

# Montgomery County Board

## Special Development & Personnel Committee Meeting Minutes

County Board Room, 2<sup>nd</sup> Floor, Historic Courthouse  
#1 Courthouse Square, Hillsboro, IL 62049

**Date:** Wednesday, October 9, 2024

**Time:** 5:12 PM – County Board Room

**Roll Call - Members Present:** Chad Ruppert, Bill Bergen, Mark Hughes, Jeremy Jones, Russell Beason and Doug Donaldson

**Members Absent:** None

**Others Present:** Mike Plunkett of County Board Administration, Sheriff Rick Robbins, Chief Deputy Jeff Roach, Field Rep Brian Rapozo, Sgt. Brett Holiday, Investigator Bill Kenny

1. **Public Comment:** None
2. **FOP Contract Negotiations Update/Approval:** The committee exchanged proposals and entered into contract negotiations.
3. **Recess Meeting Update/Approval:** Motion by Ruppert and second by Jones to recess the meeting until 5 p.m. Tuesday, October 29<sup>th</sup>. All in favor, motion carried.

The meeting reconvened at 5 p.m. Tuesday, October 29<sup>th</sup>, in the Conference Room on the second floor of the Historic Courthouse. The committee continued contract negotiations until a tentative agreement was reached. Field Rep Rapozo will make agreed upon contract changes and forward to County Board Administration.

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

Meeting adjourned at 6:56 p.m. The summaries of minutes were respectfully submitted by acting secretary Mike Plunkett, as deputized by Montgomery County Clerk/Recorder Sandy Leitheiser.

**Montgomery County Board**  
**Coordinating Committee Meeting Minutes**  
County Board Room, 2<sup>nd</sup> Floor, Historic Courthouse  
#1 Courthouse Sq. Hillsboro, IL 62049

**Date:** Thursday, October 31, 2024

**Time:** 8:30 AM – County Board Room

**Roll Call - Members Present:** Doug Donaldson, Ethan Murzynski, Andy Ritchie, Chad Ruppert, Russell Beason  
**Members Absent:** Bob Sneed and Evan Young

**Others Present:** Christine Daniels and Mike Plunkett from County Board Administration, Circuit Clerk Daniel Robbins, Supervisor of Assessments Kendra Niehaus, EMA Director Dan Hough, Treasurer Nikki Lohman, IT Director Curt Watkins, County Clerk Sandy Leitheiser, Hillsboro Community Planner Sarah McConnell

**Public Comments:** None

**Coordinating Committee: Doug Donaldson, Board Chairman**

1. Information Systems Report Update/Approval: Curt Watkins said the county will likely qualify for another court grant in 2025. His department has been working on server upgrades and operating systems, integrating the 911 server, and moving forward with multi-factor authentication and password management on county computers.
2. EMA Report Update/Approval: Dan Hough reported hosting a meeting with mayors on Tuesday, October 29<sup>th</sup>, and receiving a Hazmat \$9,000 “spiller pays” reimbursement check. He plans to apply for a Farm Bureau grant for radios, and will ask for Finance & Budget Committee approval to budget for a 10-hour per week assistant, and approval to spend \$24,900 remaining ARPA funds for AED replacement and \$3,700 for CPT training.
3. 2025 Meeting Dates & Times Update/Approval: Chairman Donaldson distributed the schedule for County Board and committee meeting dates, and asked the committees to review.
4. West Central Development Council/Job Center Board/CEO Board Update/Approval: Chairman Donaldson said the last meeting was on October 18<sup>th</sup> in Carlinville. The council is meeting its goals and working with Ronk in Nokomis.
5. Appointment of EPA Inspector/Administrator As of Dec. 2, 2024 Update/Approval: Chairman Donaldson will ask the board to appoint Dan Hough at the November County Board meeting.
6. Accept Retirement Letter Coordinator Daniels as of Nov. 29, 2024 Update/Approval: The chairman will ask for action on the letter at the November County Board meeting.
7. Appointment of County Coordinator as of Dec. 2, 2024 Update/Approval: Chairman Donaldson will ask the board to appoint Mike Plunkett at the November County Board meeting.
8. Appointment of Enterprise Zone Administrator as of Dec. 2, 2024 Update/Approval: Chairman Donaldson will ask the board to appoint Mike Plunkett at the November County Board meeting.
9. Set County Board Reorganizational Meeting for Dec. 2, 2024 Update/Approval: The chairman set the meeting for 5 p.m. Monday, December 2<sup>nd</sup>, in the County Board Room at the Historic Courthouse. County Clerk Leitheiser said new and reelected board members will take the oath of office before the meeting, and Development & Personnel Committee Chair Ruppert said his committee will meet immediately after the special meeting.
10. Other Business: Chairman Donaldson shared an email from IDNR Office of Oil and Gas Resource Management Director Dan Brennan stating the Navigator CO2 test well will be plugged.

