

**Montgomery County Board  
Minutes**

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**For Tuesday, June 12<sup>th</sup>, 2007 – 8:30 AM**

The following are minutes of a regular meeting of the Montgomery County Board held at 8:30 AM on Tuesday, June 12<sup>th</sup>, 2007 in the County Board Chambers of the Historic Courthouse, Hillsboro, Illinois.

**The meeting was called to order by County Board Chairman Mike Plunkett at 8:30 AM.**

**Roll call was taken. 21 members present, 0 members absent.**

**Members Present:** Nelson Aumann, Mary Bathurst, Connie Beck, George Blankenship, Terry Bone, Bonnie Branum, Ronald Deabenderfer, Toby Dean, John Downs, Robert Durbin, Ed Helgen, Dennis Jagodzinski, Frank Komor, Sharon Kuchar, Joyce Matthews, Gene Miles, Roger Myers, Dale Ogden, Mike Plunkett, Bill Sielschott, Richard Wendel.

**Members Absent:** None

**Pledge of Allegiance to the flag was given.**

**Mileage and Per Diem Approval:**

**Motion by Aumann, second by Kuchar to approve the mileage and per diem. All in favor, motion carried.**

**Approval of Minutes of Previous County Board Meeting:**

**Motion by Myers, second by Blankenship to approve the Minutes of the Previously Adjourned County Board Meeting held on Tuesday, May 8<sup>th</sup>, 2007. All in favor, motion carried.**

**CONSENT AGENDA:**

1. **Circuit Clerk's Report** – submitted.
2. **County Treasurer's Report** – Ron Jenkins was present for questions.
3. **County Clerk and Recorder's Report** – Sandy Leitheiser was present for questions.
4. **Sheriff's Report** – submitted.
5. **Health Department Report** – Hugh Satterlee was present for questions.
6. **T.B. Department Report** – Jodi Huber was present for questions.
7. **Public Defender's Report** – submitted.
8. **Probation Office Report** – submitted.
9. **911 Report** – submitted.

**APPROVAL OF 9 ITEMS ON THE CONSENT AGENDA:**

**Motion by Jagodzinski, second by Bone to approve the 9 office reports on the Consent Agenda. All in favor, motion carried.**

**COMMITTEE REPORTS:**

**COORDINATING COMMITTEE REPORT:** Given by County Board Chairman Mike Plunkett as follows:

1. **All to be reported under Committee Reports:**

**ROAD AND BRIDGE COMMITTEE REPORT:** Given by Chairman Bonnie Branum as follows:

1. **Update/Approval on Nokomis Bridge:** Branum reported that the bridge on North 24<sup>th</sup> Avenue near Nokomis is almost complete; however they are waiting for dry weather to fill in with dirt.
2. **Update/Approval on Chapman T Bridge:** Branum stated that the Chapman T Bridge letting will be held on June 15<sup>th</sup>, 2007 at the IDOT Central Office in Springfield.
3. **Update/Approval Road and Bridge Tour:** Branum stated that there is a tentative Road and Bridge tour scheduled for July 16<sup>th</sup>, 2007 beginning at 8:30 AM.
4. **Update/Approval Bike Trail:** Branum reported that Boehler spoke with Tony Krager of Pitman Township to schedule oil and chipping of the bike trail.
5. **Update/Approval Witt Buildings:** Branum stated that there is a sink hole that formed on one of the two empty lots on Broadway Street in the City of Witt and the Highway Department will fill in the hole with some rock.
6. **Update/Approval Special Road & Bridge Committee Meeting:** Branum stated that there will be a special meeting on Wednesday, June 13<sup>th</sup>, 2007 at 10:00 AM in the Highway Department to discuss personnel issues.

