

# Montgomery County Board

## Coordinating Committee Meeting Minutes

**Date:** Thursday, January 26, 2023

**Time:** 8:30 AM – County Board Room

**Members Present:** Doug Donaldson, Connie Beck, Mark Hughes, Gene Miles and Andy Ritchie (via Google Meet)

**Members Absent:** Evan Young

**Others Present:** Joe Gasparich, Dan Hough, Kevin Schott, Cody Greenwood, Curt Watkins, Daniel Robbins, Nikki Lohman, Tyson Holshouser, Sandy Leitheiser, Donna Luck, Emily Gerl and Sarah McConnell

The committee met today to discuss the following:

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

1. **Information Systems Report Update/Approval:** Information Services manager Watkins reported his office has continued to install servers. He said they are working on a lot of projects at the moment.
2. **EMA Report Update/Approval:** EMA Coordinator Schott reported the next Hazard Mitigation plan meeting has been scheduled for February 8, 2023 at 6:30 p.m. He also reported they responded to an incident at Graham Correctional Facility last week. The incident was reported to have involved fentanyl, but Schott said that was not the case. He said he was impressed with everyone involved in Montgomery County who responded and he anticipates multiple lawsuits to come from the incident.
3. **Committee Structure Update/Approval:** Donaldson reported the Rules Committee met January 24 and had a health debate on splitting the Infrastructure Committee back into the Buildings and Grounds and Roads and Bridges Committee. He stated the committee is recommending the full board split the committee and came to this conclusion by a 4-2 vote.
4. **EPA Report Update/Approval:** EPA Administrator Chris Daniels reported her office has been conducting open dump investigations. She said they have two ongoing investigations right now, with one located in Nokomis and the other in rural Donnellson.
5. **Rules Committee Meeting Update/Approval:** Beck reported the committee will meet again January 31, 2023 at 4:30 p.m. to discuss the Rules of the County Board.
6. **West Central Development Council/Job Center Board/CEO Board Update/Approval:** Nothing new to report.
7. **Heartland Greenway Carbon Sequestration Project and Development Agreement Update/Approval:** Donaldson stated he will be assigning matters related to the Heartland Greenway project back to the Development and Personnel Committee since he believes a committee should be dealing with this project and not one or two people by themselves. He also reported the project withdrew their initial application last week and will be filing a new application with the Illinois Commerce Commission. Schott stated County EMA will need to make sure the communities here stay safe if this project does come through. Hughes asked if they have time to get a plan together. Schott said construction isn't supposed to begin until late 2024, so they should have time to put together a plan.
8. **Department of Agriculture Notice of Noncompliance with Noxious Weed Law Update/Approval:** Nothing new to report.
9. **DCEO Energy Community Reinvestment Act Grant Update/Approval:** County Clerk Leitheiser reported grant writer Dan Rogers completed Phase I of the application and submitted it to the State. She said the board will have to decide what to do next to prepare for Phase II. Coordinated Services assistant David Jenkins said Rogers suggested creating an ad hoc committee made up of representatives from each of the taxing bodies under the county umbrella. This committee would then work with Rogers on completing Phase II of the grant application. Jenkins said the board is not obligated to create an ad hoc committee, but it was Rogers suggestion. Donaldson said it was a good idea and this item will run through the Development and Personnel Committee.
10. **Executive Session for Personnel/Litigation/Property Acquisition Update/Approval: (not needed)**
11. **Other Business:** None.

**Development & Personnel Committee: Mark Hughes, Chairman -**

1. **MCEDC Update/Approval:** Hughes reported their next meeting will be held February 9, 2023 at 4:30 p.m. He said he will attend the beginning, but will have to leave early since the committee meeting starts at 5 p.m.
2. **Heartland Greenway Carbon Sequestration Project and Development Agreement Update/Approval:** Nothing additional to report.
3. **Macoupin/CIPT Public Transportation Update/Approval:** Hughes said this item will be taken off the agenda for now and will be brought back in July. Leitheiser reported Macoupin County Public Health Director Kent Tarro recently retired, so they will be finding someone to replace him.
4. **DCEO Energy Community Reinvestment Act Grant Update/Approval:** Hughes asked said the ad hoc committee for the grant will be added to his committee's agenda.
5. **Resolution for Support of the Great Rivers and Routes Tourism Bureau Update/Approval:** Hughes said the previous tourism bureau the County used was Illinois South, and Rivers and Routes has been doing a better job. County Coordinator Daniels said this Resolution is addressed annually.
6. **Human Resources Issues at Sheriff's Department Update/Approval:** Chief Deputy Holshouser reported they currently have a workman's compensation/FMLA issue that they have been unsure of how to handle. He said it seems an issue like this comes up every couple years.
7. **Executive Session for Personnel/Litigation/Property Acquisition Update/Approval: (not needed)**
8. **Other Business:** Leitheiser reported she attended a meeting of the Illinois Association of County Officials (IACO), and she has passed out informational packets to the committee members. Donaldson said he attended a UCCI meeting this week, and it was very informative. He said he recommends all county board members attend these meetings.

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

1. **SOA Report Update/Approval:** Jenkins reported Kendra Niehaus did not pass her state certification exam, and will have to take it again. He said they are unsure of when or where the next exam will be held, though Madison County has been discussed as an option.
2. **Capital Improvement Fund Reports Update/Approval:** Treasurer Lohman stated balancing the month of December usually takes longer than other months. She said her office did receive a coal royalties check of around \$300,000, but it will not be on the December report.
3. **IMRF Update/Approval:** Nothing new to report. Lohman said she may have information by the next Finance and Budget committee meeting.
4. **FY 2022 Audit Update/Approval:** Lohman reported the auditors are no longer on site, and she believes they are currently working with the health department.
5. **Bellwether ARPA Reporting and Budgeting Process Update/Approval:** Ritchie reported he has been in contact with representatives from Bellwether, who will be attending the next committee meeting. They will discuss ARPA reporting, as well as taking over the County's budgeting process, which Ritchie said would cost approximately \$12,000 per year.
6. **Notification of Non-County ARPA Project Recipients Update/Approval:** Ritchie stated he believed the Coordinated Services office would be contacting the non-county ARPA recipients inviting them to the February Finance and Budget Committee meeting. Jenkins said they have not contacted anyone yet, but they can.
7. **Intergovernmental Agreement for ARPA Distribution Update/Approval:** Ritchie reported State's Attorney Andrew Affrunti expressed concern about being able to enforce rules and regulations for funds distributed to non-county entities. Ritchie said the County Board is obligated to pass an ordinance to transfer ARPA money, so he thought about the county making purchases for non-county equipment so the money stays in the County. He said the committee can discuss this further.
8. **Starting Salary and Wage Increases for Non-Union Employees for FY 2024 Update/Approval:** Lohman stated this was added to the agenda to begin the conversations sooner rather than later, especially if Bellwether takes over the budgeting process. They could have input on this issue during the next committee meeting.
9. **Recommend Approving Ordinance Authorizing the Use of ARPA Funds to Purchase Ambulance(s) for Nokomis-Witt Ambulance Service Update/Approval:** Hughes reported he attended a meeting regarding the Nokomis-Witt Ambulance Service and took notes. The service is reportedly \$300,000 behind,

and it takes approximately \$600,000 per year to operate. Donaldson said he would like to know why this issue was not mentioned sooner. He said he would like to be able to help the ambulance service, but he also wants to know how they got into this financial situation in the first place. Assistant EMA Coordinator Gasparich said he thinks Medicaid has a lot to do with it. He said he thinks somehow the wrong FEIN number was entered somewhere, and now the money is being held up. He said Dennis Aumann would be a better contact for knowledge on this issue than him.

