

# 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:** Tuesday, January 2<sup>nd</sup>, 2024

**Time:** 8:30 AM – County Board Room

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

**Members Absent:** None

**Others Present:** Circuit Clerk Dan Robbins, Maintenance Supervisor Phil Ernst, Supervisor of Assessments Kendra Niehaus, Hillsboro Mayor Don Downs, Hillsboro City Planner Sarah McConnell, Illinois State Historical Society board member Jeff Dunn

The committee met today to discuss the following:

### **Buildings & Grounds Committee:**

1. **Public Comments:** Hillsboro Mayor Don Downs asked the committee to make sure the sod that was placed last summer on the east side of the Historic Courthouse lawn is repaired after work there is complete.
2. **Maintenance and Cleaning Issues and Report Update/Approval:** Chairman Sneed reported that the new custodian, working for National Maintenance at the Montgomery County Courthouse, would be on-site for a walk-through. Ernst presented his report highlighting that the new generator at the Montgomery County Jail is installed, the back stairs of the Historic Courthouse had been tuck-pointed, and mowers had been serviced and are ready for next spring.
3. **Elevator at the Historic Courthouse Update/Approval:** Ernst reported that as of 12 noon on Thursday, Dec. 28, the elevator in the Historic Courthouse was back in service. Chairman Donaldson noted that the elevator had been out of service for nearly three months since Oct. 3.
4. **Interior Door Project for County Clerk's Office Update/Approval:** Sneed reported that the project is awaiting the arrival of grant funds. Chairman Donaldson anticipates that to happen soon.
5. **Repair/Replace Roof of Block Building at Highway Department Update/Approval:** Sneed reported that he would be meeting with County Engineer Cody Greenwood and the Roads & Bridges Committee, along with EMA and the Montgomery County Health Department, Wednesday morning, Jan. 3, to walk through the block building and brown metal buildings at the Highway Department to for their possible use by EMA and MCHD. Funding would be applied for through the second phase of the DCEO Energy Transition Community Grant Program.
6. **Grant for County Board Room Audiovisual Upgrades Update/Approval:** Circuit Clerk Robbins reported that he intends to submit the grant to the Chief Judge's office by Friday, Jan. 5, for audio/visual updates to the County Board Room so it can be used as an emergency back-up court room. The updates can also be used by the county board.
7. **Ameresco - New Courthouse Renovation Project Update/Approval:** Circuit Clerk Robbins reported that renovations are progressing and should be completed by Friday, Jan. 19.
8. **Executive Session for Personnel/Litigation/Property Acquisition/County Property Update/Approval: (if needed):** None needed.

9. **Other Business:** Dunn updated the board on plans to place a mural on the north wall of the Courthouse Annex building, and showed a historic postcard featuring a trolley car as a potential model for the artwork. He said the wall would need prepared first, and Sneed said a contract for tuck-pointing repair work had been awarded. Dunn asked if the wall would be painted first, and Sneed said it was not in the budget for FY2024. Dunn said the mural could be painted on metal panels that would not require the wall to be repainted first; he estimated the panels would increase the cost by \$2600 for Imagine Hillsboro. Committee members thought the mural may have a longer life if on metal panels instead of painted brick. Dunn also asked to work with the county on a historical marker about the industry and coal history to be placed on the Historic Courthouse grounds.

Hughes asked about the progress in selling the former Highway Department property on Seymour Avenue in Hillsboro. Sneed said that EMA will need to move out of the building on the property before it can be torn down and the property sold. Committee members then discussed whether basing the value of the vacant property on the EAV of comparable vacant lots would result in a reasonable market value.

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

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

Meeting adjourned at 9:35 am. The summaries of minutes were respectfully submitted by acting secretary Christine Daniels, as Deputized by Montgomery County Clerk/Recorder, Sandy Leitheiser.

