

**Montgomery County Board
Minutes**

For Tuesday, September 13th, 2011 – 8:30 AM

The following are minutes of a regular meeting of the Montgomery County Board held at 8:30 AM on Tuesday, September 13th, 2011 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. 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 Wendel, second by Blankenship 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 Graden to approve the Minutes of the Previously Adjourned County Board Meeting held on Tuesday, August 9th, 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 and informed members that Candidate packets are now available for March 20, 2012 General Primary Election, with the filing period is November 28th – December 5th, 2011.
4. **County Treasurer's Report** – Ron Jenkins was present for questions.
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** – Jim Vazzi was present for questions.
10. **T.B. Department Report** – Sally Adams was present for questions.
11. **V.A.C. Report** – Dave Strowmatt was present for questions.

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

COMMITTEE REPORTS:

COORDINATING COMMITTEE REPORT: Chairman Mike Plunkett stated that the Coal Mine Presentation will not occur today, and informed members that the Coordinating Committee will study how often we bid out professional services such as insurance and auditor services and make recommendations to set up parameters to be used in the future.

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

- 1. Historic Courthouse Renovations -Update:** Bone stated the committee reviewed and approved a quote from Sim's Awesome Moving Company of Coffeen for \$2,154.00 to move the 2nd & 3rd Floor office materials in the Historic Courthouse on Saturday, September 17th. The Historic Courthouse preconstruction meeting was Thursday, September 1st, and the committee reviewed the construction timeline provided by Korte & Luitjohan Contractors. According to the timeline, demolition of the 2nd floor will start on Monday, October 3rd and should be completed by the end of April, 2012, and work to install the new elevator will start on January 8th, 2012. County Clerk Leitheiser sent a news release to the media to inform the public about the renovation timeline and the S.O.A. office, EPA Office and the Coordinated Services office temporary locations during the renovation. Starting October 3rd, all County Board Committee meetings will meet in the Annex Building Conference Room and the Full Board meetings will be held at the Farm Bureau Building's 1st floor. Board members are to use a bin under their desk to put all paperwork they would like to keep for meetings during the renovation, and anything left in the desks will be recycled.
- 2. Maintenance Issues and Report -Update:** The committee approved the bid from Lyerla Electric to install two Surge Protectors for the Annex Building in the amount of \$1,335.16. Bone stated that surge protectors were added at the Historic Courthouse a few years ago and haven't had a lightning strike since that time.
- 3. Johnson Controls' Quote to Replace Compressor #1 at Courthouse Complex -Update:** Bone stated that Luther Thimsen from Johnson Controls addressed the committee regarding the need to replace Compressor #1 on the 80 Ton Carrier Condensing Unit at the Courthouse Complex in the amount of \$8,350. These units can only be obtained by purchasing a re-built compressor, and all three units were recently replaced in July 2008. Compressor #1 failed again sometime over the Labor Day weekend, and Johnson Controls had to bypass it in order to get Compressor #2 and #3 running to keep the Courthouse Complex cooled. The oil safety pressure unit is not functional, so Luther thinks this was an electrical failure. Ameren checked the voltage, and the Johnson Controls representative believes this amount of voltage is too high which is an indicator that an electrical problem caused Compressor #1 to fail. Luther explained that Johnson Controls could assist in filing for an energy efficient grant and a Johnson Controls representative will contact Coordinator Daniels with the details. Luther also reported that the condenser fans are always going out and the contactors don't fire as they should, and that these Roof type units only last about 12 – 15 years while unit is 18 years old. The committee was told that a new chiller unit would cost about \$75,000 to \$80,000 and have a 5 year warranty. Lloyd Meyer will check if there was a power surge that caused the failure, so insurance coverage can be sought. The committee asked if the building could be cooled sufficiently with just the 2 compressors until we could check on grant availability and both the Johnson Controls representative and Meyer stated that everything should be OK since the temperatures are now getting cooler.
- 4. Handicap Ramp Bid for Courthouse Complex and Jail -Update:** Bone stated that Holly Lemons brought some ADA issues to the committee, and they reviewed and approved a proposal from Lipe Construction to install five handicap accessible threshold ramps at the Courthouse Complex and Jail Buildings in order to comply with ADA issues. Four ramps would be installed at the Courthouse Complex at \$589.48 and one at the Jail for \$155.00 for a total of \$744.48. He also stated a counter will be lowered to comply with ADA standards also.