**FINANCE COMMITTEE REPORT:** Given by Chairman Bill Sielschott as follows:

1. **Update/Approval GIS:** Sielschott stated that the GIS Oversight Committee and Personnel Committee have approved the G.I.S. job description and newspaper advertisement for the position. Further discussion will take place under the Personnel Committee Report.
2. **VAC FY 07 Budget Amendment Appropriation Ordinance – Resolution #07-03:** Sielschott reported that there is a problem with the 2006 VAC budget and the budget needs to be amended in the amount of \$21,550, and stated that the Treasurer’s Office will be helping the VAC look at better ways to budget their services. **Motion by Sielschott, second by Myers to approve the Resolution to amend the Fiscal Year 2007 budget by \$21,550 for the VAC Program. All in favor, motion carried. (See Resolution Book 7, pages 135-136).**
3. **Update/Approval AMEREN Power Plant Assessment:** Sielschott reported that the partial payment for Forrestal Group of \$25,110 was made to start the Power Plant assessment. There is a stipulation on the invoice that makes the balance due and payable on or before December 15<sup>th</sup>, 2007.
4. **Update/Approval 2006 Taxes Payable in 2007 Discussion:** Sielschott stated that tax bills would be sent out much later this year. The billing will tentatively go out at the end of October 2007. A press release from Supervisor of Assessments Julia Kiefer has been issued to the media (**See Resolution Book 7, page 137**) regarding the lateness of the tax bills. Board member Helgen stated that he has received several calls from members of other taxing bodies that are very concerned. Treasurer Jenkins stated that 19 other counties in addition to Montgomery County haven’t received a tentative state multiplier to date, while the remaining 83 counties have, and 44 of those counties also have the final state multiplier. Questions were asked why some counties have already received their multiplier from the State while others have not, but there is only speculation regarding this matter. Member Aumann said that our legislators need to be informed that the sales ratio was received very late from the Department of Revenue, which has made a hardship for the Supervisor of Assessments. Jenkins stated that taxpayers should also contact their legislators to change the law to allow counties to use prior year assessments instead of current year, which would be a good solution. Sielschott stated that there are problems with the current system and the board will be looking into ways to correct any problems in the future. Chief Assessment Officer Kiefer told the Finance Committee that the County did not receive the real estate sales ratio report until the end of January 2007, which was already six months late. In addition, she reported that the Department of Revenue mandated implementation of Farm Bulletin 810 this year, which uses aerial photography and soil testing data to establish the soil production capacities for individual acres of land. Member Dean declared that having the tax bills go out this late will be very inconvenient for tax payers as their taxes come due during the Christmas Season. Sielschott stated that as unfortunate as this is, there is nothing that can be done, and suggested that tax payers start saving now for their upcoming tax bills. Board member Kuchar inquired that if this year’s tax bills are so late will it affect tax bills going out next year too? Sielschott stated that it could possibility affect next year’s tax bills also, and the board will need to isolate the problem or problems and look at how to speed up the process. Treasurer Jenkins briefly discussed the possibility of an estimated tax bill where tax payers pay the first half of last year’s taxes, but because the first installment would be an estimate based on last year’s assessment and the second installment would reflect the entire current year’s assessment difference, which has traditionally caused taxpayer protest. Jenkins stated that if the County went with an estimated program, our tax computer vendor Manatron has estimated the cost to re-write the program at approximately \$75,000. Chairman Plunkett stated that he knows there is a problem, it is unacceptable and we should do what we can to fix it.
5. **Update/Approval Budget Hearings:** Budget hearing dates will be Wednesday, July 25, Friday, July 27 and Monday, July 30<sup>th</sup>, 2007 starting at 8:00 AM in the County Board Room.
6. **Update/Approval Witt Property:** Sielschott reported that the two vacant lots on Broadway Street in Witt where the County cleaned up the buildings last year have a sinkhole problem, and the Highway Department will fill it in with rock.