**Development & Personnel Committee: Chad Ruppert, Chairman**

1. Small Biz Grant Application Update/Approval: The committee will discuss and review four new applications.
2. Employee Health Insurance and Monthly HRA Report Update/Approval: The committee will discuss and review.
3. County Project Labor Agreement (PLA) Update/Approval: Committee Chair Ruppert said he has discussed options with the State’s Attorney and will present them to the committee.
4. FOP Contract Negotiation Update/Approval: Committee Chair Ruppert reported a tentative agreement was reached on Tuesday, October 29<sup>th</sup>.
5. Animal Control Update/Approval: Ruppert said the new warden is making progress.

6. Plains Solar Update/Approval: The next hearing date has been scheduled for 6 p.m. Monday, December 16<sup>th</sup>.
7. DCEO Energy Transition Grant Update/Approval: County Board Assistant Administrator Plunkett reported the county has received two reimbursement checks and has been assigned a new DCEO grant administrator.
8. City-Wide Clean-Up Grant Update/Approval: County Board Administrator Daniels said she has been collecting survey information from municipalities.
9. Other Business: Plunkett said the City of Nokomis has informed the county they are researching establishing a TIF district, and Plunkett said Bushue has submitted an Employee Handbook template. Leitheiser stated the County Board should request compensation from City of Nokomis TIF funds.

**Buildings and Grounds: Russ Beason**

1. Maintenance and Cleaning Issues and Report Update/Approval: The committee will review and discuss.
2. Operation Green Light for Veterans Update/Approval: Beason said the county is prepared to illuminate the Historic Courthouse green November 2-11.
3. Elevator Contract Proposals Update/Approval: The committee will review and discuss proposals.
4. New Postage Machine Lease Update/Approval: The committee will review and discuss.
5. Highway Department Land Acquisition Update/Approval: The committee will review progress.
6. Other Business: None

**Roads and Bridges Committee: Ethan Murzynski, Chairman**

1. UKA Virden Wind Road Use Agreement Update/Approval: Committee Chair Murzynski said the committee will review and discuss new information.
2. Walshville Bypass Update/Approval: The committee will discuss.
3. Arches Rail Trail Sign Request Update/Approval: Murzynski said the Highway Department will order and install signs when verbiage is ready.
4. Heavy Equipment Shed Bid Awards Update/Approval: The committee will review and discuss.
5. Resolution Appropriating Funds for Engineer Salary Update/Approval: Committee Chair Murzynski said he is waiting on information from IDOT.
6. Other Business: Committee Chair Murzynski said the committee agenda will also include a bridge replacement in Irving Township, Coffeen Road and Seven Sisters issues, and the potential of the Village of Waggoner taking over the Green Diamond Bike Trail after the county has oiled it.

