

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

Date: Tuesday, October 3rd, 2023

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: Andrew Affrunti, Daniel Robbins, Sarah McConnell, Rob Smith and Jeff Smith

The committee met today to discuss the following.

Buildings & Grounds Committee:

1. **Public Comments:** None.
2. **Maintenance and Cleaning Issues and Report Update/Approval:** Sneed reported the Coordinating Committee had to recommend purchasing compressors for the chiller at the new courthouse because of the equipment being 5 weeks out for delivery. He said the committee made a recommendation and the full board will approve it on Tuesday during the Buildings and Grounds portion of the meeting.
3. **Tuck Pointing at VAC Building Update/Approval:** Sneed reported AJWD Construction submitted a bid for tuck pointing at the VAC building and the north staircase of the Historic Courthouse. He said their total bid was for \$28,400. The other bid was from Seward Masonry and came in at a total of \$17,450. **Motion by Beck and second by Beason to recommend the full board approve the bid from Seward Masonry for tuck pointing of the VAC building and north staircase of the Historic Courthouse in an amount not to exceed \$17,450. All in favor, motion carried.**
4. **Interior Door Project for County Clerk's Office Update/Approval:** Sneed reported we are still waiting on the energy grant before moving forward with this project.
5. **Old Highway Department Property Update/Approval:**
 - **Approve Purchase Agreement, Advertise for Bids for Seymour Avenue Surplus Property (Old Highway Department) Update/Approval:** State's Attorney Affrunti reported he had a couple issues he needs clarification on for the purchase agreement. The first is who will maintain insurance on the property. He said the committee needs to make sure the buyer gets insurance and puts the county down as a renter, or at the very least make sure the county gets renter's insurance. The second issue is in regards to property taxes. He said right now, there are none, but that will change when the property is sold. Hughes stated the county could pay rent for the building EMA occupies that is equal to the amount the building is assessed in value in order to offset the property taxes of that particular property. Affrunti said he will include that and renter's insurance into the purchase agreement and should have it ready for the full board meeting. **Motion by Sneed and second by Hughes to advertise for bids for the Seymour Avenue surplus property. All in favor, motion carried.**
6. **Repair Chiller at New Courthouse Update/Approval:**
 - **Purchase Compressors for Chiller at New Courthouse Update/Approval:** Sneed reported the lowest bid came in at \$32,950 from Clow.
7. **Payment for Sidewalks for Kinney Contractors Update/Approval:** Assistant Coordinator David Jenkins reported he misread the final invoice last time it was addressed. He thought the invoice said \$232,665, but the invoice actually stated \$235,665. He said the price hasn't actually changed since it was submitted. It was just a mistake in reading it. Sneed said the County's share is actually a little under \$100,000. **Motion by Hughes and second by Folkerts to recommend the Full Board approve paying Kinney Contractors \$235,665 for sidewalk repairs. All in favor, motion carried.**

8. **2024 Committee Meeting Dates and Times Update/Approval:** Motion by Beck and second by Folkerts to approve the 2024 Buildings and Grounds Committee meeting dates with the revision of moving the November 5th meeting to November 7th. All in favor, motion carried.
9. **Executive Session for Personnel/Litigation/Property Acquisition/County Property Update/Approval: (not needed)**
10. **Other Business:** Circuit Clerk Robbins asked if the cleaning crew responsible for maintaining the new courthouse has a weight limit for lifting. He said they had a large waste bag full of shredded paper that was not removed from their office, but when they emptied the bag into individual bags and cans, the crew ended up disposing of it. Sneed said some cleaning issues and responsibilities at that building got muddied during Covid, and he will speak to the owner of the company about it.

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

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

Meeting adjourned at 9:14 a.m. The summaries of minutes were respectfully submitted by acting secretary Christine Daniels, as Deputized by Montgomery County Clerk/Recorder, Sandy Leitheiser.

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

Date: Thursday, September 28th, 2023 **Time:** 8:30 AM – County Board Room

Members Present: Doug Donaldson, Mark Hughes, Ethan Murzynski, Andy Ritchie and Bob Sneed

Members Absent: Evan Young

Others Present: Joe Gasparich, Curt Watkins, Sandy Leitheiser, Nikki Lohman, Hugh Satterlee, Rick Robbins, Andrew Affrunti and Sarah McConnell

The committee met today to discuss the following:

Public Comments: None.