10. **DCEO Energy Community Reinvestment Act Grant and Vistra Energy Update/Approval:** Nothing additional to report.
11. **Heartland Greenway Carbon Sequestration Project and Development Agreement Update/Approval:** Nothing additional to report.
12. **Revolving Loan Fund Update/Approval:** Lohman reported the County had last loan left, but her office will be receiving the final payment early. Once that payment is received, the County will have no more outstanding loans and the board will have to decide what to do with the Revolving Loan Fund. Hughes asked if the RLF could be used to help the Nokomis-Witt Ambulance Service. State's Attorney Affrunti previously said the County should not be loaning money. Gasparich said the RLF was initially created to help get derelict properties back on the tax rolls.
13. **Executive Session for Personnel/Litigation/Property Acquisition Update/Approval:** *(not needed)*
14. **Other Business: Items that didn't make it to agenda on time:** None.

**Infrastructure Committee: Gene Miles, Chairman**

1. **Walshville Bypass Road Intergovernmental Agreement Update/Approval:** Nothing new to report.
2. **2023 MFT Rock Letting Results Update/Approval:** Highway engineer Greenwood reported this will take place February 7, 2023.
3. **Old Highway Department Building Update/Approval:** Greenwood reported the individual who purchased the white truck shed on the old highway department property has not begun tearing it down yet. He also reported they are in the process of getting the old brick building tested for asbestos. Donaldson stated he would like to see about letting EMA stay in that building and renovate it using the \$30,000 in ARPA money they have. Miles said he is not in favor of that because the City of Hillsboro wants to see it go back to residential. Greenwood said he would still like to build a new truck shed at the current highway department. If he is able to, they would have room to allow EMA to move into the old block building they have on their property. Hughes said there are 14 lots on the old highway department, and the building EMA currently occupies is on three of those. He asked why the county couldn't just sell 11 of those lots and let EMA stay in the building they are in. Greenwood said they could discuss that.
4. **Maintenance and Cleaning Issues and Report Update/Approval:** Nothing new to report.
5. **Sidewalks at Historic Courthouse and Jail Update/Approval:** Miles reported Sneed is attempting to communicate with the city to see if they can help finance their portion of the sidewalk upgrades.
6. **Interior Door Project for County Clerk's Office Update/Approval:** Nothing new to report.
7. **Bidding out the County Farm Update/Approval:** Jenkins reported Affrunti is supposed to attend the next committee meeting.
8. **EMA Storage Shed Update/Approval:** Nothing additional to report.
9. **Elections Update/Approval:** Leitheiser reported early voting begins February 23, 2023 and her staff is busy preparing for that election. The 2023 Consolidated election is April 4.
10. **Animal Control Facility Update/Approval:** Nothing new to report.
11. **Animal Control Municipal Contracts Update/Approval:** Animal Control Warden Gerl reported she received a signed contract from Witt and will be meeting with Mike Havera and Gene Miles at the facility tomorrow. Leitheiser asked Gerl for a list of municipalities contracts that have been signed.
12. **Policy Regarding Treatment of Injured/Sick Animals at County Animal Control Facility Update/Approval:** Gerl said usually if there are sick or injured animals that come in and can't be saved, we recommend euthanizing and that is how she would handle that situation. Gerl stated she is dealing with a situation now were a very young dog came in and she took him to the vet and they thought he had blunt force trauma and that it should be an easy fix and they removed an 8.5 pound blood clot from his leg. The dog then didn't have the use of his leg and was dragging it so they went

ahead and amputated his leg so he could go to a home. Gerl said she felt that was the best decision for him because he was so young. The vet bills were supposed to be paid by all donations; however an invoice did come through to the county that she didn't mean to come through for payment. Gerl said she put a bill through that she didn't mean to and introduced Donna Luck who was in the audience. Gerl said Luck wrote a check to pay the bill in full and showed it to committee members. Chairman Donaldson stated Gerl called him upset because she heard someone called and asked why the County was paying on a dog that was going to die. Gerl said the community has been touched by his story and they visit the facility to see him and they even made T-shirts. Gerl said this is a community outreach to save this dog and everything is all funded by donations and that everyone is working towards a common goal because she thought the dog was going to be OK. Gerl said had she known the journey and outcome prior, she would have probably made a different decision but there was no guarantee. Donaldson said he got a call from Heather Mumma from Effingham County who has her own rescue business and she said they would pay for anything left over so the county was never on the hook for any of it. Gerl said she has a check for the full amount today from Donna Luck who was in the audience and Gerl showed the check to committee members. Donna Luck said she didn't know her (Gerl) until she came in today and stated Gerl is doing a great job and that the weeds were cut and everything is taken care of. Luck said the dog is a good dog and she spends a lot of money on animals' dogs that aren't hers. Leitheiser asked if a private donation check will be made to the Treasurer's office to offset the payable and to make sure a copy of the check is submitted with the payables for transparency purposes. Donaldson told Gerl whatever donations come into animal control need to be tracked and to keep good records. Hughes asked Gerl if there is a dog that comes in and you don't know if it is going to make it or not, is there a money amount that is spent to treat animals so they can be rescued out. Gerl said you can pretty much tell if a dog is going to make it, but with this dog they thought it was a tumor due to being stuck and just needed to be removed. Gerl said the doctor was willing to work with her on a discount to remove the tumor and the leg, which she did because he was so young. Gerl said she goes by A. Circumstance and each is different. She said, I am I going to spend \$500 on every single dog? No. That is unrealistic. Gerl said she felt this dog could supersede this circumstance and didn't know it was going to run into this venture. Donaldson said we need a policy regarding making decisions on treating animals and to find out how much treatment will be when we take them to the Vet. Gerl said she usually takes the animal to the vet for a \$50 evaluation and they could tell her whether they should be put down or not and she said she goes by the Vet's recommendation. Gerl said the young lady in Effingham she is taking all our cats. Treasurer Lohman said it is good to have a policy for this. Gerl asked if the board would like her to create a policy for the animals at the shelter and Donaldson said he would like to see that. The door for animal control has been ordered.

**13. Heartland Greenway Carbon Sequestration Project and Development Agreement**

**Update/Approval:** Nothing additional to report.

**14. Executive Session for Personnel/Litigation/Property Acquisition/County Property**

**Update/Approval:** *(not needed)*

- 15. Other Business:** Miles reported a couple of items will be added to the Infrastructure agenda that did not make it in time to be put on the Coordinating Committee. Those items are "window kits for probation office doors" and "additional office space for probation." Jenkins stated probation officer Banee Ulrici said she would attend the meeting.

