

**Montgomery County Board
Minutes**

For Tuesday, February 14th, 2012 – 8:30 AM

The following are minutes of a regular meeting of the Montgomery County Board held at 8:30 AM on Tuesday, February 14th, 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 Graden, second by Wendel 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 Kuchar to approve the Minutes of the Previously County Board Meeting held on Tuesday, January 10th, 2012. All in favor, motion carried.

CONSENT AGENDA:

1. **Chief Assessment Officer's Report** – Ray Durston was present for questions.
2. **Circuit Clerk's Report** – Circuit Clerk Chief Deputy Stephanie Keiser was present for questions.
3. **County Clerk and Recorder's Report** – Sandy Leitheiser was present for questions and stated her office is now open for absentee voting in the March primary. Voter registration services will close on February 21st and address change forms are available now for County Board members and on the County website and Leitheiser requested that members contact her office staff for voter lists. Hertel asked Leitheiser if she is notified if a voter moves out of Montgomery County and she replied affirmatively.
4. **County Treasurer's Report** – was submitted. Plunkett reported auditors are on site at county officers today.
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 Miles, second by Bathurst to approve the 11 items on the Consent Agenda. All in favor, motion carried.

COMMITTEE REPORTS:

COORDINATING COMMITTEE REPORT:

1. **ROE Superintendent -Update:** Regional Superintendent of Schools Marchelle Kassebaum shared her experiences on the job the first six weeks. Her first goal was to visit all nine schools and learn how they operate, the direction they are going, and what is working and what is not.

She stated that as ROE Superintendent, it is her job to see that State initiatives are intact and that schools in her district are in compliance with various State Laws. Kassebaum stated she attended a Teacher's Institute in Pana and plans to attend future Board meetings. She has been participating in a Leadership Workshop that meets in Taylorville every Wednesday, is now a Rotary member, and a member of the CEFS Board. She is in charge of monitoring the program and budget of the ROE's alternative school, the Birth-age 3 program, substance prevention program and teen pregnancy program. Kassebaum stated ROE Superintendents are required to make sure all teachers are certified and reported that the County has highly qualified teachers. She stated her job has been a learning process, and she wants the Board to have a better understanding of what her job entails as State Superintendents are working with Legislators regarding the future of Regional Superintendents, with information about their role to be made public on April 1st 2012. Deabenderfer asked if the committee consists of ROE Superintendents, and Kassebaum replied it is a State Commission. Hertel stated State Senator John Sullivan can be contacted for more information. Deabenderfer asked if it was possible that the State would want the County to pay the Superintendents' salaries. Hertel stated the commission will discuss if the State wants to eliminate the Regional Superintendent positions, and if so, how the Counties will deal with it. Kassebaum stressed how important her job as ROE is, as she must make sure schools are implementing various state laws. She stated her office runs very efficiently, and it would be costly to outsource their services, and if there is a restructure of ROE services, it will have to take place over time. Plunkett stated there seems to be a repeated scenario where the State creates a problem that needs corrected later. Gasparich asked Kassebaum if she could attend an EMA meeting to address school safety issues relating to updating school emergency plans. Kassebaum stated that she would gladly attend and that she wants to work closely with first responders for better emergency preparedness in the schools. Chairman Plunkett asked Kassebaum who is the Assistant Superintendent and she replied that Marie Joy and Marsha Blackman are helping with those duties until July 1st, 2012, when a permanent assistant will be chosen.