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

- 1. County Comprehensive Plan -Update:** Deabenderfer reported the Planning Committee will meet on Thursday, October 13th at 5:30 p.m. at the Extension Office. He stated there have been delays with the Comprehensive Plan completion due to the University of Illinois Extension reorganization, and the Planning Committee will review the first half of the plan and will hopefully know soon when the second half will be delivered. The goal of the Committee is to make sure the plan is edited and the portions that have been completed since May 2011 finalized. Discussion will be on when and how the Comprehensive Plan will be completed.
- 2. Caretaker Lease Agreement with NAGS for Butler Rail Trail -Approval:** Deabenderfer received the final draft of the Caretaker Lease Agreement between Montgomery County and Natural Area Guardian Service, and this agreement has been reviewed by Assistant State's Attorney Betsy Wilson and Mark Joy of the NAGS group. Deabenderfer reported that NAGS will maintain the trail and will be insured through the Soil and Water Conservation District. Hertel asked what office will hold their insurance policy and Deabenderfer replied a copy will go to Coordinator Daniels's office. **Motion by Deabenderfer, second by Beck to Approve the Caretaker Lease Agreement Between Montgomery County and Natural Area Guardians to Maintain the Butler Rail Trail. All in favor, motion carried. (For copy, see Resolution Book 11, pages 172-176).**
- 3. Resurface Green Diamond Bike Trail -Update:** Deabenderfer reported to the committee that he checked on the cost for crushed asphalt to resurface the Green Diamond Bike Trail, and it would cost \$1 per square foot for crushed asphalt which is much more expensive than oil and chip. An oil and chip quote was received from Marsh Oil for the 4 miles of the trail in the amount of \$19,420, and the committee approved recommending this amount to the Finance committee to be added to the line item in the FY 2012 budget. Deabenderfer stated that the county owns this trail and it is our responsibility to make it useable, and that it had been put on a 5 year rotation to oil and chip instead of a 4 year rotation, but we can't put it off again. He stated a crew has cut down the growth on the trail recently and that Pitman Township will resurface the Bike Trail for us during their oil and chipping projects.
- 4. MCEDC -Update:**
 - Amanda Cole shared information with the committee regarding the Tele-Institutes offered by U of I Extension for 2011 – 2012.
 - There will be 3 Webinar sessions regarding Entrepreneurs and Their Communities. The board received a handout detailing the information regarding the Series.

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

Ambulance Call Reports:

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

Total calls: 327 Total amount billed: \$176,835.40 Amount collected: \$96,009.69

AMBULANCE REPORT:

- 1. Collections -Update:** Moore reported total Collections for **August** are **\$96,009.69**. (New system - \$95,016.22, Old system - \$993.47)
- 2. Small Claims Status Hearing -Update:** Holmes reported to the committee that two people out of 7 appeared in court. One came to the office at 9:30 a.m. after court. Payments were \$0. The next court date will be November 3rd, 2011. We have several files for small claims.
- 3. Macoupin County Credit Bureau -Update:** We received payments from this collection agency, and now new people are running the business and they are now working on very old accounts they received previously.

4. **Midwest Credit Bureau -Update:** We have received payment from Midwest Credit Bureau, and Holmes will have an update for next month's meeting. We will not call Pinnacle to get old accounts back.

EMA:

1. **Generators for Shelters -Approval:** Holmes reported to the committee that she would like to purchase some items for the emergency shelters before the fall and winter season begins. There is money in the training account that could be used to purchase heaters, meals and blankets. The generator donated to Litchfield Community Center by Lonnie and Mary Bathurst was delivered on August 22nd, 2011. There is a current balance of \$5,698 in the EMA Small Equipment line item from EMA and Ambulance offices. Six generators from Lessman will cost \$5,394, and Holmes will get prices for other equipment and items for the shelters. Generators will be placed at: Witt Lions Building, Nokomis Parish Center, Waggoner Community Building, Irving Centennial Building, Hillsboro Free Methodist Church, Taylor Springs Community Building. Moore reported that Lessman will show how to set up the generators and train users to maintain the units. **Motion by Moore, second by Hitchings to Purchase six Generators from Lessman Sales and Service in the amount of \$5,394. All in favor, motion carried.**
2. **Illinois IMT -Update:** Moore reported that Holmes has sent in all paperwork for retired Raymond police officer Jim Engelman to be part of the Illinois Incident Management Team.
3. **IEMA Conference -Update:** Holmes will report on any new updates next meeting. The IEMA Conference is starting earlier each year, with classes are late morning with early afternoon sessions. Holmes stated we may want to rethink this meeting date for next year. The 2012 September EMA meeting will change to Friday due to the IEMA conference.
4. **Time Out -Update:** Moore reported that Holmes will be working to continue her education with five online classes required by IEMA to stay accredited. Due to the classes requirements, she will not start on anything new or requested unless it is an emergency measure until October. The \$21,226.38 grant from IEMA will be listed as revenue for FY2012.
5. **Letter from Mike Cavanaugh-IKE Grant -Update:** Moore reported that Holmes requested \$15,000 from the IKE Grant and received a response from Cavanaugh that amount was not enough money to apply for an IKE Grant. Holmes will check to see if the county meets criteria through the Hazardous Mitigation Plan to apply for grant funds for the items needed.