**Public Comments:** None.

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

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

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

Meeting adjourned at 10:15 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

**Date:** Thursday, February 9<sup>th</sup>, 2023

**Time:** 5:00 PM – County Board Room

**Members Present:** Mark Hughes, Bill Bergen, Russell Beason (via telephone), Jeremy Jones, Ethan Murzynski, Bob Sneed and Doug Donaldson

**Members Absent:** None.

**Others Present:** Tyson Holshouser, Daniel Robbins, Sandy Leitheiser, Nikki Lohman, Rick Robbins, Andrew Affrunti, Guy Sheridan, Sarah McConnell, Helene Robinson and Barb Schmedeke

The committee met today to discuss the following:

**Development & Personnel Committee: Mark Hughes, chairman -**

- 1. MCEDC Update/Approval:** Hughes reported there was a mix-up with regards to an MCEDC meeting, and they did not meet this evening. He said he had a conversation with MCEDC Executive Director Valerie Belusko and they do not have a meeting scheduled at this time. He stated Belusko sent an email to all of committee members about what she has been doing.
- 2. Central Illinois Public Transportation and Intergovernmental Agreement Update/Approval:** Hughes reported the Finance and Budget Committee will be addressing this item during their meeting.
- 3. Heartland Greenway Carbon Sequestration Project and Development Agreement Update/Approval:** Hughes reported he attended a meeting in Nokomis on January 25 where a lot of good information was presented. He said project representatives reported at the meeting they have leases for five injection well sites at this time, as well as some monitoring wells. He said if the project reps are not able to lease all the land required to complete the project, it won't happen. Jones stated if the board cannot stop the project from happening, the board needs some way to protect themselves as well as the citizens of the County affected by it. Hughes stated Tenaska has worked with pipelines before but this is their first CO2 pipeline. He said the committee received terms for a proposed development agreement a few minutes prior to the start of the meeting. Donaldson said the best way to protect the county and its citizens may be through the development agreement.
- 4. Ambulance Billing Office and Funding Distribution for Ambulance Services Update/Approval:** Hillsboro Area Ambulance Service representative Barb Schmedeke reported they have two issues they would like addressed. The first involves furniture and property located in the old ambulance billing office. She said there are computers they purchased that they would like to have back, as well as files from ambulance calls. Coordinated Services assistant David Jenkins asked if they wanted the furniture in the office. He said a Farmersville-Waggoner Ambulance Service representative told him they were not interested in any of the furniture. Schmedeke said they would at least like to take a look at it to see what it is. Jenkins said that wouldn't be a problem and they would just have to coordinate with him to schedule a time to go to the office to take a look since it is locked during the day. The second issue Schmedeke said is the money that is still in the ambulance billing account. She said they have not been paid in a few months and asked when that money would be paid to the ambulance services. Jenkins said it is his fault the ambulance services have not been paid recently. He said he did not want to run into the same problem they faced a year ago when the ambulance billing account was overdrawn and he was being extra cautious with writing the checks. He said he and Treasurer Lohman also recently discovered the Civil Defense bank account, which ambulance billing was using as an imprest fund for office supplies, had over \$100,000 accidentally deposited into it over the course of a few months in 2022. He said they just learned this in December and they have been working together to try and balance the accounts. Jenkins reported they believe they finally have the accounts balanced, and they just got his and Lohman's names put on the accounts so they can both sign checks. He said one issue he cannot resolve is money that is being deposited into the ambulance service bank account automatically through the state. He said he doesn't know where the account is set up or how to stop it. State's Attorney Affrunti said they might be able to contact the bank and put a freeze on all incoming deposits. Sheridan asked if there was a way to determine which ambulance services should receive the

money that is being automatically deposited. Jenkins said the bank mails ACH remittance sheets that list which ambulance service they go to. Schmedeke asked how soon checks could be written. Jenkins said he could write them right away, but he would like to wait until at least Monday since Friday will be a busy day for him. Schmedeke said that wouldn't be a problem.

5. **Tourism Grants Update/Approval:** Hughes reported he and County Board Administrator Chris Daniels began discussing updating the tourism grant applications a couple of weeks ago, and they are ready to be sent out. He said the only changes to the applications from last year were the dates. Hughes said they will be made available following the full board meeting February 14<sup>th</sup>, and the committee will review and grade them at their April meeting. Sneed asked if they will be sent to organizations. Daniels said they will be available for download from the County website as well as for pick-up in the County Board Administrator's office. Jenkins said applications will have to be hand delivered to the office or mailed, but cannot be submitted by electronic means.
6. **DCEO Energy Transition Community Grant Update/Approval:** Jenkins reported Phase I of the grant application was submitted. He said they have not heard about any results from their Phase I application, but they hope to hear back soon.
7. **Ad Hoc Committee for DCEO Energy Transition Community Grant Update/Approval:** Jenkins said now that Phase I has been completed, the board needs to discuss the next steps in order to prepare for Phase II of the application. He stated grant writer Dan Rogers suggested creating a committee made up of county representatives as well as those representing the taxing bodies included in the County's application. Jenkins presented a list to the committee, which included Patty Whitworth, Mark Hughes and Andy Ritchie representing the Montgomery County Board, Lynn Fugate representing Senior Social Services, Dan Hough representing the 708 Board, Michelle Pulse-Flynn representing Lincoln Land Community College, and Nancy Sleplicka representing the Hillsboro Area Public Library. He said there is one spot for the East Fork Township, Road District and Multi-township Assessment that can be added, but he has not received a final name yet. Jenkins stated he hopes to have a name by Tuesday's full board meeting. He said the committee will be working with Rogers to complete the second phase of the application. **Motion by Murzynski and second by Sneed to recommend the Full Board approve the creation of the DCEO Energy Transition Community Grant Ad Hoc Committee with members Patty Whitworth, Mark Hughes, Andy Ritchie, Lynn Fugate, Dan Hough, Michelle Pulse-Flynn and Nancy Sleplicka. All in favor, motion carried.**
8. **Resolution for Support of the Great Rivers and Routes Tourism Bureau Update/Approval:** Hughes reported the committee needs to recommend the full board approve the letter of support for the Great Rivers and Routes Tourism Bureau. He said this is an item that is addressed annually. **Motion by Sneed and second by Jones to recommend the Full Board approve the letter of support for the Great Rivers and Routes Tourism Bureau. All in favor, motion carried.**
9. **Human Resources Issues at Sheriff's Department Update/Approval:** Sheriff Rick Robbins stated he would like to request the committee enter into executive session to discuss this item.
10. **Executive Session for Personnel/Litigation/Property Acquisition Update/Approval:** **Motion by Jones and second by Sneed to enter into executive session for the purpose of discussing Personnel and Litigation. All in favor, motion carried. Committee entered into executive session at 6:15 p.m. Motion by Jones and second by Bergen to come out of executive session. All in favor, motion carried. Committee returned to open session at 7:10 p.m. No action was taken.**
11. **Other Business:** Hughes reported he received notice of an Airbnb in Butler that is a campground for those interested in smoking cannabis. He said he forwarded this issue to the sheriff. Robbins said the site is legal and there is nothing his office can do to prevent this. Lohman asked if the County could collect hotel/motel tax money from it. Sneed said the statute with regards to hotel/motel tax and Airbnb is vague and he doesn't know if that is possible. He said the city of Litchfield has experienced problems with collecting it because of that. Hughes also reported he heard from a couple of solar companies interested in doing business in the County. EPA Administrator Daniels also reported the Full Board will have to address some changes made to their delegation agreement with the State at their meeting on Tuesday.
12. **Public Comment:** None.