Coordinating Committee: Doug Donaldson, Board Chairman -

1. **Information Systems Report Update/Approval:** Information Service manager Watkins reported he received three bids for the fiber redundancy project. He stated two of the bids did not come in within the allotted amount. He also reported the host for the new website is pretty much ready to proceed. He stated they wanted office holders and interested parties to review the site first. Watkins also reported they are working with Motorola on body cameras for the police department. Donaldson said he was approached by an official from one of the smaller villages about the possibility of the County purchasing body cameras for smaller agencies. Sheriff Robbins said purchasing the cameras would be a decision for the board to make but he wants to keep everything as separate as possible. Watkins also reported employee Zeke Philpot gave his notice and his last day is Friday.
2. **EMA Report and Hazard Mitigation Plan Update/Approval:** EMA Coordinator Gasparich reported they have had a little less participation with the Hazard Mitigation Plan from smaller communities this time compared to last, which he said was disappointing.
3. **West Central Development Council/Job Center Board/CEO Board Update/Approval:** Donaldson reported their next meeting is scheduled for October 19.
4. **CO2 Sequestration Ad Hoc Committee Update/Approval:** Donaldson reported the Illinois Commerce Commission (ICC) will be holding public hearings October 17th through 20th. He stated Heartland-Greenway is reluctant to speak with the county much more since the County has participated with the same attorneys representing other surrounding counties. He said the Committee needs to get back together to talk about wrapping up their business. He also stated the Wall Street Journal will be interviewing him about the project. Gasparich stated, as far as preparedness is concerned, the Emergency Management Agency is on the right track. He said they need to be prepared for other pipelines as well.
5. **Review of Executive Session Minutes Update/Approval:** Donaldson stated he will be meeting with County Clerk Leitheiser and Coordinator Chris Daniels to review closed session minutes. That meeting will be held before the next Development and Personnel Committee meeting.
6. **Committee Meeting Dates and Times for 2024 Update/Approval:** Donaldson stated each of the committees will be reviewing their respective meeting dates and times for the next year.
7. **Executive Session for Personnel/Litigation/Property Acquisition Update/Approval: (not needed)**
8. **Other Business:** Leitheiser reported the coal mine recently filed for expansion. She said she told a mine representative to come to a board meeting to provide an update.

Buildings and Grounds: Bob Sneed, Chairman:

1. **Maintenance and Cleaning Issues and Report Update/Approval:** Sneed reported Maintenance Superintendent Ernst will give a report at their meeting.

2. **Tuck Pointing at VAC Building Update/Approval:** Sneed reported they will open bids for tuck pointing at the VAC building and on the north staircase of the Historic Courthouse.
3. **Interior Door Project for County Clerk's Office Update/Approval:** Nothing new to report.
4. **Old Highway Department Property Update/Approval:**
 - **Approve Purchase Agreement, Advertise for Bids for Seymour Avenue Surplus Property (Old Highway Department) Update/Approval:** Sneed reported the committee will be advertising for bids after their next committee meeting, regardless of if they have heard from the State's Attorney's Office or not.
5. **Repair Chiller at New Courthouse Update/Approval:**
 - **Purchase Compressors for Chiller at New Courthouse Update/Approval:** Sneed reported they received two bids to repair the chiller at the new courthouse. One came from Johnson Controls at \$36,541, and the other came from Clow Controls at \$32,950. Sneed said he would like this committee to make a recommendation so they can get the compressors ordered since there is a five-week wait time on them. **Motion by Sneed and second by Murzynski to recommend the Full Board approve the bid from Clow Controls for chiller compressors at the new courthouse for an amount not to exceed \$32,950. ROLL CALL VOTE: Voting YES: Donaldson, Hughes, Murzynski, Ritchie and Sneed. Voting NO: None. All in favor, motion carried.**
6. **Executive Session for Personnel/Litigation/Property Acquisition/County Property Update/Approval: (not needed)**
7. **Other Business:** None.

Development & Personnel Committee: Mark Hughes, Chairman -

1. **Employee Health Insurance and Monthly HRA Report Update/Approval:** Hughes reported the County originally budgeted a 15 percent increase for employee health insurance, but Assured Partners representative Amanda Mast reported last month the increase would be 29 percent. Treasurer Lohman stated Mast received a competitive offer from another health insurance carrier, while United Healthcare dropped their increase to 19.9 percent. Lohman said Mast is going back to UHC to see if they can get that number down to 15 percent since the county does have another competitive offer. Lohman said the 19.9 percent increase would be about the same as the other offer in the end because of the amount the county would have to pay in HRA plans. Lohman said she hopes to have more information by the end of the day.
2. **MCEDC Update/Approval:** Hughes reported they do not have another meeting scheduled at this time.
3. **Animal Control Facility Update/Approval:**
 - **Animal Control Budget/Finances Update/Approval:** Nothing new to report.
4. **Animal Control Policy Update/Approval:** Hughes reported he spoke to Animal Control Warden Emily Gerl several times about a potential policy for how long to keep animals. He said Gerl told him she agrees there should be a timeframe, but she believes it should be longer than three months, which is what he said he would prefer. He said the decision will ultimately lie with the committee. Robbins said he has spoken with other counties who have policies limiting the amount of time they hold onto animals. He said some of the counties send the animals to humane societies after that determined length of time has been exhausted. Leitheiser said Animal Protective League is based out of Springfield. Daniels stated Bond County has a humane society as well. Health Department Director Satterlee asked what Paws Care's involvement is with regards to being a shelter. Hughes said members of Paws were present at the last committee meeting. Hughes said he received minutes from Leitheiser that read when the facility was built in 2009, it was believed Paws Care would assist with the facility. Hughes also stated it is nobody's fault but his for the commotion that occurred during the previous committee meeting. Donaldson stated social media played a big role as well.