7. **Update/Approval Senior Citizens Budget Requests:** Letters were mailed out to all Senior Citizen Clubs requesting their budgets for Fiscal Year 2008. Senior Citizen Club Budget requests are due by July 2<sup>nd</sup>, 2007.
8. **Update/Approval Convey Tax Deeds on 6 Parcels:**
  - **Approval of Resolution #07-04 to Convey Tax Deed on ID #09-000-826-00:** Motion by Sielschott, second by Bathurst to approve conveying the tax deed on parcel ID #09-000-826-00 in the Village of Irving. All in favor, motion carried. (See Resolution Book 7, pages 138-140).
  - **Approval of Resolution #07-05 to Convey Tax Deed on ID #08-100-013-00:** Motion by Sielschott, second by Beck to approve conveying the tax deed on parcel ID #08-100-013-00 in Montgomery County North of Hillsboro. All in favor, motion carried. (See Resolution Book 7, pages 141-145).
  - **Approval of Resolution #07-06 to Convey Tax Deed on ID #06-000-908-00:** Motion by Sielschott, second by Kuchar to approve conveying the tax deed on parcel ID #06-000-908-00 in the Village of Panama. All in favor, motion carried. (See Resolution Book 7, pages 146-148).
  - **Approval of Resolution #07-07 to Convey Tax Deed on ID #04-001-220-00:** Motion by Sielschott, second by Branum to approve conveying the tax deed on parcel ID #04-001-220-00 in the Corporate Limits of Schram City. All in favor, motion carried. (See Resolution Book 7, pages 149-153).
  - **Approval of Resolution #07-08 to Convey Tax Deed on ID #01-000-876-00:** Motion by Sielschott, second by Dean to approve conveying the tax deed on parcel ID #01-000-876-00 in the Village of Ohlman. All in favor, motion carried. (See Resolution Book 7, pages 154-158).
  - **Approval of Resolution #07-09 to Convey Tax Deed on ID #16-000-750-00:** Motion by Sielschott, second by Aumann to approve conveying the tax deed on parcel ID #16-000-750-00 in the City of Litchfield. All in favor, motion carried. (See Resolution Book 7, pages 159-161).

**HWE COMMITTEE REPORT:** Given by Chairman Bob Durbin as follows:

1. **Update/Approval of Elections:** Durbin reported that County Clerk Sandy Leitheiser advised the committee regarding House Bill 1752 that contains the Illinois Association of County Clerks and Recorders initiatives of Senate Bill 662. Clerk Leitheiser also shared information regarding ADA standards at a polling location on Union Avenue for North Litchfield 5 and 6 at the Union Avenue Christian Church.
2. **Update/Approval of a Fireworks Permit Ordinance #07-11:** Clerk Leitheiser discussed the need for a Fireworks Permit Ordinance with the committee and stated that an outdoor Pyrotechnic Display Permit needs to be obtained for individuals or organizations hiring a licensed company to perform a fireworks display in the unincorporated areas of Montgomery County and for individuals or organizations seeking to display approved consumer fireworks themselves. The State Fire Marshall must train and certify local Fire Chiefs before they can in turn train those seeking to hold fireworks displays in their respective Fire Districts. Leitheiser shared the Fireworks Permit ordinance for the board's approval, and stated that State's Attorney Matoush has reviewed and approved it. Assistant State's Attorney Betsy Wilson was in attendance and confirmed that this Ordinance would be in the best interest of the County to protect its citizens. **Motion by Durbin, second by Kuchar to approve the Fireworks Permit Ordinance. All in favor, motion carried. (See Resolution Book 7, pages 162-169).**
3. **Update/Approval Recycling Program:** Durbin stated that there was an educational forum promoting recycling on WSMI last Saturday, June 2<sup>nd</sup> at 12:30 PM and on Sunday, June 3<sup>rd</sup>, 2007 at 12:35 PM. And the committee hopes to have another forum on recycling to air in late fall. Coordinator Daniels

stated that November 15<sup>th</sup>, 2007 is America Recycles Day. Durbin updated the board on other recycling information:

- **Recycling Parking Lots at Hillsboro & Litchfield Facilities:** The Highway Department is working up costs to oil and chip both the Hillsboro and Litchfield Recycling facility parking lots.
  - **New Recycling Signs:** New signs were ordered for the Recycling Facilities drop off areas to advise people about recycling.
  - **Utility Trailer:** The new utility trailer for recycling was delivered on Wednesday, June 6<sup>th</sup>, 2007 and will need to be lettered. Necessary repairs will also be made to the old trailer.
  - **Farmersville New Drop-Off Center:** The trailer from the Witt drop-off area has been moved to the Farmersville drop-off area. The City of Coffeen is currently looking for a location for a recycling drop off facility in their area.
  - **Recycling Center Building Repair Issues:** Coordinator Daniels shared pictures of damage and repair issues that need to be addressed in the Recycling Center's office and on the warehouse walls.
  - **Update on Recycling Worker Accident:** There was an accident at the Recycling Center on May 24<sup>th</sup>, 2007 where an employee's hand was broken while unloading the recycling truck.
4. **Update/Approval of the Hurst & Rosche Engineering Agreement:** Durbin stated that the committee would like approval of the Hurst-Rosche Engineering Agreement for water and sewer line work to the proposed animal control facility site. **Motion by Durbin, second by Downs to approve the Hurst-Rosche contract for \$3,000 for engineering work on water and sewer lines for the animal control facility. All in favor, motion carried.**