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

Meeting adjourned at 7:03 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

**Date:** Friday, February 10th, 2023

**Time:** 8:30 AM – County Board Room

**Members Present:** Andy Ritchie, Connie Beck, David Loucks, Ethan Murzynski and Patty Whitworth

**Members Absent:** Ken Folkerts and Doug Donaldson

**Others Present:** Nikki Lohman, Sandy Leitheiser, Daniel Robbins, Banee Ulrici, Kevin Schott, Dan Hough, Tyson Holshouser, Mike Webb, Jack Welch, Darrin Beckman, Adam Pennock, Jake Johnson, Dustin Harmon, Eric Braasch, Kendra Niehaus, Cindy Laurent, Travis Hocq, Dennis Aumann and Bruce DeLashmit (via telephone)

The committee met today to discuss the following:

1. **CIPT Intergovernmental Agreement and Ordinance Update/Approval:** Ritchie reported this ordinance and agreement are voted on by the board annually. **Motion by Ritchie and second by Whitworth to recommend to Full Board approve the Intergovernmental Agreement with Central Illinois Public Transit. All in favor, motion carried. Motion by Ritchie and second by Beck to recommend the Full Board approve the ordinance to provide public transportation in Montgomery County. All in favor, motion carried.**
2. **SOA Report Update/Approval:** SOA Office Manager Laurent submitted her report to the committee. She stated Niehaus will be taking her next exam February 27<sup>th</sup> in Edwardsville. Laurent also reported she would like to invite representatives from TrueRoll to discuss software that would help her office with Proactive Homestead Monitoring. The cost of the software is \$11,240 per year, and it would most likely be paid for out of GIS. Laurent stated 15 other counties in Illinois use this software. She said she thinks this software would save the county money and end up paying for itself. She said the county could use it for a year, and if the board feels like things are cleaned up, they wouldn't have to renew. Ritchie said it would be better to have them attend the March meeting since Tuesday's meeting is pretty full now.
3. **Capital Improvement Fund Reports Update/Approval:** Treasurer Lohman reported there is \$6,853, 880 in the reserve account now. She said after receiving a coal royalty check of \$75,000 in November, the County has received checks of \$180,000 in December, and \$300,000 in January. She said the January check will be reflected in the March report.
4. **IMRF Update/Approval:** Lohman reported the ending balances for IMRF were not good. She noted the regular retirement went from 14.9 million to 6.7 million, but she also stated they paid out nine regulars.
5. **FY 2022 Audit Update:** Lohman reported the auditors are still working.
6. **Recommend Approving Salary Increase for Supervisor of Assessments Office Manager for March 2023 Update/Approval:** **Motion by Whitworth and second by Murzynski to recommend the Full Board approve extending the temporary salary increase for Supervisor of Assessments Office Manager Cindy Laurent through March 2023. All in favor, motion carried.**
7. **Recommend Approving Purchase of Vehicle for Sheriff's Department Update/Approval:** Ritchie reported the sheriff's department had a vehicle that was totaled and they received only \$5,500 from the insurance company. He said the sheriff has requested they move up one of the vehicle purchases that were scheduled for Fiscal Year 2024 into Fiscal Year 2023. Lohman reported there is \$200,000 budgeted for ARPA other expenses that could be utilized to pay for one of the vehicles this fiscal year. **Motion by Murzynski and second by Whitworth to recommend the Full Board approve purchasing a vehicle for the sheriff's department in Fiscal Year 2023. All in favor, motion carried.**
8. **Sheriff's Department Organizational Structure Update/Approval:** Chief Deputy Holshouser reported the sheriff's department changed their operational structure approximately five years ago to disestablish the undersheriff position and utilize the Chief Deputy position in its place. Holshouser said they would like to reestablish the undersheriff position now to help level the workload between three positions instead of two. Holshouser stated the Chief Deputy would run the patrol side of things if they



reestablish the Undersheriff position. He said the Undersheriff would be funded out of the sheriff's department. He said they are currently short two Telecommunicators, though they would like to replace one of those. Holshouser stated, if approved, he would move into the Undersheriff position and they would promote from within to fill the Chief Deputy position. **Motion by Ritchie and second by Beck to recommend the Full Board reestablish the Undersheriff position in the Montgomery County Sheriff's Office. All in favor, motion carried.**

9. **Recommend Approving Maintenance Contract for Generators for EMA Update/Approval:** EMA Director Schott reported his department purchased two generators that are currently sitting in Nokomis. He said they would like to sign a maintenance contract to service the generators. The cost is \$2,590 per year. Lohman said there is money left over from ARPA since they had \$80,000 to purchase the generators, and the machines cost \$74,000. Schott said he would like to use that leftover \$5,200 to use for lights and other equipment that were not included with the generators. He said if they can't use ARPA money, they can budget for the expense of the maintenance contract. Lohman said the board has set a precedent not to fund ongoing expenses with ARPA money. **Motion by Ritchie and second by Murzynski to recommend the Full Board approve signing the maintenance contract for the EMA generators. All in favor, motion carried.**
10. **Recommend Approving Resolution for Electronic Monitoring Fees Update/Approval:** Probation Office Manager Ulrici stated they would like to charge clients \$250 initially, with the option to refund \$225 if electronic monitoring bracelets are returned undamaged and reusable. She said these battery-charged bracelets are not given out to everyone, but are given to those who have to travel for work. **Motion by Whitworth and second by Ritchie to recommend the Full Board approve the Resolution establishing electronic monitoring fees. All in favor, motion carried.**
11. **Bellwether ARPA Reporting and Budgeting Process Update/Approval:** Dustin Harmon and Jake Johnson with Bellwether, LLC gave a presentation outlining their budget process for local governments. Harmon stated their company would work with the County throughout the budget process and will always keep the Finance and Budget Committee and County Board involved. He also stated they don't disappear whenever the budget is in place. The cost of hiring Bellwether is \$6,000 up front, and then another \$6,000 when the process is finished. Lohman asked if the company provides Human Resources services and what the fee would be. Harmon said they offer Human Resource consulting, adding that it is typically an on call fee that is approximately \$1,000 per call. He said their most frequent services with H.R. are guidance on counseling, termination and succession planning, with employee issues being the most common. **Motion by Ritchie and second by Murzynski to recommend hiring Bellwether, LLC for the Montgomery County budget process.** Jenkins asked if this motion was to cover only the budget process and not include H.R. Ritchie said yes, it is only for the budget process. **All in favor, motion carried.**
12. **Notification of Non-County ARPA Project Recipients Update/Approval:** Ritchie reported he has drafted a letter that will be sent out to all of the non-county ARPA award recipients notifying them of the process of distributing the money. Raymond Ambulance Service representative Hough stated their estimate for a new ambulance has changed since the county approved ARPA projects. He said their total estimate is approximately \$51,000 more than it was previously. He asked if the difference would be made up by the County or if Raymond would have to cover that. Ritchie stated the board voted on the projects based on the amounts, so the amounts that were approved were the amounts that were budgeted. The difference would have to be made up by the non-county entity. Ritchie stated a few things would have to happen before the money is distributed. First, the non-county entity would have to put their share of the funds into the escrow account so that County knows they have the funds.
13. **Intergovernmental Agreement for ARPA Distribution Update/Approval:** Ritchie reported the second part of the process for non-county entities to receive their money would be to sign an Intergovernmental Agreement with the County Board. Fillmore Police Chief Darrin Beckman asked if it mattered if the money was placed in the escrow account before the Intergovernmental Agreement was signed or not. Ritchie said it did not. He said once the first two steps are completed, the County Board will vote on passing an ordinance authorizing the transfer of ARPA money to make purchases.



Once this ordinance is passed and the other two steps have been completed, the County will distribute checks to the non-county entities.