NEW BUSINESS:

1. **Dive Team Insurance -Update:** Moore reported that proper documentation is need from the Dive Team for Insurance purposes. Moore will check with Treasurer Jenkins to see what paperwork is needed.

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

1. **SOA Report -Update:** Blankenship reported that Ray Durston spoke with Gene Stuard of Forrestal Group regarding his work on the Coal Mine Assessment. The committee would like to meet with Gene Stuard before he meets with the Coal Company.
2. **Revolving Loan Fund -Update:** Amanda Cole shared Montgomery County Revolving Loan Fund reports with the committee. There was a court hearing on Monday, September 12th, 2011 for one of the revolving loan businesses that closed last month.
3. **Sheriff's Dept. Squad Car -Approval:** Undersheriff Rick Robbins reported to the committee that the bid we received last month from Wright Automotive to purchase 3 squad cars also included a 4th vehicle which would be available for \$17,029.00 after the trade in. This will be the fourth car purchased in this bid for a total of 5 new squad cars purchased recently. Blankenship reported the cars with the highest mileage and those damaged by deer and hail were traded in. **Motion by Blankenship, second by Graden to Purchase the**

Crown Victoria Squad Car from Wright Automotive in the Amount of \$17,029.00 including trade in. All in favor, motion carried.

- 4. Cost Study for County Fees -Approval:** Blankenship reported that the committee received a report from County Clerk Leitheiser with the results of the Cost Study Fee Survey meeting held Thursday, September 8th with several Department Heads and board members Roy Hertel, Connie Beck and Dennis Williams. The sub-committee discussed potential fee increases for county services in the Sheriff's Office, Highway Department, Supervisor of Assessments Office, County Clerk/Recorder's Office, Circuit Clerk's Office, States Attorney's Office, Coordinated Service's Office including Animal Control and the Coroner's Office. Blankenship also explained that Clerk Leitheiser contacted Maximus to request a quote for a cost study to raise fees. Assistant State's Attorney Wilson also received this information for review. Maximus could start working on the cost study in October and be completed by Thanksgiving. The proposal for \$9,450 would include performing a cost study for services in the County Clerk/Recorder's Office, GIS Fees, Sheriff taking bond on Process fees and the Montgomery County Sheriff office communications cost sharing. **Motion by Blankenship, second by Deabenderfer to Approve the Proposal from Maximus for \$9,450 for a Cost Study. All in favor, motion carried.**
- 5. DEVNET Contract -Approval:** Blankenship reported that Treasurer Jenkins, County Clerk Leitheiser and Chief Assessments Officer Ray Durston met to review the Devnet contract. Assistant State's Attorney Wilson also reviewed the contract and approved it. Blankenship reported this contract price for the software license to prepare real estate tax bills is less than the last contract due to no installation and startup costs this time. Chairman Plunkett informed the Board that we started with Devnet after a late tax year and that company has helped us get our tax cycle back on schedule. Gasparich asked if our hardware will serve us adequately and Clerk Leitheiser replied that Information Systems Manager Bill Purcell had approved the computer hardware/server portion of the contract prior to its approval. **Motion by Blankenship, second by Hitchings to Approve the DEVNET Property Tax Software License, Maintenance and Support for a 4 Year Contract. All in favor, motion carried.**
- 6. FY 2012 Budget -Starting Salary Approval:** Blankenship reported that the committee reviewed the Revenue and Expenditure Reports for the FY2012 Budget, and the Full Board received copies at the Full Board meeting. The Draft copy of the Budget must be posted to the Public for a 30 day review by October 21st, 2011, so any revisions must be submitted by the next Full Board meeting. Blankenship informed the Board they will receive only changes made to the budget, not the entire budget document again. Gasparich asked if the budgets from the offices are assuming that the State will pay salaries. Treasurer Jenkins replied that the Office Holders reported that information to the Finance Committee at their respective budget hearings. Gasparich asked if we will have to borrow from reserves to balance with expenses if the State doesn't pay their share, and Chairman Plunkett replied yes, we would. The committee discussed the County's starting annual salary, which is currently. \$18,500. The committee discussed raising the starting salary by 2% to \$18,800. **Motion by Blankenship, second by Kuchar to Raise the Starting Salary to \$18,800 as of December 1st, 2011. All in favor, motion carried.**
- 7. FY 2012 Estimated Levy -Approval:** Blankenship reported that the committee had a lengthy discussion about whether the levy should stay under the 5% increase, or go over the 5% increase which would require a Truth and Taxation Hearing. Hertel stated that the committee discussed borrowing funds temporarily out of the General Fund for IMRF, Social Security, and Liability Insurance and Treasurer Jenkins informed the committee that the County Board would have to levy a minimum of .30 to keep from borrowing money from the General Fund next year, however the county has enough money to continue for one more year. The committee discussed waiting to see how much revenue will be generated on the coal royalties next year and not hit the tax payers with a 15% increase for FY 2012, but if the large coal royalties don't come in then the County Board will have to increase the