5. **Nextlink Broadband Internet Update/Approval:** Leitheiser reported Mike Johnson from Nextlink sent an email stating they plan to have the first two towers in the southwest corner of the county active within six months of an agreement, and another two towers constructed in less than a year. She said they plan on continuing to build their network through Irving and Nokomis with the initial towers, as well as Honey Bend and Farmersville. To start tying into the rest of their Illinois network.
6. **Vistra Energy – Coffeen Solar Project Permit Application Update/Approval:** Hughes reported Jeremy Conner from Hurst-Rosche met with representatives from Vistra Energy, and he still has a couple of issues that have not been answered regarding the independent review of the solar application.
7. **Vistra Energy – Coffeen Solar Project Enterprise Zone Request Update/Approval:** Hughes reported the committee will wait until after this issue is addressed at the next mayors meeting.
8. **Ordinance Adopting Personnel Manual Update/Approval:** Hughes stated the committee has a couple of items in the Personnel Manual that need to be addressed.
9. **2024 Holiday Schedule Update/Approval:** Hughes reported the committee will review the holiday schedule for the upcoming year.
10. **Scheduling of Union Negotiation Meetings with Local 1084 (Correctional Officers and Telecommunicators) Update/Approval:** Hughes reported he spoke with Matt Blankenship from Local 1084, and they are still waiting for the paperwork switching unions to be finalized. He said they will not have it ready by the next committee meeting, but definitely by the November committee meeting. He said they also may have to hold special meetings in between to negotiate the upcoming contract.
11. **Executive Session for Personnel/Litigation/Property Acquisition Update/Approval: (not needed)**
12. **Other Business:** Hughes reported he would like to add Cole McDaniel to the committee agenda for consulting on grant writing and economic development. Robbins reported the custodian has retired, and he spoke to Local 1084 about possibly changing that position to part-time or contracting out the position. He said the union was not in favor of that, so he will have to look into the possibility of hiring a new full-time custodian. Robbins also reported the jail population will be down significantly within the next month or two as a result of the Safe-T Act. He said they had a population in the 50s, and it has already decreased to around 38.

Finance and Budget Committee: Andy Ritchie, Chairman -

1. **SOA Report Update/Approval:** Ritchie stated they will have a report at the committee meeting.
2. **Capital Improvement Fund Reports Update/Approval:** Ritchie stated they will have a report at the committee meeting.
3. **County Policy for Special Fund Use Update/Approval:** Ritchie reported both the State’s Attorney’s memorandum and the UCCI opinion are on the agenda to be discussed.
 - **Memorandum on Collective Bargaining/Special Fund Use Update/Approval:** Nothing additional to report.
 - **UCCI Opinion on Special Fund Use Update/Approval:** Nothing additional to report.
4. **FY 2024 Budget Update/Approval:** Ritchie reported the committee will hold a special meeting this evening to discuss the budget, which is currently facing a \$630,000 deficit in the general fund.
5. **Resolution Increasing Election Judge Salary Update/Approval:** Leitheiser stated State’s Attorney Affrunti requested this item be postponed from last month’s meeting. Affrunti said he looked at the Resolution and has approved it.
6. **Pre-approved Vendor List Revisions Update/Approval:** Ritchie reported the committee will review the pre-approved vendor list.
7. **Executive Session for Personnel/Litigation/Property Acquisition Update/Approval: (not needed)**
8. **Other Business:** Satterlee asked if derelict properties could be discussed at the next mayors meeting. Donaldson said it will be added. Satterlee also reported the County is currently unable to receive any money from the State of Illinois because the audit was not submitted and we were placed on a no payment list. He said he did not know or care to know who was responsible, but this is unacceptable.

Donaldson said the issue has been discussed and it will continue to be addressed with the employee who is responsible. Lohman stated the audit has since been submitted, but it was submitted late. Donaldson said this will not happen again.

Roads and Bridges Committee: Ethan Murzynski, Chairman

1. **Section 15-00138-00-BR Red Ball Trail Bridge Update/Approval:** Murzynski reported they will have an update at their committee meeting but he believes they are still ahead of schedule.
2. **Upcoming Road Use Agreements Update/Approval:** Affrunti stated he believes the Road Use Agreements for the solar projects that were discussed with Brown and Hays are ready to be approved at the next meeting.
3. **Seasonal Renting/Leasing of Roadside Mowing Equipment Update/Approval:** Nothing new to report.
4. **Other Items:** Murzynski stated he would like to add a Walshville Bypass Road updated to the committee agenda.

Appointments for this month's Full Board meeting: None.

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

Meeting adjourned at 9:48 a.m. 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, 2nd Floor, Historic Courthouse
#1 Courthouse Square, Hillsboro, IL 62049

Date: Monday, October 2nd, 2023

Time: 5:00 PM – County Board Room

Members Present: Mark Hughes, Russell Beason, Jeremy Jones, Chad Ruppert and Doug Donaldson

Members Absent: Bill Bergen

Others Present: Daniel Robbins, Rick Robbins, Trent Lohman, Nikki Lohman, Sarah McConnell, Bill Montgomery, Andrew Affrunti, Amanda Mast, Emily Gerl, Kim Noyes, Sandy Leitheiser, Russell Whitaker, Tyson Holshouser and Cole McDaniel (via telephone)

The committee met today to discuss the following:

Development & Personnel Committee: Mark Hughes, chairman -

- 1. Public Comment:** Jessica Durbin from Cake it On Cakery in Nokomis reported she hosted a canines and cars event weeks ago that was very successful and raised a substantial amount of money for animal control. She asked if there was a separate line in the animal control budget for donations. Treasurer Lohman reported there is a donation line in the revenues. Donaldson asked if there was a better way to track what donation money was being used for in order to be more transparent. State's Attorney Affrunti reported in other counties, non-profit organizations typically ask what is needed at the facility and then purchase the items and donate those rather than donating money. Jones stated the guidelines for becoming a 501(c)3 have changed and it can all be done online now. He said it is also not as expensive as it used to be. Durbin stated they have put a lot of work into making a positive impact for the animal control facility and would like to keep that up.