14. **Recommend Approving Intergovernmental Agreement with Nokomis-Witt Ambulance Service for ARPA Distribution Update/Approval:** Ritchie reported State's Attorney Andrew Affrunti asked if the Nokomis-Witt Ambulance Service had numbers for their ARPA request. Nokomis Ambulance Chief Hocq said they received three quotes for ambulances. Assistant County Board Administrator Jenkins stated the board will have to make a decision regarding the Nokomis request because they may not be able to provide the 40 percent match that was requested of the non-county entities. Hocq said they could not provide the 40 percent match, and he doesn't know who told the board they could. Jenkins said Nokomis's original application stated they could not provide the 40 percent matching funds, but they were later told during an open public meeting by the former County Board chairman that they could. He said the board will have to decide whether to go ahead and fund the Nokomis request 100 percent and disregard the guidelines given to the other non-county entities, or reject the Nokomis request since they cannot provide the matching funds.
15. **Recommend Approving Intergovernmental Agreement with Raymond-Harvel Ambulance Service for ARPA Distribution Update/Approval:** Nothing additional to report.
16. **Recommend Approving Intergovernmental Agreement with Farmersville-Waggoner Ambulance Service for ARPA Distribution Update/Approval:** Nothing additional to report.
17. **Recommend Approving Intergovernmental Agreement with City of Nokomis for ARPA Distribution Update/Approval:** Nothing additional to report.
18. **Recommend Approving Intergovernmental Agreement with Fillmore Police Department for ARPA Distribution Update/Approval:** Nothing additional to report.
19. **Recommend Approving Ordinance Authorizing the Use of ARPA Funds to Purchase Ambulance(s) for Nokomis-Witt Ambulance Service Update/Approval:** Nothing additional to report.
20. **Recommend Approving Ordinance Authorizing the Use of ARPA Funds to Purchase Ambulance(s) for Raymond-Harvel Ambulance Service Update/Approval:** Nothing additional to report.
21. **Recommend Approving Ordinance Authorizing the Use of ARPA Funds to Purchase Ambulance(s) for Farmersville-Waggoner Ambulance Service Update/Approval:** Nothing additional to report.
22. **Recommend Approving Ordinance Authorizing the Use of ARPA Funds to Purchase a Warning Siren for the City of Nokomis Update/Approval:** Nothing additional to report.
23. **Recommend Approving Ordinance Authorizing the Use of ARPA Funds to Purchase a Police Squad Car for the Fillmore Police Department Update/Approval:** Nothing additional to report.
24. **Recommend Approving Ordinance Authorizing the Use of ARPA Funds to Purchase Pagers for Montgomery County First Responders Update/Approval:** Ritchie reported Affrunti questioned who would be the person of contact for the pagers. Beckman said he was the one who brought the initial request to the table. Ritchie asked if Beckman could get the contact information for each of the agencies needing pagers. Beckman said he would work on that. Ritchie said each of the agencies would have to sign Intergovernmental Agreements.
25. **Recommend Approving Ordinance Authorizing the Use of ARPA Funds to Purchase Radios/Communications systems for EMA Update/Approval:** Schott reported he requested \$22,000 and he is going to come in under that. He said passing this ordinance will help him get started on outfitting his vehicle with digital communications, but he will be coming back likely next month for another ordinance. In total, Schott stated he will probably be at around \$20,000. This ordinance will cover \$2,200. **Motion by Whitworth and second by Loucks to recommend the Full Board approve the Ordinance authorizing the use of ARPA funds to purchase radios/communications systems for County EMA. All in favor, motion carried.**
26. **Starting Salary and Wage Increases for Non-Union County Employees Update/Approval:** Lohman reported this item doesn't really need to be discussed if Bellwether is going to be doing the

budget. She said it was initially put on the agenda for discussion since most of the union contracts are already set for FY 2023.

27. **DCEO Energy Community Reinvestment Act Grant and Vistra Energy Update/Approval:** Leitheiser reported Phase I of the application has been submitted and we are awaiting the results from the State. She said the Development and Personnel Committee has already taken action on an item with regards to the next step in that process. Jenkins reported Development and Personnel voted to recommend the full board approve an ad hoc committee made up of members of the County Board and taxing bodies included in the County's DCEO application. Those members include Patty Whitworth, Mark Hughes, Andy Ritchie, Dan Hough, Michelle Pulse-Flynn, Lynn Fugate and Nancy Sleplicka. Jenkins said they are waiting to hear about a potential member representing the East Fork taxing bodies, and he hopes to have a name by Tuesday's meeting. If he doesn't receive a response, he said the meetings will be open to the public and East Fork can send a representative to attend the meetings until they can have a member approved at the County Board's March meeting.
28. **Heartland Greenway Carbon Sequestration Project and Developmental Agreement Update/Approval:** Jenkins reported Chairman Doug Donaldson said this item will be taken off the Finance and Budget Committee agenda.
29. **Revolving Loan Fund Update/Approval:** Lohman reported the last outstanding loan has been paid off and the board needs to decide what to do with the RLF now. State's Attorney Affrunti has recommended closing the RLF. Lohman said if the board chooses to dissolve the fund, she believes the money should go back into the Capital Improvement Fund since it was taken from Coal money in the first place. **Motion by Ritchie and second by Whitworth to recommend the Full Board dissolve the Revolving Loan Fund, pending approval from the State's Attorney, and return the money to the Capital Improvement Fund. All in favor, motion carried.**
30. **Executive Session for Personnel/Litigation/Property Acquisition Update/Approval: (not needed)**
31. **Other Business:** Leitheiser reported the Sheriff discussed having the Finance and Budget Committee talk about hiring a company to do custodial services on a temporary basis. Jenkins said it has been added to the Full Board agenda. Holshouser said the price he received was for up to 24 hours per week at \$21.50 per hour for the Historic Courthouse and the annex. He also reported the board will be discussing an Intergovernmental Agreement with Nokomis for Radio and Telephone communications.
32. **Public Comment:** Ritchie acknowledged interim Fire Chief Adam Pennock, who was in attendance. Pennock said he is the temporary fire chief for now with hopes to take the job full-time when they find a replacement for him.

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

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

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

# Montgomery County Board

## Infrastructure Committee Meeting Minutes

**Date:** Wednesday, February 8th, 2023

**Time:** 8:30 AM – County Board Room

**Members Present:** Gene Miles, Bob Sneed, Russell Beason (via telephone), David Loucks, Patty Whitworth and Evan Young

**Members Absent:** None.

**Others Present:** Dan Hough, Kevin Schott, Cody Greenwood, Jason Anderson, Sarah McConnell, Daniel Robbins, Bance Ulrici, Andrew Affrunti, Emily Gerl and Hugh Satterlee

The committee met today to discuss the following:

### **Infrastructure Committee:**

1. **2023 Township MFT Rock Letting Results Update/Approval:** Highway engineer Greenwood reported there were fewer bidders this year than in years past. He said the price of quite a few items increased, including Slag (seal coat aggregate) increasing to \$29.70 per ton and CA7 Mix increasing to \$79 per ton. **Motion by Young and second by Loucks to recommend the Full Board approve the low bidders for the 2023 Township MFT Rock Letting. All in favor, motion carried.**
2. **2023 County MFT Rock Letting Results Update/Approval:** Greenwood reported the bids for these were essentially the same prices as the townships. **Motion by Whitworth and second by Loucks to recommend the Full Board approve the low bidders for the 2023 County MFT Rock Letting. All in favor, motion carried.**
3. **Boom Mower/Ditcher Letting Results Update/Approval:** Greenwood reported he received a price for the Boom Mower/Ditcher. He stated the price is from Woody's Municipal Supply in the amount of \$89,396.80 and it would be available around June or July. **Motion by Young and second by Loucks to recommend the Full Board approve the purchase of a boom mower/ditcher from Woody's Municipal Supply in the amount of \$89,396.80. All in favor, motion carried.**
4. **Walshville Bypass Road Intergovernmental Agreement Update/Approval:** Greenwood reported he spoke with Walshville Village Board President Joy McDonald, and she is going to see if the board can pass the IGA at their March meeting. He said they won't be able to do it sooner because she and other board members will be gone during February. Young asked what the wording of the IGA stated about repairing the existing road. Greenwood said the repair work outlined in the agreement calls for milling, oiling and chipping. Young said he thinks we will be opening up a can of worms, and he thinks the potholes should just be filled after the bypass road is completed. Greenwood said the cost to repair the existing road after the bypass road is completed will be approximately \$22,000. Young said weather conditions could ruin the repair work they do not long after it is completed. Greenwood said the project won't be done until 2025, so the village has time to address preparing that road. He said if the road does come into disrepair after the County repairs it, it will be on the village to fix it.
5. **Resolution 2023-02 to appropriate funds for 100% County culvert replacement on Niemanville Trail Update/Approval:** Greenwood reported the cost of this project will be \$20,000 and it will come from the County Aid to Bridge Fund. **Motion by Loucks and second by Whitworth to recommend the Full Board approve Resolution 2023-02 to appropriate funds for 100% County culvert replacement on Niemanville Trail. All in favor, motion carried.**
6. **Old Highway Department Building Update/Approval:** Greenwood reported the committee wanted to get the old highway department building tested for asbestos to see what needed to be abated. He said the complete report is not available yet, but several spots came back hot for asbestos. Those included sheet flooring on the first floor below the floor tile, wall panel mastic in the second floor bathroom, gasket material, duct insulation and caulking around two windows and doors. Greenwood stated the company who tested the building does not do abatements, but they recommended three contractors who do. Sneed asked Greenwood if he is interesting in moving forward with selling the property now. Greenwood responded that decision is up to the committee and full board. He said the best option right now would be to wait and see what asbestos abatement would cost.