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

- 1. Johnson Controls Maintenance Contract -Approval:** Bone reported that John Bryant of Johnson Controls addressed the committee with the annual maintenance agreement in the amount of \$5,970. This maintenance fee for 1 year is a 3% increase from last year and the Contract year begins March 1st, 2012. **Motion by Bone, second by Hitchings to approve the 1 Year Maintenance Agreement for \$5,970 with Johnson Controls. Voice Vote: 19 members in favor, 1 no vote (Hertel). Motion carried.**
- 2. Painting in Treasurer's Office -Approval:** Bone stated his committee is trying to accommodate those offices on the first floor of the Historic Courthouse with carpet and paint. Treasurer Jenkins had 3 rooms of his office painted by a community service worker who is also a union painter and that individual ran out of hours last week. Jenkins contacted Painters Union District Council 58 Business Representative Cy Austin to inquire about hiring the same community service worker to complete the painting in his office. It was estimated to take 120 hours to complete the work at approximately \$43.00 per hour for prevailing wages. Cy Austin stated that this would be a 3 year contract with Painters Union District Council 58 and the community service worker would be a direct hire to the courthouse and then laid off once the work was completed. The 3 year union contract would not preclude our maintenance staff from painting. The contract would be waived if more community service hours are needed to be completed. Del Scott from Korte-Luitjohan offered to contact Spectra Painting to hire a union painter; however they couldn't guarantee the community service worker will be the painter. Bone stated the committee does not want a 3 year contract and has received a bid from Korte-Luitjohan for \$4,728. **Motion by Bone, second by Kuchar to approve the bid from**

Korte-Luitjohan for \$4,728 to complete painting in the Treasurer's Office. All in favor, motion carried. The amount will be paid from Buildings and Grounds Maintenance to Buildings.

3. Historic Courthouse Renovations -Approval: Bone reported the following:

- Elevator: Shaft doors will be done next week, it will take 5-6 weeks to fabricate elevator, and the new elevator will be delivered March 26th.
- Drywall and painting of the wall are complete, and the trim still needs to be painted.
- Old Fire Escape Stairs have been demolished, and new stairs will be installed in a couple of weeks.
- HVAC is all installed.
- Ceiling Grid is going in this week and lights are being installed.
- Installation of the Data Lines was completed February 9th.
- Fire Alarm installation is nearly complete.
- **Elevator Shop Drawing:** Brandon Little of Hurst-Rosche got the final signed elevator shop drawing to Del Scott of Korte-Luitjohan on February 10th. Brent Lance of Hurst-Rosche reported to the Board that during demolition of the elevator conditions were discovered which will cause the size of the cab to be smaller than originally specified but will still comply with ADA requirements. The existing shaft is 12 inches narrower from side to side, shop drawings were resubmitted, and everything is moving forward on the elevator installation. Lance stated an additional request for money for electrical work was rejected, so there are no new change orders so far.
- **Invoicing:** Invoicing is 1 month behind, and Brent Lance of Hurst-Rosche reported there were no lien waivers from Korte-Luitjohan so he wouldn't sign off for January payout until suppliers and subcontractors were paid. He later learned waivers weren't sent because an office personnel was on maternity leave. To get caught up, we will need to pay application #5 in the amount of \$197,438.00 this month contingent on acceptance of waivers from Hurst-Rosche. Lance stated upon receipt he will sign request #5, but it is possible workers can decide not to work if not paid although they have said they will work. **Motion by Bone, second by Miles to Approve Pay application #4 to Korte-Luitjohan in the amount of \$152,514. All in favor, motion carried. Motion by Bone, second by Wendel to Approve the payment of Pay application #5 in the amount of \$196,438 Contingent on Acceptance of Waivers from Hurst-Rosche Engineers. All in favor, motion carried.** After these payments, the County will have paid approximately \$458,000 so far on the project.

4. Project Completion Date is April 23rd, 2012: Lance stated the contract still states April 18th.

5. ADA Coordinator's Report -Update: Bone reported Circuit Clerk Holly Lemons addressed the committee regarding some ADA issues and suggested that an ADA Compliant Consultant come and check all our buildings to make sure we are compliant. The Courthouse Complex was built after the IL ADA code was passed in 1988, however some ADA issues exist such as the jury boxes and witness stands which should not have been elevated. Other issues include the height of sink counters and office customer counters. Maintenance staff will address installing grab bars in the restrooms, and ADA signs have been ordered. The Parking lot needs striped with handicap markings, and Bone stated we will continue to work on these issues.

