

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

Date: Thursday, July 25th, 2024

Time: 8:30 AM – County Board Room

Roll Call - Members Present: Doug Donaldson, Ethan Murzynski, Connie Beck, Chad Ruppert, Bob Sneed and Evan Young

Members Absent: Andy Ritchie

Others Present: EMA Director Kevin Schott, EMA Assistant Dan Hough, Circuit Clerk Daniel Robbins, Sheriff Rick Robbins, Engineer Cody Greenwood, Supervisor of Assessments Kendra Niehaus, County Clerk Sandy Leitheiser, IS Director Curt Watkins, Chief Deputy Jeff Roach, Christine Daniels and Mike Plunkett of County Board Administration, Hillsboro Community Planner Sarah McConnell

Public Comments: None

Coordinating Committee: Doug Donaldson, Board Chairman

1. Information Systems Report Update/Approval: Curt Watkins reported he has been working on switch upgrades, moving computers in the Circuit Clerk's office, working on the court grant and County Clerk renovations. He is beginning the ARPA-funded video storage project and plans to use coal reserves that will be reimbursed through the DCEO Energy Transition Grant to begin phone system upgrades.
2. EMA Report Update/Approval: Kevin Schott reported he plans to retire as of September 30th, and is planning a budget based on a full-time salaried replacement. He said serving the county has been an honor and a pleasure. Dan Hough reported on the landfill fire.
3. West Central Development Council/Job Center Board/CEO Board Update/Approval: Chairman Donaldson reported after a meeting on Thursday, July 18th, he remains Chair. The organization exceeded its goals for the past year, and requested Montgomery County Board adopt a proclamation naming September as Workforce Development Month.
4. Long Term Recovery Meeting (COAD) Update/Approval: Plunkett reported planning continues.
5. Witt Fire Department ARPA Request Update/Approval: Chairman Donaldson passed the request along to the Finance & Budget Committee.
6. Nextlink Presentation Update/Approval: Mike Johnson will report to the full board.
7. Other Business: None

Development & Personnel Committee: Chad Ruppert, Chairman

1. Employee Health Insurance and Monthly HRA Report Update/Approval: Amanda Mast has resigned and Tony Johnston will report to the committee.
2. Animal Control Update/Approval: Committee Chair Ruppert reported Animal Control has exhausted its budget, and he predicts adjustments will need to be made.
3. Animal Control Policy Update/Approval: The committee will continue to discuss.
4. Wind & Solar Ordinances Update/Approval: The committee will discuss proposed changes centered around a description of the application process.
5. Plains Solar Update/Approval: The Public Hearing is in recess until August 12th; Committee Chair Ruppert anticipates postponing that hearing until later in the year.
6. DCEO Energy Transition Grant Update/Approval: Work continues on next phase application.
7. DCEO Energy Transition Grant Small Business Start-Up Incentive Update/Approval: Applicants have been invited to the committee meeting.
8. Other Business: None

Buildings and Grounds: Bob Sneed, Chairman

1. Maintenance and Cleaning Issues and Report Update/Approval: The committee will review and discuss.
2. Historic Courthouse Historical Marker Update/Approval: Jeff Dunn will be at the committee meeting.

3. Interior Door Project for County Clerk's Office Update/Approval: Leitheiser reported work continues.
4. County Board Room Tech Grant Update/Approval: Circuit Clerk Robbins reported the schedule may be pushed back.
5. Other Business: Committee Chair Sneed reported working on the budget, a two-year plan, and the elevator contract.

Roads and Bridges Committee: Ethan Murzynski, Chairman

1. UKA Virden Wind Road Use Agreement Update/Approval: The committee will continue to discuss.
2. Walshville Bypass Update/Approval: Greenwood reported a public information meeting is set for Tuesday, August 6th, from 4-7 p.m. at Walshville Village Hall.
3. Surplus Equipment Sale Update/Approval: Greenwood anticipates selling surplus Bush Hog mowers on the Government Deals website.