**Finance and Budget Committee: Andy Ritchie, Chairman**

1. SOA Report Update/Approval: The committee will review and discuss.
2. Capital Improvement & Coal Fund Reports Update/Approval: The committee will review and discuss.
3. Assessment Issue Request/Tim Lovelace Update/Approval: The committee anticipates hearing from a property owner who was denied a deadline extension.
4. Woodland Assessment Request/Brandi Lentz Update/Approval: The committee anticipates hearing from property owners. Supervisor of Assessments Niehaus said she is confident she is following the law, passed in 2006 and in effect since 2007.
5. PTAX 451 Reimbursement Form Update/Approval: Treasurer Lohman will prepare the form for salary reimbursement for the new sheriff.
6. Fee Schedule Resolution Update/Approval: County Clerk Leitheiser reported the State's Attorney has approved the resolution.
7. Surplus ARPA Plan Update/Approval: Treasurer Lohman reported Bellwether suggest allocating the remaining ARPA funds in November. There are funding requests from EMA, Maintenance, and ETSB.
8. FY 2024 Budget Amendment Update/Approval: Treasurer Lohman is working on a resolution with Bellwether.
9. Property Casualty/Workers Comp/Unemployment Insurance Renewals Update/Approval: Premium quotes will be included in the FY 2025 budget.
10. FY 2025 Budget Update/Approval: Treasurer Lohman will distribute change sheets.
11. FY 2025 Budget Appropriation/Levies/Resolutions Update/Approval: Treasurer Lohman has prepared for committee review.
12. Other Business: EMA Director Hough asked for an EMA assistant to be budgeted for FY 2025.

**Announcements:**

1. Vistra Tour for County Officials set for 2 p.m. Tuesday, Nov. 12

**Appointments:**

1. Janice Katelynn Huber to the Coffeen Fire Protection District

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

Meeting adjourned at 10:33 a.m. The summaries of minutes were respectfully submitted by acting secretary Mike Plunkett, as deputized by Montgomery County Clerk/Recorder Sandy Leitheiser.

# Montgomery County Board

## Development & Personnel Committee Meeting Minutes

County Board Room, 2<sup>nd</sup> Floor, Historic Courthouse  
#1 Courthouse Square, Hillsboro, IL 62049

**Date:** Monday, November 4th, 2024

**Time:** 5:00 PM – County Board Room

**Roll Call - Members Present:** Chad Ruppert, Bill Bergen, Mark Hughes, Russell Beason and Doug Donaldson

**Members Absent:** Jeremy Jones

**Others Present:** Circuit Clerk Dan Robbins, Mike Plunkett and Chris Daniels of County Board Administration, Tony Johnson of Assured Partners, Hillsboro Community Planner Sarah McConnell, Animal Control Warden April Pier, Supervisor of Assessments Kendra Niehaus, Montgomery County Economic Development Corporation Executive Director Bill Montgomery.

1. **Public Comment:** None
2. **Small Biz Grant Application Update/Approval:** The committee heard from four applicants: Natasha Downs of Mara Elizabeth Hair, Kory Brink of Shug Smoke Shack, Jennifer Helgen of Just Off Route 66 Car Wash, and Heather Greenwood of Raise the Bar Recovery & Wellness. **Motion by Hughes and second by Beason to recommend awarding \$5,000 to Mara Elizabeth Hair; \$20,000 to Shug Smoke Shack; and table awards to Just Off Route 66 Car Wash and Raise the Bar Recovery & Wellness. All in favor, motion carried.**
3. **Employee Health Insurance and Monthly HRA Report Update/Approval:** Tony Johnson of Assured Partners reported 151 of 152 county employees completed open enrollment by the Nov. 1 deadline. Of those, 101 chose a medical plan, 75 chose the dental plan, 74 chose the vision plan, and 69 chose the voluntary life insurance. There was no HRA report.
4. **County Project Labor Agreement (PLA) Update/Approval:** Chairman Donaldson reported that Matt Blankenship of Local #1084 had asked him if the county is using the PLA. Committee Chair Ruppert said he had asked the State's Attorney to review the PLA. Ruppert said the County Board needed to determine if the agreement is needed or if the amount that triggers it (currently \$100,000) needs to be changed. The committee will review and make a recommendation next month.
5. **FOP Contract Negotiation Update/Approval:** A tentative agreement has been reached, and the county is waiting for the union to forward an updated contract.
6. **Animal Control Update/Approval:** Warden Pier said the facility currently has nine dogs after four dogs and one cat have been adopted out in recent weeks, in addition to several that have been sent out through PAWS.
7. **Plains Solar Update/Approval:** Committee Chair Ruppert said the public hearing will resume at 6:00 p.m. Monday, December 16<sup>th</sup>.
8. **DCEO Energy Transition Grant Update/Approval:** Plunkett reported the county has received grant payments of \$19,887.56 and \$29,665.75 and has been assigned a new grant manager.
9. **City-Wide Clean-Up Grant Update/Approval:** Daniels reviewed survey results indicating communities could use county assistance. The committee will continue to review.

