

**Montgomery County Board  
Minutes**

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**For Tuesday, December 13<sup>th</sup>, 2011 – 8:30 AM**

The following are minutes of a regular meeting of the Montgomery County Board held at 8:30 AM on Tuesday, December 13<sup>th</sup>, 2011 in the Farm Bureau Building, Hillsboro, Illinois.

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

**Roll call was taken. 20 members present, 1 member absent.**

**Members Present:** Mary Bathurst, Connie Beck, Nikki Bishop, George Blankenship, Terry Bone, Bonnie Branum, Ronald Deabenderfer, Robert Durbin, Joe Gasparich, Chuck Graden, Ed Helgen, Roy Hertel, Jarod Hitchings, Sharon Kuchar, Scott Merano, Gene Miles, Jim Moore, Mike Plunkett, Richard Wendel, Dennis Williams.

**Members Absent:** Frank Komor

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

**Mileage and Per Diem Approval:**

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

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

**Motion by Hertel, second by Hitchings to approve the Minutes of the Previously County Board Meeting held on Tuesday, November 8<sup>th</sup>, 2011. All in favor, motion carried.**

**CONSENT AGENDA:**

1. **Chief Assessment Officer's Report** – Ray Durston was present for questions.
2. **Circuit Clerk's Report** – Holly Lemons was present for questions.
3. **County Clerk and Recorder's Report** – Sandy Leitheiser was present for questions.
4. **County Treasurer's Report** – was submitted.
5. **G.I.S. Coordinator's Report** – was submitted.
6. **Health Department Report** – was submitted.
7. **Probation Officer's Report** – was submitted.
8. **Public Defender's Report** – was submitted.
9. **Sheriff's Report** – was submitted.
10. **T.B. Department Report** – was submitted.
11. **V.A.C. Report** – Dave Strowmatt was present for questions.

**APPROVAL OF 11 ITEMS ON THE CONSENT AGENDA: Motion by Graden, second by Durbin to approve the 11 items on the Consent Agenda. All in favor, motion carried.**

**COMMITTEE REPORTS:**

**COORDINATING COMMITTEE REPORT:**

1. **Appointment of Marchelle Kassebaum to the Office of Superintendent of Multi-County Educational Service Region for Christian and Montgomery Counties in the State of Illinois -Approval:** Board member and Republican Party Chairman Roy Hertel introduced Marchelle Kassebaum of Litchfield, currently a 4<sup>th</sup> grade Russell School teacher, to be the Regional Superintendent of Schools. She will take the place of Tom Campbell who resigned November 15<sup>th</sup>, 2011. Kassebaum received her bachelor's degree in elementary education from McKendree College, her master's from Southern Illinois University at Edwardsville and her administrative certificate from the University of Illinois at Springfield. She is also co-director of the annual Litchfield Summer Gifted Academy. Kassebaum stated she is honored to represent Christian and Montgomery Counties as their Regional Office of Education Superintendent. She explained there are many uncertainties ahead, but she will continue to bring honor to the office by working hard as she is dedicated to the entire learning community. She stated that Marie Joy has spent hours helping her prepare for the first day of office. Hertel

addressed Chairman Plunkett stating the original recommendation was December 22<sup>nd</sup>, 2011 as Kassebaum's start date, but according to Marie Joy and Dawn DeClerck, January 1<sup>st</sup>, 2012 is a better date. Christian County meets on December 20<sup>th</sup> and must also approve Kassebaum's appointment. Plunkett thanked Hertel for his hard work finding a replacement. **Motion by Hertel, second by Bathurst to Approve the Appointment of Marchelle Kassebaum to the Office of Superintendent of Multi-County Educational Service Region for Christian and Montgomery Counties in the State of Illinois effective January 1<sup>st</sup>, 2012. All in favor, motion carried. (For a copy of Resolution to Fill a Vacancy in Office, see Resolution Book 12, pages 1-2).**