**Montgomery County Board  
Development & Personnel Committee  
Meeting Minutes**

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

**Date:** Thursday, January 4<sup>th</sup>, 2024

**Time:** 5:00 PM – County Board Room

**Members Present:** Chad Ruppert, Bill Bergen, Russell Beason, Jeremy Jones and Doug Donaldson

**Members Absent:** Mark Hughes

**Others Present:** County Clerk Sandy Leitheiser, Circuit Clerk Dan Robbins, Sheriff Rick Robbins, Undersheriff Tyson Holshouser, Chief Deputy Jeff Roach, MCEDC Executive Director Bill Montgomery, Hillsboro City Planner Sarah McConnell

The committee met today to discuss the following:

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

1. **Public Comment:** None.
2. **Employee Health Insurance and Monthly HRA Report Update/Approval:** Committee reviewed report and anticipates the 2023 end-of-year report from Assured Partners in February. Circuit Clerk Robbins advised that HSHS is currently in negotiations with United Health Care.
3. **Personnel Manual Amendments Update/Approval:** Ruppert reported that any amendments are pending a discussion with the State’s Attorney’s office.
4. **Paid Leave for all Workers Policy Options Update/Approval:** Sheriff Robbins reported that he had researched with the ICRMT legal team, and provided an email with suggested policy and language that meets FMLA requirements. Ruppert added that paid leave language needs updated; that will be addressed next month. Sheriff Robbins also asked the committee to consider changing county policy from requiring employees to exhaust all paid leave time during an extended leave to allowing them to keep a maximum of 5 sick days in reserve. Both Circuit Clerk Robbins and County Clerk Leitheiser agreed with the potential policy change; Leitheiser suggested seeking a legal opinion first.
5. **Animal Control Facility Update/Approval:** From report submitted to him, Ruppert noted 8 dogs and 9 cats at Animal Control.
6. **Animal Control Policy Update/Approval:** Ruppert reported he has been reviewing the draft that board member Jones gave him last month and will meet with the Animal Control warden.
7. **Nextlink Broadband Internet Update/Approval:** Nothing to report.
8. **MCEDC Update/Approval:** Montgomery reported attending webinars and the federal Broadband Equity Access and Deployment (BEAD) Program grant funds. A map of underserved areas is under development with a process to challenge map findings. County Clerk Leitheiser reported that there is a device that can be placed in underserved areas to verify inadequate broadband access. Montgomery also reported that MCEDC is working on a new website which should be up in March.
9. **DCEO Energy Grant Update/Approval:** County Board Administrator Chris Daniels reported that her office has been answering questions as part of the DCEO grant review process, and is anticipating final grant agreement. Ruppert reported that Chairman Donaldson will appoint a committee to begin

discussion on the 2024 Award phase of the DCEO Energy Grant, which will focus on county infrastructure. Sheriff Robbins asked if funds to develop a law enforcement and first responder training facility could be included in the 2024 Award phase. Chairman Donaldson stated there will be a meeting with department heads when the Notice of Funding Opportunity comes from DCEO sometime this month to go over “wish” lists for County Infrastructure needs.

10. **Wind and Solar Legislation SB 1699 Update/Approval:** The State’s Attorney’s Office needs more time to compare state legislation with the county ordinance. The committee discussed the potential for UKA to submit a wind farm application this month, and the potential for other wind and solar projects in the county. County Clerk Leitheiser reported that leases are being recorded in her office.
11. **Personnel Committee Member Handbook Update/Approval:** Coordinator Daniels described updates to the Personnel Committee handbook and once the two union contracts that were approved at the last board meeting are signed by the union, the revised handbooks will be distributed.
12. **Executive Session for Personnel/Litigation/Property Acquisition Update/Approval:** None.
13. **Other Business:** Ruppert request Probation office staff to be on the February committee agenda.

Motion to pay the bills by Beason and second by Bergen. Role Call: YES: Bergen, Beason, Jones, Ruppert. NO: none. Motion carried.

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

Meeting adjourned at 5:52 pm. The summaries of minutes were respectfully submitted by acting secretary Christine Daniels, as Deputized by Montgomery County Clerk/Recorder, Sandy Leitheiser.

