

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

Date: Tuesday, August 1st, 2023

Time: 8:30 AM – County Board Room

Members Present: Bob Sneed, Patty Whitworth, Russell Beason, Ken Folkerts, Mark Hughes and Doug Donaldson

Members Absent: None.

Others Present: Phil Ernst, Kevin Schott, Don Downs, Daniel Robbins, Gene Mackey, Shaun Bauerle of Ameresco and Sarah McConnell

The committee met today to discuss the following:

Buildings & Grounds Committee:

1. **Public Comments:** Hillsboro Mayor Don Downs reported he got together with City and County officials for a sod plan. He stated the initial price to cover the area on the sidewalk estimate was \$12,000 total, with the City and County each paying \$6,000. The revised plan will be for each entity to pay \$1,714.60.
2. **Maintenance and Cleaning Issues and Report Update/Approval:** Maintenance Superintendent Ernst presented his monthly report to the committee. Sneed reported they have been preparing the grounds of the Historic Courthouse for the laying of sod. Ernst reported the Highway Department cleared posts out for the jail generator project, and they are now waiting on Hillsboro Electric. He said Hillsboro Electric owner Russ Jones said he believed he would be ready by the end of September. Ernst said he will check with Jones again.
3. **AC Units for County Buildings Update/Approval:** Sneed reported they received bids from C and C Heating and Cooling and Neuhaus Heating and Cooling to replace the air conditioning unit for the conference room and second floor restroom of the Historic Courthouse. C and C submitted the lowest bid at \$4,160, and Sneed said they are moving forward with that. Ernst stated it is on order. Sneed also stated the committee will have to consider a plan to replace some of the older units individually instead of all at once. He said the unit that controls the cooling in the early voting room is leaking Freon; and if any unit is replaced next, it will likely be that one.
4. **Interior Door Project for County Clerk's Office Update/Approval:** Sneed reported they are still waiting to hear back regarding the DCEO Energy Grant. Whitworth stated the announcement said 90 days from the submission deadline, which was May 31st, so it could be into August.
5. **Old Highway Department Property Update/Approval:**
 - **Abate Red Building on Old Highway Department Property Update/Approval:** Sneed reported the company that submitted the lowest bid to abate the asbestos at the old highway department building increased their price, but it is still lower than the other bids that were submitted. Donaldson said the initial bid was around \$17,000. Sneed reported the new bid was \$18,500. **Motion by Sneed and second by Beason to recommend the full board approve the bid from Cenpro Services for asbestos abatement of the old highway department building in the amount not to exceed \$18,500. All in favor, motion carried.**
 - **Approve Purchase Agreement, Advertise for Bids for Seymour Avenue Surplus Property (Old Highway Department) Update/Approval:** Sneed reported they are waiting for an approved purchase agreement from the State's Attorney's office for the old highway department property.
6. **New Courthouse Renovation from Ameresco Update/Approval:** Circuit Clerk Robbins reported the entire renovation project for the new Courthouse was initially estimated at \$1.4 million. After revising the plan, Robbins stated the updated cost is \$1,128,903, and he is requesting that amount be

paid for with ARPA money. Assistant Coordinator David Jenkins stated Robbins was approved for \$856,000 for the project, but he is next on the list of projects that were not approved and there is money available. Donaldson said the Finance and Budget Committee will have to discuss the matter as well since ARPA money is involved. **Motion by Beason and second by Hughes to recommend the full board approve the new courthouse renovation project for an amount not to exceed \$1,128,903, contingent on the Finance and Budget Committee's recommendation. All in favor, motion carried.**

7. Executive Session for Personnel/Litigation/Property Acquisition/County Property Update/Approval: (not needed)
8. **Other Business:** Whitworth reported she will soon have a conflict with the date and time of this committee's meetings as she has taken on childcare responsibilities on Tuesdays and Thursdays. She said she spoke with Connie Beck, who volunteered to switch committee assignments with her. Whitworth would serve on the Roads and Bridges Committee and Beck would serve on Buildings and Grounds. Whitworth stated she spoke to both Committee chairpersons as well as board chair Donaldson. The Full Board will have to approve the changes.

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

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

Meeting adjourned at 9:10 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, July 27, 2023

Time: 8:30 AM – County Board Room

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

Members Absent: None.

Others Present: Kevin Schott, Cody Greenwood, Sandy Leitheiser, Jeff Roach, Andrew Affrunti, Dan Hough, Tonya Flannery, Sarah McConnell, Kathy Johnson, Pat Pope and Linda Hocking

Public Comments: Kathy Johnson from the Panhandle Picklers addressed the committee requesting they be allowed to address one of the other working committees about the potential renovation of pickleball courts. Johnson stated she does not know if the county currently has money or would be able to provide money in the future that would go towards this renovation project. She said even if money is not available, she would like to discuss other opportunities with this. The estimated cost is between \$75,000 and \$80,000. She said the reason it is so high is because that estimate includes tearing out the old concrete. Currently, Johnson stated they also have eight to twelve people who play in Raymond three times a week, and they currently only have one court. Linda Hocking stated the court is also not level.