**10. Bushue HR Employee Handbook Revision Update/Approval:** The next meeting has been set for 1:00 p.m. Thursday, November 14th, in the County Board Room.

**11. Other Business:** Chairman Donaldson informed the committee he has been notified the City of Nokomis is pursuing a TIF district.

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

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

Meeting adjourned at 6:41 p.m. The summaries of minutes were respectfully submitted by acting secretary Mike Plunkett, as deputized by Montgomery County Clerk/Recorder Sandy Leitheiser.

**Montgomery County Board**  
**Buildings & Grounds Committee Meeting Minutes**  
County Board Room, 2<sup>nd</sup> Floor, Historic Courthouse  
#1 Courthouse Square, Hillsboro, IL 62049

**Date:** Friday, November 8th, 2024

**Time:** 8:33 AM – County Board Room

**Roll Call - Members Present:** Bob Sneed, Connie Beck, Russell Beason, Ken Folkerts, Mark Hughes and Doug Donaldson

**Members Absent:** None

**Others Present:** Mike Plunkett and Chris Daniels of County Board Administration, Supervisor of Assessments Kendra Niehaus, Circuit Clerk Daniel Robbins, Maintenance Director Phil Ernst, Hillsboro Community Planner Sarah McConnell, Treasurer Nikki Lohman, County Board member Ethan Murzynski.

The committee met today to discuss the following:

1. **Public Comments:** Tim Loveless, who had been on the Finance & Budget Committee meeting agenda the day before, had intended to address that committee but had the wrong day. A Gillespie resident who owns rental property in Montgomery County, Loveless said he had a fire in his office in September 2023 and his records were soaked. Applications for Homestead Exemptions are due to the Supervisor of Assessments office in January, but Loveless said he missed the deadline because of the fire. Without the exemptions, he anticipates his taxes will increase from \$28,000 to \$48,000 and requested the Finance & Budget Committee to direct the Supervisor of Assessments to accept his late Homestead Exemptions.
2. **Maintenance and Cleaning Issues and Report Update/Approval:** Maintenance Director Ernst highlighted many of the 90 items on his monthly report, including leaks in cast iron plumbing pipes in the Historic Courthouse. He will continue to research potential fixes. He also presented a proposal from Dan Heise Plumbing to replace bad water fountains in the New Courthouse. **Motion by Beck and second by Beason to accept proposal from Dan Heise Plumbing to replace water fountains in the Montgomery County Courthouse. All in favor, motion carried.**
3. **Entec Project Proposal Update/Approval:** Jared Bergman of Entec presented a proposal to investigate the compressor failure in the existing chiller for a cost not to exceed \$4,250. **Motion by Beck and second by Beason to accept a proposal from Entec to investigate the compressor failure in the existing chiller at the Montgomery County Courthouse. All in favor, motion carried.**
4. **Operation Green Light for Veterans Update/Approval:** Ernst reported the Historic Courthouse Montgomery County Courthouse and Montgomery County Jail will remain illuminated green through Veterans Day for Operation Green Light for Veterans.
5. **Elevator Contract Proposals Update/Approval:** The committee reviewed elevator service contract proposals from Allrise, Kone, Otis, and TK, for three and five years. The committee had previously opted out of the current contract with Schindler for \$10,986 per year. Committee member Hughes conveyed a recommendation from an elevator inspector for Kone. Otis provided the least expensive full maintenance bid. **Motion by Folkerts and second by Beason to recommend approval of three-year elevator maintenance agreement with Otis for \$6,899.40 per year. All in favor, motion carried.**
6. **New Postage Machine Lease Update/Approval:** After research, the current two postage meters will remain certified through December 2027. **Motion by Beck and second by Beason to recommend 30-month agreement with Midwest Mailing for postage meters at no price increase. All in favor, motion carried.**

7. **Highway Department Land Acquisition Update/Approval:** Nothing new to report.
8. **Other Business:** Treasurer Lohman reported \$216,500 uncommitted ARPA funds remain available for infrastructure improvements, including a new roof for the Historic Courthouse. She will prepare an ordinance for full board. Chairman Donaldson thanked retiring Committee Chair Sneed for his service and expertise.