6. Maintenance Issues and Report -Update: Roof is done by Young's Roofing and A/C units have been installed at the Historic Courthouse.

7. **DCEO Energy Grant -Update:** Bone stated Coordinator Daniels reported that confirmation was received on the acceptance of our SEDAC Energy assessment for the County Buildings, which will be performed as part of a grant from DCEO. 360 Energy Group Energy Engineer Paul Reitz will be here on February 22nd to complete an evaluation of our buildings, which will be the first step to getting information for specs needed to address the HVAC concerns at the Courthouse Complex. Bone reported that he attended a meeting Saturday in Jacksonville and we are first on the project list for grant funding.

8. **Grinder for the Jail -Update:** The committee reviewed two different models of grinders for the Jail. Maintenance Superintendent Lloyd Meyer stated that the unit will need to be hooked up to the generator. We will advertise for bids based on a specific horsepower and will look for a contractor/plumber to install the grinder.
9. **Paint & Carpet for Board Room -Update:** The committee discussed and approved for Coordinator Daniels to research prices to paint the Board room and replace the carpet and window treatments for review at next month's meeting. The third floor will be painted by maintenance staff.

Member Gasparich asked about grant funding for Courthouse renovations. Brent Lance stated we are doing a renovation not a restoration, so grants are not available. Chairman Plunkett stated we have checked into grants but funding was only available for exterior restorations.

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

1. **County Comprehensive Plan -Update:** Deabenderfer reported the committee received and will review the final draft of the Montgomery County Comprehensive Plan. The Full Board received the final draft at February's meeting and will review and vote on its approval at the March Board meeting. County Clerk Leitheiser will advertise for the Public Hearing that is scheduled for Thursday March 1st, 2012 at 5:00 pm at the Extension Office in Hillsboro. The presentation will be made by U of I consultant Keith Moran, and the Economic Development Committee is invited to attend the Public Hearing. Amanda Cole thanked the committee for their support of the University of Illinois Extension office through all their changes to get the plan completed. Deabenderfer encouraged all Board members to attend the public hearing, and stated a lot of time has been spent in putting this together. Chairman Plunkett thanked the Planning Commission for all their hard work and stated that the Comprehensive Plan is not a stepping stone to a zoning ordinance.
2. **MCEDC -Update:** Deabenderfer reported that Erika Kennett was hired to take Heather Hampton Knodle's place as MCEDC Executive Director, and also shared the Quarterly report for the E.D.G.E. Program as provided by Megan Beeler. Five businesses were visited in an effort to keep and retain businesses in Montgomery County, and more information will be presented in the future on Business Retention and Workforce Development. The next membership meeting will be held at the Church Street Pub on March 27th, 2012 at 6:00 p.m. The Committee discussed the changes with Amanda Cole's new position as Unit 18 Extension Director and inquired if the Economic Development Educator position will be filled and if the County will partner with U of I Extension. Deabenderfer reported that Amanda Cole stated the MCEDC could hire an independent consultant as the partnership with U of I Extension may change.
3. **Arches Rail Trail -Update:** Deabenderfer reported the committee reviewed a memo from Mark Joy regarding an update of NAGS activity with the Arches Rail Trail.

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

Ambulance Call Reports:

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

Total calls: 361 Total amount billed: \$212,578.00 Amount collected: \$94,133.07

A summary of monthly operations for **January 2012** are as follows:

Total calls: 356 Total amount billed: \$206,867.20 Amount collected: \$124,996.88

AMBULANCE REPORT:

1. **Collections -Update:** Moore reported total Collections for **January** are **\$124,996.88**
2. **Small Claims -Update:** February 10th, 2012 will be the status hearings on previous cases.