7. **Maintenance and Cleaning Issues and Report Update/Approval:** Sneed reported maintenance superintendent Ernst has been busy working around the courthouse complex. He said the VAC building was broken into recently, but the area that was broken into has been repaired. Ernst stated some cell phones were taken during the process. He said ROE would like security cameras for that area because it has been broken into before. Ernst said Information Services manager Curt Watkins can start the process of putting security cameras up, but he needs to be told to do so before doing anything. Sneed also reported the board previously approved the purchase of a new generator for the jail, but the price of installing it and running electric was not considered at the time. He said they are going to have to run wire because they are replacing a 30 kilowatt generator with a 60 kilowatt. Ernst said they would have to run wire whether they were going to add a 40 or 60 kw. Sneed also reported Ernst and maintenance tech Roger Cassidy have been doing custodial work on top of their normal maintenance jobs, so he cautioned patience. Ernst reported Animal Control has been asking about a new incinerator because the inside of theirs is rotting out. Animal Control Warden Gerl stated they are having to burn twice in order to incinerate bodies, so fuel costs are increasing because of it as well. Sneed said they can look for a new one, but if it is still working they will probably keep using it. Young said they could install a new liner to fix the rotting problems.
8. **Sidewalks at Historic Courthouse Update/Approval:** Sneed reported he had a meeting with Hillsboro city officials, and they are going to partner with the County to repair and replace the sidewalks around the Historic Courthouse. He said Jeremy Conner with Hurst-Rosche is going to come back with prices for the City right of ways and the County responsibilities. Sneed said even though the committee previously discussed doing the work in phases, he would like to complete the entire project at once. He said this would push the roof project at the new courthouse off until next year.
9. **Interior Door Project for County Clerk's Office Update/Approval:** Nothing new to report.
10. **Bidding out the County Farm Update/Approval:** State's Attorney Affrunti briefed the committee on the legalities of leasing out the county farm. He stated the board needs to determine whether or not there is no public purpose for the land. If that is the case, it could be leased. He said the question needs to be asked if it is more beneficial for the County to lease the land or sell it, and the decision needs to be made based on what is in the best interest of the County. He said it needs to be a full board decision. Loucks asked if the State would come after the County if they choose to lease it. Affrunti responded it would not be the state, but rather a taxpaying member of the community could sue. Affrunti said the committee can make a recommendation to the full board on their opinion, and it would be best to have an ordinance passed stating so. **Motion by Sneed and second by Whitworth to recommend the full board continue leasing the County farm. All in favor, motion carried.**
11. **EMA Storage Shed Update/Approval:** EMA assistant Coordinator Hough reported they received the generators and they are currently in Nokomis in the Altorfer representative's shed because they don't have space to put them at the moment.
12. **Window Kits for Probation Office Doors Update/Approval:** Probation Office Manager Ulrici stated she inquired last fall about putting windows in their office doors to keep their officers safe while having meetings. She said she received a quote for the window kits, which would be 24 by 32 inches and are for just the kits, not the glass. Greenwood said he has had Gardener Glass install glass for windows before. Ernst stated they have installed glass at the jail as well, and he has their contact information. Sneed asked what kinds of glass Ulrici wants and if she wants wired glass. Ulrici said she does not want wired glass. Beason stated they will need to check on fire codes for what kind of glass they are supposed to use.
13. **Additional Office Space for Probation Update/Approval:** Ulrici reported she received a grant for mental health court to hire three new people and she is in need of space to put them. EMA Coordinator Schott stated there is space available in the old ambulance billing office, but Sheriff Rick Robbins informed the coordinating committee he would not be able to provide security for that area. Hough asked if the space needed to be in the new courthouse. Ulrici said she would prefer it be.
14. **Elections Update/Approval:** Miles reported Leitheiser was not able to attend the meeting but she turned in a report. He said 1,030 voters have requested vote-by-mail ballots so far.

- 15. Animal Control Facility Update/Approval:** Gerl reported she spoke with Whitworth about Probst vet clinic that has issues with the rabies certificates she is providing. Gerl passed out a packet with language from the states statute that states each Veterinarian should be providing rabies certificates to the Administrator. Gerl also had copies of examples of vets that are computerized and the certificates they provide. Gerl said she just spoke with Affrunti and got his opinion. Gerl stated she provided Probst with certificates as a courtesy and they were not happy with them. Gerl spoke with States Attorney Affrunti and she wants Probst to get his own certificates per the statute. Gerl said to spend \$250 per month of the county's money is outrageous for rabies certificates and at 12 months a year that is \$3,000 and she said Probst said he has been in business for 40 years so that would be \$120,000. At this time she told Affrunti she wants to use the State law where the Vets get their own tags because it is an unnecessary use of County funds especially for her department. Whitworth asked if Gerl ordered any certificates like she asked her to the previous day after talking to Chairman Donaldson who told her to go ahead and order them. Gerl replied No. Gerl stated she spoke to Chairman Donaldson and he didn't tell her that. Gerl said it is State law that they provide their own. Gerl stated Affrunti said they could send the PDF over to Probst. Whitworth said they weren't computerized but that may change if his son takes over the practice when he graduates. Gerl said they can print their own or get them at the Journal News. Young asked Gerl if Affrunti said the County does not have to provide the Vet with the rabies certificates and Gerl responded yes. Gerl stated Probst is the only Vet that doesn't provide the certificates. Sneed also reported a new door for animal control should be coming.
- 16. Animal Control Municipal Contracts Update/Approval:** Gerl reported she met with Coalton Mayor Mike Havera about municipal contracts, and he said he wants an opt-out. She said Affrunti said the board would have to agree to that. Havera wanted a 30 to 60 day to opt out. Miles said Havera indicated he also did not want to be the one responsible for calling Gerl if there was an issue. Havera was worried that he may sign something that would get him in trouble. Gerl said she was concerned that if she went there to take of the problem and we incur the costs and then Young said they could opt out. Gerl agreed. Miles said Havera didn't want the responsibility of calling Gerl when there was a problem and he will not call. Young asked who was going to call and Miles said Havera left that wide open. Miles said that Havera acted like we should tell him who should call and Miles said that they just need to let Gerl know who to call. Miles said he told Havera he just needs someone from his board to call and Havera understood. Young said then why is he mayor. Loucks asked if they opt out is it on us or them. Young said we can't start nit picking with all the cities and that a lot of work went into developing the municipal contract.
- 17. Policy Regarding Treatment of Injured/Sick Animals at County Animal Control Facility Update/Approval:** Miles said that Whitworth asked him if the County has ever had a policy or a limit on how much treatment an animal receives if they've been badly injured or if there is a cost limit. Gerl said there is a limit, such as if an animal gets hit by a car if there is no way to save the animal and if an owner can't be locate, the Vet will recommend to euthanize and they go with their recommendation. Whitworth said it is hard to determine and asked if we go with the Vet's recommendation. Gerl said it is really inhumane to let them suffer, so yes they go with the Vet's exam and what their opinion is. Whitworth also asked if we have a County vet assigned to us and who do we use in emergencies. Gerl said she doesn't have any Vet contracts and she uses the most convenient Vet at that moment. Whitworth said I thought we had to have a Vet as an overseer and Gerl said no. Young said the State Statute is written where it says it is a certified Veterinarian or someone the board choses like the chairman of the committee that oversees animal control and is the Administrator of the facility and that is why there is no Vet. Miles stated that would be him. Gerl said she has not seen any contract or agreement declaring there is a county vet. Whitworth said someone called her asking about why we spend so much money on some of the injured or sick animals and wondered about a limit or guidelines going forward. Young said if an animal comes in with heartworm the county has to get that animal treated and it may be \$1,500. Whitworth said she adopted a dog from the facility and she paid for the heartworm treatment. Whitworth asked what if someone relinquishes an animal because they can't afford the vet care, our shelter isn't to serve that purpose. Gerl said usually if someone relinquishes and an animal they have to pay a \$50 fee. Gerl said they try to send them out to rescue so the county