- 2. Coal Mine Presentation -Update:** A PowerPoint presentation was presented to the Board by Hillsboro Energy, LLC representative Roger Dennison on the progress of the Deer Run Mine. Dennison reported that Deer Run Mine started in 2009 when they dug the slope to build the entrance to the mine. There will be two preparation plants running side-by-side each processing 1000 lbs. an hour and one plant is now in use. A mine fan has been installed to the longwall area and a rail loop has been built. He stated when the Deer Run Mine is in full operation, Montgomery County will have the most productive mine per man hour in the world with 7 Million tons a year. Dennison reported that today (December 13<sup>th</sup>) the first train with room & pillar coal should go out. This coal was mined from reserves purchased from a private landowner and not from the 120,000 acres of coal purchased from the County, so there will not be royalties to the county on this coal. Dennison stated that at midyear in 2012, the first longwall mining will occur with a panel of 1200 feet wide and 3 miles long, and the coal would need to be sold first before the County will receive any royalties. He reported that the County will then receive a 2% royalty or an estimated annual amount of \$4.7 million dollars. Dennison also spoke of the unemployment rate and stated Montgomery County is above the Illinois State unemployment rate and the rate should go down as we go forward possibly reducing by 12%. He stated that 81% of the coal mine employees are from Illinois, and 70% are from Montgomery County, Illinois. They presently employ 104 people and the total could reach to 184 employees by this summer. He hopes to improve the poverty level as the average wages at the coal mine are at \$53,820. Dennison spoke about the pending IDNR permit and discussions from the public hearings. In the original permit, the Refuse Disposal Area which is an open dam area was permitted to 65 feet in height and 400 feet wide at the base. After the permit was issued, the coal mine was able to purchase the parcel of land between parcels they already owned which allowed them to move things around. They changed the design of the RDA and spinned it around. Water cannot be impounded right now, and the coal company needs the dam permit from the Illinois Department of Natural Resources to get the notch closed in to impound water. Board members viewed pictures of the Refuse Disposal Area, and Dennison stated impoundments and standards of ground and surface water are in the permit. He also reported that all lakes are classified as Class I High Hazard Dams as this dam will be. Dennison complimented the Montgomery County Multi-Jurisdiction Natural Hazards Mitigation Plan and took statistics from the plan as part of his presentation. He invited the Board to come and see the mitigation results in Macoupin County from the undermined areas as there are no drainage issues now, since by law the coal companies have to address these issues by installing tile, etc. Here in Montgomery County, IL, they have an initial drainage plan, but they will also sit down with landowners on one foot contours. Dennison was asked if the mine will sell slurry, and he responded they will not. Chairman Plunkett asked Dennison to clarify the process that will occur with surface owners after mining occurs, and Dennison stated the coal company must meet with landowners after reclamation to be sure all repairs have been made to their satisfaction per Illinois law. Dennison was asked about when mining is completed how much liquid would be left in the dam, and he responded that a buffer layer of limestone must be added, and then four feet of dirt and it will eventually turn into a solid mass. He stated the Illinois EPA will give approval when it is complete. He offered to show the Board members four completed reclamation areas if they desired and stated he appreciates the opportunity to come back at a later time to share more updates. **(For copy of Presentation, See Resolution Book 12, pages 3-38).**