Florence Clark from PAWS Care reported she has offered her personal support to the animal control facility. She stated she keeps hearing rumors that PAWS doesn't work with AC, but she doesn't know where that is coming from and she wants to clear that up. She said at least as far as she has been president, they have wanted to work as a community and work together.

- 2. Employee Health Insurance and Monthly HRA Report Update/Approval:** Assured Partners representative Amanda Mast presented the updated employee health insurance figures for open enrollment. Hughes reported the board initially budgeted for a 15 percent increase. Mast said United Healthcare's first offer came in at a 29 percent increase. She stated she was able to get that down to 19.9 percent, before UHC finally offered a \$25,000 premium holiday, which ultimately brought the final increase down to 17.1 percent. She said she received other offers from Health Alliance and BlueCross BlueShield. Aetna and Signa declined to make offers and Humana has exited the health insurance market in Illinois. Mast reported Health Alliance's offer came in at a 13.1 percent increase, but would require all employees to enroll in an HRA model. She said they also have the slimmest network and weaker benefits to employees who are enrolled in an HRA plan. She recommended not going with the Health Alliance offer because of these reasons. The BCBS offer came in at an increase of 58.6 percent. **Motion by Beason and second by Jones to recommend the Full Board accept the Employee Health Insurance Plans from United Health Care as presented. All in favor, motion carried.**
- 3. MCEDC Update/Approval:** Montgomery County Economic Development Corporation Executive Director Bill Montgomery introduced himself to the committee. He stated he would like to pass out a short survey to board members on what they believe MCEDC should do for the County. He also reported he reached out to Mike Johnson from Nextlink, who has expressed a willingness to come to a county board meeting and speak.

4. **Animal Control Facility Update/Approval:** Animal Control Warden Gerl reported they took in 14 cats during the month of September, and were able to adopt eight out. She said she also transferred eight others out of the facility. She reported she transferred 12 dogs out of the facility during September.

5. **Animal Control Policy Update/Approval:** Hughes read a policy for the committee to consider. It read “The Montgomery County Animal Control facility may house or foster a surrendered or confiscated animal for a period of no longer than ‘to be determined.’ After said timeframe has passed, the animal must be vacated from the Animal Control facility or foster home by means of adoption, transfer to an animal shelter, transfer to the humane society or animal protective league, or, if all other avenues have been exhausted, euthanized. Additionally, veterinary expenses for an individual animal shall be limited to vaccination and parasite control. Animal medical expenses outside of those parameters shall not be funded without prior authorization of the Animal Control Deputy Administrator or the Montgomery County Board.” Gerl requested the timeframe be at least six months because there is a lot that has to happen in order to get those animals out in that time. Jones said he believes the board needs to have a vendor agreement in place for animal medical expenses. Hughes asked Treasurer Nikki Lohman what the financial figures were for animal control. Lohman explained for Fiscal Year 2023, the expenses total \$250,830, which includes a transfer of \$176,883 from the Vanek Estate in order to balance out the deficit. She reported the Vanek Estate has been compensating for the deficit in animal control for a number of years. She stated actual expenses with two months left in the fiscal year are totaling \$125,448. She reported, if \$176,883 of Vanek money is transferred this year, that will leave a total of around \$80,000 of that money. County Clerk Leitheiser reported 2014 was when the Vanek money was first donated. Hughes read minutes from previous committee and full board meetings about the animal control facility and what was believed the role of PAWS Care would have with the facility at the time. He also reported he would not like to keep kicking this can down the road. Ruppert stated the policy is vague enough he believes the board could pass it and continue to add onto it as they see fit. **Motion by Ruppert and second by Jones to recommend the Full Board approve the animal control policy with a six month timeframe. Hughes, Jones and Ruppert voted in Yes. Beason voted No. Motion passes by a 3-1 vote in favor.**

6. **Nextlink Broadband Internet Update/Approval:** Nothing additional to report.

7. **Vistra Energy – Coffeen Solar Project Permit Application Update/Approval:** Russell Whitaker, who is a legal representative for Vistra Energy, reported they were here last month for a public hearing on their proposed solar farm. He said he spoke with Jeremy Conner from Hurst-Rosche about issues with the independent engineering review, and there were really two issues overall that needed to be addressed. Whitaker said the first issue relates to a fence. Whitaker said the setbacks must be at least 50 feet, but there is an existing fence on the property that are closer than that, and they would like to request that existing fence be allowed to remain there. He said the solar panels themselves will all exceed the 50 feet requirement. Donaldson stated that seemed like a legitimate request. The second issue, Whitaker stated, had to do with decommissioning of the plant. Whitaker stated they are committed to removing whatever equipment they install and they have a decommissioning plan as part of their application. Jones asked if they have a bond. Whitaker said they have a corporate guarantee. Jones said the bond typically protects the County in case the company changes hands and decides to leave the property, leaving all of the equipment in place. Whitaker stated they are committed to removing whatever equipment they install if they were to end up vacating. Hughes reported he would like to speak with Jeremy Conner before making a recommendation to make sure the updated plans satisfy his issues.