Coordinating Committee: Doug Donaldson, Board Chairman -

1. **Information Systems Report Update/Approval:** Nothing new to report.
2. **EMA Report and Hazard Mitigation Plan Update/Approval:** EMA Director Schott reported he will be meeting with representatives from Heartland Greenway, where he expects grant information to be presented.
3. **West Central Development Council/Job Center Board/CEO Board Update/Approval:** Donaldson reported they met on July 20th and will meet again October 19. He said they are looking for representatives of businesses in the area to serve on the board. He also reported West Central is in need of two offices. He said the current space they occupy is more than they need.
4. **CO2 Sequestration Ad Hoc Committee Update/Approval:** Donaldson reported they met July 18th, which was the day after some members of the county attended a meeting in Sangamon County regarding CO2 sequestration. He stated that meeting contained people speaking in support of the project as well as against, with many speaking on the latter. Hughes asked what the people in favor of the project were saying. Donaldson stated it was mostly about the number of union jobs it will bring to the area. Donaldson stated the tentative date for the next CO2 sequestration committee meeting is August 22.
5. **FOIA Officer Appointment Update/Approval:** Nothing new to report.
6. **Committee Member Assignments Update/Approval:** Donaldson reported Patty Whitworth has a conflict with serving as a childcare provider for her family and needs to move off the Buildings and Grounds committee. He said she and Connie Beck, who serves on Roads and Bridges, have agreed to switch committees. Sneed and Murzynski both said they were made aware of the situation and did not have issues with it.
7. **Executive Session for Personnel/Litigation/Property Acquisition Update/Approval:** *(not needed)*
8. **Other Business:** None.

Buildings and Grounds: Bob Sneed, Chairman:

1. **Maintenance and Cleaning Issues and Report Update/Approval:** Sneed reported the custodian continues to be out and the cleaning company continues to clean the old courthouse and jail.

2. **AC Units for County Buildings Update/Approval:** Sneed reported the air conditioning unit for the conference room and second floor restroom of the Historic Courthouse has gone out and will need to be replaced.
3. **Interior Door Project for County Clerk's Office Update/Approval:** County Clerk Leitheiser reported they are still waiting to hear back about the energy grant.
4. **Old Highway Department Property Update/Approval:**
 - **Abate Red Building on Old Highway Department Property Update/Approval:** Sneed reported the committee will review an updated bid for abatement of the old highway department office building.
 - **Advertise for Bids for Seymour Avenue Surplus Property (Old Highway Department) Update/Approval:** Sneed reported they are waiting for a purchase agreement from the State's Attorney's office. State's Attorney Affrunti said he should have time to work on it this week.
5. **New Courthouse Renovation from Ameresco Update/Approval:** Sneed reported Circuit Clerk Robbins will present information on this project at the Buildings and Grounds Committee meeting. Ritchie noted it is on the finance agenda as well. Assistant Coordinator David Jenkins said that is because it deals with ARPA money, and the Finance Committee will have to discuss it as well.
6. **Executive Session for Personnel/Litigation/Property Acquisition/County Property Update/Approval: (not needed)**
7. **Other Business:** Sneed reported the sidewalks have been completed. He said they are going to put sod down on the ground, and they will try to have that completed before Old Settlers.

Development & Personnel Committee: Mark Hughes, Chairman -

1. **Employee Health Insurance and Monthly HRA Report Update/Approval:** Nothing new to report.
2. **Animal Control Facility Update/Approval:** Nothing new to report.
3. **Animal Control Municipal Contracts Update/Approval:** Young stated he heard changes were made to the municipal contracts, but he couldn't remember if those changes were approved by the board. The change he referenced was the opt-out after one year. Hughes said he brought that to the board for approval before making those changes.
4. **MCEDC Update/Approval:** Hughes reported there will be an MCEDC meeting tonight at 5:30 p.m. and he has a list of questions to ask.
5. **Nextlink Broadband Internet Update/Approval:** Donaldson reported Rick Harnish is no longer with Nextlink, but company officials have assured him that the transition will be seamless.
6. **Vistra Energy – Coffeen Solar Project Permit Application Update/Approval:** Hughes reported he gave the Vistra Energy application to Hurst-Rosche engineers for them to review independently. He stated the application is vast. Young asked if the application says anything about battery storage. Hughes said he did not know the answer to that question. Ritchie said he knows some landowners around the Vistra property have been approached about battery storage, so it has been a topic of discussion. Schott asked if Vistra gave a reason why they took the weather radio antenna down. He said not having a weather radio is a concern. Affrunti said he will forward the company's contact information to Schott.
7. **Revisions to Personnel Manual Update/Approval:**
 - **Illinois Law for Additional Time Off Update/Approval:** Hughes reported the governor signed a bill into law requiring employers to provide at least 40 hours of paid time off, which he said is being interpreted as personal time. Affrunti said he thought the county was fine as is. Hughes said Treasurer Nikki Lohman was informed at a conference that the time off does not include vacation or sick time. Jenkins said the reasoning behind that is because vacation time can be denied, whereas personal time cannot be.
8. **Scheduling of Union Negotiation Meetings with Local 773 (Correctional Officers and Telecommunicators) Update/Approval:** Hughes reported they will meet in September.
9. **Executive Session for Personnel/Litigation/Property Acquisition Update/Approval: (not needed)**

