

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

Date: Thursday, January 30, 2025

Time: 8:30 AM – County Board Room

Roll Call: Members Present: Doug Donaldson, Mark Hughes, Ethan Murzynski, Andy Ritchie, Chad Ruppert. **Members Absent:** Dr. Patty Whitworth

Others Present: County Board Administrator Mike Plunkett, Treasurer Nikki Lohman, Circuit Clerk Daniel Robbins, County Clerk Sandy Leitheiser, State’s Attorney Andrew Affrunti, EMA Director Dan Hough, IS Director Curt Watkins, County Board member Christine Daniels, Chief Deputy Lance Weitekamp, MCEDC Executive Director Bill Montgomery, Hillsboro Community Planner Sarah McConnell.

Pledge of Allegiance: was led by Chairman Donaldson, after which he asked for a moment of silence in memory of those who died in the Washington DC air collision.

Public Comments: Chairman Donaldson called upon Jason Talley, Carson Ortiz, and Tommy Lanthrip of Nextlink to provide an update on broadband service. Ortiz said the company has ten active towers in the area with more planned. He said the company plans to market through direct mail and a food truck promotion, and Nextlink has some customers signed up. Talley added new towers are planned in the southern part of the county, which should be covered by the end of the year. In response to questions from County Clerk Leitheiser, Talley said Nextlink should have completed approximately 40% of work required by the federal Rural Digital Opportunity Fund (RDOF) grant by the end of the year, and added that the \$100,000 DCEO grant from Montgomery County has helped speed up the process by a couple of years. At the request from Chairman Donaldson, Nextlink will make a presentation to the Development & Personnel Committee at their Monday, March 3rd, meeting.

Coordinating Committee: Doug Donaldson, Board Chairman

1. **Information Systems Report Update/Approval:** IS Director Curt Watkins reported he is working on archiving 2024 information and has implemented two-factor authentication throughout most of the Courthouse Complex, Historic Courthouse, and Jail, and early feedback indicates an increase in productivity and security. He will be assisting with work in the County Board room the following week, and a new network recording server and cameras should be arriving shortly.
2. **EMA Report Update/Approval:** Director Dan Hough reported he is scheduling CPR/AED training and paid for tourniquets for each AED box. He has responded to calls about fly ash being transported by truck through the county and is researching whether his office has any local jurisdiction. He attended Emergency Housing training, was scheduled to begin state EPA training on Jan. 30, will host the Illinois EMA Director for a visit on Feb. 20, has scheduled a storm spotter training class at Lincoln Land Community College in Litchfield on March 18, and is working to schedule a tire collection.
3. **CIPT IGA and Ordinance Update/Approval:** The board will be asked to consider and approve an annual ordinance and intergovernmental agreement for public transportation at their February meeting.
4. **West Central Development Council/Job Center Board/CEO Board Update/Approval:** Chairman Donaldson said the council met on Jan. 16 and continues to meet goals.
5. **Ad Hoc Advisory Committee to Address SB3455 Wooded Acreage Assessments Update/Approval:** Chairman Donaldson provided committee contact information to Ad Hoc Advisory Committee Chair Russ Beason and anticipates the first meeting will be scheduled near the end of February.

6. **Closed Session Minutes Review Update/Approval:** There have been no closed session minutes in the last six months to review.
7. **Broadband Breakthrough Program Update/Approval:** MCEDC Executive Director Bill Montgomery has been working with Administrator Mike Plunkett to develop a local team for inclusion in the Broadband Breakthrough Program, in which the Benton Institute will help the county select broadband providers for grant applications. There is no cost to the county.
8. **Other Business:** Chairman Donaldson noted that the City of Hillsboro plans to discontinue leasing the building where the county baler is located to DC Waste. He also noted a complimentary letter from Jack Tosetti of Nokomis about county snow removal.