Finance and Budget Committee: Connie Beck, Vice Chair

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. Audit Presentation Update/Approval: The audit should be ready for presentation.
4. FY 2025 Budget Process Update/Approval: Bellwether has established a hearing schedule on Thursday, August 1st. Sheriff Robbins questioned the process, and other office-holders echoed those concerns.
5. Truth-In-Taxation Discussion Update/Approval: The committee will discuss.
6. Convey Deeds to Village of Coalton Update/Approval: The committee will review and discuss.
7. ARPA Ordinance for IS Video Back Storage Update/Approval: The committee will review and discuss.
8. Surplus Ford F-250 Bid Opening Update/Approval: So far, no bids have been received.
9. MCSO Dodge Durango Bid Opening Update/Approval: One bid has been received.
10. Other Business: None

Announcements:

1. BLH Fall Electronics Recycling Update/Approval: Saturday, September 14, 9am-12noon, Highway Dept.

Appointments for Full Board meeting:

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

Meeting adjourned at 9:15 am. 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, 2nd Floor, Historic Courthouse
#1 Courthouse Square, Hillsboro, IL 62049

Date: Monday, August 5th, 2024

Time: 5:00 PM – County Board Room

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

Members Absent: None

Others Present: Sheriff Rick Robbins, Undersheriff Tyson Holshouser, Chief Deputy Jeff Roach, County Clerk Sandy Leitheiser, Circuit Clerk Dan Robbins, Treasurer Nikki Lohman, EMA Assistant Dan Hough, Animal Control Warden Emily Gerl, MCEDC Executive Director Bill Montgomery, Hillsboro Community Planner Sarah McConnell, Maggie Poteau of UKA, Christine Daniels and Mike Plunkett of County Board Administration

The committee met today to discuss the following:

1. **Public Comment:** Committee Chair Ruppert invited those who had submitted Small Biz Grant applications to introduce themselves, their business proposals, and answer questions. Ten of the 12 applicants were in attendance and did so.
2. **Employee Health Insurance and Monthly HRA Report Update/Approval:** The committee reviewed the monthly HRA report and heard from Tony Johnston of Assured Partners regarding the status of the group health plan. Johnson described how the Member Advocacy Program had saved policy participants and reviewed county claims. During the 2023 policy year and so far in 2024, claims are running ahead of premiums. Because of that, Johnson told the county to expect a 35% renewal premium increase. When that number becomes available in late August or September, Johnson said Assured Partners will begin final negotiations and bidding health insurance coverage.
3. **Animal Control Update/Approval:** Warden Gerl reported 24 dogs, including 5 bite cases, in a facility designed to hold 20. She was optimistic that some animals would soon be leaving on rescue transfers.
4. **Animal Control Policy Update/Approval:** Committee Chair Ruppert reported difficulties during the budget hearing with Bellwether on Thursday, August 1st, during which Animal Control requested a \$370,000 budget that would operate at a predicted \$270,000 deficit. Treasurer Lohman relayed Marion County operates Animal Control on an \$88,000 budget and Jefferson County operates on a \$79,000 budget. She said Finance & Budget Chair Andy Ritchie suggested Montgomery County Animal Control visit those counties. County Clerk Leitheiser asked about revenues received from the eight municipalities currently under contract. Treasurer Lohman also pointed out that Animal Control was on the verge of spending funds exceeding its appropriation this fiscal year. The committee discussed options to avoid that, and Chairman Donaldson suggested laying off all part-time employees.
5. **Wind & Solar Ordinances Update/Approval:** Committee Chair Ruppert presented a document describing the wind and solar permit procedure developed by County Board Administration, the Supervisor of Assessments, County Clerk and Recorder, and independent engineer Jeremy Connor for inclusion in both ordinances. The procedure describes steps in the county process from application through operating permit. **Motion by Hughes and second by Jones to recommend amending the county wind and solar ordinances to include the permit procedure. All in favor, motion carried.**
6. **Plains Solar Update/Approval:** Committee Chair Ruppert said after the Plains Solar public hearing that began on July 1st had been recessed to August 12th, both the applicant and the county expressed an

interest in postponing resumption of the hearing. **Motion by Jones and second by Russell to reschedule resumption of the Plains Solar Public Hearing until 6 p.m. Monday, November 4th. All in favor, motion carried.**