EMA:

1. **Weather Spotter Class -Update:** Was held on February 6th, 2012 with about 50 people in attendance. Member Beck stated she took the weather spotter class and it was excellent.
2. **Regional Meeting -Update:** Moore reported Holmes was unable to attend as she is off work six weeks from surgery. Stan Krushas from IEMA was at the EMA office and brought the new system to put the grant paperwork online to send to the State.
3. **Cots -Update:** There were 5 extra cots made available which will be put at the Litchfield shelter.
4. **Credit Card -Update:** Moore reported Director Holmes stated to the committee that the EMA office is in need of a credit card to register for conferences or to get fuel on an emergency basis. The committee discussed getting a credit card with a limit of \$1,000 for emergency purposes. Chairman Plunkett stated that a few years ago the auditor stated there should not be credit cards. Moore wants Holmes to get an opinion from the auditor. The committee discussed getting a debit card versus a credit card. Gasparich suggested talking to the Finance Committee about getting a card for these emergency purposes. The committee will discuss this further.
5. **Shelters -Update:** Member Gasparich handled the shelters during the ice storm on January 20th, 2012. There were about 68 people that were stuck on I-55 and had to be transported to the Litchfield High School for overnight shelter. An additional 70 blankets were purchases from Wal-Mart at cost, and after the event, the blankets were laundered and brought to the EMA Office. Gasparich praised school staff who gave out snacks and refreshments, along with Chad Allison and Dale Bruhn, Litchfield First Responders, and Russ and Helen Beason from Red Cross for handling everything smoothly. Gasparich stated this occurrence was an eye opener and we owe it to the people on the Interstate to have an adequate shelter in Litchfield. Moore thanked Gasparich for his assistance during this event.
6. **CPR/AED Course -Update:** Set for Thursday, February 23rd, 2012 in the PBC room. Times are 8:30-10:30, 10:30-12:30, 1:30-3:30. Employees should sign up by February 22nd.
7. **Coffeen Search for Elderly Man -Update:** Per Gasparich, a volunteer Firemen's group will help with this search.

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

1. **Probation Department Advises Committee about Seeking a Bid for a New Vehicle - Update:** Blankenship stated that Chief Probation Officer Banee Ulrici reported to the committee that Judge Schwarm and Judge Long gave the approval for the Probation Office to advertise for a new vehicle that will be used to conduct home visits and to transport drug court

clients to Taylorville. The current vehicle is 8 years old and is having mechanical problems. Bane will advertise the bid opening to be held at the Probation department and the new vehicle will be paid for by Probation fees.

