

**Montgomery County Board
Minutes**

For Tuesday, January 10th, 2012 – 8:30 AM

The following are minutes of a regular meeting of the Montgomery County Board held at 8:30 AM on Tuesday, January 10th, 2012 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 Kuchar 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 Bishop to approve the Minutes of the Previously County Board Meeting held on Tuesday, December 13th, 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** – *2 reports -Revenues and Expenses for FY 2011.* 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** – 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 Gasparich, second by Blankenship to approve the 11 items on the Consent Agenda. All in favor, motion carried.

COMMITTEE REPORTS:

COORDINATING COMMITTEE REPORT:

1. **Eight Employees Took Severance Package -Update:** Chairman Plunkett announced that 8 of 13 eligible employees took the Voluntary Employee Severance Package and the salary savings to the county is \$200,000 a year. Plunkett explained that four positions will be replaced at a lower salary and four positions will either not be replaced or become part-time positions. Member Gasparich asked about the IMRF implications, and Treasurer Jenkins stated the IMRF costs will be spread out over many years.

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

1. Historic Courthouse Renovations Change Orders -Approval:

The Board was referred to the spreadsheet of change orders provided by Hurst-Rosche, plus one addition. Hurst-Rosche architect Brent Lance explained the prior approved change orders: credit on doors for (\$4,055.00), subfloor and ADA handrail for \$2,186.00, gypsum board added to west wall of rooms 201, 202, 203 for \$1,279.00, additional labor required to shim new floor joists for \$1,358.00, move existing pull box above AHU in Treasurer's office for \$312.95. The proposed change orders not needed were: extra labor in County Clerk's office for HVAC for \$14,000, ceiling lowered by 2" on second floor for HVAC for \$6,500 and issues with data closet for \$14,000. Bone thanked Treasurer Jenkins and County Clerk Leitheiser for allowing contractors access to their offices during weekday hours to get the HVAC systems replaced in their offices. Brent Lance reported that the new change orders for the Board to approve today total \$23,070.54, which now brings the grand total change orders at 2.72% over the original contract price. Individually, the new change orders are:

Electrical changes to second floor, demo, replacement (move box near sewer line)	\$ 4,026.00
Data Closet – Addition of a wall, a door, and required electrical change	\$ 1,780.50
Door between boardroom and hallway 204 (doorway widened –replicate door)	\$ 2,441.00
Addition of 2 heating coil to AHU-1 in room 201-204 eliminating steam radiators	\$ 724.52
Plaster damage exceeds the 20% allowable surface area to be repaired (drywall)	<u>\$14,098.52</u>
	\$23,070.54

Lance reported that the project is at the halfway point, and believes the contingency will be well below 10% and would like to see it at 5%. The demolition of the elevator is the greatest risk, and he expects possibly \$10,000 - \$11,000 more on change orders as a result of things unexpected. Hertel asked Bone if both the architect and the contractor were at the meetings as these change orders were discussed, and Bone responded affirmatively. Plunkett stated we can ask Mike Cavanaugh to get the price of the heating coils included in the HVAC Grant. Gasparich asked about the completion date and Lance replied April 17th, 2012 with a move-in date 1 week to 10 days after completion. Plunkett stated the decision was made to delay the project thirty days because it would have cost us more to have a special Board meeting to approve these change orders. **Motion by Bone, second by Hitchings to Approve the Historic Courthouse Renovation Change Orders in the Amount of \$23,070.54. Voice Vote: No – 1 (Merano). Motion carried.**

2. Maintenance Issues and Report:

- **Flat Roof Repairs -Update:** Bone reported that the committee discussed the quote from Young's Roofing in the amount of \$4,380 to repair the flat roof area where the air conditioning units are housed. This work will need to be done in the next few weeks when Korte-Luitjohan is done using the roof to get debris out of the building. Maintenance worker Lloyd Meyer will work with Korte-Luitjohan and Young's Roofing to get the work scheduled.
- **ADA Signage -Update:** Bone reported that Meyer received 2 quotes for the ADA signs for the county buildings, and that a total of nine signs including Braille will need to be ordered. Seton Company of Branford, CT gave a quote of \$2,100.65 and Jorn Sign Company of Hillsboro has a quote of \$1,364.74. The Judge's Office has agreed to pay for two of the signs for the Courthouse Complex and Jail, the Building and Grounds committee will pay for the Historic Courthouse signs, and the other offsite county buildings such as the highway and health departments will purchase the signs for their buildings from their respective budgets.