taxes next year. Blankenship reported that we are trying to keep the levy at some reasonable number, a 4.9779% increase with no hearing. The FY2012 Estimated Levy request is \$4,394,606. **Motion by Blankenship, second by Hitchings to Approve the Fiscal Year 2012 Estimated Levy in the Amount of \$4,394,606. All in favor, motion carried.**

8. **Employee Severance Packages -Update:** Blankenship reported the committee reviewed reports that show cost savings due to an employee buyout that qualify under the parameters of a minimum age of 55 with 20 or more years of service. The committee is reviewing proposals and could act on this issue at the October Board meeting.
9. **Mileage & Per Diem -Approval:** Blankenship reported that it is up to the County Board to decide the location where mileage should be charged from (work or home) for board members to attend meetings. State's Attorney Matoush researched and informed the committee there is not a State Statute to establish where mileage should be charged from. Committee members discussed charging mileage from the closest point. Plunkett stated that approved per diem meetings include any meetings members are assigned to by the County Board Chairman or special meetings called by the County Board Chairman or Committee Chairman. Plunkett stated that members should not charge mileage and per diem for business to the County offices or social events. **Motion by Blankenship, second by Williams to Approve County Board Members Charging Mileage from Home or Work, whichever is Closer to Attend their Per Diem Allowable Meetings. All in favor, motion carried.**
10. **Ballinger Tax Agent/County Trustee -Update:** Blankenship reported Dennis Ballinger is no longer our tax agent.
11. **Appointment of Temporary Tax Agent/County Trustee -Approval:** Blankenship reported that Treasurer Jenkins informed the committee that someone from the County needs to be appointed as the temporary tax agent/county trustee until another permanent County Trustee is found. This should not be the County Clerk or Treasurer because they deal with the tax sale. Assistant State's Attorney Wilson informed the committee that she would be willing to assume the duties as the Temporary Tax Agent/County Trustee. **Motion by Blankenship, second by Hertel to Appoint Betsy Wilson as the Temporary Tax Agent/County Trustee until there is a Permanent Replacement. All in favor, motion carried.**
12. **ROE Quarterly Report -Approval:** Chairman Blankenship reported that the Quarterly Report from Regional Office of Education Superintendent Tom Campbell has been given to board members for their review and approval. Chairman Plunkett stated Tom Campbell handed in a very comprehensive report on what ROE has achieved in the last quarter. ROE Superintendent Campbell was in attendance, and reported the State has still not paid his salary and does not know who may be responsible for this in the future. **Motion by Blankenship, second by Branum to Approve the Regional Office of Education Quarterly Report. All in favor, motion carried.**

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

1. **Elections -Update:** Durbin reported that County Clerk Leitheiser stated the circulation period for the March 20th, 2012 General Primary Election started September 6th and the filing period will be from November 28th, 2011 through December 5th, 2011. She and staff persons Terri Miller and Tricia Maulding have completed training on Elections Unity Software which will allow the office to print our own ballots and reduce election costs, plus get ballots overseas to our military personnel as early as possible. Leitheiser sent out information to the media and the county polling places that there is no election this November, 2011.
2. **Recycling Program and Events:**
 - **Current Revenue and Expenses -Update:** Durbin stated this year we have processed over 1.8 million pounds of material. Revenue is over \$158,000 and our current expenses are around \$158,000.