10. **Other Business:** Tonya Flannery from the City of Litchfield addressed the committee about a possible Community Development Block Grant for the County. She said the grant is part of the Illinois Department of Commerce and Economic Opportunity Coronavirus Business Resiliency program. She said one of the requirements to submit a grant application is an agency must have applied for a CDBG within the last six years; however, the county could enter into an intergovernmental agreement with another agency, who would then serve as the lead agency. Flannery reported there is no limit to the number of businesses who can be included in this grant, and businesses that are approved would then be eligible for up to \$20,000. Young asked if hospitals would qualify. Flannery stated it would depend on how they are set up. Ritchie stated he would like to see the county enter into an IGA. Hughes said he will speak with the MCEDC at their meeting this evening about it.

Finance and Budget Committee: Andy Ritchie, Chairman -

1. **SOA Report Update/Approval:** Ritchie reported Supervisor of Assessments Kendra Niehaus will present her report at the next meeting.
 - **Revising the Lease Application in SOA Office Update/Approval:** Nothing new to report.
 - **Proposing an Ordinance requiring the recording of Leases Update/Approval:** Nothing new to report.
2. **Capital Improvement Fund Reports Update/Approval:** Ritchie reported they will have a report for the next committee meeting.
3. **FY 2024 Budget Update/Approval:** Ritchie reported a schedule for meetings with Bellwether and Department Heads scheduled for August 14th has been sent out. Highway Engineer Greenwood asked if the memo with budget information had been sent out yet. Affrunti said Bellwether sent budget packet information out. Greenwood said he did not see anything about the EAV, which he needs for his budget. Donaldson said he will have Niehaus send it to all department heads and those in charge of filling out budgets.
4. **Deer Creek Property Request Update/Approval:** Ritchie reported the committee agreed not to take action until hearing from the woman interested in purchasing properties in this area.
5. **New Courthouse Renovation from Ameresco Update/Approval:** Nothing additional to report.
6. **Department Head/Board Member Meeting for Budget Update/Approval:** Nothing additional to report.
7. **Resolution to Convey Deed for Parcel ID #15-04-253-013 in South Litchfield Township to the City of Litchfield Update/Approval:** Ritchie reported this will be discussed during the Finance and Budget Committee meeting.
8. **Resolution to Convey Deed for Parcel ID #15-05-226-012 in South Litchfield Township to the City of Litchfield Update/Approval:** Ritchie reported this will be discussed during the Finance and Budget Committee meeting.
9. **Resolution to Convey Deed for Parcel ID #10-32-458-012 in North Litchfield Township to the City of Litchfield Update/Approval:** Ritchie reported this will be discussed during the Finance and Budget Committee meeting.
10. **Resolution to Convey Deed for Parcel ID #10-33-318-002 in North Litchfield Township to the City of Litchfield Update/Approval:** Ritchie reported this will be discussed during the Finance and Budget Committee meeting.
11. **Approve Signing an Intergovernmental Agreement with the Coffeen Fire Protection District for Pagers in the amount not to exceed \$3,000 from ARPA funds Update/Approval:** Ritchie reported this will be discussed during the Finance and Budget Committee meeting.
12. **Ordinance Authorizing the Use of ARPA Funds to Purchase Pagers for the Coffeen Fire Protection District in the amount not to exceed \$3,000 Update/Approval:** Ritchie reported this will be discussed during the Finance and Budget Committee meeting.

13. **Approve Signing an Intergovernmental Agreement with the Nokomis Fire Protection District for Pagers in the amount not to exceed \$2,500 from ARPA funds Update/Approval:** Ritchie reported this will be discussed during the Finance and Budget Committee meeting.
14. **Ordinance Authorizing the Use of ARPA Funds to Purchase Pagers for the Nokomis Fire Protection District in an amount not to exceed \$2,500 Update/Approval:** Ritchie reported this will be discussed during the Finance and Budget Committee meeting.
15. **Approve Signing an Intergovernmental Agreement with the Shoal Creek Fire Protection District for Pagers in the amount not to exceed \$3,000 from ARPA funds Update/Approval:** Ritchie reported this will be discussed during the Finance and Budget Committee meeting.
16. **Ordinance Authorizing the Use of ARPA Funds to Purchase Pagers for the Shoal Creek Fire Protection District in an amount not to exceed \$3,000 Update/Approval:** Ritchie reported this will be discussed during the Finance and Budget Committee meeting.
17. **Approve Signing an Intergovernmental Agreement with the City of Hillsboro Ambulance Services for Pagers in the amount not to exceed \$5,000 from ARPA funds Update/Approval:** Ritchie reported this will be discussed during the Finance and Budget Committee meeting.
18. **Ordinance Authorizing the Use of ARPA Funds to Purchase Pagers for the City of Hillsboro Ambulance Services in an amount not to exceed \$5,000 Update/Approval:** Ritchie reported this will be discussed during the Finance and Budget Committee meeting.
19. **Allocation of Remaining ARPA Funds for FY 2024 Budget Update/Approval:** Ritchie reported the board will have to decide how to proceed with funding additional ARPA projects. He said he received a request from Greenwood to still be considered for one new shed. Greenwood said he will take whatever the board is willing to give him.
20. **Executive Session for Personnel/Litigation/Property Acquisition Update/Approval: (not needed)**
21. **Other Business:** None.