# Montgomery County Board

## Finance & Budget Committee Meeting Minutes

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

**Date:** Thursday, January 4th, 2024

**Time:** 8:30 AM – County Board Room

**Members Present:** Andy Ritchie, Connie Beck, Ken Folkerts, David Loucks, Patty Whitworth, and Doug Donaldson

**Members Absent:** Evan Young

**Others Present:** Treasurer Nikki Lohman, County Clerk Sandy Leitheiser, Circuit Clerk Dan Robbins, Sheriff Rick Robbins, Undersheriff Tyson Holshouser, Chief Deputy Jeff Roach, Supervisor of Assessments Kendra Niehaus, Hillsboro City Planner Sarah McConnell

The committee met today to discuss the following:

1. **Public Comment:** None.
2. **SOA Report Update/Approval:** Niehaus reported she is awaiting township and MTA contracts from South Litchfield Township and Grisham-Walshville-East Fork MTA. Chairman Donaldson will make contact. As of the Jan. 1 deadline for recording leases, 145 were recorded out of 206, totaling \$12,760 in recording fee revenue. The remaining 61 will not receive exemptions totaling an additional \$366,000 in EAV on the tax rolls. In response to a question from Loucks, Niehaus said because there is no zoning ordinance, the county does not require a permit before residential solar panel installation.
3. **Capital Improvement Fund Reports Update/Approval:** Ritchie reported \$1,333,996.84 in the Capital Improvement Fund as of the end of the past fiscal year, including \$159,068.68 in interest earned. Treasurer Lohman reported new interest rates ranging from 5.2% to 5.5%. In response to a question from Sheriff Robbins, Lohman reported a December 2023 coal royalty payment of over \$327,000. She also advised the committee that auditors will be on site to begin work the week beginning Jan. 8.
4. **IRS Mileage Reimbursement 2024 Increase from \$.655 to \$.67 per mile Update/Approval:** Motion by Whitworth, second by Beck, to recommend increasing mileage reimbursement for 2024 from \$.655 to \$.67 per mile per IRS guidelines beginning Wednesday, Jan. 10, 2024, after County Board approval. All in favor, motion carried.
5. **Spy Glass Presentation Update/Approval:** Treasurer Lohman reported she had been contacted by Spy Glass to audit county telephone, cell phone, and internet bills to look for unneeded surcharges and phones. The cost for Spy Glass would be half of any discovered savings. Chairman Donaldson said Montgomery County IT department expressed reservations about undertaking the project at this time. Motion by Ritchie, second by Whitworth, to consider a presentation from Spy Glass in six months. All in favor, motion carried. County Board Administrator Chris Daniels reported that her office had discovered and eliminated 7 cell phones that were required by those working from home during the COVID-19 pandemic.
6. **Executive Session for Personnel/Litigation/Property Acquisition Update/Approval:** None needed.
7. **Other Business:** Undersheriff Holshouser presented dispatch contracts between Montgomery County and the cities of Litchfield and Nokomis for Dec. 1, 2023, through Nov. 30, 2026. Sheriff Robbins noted that increases in the contracts are from costs related to increases in employee salaries. Ritchie will present the contracts to the full board on Jan. 9 for approval.

Ritchie reported that if a contract is received from Bellwether for the FY2025 budget before the Jan. 9 full board meeting, he will present it for approval. He anticipates no increase in the \$12,000 contract; \$6,000 would be due upon execution and the remaining \$6,000 upon budget completion.

Niehaus reported that the agreement with Fillmore Consolidated-Witt MTA had just been received. Ritchie will present it to the full board on Jan. 9 for approval.

The Nokomis-Witt Area Ambulance Service requested \$10,000 in ARPA funds for pagers required for their transition to a volunteer BLS transport service. Ritchie will present the request to the full board on Jan. 9 for approval.

Sheriff Robbins reported to the committee that his office had budgeted for one new Chevy Tahoe in Office 375 for FY2024. Because that vehicle is not available, the MCSO has instead ordered a Dodge Durango at a cost of nearly \$10,000 under budget.