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

1. **Historic Courthouse Renovations -Update:** Bone stated that Brandon Little from Hurst-Rosche Engineers reported to the committee that plumbing and electrical is being roughed in on the 2<sup>nd</sup> and 3<sup>rd</sup> floor, and plaster work on the walls should begin soon. Culbersons have installed the Air Handler unit in the main office on the 2<sup>nd</sup> floor, and HVAC work will soon start above the Board room. HVAC work will begin in the County Clerk's office on January 9<sup>th</sup> and should be complete by Monday, January 16<sup>th</sup>, 2012. Changes made to the floor joists have met requirements of Hurst-Rosche. Brent Lance stated to the committee that the project is on schedule. The committee discussed holding Korte-Luitjohan and Hurst-Rosche accountable for all change order requests. Bone reported attending a couple of meetings and stated that renovation work is going well and on schedule. There has been a decrease in project cost of \$4,055 due to door changes. Brent Lance reported to the Board he has no updates at this point.
2. **Maintenance Issues and Report -Update:**
  - Bone stated Lloyd Meyer will get blueprint plans from Hurst-Rosche Engineers to give to Young's Roofing to show where the new air conditioning units will go to repair the roof before installation.
  - Bone reported that Stephanie Keiser from the Circuit Clerk's office told committee members that Judge Long would like four ADA Signs with Braille installed at each entrance of the Courts Complex building. Judge Long will be asked to pay for signs from Court funds. Circuit Clerk Lemons reported to the Board that Judge Long agreed to pay for three signs at the Jail, Historic Courthouse and the Courthouse Complex, but all other County buildings such as the Health Department and Highway Department will also need signs, which the County must pay from other funds.
3. **Energy Grant for HVAC at Historic Courthouse -Update:** Bone stated Coordinator Daniels will work with Hurst Rosche Engineers to make sure all the HVAC and any electrical work associated with HVAC will be submitted for the energy grant before the March 31<sup>st</sup>, 2012 deadline. Bone thanked County Clerk Leitheiser and Treasurer Jenkins for cooperating to work with construction in their offices to keep costs down.
4. **DCEO Grant for A/C Replacement at Courts Complex -Update:** Bone reported Carol Kulek from ILACBM shared information regarding the DCEO energy grant, and they will be hiring a consultant after January to help counties fill out the Energy Grant application for DCEO. Kulek also explained that Smart Energy Design Systems could come and evaluate our buildings for heating and air conditioning efficiency so that we can prepare a bid specification for the Courthouse Complex Air Conditioning replacement. Bone stated this is at no cost to the county and the new system will be installed this spring.
5. **ADA Grievance Procedure and Notice -Approval:** Bone reported the committee reviewed the ADA Notice and ADA Grievance Procedure that Circuit Clerk Holly Lemons had prepared, and these documents were also given to Assistant State's Attorney Betsy Wilson and met with her approval. **Motion by Bone, second by Hitchings to Approve the ADA Grievance Procedure. All in favor, motion carried.** Bone stated the ADA notice must be posted on the Montgomery County Website.
6. **Office space for MCEDC Executive Director -Update:** Bone reported the MCEDC had a request to see if there was any office space available in the Historic Courthouse on a part-time basis for the MCEDC new Executive Director Erika Kennett. The committee discussed making space available behind the County Board Room by the Coordinated Services Office and County Board Chairman's Office once the renovations are complete, which will make it more convenient for the Economic Development Director if there are any questions regarding the County Enterprise Zone. Bone stated Kennett will only be here a couple days a week. Member Helgen left the meeting after this report.

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

- 1. County Comprehensive Plan -Update:** Deabenderfer reported the Comprehensive Planning meeting was cancelled for December and will be rescheduled in January, 2012. Deabenderfer has proofread the plan and Amanda Cole will make the changes prior to the Comprehensive Planning meeting, and the plan will be given to the Full Board for one month to review before taking action. Deabenderfer and Hertel attended a meeting with Fayco, and as a result Fayco is now included in the Comprehensive Plan.
- 2. Appointment of Erika Kennett as Ex Officio Member to the Montgomery County Planning Commission -Approval:** Deabenderfer reported the committee discussed the vacancy on the Planning Commission due to the resignation of MCEDC Board of Director Heather Hampton+Knodle a few months ago. According to the Planning Commission's by-laws, there are three ex-officio board members that are comprised of the Highway Engineer, County Board Chairman and the Director of the Economic Development Corporation. Erika Kennett was hired last month as the new MCEDC Executive Director. **Motion by Deabenderfer, second by Merano to Appoint Erika Kennett to the Montgomery County Planning Commission as Ex Officio Member. All in favor, motion carried.**
- 3. New business in Litchfield Industrial Park -Update:** Deabenderfer reported the committee discussed the news that Alply Insulated Panels, LLC, a leading manufacturer of custom metal architectural panel systems will be relocating from Mississippi to the City of Litchfield in the next few months. Alply will employ 32 full time staff members and will make an investment of over \$1 million dollars at the former RTS business located at 1401 Eilerman Avenue. The property is over 60,000 square feet and has been vacant for a few years. The City of Litchfield approved a CDAP Revolving Loan Fund loan for equipment and building improvements. A development agreement outlines the details of the loan terms and includes a commitment of 30 jobs for a minimum of 20 years. The Agreement also waives the right to Enterprise Zone real estate tax abatement for improvements. Deabenderfer thanked Litchfield for the work to get the manufacturing plant here in the County.