- Recycling Office Building Bid Opening -Approval:** Durbin stated that during the special HWE committee meeting on August 12th, 2011, three bids were opened to build a 16 foot by 26 foot office for recycling business. H&H Construction of Carlinville submitted a bid of \$42,962.00, Vogel Plumbing of Hillsboro placed a bid of \$42,580.00, and SW Construction of Highland submitted a bid of \$39,376.00. The concrete work is an additional \$3,350, and heating and air conditioning would also be an additional cost. Originally \$25,000 was put in the budget for the new office space. The committee discussed taking the office renovation amount from the Capital Improvement Fund, and also discussed the need to keep Dawn's office at the Hillsboro Drop Shed facility. The committee approved and recommends the low bid from SW Construction of Highland in the amount of \$39,376 to build an office at the Hillsboro Recycling Facility. Durbin explained that all other County employees have adequate office space, and recycling employees need a place to come in and take a break, clean up and take lunch. Beck replied it seems expensive for a 16' x 20' building at \$100 per square foot. Durbin agreed that it is expensive but we need the office space. Moore asked if all bids were without concrete work and Durbin replied yes and explained how the concrete pad had to be made for a solid foundation. Deabenderfer asked what will happen to the trailer and Durbin replied it will be put out for bids. Merano agrees that we need a new building but a less expensive one. Durbin replied that the County has to abide by prevailing wage so the bids were at prevailing wage, which raised the costs. Kuchar stated the committee considered the price and searched for alternative ways but couldn't find a cheaper route. She said we desperately need this office so we might as well do it now. Graden asked if the trailer was not working for Recycling. Chairman Plunkett replied the trailer was a FEMA purchase at \$3,000 and explained that for privacy reasons, a person cannot be in the office at the same time the restroom is being used. Bone asked what would be in the new building and learned it would include an office space, a restroom and a break/lunch room. Durbin stated everyone needs to go look at the current space to see its limitations. Bathurst stated the County has saved money for a number of years but we owe these employees the same advantages as other employees have and this office pays for itself with recycling revenue it brings in. Miles stated the entire committee thought the bids were too high, but doesn't know what else to do. Merano wondered if Recycling staff could build it or if the Highway Department could help as they built their own shed. Chairman Plunkett replied we don't want to take highway employees away from their jobs and informed that Dawn offered to do interior work on her own. Durbin stated we don't want Dawn to do this, since it isn't in her scope of duties. Hertel stated he would like to see the price for the concrete and the air conditioning. Plunkett replied the concrete figure will be bid separately and Durbin believes the air conditioning can be done cheaper separately also. **Motion by Durbin, second by Kuchar to Approve the Low Bid from SW Construction of Highland in the Amount of \$39,376 to Build an Office at the Hillsboro Recycling Facility. Roll Call Vote: Ayes - 14, Nays - 6, Absent - 1. Those Voting Aye: Mary Bathurst, Nikki Bishop, George Blankenship, Terry Bone, Bonnie Branum, Ron Deabenderfer, Bob Durbin, Chuck Graden, Ed Helgen, Sharon Kuchar, Gene Miles, Jim Moore, Mike Plunkett, Richard Wendel. Those Voting Nay: Connie Beck, Joe Gasparich, Roy Hertel, Jarod Hitchings, Scott Merano, Dennis Williams. Those Absent: Frank Komor. Motion carried.**
- Litchfield Drop Shed -Update:** Durbin stated we continue to have vandalism issues at Litchfield Drop Shed. Kids are creating messes with the material. The committee will look into installing cameras at the Litchfield facility.

3. EPA Report -Update: Bill Gonet reported to the committee he is going to an IEPA Composting Workshop on Wednesday, September 28th from 9:00 a.m. to 2:30 p.m.