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

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

Meeting adjourned at 10:22 a.m. The summaries of minutes were respectfully submitted by acting secretary Mike Plunkett, as Deputized by Montgomery County Clerk/Recorder Sandy Leitheiser.

# Montgomery County Board

## Roads & Bridges Committee Meeting Minutes

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

**Date:** Wednesday, November 6<sup>th</sup>, 2024

**Time:** 8:30 AM – County Highway Department

**Members present:** Ethan Murzynski, Bill Bergen, David Loucks, Patty Whitworth, Chad Ruppert, Doug Donaldson

**Members Absent:** None

**Others Present:** County Engineer Cody Greenwood, Mike Plunkett from County Board Administration, Dean Lessman

The committee met today to discuss the following:

### Roads & Bridges Committee:

1. **Public Comments:** None
2. **UKA Virden Wind Road Use Agreement Update/Approval:** Engineer Greenwood reported his office had received an updated traffic impact analysis, but it was missing data. UKA is working to correct the omissions before a road use agreement is developed.
3. **Walshville Trail Improvement Project Update/Approval:** Engineer Greenwood said the consulting engineer is finalizing the project development report, which will then be forwarded to IDOT.
4. **Section 17-09117-00-BR Irving Township – N. 17<sup>th</sup> Ave. Bridge Replacement Letting Results Update/Approval:** The committee reviewed and discussed the three submitted bids. Engineer Greenwood said the project is 80% state, 10% township, and 10% county. **Motion by Whitworth and second by Bergen to recommend awarding the low bid for Section 17-09117-00-BR Irving Township North 17<sup>th</sup> Avenue bridge replacement to Stutz Excavating of Alton for \$287,693. All in favor, motion carried.**
5. **Resolution 2024-12 appropriating funds from the Federal Aid Matching Fund for Construction Engineering fees for Section 20-00145-00-PV – Coffeen Rd./Seven Sisters Ave. Intersection Update/Approval:** The committee reviewed and discussed. **Motion by Loucks and second by Ruppert to recommend approval of Resolution 2024-12 appropriating up to \$100,000 to match federal funds for engineering fees for Section 20-00145-00-PV Coffeen Road and Seven Sisters Avenue intersection improvement. All in favor, motion carried.**
6. **Section 20-00145-00-PV – Coffeen Rd./Seven Sisters Ave. Intersection Joint Funding Agreement Update/Approval:** Engineer Greenwood said the county is waiting for the final version from the state. (Note: later in the day Greenwood received and forwarded the agreement for County Board approval.)
7. **Resolution 2024-13 appropriating funds for the payment of the County Engineer's Salary for 2025 Update/Approval:** No information has been received from the state.
8. **Heavy Equipment Shed Bid Package 1 Letting results Update/Approval:** Engineer Greenwood reported the bid package is not yet ready.
9. **Other Items:** Plunkett reported board member Jeremy Jones had reached a verbal agreement with the Village of Waggoner to take over the Green Diamond recreational trail pending the county oiling it. Greenwood said Louis Marsh has shut down operations for the year; oiling will have to be completed next year. Retiring committee member Loucks said it has been a privilege to serve, and the committee expressed their appreciation for his work.

Motion by Loucks, second by Whitworth to Pay Bills. All in favor, motion carried.

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

Meeting adjourned at 8:55 a.m. Minutes respectfully submitted by acting secretary Mike Plunkett as deputized by Montgomery County Clerk and Recorder Sandy Leitheiser.