8. **Vistra Energy – Coffeen Solar Project Enterprise Zone Request Update/Approval:** Donaldson reported the mayors will meet October 18 and this item will be discussed further during that meeting.
9. **Ordinance Adopting Personnel Manual Update/Approval:** State’s Attorney Affrunti reported the board needs to adopt the personnel manual as an ordinance, and they will be in compliance with the new law after that. Treasurer Lohman said the board still won’t meet the qualifications because the personnel manual does not allow employees to use time off without being approved by management. She also said the legislation recommends allowing it in hourly increments. She said there is a webinar scheduled for tomorrow with the Department of Labor to explain more. Affrunti said he will join her on the webinar. Sheriff Rick Robbins stated he would like an issue of department heads placing employees on FMLA after three days of sick time. He said it used to be in the personnel manual, but got taken out of the most recent one for some reason. Hughes said this committee will work on that.
10. **2024 Holiday Schedule Update/Approval: Motion by Ruppert and second by Beason to approve the 2024 Holiday Schedule as presented.** Ruppert asked if Juneteenth was a state-mandated holiday. Hughes said yes. **All in favor, motion carried.**
11. **2024 Committee Meeting Dates and Times Update/Approval:** Hughes reported only two of the proposed committee meeting dates will not work for next year. January 1st and September 2nd are both holidays in 2024, and the committee will have to look into moving those meetings off those dates. He said the Thursdays of both of those weeks are open. **Motion by Jones and second by Ruppert to approve the Development and Personnel Committee meeting dates for 2024, with the revisions of moving the January 1st meeting to January 4th and the September 2nd meeting to September 5th. All in favor, motion carried.**
12. **Cole McDaniel from Spoon River Economic Development Update/Approval:** McDaniel called into the meeting to introduce himself to committee members. Ruppert asked if he had an energy background. McDaniel stated Fulton County has an energy plant, which has influenced his work. Hughes said he wanted the committee to hear about options for economic development assistance.
13. **Scheduling of Union Negotiation Meetings with Local 1084 (Correctional Officers and Telecommunicators) Update/Approval:** Hughes reported they may have to hold a special meeting in order to negotiate the contract with the labor union. He stated they are waiting to receive paperwork on the change of the union.
14. **Executive Session for Personnel/Litigation/Property Acquisition Update/Approval: (not needed)**
15. **Other Business:** Sheriff Robbins reported the custodian position is open and he will be advertising for that position to be filled.

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

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

Meeting adjourned at 6:50 p.m. 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
Special Meeting Minutes**

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

Date: Thursday, September 28th, 2023

Time: 5:30 PM – County Board Room

Members Present: Andy Ritchie, Connie Beck, Ken Folkerts, David Loucks, Patty Whitworth and Evan Young

Members Absent: Doug Donaldson

Others Present: Kendra Niehaus, Kevin Schott, John Hanifan, Rick Robbins, Jeff Roach, Bill Bergen, Sarah McConnell, Phil Ernst, Rachel Maretti, Trish Roemelin, Sandy Leitheiser, Erin Matteson, Bane Ulrici, Andrew Affrunti, Hugh Satterlee and Daniel Robbins

The committee met today to discuss the following:

1. **Public Comment:** None.
2. **FY 2024 Budget Update/Approval:** Ritchie reported the board started with a general fund deficit of \$1.2 million at the beginning of the budget process. That was decreased to around \$250,000 after department heads met with representatives from Bellwether. He stated after numerous meetings and the initial budget hearing, that deficit now stands at \$600,442. He said his goal would be to start the process to get the deficit down to \$250,000. The committee spent much of the time discussing the use of special funds by county departments and whether or not they should be used to pay for salaries. Ritchie stated he would like to see the board implement a policy clarifying the use of such funds. Part of the policy, he said, would be implementing a two-time card system where employees who are paid using special funds would have to use a second time card when they are performing work that is paid for using said funds. Affrunti said the funds, in the circuit clerk's case, are used for data entry and many of the employees would not need a second card because their special fund card would be the only one used. Loucks said that is the point. Ritchie stated he would also like the board to consider offering Voluntary Separation Incentive Pay (VSIP) and/or Voluntary Early Retirement Account (VERA) pay to employees to help reduce the deficit. Sheriff Rick Robbins stated he is open to having a discussion on that, but not this late in the budget process. Treasurer Lohman stated the board could look more into that throughout next year. Health Department Director Satterlee stated the board has offered early retirement at least two times before since he has been with the County. He said the vacant positions were then refilled by employees at a lower salary range; so it helped, but not by much. Sheriff Robbins shared some adjustments he could make to his budget. After the adjustments were entered in, Lohman reported the deficit now stands at around \$575,000. Affrunti said he would be willing to give his ARPA funds (about \$50,000) for the cellbrite equipment back to the county to use to offset the deficit. Lohman said this doesn't help the end goal as they would be supplementing the deficit instead of trying to balance the budget.
3. **Executive Session for Personnel/Litigation/Property Acquisition Update/Approval:** *(not needed)*
4. **Other Business:** None.

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

Meeting adjourned at 7:53 p.m. 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, 2nd Floor, Historic Courthouse
#1 Courthouse Square, Hillsboro, IL 62049

Date: Friday, October 6th, 2023

Time: 8:30 AM – County Board Room

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

Members Absent: None.