2. **Award Bids for Sheriff's Vehicles -Approval:** All bids include a trade-in value.
Victory Lane \$22,676 for a 2013 Ford Explorer
Wright Automotive \$22,100 for a 2013 Ford Explorer
Roger Jennings \$78,279 for 3 Police Chevy Tahoes
Blankenship reported the Ford Explorer, which is not a police package, will be for the Sheriff, who will try it and see how it holds up. It is built lower on a car frame and not a truck frame and is a 4 wheel drive crossover. It will cost about \$5,000 per vehicle to switch over equipment and to detail the vehicles. The total cost for everything should be about \$120,000. Merano asked if painting and equipment needs to be bid out and Chairman Plunkett replied no, it is a professional service. **Motion by Blankenship, second by Williams to Approve the low bid from Wright Automotive to purchase one 2013 Ford Explorer in the amount of \$22,100 and to approve the low bid from Roger Jennings for Three 2012 Police Chevy Tahoes in the amount of \$78,279. This includes trade-ins. Roll Call Vote: Ayes - 20, Absent - 1. *Those Voting Aye: Bathurst, Beck, Bishop, Blankenship, Bone, Branum, Deabenderfer, Durbin, Gasparich, Graden, Helgen, Hertel, Hitchings, Kuchar, Merano, Miles, Moore, Plunkett, Wendel, Williams. Those Absent: Komor. Motion carried.***
3. **Coroner's Salary -Approval:** Blankenship reported the Coroner's salary is currently \$26,851. Chairman Plunkett calculated that Coroner Broaddus' salary would increase to \$31,147 and remain at that level for each of 4 years based on the percentage raise that was given to the other elected officials a couple of years ago. The committee discussed that the 16% up front increase was based on the State of Illinois eliminating some or all of their stipends. Graden asked if the decision was the Board's and Plunkett replied affirmatively. **Motion by Blankenship, second by Kuchar to Approve Setting the Salary of the Coroner to \$31,147 for the next Four Years. Voice Vote: In favor - 19, Against - 1 (Miles), Absent - 1 (Komor). Motion carried.**
4. **Microfilming Records -Approval:** Blankenship reported that Circuit Clerk Lemons is the process of hiring a company to microfilm more documents. Funds were allocated for the microfilming project at the budget hearings. A proposal from HOV Services was received in the amount of \$35,090.01 to microfilm 169 boxes of court cases. Moore asked Stephanie Keiser if the Clerk assesses a fee and she replied affirmatively that a document storage fee of \$15 is charged on every court case filed and used for this purpose. **Motion by Blankenship, second by Merano to Approve the Proposal from HOV Services in the amount of \$35,090 to Microfilm 169 boxes of Court Cases. All in favor, motion carried.**
5. **Circuit Clerk's Audit Report -Update:** Blankenship reported the Committee reviewed the Circuit Clerk's office Audit Report prepared by Patton & Company and no major problems or deficiencies were found in the Audit. Board members were given a copy to review for one month, and the Audit will be approved at the Full Board meeting in March.
6. **County Trustee Surplus Tax Parcel Auction -Update:** Blankenship stated Bill Krieger from Meyer & Associates reported that they are proposing a County Trustee Surplus Tax Parcel Auction for April 20th, 2012, which will be a sealed bid sale. Minimum bid is \$750 plus recording fees for a total of \$810 minimum bid per parcel. Catalogs will be prepared by Meyer and Associates and given to the Treasurer's office to sell. There are about 125 parcels including 37 parcels in Deer Creek Condo complex. Plunkett stated to the committee that the Deer Creek Campground lots were sold in years past and the new owners were upset when they found out the campground wanted annual association and maintenance fees. Ron Jenkins suggested that Meyer & Associates should check with Assistant State's Attorney Betsy Wilson to receive an update about these parcels and Condo Association.

7. **Salary Structure -Update:** Elected and Appointed Office Holders were asked to use the 1994 salary study and bring salaries up to date and submit information to the Finance committee meeting. Plunkett wants to think about the proposed Salary Structure and the Salary Structures for new positions that were not in the 1994 Salary Structure along with the Appointed Officials and Salaried Employees. Committee entered into executive session to discuss personnel and salary issues, and no action was taken.