**Montgomery County Board**  
**Finance & Budget Committee Meeting Minutes**  
County Board Room, 2<sup>nd</sup> Floor, Historic Courthouse  
#1 Courthouse Square, Hillsboro, IL 62049

**Date:** Thursday, November 7th, 2024

**Time:** 8:30 AM – County Board Room

**Roll Call - Members Present:** Andy Ritchie, Connie Beck, Ken Folkerts, David Loucks, Patty Whitworth, Evan Young and Doug Donaldson

**Members Absent:** None

**Others Present:** Mike Plunkett and Chris Daniels of County Board Administration, County Board Member Ethan Murzynski, Supervisor of Assessments Kendra Niehaus, Circuit Clerk Daniel Robbins, Treasurer Nikki Lohman, Hillsboro Community Planner Sarah McConnell, Engineer Cody Greenwood, 911 Director Ed Boyd, State's Attorney Andrew Affrunti, EMA Director Dan Hough, County Clerk Sandy Leitheiser, Sheriff Tyson Holshouser, Undersheriff Jeff Roach, Chief Deputy Lance Weitekamp.

**Pledge of Allegiance:** Committee Chair Ritchie thanked veterans present, and asked veteran and committee member Patty Whitworth to lead the Pledge of Allegiance.

The committee met today to discuss the following:

1. **SOA Report Update/Approval:** Supervisor of Assessments Niehaus reported her office is conducting field work and hopes to have data entered by November 15<sup>th</sup>. The Board of Review met on October 29<sup>th</sup>, and Attorney Chris Sherer will be representing the county in Property Tax Appeal Board hearings. Her office has also sent out MTA invoices. Niehaus also noted an increase in EAV does not necessarily lead to a state multiplier. SOA Niehaus then presented a Power Point presentation on the 2007 law that took effect regarding wooded acres that are not a part of a farm operation. She said that wooded acres that are part of a farm operation will remain classified as farmland; the law applies to acres not part of a farm operation that are more than 50% wooded. She indicated that effected landowners could avoid the classification change by filing a CRP contract with her office. While landowners cannot appeal classification, they can file complaints with the Board of Review regarding fair market value. She also showed examples from surrounding counties of wooded acres that have been reclassified, and reviewed her qualifications as Chief County Assessment Officer.
2. **Public Comment:** The committee heard from seven citizens, all opposed to the reclassification of woodland acres. As part of his opposition, Jesse Boehler asked committee members to listen to the people who elected them. John Lentz pointed out that the value of property over the past 17 years, and asked the county to grandfather impacted landowners or phase in the changes. Vince Reincke questioned the classification for farmland and asked the committee to consider future implications of taxing more for trees. Junior Whitlow said he has considered running for county board and questioned assessing woodland acres which produce no income or marketable value at one-third its market value. Included in his remarks, Nathan Hemken expressed frustration at getting no responses to emails to county board members and being unable to discuss the issue with a board member face-to-face. Megan Beeler pointed out 26% of county residents are senior citizens. She said woodland reclassification would result in more parcels going to the tax sale and potentially generating no tax dollars. She said capturing 17 years of inflation overnight was unfair, and pointed out that previous state multipliers of 1.000 means assessments are accurate. She asked the committee for a resolution opposed to the woodland reclassification or a vote of no confidence in the Supervisor of Assessments.
3. **Woodland Assessment Request/Brandi Lentz Update/Approval:** A county landowner and business owner, Brandi Lentz criticized implementation of wooded acre reclassification for its lack of transparency and the unfairness of the process with no public notification. She said she had reviewed committee and full board minutes as well as audio recordings and was upset by the flippancy expressed during discussion of the issue, and believes it should be discussed thoroughly by the full board. She

said she had reached out to 100 other assessors and found no consistency in implementing the law, but pointed out that Christian County was proactive with ample public notices. She also questioned answers she had received about the complaint process, and asked the committee for a resolution to put off implementation of the law. Committee Chair Ritchie asked State's Attorney Affrunti about options to incrementally implement the law, and the State's Attorney said he believed that is what the Supervisor of Assessments is doing. He said he would look into the question of whether the SOA office could just reassess woodland acres. Committee member Folkerts asked about potential consequences of not implementing the law, and the State's Attorney said there have been no past consequences but there could be in the future. Chairman Donaldson asked about court challenges to the law, and SOA Niehaus said it has been upheld by the Illinois Supreme Court. Committee member Whitworth said while she believes the SOA has done a great job, her heart bleeds for those impacted and she favored staggered implementation. Vice Chairman Young suggested putting a freeze on the process and waiting to see the state's reaction. He said a County Board resolution to not implement woodland reclassification would protect the Supervisor of Assessments. Committee member Loucks said he was concerned implementation of the law would lead to tax defaults. Committee Chair Ritchie said he appreciated the public comments, and the board would consider the concerns expressed and research options with the State's Attorney.