Roads and Bridges Committee: Ethan Murzynski, Chairman

1. **Section 15-00138-00-BR Red Ball Trail Bridge Update/Approval:** Greenwood reported construction continues to move on.
2. **Section 20-00145-00-PV Coffeen Rd./Seven Sisters Intersection Update/Approval:** Murzynski said this item can probably be taken off the agenda until they address bid letting in December.
3. **Upcoming Road Use Agreements Update/Approval:** Murzynski reported he and Greenwood met with Brown, Hayes and Stevens about possible road use agreements. Greenwood said he has received more permit requests lately than he ever has before. Murzynski said the law firm recommended not doing anything with the permits for CO2 sequestration projects until after the ICC makes their decision in February. He also stated the firm said the CO2 companies could submit a road use agreement and the county could look at it.
4. **Location of Potential Used/Waste tire pickup Update/Approval:** Coordinator Chris Daniels said she was putting in a request to the Illinois EPA to host a used/waste tire pickup for township and road districts in the county, but needs to know if they could be picked up at the new highway department. She said pickups were previously held at the old property, but now that the county is in the process of getting rid of it, she needs a new location. Greenwood stated they could put the new highway department address down. Daniels said the last time she requested it, it took about a year and a half to get approved.
5. **Other Business:** None.

Appointments for this month's Full Board meeting: Larry Meisner to Harvel #2 Drainage District

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

Meeting adjourned at 9:40 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, July 31st, 2023

Time: 5:00 PM – County Board Room

Members Present: Mark Hughes, Russell Beason, Jeremy Jones, Bill Bergen and Doug Donaldson

Members Absent: Chad Ruppert

Others Present: Daniel Robbins, Sandy Leitheiser, Andrew Affrunti, Tonya Flannery, Sara McConnell, Nikki Lohman, Brad Jansen from Nokomis and Amanda Mast

The committee met today to discuss the following:

1. **Public Comment:** Brad Janssen of Nokomis addressed the committee regarding the pool renovation project in Nokomis and they are looking for help with funding. It was built in the early 1960's and has many leaks. They have been fund raising for the project. Mark Hughes responded that he talked with grant writer Dan Rogers and we are done with the energy grant.
2. **Employee Health Insurance and Monthly HRA Report Update/Approval:** Amanda Mast gave her report and presented updated employee health insurance plans with and without an HRA. Fifty percent of the claims were discounted by United Health Care and so far they have paid out \$540,000 in claims and \$457 was received in premiums.
3. **Animal Control Facility Update/Approval:** Treasurer Lohman reported there is not enough money left in the Vanek estate to cover the animal control shortfall for next year. Lohman said there is \$176,000 budgeted to transfer this year and \$80,000 will be left in the Vanek Estate for FY 2024. Lohman reported she hasn't transferred the County's \$7,500 yet to animal control. Gerl reported there are 30 animals down there now, her assistant is leaving and she is terminating an employee next week. Gerl stated that Veterinary costs are up and emergency situation are 10 times the price. Gerl said they received a call for a dog on the highway and it had a broken femur and another dog came in that had parvo and exposed the facility. Beason stated costs went up and revenue is down. Leitheiser suggested looking at a procedure for collecting rabies tag fees and monitoring it. Affrunti suggested determining the cost per day to run the shelter. Beason said animal control needs enforced because it is public safety. Sheriff Robbins said more employees would be needed to enforce this. Bergen said we need to put on a tax to cover animal control and charge municipalities. Beason said that Hillsboro and Litchfield are not paying their fair share. Lohman and Affrunti replied that you cannot levy for animal control. Affrunti suggested looking at and possibly changing procedures and make sure things are followed. Gerl said the county board is her boss. Affrunti said that each office makes procedures. Gerl was asked how long animals are at the facility and she responded she has a couple of dogs there about a year and it is a horrible life. Gerl said she is going to a euthanasia class in a couple of weeks which could save on vet fees. Jones asked if they give other shots to the animals and Gerl responded we do give everything but rabies shots. The Vet has to do those by law. Beason said we shouldn't pay through the nose to keep dogs there no one wants and the committee discussed different time limits. Hughes stated this is a discussion for another time. The committee then discussed where to cut expenses for the \$113,000 deficit projected for next year. They talked about cutting the Veterinary expense line item and taking the deficit half out of coal money and half out of the Vanek estate. Gerl said she can do a new assessment for what the county should charge. **Motion by Jones and second by Bergen to recommend to the Finance Committee to use half coal funds and half Vanek Estate money to fund the shortfall for animal control for FY 2024. All in favor, motion carried.**
4. **Animal Control Municipal Contracts Update/Approval:** No new contracts were received. Leitheiser asked Gerl again for a copy of the signed contract with the Village of Butler.