7. **Oil Sun Solar Update/Approval:** Committee Chair Ruppert reported 22c had submitted a second solar application, this one for Oil Sun Solar, on Friday, August 2nd, after receiving the \$25,000 application fee on Friday, July 26th. The committee set a tentative public hearing date of 6 p.m. Monday, August 26th.
8. **Bushue HR Update/Approval:** During a meeting in July, Bushue HR presented a universal county employment application to be used by all or most county offices and posted on the county website. Applications completed online could be sent to all county officeholders. County Clerk Leitheiser requested the county encourage Bushue to provide any necessary updates to the county employee manual. **Motion by Jones and second by Bergen to recommend approval of the universal employment application developed by Bushue HR. All in favor, motion carried.**
9. **DCEO Energy Transition Grant Update/Approval:** Plunkett reported the final phase of the DCEO Energy Transition Grant Application had been submitted on July 30th, a day ahead of the deadline, and received by DCEO.
10. **DCEO Energy Transition Grant Small Business Start-Up Incentive Update/Approval:** After hearing from applicants earlier in the meeting, the committee reviewed and scored applications and made recommendations to award \$125,000 of the \$336,594.55 available grant funds. **Motion by Jones and second by Beason to recommend awarding the following Small Biz grants: \$40,000 to Noko Sugar Rush in Nokomis; \$20,000 to Willow Lane in Litchfield; \$20,000 to Neon Café in Hillsboro; \$10,000 to The Revived Soul in Hillsboro; \$10,000 to Cosmo's Place in Litchfield; \$7,500 to Majors Ink in Litchfield; \$7,500 to Que-One-Seven in Hillsboro; \$5,000 to Interurban Designs in Hillsboro; \$5,000 to Scout House in Hillsboro. All in favor, motion carried (Hughes abstained).**
11. **Other Business:** None

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

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

Meeting adjourned at 7:40 pm. 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, 2nd Floor, Historic Courthouse
#1 Courthouse Square, Hillsboro, IL 62049

Date: Tuesday, August 6th, 2024

Time: 8:30 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: Sandy Leitheiser, Rick Robbins, Kendra Niehaus, Dan Hough, Hugh Satterlee, Phil Ernst

The committee met today to discuss the following:

1. **Public Comments:** None
2. **Maintenance and Cleaning Issues and Report Update/Approval:** National Maintenance Cleaning was hired to clean the Historic Courthouse four hours per day during her medical absence. Sheriff Robbins reported he can't pay the clean company out of his salary line item. Phil Ernst reported on some of the items in his written report. The committee discussed the need to replace some parking lot light bulbs at the New Courthouse. **Motion by Beason and second by Hughes to approve the purchase new bulbs for the parking lot lights at the New Courthouse. All in favor, motion carried.**
3. **Historic Courthouse Historical Marker Update/Approval:** Jeff Dunn was absent and will report next month.
4. **Health Department Land Acquisition Update/Approval:** Health Department Hugh Satterlee addressed the committee regarding a request for some county owned land behind the health department to build solar arrays. Hugh shared a diagram of how the project would look. The committee will look into the request.
5. **Interior Door Project for County Clerk's Office Update/Approval:** Leitheiser stated the remodel project is moving along and both entrances to the office have been reopened. The glass for the counters still needs to be installed.
6. **County Board Room Tech Grant Update/Approval:** The technology upgrades to the board room should begin next month. Ameresco has been on site to evaluate and Hillsboro Electric has completed the electrical upgrades for the new equipment.
7. **Two-Year Plan Update/Approval:** Sneed reported he and Phil will be working on a two year plan for building and grounds projects to present next month. Committee discussed cleaning the outside of the windows on the Historic Court and decided to wait until the roof is replaced.
8. **Elevator Contract Update/Approval:** Sneed reported the elevator maintenance contract will be addressed in November.
9. **Other Business:**