4. Animal Control Facility and Program:

- **Animal Control Intake Summary -Update:** Durbin stated for the month of August there were a total of 47 animals brought to the facility. There were 5 animals claimed, 19 were adopted, 23 animals went to rescue, 2 were euthanized and 2 died for a total of 51 leaving the facility.
- **Revenues & Expenses -Update:** Durbin stated total revenue year to date is \$45,593 and year to date expenses are \$61,805.

5. Property Casualty and Workers' Compensation Insurance Bid Opening -Update: Durbin stated that four bids were opened on August 16th, 2011:

- **Illinois Counties Risk Management Trust (ICRMT) - \$321,895,**
- **Central Illinois Agents Alliance/The Unland Companies - \$246,013,**
- **Cameron-Weis Insurance Agency, LLC DBA Affiliated Insurance Agencies - \$316,170,**
- **Dimond Bros. Insurance Agency, Inc., Bliss McKnight - \$288,515.**

Insurance Consultant Tom Couch reported the analysis of these bids is coming together. There are still a few loose ends to get information on - (IPRF, IL Public Risk Fund) still needs to respond to a few questions and information that Tom Couch has requested. The committee reviewed a report that shows a comparison of possible pricing combinations between the insurance carriers. Tom Couch stated to the committee he recommends the low bid on the Workers' Compensation quote, and would like to see that company's most recent audit, financials, references and client list. The current bids have the broker fees built in. The board is free to do what they want in regards to the broker. An Agent acts on behalf of the Insurance Company, whereas a Broker acts on behalf of the policy holder. Durbin stated there were two low bids on Workers' Compensation and can't understand why they are so low so the committee will look at this next month. Bone asked if the county's current insurance carrier ICRMT came in at a lower bid than our current rate, and was told it did. Chairman Plunkett stated we can mix and match or choose what company we want for each service.

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

1. Employee Personnel Manual -Update: Kuchar reported the committee has reviewed and introduces the following for county board approval at the October full board meeting:

<i>Appointments and Hiring</i> – Amended: Language re: hiring by Department Head and Nepotism	1-2
Deabenderfer asked if Nepotism has been a big issue and Kuchar replied in some offices, yes. She said this change will address the issue in the future. She stated we can't tell elected officials who to hire and fire but once the Employee Manual is completed, the committee would like the Elected Officials to accept and sign off on the Manual. Bathurst stated the Manual reads that the County encourages the Officials to sign it.	
<i>Personnel Files</i> – Amended: Added language re: copy of valid driver's license in personnel file	5
Bathurst stated this was driven and suggested by our Insurance Company.	
<i>Outside Employment</i> – Amended: Eliminate words "Elected Official"	5
<i>Separation Procedures</i> – Amended: grammar changes	6
<i>Reduction in Force</i> – Amended: grammar, delete language about seniority.	6
<i>Separation for Disability</i> – Amended: – Eliminate section	6
<i>Inclement Weather</i> - Amended: added language for discipline if employee does not have time off accumulated on the books.	7
<i>Pension</i> – Amended: – Change 600 hours to 1000 hours for IMRF	8
<i>Workers Compensation</i> - Amended:-Added language for state statute and using	

appropriate workers comp forms and a time frame to submit 9
Vacation Leave – Amended: Change Vacation to: 3 weeks after 10 years. And 4 wks. 10
 After 20 years. Eliminate 5 & 6 weeks vacation for New hires
 after 12/1/11

Graden shared the following option: after 1 year = 2 weeks
 10 years= 3 weeks
 20 years= 4 weeks

This does not affect those under Union Contracts. Treasurer Jenkins asked if we are going to grandfather in Vacation Time for current employees and Kuchar replied yes.

Personal Days – Amended: Change 4 days to 2 days per year. ½ day
 earned each quarter for new hires. Effective 12/1/11 for everyone 11
 All employees go down to 2 Personal Days per year.

Funeral Leave – Amended: Clarify 3 Bereavement days per year 11
 Kuchar said employees can take as much time as needed for funeral leave as long as they have the time on the books.

Sick Leave- Amended: add language to include mental illness, Change
 Earn 1 day per month to ½ day per month. (6 days per year)
 Change: take 1 hr. at a time. Effective 12/1/11 for everyone 11

Kuchar stated the reason for changing from 12 Sick Days to 6 is to bring our guidelines in line with other employers and to cut expenses. Employees have a large accumulation of Sick Time that they carry over year to year. Moore asked if there are abuses and Kuchar replied yes and no. Chairman Plunkett replied there is the financial problem with covering so many days off, which in some offices is paid in overtime at time and a half to cover for those who have taken off accumulated time. Graden asked if employees can get paid for sick days after retirement and learned they could do so at \$15/day and can use accumulated sick time to add on to their retirement pension amount. Bathurst replied people will use sick time to their advantage but believes this new change is still a generous package.