5. **MCEDC Update/Approval:** Hughes reported they didn't have a meeting. Sara McConnell and Katie Wilson will be conducting interviews for the three applicants that applied for the MCEDC Director Position. They hope to have the position filled by Friday.
6. **Nextlink Broadband Internet Update/Approval:** Donaldson reported the he, Clerk Leitheiser and Coordinator Daniels had a phone conference with Nextlink and they assured us they are still very much interested in working with Montgomery County for rural broad band. The employee that we were working with is no longer with the company but Nextlink is still committed to working with us. Nextlink now has an office in Morrisonville to begin hiring employees.
7. **Vistra Energy – Coffeen Solar Project Permit Application Update/Approval:**
 - **Recommend Approving Independent Engineering Contract for Coffeen Solar Project Permit Application Update/Approval:** Donaldson reported we received a solar application from VISTRA Energy for the former Coffeen power plant. We received a proposal from Hurst-Rosche Engineers to conduct the review of the application in the amount of \$2,500. **Motion by Jones and second by Russ Beason to recommend the approval of the proposal from Hurst-Rosche Engineers to perform the review in the amount of \$2,500. All in favor, motion carried.** Daniels reported they want a timeline for the public hearing and we are tentatively setting it for the next Coordinating Committee meeting on August 31st, at 8:15 am.
8. **Revisions to Personnel Manual Update/Approval:**
 - **Illinois Law for Additional Time Off Update/Approval:** Treasurer Lohman reported on some information she received from the ICRMT Attorney regarding the need to look at the "Paid Leave for All Workers Act" signed into law and takes effect January 1st, 2024. This provides employees with up to 40 hours of paid leave during a 12-month period to be used for any reason. States Attorney Affrunti stated that this does not apply to Montgomery County because we offer paid time off. The legislation for this issue will need to be researched further. Affrunti said the board needs to pass a resolution to adopt the Employee manual.
9. **Illinois DCEO Community Development Block Grant Update/Approval:** City of Litchfield Economic Director Tonya Flannery addressed the committee regarding a new DCEO Community Development Block Grant being offered called the "Illinois Coronavirus Business Resiliency Grant that will provide up to \$20,000 to businesses that have not received any Covid assistance. There is no cap on the number of businesses that apply. This money can be used for businesses that had to purchase plexi glass, tent rental, automatic doors etc. during Covid. Flannery further explained that only one application is allowed per County and she asked if the County was interested in applying for the DCEO grant. One of the stipulations is that the application would have applied for a CDBG grant in the past six years and the County has not. Litchfield has met that requirement and Flannery would have to have permission from her City council to apply for other businesses in Montgomery County other than Litchfield. Flannery plans to apply for Litchfield businesses regardless. Flannery stated the grant does allow for administrative fees to be reimbursed.
10. **Panhandle Picklers Pickleball Courts Update/Approval:** Mark Hughes stated the timeframe for any additional funding opportunities has expired.
11. **Scheduling of Union Negotiation Meetings with Local 773 (Correctional Officers and Telecommunicators) Update/Approval:** Sheriff Robbins stated he spoke to Union Local 773 to plan negotiations for upcoming Personnel meetings.
12. **Executive Session for Personnel/Litigation/Property Acquisition Update/Approval: (not needed)**
13. **Other Business:** Sheriff Robbins reported he had researched FMLA guidelines in the previous employee handbook. The previous handbook had where the department head would start the timeline for an employees' FMLA after they were off for three consecutive days. Somehow that was taken out of the manual and he feels it needs to be put back in. Robbins also reported one Telecommunicator is retiring and he is short two corrections officers due to a resignation. A new deputy was hired and needs trained.

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

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

Meeting adjourned at 6:40 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, August 4th, 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: Kendra Niehaus, Rick Robbins, Sandy Leitheiser, Daniel Robbins, Andrew Affrunti, Sarah Martin, Jeff Tuxhorn, Kate Tuxhorn, Gene Mackey and Mark Hughes

The committee met today to discuss the following:

1. **Public Comment:** Country Bend Campground owner Jeff Tuxhorn reported he was going to close on the properties owned by the Mission Bible Training Center after the meeting. He said he currently owns the access roads to all the properties in that area, and he would have the remaining parcels landlocked. Tuxhorn stated there are 19 acres total and he will own 13 acres. If the board chooses to reject the deeds on the agenda today and he was to purchase them, he said he would then own 17 of the 19 acres. Kate Tuxhorn stated they plan on making the properties an extension of their existing campground.
2. **SOA Report Update/Approval:** Supervisor of Assessments Niehaus presented her report to the committee. She stated she had previously requested the board approve an ordinance allowing her office to require the recording of leases in order for residents to qualify for homestead exemptions. She said after consulting with other Supervisors of Assessments and State's Attorney Affrunti, she does not need the board to pass an ordinance as Illinois Statute allows her to implement policy. Affrunti said he agrees and is good with this. Niehaus also requested a digitizing project be added to the ARPA list; however, Ritchie stated they already have a full list that is closed. Assistant Coordinator David Jenkins stated she could look into being included in the next round of funds for the energy grant, which will likely be addressed again this fall or winter.
3. **Capital Improvement Fund Reports Update/Approval:** Treasurer Lohman presented the capital improvement report to the committee. In it, she noted that in addition to coal royalties, the county will build its reserve through investments.
4. **FY 2023 Agreement with Hillsboro Area Ambulance Service Update/Approval:** Motion by Whitworth and second by Beck to recommend the Full Board approve the FY 2023 agreement with Hillsboro Area Ambulance Service. All in favor, motion carried.
5. **Deer Creek Property Request Update/Approval:** Treasurer Lohman reported the board is allowed to reject the deeds if they believe it is in the best interest of the county. Motion by Loucks and second by Beck to deny conveying the deeds in agenda items 6 through 25. All in favor, motion carried.
6. **Resolution to Convey Deed to Parcel ID #10-03-402-001, 007 and 017 in North Litchfield Township to Halo House Schools C/O Yvonne Hunt Update/Approval:** Nothing additional to report.
7. **Resolution to Convey Deed to Parcel ID #10-03-402-018, 019 and 020 in North Litchfield Township to Halo House Schools C/O Yvonne Hunt Update/Approval:** Nothing additional to report.
8. **Resolution to Convey Deed to Parcel ID #10-03-402-021, 022 and 023 in North Litchfield Township to Halo House Schools C/O Yvonne Hunt Update/Approval:** Nothing additional to report.
9. **Resolution to Convey Deed to Parcel ID #10-03-402-024, 10-03-403-002, and 10-03-403-003 in North Litchfield Township to Halo House Schools C/O Yvonne Hunt Update/Approval:** Nothing additional to report.

10. **Resolution to Convey Deed to Parcel ID #10-03-403-004, 005 and 006 in North Litchfield Township to Halo House Schools C/O Yvonne Hunt Update/Approval:** Nothing additional to report.
11. **Resolution to Convey Deed to Parcel ID #10-03-403-008, 009 and 010 in North Litchfield Township to Halo House Schools C/O Yvonne Hunt Update/Approval:** Nothing additional to report.
12. **Resolution to Convey Deed to Parcel ID #10-03-403-011, 013 and 018 in North Litchfield Township to Halo House Schools C/O Yvonne Hunt Update/Approval:** Nothing additional to report.
13. **Resolution to Convey Deed to Parcel ID #10-03-403-019, 10-03-404-002, and 10-03-404-004 in North Litchfield Township to Halo House Schools C/O Yvonne Hunt Update/Approval:** Nothing additional to report.
14. **Resolution to Convey Deed to Parcel ID #10-03-404-005, 007 and 008 in North Litchfield Township to Halo House Schools C/O Yvonne Hunt Update/Approval:** Nothing additional to report.
15. **Resolution to Convey Deed to Parcel ID #10-03-404-009, 10-03-405-002, and 10-03-405-003 in North Litchfield Township to Halo House Schools C/O Yvonne Hunt Update/Approval:** Nothing additional to report.
16. **Resolution to Convey Deed to Parcel ID #10-03-405-005, 006 and 009 in North Litchfield Township to Halo House Schools C/O Yvonne Hunt Update/Approval:** Nothing additional to report.
17. **Resolution to Convey Deed to Parcel ID #10-03-405-013, 016 and 017 in North Litchfield Township to Halo House Schools C/O Yvonne Hunt Update/Approval:** Nothing additional to report.
18. **Resolution to Convey Deed to Parcel ID #10-03-405-019, 021 and 036 in North Litchfield Township to Halo House Schools C/O Yvonne Hunt Update/Approval:** Nothing additional to report.
19. **Resolution to Convey Deed to Parcel ID #10-03-406-007, 012 and 013 in North Litchfield Township to Halo House Schools C/O Yvonne Hunt Update/Approval:** Nothing additional to report.
20. **Resolution to Convey Deed to Parcel ID #10-03-407-002, 10-03-407-003, and 10-3-405-030 in North Litchfield Township to Halo House Schools C/O Yvonne Hunt Update/Approval:** Nothing additional to report.
21. **Resolution to Convey Deed to Parcel ID #10-03-405-032, 033 and 035 in North Litchfield Township to Halo House Schools C/O Yvonne Hunt Update/Approval:** Nothing additional to report.
22. **Resolution to Convey Deed to Parcel ID #10-03-408-002, 004 and 011 in North Litchfield Township to Halo House Schools C/O Yvonne Hunt Update/Approval:** Nothing additional to report.
23. **Resolution to Convey Deed to Parcel ID #10-03-408-012, 013 and 018 in North Litchfield Township to Halo House Schools C/O Yvonne Hunt Update/Approval:** Nothing additional to report.
24. **Resolution to Convey Deed to Parcel ID #10-03-408-019, 021 and 022 in North Litchfield Township to Halo House Schools C/O Yvonne Hunt Update/Approval:** Nothing additional to report.
25. **Resolution to Convey Deed to Parcel ID #10-03-408-023, 037 and 040 in North Litchfield Township to Halo House Schools C/O Yvonne Hunt Update/Approval:** Nothing additional to report.
26. **Resolution to Convey Deed for Parcel ID #15-04-253-013 in South Litchfield Township to the City of Litchfield Update/Approval:** Motion by Ritchie and second by Beck to recommend the

Full Board approve the Resolution to Convey Deed for Parcel ID #15-04-253-013 in South Litchfield Township to the City of Litchfield. All in favor, motion carried.