**EMA/AMBULANCE COMMITTEE REPORT: Given by Chairman Jim Moore as follows:**

**Ambulance Call Reports:**

A summary of monthly operations for **November 2011** are as follows:

**Total calls: 312 Total amount billed: \$183,569.80 Amount collected: \$90,729.47**

Hertel asked Moore if collections were down this month, and Moore stated it may be due to the time of the year. Chairman Plunkett stated the amount collected in November has no relation to what was billed in November.

**AMBULANCE REPORT:**

- 1. Collections -Update:** Moore reported Total Collections for **November** are **\$90,729.47**. (Old card system **\$370.00**, New system **\$90,359.20**)
- 2. Five Ambulance District's Agreements -2012 -Update:** Moore reported the FY2012 agreements will go out sometime in January after all reports are turned in to the EMA office, and they will be signed and returned to the EMA office with insurance certificates attached. The EMA office will then provide to the County Clerk's office a copy of the agreements with insurance certificates attached.
- 3. Concerns from Litchfield on Ambulance Billing -Update:** Moore reported that he received a letter from Litchfield Administrator Ritchie regarding Ambulance Billing and concerns of coding. Amy Hunt from Patton & Company responded to the letter by stating the billing is adequate, and **Moore** stated the staff in the EMA office is doing everything they can to get every penny for the Ambulance Districts.

## EMA:

- 1. Regional Meeting -Update:** A) New training and exercise requirements: Director Holmes reported to the committee each county will only be required to do one exercise per year. B) Administrative Code for School Campus (LLCC). C) Review of the IEMA Act. D) HazMat Waste Operations. E) Incident Action Plans (new forms). F) EOP Plans (every 2 years). We are good until 2013. G) Winter Preparedness for 2011, 2012. H) Emergency Alert System Nov. 9<sup>th</sup>. I) ADA Compliant Shelters, Service Animals (Dogs and miniature horses). Moore reported Circuit Clerk Lemons is our ADA Coordinator and our shelters are ADA compliant. In order to get into the shelters, service animals must have their special vest on or a certificate stating the qualifications of the service animal.
- 2. Cots and Blankets -Update:** Moore reported Director Holmes received a quote from ProPac for cots. Waggoner, Witt and Irving want 5 cots each, and the county will also need 2 bales of blankets at \$141.00 each totaling \$282.00. Holmes will order 100 cots and 2 bales of blankets (Qty. 60) to be divided up between the 7 shelters.
- 3. Command and General Staff Class -Update:** Moore reported Holmes and Gasparich will try to plan the 5-day Command and General Staff Class in Litchfield at LLCC sometime in June or July 2012.
- 4. Weather Spotter Class -Update:** Moore reported a class will be held on February 6<sup>th</sup>, 2012 at the Moose Club from 6:30 p.m. - 9:30 p.m.
- 5. 2012 Full Scale Exercise -Update:** Moore reported Pre-planning is ongoing. (February 16<sup>th</sup>, 2012 -Table Top in Litchfield)

Member Bone asked about the price of 911 map books and learned the Sheriff's Department implemented the fee of \$25 to emergency services responders and \$50 to the public. Also, the County Clerk's office is selling the books to the public for the Sheriff's Department. Bone has concern about the high cost of the book to emergency responders, since many of them are volunteers. Gasparich reported the GIS system was used to make the map books, which now costs more to produce.