Others Present: Daniel Robbins, Kevin Schott, Sandy Leitheiser, Nikki Lohman, Tyson Holshouser, Sarah McConnell, Hugh Satterlee, Erin Matteson, Curt Watkins, Andrew Affrunti, Kendra Niehaus

The committee met today to discuss the following:

1. **Public Comment:** None.
2. **SOA Report Update/Approval:** Ritchie reported there will be a report for the Supervisor of Assessments office at the full board meeting.
3. **Capital Improvement Fund Reports Update/Approval:** Ritchie reported Treasurer Lohman submitted the monthly capital improvement report. Loucks asked if any CDs were coming due. Lohman said a couple came due at the end of September. She stated she was able to invest again at a rate of 5.31 percent. They are all one year terms. She reported the August coal royalty payment came in at \$101,562.53. In total, the capital improvement fund stands currently at \$1.5 million.
4. **County Policy for Special Fund Use Update/Approval:**
 - **Memorandum on Collective Bargaining/Special Fund Use Update/Approval:** Circuit Clerk Robbins reported the memorandum from the State's Attorney says the Circuit Clerk is the employer of the deputy clerks and is responsible for setting their salaries. He said typically when it comes to negotiating contracts with the union representing employees in his office, he would ask the board for how much money he has to negotiate with, and then go into negotiations with that amount. Young stated former circuit clerk Holly Lemons used to have the board negotiate on her behalf so there was no conflict of interest.
 - **UCCI Opinion on Special Fund Use Update/Approval:** Lohman reported the UCCI opinions she found state the county board controls the allocation of funds for each department. She said the opinions also state a county clerk cannot exceed the total appropriation in the budget. Ritchie said these items are just informational and do not have to be acted upon.
5. **Recommend Adopting the Estimated FY 2024 Aggregate Levy Update/Approval:** Lohman reported this levy is adjusted to reflect a recommendation from Bellwether to utilize funds from the IMRF and Social Security reserves in order to avoid a truth in taxation hearing. She said IMRF reserves are currently at \$1.7 million and Social Security is at \$1.2 million. **Motion by Whitworth and second by Folkerts to recommend the Full Board adopt the estimated FY 2024 aggregate levy as presented and pull \$200,000 from the IMRF reserves and \$200,000 from the Social Security reserves. All in favor, motion carried.**
6. **Recommend Adopting the Estimated FY 2024 Special Levies Update/Approval:** Lohman reported most of the special service levies are at or near the max rate of five percent. She stated some ambulance districts did not want to max out their budgets while others did. State's Attorney Affrunti stated the board will need to appoint new members to the Litchfield Ambulance Commission since some are no longer serving. He said this will need to be done at the next meeting. **Motion by Ritchie and second by Beck to recommend the Full Board adopt the estimated FY 2024 Special Levies as presented. All in favor, motion carried.**
7. **Resolution Increasing Election Judge Salary Update/Approval:** County Clerk Leitheiser reported this resolution would increase election judge salaries to \$185 for those who have not gone through training, and \$205 for those who have. She said this does not apply to early voting judges. She also reported the state will fully reimburse the increase. **Motion by Whitworth and second by Ritchie to recommend the Full**

Board approve the Resolution Increasing the Election Judge Salaries to \$185 without training and \$205 with training. All in favor, motion carried.

8. **Pre-approved Vendor List Revisions Update/Approval:** Ritchie reported there are two problems with the current list: one is that some of the veterinary services listed are no longer in business, and the other is the need to find a vet service that offers after-hours care. Ritchie said they have to keep one vet service on the list in addition to Probst since it was reported he doesn't have after-hours service. Young suggested finding one vet service for everything that would include after hour calls. Donaldson said he doesn't know if anyone has even approached Probst about offering after-hours service. Ritchie said the committee could forward that issue to the Development and Personnel Committee while removing the vet services from the list who are no longer in business. Whitworth stated Countryside Vet Clinic is no longer in business and is now operated as Hillsboro Advanced Veterinary Clinic, which is also currently on the list. **Motion by Young and second by Beck to remove Countryside Vet Clinic from the Pre-Approved Vendor List. All in favor, motion carried.**
9. **2024 Committee Meeting Dates & Times Update/Approval:** The committee agreed to continue meeting on Friday mornings at 8:30 a.m. **Motion by Ritchie and second by Beck to approve the 2024 Committee Meeting dates and times as presented. All in favor, motion carried.**
10. **Recommend Presenting FY 2024 Budget for Review Update/Approval:** **Motion by Ritchie and second by Whitworth to recess the Finance and Budget Committee meeting until 10:03 a.m. All in favor, motion carried. Meeting recessed at 9:53 a.m. Motion by Ritchie and second by Beck to reconvene the Finance and Budget Committee meeting. All in favor, motion carried. Meeting reconvened at 10:09 a.m.** Ritchie reported the County started with a deficit of \$1.4 million. It was reduced to \$280,000 after Bellwether met with department heads, and the budget now stands at \$430,385. He stated he would like wages that are paid for out of special funds to be done so in the form of bonuses instead of salaries in order to help the counties IMRF and social security contribution. Leitheiser reported this is the first time she has heard bonuses in this process. Lohman said Leitheiser would like the amount from the salary contribution line this year to be added to the salary line for next year's budget. Leitheiser said her employees in her special fund received that amount as part of their salary. Public Defender Matteson stated she would like to add a position to her office that will be paid for entirely with the new special defense fund. Lohman stated this is a brand new fund the County just received, which can be used for public defender salaries. Matteson said the employee who will potentially be transferred to said fund is aware that if the funding stops, the job may be cut. Daniel Robbins, who is also proposing to pay salaries out of special funds, stated his employees are also aware that if their special funds disappear, the money for the employees does as well. He said the union is aware of that as well. Health Department Director Satterlee stated the County has to live within its means, just like they do at the health department. Lohman stated the general fund does not have reserves. Leitheiser stated her special funds are sustainable. She also reported her lowest paid employee is currently making \$16.70 per hour. Satterlee reported the health department will appear to be \$68,000 in the hole over the next few years, but they have received a \$350,000 grant this year that will be expended over the next five years. Lohman reported when the committee asked department heads to take another look at their budgets, the maintenance department put their salary increases back. Affrunti stated if department heads choose to pay employees out of special funds, they must pay for benefits out of those funds as well so the burden does not fall on the general fund. Leitheiser and Robbins stated they are agreeable to that. Lohman stated she would like to see whatever budget that is recommended Tuesday to stay the same for the meeting in November because last-minute changes can become messy. Lohman reported Circuit Clerk Robbins is requesting his salary be increased to the other elected officials as well. Robbins stated the current opinion of other counties, judges and the supreme court is circuit clerks are not county officials and do not follow the rule that their salaries must be set for the length of their terms. Leitheiser said past precedence is the circuit clerk's salary increases being on the same schedule as the treasurer and county clerk. Regarding the maintenance department salaries, Young stated he believes they should receive the six percent increase that all other non-union employees are receiving. Lohman changed the salary for maintenance superintendent to \$58,978.40 and the maintenance employee to \$36,930.40 per this suggestion. Lohman reported the animal control budget is currently facing a deficit of \$30,601 after transferring the remainder of the Vanek Estate money for next year's budget. Beck stated veterinary expenses also include medication for things like Parvo, so it cannot be cut as much as previously believed. Young asked about cutting it back to \$40,000. Beck said she thinks that would work. The committee