Development & Personnel Committee: Chad Ruppert, Chairman

1. **Small Biz Grant Application Update/Approval:** The committee will meet with applicants and review applications.
2. **Animal Control Update/Approval:** Committee Chair Ruppert said the committee will review fees.
3. **Plains Solar Update/Approval:** Committee Chair Ruppert said he will have siting permit conditions ready for committee review.
4. **Montgomery Springs Solar Update/Approval:** The committee will set a date for a public hearing, likely near the end of March.
5. **County Project Labor Agreement (PLA) Update/Approval:** The committee will review and discuss.
6. **DCEO Energy Transition Grant Update/Approval:** Administrator Plunkett reported the current grant is up to date, and the next phase remains under review by DCEO.
7. **Employee Handbook Update/Approval:** Committee Chairman Ruppert said the committee will review the draft handbook, which is close to completion.
8. **Historic Courthouse Notary Update/Approval:** Committee Chair Ruppert expressed an interest in a notary available at the Historic Courthouse, and will ask the committee to recommend a policy.
9. **Other Business:** None

Buildings and Grounds: Mark Hughes, Chairman

1. **Maintenance and Cleaning Issues and Report Update/Approval:** Committee Chair Hughes said he asked Maintenance Director Phil Ernst to condense his reports.
2. **Courthouse Chiller Project Update/Approval:** Last month, the committee rejected all bids in favor of rebidding a turn-key project. The committee will open and review new bids.
3. **County Board Room AV Work Feb. 3-7 Update/Approval:** Circuit Clerk Daniel Robbins said court grant-funded AV work is scheduled to be completed in the County Board Room Feb. 3-7. Buildings & Grounds and Finance & Budget meetings will be scheduled at the Courthouse Annex.
4. **New Hire for Cleaning Position Update/Approval:** Committee Chair Hughes said he would like the committee to consider replacing the company contracted to clean the Montgomery County Courthouse with a potential new part-time county position.
5. **Green Diamond Bike Trail Update/Approval:** State's Attorney Affrunti said he will have the quit claim deeds ready for committee review.
6. **Other Business:** Committee Chair Hughes said he would like the committee to consider solutions to lighting issues on the first floor of the Historic Courthouse.

Roads and Bridges Committee: Ethan Murzynski, Chairman

1. **UKA Virden Wind Road Use Agreement Update/Approval:** The committee will continue to review and discuss, working toward a potential recommendation.
2. **County & Township MFT Rock Letting Update/Approval:** Committee Chair Murzynski anticipates the lettings will be on the committee agenda.

3. **County Culvert Letting Update/Approval:** Committee Chair Murzynski anticipates the lettings will be on the committee agenda.
4. **Resolution Appropriating Funds for Engineer Salary Update/Approval:** If the state has supplied the resolution, the committee will review and discuss.
5. **Other Business:** None

Finance and Budget Committee: Andy Ritchie, Chairman

1. **SOA Report Update/Approval:** The committee will review and discuss.
2. **Township Assessor Education Incentive Update/Approval:** Working with the Supervisor of Assessments, Administrator Plunkett found evidence that townships and multi-townships are responsible for the cost of assessor education.
3. **Capital Improvement & Coal Fund Reports Update/Approval:** The committee will review and discuss.
4. **Pre-Approved Vendor List Update/Approval:** County Clerk Leitheiser anticipates a few changes for the committee to review.
5. **Bellwether Budget Contract Update/Approval:** Treasurer Lohman said a budget contract is not needed until spring.
6. **Ambulance Service Agreements Update/Approval:** Three of the four ambulance service agreements are ready for action.
7. **County Credit Card Policy Update/Approval:** The committee will review and discuss.
8. **County Travel Ordinance Update/Approval:** The committee will review and discuss.
9. **Other Business:** Hughes said recent county credit card issues need to be discussed at the full board meeting. Chairman Donaldson said he will ask the state's attorney to address these issues during the consent agenda.

