Stutz Excavating, INC	-85,658.00
9/19/25 Hillsboro Electric	-2,103.12
09/10/25 Bill Rt 66 Truck and Auto Repair	-548.57
09/23/2025 Otis	-28,085.27
10/14/25 Property Evaluation Tax Advisor	-14,583.00

Total Expenses -623,072.06

ses and Loans (\$623,072)

Certificate of Deposit (LFNB, 365 @ 4.25%) 03/26/26	\$200,000
Certificate of Deposit (LFNB, 365 @ 4.25%) 03/26/26	\$200,000
Certificate of Deposit (LFNB, 365 @ 4.25%) 03/26/26	\$200,000
Certificate of Deposit (LFNB, 365 @ 4.25%) 03/26/26	\$200,000
Certificate of Deposit (LFNB, 365 @ 4.25%) 03/26/26	\$200,000
Certificate of Deposit (LNB, 276 @ 4.00%) 10/02/26	\$600,000
Certificate of Deposit (LBT, 365 @ 4.00%) 10/2/26	\$500,000
Certificate of Deposit (WBT, 364 @ 4.00%) 09/21/26	\$500,000
Term (PFM @ 4.99%) 02/28/26	\$350,000
CD (PFM @ 4.25%) 06/10/26	\$365,000
CD (PFM @ 5.77%) 12/4/25	\$375,000
CD (PFM @ 4.35%) 2/23/26	\$468,000
CD (PFM @ 4.40%) 8/26/26	\$229,000
CD (PFM @ 4.60%) 8/26/26	\$228,000
Liquidity PFM (4.34%)	\$196,394
Cash in Bank	\$5,967,556
Total Funds Available -	\$10,778,950

SUMMARY

Reserve	\$5,292,445
Operating & Maintenance	\$4,004,474
Capital Improvement	\$1,482,031
Total Funds Available	\$10,778,950

**COAL MINE ROYALTY
DISPOSITION OF FUNDS**

Accounts

Month	Royalty Payment	Reserve					Operating / Maintenance				Capital Improvement				Reconciled Bank Balance
		Deposit Revenue	Transfer-out	Refund	Loan	Balance	Deposit Revenue	Expense	Transfer Out/In Gen Fd	Balance	Deposit Revenue	Interest	Expense	Balance	
12/01/24						\$5,360,246.69				\$3,083,957.23				\$1,327,794.47	\$9,771,998.39
Dec-24	145,099.44	22,671.06	-	-	-	\$5,382,917.75	100,000.00	-	-	\$3,183,957.23	22,549.72	24,929.37	(12,552.96)	\$1,362,720.60	\$9,929,595.58
Jan-25	162,645.73	31,322.87	-	-	-	\$5,414,240.62	100,000.00	(63,418.00)	-	\$3,220,539.23	31,322.88	15,016.30	-	\$1,409,059.78	\$10,043,839.61
Feb-25	160,901.92	30,450.96	-	-	-	\$5,444,691.58	100,000.00	-	-	\$3,320,539.23	30,450.96	13,566.32	-	\$1,453,077.04	\$10,218,307.85
Mar-25	-	-	-	-	-	\$5,444,691.58	-	-	-	\$3,320,539.23	-	110,501.49	(34,935.19)	\$1,528,643.34	\$10,293,874.15
Apr-25	328,194.43	64,097.22	-	-	-	\$5,508,788.80	200,000.00	-	-	\$3,520,539.23	64,097.21	15,434.18	(28,646.89)	\$1,579,527.84	\$10,608,855.87
May-25	98,165.83	-	(346,000.00)	-	-	\$5,162,788.80	98,165.83	(99,647.96)	-	\$3,519,057.10	-	15,916.87	(28,768.28)	\$1,566,678.43	\$10,248,522.33
Jun-25	170,361.72	35,180.86	-	-	-	\$5,197,969.66	100,000.00	-	-	\$3,619,057.10	35,180.86	41,238.98	(121,001.00)	\$1,522,095.27	\$10,339,122.03
Jul-25	100,771.04	385.52	-	-	-	\$5,198,355.18	100,000.00	-	-	\$3,719,057.10	385.52	15,585.35	(110,676.78)	\$1,427,389.38	\$10,344,801.64
Aug-25	118,850.88	9,425.43	-	-	-	\$5,207,780.61	100,000.00	-	-	\$3,819,057.10	9,425.43	14,670.37	(85,658.00)	\$1,365,827.16	\$10,392,864.87
Sep-25	180,946.23	40,473.12	-	-	-	\$5,248,253.73	100,000.00	-	-	\$3,919,057.10	40,473.11	21,854.22	(30,736.96)	\$1,397,417.53	\$10,564,728.36
Oct-25	188,383.16	44,191.58	-	-	-	\$5,292,445.31	100,000.00	(14,583.00)	-	\$4,004,474.10	44,191.58	40,421.84	-	\$1,482,030.95	\$10,778,950.36
Nov-25	-	-	-	-	-	\$5,292,445.31	-	-	-	\$4,004,474.10	-	-	-	\$1,482,030.95	\$10,778,950.36
Total	\$1,654,320.36	\$278,198.62	(\$346,000.00)	\$0.00	\$0.00	\$5,292,445.31	\$1,098,165.83	(\$177,648.96)	\$0.00	\$4,004,474.10	\$278,077.25	\$329,135.29	(\$452,976.06)	\$1,482,030.95	\$10,778,950.36