**PERSONNEL COMMITTEE REPORT:** Given by Chairman John Downs as follows:

1. **Approval of the Prevailing Wage Ordinance #07-11:** Downs stated that the Prevailing Wage Ordinance that is approved by the board each year in June again needs to be passed. **Motion by Downs, second by Myers to approve the Prevailing Wage Ordinance. All in favor, motion carried. (See Resolution Book 7, pages 170-177).**
2. **Personnel Policy Manual:** Downs stated that the committee discussed several changes for the Personnel Policy Manual and Member Mary Bathurst will review and compare County Employee manuals that were received from Effingham, Bond, Macoupin, Logan and Shelby Counties. A draft of a drug screening policy has been approved by the State's Attorney and will be incorporated into the new Personnel Policy.
3. **Recycling Center Union Petition Update:** Downs stated that discussion took place on the Recycling Center's union petition. Board Chairman Mike Plunkett will contact the Union Representative to set up a meeting on Thursday, July 12<sup>th</sup>, 2007 at 6:00 pm in the PBC building to begin negotiations.
4. **Photo Identification Badge Policy:** Downs stated that Health Department Director Hugh Satterlee shared information with the committee regarding the new identification badge machine that was purchased by the Health Department. Satterlee stated that the machine would be available for all County employees, and the county would only need to pay for materials. Pictures of employees may be taken and stored in the computer until background options are chosen. The committee reviewed and discussed examples of an identification badge policy. A final revised draft of the ID Badge Policy was approved to recommend to the full board. **Motion by Downs, second by Bathurst to approve the ID Badge Policy for Montgomery County. All in favor, motion carried. (See Resolution Book 7, page 178).**
5. **GIS Job Description:** Downs stated that a draft of the job description for the GIS Coordinator position has been written. The position will be advertised in September 2007 and interviews will take place in October 2007. The position should be filled by December 1<sup>st</sup>, 2007. **Motion by Downs, second by Helgen to accept the GIS Job Description. All in favor, motion carried.**

**BUILDINGS AND GROUNDS COMMITTEE REPORT:** Given by Chairman Terry Bone as follows:

1. **Update/Approval on the Historic Courthouse Feasibility Study:** Chairman Bone stated that the Courthouse Feasibility Study is being prepared by Hurst-Rosche Engineers, and Hurst-Rosche met and

interviewed Office Holders regarding office and storage space needs in the Historic Courthouse and will report their findings to the committee at the July Meeting.

2. **Update/Approval on Property Acquisition:** Paperwork was received on the *Petition for Sale* of the Hicks Property, which is located on the corner of Brailey and North Main Streets in Hillsboro. After the *Petition for Sale* is approved, the County can pay for the property and start the demolition process for the building. Bone stated that the committee discussed the possibility of keeping the garage for storage and will look at bid specs for the demolition at next month's meeting.
3. **Update/Approval on Postage Machines:** Postage machines systems will be installed this afternoon and postage in the current machines will need to be transferred over to the new meters. Two training sessions have been scheduled for the employees.
4. **Update/Approval on the Park Bench Dedication Ceremony:** Bone stated that a dedication ceremony was held on Wednesday, June 6<sup>th</sup>, 2007 at 3:00 PM in front of the Historic Courthouse for the granite bench that was donated by DAR to the county. Bone read a card received from DAR District representative Martha Bradley thanking the board for allowing them to place the Liberty Bench in front of the courthouse.
5. **Update/Approval on Tree Removal:** Bone stated that the committee approved planting a white or pine oak tree on the west side of the Historic Courthouse where one was cut down last year.
6. **Historic Courthouse Roof:** Bone stated that member Gene Miles reported to the committee that there is a small section of the rubber roof on the south porch of the Historic Courthouse that needs to be repaired, and said that there should be a warranty on the roof since it was replaced approximately two years ago. Young's Roofing will be contacted for this repair.
7. **Update/Approval on Maintenance Truck:** Bone stated that the maintenance truck is in very bad condition and the committee will look to put \$10,000 in the Fiscal Year 2008 budget for a new truck.