## **FINANCE COMMITTEE REPORT: Given by Chairman George Blankenship as follows:**

- 1. Security Alarm Ordinance -Update:** Blankenship reported that Under sheriff Rick Robbins submitted a final draft of an ordinance governing Security Alarm Responses by Montgomery County Sheriff's office, and stated that Assistant State's Attorney Wilson has reviewed this ordinance. Blankenship said this ordinance applies to any site that has an alarm system that notifies police or fire responders. There are a lot of false alarms from businesses and this will cut down on the trips. An owner of a dwelling that has a false alarm would receive 3 warnings before fines start, and the 4<sup>th</sup> false Security Alarm would result in a \$100 fine, a 5<sup>th</sup> false alarm would be a \$200 fine and a 6<sup>th</sup> false alarm would be \$500. Robbins will do a Media Press Release so that residents and businesses with security systems will be aware of the new ordinance. Blankenship stated that the property owner would have to pay the fine to the Circuit Clerk's office. The board will review the ordinance for one month and action will be taken at the January board meeting.
- 2. Purchase of Sheriff's Dept. Squad Cars -Update:** Blankenship reported this past summer four new Ford Crown Victorias were purchased from Wright Automotive and two other vehicles were replaced with insurance claims (hail damage and a deer accident). The Sheriff's office has seven new vehicles now and always keeps two utility vehicles in case one breaks down. The Finance committee approved for Undersheriff Robbins to prepare bids specs for four vehicles and submit them to the Finance committee next month. Blankenship stated there are no Crown Victorias left to purchase, and prices are going up close to \$30,000. He stated it will cost \$5,000 to \$7,000 to equip vehicles with new cages and other required equipment. Gasparich reported he was at a meeting in Kankakee, and learned the Tahoe has a better warranty than Ford does and stated a little more money spent upfront would be more cost effective in the long run. Blankenship stated the committee will get more information from Robbins before taking action.

3. **SOA Report -Update:** Assessment notices were mailed November 30<sup>th</sup>, 2011. The Department of Revenue sent new exemption forms and renewals will be mailed after January 1<sup>st</sup>, 2012. The Board of Review has received approximately 170 complaints so far and has started to inspect the new complaints. Hearings begin after January 1<sup>st</sup>, 2012.
4. **Revolving Loan Fund -Update:** Blankenship reported Amanda Cole shared reports for the two remaining revolving loan businesses. He stated one business is paying on time, one is paying late and one is in bankruptcy.
5. **Maximus Cost Study for Sheriff and County Clerk and Recorder Fees -Approval:** County Clerk/Recorder Leitheiser reported to the committee that she has copies of the cost study prepared by Maximus in her office if anyone would like a copy. **Motion by Blankenship, second by Williams to Approve the Maximus Cost Study for Sheriff and County Clerk & Recorder Fees. All in favor, motion carried.**
6. **Ordinance 2011-32 for County Fees and Fines -Approval:** **Motion by Blankenship, second by Hitchings to Approve the Ordinance Increasing Fees and Fines in County Offices. All in favor, motion carried. (See Resolution Book 12, page 39).**
7. **Pre-Paid Vendor List -Approval:** Clerk Leitheiser reported to the committee that a few changes were needed to the Pre-Paid Vendor List. Blankenship reported that Ballinger Trustee Group was changed to Joe Meyer. The Farm Bureau lease was revised to include rent for the SOA office, and Correctional Healthcare Co., Inc. was added. Leitheiser's office submits a Pre-paid report each month for the committee to review in their packet. The committee also reviewed Vendor reports. **Motion by Blankenship, second by Hertel to Approve the Revised Pre-Paid Vendor List. All in favor, motion carried. (See Resolution Book 12, pages 40-41).**
8. **New Structural Improvement Permit Form -Approval:** Blankenship reported the Notification of Building Construction/Improvement and New 911 Address Assignment Form was revised to include the Health Department to also approve new structures for Septic Systems. There is no cost to County residents to obtain this Structural Improvement Permit. **Motion by Blankenship, second by Durbin to Approve Adding the Health Department to the County Structural Improvement Permit Form. All in favor, motion carried. (For copy of new form, see Resolution Book 12, page 42).**
9. **Option Agreement and Agreement to Assignment with Colt Coal Company -Update:** Treasurer Jenkins reported to the committee that Colt Coal Company can exercise their option to collect \$50,000 according to Agreement to Assign document. Jenkins has checked with Assistant State's Attorney Wilson on this, and she agrees. Chairman Plunkett reported to the committee that the county will not get royalties on some of the coal they have mined because it was in an area that the Coal mine purchased that was not previously owned by the County. The committee discussed finding out when royalties will start, and Treasurer Jenkins shared some reports on the Coal revenues and expenses. Reports show there was over \$400,000 received in interest on top of the original purchase price to make it a total of \$7.6 Million paid for Coal, and there have been \$1.2 Million paid in property taxes by the Coal Company since coal rights were sold. The committee discussed the need to make plans to spend the coal revenues on infrastructure needs like road and bridges and on Economic Development.