Appointments:

1. **Jen Carron, Raymond, to 4-year term on 708 Board Update/Approval:** The full board will be asked to confirm the appointment.

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

Meeting adjourned at 9:30 a.m. The summaries of minutes were respectfully submitted by acting secretary Mike Plunkett, as deputized by Montgomery County Clerk/Recorder Sandy Leitheiser.

Montgomery County Board

Development & Personnel Committee Meeting Minutes

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

Date: Monday, February 3, 2025

Time: 5:00 PM – County Board Room

Roll Call: Members Present: Chad Ruppert, Bill Bergen, Chris Daniels, Jeremy Jones, Russell Beason, Dr. Patty Whitworth **Members Absent:** None

Others Present: County Board Administrator Mike Plunkett, Animal Control Warden April Pier, Circuit Clerk Daniels Robbins, Hillsboro Community Planner Sarah McConnell, State's Attorney Andrew Affrunti, Kevin Brink of GIS, MCEDC Executive Director Bill Montgomery, County Clerk Sandy Leitheiser, Maggie Poteau of UKA.

1. **Pledge of Allegiance:** was led by Committee Chair Ruppert.
2. **Public Comment:** None
3. **Small Biz Grant Application Update/Approval:** The committee heard presentations from applicants Jennifer Helgen of Just Off Route 66 Car Wash, Jennifer and Jay Huston of Main Street Gaming, John Snoddy of R&J's Outdoors, and Shane and Dawn Uhly of Uhly Family Farms. **Motion by Jones and second by Whitworth to recommend awarding Small Biz Grants of \$5,000 to Just Off Route 66 Car Wash in Litchfield; \$2,500 to Main Street Gaming in Coffeen; \$2,500 to R&J's Outdoors in Schram City; and \$7,500 to Uhly Family Farm in Hillsboro. All in favor, motion carried.**
4. **City-Wide Clean-Up Grant Update/Approval:** The committee reviewed applications from nine municipalities. **Motion by Beason and second by Jones to recommend awarding \$750 City-Wide Clean-Up Grant reimbursements to the Village of Raymond, City of Witt, City of Hillsboro, Village of Donnellson, City of Nokomis, Village of Waggoner, Village of Coalton, Village of Irving, and City of Coffeen. All in favor, motion carried.**
5. **Animal Control Update/Approval:** Animal Control Warden Pier reported 13 dogs and three kittens at the facility. She has been following up on over 60 foster-to-adopt contracts she found in the file with no follow-up documentation. She will also review adoption fees and make a recommendation to the committee next month.
6. **Plains Solar Update/Approval:** The committee reviewed the revised project map and discussed five proposed conditions for siting approval. **Motion by Jones and second by Beason to recommend approval for Cypress Creek Renewable to site Plains Solar, a 5 MW community solar energy facility on parcel 12-04-100-001 located south of Witt Avenue and east of E. 14th Road, subject to the following five conditions 1) The developer shall provide detailed construction drawings for review by the relevant authorities no less than two months prior to the commencement of construction of the solar project; 2) The developer shall submit detailed stormwater management drawings and plans for review by the relevant authorities no less than two months prior to the commencement of construction; 3) The developer shall provide the name and contact information of the designated construction liaison once the Engineering, Procurement, and Construction (EPC) team or construction team has been onboarded by the developer; 4) The developer shall provide the name and contact information of the contracted Operations and Maintenance (O&M) company once that company has been contracted by the developer; and 5) The developer shall remit a check payable to Montgomery County for \$6,727 within 30 days to cover expenses in excess of the previously submitted \$2,500 application fee, and remit a check to**

cover any addition expenses prior to the issuance of an operating permit. All in favor, motion carried.