**EMA/AMBULANCE COMMITTEE REPORT:** Given by Vice Chairman George Blankenship as follows:

1. **Ambulance Call Reports:** A summary of monthly operations for **May 2007** is as follows: Total calls: 340; Total amounts billed: \$182,935.00; Collected: \$60,293.85.
2. **Update/Approval of the Emergency Operations Plan Manual:** Blankenship reported that the E.O.P. Manual has been updated and is ready for approval. Chairman Plunkett stated that he has read the manual and gives his approval, adding that the manual seems to be very thorough. Blankenship stated that the manual would need to be periodically updated with phone list changes and reevaluated with updates every two years. **Motion by Blankenship, second by Jagodzinski to approve the Montgomery County E.O.P. Manual. All in favor, motion carried.** Anyone wanting to view the E.O.P. manual can go to the County EMA Office, County Clerk's Office or the Coordinating Office. **(For copies of EOP Approval Signature Page, Authentication, Promulgation Document, Record of Distribution, Record of Changes, Plan Abstract, Receipt of Plan, see Resolution Book 7, pages 178A – 178H.)**
3. **Update/Approval of Director Holmes Report:**
  - **HazMat Spill:** Blankenship reported that there was a small mercury spill at Litchfield Sportsman's Gun Club on Monday, May 21<sup>st</sup> 2007, and the Illinois EPA requested that the County HazMat team be called to contain the spill. The cost for the spill was \$1,353.31, which has been paid in full by the gun owner. Although it was just a small amount, this was good practice for the team as they did a great job in following protocol and procedure.
  - **Radiation Detection System:** Blankenship stated that on June 7th Holmes will be going to the Salem Fire Station along with Dave Beal and Ron Gazda for MABAS training on Radiation Detection Systems. Each Fire Department in Montgomery County will receive one of the detection devices after their training, and all fire service agencies must be trained on the device before they can be taken back to their respective departments.
  - **Earthquake Conference:** Holmes and Dolores Wheelhouse from the Public Health Department will be attending an Earthquake Conference in Fairview Heights on June 27<sup>th</sup> and 28<sup>th</sup>. All EMA Coordinators will bring their County E.O.P. manuals so that different scenarios can be presented in an earthquake situation.

- **HazMat Trailer:** Blankenship reported that the HazMat Trailer is on display on the north side of the Historic Courthouse today and encouraged members to take a tour after the meeting.
- **StarCom Radio Testing:** Blankenship stated that Holmes will participate in a communications exercise of the StarCom radios that were given to counties from IESMA in Fieldon, Illinois on Saturday, June 9<sup>th</sup>, 2007
- **Spiller Pays:** Blankenship reported that discussion took place on the outstanding \$10,000 reimbursement from Bridges Trucking Company from a spill that took place back in December 2005. Blankenship stated that the company does not want to pay for costs of the clean up as they feel it was not a hazardous waste. IEPA had determined that the spill was a hazardous waste and clean up was a necessity, which makes the company liable for the spill. Further investigation into the recouping of the payment is on going with the cooperation of the State's Attorney's office.
- **Photo ID Badges:** Blankenship reported that the ID Badge Policy has been written by the Personnel Committee, and EMA Chairman Jagodzinski stated that he would like for his committee to oversee the implementation of the ID badges, and Personnel Chairman Downs agreed. The committee will look at different types of ID badges and continue discussion at their next regular meeting.