Chairman Plunkett informed the Board to take notice of the report from Treasurer Jenkins on Income and Expenses we have paid out of coal money. County Clerk Leitheiser also stated a FY2011 Vendor list for the county is available for Board members.

10. **ROE Quarterly and Annual Reports -Approval:** The committee reviewed the Regional Office of Education's Quarterly and Annual Reports. **Motion by Blankenship, second by Branum to Approve the ROE Quarterly and Annual Reports. All in favor, motion carried.**

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

1. **Elections -Update:** Durbin reported County Clerk Leitheiser shared a list of candidates who have filed for the March 20<sup>th</sup>, 2012 General Primary Election and a list of important Election dates. She also informed members of the Illinois Statutory Deadline of June 4<sup>th</sup>, 2012 for the Montgomery County Democratic and Republican parties to nominate candidates when none filed for the Primary Election which now requires petitions with the same number of signatures required for Primary Election filers.

Moore asked Leitheiser about a recent UCCI legal opinion that stated that due to redistricting, signature requirements for County Board candidates' petitions do not have to be of registered voters within the County Board District, just within the County. Leitheiser will check the statutory language to see if signatures need to be within the County Board District. She also confirmed that Precinct Committeemen write-ins still need 10 votes to attain that elected office in the Primary Election.

2. **Recycling Program and Events:**

- **Recycling Office Building -Update:** Durbin reported concrete work for the new recycling office is complete and the building is under construction. Plumbing issues regarding the sewer and water lines being too close together need to be corrected for about \$4,000. The committee approved taking \$4,000 from the Recycling Building Maintenance fund and waiting on repairs to the drop shed. Merano asked where the responsibility lies for this additional cost, and Miles stated the HWE Committee is responsible for the repair, since this expense wasn't found during the bidding process. Chairman Plunkett stated since we didn't hire an architect for \$4000, the problem wasn't found. The winning bidder did not bid for plumbing work, but it still needs repaired according to building code.
  - **Wal-Mart Grant -Update:** Durbin stated Lutz reported receiving a \$1,500 grant from Wal-Mart for plastic containers at Litchfield schools.
  - **Recycling Year in Review -Update:** Durbin reported FY2011 Revenue was about \$198,000, and markets were really good. There were 2.4 Million pounds of material shipped that includes Fayco. Prices are dropping now, but may recover in March 2012. Deabenderfer asked about expenses for the year and Plunkett replied the Treasurer's report is available for members to compare revenues to expenses.
  - **Electronic Ban -Update:** New law starts January 1<sup>st</sup>, 2012. Durbin reported Lutz is planning another Electronic Recycling Drive in April 2012. Recycling will not be collecting electronics at the drop off areas.
3. **EPA Report -Update:** Durbin stated Bill Gonet reported he has HazMat training scheduled for January 25<sup>th</sup>, 2012. Gonet has hurt his right arm and can report back to work full time after January 1<sup>st</sup>, 2012.
  4. **Animal Control Facility and Program:**
    - **Animal Control Intake Summary -Update:** Durbin reported 43 intakes for the month of December. Intake for 2011 will be about 550 total.
    - **Animal Control Ordinance -Update:** Durbin reported the Committee members reviewed revisions made to the Animal Control Ordinance. Assistant State's Attorney Wilson has reviewed and approved the revisions. Committee decided to wait until next month to address the ordinance and job descriptions.