- 3. Grinder for the Jail -Update:** Bone reported the committee discussed having Undersheriff Robbins get information to present to them for the muffin grinder and report it to them next month. The City of Hillsboro will also be contacted regarding the specifications for the muffin grinder. Bone stated the grinder was put in the budget.

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

- 1. County Comprehensive Plan -Update:** Deabenderfer reported the next Comprehensive Planning meeting is scheduled for Thursday, January 12th, 2012 at 6:00 pm at the U of I Extension office to review and take action on the entire Comprehensive plan. A recommendation will then be made to the County Board and Deabenderfer anticipates it will be available at February's Board meeting.
- 2. MCEDC -Update:** Deabenderfer reported that the MCEDC Executive Board met on January 9th, 2012 with the new Executive Director Erika Kennett in attendance.
- 3. NAGS -Arches Rail Trail -Update:** Deabenderfer reported NAGS representative Mark Joy was present at the committee meeting and gave an update on work being done on Arches Rail Trail in Butler Grove Township. NAGS would like to install some gates to block traffic so cars can't go on the trail, and signage for the trail has been put up. Joy stated that they have made arrangements for mowing and grading work to be completed. Joy will get some costs for items needed for the trail and report back to the committee next month. He will also call Engineer Smith regarding the availability of used rock for the trail. Deabenderfer reported NAGS has the necessary equipment to move rock and three gates are needed at \$150 each.
- 4. Small Communities with Clean Up Issues -Update:** Deabenderfer reported that Gasparich suggested a Revolving Loan Fund be made available to help communities clean up derelict properties and asked the Board for ideas.

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

Ambulance Call Reports:

A summary of monthly operations for **December 2011** will be submitted next month.

AMBULANCE REPORT:

- 1. Collections -Update:** Moore reported total Collections for **December** are **\$94,133.07**.
- 2. Collections for Year 2011 -Update:** **\$1,127,087.40** (December not added)
- 3. Small Claims -Update:** Small Claims was December 9th, 2011. 1- Default notice and order sent, 2- Set for status hearing February 10th, 2012, 1- Reset waiting on disability orders, 1- Judgment order, 1- Moved to Missouri, 1 - Moved to Mt. Olive, 1- Moved to Moline, 1- Moved to Taylorville, 1- On parole, 2- Agreed to start making payments, 1- Paid in Full from a bankruptcy settlement. Moore reported that collection agencies are also working on outstanding claims.

EMA:

- 1. Radio for EMA Alternate -Update:** Moore reported a Radio has been delivered for Gasparich in order for him to have necessary equipment. (\$485.00)
- 2. Regional Meeting -Update:** Moore reported that Cathy Ulrici will be required to keep updated and be kept active with EMA exercises, StarCom Radio checks, and other EMA events. Ulrici will also need to comply just as Director Holmes does in order for Montgomery County to stay accredited.
- 3. Director Holmes off for Surgery -Update:** Moore reported Director Holmes will be having surgery on January 10th, 2012 (rotator cuff repair) and will possibly be off 4 weeks. Joe Gasparich, Jim Moore, and Cathy Ulrici will be providing EMA services in Holmes' absence.
- 4. Cots and Blankets -Update:** These items arrived on December 13th, 2011 and are being picked up by the shelters.

5. **DTN Weather Service -Update:** Moore reported that on January 1st, 2012, MCSODC will discontinue the DTN weather service, which cost EMA a total of \$1,971 a year. Information Systems Representative Bill Purcell is looking into other sites that are free, and Gasparich reported to the committee there are some free sites that would work just as well. The sirens can't be turned on or toned until they get notification from the National Weather Service.
6. **New ADA Standards for Service Animals in Shelters -Update:** Moore reported IEMA sent the regulations out on December 22nd, 2011 and a copy has been given to Holly Lemons. It only applies to miniature horses and dogs.
7. **AED Course -Update:** (Refresher Class for some employees) Moore reported the AED Course is set for Thursday, February 23rd, 2012 in the PBC room, and Hillsboro Hospital representative Becky Cullison will do the training. Two sessions will be offered on February 23rd for a cost of about \$250.00. Holmes will send out a sign-up sheet to each office.

OTHER BUSINESS:

1. **Weather Spotter Class -Update:** Class will be held on Monday, February 6th, 2012 at 6:00 p.m. at the Hillsboro Moose Lodge.
2. **Raymond/Harvel Ambulance District -Update:** Moore reported the committee discussed that Raymond/Harvel Ambulance District is struggling for volunteers, but the issue has been solved. Member Hitchings spoke with them and the Ambulance District did some recruiting last fall and now have 18 volunteers.