7. **Montgomery Springs Solar Update/Approval:** The committee set a public hearing date of 6 p.m. Monday, March 24, to review a solar application submitted by Apex Clean Energy for a 5 MW solar facility on parcels 16-24-176-004 and 16-24-127-007 on Route 127 just south of the former VFW Hall in Taylor Springs.
8. **County Project Labor Agreement (PLA) Update/Approval:** The committee continued a discussion regarding a resolution adopted in February 2011 requiring a Project Labor Agreement attached to all county projects with an estimated cost over \$100,000. Committee member Jones said he believes PLAs make a difference in the amount of taxpayer money required to complete a project, and committee member Bergen said PLAs take away options. State's Attorney Affrunti said any project can be bid using specifications that require local labor, and committee member Daniels said she will research bid language encouraging local labor. **Motion by Beason and second by Whitworth to recommend repealing the 2011 Montgomery County Resolution requiring Project Labor Agreements on projects over \$100,000. All in favor, motion carried.**
9. **DCEO Energy Transition Grant Update/Approval:** County Board Administrator Plunkett reported due to requests from grant sub-recipients Lincoln Land Community College and the City of Hillsboro, the county asked for and received a grant extension from June 30, 2025, to June 30, 2026. He anticipates a grant agreement for the next phase at any time.
10. **Employee Handbook Update/Approval:** The committee reviewed changes recommended by Bushue HR as well as by Committee Chair Ruppert. State's Attorney Affrunti also had questions about the contract language paragraph, asked for a definition of "under the influence," the concealed weapons language, and employee time off. Circuit Clerk Robbins questions jury duty, inclement weather, and language on solicitation and distribution. The issues will be discussed with Bushue at a meeting scheduled for 1 p.m. Thursday, Feb. 13.
11. **Historic Courthouse Notary Update/Approval:** Committee Chair Ruppert questioned why county offices that require notarized documents do not have a notary on staff. County Clerk Leitheiser said she used to require employees to be notaries, but due to recent legislative changes there could be a personal liability to staff. State's Attorney Affrunti added notarizing documents on county time could bring liability onto the county. The committee will continue to research the issue.
12. **Nokomis TIF District Update/Approval:** Committee Chair Ruppert reported he and Plunkett attended a public hearing on the proposed Nokomis TIF district on Monday, Jan. 27. Ruppert said approximately one-third of the cities EAV would be captured in the district, and the county has no input into whether or not the TIF is created.

13. Other Business: None

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

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

Meeting adjourned at 7:06 p.m. The summaries of minutes were respectfully submitted by acting secretary Mike Plunkett, as deputized by Montgomery County Clerk/Recorder Sandy Leitheiser.

Montgomery County Board Buildings & Grounds Committee Meeting Minutes

Historic Courthouse Annex
201 South Main Street, Hillsboro, IL 62049

Date: Tuesday, February 4, 2025

Time: 8:30 AM – County Board Room

Roll Call: Members Present: Mark Hughes, Connie Beck, Russell Beason, Keith Hancock, Evan Young, Doug Donaldson **Members Absent:** None

Others Present: County Board Administrator Mike Plunkett, Circuit Clerk Daniel Robbins, County Clerk Sandy Leitheiser, Sheriff Tyson Holshouser, Maintenance Director Phil Ernst, Custodian Amanda Bergman, Hillsboro Community Planner Sarah McConnell