increased revenues for pet adoptions and added the county contribution of \$7,500 which was not originally reflected. Lohman said she thinks the reason the county's contribution was not included in the budget is because Bellwether was waiting to see how much the county would be contributing to fund the deficit. Lohman said after putting the county's \$7,500 contribution in, their budget is balanced. As the committee discussed the State's Attorney's budget, Young stated he believed the Assistant State's Attorney's salary line should reflect a six percent increase like the other departments. He said that is in line with Bellwether's recommendation, which would decrease it from \$200,000 to \$134,000. By doing that, it would save the general fund \$57,000. Folkerts said the Associate Public Defender line could also be decreased to match the assistant State's Attorney line. Young suggested all three of the employees' salaries being at \$85,000 each. Whitworth also said the committee could decrease the salary full-time line in the Public Defender budget to \$27,300, which would match the county minimum since a new employee is being hired. Lohman reported, as of right now, the county is proposing to spend a total of \$1,632,564.20 in coal money between projects for next year and balancing the general fund deficit. Young also suggested pulling \$100,000 out of the Circuit Clerk's full-time salary line item, and adding it to the special fund salary line. Lohman said doing so would bring the overall deficit to \$324,415. Daniel Robbins stated he is ok with trying that for one year, but those funds also pay for supplies for his office. He said if the board chooses to do this, he would prefer all of the additional funds to the salary lines to come out of the document storage fund. Affrunti stated his personal frustration is he went to the board ahead of time last year and got their permission to increase the Assistant State's Attorney salaries to \$100,000 each, and now the committee is considering going back on that. Loucks stated he does not remember the board actually approving the increases. Beck said State's Attorneys across the state are having a difficult time hiring attorneys at salaries less than \$100,000. Ritchie suggested moving that salary line back to \$200,000. Lohman reported Supervisor of Assessments Niehaus has cut a total of \$2,000 from her budget. Affrunti said he could save the county another \$10,000 by decreasing his salary-full time line to \$69,500. While discussing the EMA budget, Lohman reported she wasn't happy about being thrown under the bus in an email for the county being put on a no-pay list by the State when she had no control over it. She stated she was not able to submit the audit on time because a department head did not get her the required documents in time. Ritchie stated Satterlee was angry at the Coordinating Committee meeting because of this incident which caused funding to be stopped at the Health Department as well. Whitworth suggested decreasing the EMA travel and uniform lines to \$500 each. Lohman reported the deficit after all of these changes is approximately \$292,780.10. **Motion by Beck and second by Whitworth to recommend the FY 2024 Budget with a general fund deficit of \$292,780.10 to the full board for a 30-day review.** Matteson asked the committee to wait on decreasing the salary full-time line in her budget for the time being. She said that current employee has not accepted the new position yet, so they can't cut her salary right now. She also asked if the Associate Public Defender adjustment would reflect the \$85,000 salary plus a six percent increase. Jenkins said it does not currently. Matteson said the county will lose that employee. She said they have to at least give the six percent salary increase. Lohman said that would bring that salary line up to \$90,100. Matteson said she could talk to the judges about making up the difference to get that overall salary up to \$100,000; otherwise, Wes Poggenpohl, who is currently the associate public defender, is going to leave. Jenkins said by increasing these two lines, that would bring the overall general fund deficit to \$300,965. **Motion by Beck to amend her motion to recommend the FY 2024 Budget with a general fund deficit of \$300,965 to the full board for a 30-day review. Whitworth agrees to the amendment and seconds the motion. All in favor, motion carried.**

11. Executive Session for Personnel/Litigation/Property Acquisition Update/Approval: (not needed)

12. Other Business: None.

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

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

Meeting adjourned at 3:20 p.m. 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 Rte 185 Hillsboro, IL 62049

Date: Wednesday, October 4th, 2023 **Time:** 8:30 AM – Conference Room, County Highway Dept.