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

1. **SOA Report -Update:** Chairman Blankenship reported that the SOA report is in their packet for review.
2. **GIS Report -Update:** Chairman Blankenship reported that the GIS report is in their packet for review.
3. **Revolving Loan Fund -Update:** Blankenship reported from Amanda Cole there were payments made from two of the three businesses in January, and no update is available on the bankruptcy of the third business.
4. **Security Alarm Ordinance #2012-01 -Approval:** Ordinance was submitted last month for the board to review. Undersheriff Robbins has spoken with Tobin Ott of WSMI to set up a time to get radios announcements out to inform the public regarding this new ordinance. Robbins also has a press release notice ready to go out. **Motion by Blankenship, second by Hertel to Approve the Security Alarm Ordinance presented Last Month. All in favor, motion carried. (See Resolution Book #12, pages 55-60).**
5. **Purchase of Sheriff's Department Squad Cars -Update:** Blankenship reported the Sheriff's Department has requested that vehicles be traded when they reach 80,000 miles, and then be accessed at that time. The cost of purchasing four new vehicles and the changeover equipment will be about \$125,000 including trade-in value. The committee approved for Undersheriff Robbins to send out the bids and have them ready to open at next month's committee meeting. Graden asked if the vehicles would be 2012 models and Blankenship replied affirmatively.
6. **Salary Structure/Potential Budget Amendments -Update:** The Committee discussed the salaries for the employees who volunteered to take the severance package last month. In 1994, the Board approved for the County Officeholders to participate in a SIUE Job Study which provided job classification and a salary range for each county position based on information provided by individual officeholders and employees at that time. Blankenship reported that elected and appointed office holders will be asked to use the 1994 salary study and bring their office salaries up to date and submit this information to the next Finance committee meeting for their consideration.

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

1. **Elections -Update:** Durbin reported the County Clerk's office is working on ballot layout and entering county candidates into the elections software. Members received a handout from UCCI clarifying the residency requirements for County Board candidates to be within their County Board District boundaries, as well as a handout of the 2012 Primary Schedules for all States.
2. **Insurance Valuation Report of Tangible Property Assets for Montgomery County and Increase in Insurance Premium -Update:** Durbin reported the Committee reviewed the report with the increase in the County owned property values. The Committee discussed leaving the drop sheds and gazebo on the Insurance inventory for a difference in premium of \$300.00. The new Recycling office building will also need to be added to the insurance inventory once it is complete.
3. **Property Casualty Insurance -Approval:** Durbin reported that ICRMT representative Hamrock stated to the committee that there is earthquake insurance coverage for all county buildings but not county roads and bridges. Only one bridge in Illinois is insured, and it is located in Pike County over the Mississippi River. Durbin reported there is an increase in the Insurance premium to ICRMT of \$12,296.00 due to the increased property values as determined by appraisal. Hamrock also informed committee members that the insurance premiums won't change for the new Sheriff Cars that will be purchased during the year. Miles asked about the appraisal results increasing county properties' values and Chairman Plunkett replied a \$3 Million dollar value increase occurred. Bathurst stated that even with the increase in premium, the total premium is still less than we paid last year. Durbin reported past County Board member and local appraiser Nelson Aumann appraised our properties in prior years for a nominal fee, but an ICRMT provider completed the appraisal this year at no charge. Hertel stated he is concerned with paying an increase since we recently awarded ICRMT the bid, and asked why the new property values were not used at the time of the bidding process. Plunkett stated the bidders based the value on the property values that we supplied at the time, and referred members to the Valuation Comparison Report (CBIZ) which includes total values of all property. Discussion took place on insuring the drop sheds and gazebo at Waggoner end of the Bike Trail. Chris Daniels reported we have a \$1,000 deductible for regular claims and a \$5,000 deductible on damage to structures. Deabenderfer asked if the deductible was \$5,000 for each drop shed, and Treasurer Jenkins stated the deductible is \$5,000 per loss on structures. He also stated we used the current property value schedule at the time of bidding and that values do not change until the new policy year. Plunkett asked Jenkins about the risk of declining to use the property value appraisal increase, and Jenkins replied we would receive a lower replacement value for the property should a loss occur. Bishop asked if the premiums will increase next year, and Jenkins stated that the annual increases from ICRMT will be minimal. Bathurst asked what can we do next time to get better information and bid to insurance carriers with accurate property values and Jenkins replied nothing can be done. Hitchings, a former insurance representative, explained that receiving different appraisals is a common occurrence. Hertel stated he would have felt better if ICRMT had told us from the beginning that the premium would go up \$12,000 next year. Jenkins stated he doesn't think this was done intentionally, and there was a short window of time to acquire bids. Durbin inquired about changing the insurance deductible to offset this cost, and Jenkins stated the County Board could table this request until the insurance company can be present to answer members' questions. Gasparich stated the increase in value is worth the \$12,000 increase in premiums, and requested that Jenkins relay the Board's concerns on the timing to ICRMT. Kuchar also believes the premium increase should be paid. **Motion Durbin, second by Bathurst to Approve Payment of \$12,296.00 to ICRMT for Increase in Property Values. All in favor, motion carried.**