27. Resolution to Convey Deed for Parcel ID #15-05-226-012 in South Litchfield Township to the City of Litchfield Update/Approval: Motion by Ritchie and second by Beck to recommend the Full Board approve the Resolution to Convey Deed for Parcel ID #15-05-226-012 in South Litchfield Township to the City of Litchfield. All in favor, motion carried.
28. Resolution to Convey Deed for Parcel ID #10-32-458-012 in North Litchfield Township to the City of Litchfield Update/Approval: Motion by Ritchie and second by Whitworth to recommend the Full Board approve the Resolution to Convey Deed for Parcel ID #10-32-458-012 in North Litchfield Township to the City of Litchfield. All in favor, motion carried.
29. Resolution to Convey Deed for Parcel ID #10-33-318-002 in North Litchfield Township to the City of Litchfield Update/Approval: Motion by Ritchie and second by Whitworth to recommend the Full Board approve the Resolution to Convey Deed for Parcel ID #10-33-318-002 in North Litchfield Township to the City of Litchfield. All in favor, motion carried.
30. Approve Signing an Intergovernmental Agreement with the Coffeen Fire Protection District for Pagers in the amount not to exceed \$3,000 from ARPA funds Update/Approval: Jenkins reported he has not received this agreement yet, so this item cannot be acted upon at this time. It will be left on the agenda in case it comes in by Tuesday's board meeting.
31. Ordinance Authorizing the Use of ARPA Funds to Purchase Pagers for the Coffeen Fire Protection District in the amount not to exceed \$3,000 Update/Approval: Nothing additional to report.
32. Approve Signing an Intergovernmental Agreement with the Nokomis Fire Protection District for Pagers in the amount not to exceed \$2,500 from ARPA funds Update/Approval: Nothing additional to report.
33. Ordinance Authorizing the Use of ARPA Funds to Purchase Pagers for the Nokomis Fire Protection District in an amount not to exceed \$2,500 Update/Approval: Nothing additional to report.
34. Approve Signing an Intergovernmental Agreement with the Shoal Creek Fire Protection District for Pagers in the amount not to exceed \$3,000 from ARPA funds Update/Approval: Motion by Ritchie and second by Folkerts to recommend to Full Board approve signing the Intergovernmental Agreement with the Shoal Creek Fire Protection District for pagers in the amount not to exceed \$3,000 from ARPA funds. All in favor, motion carried.
35. Ordinance Authorizing the Use of ARPA Funds to Purchase Pagers for the Shoal Creek Fire Protection District in an amount not to exceed \$3,000 Update/Approval: Motion by Ritchie and second by Young to recommend the Full Board approve the ordinance authorizing the use of ARPA funds to purchase pagers for the Shoal Creek Fire Protection District in an amount not to exceed \$3,000. All in favor, motion carried.
36. Approve Signing an Intergovernmental Agreement with the City of Hillsboro Ambulance Services for Pagers in the amount not to exceed \$5,000 from ARPA funds Update/Approval: Motion by Ritchie and second by Loucks to recommend the Full Board approve signing the contract with the Hillsboro Area Ambulance Service for pagers in the amount not to exceed \$5,000 from ARPA funds. All in favor, motion carried.
37. Ordinance Authorizing the Use of ARPA Funds to Purchase Pagers for the City of Hillsboro Ambulance Services in an amount not to exceed \$5,000 Update/Approval: Motion by Ritchie and second by Young to recommend the Full Board approve the ordinance authorizing the use of ARPA funds to purchase pagers for the Hillsboro Area Ambulance Service in an amount not to exceed \$5,000. All in favor, motion carried.
38. New Courthouse Renovation from Ameresco Update/Approval: Circuit Clerk Daniel Robbins reported the final plans have been drawn up for the Historic Courthouse, and the revised total is going to be \$1,128,903. Young asked what the timeline would be for the project. Ameresco representative

Gene Mackey stated it would depend on how they would be able to work around the court schedule, but they should be able to complete the project by the fall of 2024. Sheriff Rick Robbins asked when the start date would be. Mackey said sometime within the next 60 days. State's Attorney Affrunti said they have no trials scheduled for December. **Motion by Whitworth and second by Beck to recommend the Full Board approve the new courthouse renovation project to be paid for with ARPA funds for an amount not to exceed \$1,128,903. All in favor, motion carried.**