\$10,778,950.36	Total
(\$4,811,394.00)	Invest
\$5,967,556.36	Cash
\$5,967,556.36	Per Books
\$0.00	Difference
\$10,778,950.36	
\$10,778,950.36	
\$0.00	

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

PRE-APPROVED PAYMENTS PRIOR TO COUNTY BOARD
(Revised December 2025)

ALL UTILITIES

~~AMP ENERGY~~ REMOVE – NOT USED

AMEREN ILLINOIS

~~AMERICAN MESSAGING~~ REMOVE – NOT USED

AT&T MOBILITY

CITY OF HILLSBORO

CTI

CONSOLIDATED COMMUNICATIONS

DC WASTE & RECYCLING

DIRECT ENERGY BUSINESS

~~HOMEFIELD ENERGY~~ REMOVE – NOT USED

~~ILLINOIS CENTURY NETWORK~~ REMOVE – NOT USED

M & M SERVICE

MJM ELECTRIC

SANTANNA ENERGY SERVICES

SPARKLIGHT

~~TECHNOLOGY MANAGEMENT REVOLVING FUND- DEPT. OF INNOVATIVE TECHNOLOGY (DOIT)~~
REMOVE - NOT USED

TRAYLOR PEST CONTROL

~~VERIZON WIRELESS~~ REMOVE – NOT USED

VILLAGE OF TAYLOR SPRINGS FOR HIGHWAY DEPARTMENT

CONTRACTUAL AND LEASE SERVICES

ADVANCED CORRECTIONAL HEALTHCARE FOR SHERIFF'S OFFICE

GREAT AMERICA FINANCIAL SERVICES FOR STATE'S ATTORNEY

COURT ORDERED EXPENSES

ALL JUDGE SIGNED VOUCHERS 55 ILCS 5/5-3900; 710 ILCS 20/3; 705 ILCS 105/27.3a(1.1)

ATTORNEY FEES 705 ILCS 135/10-5

INTERPRETERS & TRANSCRIPTS

ESCHEATS (435)

POSTAGE

~~CMRS POC/NEOPOST/NEOFUNDS~~ REMOVE – NOT USED

~~MAIL FINANCE~~ REMOVE – NOT USED

QUADIENT FINANCIAL/QUADIENT INC. ADD - LEASE ON POSTAGE METER

UPS

U.S. POST OFFICE

OTHER

708 BOARD AUTHORIZED VENDORS

BEELMAN LOGISTICS, LLC FOR HIGHWAY DEPARTMENT

BOND COUNTY HEALTH DEPARTMENT FOR TREASURER'S OFFICE

CAPITAL ONE CREDIT CARD FOR HIGHWAY DEPARTMENT

CASEY'S BUSINESS MASTERCARD FOR SHERIFF'S OFFICE

CIRCUIT CLERK FUNDS 705 ILCS 105/27.3

CORONER FUND 705 ILCS 105/27.3e

~~COUNTY BOARD MEMORIAL FUND~~ REMOVE – NOT USED

COUNTY CLERK FUNDS 705 ILCS 105/27.3e

ELECTION & PROCESSING JUDGES

ELECTION POLLING PLACES RENT

~~FKG OIL~~ REMOVE – NOT USED

GLOBAL TECHNICAL SYSTEMS, INC. (GTSI) FOR SHERIFF AND EMA OFFICES

INFRASTRUCTURE TECHNOLOGY SOLUTIONS FOR INFORMATION SERVICES OFFICE

LITCHFIELD BITUMINOUS CORPORATION FOR HIGHWAY DEPARTMENT

LOUIS MARSCH FOR HIGHWAY DEPARTMENT

JOE MEYER TRUSTEE & DELINQUENT PROPERTY MAINTENANCE FUND FOR TREASURER'S OFFICE

MONTGOMERY COUNTY CIRCUIT CLERK 705 ILCS 105/27.3e

MONTGOMERY COUNTY HIGHWAY FUEL BILLS

OTHER (continued)

NOKOMIS QUARRY FOR HIGHWAY DEPARTMENT

OTIS ELEVATOR FOR BUILDING AND GROUNDS DEPARTMENT

PROBATION FUNDS 705 ILCS 105/27.3a(1.1)