4. Recycling Program and Events:

- **Recycling Office Building -Update:** Durbin reported the office building was finished last week and everything is moved in. The office building has helped with employee morale.
- **Fork Lift Tires -Update:** Durbin reported the tires were replaced for \$540.
- **Electronics Ban in Landfills -Update:** Durbin reported the new laws regarding electronics being banned in the landfills took effect January 1st, 2012. Lutz is considering an Electronics Drive in the spring and one in the fall. Williams asked if an area could be set up where electronics could be dropped off any time, but Plunkett stated electronics have to be under lock and key due to computer hard drive privacy laws. Beck suggested the county may want to have more than two Electronic Drives per year to accommodate the need.

5. EPA Report -Update: Durbin reported Gonet reported to work two days a week in December and is back full time since Tuesday, January 3rd. Gonet has HazMat training on January 25th, 2012.

6. Animal Control Facility and Program:

- **Animal Control Intake Summary -Update:** Durbin reported intake for the month of December: Dogs = 31, Cats = 5 for a total of 36 animals.
- **Animal Control Highlights -Update:** Durbin reported that Assistant ACO Andrew Beers passed the Humane Investigator training and test and is now certified.
- **Management of Facility -Update:** Committee discussed having Richardson manage the animal control facility and report to the HWE committee.
- **Ordinance -Update:** The committee discussed the revised Animal Control Ordinance that was given to them last month for review. The revised ordinance has been reviewed and approved by Assistant State's Attorney Betsy Wilson, and a copy is in everyone's packet. The yellow highlighted items have been added to the ordinance. The board members will review this Ordinance for one month and vote at the February board meeting.
- **PAWS CARE -Update:** Durbin reported that Vice-Chairman of PAWS CARE Kim Noyes addressed the committee with a draft copy of an Agreement between the County Animal Control and PAWS. Noyes explained that the Agreement would help define the work that PAWS wants to do for the County and noted that the last page had some information regarding their financial contribution to the animal control program. Noyes also explained that the focus of the PAWS group is to help keep the animals moving by getting them to a rescue as soon as they are available. A meeting will be set up with a few members of the PAWS group, Nancy Richardson, and Mary Bathurst and Sharon Kuchar from the committee to meet regarding the Agreement.

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

- 1. Employee Christmas Luncheon Location -Update:** Kuchar reported the committee discussed the positive feedback from County employees regarding the Christmas Luncheon held at the Fellowship Hall of St. Paul's Lutheran Church. There is no fee to rent the space, however a donation was given to the church. The committee decided to have next year's Christmas Luncheon on Thursday, December 13th, 2012 at the St. Paul's Lutheran Church Fellowship Hall.
- 2. Time-off/Planned Leave Forms for Appointed Department Heads -Update:** Kuchar reported the committee reviewed a "Planned Time Off" form for Appointed Department Heads to fill out and provide to the County Coordinator's Office so that time-off can be reported to the Treasurer's office on a monthly basis. Files with the time-off will be kept in the Coordinator's Office for the County Board per the policy that was just revised in the Personnel Manual. A memo will be sent out today to the department heads advising them of the new forms.