**ECONOMIC DEVELOPMENT COMMITTEE REPORT:** Given by Chairman Ron Deabenderfer as follows:

1. **Update/Approval on Rural Broadband Request:** Last month the Full Board approved the Rural Broadband Intergovernmental Agreement. The Board will re-approve the intergovernmental agreement this month as it was not stated as an approval item on the Short Agenda for the Full Board meeting on Tuesday, May 8<sup>th</sup>, 2007. **Motion by Deabenderfer, second by Matthews to re-approve the intergovernmental agreement for Rural Broadband request. All in favor, motion carried.**
2. **Montgomery County Economic Development Corporation Requests:** Amanda Cole with MCEDC presented information on the Revolving Loan Fund.
  - **Update/Approval of a Resolution for a Revolving Loan Policy & Procedure Manual:** Amanda Cole with the Montgomery County Economic Development Corporation reviewed the Revolving Loan Policy and Procedure Manual with the Board. **Motion by Deabenderfer, second by Kuchar to approve the Policy and Procedure Manual for the Revolving Loan Fund. All in favor, motion carried. (See Resolution Book 7, pages 179-186).** Treasurer Jenkins asked if the meetings regarding the Revolving Loan Fund will be open to the public, and Cole replied that they are open meetings, and minutes will be taken. She also confirmed for member Helgen that businesses located in the cities that have their own Revolving Loan funds can potentially qualify for both the county and city loans if qualifications are met. She stated that if the loan is approved, members of the Revolving Loan Fund Board will make a recommendation of the business plan to the Montgomery County Economic Development Corporation, who will then present their recommendation to the County Board's Economic Development Committee. Banks have primary collateral and the County has secondary collateral under the Revolving Loan Fund.
  - **Update/Approval of a Resolution to Name an Administrator to the Revolving Loan Fund Board:** Amanda Cole submitted a resolution to name the Montgomery County Economic Development Corporation as the administrator for the Revolving Loan Fund. **Motion by Deabenderfer, second by Beck to approve a resolution appointing the Montgomery County Economic Development Corporation as the administrator for the Montgomery County Revolving Loan Fund. All in favor, motion carried. (See Resolution Book 7, page 187).**
  - **Update/Approval of a Slate for a Revolving Loan Fund Board:** Amanda Cole presented a slate for the Revolving Loan Board. The following are proposed appointments for the Revolving Loan Board: Bankers Patricia Clarke, Ed Chausse, Frank Fleming, Scott Niehaus, Mark Noyes, Robert Wagahoff and Ron Deabenderfer as liaison for the County Board. **Motion by Deabenderfer, second by Matthews to approve and accept the appointment of proposed**

members to Slate of the Revolving Loan Board. All in favor, motion carried. (See approved members list in Resolution Book 7, page 188).

3. **Update/Approval Enterprise Zone Mayors Meeting Date to Add Territory in Nokomis, Coalton and Wenonah Area to the Montgomery County Enterprise Zone:** Deabenderfer stated that there will be an Enterprise Zone Mayor's meeting on Monday, June 25<sup>th</sup>, 2007 at 5:30 PM in the County Board room to approve the addition of territory to the Montgomery County Enterprise Zone.
4. **Update/Approval Bike Trail Maintenance:** Deabenderfer reported on the oil and chipping of the bike trail.

**APPROVAL OF 8 COMMITTEE REPORTS & MINUTES:**

**Motion by Aumann, second by Durbin to approve the 8 committee reports. All in favor, motion carried.**

**ANNOUNCEMENTS:**

**SCHEDULE CHANGES:**

Plunkett reminded members of the special Road & Bridge Committee meeting set for Wednesday, June 13<sup>th</sup>, 2007 at 10:00 AM at the Highway Department for the purpose of discussing personnel issues.

**APPOINTMENTS:**

**Motion by Myers, second by Sielschott to re-appoint Phil Sisson to the Litchfield Airport Authority Board for a term of 5 years. All in favor, motion carried.**

**Motion by Matthews, second by Downs to re-appoint Dorothy Austin to the Montgomery County Housing Authority Board for a term of 5 years. All in favor, motion carried.**

**PAY BILLS:**

**Motion by Durbin, second by Sielschott to pay all approved bills. All in favor, motion carried.** For itemized listing of bills paid, refer to Accounts Payable Book for FY 2007.

**ADJOURN: Until the Full Board Meeting on Tuesday, July 10<sup>th</sup>, 2007 at 8:30 AM in the County Board Room, Historic Courthouse, Hillsboro, Illinois.**

**Motion by Myers, second by Branum to adjourn the Full Board Meeting. All in favor, motion carried.** Meeting adjourned at 9:53 AM.

Minutes respectfully submitted and recorded by Montgomery County Clerk and Recorder Sandy Leitheiser.