4. **Capital Improvement & Coal Fund Reports Update/Approval:** Committee Chair Ritchie said the reports will be reviewed at the full board meeting.
5. **Assessment Issue Request/Tim Lovelace Update/Approval:** Mr. Lovelace was not present at the meeting. SOA Niehaus said he was late in turning in leases for owner-occupied exemptions and had requested an exception to the deadline.
6. **PTAX 451 Reimbursement Form Update/Approval:** Treasurer Lohman reported filing the form is required for salary reimbursement for the new sheriff. **Motion by Ritchie and second by Whitworth to recommend approval of PTAX 451 Reimbursement Form. All in favor, motion carried.**
7. **Fee Schedule Resolution Update/Approval:** County Clerk Leitheiser presented the resolution as a result of a new state law requiring the state to pay the same recording fee as the public. Currently the state pays \$11 instead of the \$88 public recording fee. Leitheiser said the resolution has been reviewed and approved by the State's Attorney. **Motion by Ritchie and second by Beck to recommend approval of the County Clerk/Recorder Fee Schedule Resolution. All in favor, motion carried.**
8. **Surplus ARPA Plan Update/Approval:** Treasurer Lohman reported the county currently holds \$390,238 in remaining uncommitted ARPA funds, and all but the interest (\$182,229) must be allocated by December 31<sup>st</sup>, 2024. Lohman will prepare resolutions for requests from 911 for \$45,000 to upgrade the Motorola Flex server, from EMA for \$30,000 for AED replacement and training, from CEFS for \$50,000 for meals on wheels, and from the Building & Grounds Committee for chiller replacement and Historic Courthouse roof replacement.
9. **FY 2024 Budget Amendment Update/Approval:** Treasurer Lohman presented a FY 2024 Budget Amendment Resolution required because an extra payroll falls in the final day of the fiscal year. **Motion by Whitworth and second by Folkerts to recommend approval of the FY 2024 Budget Amendment Resolution. All in favor, motion carried.**
10. **Property Casualty/Workers Comp/Unemployment Insurance Renewals Update/Approval:** Agent Erik Braasch of Dimond Brothers Insurance recommended the county remain with ICRMT for property/casualty and with IPRF with workers comp. He said the total is up 16%, and Treasurer Lohman reported the new premium numbers are in the FY 2025 budget.

- 11. FY 2025 Budget Update/Approval:** Treasurer Lohman presented FY 2025 budget changes and the latest draft that predicts \$8.5 million in General Fund expenses and a General Fund surplus of \$160,708. She pointed out that the surplus was reached after the board cut the General Fund levy by more than \$300,000 and will transfer only interest from the Coal Fund to the General Fund. EMA Director Hough asked the committee to add a part-time 10-hour-per-week administrative assistant for his office to the budget for \$8,000. Half of the expense will be reimbursed through a Natural Hazards Mitigation grant; if the grant is not received, the position will not be filled. **Motion by Ritchie and second by Whitworth to recommend adding \$8,000 for a part-time 50% reimbursable administrative assistant to the FY 2025 EMA budget. All in favor, motion carried (Young voted against).** The committee also discussed the County Coordinator salary in the FY 2025 budget but took no action.
- 12. FY 2025 Budget Appropriation/Levies/Resolutions Update/Approval:** Committee Chair Ritchie said required levies, resolutions and appropriation ordinance will be presented at the full board meeting.
- 13. Convey Parcel 16-13-305-023 to Kaulunahenahe Samson Update/Approval:** The committee reviewed the resolution and map. **Motion by Young and second by Ritchie to recommend transfer of parcel number 16-13-305-023 in Hillsboro Township to Kaulunahenahe Samson. All in favor, motion carried.**
- 14. Other Business:** None

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

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

Meeting adjourned at 10:50 a.m. The summaries of minutes were respectfully submitted by acting secretary Mike Plunkett, as deputized by Montgomery County Clerk/Recorder Sandy Leitheiser.