**PERSONNEL COMMITTEE REPORT: Given by Chairman Sharon Kuchar as follows:**

1. **Sheriff's Department Union Contract with Local Laborers #773 -Update:** A Special Personnel Committee meeting was held on Thursday, December 1<sup>st</sup>, 2011 at 3:00 p.m. to discuss union negotiations with Local Laborers #773 in the Sheriff's Department that expired on November 30<sup>th</sup>, 2011. The committee discussed the proposals received from Local Laborers #773. Committee members were asked to review the Union Contract and make notes with items to address. **The next Special Personnel Committee meeting to start Union Negotiations is**

scheduled for Wednesday, January 11<sup>th</sup>, 2012 at 6:00 p.m. in the PBC Meeting Room in the basement of the Courts Complex.

2. **Employee Personnel Manual - FMLA Policy and Procedures -Update:** Kuchar reported the committee also approved the FMLA policy and procedures at their special committee meeting that was held on December 1<sup>st</sup>, 2012. The committee reviewed and discussed the suggestions from Julie Bruch regarding adopting the Family Medical Leave Act (FMLA) in the Personnel Manual. The County would need to initiate the FMLA forms when an office holder is made aware of the need for an employee to be off more than 3 consecutive days. FMLA time would start at the same time an employee is taking off earned time off. The committee recommends the FMLA Policy and Domestic & Sexual Violence Act with the 12 month rolling and when the FMLA is initiated. At the next regular meeting, the committee will discuss jury duty, leave without pay, holidays and disciplinary action. The committee met at the Special Personnel Committee meeting on December 1<sup>st</sup>, 2011 to approve the FMLA Policy and Procedures. These will be introduced at the December Full Board meeting along with copies to Office Holders, and the Full Board will vote in January 2012.
3. **Employee Personnel Manual - Proposed Changes that were Submitted Last Month – Approval:** Motion by Kuchar, second by Bathurst to Approve the Proposed Changes to the Personnel Manual that were Submitted Last Month. All in favor, motion carried.
4. **ICRMT Employment Practices Seminar -Update:** ICRMT will be hosting an Employment Seminar on Tuesday, January 24<sup>th</sup>, 2012 from 9:30 am to Noon at the Magnuson Hotel at Rt. 108. All Office Holders will be invited to attend, and Kuchar believes this seminar will be beneficial.

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

1. **Red Ball Trail Project -Approval:** Branum reported that there was a meeting with Ameren regarding funding of the Red Ball Trail Project. The low bid came in at \$1,243,598.35. The Preliminary Engineering Agreement was \$61,387.46 and the Construction Engineering was \$71,367.79 for a total of \$1,376,353.60 for the project. As of the committee meeting, Ameren did not have an answer as to whether they would contribute more than their initial agreement of \$280,000. Engineer Smith also checked with IDOT to see if they could help with additional funding. IDOT responded that they could help with an additional \$121,800. The \$121,800 will have to be added to the original IDOT agreement. The State Amendment paperwork will be completed for \$707,300 EDP funds. There is about \$1 Million allocated to this project from the State and other funds. The committee discussed the need to approve this bid by December 15<sup>th</sup>, 2011. **Motion by Branum, second by Miles to Approve the Amendment #1 with IDOT for the Red Ball Trail Project for \$121,800. All in favor, motion carried.** Branum reported the 45 day window on accepting bids will run out so the Board will need to award this today even with a \$30,000 difference. Bone and Deabenderfer agreed. Deabenderfer stated considering Ameren has been a good neighbor with taxes they pay we need to go ahead. Plunkett stated this will be the first mileage of concrete road that the County puts in. The project will start after school closes in the summer of 2012 as the road must be closed to cure the concrete. **Motion by Branum, second by Wendel to Award the Red Ball Trail Project to the Low Bidder, Moniger Excavating, for \$1,243,598.35 with the County Portion being \$333,176.80. Roll Call Vote: Ayes - 19, Absent – 2. Those Voting Aye: Bathurst, Beck, Bishop, Blankenship, Bone, Branum, Deabenderfer, Durbin, Gasparich, Graden, Hertel, Hitchings, Kuchar, Merano, Miles, Moore, Plunkett, Wendel, Williams. Those Absent: Komor, Helgen -left early. Motion carried.** (See Resolution Book 12, pages 43-54).
2. **Annual Township Bridge Program Audit Report #30 –Approval below:** Branum reported that the Highway Department received the State’s Independent Audit Report to be presented to the County Board and to be put on file in the County Clerk’s office.