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

1. **Ameren Easement -Approval:** Branum reported the committee approved the request from Ameren to relocate a power pole in front of the Highway Department building that services the residential area across the street. Engineer Smith stated to the committee that an agreement from Ameren for an 8 foot easement was reviewed and approved by Assistant State’s Attorney Betsy Wilson. **Motion by Branum, second by Helgen to Approve the Ameren Easement to Install a Utility Pole in front of the Highway Department. All in favor, motion carried. (See Resolution Book 11, pages 177-178).**
2. **Savatran Road Use Agreement-Fillmore Road by Kink’s Korner -Approval:** Branum reported that the committee reviewed a Savatran Road Use Agreement for the Fillmore Road by Kink’s Korner to the Coffeen Road. Savatran LLC is constructing a railroad for the transportation of coal and other products from the Hillsboro Mine owned by Hillsboro Energy. The agreement states that Savatran must use and travel over part of County Highway 8 (Fillmore Trail) for heavy/long vehicle use. Savatran will pay or reimburse the County for the reasonable costs to repair any damage to the road by Savatran during the construction of the railroad within 30 days of invoice. The committee recommended the Savatran Road Use Agreement pending information obtained by Engineer Smith and reported at the Full Board on how many trucking companies are using this road. Branum reported that Savatran is the sole user of this rail. **Motion by Branum, second by Miles to Approve the Savatran Road Use Agreement for Fillmore Trail. All in favor, motion carried. (See Resolution Book 11, pages 179-183).**

- 3. Striping Roads -Update:** Branum reported that Engineer Smith is getting prices for striping roads.
- 4. 2012 Road & Bridge Committee Meeting Dates -Update:** The committee reviewed and approved the Road & Bridge Committee meeting dates for 2012.
- 5. Red Ball Trail Letting Date -Update:** The Red Ball Trail Bid Letting is scheduled for Tuesday, November 1st, 2011 at 9:30 a.m. at the County Highway Building.
- 6. Section 08-12122-00-BR, Pitman Township Bridge Bid Opening -Approval:**
 - Halverson Construction Co., Inc., Springfield IL - \$701,494.45
 - Kinney Contactors, Inc., Raymond IL – Corrected Bid of \$464,918.00
 - Yamnitz & Associates, Fieldon, IL – Total Corrected Bid of \$544,331.32**Motion by Branum, second by Bone to Approve the Low Bid for Section 08-12122-00-BR, Pitman Township Bridge to Kinney Contractors, Inc. for \$464,918. All in favor, motion carried.**

APPROVAL OF 8 COMMITTEE REPORTS & MINUTES: Motion by Hitchings, second by Miles to approve the 8 committee reports and minutes. All in favor, motion carried.

ANNOUNCEMENTS: Chairman Plunkett announced that starting October 1st until the Historic Courthouse renovation completion, committee meetings will be at the Annex Building Conference Room behind VAC and Full Board meetings will be held at the Farm Bureau. Those attending should park elsewhere, not in front of downtown businesses. Also, 2011 Flu shots will be available at the next County Board meeting starting at 8:00 am at the Farm Bureau and all County Board members should have received their forms.

Gasparich hopes the Coal Mine will be discussed next month as many people have expressed concern with the permit change on the impoundment site.

Durbin announced an ICRMT Employment Practice Seminar at Crowne Plaza in Springfield in October and encouraged Board members to register.

Merano asked about updates on touring the mine and Deabenderfer responded that Amanda Cole is setting up a tour for Board members in the near future.

APPOINTMENTS:

Motion by Moore, second by Bishop to Approve the Appointment of Mrs. Teri Toberman to the Coffeen Fire Protection District for a Three Year Term which Expires April 30th, 2014. All in favor, motion carried.

PAY BILLS:

- 1. Approval to Pay Any Invoices from Adams, PC or Books & Moore:** Motion by Hitchings, second by Bathurst 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 Blankenship, second by Wendel 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, October 11th, 2011 at 8:30 a.m. at the Farm Bureau Building, Hillsboro, Illinois.

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

Meeting adjourned at 10:10 a.m.

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