- 39. Ordinance Authorizing the Use of ARPA Funds to Pay for New Courthouse Renovation Update/Approval:** Affrunti said the full board will have to approve the contract with Ameresco during their meeting on August 8.
- 40. Allocation of Remaining ARPA Funds for FY 2024 Budget Update/Approval:** Donaldson reported he spoke with Highway Engineer Cody Greenwood and they will not be able to have two buildings constructed by the ARPA deadline in 2026. After discussing the issue, Donaldson said they came to an agreement to decrease the request to \$450,000 for a new building. Based on a spreadsheet Jenkins put together, this would allow the county to fund most of the projects on the list, with the exception of the Crossover Living Room, Probation Doors, Litchfield Cellbrite, Schram City Water lines, and the Litchfield Patrol Boat. He said this is also contingent on the county not paying the \$180,000 for the Nokomis-Witt Area Ambulance. Affrunti said he thought the committee agreed to send out letters asking if the other agencies still needed their requested projects for their respective amounts. Jenkins said he did not know he was supposed to send out letters. Affrunti said they need to have in writing whether or not the agencies are still in need of their requests. He said the letters should also be sent by certified mail to make sure the recipients get them. Jenkins said he will work on that.
- 41. Department Head/Board Member Meeting for Budget Update/Approval:** Lohman reported a meeting has been scheduled with Department heads and Bellwether representatives for August 14. She said she and Ritchie will be in attendance, but Bellwether has suggested another Finance Committee member and a non-finance board member also attend. She said this is not an open public meeting. Donaldson said he and Ritchie could discuss who else to have involved in the meeting.
- 42. FY 2024 Budget Update/Approval:** Nothing new to report.
- 43. University of Illinois Extension FY 2025 Budget Update/Approval:** University of Illinois Extension Interim Director Sarah Martin presented their budget to the committee. Martin reported she is filling the role previously held by Amanda Cole, who took a new job as of August 1. Martin stated they are requesting their levy be increased to \$157,000, which is a 4.37 percent increase. Beck stated they have not increased their levy in about 11 years. **Motion by Beck and second by Whitworth to recommend the Full Board approve the Fiscal Year 2025 budget from the University of Illinois Extension. All in favor, motion carried.**
- 44. Executive Session for Personnel/Litigation/Property Acquisition Update/Approval: (not needed)**
- 45. Other Business:** Circuit Clerk Robbins stated he will need to request an extension on his audit because it is not complete yet. He also stated he needs clarification on his budget and whether or not to increase his salary six percent like the other non-union county employees. He said his salary does not fall into the same category as other elected officials based on an Attorney General's opinion. Affrunti confirmed it was decided in a case law. Lohman said the board will also need to discuss the animal control budget, as the Vanek Estate is going to run out during FY 2024. Based on the estimated shortfall, she said the board will need to decide how to fund the program once the Vanek money runs out. She said the Development and Personnel Committee recommended funding it with a 50/50 split between the general fund and coal money. Lohman also asked if \$7,500 was a fair amount for the county to pay for animal control based on the unincorporated parts of the county. Lohman also reported the board will need to consider an ordinance regarding indemnity funds, as counties in other states are getting sued.

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

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

Meeting adjourned at 10:56 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

Roads & Bridges Committee Meeting Minutes

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

Date: Wednesday, August 2nd, 2023 **Time:** 8:30 AM – Conference Room, County Highway Dept.

Members Present: Ethan Murzynski, Bill Bergen, Connie Beck, David Loucks, Chad Ruppert and Doug Donaldson

Members Absent: None.

Others Present: Cody Greenwood

The committee met today to discuss the following:

Roads & Bridges Committee:

1. **Public Comments:** None.
2. **Section 15-00138-00-BR Red Ball Trail Bridge Update/Approval:** Highway Engineer Greenwood reported they are currently working on grading, and they have started laying rip rap. He stated they are tentatively scheduled to pre cast deck beams on August 9th.
3. **H.R. 3372 proposal in Congress to raise the federal weight limit of heavy trucks**
Update/Approval: Greenwood reported a bill is being discussed in congress that would introduce a 10-year pilot program instituting a 91,000 pound weight limit for trucks. He said this would be an increase of 14 percent. He said the county roads are still not up to the current 80,000 pound limit yet. Greenwood reported the Coalition Against Bigger Trucks (CABT) is the leading opposition group to this legislation. He said the National Association of County Engineers and the Sheriff's Association are also backing the opposition.
4. **Upcoming Road Use Agreements Update/Approval:** Greenwood reported the need for road use agreements with the number of projects coming down the line. Those include the Heartland Greenway Carbon Sequestration, UKA Energy Wind Farm, Vistra solar farm, Solar Provider Group solar farm and the Frontier Community Solar projects.
5. **Other Items:** Donaldson stated he would like to recognize the highway department for their help preparing the grounds around the Historic Courthouse for the laying of sod. He said they and the city have been working together to get the area ready for the sod to be laid.

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

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

Meeting adjourned at 9:01 a.m. The summaries of minutes were respectfully submitted by acting secretary Christine Daniels, as Deputized by Montgomery County Clerk/Recorder, Sandy Leitheiser.