Members Present: Ethan Murzynski, David Loucks, Chad Ruppert, Patty Whitworth (arrived at 8:55 a.m.)
and Doug Donaldson

Members Absent: Bill Bergen

Others Present: Cody Greenwood

The committee met today to discuss the following:

Roads & Bridges Committee:

After calling the meeting to order and taking attendance, a motion was made to temporarily appoint Doug Donaldson as a voting member of the committee due to low member attendance at the start of the meeting.

Motion by Murzynski and second by Ruppert to temporarily appoint Doug Donaldson to the Roads and Bridges Committee. All in favor, motion carried.

1. **Public Comments:** None.
2. **Section 15-00138-00-BR Red Ball Trail Bridge Update/Approval:** Highway Engineer Greenwood presented pictures of the progress on the project. He stated it will likely be oil and chipped within the next two weeks.
3. **Anacott Solar Road Use Agreement Update/Approval:** Greenwood presented the committee with Road Use Agreements for both the Anacott Solar and Bluestar Solar projects. He said State's Attorney Andrew Affrunti and the county's third-party law firm have reviewed the agreements and don't have any issues. **Motion by Ruppert and second by Donaldson to recommend the Full Board approve the Road Use Agreement for the Anacott Solar Project as presented. All in favor, motion carried.**
4. **Bluestar Solar Road Use Agreement Update/Approval:** **Motion by Ruppert and second by Donaldson to recommend the Full Board approve the Road Use Agreement for the Blue Star Solar Project as presented. All in favor, motion carried.**
5. **Section 23-01134-00-BR White Settlement Tr., Audubon Twp., Bridge Replacement Engineering Services Update/Approval:** Greenwood reported this is a preliminary engineering agreement with Hurst-Rosche engineers for \$40,000. **Motion by Murzynski and second by Loucks to recommend the Full Board approve the preliminary engineering agreement with Hurst-Rosche for an amount not to exceed \$40,000. All in favor, motion carried.**
6. **Section 23-07108-00-BR N. 26th Ave., Harvel Twp., Bridge Replacement Engineering Services Update/Approval:** Greenwood reported this agreement, which is also with Hurst-Rosche, is a little less because the firm has already done some hydraulic and surveying work. **Motion by Murzynski and second by Donaldson to recommend the Full Board approve the preliminary engineering agreement with Hurst-Rosche for an amount not to exceed \$35,000. All in favor, motion carried.**
7. **Section 23-10121-00-BR E. 23rd Rd., Nokomis Twp., Bridge Replacement Engineering Services Update/Approval:** Greenwood reported this item and the next will both have to be tabled until the next month as he is waiting on more information. He said the agreement is with WHKS. This bridge is located at the intersection of Cottonwood Trail.
8. **Section 23-18119-00-BR E. 22nd Rd., Witt Twp., Bridge Replacement Engineering Services Update/Approval:** Item was tabled until next month.
9. **New equipment purchase for FY24 Update/Approval:** Greenwood reported he has budgeted for and is looking to purchase an excavator next year. He said it's a 100 horsepower machine that weighs between 33,000 and 34,000 pounds. He stated they are currently using two backhoes to do jobs that

could be done better by an excavator. He said they will be demoing a machine from John Deere. He also has a price from Cat Altorfer. The price of the Cat machine is \$6,000 more than John Deere's, but Greenwood said it is not an apples-to-apples comparison. He said the John Deere is a basic machine and all the extra options that would be to be added to it are aftermarket options.

- 10. Old Highway Dept. Update/Approval:** Greenwood reported the asbestos abatement has been completed. Donaldson stated the Buildings and Grounds committee finished approving bid requirements at their meeting yesterday. He said the money from the sale of the property will go back into the capital improvement fund. He also reported bids that are submitted must include a development plan.
- 11. Roof replacement on white block building Update/Approval:** Greenwood reported the block building on their current property has storm damage. He said they received a check from the insurance company for just under \$55,000. He said he received a quote from Young's roofing for a shingled surface that is around \$67,000. He also received a bid from Pro-Bilt for a metal roof, which would include removing the existing surface, for around \$90,000. Donaldson said it would make sense to do a metal roof, but the County would have to come up with the additional \$35,000. He said the Buildings and Grounds Committee can discuss the matter at their meeting next month since that building will end up being occupied by EMA.
- 12. Walshville Bypass Road Update/Approval:** Greenwood reported the engineers have begun surveying for the project. He said the preliminary engineering should be completed within the next 12 months. The phase after that will include beginning negotiations. The reason it is taking as long as it is, Greenwood said, is because of the State of Illinois. He said they hope to start construction on the project in the summer of 2026.
- 13. Other Items:** Greenwood reported a tire pickup event for townships has been scheduled for December 4, 2023. The committee also discussed 2024 committee meeting dates and times. Greenwood said continuing to meet on Wednesdays works for him. Donaldson also reported he heard from a citizen concerned with the safety of the Fillmore-Nokomis blacktop. Greenwood said there is a stop sign at that location, but many drivers don't use it.

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

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

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