1. **Pledge of Allegiance:** was led by committee member Russ Beason.
2. **Public Comments:** None
3. **Courthouse Chiller Bid Opening Update/Approval:** Committee Chair Hughes opened four bids for replacing the chiller in the New Courthouse: \$127,598 from Loellke Plumbing of Jerseyville; \$118,901 from Henson Robinson of Springfield; \$155,780 from Bickle Electric from Edwardsville; and \$137,913 from Daikin-TMI of Chesterfield, MO. The committee asked bidders if they could meet the required completion date of April 30. Daikin-TMI said they could since they were holding a place in line. The other bidders said they could not install a chiller until they had it, and expected 16-18 weeks lead time. Both Maintenance Director Ernst and Committee Chair Hughes expressed concern that the chiller needed to be operating by the first week of May. Chairman Donaldson said he understood Daikin-TMI was holding a place in line for the county regardless of the contractor and requested the company work with contractors in supplying the chiller. **Motion by Young and second by Beason to recommend awarding the low bid of \$118,901 to Henson Robinson Company of Springfield. ROLL CALL: Voting yes: Beck, Beason, Hancock, Young, Hughes. All in favor, motion carried.**
4. **Maintenance and Cleaning Issues and Report Update/Approval:** Maintenance Director Ernst reviewed a condensed monthly report, including completing 44 work orders. The committee endorsed a \$257.64 proposal from Quality Flooring of Litchfield to replace flooring in the New Courthouse basement where plumbing repairs have been completed.
5. **Historic Courthouse First Floor Lighting Update/Approval:** Committee Chair Hughes reported inadequate lighting issues at the north and south entrances to the Historic Courthouse, as well as in front of the restrooms on the first floor. County Clerk Leitheiser added she has heard complaints from members of the public. Maintenance Director Ernst obtained a proposal from Hillsboro Electric for \$2,103.12 to address the problem by adding lighting that will be controlled by the main hallway switch. **Motion by Beck and second by Beason to approve proposal for \$2,103.12 from Hillsboro Electric to address first floor lighting issues at the Historic Courthouse. All in favor, motion carried.**
6. **County Board Room AV Work Feb. 3-7 Update/Approval:** Committee Chair Hughes reported work began on Monday, Feb. 3, as scheduled.
7. **Green Diamond Bike Trail Update/Approval:** Committee Chair Hughes reported State's Attorney Affrunti will have a quit claim deed document and resolution ready for the full board meeting, and asked the Finance & Budget Committee to determine from where to pay resurfacing fees related to the transfer.

8. **New Hire for Cleaning Position Update/Approval:** Committee Chair Hughes referenced a Jan. 22 meeting about cleaning issues at the New Courthouse during which concerns were expressed about non-county employees having access to the building after hours and bringing children into the building with them. The current contract with National Maintenance & Cleaning in Litchfield calls for 4-6 hours per day cleaning for \$25 per hour. The committee discussed ways to clean the building using county employees with Maintenance Director Ernst and Custodian Bergman. **Motion by Beason and second by Beck to recommend giving 30-day notice to terminate the contract with National Maintenance & Cleaning. All in favor, motion carried. Motion by Beason and second by Beck to pursue hiring a part-time employee four hours per day five days per week to be supervised by the Maintenance Director. All in favor, motion carried.**

9. **Other Business:** Chairman Donaldson said Treasurer Nikki Lohman had asked him to relay to the committee the Maintenance Department and Information Services provided excellent services during her office carpeting project.

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

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

Meeting adjourned at 9:25 a.m. The summaries of minutes were respectfully submitted by acting secretary Mike Plunkett, 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, February 5th, 2025

Time: 8:30 AM – County Highway Department

Members present: Ethan Murzynski, Bill Bergen, Chad Ruppert, Keith Hancock, Rob Corso, Doug Donaldson **Members Absent:** Patty Whitworth

Other Present: County Engineer Cody Greenwood, Bev Seamon, County Board Administrator Mike Plunkett