doesn't take on that expense. Whitworth asked if that was APL. Gerl said there is a variety of rescuers and PAWS' rescue Coordinator sends out pictures of our animals every Tuesday and Thursday and they try to send them wherever they can so we don't have their medical expenses.

**18. Heartland Greenway Carbon Sequestration Project and Development Agreement**

**Update/Approval:** Miles said he did not know why the carbon sequestration was on the Infrastructure agenda. Coordinated Services assistant David Jenkins said board chairman Doug Donaldson wanted it on all of the committees' agendas. Greenwood said down the road, it will probably be a topic of discussion for Roads and Bridges. Young also reported he attended a really nice meeting at the Farm Bureau on Tuesday, February 7 regarding carbon sequestration. He said he and Ken Folkerts attended and he wished other board members would have been present. Miles asked what the summary of the meeting was. Young said in short, there is nothing the County can do about keeping carbon sequestration from coming. He said legislation is coming that will take power out of the county's hands. Whitworth said without zoning, the County has no power to regulate it. Young said a good lawyer could get around that anyway.

**19. Executive Session for Personnel/Litigation/Property Acquisition/County Property**

**Update/Approval: (not needed)**

**20. Other Business:** Sneed said the Rules Committee is going to recommend splitting Infrastructure back into the Buildings and Grounds and Roads and Bridges committees, so the two committees will need to discuss possible meeting dates. He said there was discussion about moving everybody's meeting in order to give Daniels and Jenkins time to complete minutes before the weekend. Miles said the Roads and Bridges meeting could stay on Wednesday. Sneed said the Buildings and Grounds meeting would take place on Tuesday, and the rest of the committees can decide for themselves. Greenwood reported Nokomis Township will be vacating a portion of North 22<sup>nd</sup> Avenue. Sneed reported new tumblers have been installed on the locks at the Historic Courthouse, so any keys floating out there shouldn't work anymore.

**21. Public Comments:** None.

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

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

Meeting adjourned at 10:20 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

## Rules of Order Committee Minutes

**Date:** Wednesday, January 18<sup>th</sup>, 2023

**Time:** 5:00 pm - County Board Room

**Members Present:** Connie Beck, Patty Whitworth, Bill Bergen, Mark Hughes, Bob Sneed and Doug Donaldson

**Members Absent:** None.

**Others Present:** David Loucks, Sandy Leitheiser Rick Robbins and Andrew Affrunti.

The committee met to discuss the following:

### **Rules of Order Update/Approval:**

#### **1. Recommend Increasing/Decreasing Number of Committees for the County Board**

**Update/Approval:** Beck reported the committee needs to decide whether to recommend increasing the number of committees or not, referencing the desire by some to split the Infrastructure Committee back into two committees. Hughes asked why it needs to be split up. Sneed said having the committees combined is too much for one person to handle as committee chair. He said Donaldson asked him, Gene Miles and highway engineer Cody Greenwood to type up a list of reasons why they want to see the committee split up. Whitworth stated Greenwood shouldn't have a say any more than Treasurer Nikki Lohman would have a say about the Finance and Budget Committee. Whitworth said she is against splitting up the committee because she sees overlap between Buildings and Grounds and Roads and Bridges. Sneed said there is never overlap. Whitworth said the issue with the old highway department property is overlap. Bergen stated he would like to see the board revisit the Development and Personnel Committee merger as well. He said he was chair of that committee when they were combined and he had a hard time keeping up with the Development parts of the meeting. Hughes said it seems all the committees previously were broken up to be put back together. He said if the Infrastructure Committee needs to have two co-chairs, he would be for that, but he is not in favor of splitting up the committee. Whitworth stated she served on the Roads and Bridges Committee before it was combined with Buildings and Grounds, and a lot of times the meetings lasted anywhere between 40 and 55 minutes. She said she could also see flipping Miles and Sneed's positions on the committee, making Sneed chair and Miles vice chair. She said Greenwood basically runs the Roads and Bridges part of the Infrastructure committee and she doesn't believe they need their own meeting just for that. Hughes asked Sneed what it would take for him to support keeping the Infrastructure Committee together. Sneed stated he said early on he could live with anything, but the Roads and Bridges people are not happy with this arrangement. Sneed said there are similarities between the highway department and health department, with how their managers run their respective offices. State's Attorney Affrunti said state statute says the County Board has authority over the highway department, whereas the County Board of Health would have authority over the health department. He said statute declares the County Board appoints members to the Board of Health. Sneed said if the board wishes, the maintenance superintendent could be in charge of buildings and grounds, much like the highway engineer is in charge of the highway department, but he doesn't think that would be a good idea. Sneed stated there are a couple of options the committee could decide on: 1) leave the committees the way they are; or 2) take one person off of each committee and split Infrastructure back into the Buildings and Grounds and Roads and Bridges committees. Hughes stated he is not for splitting the committees at all. Sneed said he does not see a problem with splitting the committees, and removing one person from each committee to offset the difference in cost. Beck said she would like Donaldson, who had left the meeting due to a work emergency, to voice his desire for the committees. The committee agreed to wait until the next meeting to discuss the topic further.

#### **2. Amending the Montgomery County Board Rules of Order to coincide with the new**

**committee structure Update/Approval:** Whitworth stated she would like to see public comment



moved closer to the beginning of the meeting so guests who desire to speak to issues on the County Board agenda can express their opinions before the board votes on them. Sneed said he would like to see a sign in sheet for the public comment portion of the meetings. Bergen said he would like to see the Full Board go into executive session at the end of every meeting.

3. **Recommend Adopting Rules of Order for the Montgomery County Board Update/Approval:**  
Nothing new to report.
4. **Other Business:** Beck stated she would like to meet again before the next Full Board meeting. Affrunti said Tuesdays generally work best for him. Beck said they will plan for Tuesday, January 24, 2023. Hughes said he has a Township meeting scheduled for that evening at 7. Beck said they could move it up to 4:30 p.m. Committee members agreed. Meeting was scheduled for Tuesday, January 24, 2023 at 4:30 p.m.
5. **Public Comments:** None.