Circuit Clerk Robbins reported that he will submit the tech grant on Friday, Jan. 5, but may ask to use coal funds to complete the project before grant reimbursement.

Treasurer Lohman said she is considering bringing a proposal that would allow the county trustee to handle delinquent Mobile Home Privilege Tax properties.

County Clerk Leitheiser informed the committee that since the closure of the county ambulance billing office, mail is still arriving there and being distributed by the county board administrative office, and that an ambulance account remains open. Treasurer Lohman said she will close the account after the audit is complete, and Daniels said her office will look into solving the mail issue.

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

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

Meeting adjourned at 9:45 am. The summaries of minutes were respectfully submitted by acting secretary Christine Daniels, as Deputized by Montgomery County Clerk/Recorder, Sandy Leitheiser.

# Montgomery County Board

## Roads & Bridges Committee Meeting Minutes

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

**Date:** Wednesday, January 3<sup>rd</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

**Other Present:** County Engineer Cody Greenwood, EMA Coordinator Kevin Schott, Assistant EMA Coordinator Dan Hough, MCHD Administrator Hugh Satterlee, Buildings & Grounds Committee Chair Bob Sneed

The committee met today to discuss the following:

### **Roads & Bridges Committee:**

1. **Public Comments:** None.
2. **Resolution 2024-03 appropriating funds for 100% county culvert replacement on Elevator Rd. Update/Approval:** Greenwood presented Resolution 2024-03 appropriating an estimated \$30,000 from County Aid to Bridge Fund 235 for a culvert replacement on Elevator Road. **Motion by Loucks, second by Ruppert, to recommend Resolution 2024-03 appropriating funds in the amount of \$30,000 for 100% county culvert replacement on Elevator Road. All in favor, motion carried.**
3. **Section No. 17-09117-00-BR Irving Twp N. 17<sup>th</sup> Ave. Bridge replacement supplemental Engineering Agreement Update/Approval:** Greenwood reported the Supplemental Engineering Agreement has not been completed and will be on next month's agenda.
4. **City of Litchfield request to install 3" force main sewer line on PIN 10-28-100-006 in North Litchfield Twp Update/Approval:** Greenwood presented a map and reported the City of Litchfield had requested permission to install a 3-inch force main sewer line on county property. The 8-acre parcel is abandoned railroad right-of-way on the east side of the road that Litchfield would like to access to serve the Illinois Department of Transportation maintenance yard. **Motion by Murzynski, second by Whitworth, to recommend giving permission to run the line, and referring matter to Buildings & Grounds Committee to pursue possibly transferring property to City of Litchfield. All in favor, motion carried.**
5. **Village of Farmersville letter of support request for railroad crossing Update/Approval:** Greenwood reported that the Village of Farmersville had requested a letter of support to request the railroad update the crossing on Mine Avenue in Farmersville to "Out of Service" status. Greenwood has no issue with doing so, and he reported that the Panhandle School District is also in support. **Motion by Whitworth, second by Bergen to recommend a letter of support from the Montgomery County Board to update the Mine Avenue railroad crossing to "Out of Service." All in favor, motion carried.**

6. **Other Items:** The committee discussed the size of proposed new equipment storage building, whether it would need sprinklers, and the construction schedule. Greenwood reported he intends to bid the project in packages.

Motion by Whitworth, second by Bergen to recess the meeting at 8:45 a.m.

Motion by Whitworth, second by Ruppert, to reconvene at 9:17 a.m.

7. **Repair/Replace roof on white block building Update/Approval:** Committee toured the white block building and brown metal buildings on highway department site. Schott and Hough presented rough schematic of block building that would add offices, a restroom and decontamination shower, and a 40x36 training room that could also be used by other offices. The rest of the building would be used to store up to 7 EMA trailers and would require minimal radiant heat to keep the space above freezing. The space could also be used for bulk storage for emergency supplies and could be equipped with a strong room for multiple agencies.

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

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

Meeting adjourned at 9:42 a.m. Minutes respectfully submitted by acting secretary Christine Daniels as Deputized by the Montgomery County Clerk and Recorder, Sandy Leitheiser.