1. **Public Comments:** None
2. **UKA Virden Wind Road Use Agreement Update/Approval:** After conversations with consultant Brown, Hay & Stevens, Engineer Greenwood suggested an agreement with Hurst-Rosche for third-party review to make recommendations on pre-construction road improvements based on the Traffic Impact Analysis.
3. **2025 Township MFT Rock Letting Results Update/Approval:** Engineer Greenwood explained that the annual township rock letting is required for any township that anticipates expending over \$30,000 on rock material. Greenwood opened bids from Nokomis Quarry and Louis Marsch in Morrisonville and Bev Seamon recorded results. **Motion by Bergen and second by Ruppert to recommend awarding low bids as presented. All in favor, motion carried.**
4. **2025 County MFT Rock Letting Results Update/Approval:** Engineer Greenwood opened bids from Louis Marsch of Morrisonville, Beelman Truck Company of East St. Louis, Nokomis Quarry, and Miller's Lime Service of Fillmore, and Bev Seamon recorded results. **Motion by Ruppert and second by Hancock to recommend awarding low bids as presented. All in favor, motion carried.**
5. **2025 Pipe Culvert Letting Results Update/Approval:** Engineer Greenwood opened a lone bid from Metal Culverts, Inc. of Jefferson City, MO, and Bev Seamon recorded results. Greenwood noted municipalities and townships can purchase using the per-foot approved county bids. **Motion by Corso and second by Hancock to recommend awarding the low bid as presented. All in favor, motion carried.**
6. **Section 20-00145-00-PV Coffeen Rd/Seven Sisters Ave Intersection Update/Approval:** Engineer Greenwood informed the county that the Illinois Department of Transportation had awarded the low bid of \$512,832.10 to Illinois Valley Paving of Springfield for Section 20-00145-00-PV updates at the intersection of Coffeen Road and Seven Sisters Avenue. All bids came in under the \$606,648 engineer's estimate. Greenwood also presented an engineering services agreement with Hurst-Rosche for \$39,919 that includes on-site inspections. **Motion by Hancock and second by Ruppert to recommend approving an Engineering Services Agreement with Hurst-Rosche of Hillsboro for \$39,919 for Section 20-00145-00-PV Coffeen Road/Seven Sisters Avenue Intersection. All in favor, motion carried.**
7. **Section 15-00138-00-BR Red Ball Trail – White Town Bridge Supplemental Engineering Agreement Update/Approval:** Engineer Greenwood said after inaccuracies were discovered in construction elevations at the work site, IDNR was contacted and determined the likelihood of mine subsidence from the old Coffeen Mine since the initial survey was conducted nearly 10 years ago. Because of the site changes, further engineering work was needed. **Motion by Bergen and second by Corso to recommend approval of a supplemental engineering agreement with WHKS & Company of Springfield for an amount not to exceed \$29,983. All in favor, motion carried.**

8. **Resolution 2025-1 appropriating funds for the payment of the County Engineer's Salary for 2025**
Updated/Approval: Engineer Greenwood said paperwork from the state is still pending. Other county engineers have the same issue.

9. **Other Items:** None

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

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

Meeting adjourned at 9:21 a.m. Minutes respectfully submitted by acting secretary Mike Plunkett as Deputized by the Montgomery County Clerk and Recorder Sandy Leitheiser.

Montgomery County Board

Finance & Budget Committee Meeting Minutes

Historic Courthouse Annex
201 South Main Street, Hillsboro, IL 62049

Date: Thursday, February 6, 2025

Time: 8:30 AM – County Board Room

Roll Call: **Members Present:** Andy Ritchie, Connie Beck, Rob Corso, Chris Daniels, Dr. Patty Whitworth, Evan Young **Members Absent:** Doug Donaldson

Others Present: County Board Administrator Mike Plunkett, Supervisor of Assessments Kendra Niehaus, Circuit Clerk Daniel Robbins, Hillsboro Community Planner Sarah McConnell, County Clerk Sandy Leitheiser, Treasurer Nikki Lohman, Sheriff Tyson Holshouser, Undersheriff Jeff Roach, Chief Deputy Lance Weitekamp