3. **Annual Road District MFT Audit Report #59 –Approval below:** Branum reported that the Highway Department received the State’s Independent Annual Road District MFT Audit Report. The report is ready for board approval and to be put on File in the County Clerk’s Office.
  
  4. **County MFT Audit Report #80 –Approval on all three:** Branum reported that the Highway Department received the State’s Independent Annual County MFT Audit Report for County Board approval and to be put on file in the County Clerk’s office. **Motion by Branum, second by Kuchar to Approve the Annual Township Bridge Program, Road District MFT, and County MFT Audit Reports and to put on file in the County Clerk’s Office for public review. All in favor, motion carried.**
  5. **2012 Fuel Letting Date -Update:** Date set for Wednesday, January 25<sup>th</sup> at 8:30 a.m.
  6. **2012 Rock Letting Date -Update:** Date set for Friday, January 27<sup>th</sup> at 8:30 a.m.
- Hertel asked about Dustin Sefton’s training on bridge inspections and Engineer Smith replied this will be done in February or March, 2012.
- APPROVAL OF 8 COMMITTEE REPORTS & MINUTES:** Motion by Bishop, second by Gasparich to approve the 8 committee reports and minutes. All in favor, motion carried.

**ANNOUNCEMENTS:** Chairman Plunkett reminded everyone of the Christmas Luncheon to be held on Thursday, December 15<sup>th</sup>, 2011 from 11:00 am to 1:30 pm in the Fellowship Hall of St. Paul’s Lutheran Church and stated he appreciates the Church’s hospitality.

**SCHEDULE CHANGES:** Chairman Plunkett notified the Board of a Special Personnel meeting for Union Negotiations scheduled for Wednesday, January 11<sup>th</sup>, 2012 at 6:00 pm in the PBC meeting room at the Courts Complex.

Chairman Plunkett also stated the 2012 Fuel Letting Date is set for Wednesday, January 25<sup>th</sup> at 8:30 a.m. and the 2012 Rock Letting Date is set for Friday, January 27<sup>th</sup> at 8:30 a.m. at the Highway Department.

**APPOINTMENTS:** Motion by Williams, second by Hitchings to Reappoint Randy Riemann as Commissioner to the Pitman-Zanesville #2, County Zone #33, Drainage District for a three year term which expires December 31<sup>st</sup>, 2014. All in favor, motion carried.

Motion by Bone, second by Durbin to Reappoint Tom Rogers to the Emergency Telephone System Board for a four year term which expires November 30<sup>th</sup>, 2015. All in favor, motion carried.

**PAY BILLS:**

1. **Approval to Pay Any Invoices from Adams, PC or Books & Moore:** Motion by Bathurst, second by Beck to pay any invoices for Adams, PC or Books & Moore. Voice Vote: In favor – 19, Against – 0, Absent – 1, Abstain -1 (Moore). Motion carried.
2. **Motion by Graden, second by Miles to pay all other approved bills. All in favor, motion carried.** For itemized listing of bills paid, refer to Accounts Payable Book for FY 2011.

**ADJOURN:** Until the Full Board Meeting on **Tuesday, January 10<sup>th</sup>, 2012 at 8:30 a.m.** at the Farm Bureau Building, Hillsboro, Illinois.

Motion by Merano, second by Hitchings to adjourn the Full Board Meeting. All in favor, motion carried.

Meeting adjourned at 10:14 a.m.

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