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

Meeting adjourned at 6:45 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

## Rules of Order Committee Minutes

**Date:** Tuesday, January 24<sup>th</sup>, 2023

**Time:** 4:30 pm - County Board Room

**Members Present:** Connie Beck, Patty Whitworth, Bill Bergen, Mark Hughes, Bob Sneed and Doug Donaldson

**Members Absent:** None.

**Others Present:** Andrew Affrunti

The committee met to discuss the following:

### **Rules of Order Update/Approval:**

#### **1. Recommend Increasing/Decreasing Number of Committees for the County Board**

**Update/Approval:** Beck reported the committee left last meeting waiting to hear comments from Chairman Donaldson on the matter of splitting up the Infrastructure Committee. Donaldson stated when the committees were reduced and responsibilities were combined in July 2022, the Board did so with the intent that this would be a trial run before Fiscal Year 2023. Donaldson said from his view, it doesn't appear combining the Buildings and Grounds and Roads and Bridges Committees into the Infrastructure committee is working. He stated the board is also not doing Sneed any favors by asking him to remain overseeing buildings and grounds while he is not the chair of any committee. Whitworth stated she is in favor of keeping the Infrastructure Committee together, but she does not want to diminish the importance of Roads and Bridges. Donaldson said regardless of what decision the committee thinks is best, the full board is going to have to vote on it. He asked State's Attorney Affrunti if the committee could send it to the Full Board without a recommendation. Affrunti said it would depend on how the motion was worded. Sneed stated if the board votes to keep the committee together, he can live with it, but he will be voting to split it up. Hughes suggested Donaldson make a motion for a recommendation and then have the committee vote before choosing to send the matter to the Full Board. **Motion by Donaldson and second by Sneed to recommend the Full Board increase the number of committees of the Montgomery County Board to five, separating the Infrastructure Committee into the Buildings and Grounds Committee and Roads and Bridges Committee.** Sneed said highway engineer Cody Greenwood reached out to counties across the state and received responses from 44 counties. Of those 44, Sneed said 75 percent have a separate Roads and Bridges Committee. **Roll Call Vote: Voting YES: Beck, Bergen, Donaldson and Sneed. Voting NO: Hughes and Whitworth. Motion carries with a vote of 4-2 in favor.**

#### **2. Amending the Montgomery County Board Rules of Order to coincide with the new**

**committee structure Update/Approval:** Affrunti stated the committee next needs to decide if they want duties spelled out in Rules. He said from the outside, having a singular document that spells out responsibilities is best. Coordinated services assistant David Jenkins stated Donaldson should have a plan for assignments in place for the February full board meeting so department heads will know where to report during the March committee meetings. Affrunti said if assignments are not ready, the board won't be able to have committee meetings in March. Donaldson said he will put a plan together.

#### **3. Recommend Adopting Rules of Order for the Montgomery County Board Update/Approval:**

Whitworth said she believes the full board should adopt Robert's Rules of Order for conducting business. **Motion by Whitworth and second by Hughes to recommend the full board adopt Robert's Rules of Order.** Sneed he doesn't believe the board should follow everything in Robert's Rules of Order. **Bergen votes no, all others vote in favor. Motion carries 5-1.**

#### **4. Other Business:** Beck said the committee can meet again before the February full board meeting to discuss County Board rules further. She said Tuesday, January 31, 2023 at 4:30 p.m. is an option. All other committee members agreed. The next Rules Committee meeting is scheduled for January 31, 2023 at 4:30 p.m.

5. **Public Comments:** None.

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

Meeting adjourned at 6:05 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

## Rules of Order Committee Agenda

**Date:** Tuesday, February 7<sup>th</sup>, 2023

**Time:** 4:30 pm - County Board Room

**Members Present:** Connie Beck, Patty Whitworth, Bill Bergen, Mark Hughes, Bob Sneed and Doug Donaldson

**Members Absent:** None.

**Others Present:** Sandy Leitheiser and Andrew Affrunti

The committee met to discuss the following:

### **Rules of Order Update/Approval:**

- 1. Amending the Montgomery County Board Rules of Order to coincide with the new committee structure Update/Approval:** Bergen stated he observed Animal Control, EPA and West Central Development were moved under the Development and Personnel Committee in the latest assignment proposal. Hughes asked Bergen if he thought there was a better place for them. Bergen said he believed Coordinating would be a better place for them and that's where they were at before the proposals. Bergen said that is his opinion. Donaldson said the sheriff's department should be taken off the sheet that has them under the Development and Personnel Committee since the sheriff would be giving a report under the elected officials' portion under Coordinating. Sneed said Buildings and Grounds has always handled paying the sheriff's office vouchers and asked if another committee would be taking that on. Donaldson said no. Sneed asked who decides dates and times of meetings if the board votes to split up the Infrastructure Committee. Donaldson said the respective committees could discuss and come up with a plan. County Coordinator Daniels stated it is difficult sometimes to complete minutes and give them to board members to look at over the weekend when the Development and Personnel Committee meets Thursday evening and the Finance and Budget Committee meets Friday morning.
- 2. Recommend Adopting Rules of Order for the Montgomery County Board Update/Approval:** Hughes said he would like to remove the phrase "for health reasons or work related reasons" from Section A. number 5 of the proposed rules. He said he thinks board members should be able to conference call to committee meetings for reasons other than health or work-related. County Clerk Leitheiser stated Section A(9)(a) states the County Clerk shall transmit notice of an agenda of special meetings, but typically her office only does notices for full board meetings. Coordinated Services Assistant David Jenkins said he could amend the rule to read "County Clerk or County Board Administration Office" for both A(9)(a) and A(9)(b). Affrunti stated Section B(8) references where all official mail for the chairman should be addressed, but it should read "County Board" instead of "Chairman." Whitworth said Section C(7)(a)(2)(H) and C(7)(a)(2)(I) are duplicates of C(7)(a)(3)(C) and C(7)(a)(3)(D) respectively. Jenkins said they should be under number 2 instead of 3 because those positions are appointed by the Judge and not the County Board. Whitworth asked if the assignments under Donaldson's proposal should mirror those listed in Section C(10). She said EPA, West Central, Planning Commission, Mid Illinois Regional Council and Enterprise Zone are not currently listed. Jenkins said he will add those. Affrunti stated Section G(12) is missing the word "or" between "Order" and "in." Jenkins said he will make all of the changes requested. Bergen said he did not like the additions to the public comment portions of the proposed rules because Montgomery County is small and he feels we would be restricting people's ability to voice their opinions. Donaldson said three minutes is a long time for one person to speak, and oftentimes when someone finishes their presentation, others will chime in and say the same thing that has already been said. Donaldson asked if when the rules would be voted on. Beck said they would present them February 14<sup>th</sup> for a 30-day review, and then vote on them in March. Affrunti said there is no statute that requires a 30-day review. Beck said they've typically given 30-days as a courtesy on some items. Daniels said rules were typically not reviewed for 30 days; however,

these changes are more extensive than time's past. Beck asked if the changes could be made and the rules distributed in time for board members to view them before February 14. Daniels said once the changes are made, they could email the rules to each of the board members. She said they could also print hard copies off for members who don't look at their email. Donaldson said board members could be given hard copies at committee meetings this week. **Motion by Hughes and second by Donaldson to recommend the Full Board adopt the Montgomery County Rules of Order with the changes discussed. All in favor, motion carried.**

3. **Other Business:** None.

4. **Public Comments:** None.

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

Meeting adjourned at 5:30 p.m. The summaries of minutes were respectfully submitted by acting secretary Christine Daniels, as Deputized by Montgomery County Clerk/Recorder, Sandy Leitheiser.