1. **Pledge of Allegiance:** Was led by Committee Chair Andy Ritchie.
2. **Public Comment:** None
3. **SOA Report Update/Approval:** Supervisor of Assessments Niehaus reviewed her report, noting that exemption renewals were mailed on Monday, Feb. 3, and the next flyover is scheduled for March. She explained the illegal practice of “sales chasing” and reviewed GIS mapping work. The SOA also noted the Grisham-Walshville-East Fork MTA contract would be ready for county board approval.
4. **Township Assessor Education Incentive Update/Approval:** Supervisor of Assessments Niehaus reported township assessor qualifications include four core classes and two electives, ranging in cost from \$1,480 to \$2,220 not including travel. She provided information noting “These expenses must be reimbursed by the township once the township assessor is elected or appointed.” After discussion, the committee concluded incentives may not be necessary.
5. **Capital Improvement & Coal Fund Reports Update/Approval:** Committee Chair Ritchie reported a December coal royalty payment of \$145,099.44.
6. **Pre-Approved Vendor List Update/Approval:** The committee reviewed and discussed potential changes to the Pre-Approved Vendor List presented by County Clerk Leitheiser. Committee member Young questioned whether the Montgomery County Highway Department needed to be on the list for fuel billing, and Vice-Chair Whitworth questioned whether Hillsboro Advanced Veterinary Care needed to be on the list for emergency vet services. **Motion by Ritchie and second by Beck to add “Montgomery County Highway Fuel Bills” to the Pre-Approved Vendor List. All in favor, motion carried (Young voted no). Motion by Whitworth and second by Beck to delete Hillsboro Advanced Veterinary Care from the Pre-Approved Vendor List. All in favor, motion carried. Motion by Whitworth and second by Beck to recommend changes to the Pre-Approved Vendors List as presented, adding Montgomery County Highway Fuel Bills and Otis Elevator, and deleting National Maintenance & Cleaning, IL Dept. of Revenue – Revenue Stamp Replenishment, County Board Committee Chairmen Annual Reimbursement Expense, Hillsboro Advanced Veterinary Care, Huels Oil, J.T.C. Petroleum, Newman Signs, and Schindler Elevator. All in favor, motion carried.**
7. **Ambulance Service Agreements Update/Approval:** County Board Administrator Plunkett reported FY 2025 Ambulance Service agreements were mailed out on Jan. 2, and three of the four have been signed and returned. **Motion by Beck and second by Young to recommend approval of ambulance special service area agreements with Farmersville-Waggoner Area Ambulance Service, Nokomis-Witt Area Ambulance Service, and Raymond-Harvel Area Ambulance Service. All in favor, motion carried.**

8. **County Credit Card Policy Update/Approval:** Committee Chair Ritchie said he could find no improvements needed to the policy drafted by Treasurer Lohman, except the addition of a “Credit Card request form” referenced in Paragraph I. County Clerk Leitheiser referred the committee to two credit cards on the Pre-Approved Vendor List, and state the County Board needs to do an inventory of all county credit cards in use. Ritchie agreed to do so before the next meeting. **Motion by Ritchie and second by Whitworth to recommend approval of the County Credit Card Policy with a Credit Card Request Form. All in favor, motion carried.**

9. **County Travel Ordinance Update/Approval:** Committee Chair Ritchie referenced a travel issue from last month’s meeting that has since been resolved after the traveler repaid the county for expenses exceeding the travel ordinance. The committee discussed possible revisions to the ordinance, such as the need to roll call travel vouchers in excess of allowable travel expenses, and if that requirement applies to all funds. County Clerk Leitheiser volunteered to update the county travel ordinance, and the committee will review it next month.

10. **Other Business:** Treasurer Lohman said a private party is interested in acquiring mined-out mineral rights property tax parcels through the County Trustee, and told the committee at the request of the auditor she will begin supplying the committee with a list of monthly journal entries and fund transfers. At the request of the Buildings & Grounds Committee relayed through County Board Administrator Plunkett, the committee expressed a willingness to reimburse the Village of Waggoner for the cost of oiling and chipping the Green Diamond bike trail one time after the village assumes ownership.

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

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

Meeting adjourned at 10:01 a.m. The summaries of minutes were respectfully submitted by acting secretary Mike Plunkett, as deputized by Montgomery County Clerk/Recorder Sandy Leitheiser.