3. **Time Accrued on Paychecks -Update:** Kuchar reported Treasurer Jenkins stated that currently his office has been keeping track of all employees' time-off on a monthly basis and putting that information on the pay stubs. The committee discussed the need for accurate information from each office and if employees pay attention to this information on their paychecks. Circuit Clerk Lemons and County Clerk Leitheiser stated that they have a spreadsheet that keeps track of their employees' time-off and each employee must review it for accuracy each month and sign off on the report each time. A note will be put in the next paychecks surveying the employees to see if they utilize the accrued time-off reported on their pay stubs. The employee will sign off on the survey slip and give it to their Department Head, and the committee will review the survey results at their next meeting.
4. **Employee Job Descriptions and Salary Structure -Update:** Kuchar stated this was previously discussed in Finance Committee report.
5. **Employee Personnel Manual -Approval:**
 - **FMLA Policy and Procedures:** The revised FMLA Policy and Procedure was provided last month for board members to review for one month. **Motion by Kuchar, second by Bathurst to Approve the Family Medical Leave Act Policy and Procedures in the Personnel Manual as Presented Last Month. All in favor, motion carried.**
 - Kuchar reported the committee reviewed the next part of the Personnel Manual (jury duty, leave without pay, holidays and disciplinary action). The Committee approved to introduce this section to the Full Board for 1 month to review. After the Board meeting, the changes will be sent out to the Offices for employee review. These three pages are included in the Board packet to review and to vote on at the February board meeting. Changes are underlined in yellow.
6. **Sheriff's Department Union Contract with Local Laborers #773 -Update:** Kuchar reported the Special Personnel Committee meeting to start Union Negotiations is scheduled for Wednesday, January 11th, 2012 at 6:00 p.m. in the PBC Meeting Room in the basement of the Courts Complex.
7. **ICRMT Employment Practices Seminar -Update:** Kuchar reported this seminar is scheduled for Tuesday, January 24th, 2012 from 9:30 am to Noon at the Magnuson Hotel at Rt. 108. , and a memo is going out to all Office Holders to invite them to attend. They should reply by Friday, January 13th at 3:00 p.m. Kuchar stated this is very worthwhile event to attend.

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

1. **Red Ball Trail Project -Update:** Branum reported Engineer Smith hasn't heard anything about an increase in Ameren's portion of the Red Ball Trail Project. Smith stated to the committee that a bill has been sent for \$33,000 to Ameren for their portion of the Preliminary Engineering work on the Red Ball Trail Project.
2. **2012 Fuel Letting Date -Update:** Date is set for Wednesday, January 25th, 2012 at 8:30 a.m. at the Highway Department building.
3. **2012 Rock Letting Date -Update:** Date is set for Friday, January 27th, 2012 at 8:30 a.m. at the Highway Department building.
4. **Obptande Subdivision -Approval:** Branum reported Engineer Smith presented a final plat for Obptande Subdivision in Schram City, and since Schram City doesn't have a zoning ordinance, this falls to the County to approve. Engineer Smith has reviewed and doesn't see any issues or concern and recommends approval. **Motion by Branum, second by Hitchings to Approve the Obptande Subdivision in Schram City. All in favor, motion carried.**

5. **Resolution #2012-01: Resolution to appropriate funds for 1093 B-CA, North 32nd Rd., Bois D'Arc Road District, 50% RD – 50% County Project -Approval:** Total is \$25,000. County's Portion is \$12,500. **Motion by Branum, second by Williams to Approve Resolution #2012-01: Resolution to appropriate funds for 1093 B-CA, North 32nd Rd., Bois D'Arc Road District, 50% RD – 50% County Project. Total is \$25,000. County's Portion is \$12,500. All in favor, motion carried. (See Resolution Book 12, pages 61-62).**
6. **Vacant Mechanic's Position -Update:** A Special Meeting for Interviews is scheduled on Tuesday, January 24th, 2012 at 6:00 p.m. Applications will be due by Thursday, January 19th, 2012.
7. **Walton Park Bridge Project -Update:** Engineer Smith reported to the committee he received paperwork for balance authorization and will submit to the State of Illinois for the Walton Park Bridge Project. Once the State does the Audit, final paperwork can be completed.

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

ANNOUNCEMENTS: A thank-you card was read from the newly appointed Christian/Montgomery Regional Superintendent of Schools, Marchelle Kassebaum, who appreciates the Board's support.

Chairman Plunkett notified Board members of a new list of fund balances report they will be receiving on a monthly basis at each meeting.

SCHEDULE CHANGES: Chairman Plunkett reminded the Board of the Special Personnel meeting for Union Negotiations scheduled for Wednesday, January 11th, 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 25th at 8:30 a.m. and the 2012 Rock Letting Date is set for Friday, January 27th at 8:30 a.m. at the Highway Department.

PAY BILLS:

1. **Approval to Pay Any Invoices from Adams, PC or Books & Moore:** Motion by Hitchings, second by Bishop 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 2012.

ADJOURN: Until the Full Board Meeting on **Tuesday, February 14th, 2012 at 8:30 a.m.** at the Farm Bureau Building, Hillsboro, Illinois.

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

Meeting adjourned at 10:00 a.m.

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