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

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

Meeting adjourned at 9:25 am. The summaries of minutes were respectfully submitted by acting secretary Chris Daniels, 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, August 7th, 2024

Time: 8:30 AM – County Highway Department

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

Members Absent: Patty Whitworth

Other Present: County Engineer Cody Greenwood

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 shared a map of the proposed road use for the UKA Virden Wind Project for committee members to review.
3. **Walshville Bypass Road Update/Approval:** Greenwood reported he attended the Public Information Meeting regarding the Walshville Trail Improvement Project that was held on August 6th, 2024 at Village Hall. There were 4 alternatives for the project prepared by WHKS Engineering shared with the public. Greenwood stated there were about 22 people in attendance and the meeting went well. Some written comments were received and Greenwood said the next step is to address those. Right of Way will need to be negotiated.
4. **Other Items:** The committee discussed the request from Hugh Satterlee at the Health Department for some land to install their solar array. The Building and Grounds Committee will address the request.

Motion by Bergen, second by Ruppert to Pay Bills. All in favor, motion carried.

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

Meeting adjourned at 9:20 a.m. Minutes respectfully submitted by acting secretary Mike Plunkett as Deputized by the Montgomery County Clerk and Recorder Sandy Leitheiser.

Montgomery County Board

Finance & Budget Committee Meeting Minutes

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

Date: Thursday, August 8th, 2024

Time: 8:32 AM – County Board Room

Roll Call - Members Present: Andy Ritchie, Connie Beck, Ken Folkerts, David Loucks, Patty Whitworth (arrived at 10:50 a.m.), and Doug Donaldson

Members Absent: Evan Young

Others Present: Engineer Cody Greenwood, EMA Director Kevin Schott and Assistant Dan Hough, Supervisor of Assessments Kendra Niehaus, Circuit Clerk Dan Robbins, Sheriff Rick Robbins, Undersheriff Tyson Holshouser, Chief Deputy Jeff Roach, Treasurer Nikki Lohman, County Clerk Sandy Leitheiser, State's Attorney Andrew Affrunti, Animal Control Warden Emily Gerl, County Board members Mark Hughes and Chad Ruppert, Christine Daniels and Mike Plunkett of County Board Administration, bidders Harry Jackson and Eric Gray.

Pledge of Allegiance was led by County Engineer Cody Greenwood.

The committee met today to discuss the following:

1. **Public Comment:** None
2. **SOA Report Update/Approval:** Supervisor of Assessments Niehaus reported she will no longer require structural improvement notifications for residential solar installation. She also told the committee she would like to change her budget request by transferring some of the money in her salary line item to the line that funds her staff salaries.
3. **Capital Improvement & Coal Fund Reports Update/Approval:** Committee Chair Ritchie noted a coal royalty payment of \$79,887.87 in June and a Capital Fund balance of \$1,468,337.15 as of June 30.
4. **Audit Presentation Update/Approval:** Treasurer Lohman reported the audit is finished and will be presented to the County Board in August or September. She also informed the committee she would like to group grants in one grant fund next fiscal year, which will require a resolution to transfer funds.
5. **Convey Deeds to Village of Coalton Update/Approval:** Treasurer Lohman presented resolutions to transfer to Trustee parcels in Coalton, 08-27-310-012 and 08-27-134-035, to the Village of Coalton for \$820 each. **Motion by Ritchie and second by Loucks to recommend conveying parcels 08-27-310-012 and 08-27-134-035 to the Village of Coalton for \$820 each. All in favor, motion carried.**
6. **ARPA Ordinance for IS Video Back Storage Update/Approval:** The committee reviewed ARPA ordinances funding three previously approved projects, but only one was on the committee agenda. All three will be considered by the full county board. **Motion by Ritchie and second by Beck to recommend approval of an ordinance authorizing an amount not to exceed \$24,000 made available from ARPA funds for the purchase of Data Storage Monitoring for the IT Department. All in favor, motion carried.**
7. **Witt ARPA Request Update/Approval:** The Witt Fire Department recently emailed a request for ARPA funds for a training facility. Chairman Donaldson said since matching funding sources have fallen through, the request does not need considered.
8. **Surplus Ford F-250 Bid Opening Update/Approval:** Committee Chair Ritchie opened the bids for the surplus Ford F-250, the first from Eric Gray for \$251 and the second from Harry Jackson for \$650. Both were present, and Gray declined the option to raise his bid. **Motion by Ritchie and second by**

Beck to recommend selling the surplus For F-250 to winning bidder Harry Jackson for \$650. All in favor, motion carried.

9. MCSO Dodge Durango Bid Opening Update/Approval: Sheriff Robbins and Undersheriff Holshouser reported the loan bidder for a new Dodge Durango squad was Victory Lane in Carlinville for \$43,193. The Montgomery County Health Department is providing funds to purchase and equip the vehicle, which will be available in a few weeks.

10. FY 2025 Budget Process Update/Approval: The committee discussed several remaining issues from the August 1st FY 2025 budget meeting conducted by Bellwether. The first was Animal Control, who had requested a \$370,000 budget. Warden Gerl said she currently employs a staff of six in addition to herself, but two are off work for medical reasons. State's Attorney Affrunti asked for their job descriptions, and Beck pointed out the salaried department head should be responsible for more of the work. Development & Personnel Committee Chair Ruppert requested the County Reimbursement revenue line be increased from \$7,500 to \$15,000 and suggested increasing the Municipal Reimbursement line from \$0 to \$40,000. Ruppert told the board he would work with Gerl to resubmit the budget based on anticipated revenues. State's Attorney Affrunti was asked for options for the current fiscal year in which Animal Control salary expenses are on the verge of exceeding the appropriation. The State's Attorney scheduled a meeting with Gerl and Ruppert for 1:30 pm Tuesday, August 13th, and asked for payroll vouchers to review in the meantime.

In response to questions about Highway Department requests, Engineer Greenwood said the \$300,000 Building Maintenance request was to account for any unforeseen costs in construction of the Highway Department's ARPA-funded building, and the \$600,000 requested from coal funds was for a blade mix on Niemannville Trail and to partially fund a new tandem truck.

State's Attorney Affrunti reported to the committee his full-time salary line item increased due to the addition of a second secretary, but his Assistant State's Attorney salary line item will remain the same as the current fiscal year.

Sheriff Robbins discussed the need for a full-time \$17/hour FOIA office position, and the committee concurred. Chairman Donaldson reported the EMA budget will go from three part-time positions to two part-time positions, but EPA responsibilities will be moved from County Board Administration and combined with EMA Director position to make it a full-time job.

11. Truth-In-Taxation Discussion Update/Approval: Assistant County Board Administrator Plunkett reported the Nokomis-Witt Area Ambulance, Farmersville-Waggoner Area Ambulance, 708 Board and VAC had requested levies that would require a truth-in-taxation hearing, and the tentative levy for county funds would also require a hearing. The county board must approve an estimated tax levy during their September meeting.

12. Other Business: None

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

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

Meeting adjourned at 11:45 am. The summaries of minutes were respectfully submitted by acting secretary Mike Plunkett, as deputized by Montgomery County Clerk/Recorder Sandy Leitheiser.