PROBST VETERINARY CLINIC FOR ANIMAL CONTROL DEPARTMENT

PUBLIC DEFENDER FUND 705 ILCS 135/10-5

SHERIFF FUNDS 55 ILCS 5/5-1103, 625 ILCS 5/16-104c(a)(2), 705 ILCS 105/27.3 (b-1), 625 ILCS 5/11-605.1, 625 ILCS 5/11-501.01, 720 ILCS 550/12, 725 ILCS 150, 720 ILCS 570/505

STATE'S ATTORNEY FUNDS 55 ILCS 5/4-2002, 730 ILCS 5/5-9-3(c), 720 ILCS 550/12, 720 ILCS 570/505

TRANSFER AMONG COUNTY FUNDS

TREASURER FUND 35 ILCS 200/21-330

VETERANS ASSISTANCE COMMISSION (284)

WARNING LITES OF SOUTHERN ILLINOIS FOR HIGHWAY DEPARTMENT

PAYROLL/SALARY/INSURANCE

BLUE CROSS BLUE SHIELD FOR TREASURER'S OFFICE

CENTRAL LABORER'S PENSION, WELFARE & ANNUITY FUNDS

~~CHARD SNYDER REMOVE – NOT USED~~

DEARBORN LIFE INSURANCE FOR TREASURER'S OFFICE

DEDUCTION CHECKS

ILLINOIS COUNTIES RISK MANAGEMENT TRUST (ICRMT) FOR TREASURER'S OFFICE

IDES (UNEMPLOYMENT TAX)

ILLINOIS PUBLIC RISK FUND

IL 501 (STATE PAYROLL TAX)

IMRF (RETIREMENT)

IRS-941 (FEDERAL PAYROLL TAX)

~~METROPOLITAN LIFE REMOVE – NOT USED~~

REIMBURSE SALARIES

SOCIAL SECURITY

DISCLAIMER

LIST MAY INCLUDE ANY UNFORESEEN EXPENSE FOR WHICH OFFICE HOLDER DETERMINES IS REQUIRED FOR DAILY COUNTY OPERATIONS AND RECEIVES VERBAL AND/OR WRITTEN APPROVAL FROM COUNTY BOARD COMMITTEE CHAIRPERSON.

DATED DECEMBER 9, 2025,

NIKKI LOHMAN
MONTGOMERY COUNTY TREASURER

TRISH ROEMELIN
ASSISTANT TREASURER

SANDY LEITHEISER
MONTGOMERY COUNTY CLERK/RECORDER

TRICIA MAULDING
ACCOUNTS PAYABLE DEPT. HEAD/CHIEF DEPUTY CLERK/RECORDER

PTAX-451

Salary Adjustment for Supervisor of Assessments, Public Defender, or Sheriff

PROPERTY TAX DIVISION
ILLINOIS DEPARTMENT OF REVENUE
PO BOX 19033
SPRINGFIELD IL 62794-9033

Email: Rev.PropertyTax@illinois.gov
Fax: 217 782-9932

Step 1: Complete the following information

- 1 County Montgomery
- 2 Date of county board action _____ / _____ / _____
Month Day Year
- 3 Annual salary \$ 72,500.00
- 4 Effective date of salary increase or decrease _____ / _____ / _____
Month Day Year
- 5 Check which certified copy you are attaching
- ☐ the resolution
- ☒ minutes of the meeting at which the county board approved the change in the annual salary for the office of supervisor of assessments, public defender, or sheriff
- ☐ a statement that is on county letterhead, is signed by the county board chair, and outlines the changes

Step 2: Complete the following information

- 6 Check who is receiving the change
- ☒ supervisor of assessments
- ☐ public defender (select full-time or part-time below)
- ☐ full-time ☐ part-time
- ☐ sheriff
- 7 Social Security number of the individual seeking salary reimbursement or with a change in salary
- _____ - _____ - _____

- 8** Name and address of the individual seeking salary reimbursement or with a change in salary

Tysha Mullen

Name
1809 Adam St

Address		
Hillsboro	IL	62049
City	State	ZIP

Step 3: Sign below

I certify that the information on this form is true and correct to the best of my knowledge.

- 9 County Board Chair signature

Signature of the county board chair

Printed name of the county board chair

_____/_____/_____
Month / Day / Year

- ## 10 County Clerk statement and signature

State of Illinois }
 }
 Montgomery County }

I, Sandra Leitheiser, County Clerk in and for the county of Montgomery and keeper of the records and seal, do hereby certify that the above is true and correct.

Signature of the county clerk

_____/_____/_____
Month / Day / Year

This form is authorized in accordance with 35 ILCS 200/1-1 et seq. Disclosure of this information is REQUIRED.

Do not write below this line

Official use only:

Reason for submission

- ☐ change in personnel
☐ salary adjustment

Documentation received

- ☐ resolution
- ☐ minutes
- ☐ signed statement

Received by

Initials: _____

____/____/____
Month Day Year