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

1. **Elections -Update:** County Clerk Leitheiser reported that Thursday was the first day for absentee voting. Ballot programming and layout was completed smoothly with Deputy Clerk Terri Miller leading this process, which will be a large savings to the county. There are a total of 228 ballots county-wide for Democratic, Republican, and Non-Partisan Ballots for the Primary Election.
2. **Recycling Program and Events:**
 - **Annual Contract with Com2 for E-Waste Collections -Approval:** Durbin reported the e-waste ban began on January 1st of this year. The Com2 contract is up for renewal and will now pay \$.02 per net pound for any electronics material that is shipped from the Recycling center. Previously we were not paid for materials. The Com2 contract which is in effect through December 31st, 2012 has been reviewed and endorsed by Assistant States Attorney Betsy Wilson. A new Revenue line item for the e-waste will be created in the General Fund. Durbin stated we hope to have two electronic drives in the spring and fall. **Motion by Durbin, second by Bathurst to Approve the E-Waste Recycling Agreement with Com2. All in favor, motion carried. (For copy, see Resolution Book 12, Page 63-65).**
 - **Litchfield Drop Shed -Update:** Durbin reported a fire completely destroyed the Litchfield drop shed and warehouse, and the cause of the fire was undetermined. The fire started in the trash can in the front of the structure. The insurance company requested two bids for clean-up services, and bids were received from Davis Excavating and Kinney Contractors. Due to an emergency basis to clean up the debris, the Coordinating committee approved hiring Davis Excavating to complete the clean-up work. Durbin reported Davis Excavating cleaned up debris in one day for \$8,500. Graden asked if the insurance was settled, and Durbin replied it was not. Durbin reported the replacement value of the Litchfield facility increased from \$78,000 to \$141,000 after the insurance premium increased last month from increase in property values. Hertel stated with the turn of events, the \$12,000 premium increase was a good investment for the County. The insurance company has requested a couple of competitive bids to rebuild the facility. There were a few other locations for the facility discussed, with one possible location rented by the City of Litchfield. Since the location has not yet been determined, the committee decided to advertise for bids for the building. Helgen reported to the Board that he received complaints about moving the drop shed to a different location. Durbin stated he talked to Chairman Plunkett and has set up a Special HWE meeting for Friday, February 17th at 8:30 in the Annex building.
 - **Litchfield Drop Shed Rebuild Issue from 2008 -Update:** Durbin reported the Committee discussed an issue with the Litchfield Drop Shed when it was rebuilt in 2008. Assistant State's Attorney Wilson attended the committee meeting, and the committee decided to go into executive session at the end of the meeting. Wilson will handle calling the Department of Labor to see if the issue can be resolved.
3. **EPA Report -Update:** Durbin reported Bill Gonet stated Quarterly Reports have been filed which will result in about \$11,000 reimbursement. He reported the current cell at the Landfill is about full and another one will be put in before long.
4. **Animal Control Facility and Program:**

- **Animal Control Intake Summary -Update:** There were 33 dogs and 2 cats brought in to the facility for the month of January. There were 9 animals claimed, 10 were adopted, 21 were sent to rescue and 3 were euthanized. Durbin reported 35 animals came in and 43 went out with only 8 animals at the facility last week.
- **Citations revised per Judge Long to comply with new law adopted 12/7/11 -Update:** A copy of the revised citations was given to Assistant States Attorney Betsy Wilson for review and approval before they are printed.
- **Meeting with PAWS CARE regarding an Agreement -Update:** Durbin reported that Richardson, Mary Bathurst and Sharon Kuchar met with some board members of the PAWS CARE group to review a proposed agreement from PAWS CARE on how they can help the animal control program. Committee discussed the possibility of a board member being assigned as a liaison to attend the PAWS CARE meetings once a month.
- **Animal Control Ordinance -Approval:** Ordinance was distributed at the January Board meeting. Deabenderfer presented mostly grammatical changes to the ordinance. **Motion by Durbin, second by Hitchings to approve the Revised Animal Control Ordinance. All in favor, motion carried. (For copy, see Resolution Book 12, Page 66-67).**
- **Facility Management -Update:** Durbin reported the Committee discussed having Richardson manage the facility and report to the HWE committee and to leave Chris Daniels as Administrator. Richardson stated to the committee that she went to Taylorville Animal Control to see how they operate and reported that they don't do a lot of what Montgomery County does as far as the paperwork.

Hertel spoke to Durbin in regards to money owed by Walshville for Animal Control and stated that it would be best for the State's Attorney to send Walshville a letter instead of suing them for non-payment.

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

1. **Open Bids for Sheriff's Vehicles -Update:** Bids were opened and given to the Sheriff's department for review.
2. **Consociates Health Insurance -Update:** Kuchar reported that Steve Spinner and Travis Schmidt from Consociate Dansig gave an overview of the Employee Health Insurance. The Committee reviewed the Aggregate and Specific reports and the Contract Savings report. Treasurer Jenkins shared a report outlining the Contract year Cost Summary for the last 6 years. Schmidt and Spinner explained various reports. The Plan booklet will need to be redone to an easier version to comply with the Health Care Reform Changes. The changes included unlimited insurance; there will no longer be a cap and Pre-existing Conditions go away for Adults in 2014. Chairman Plunkett asked for comparison figures for the next Insurance update.
3. **Employee Job Descriptions and Salary Structure -Update:** Kuchar reported Elected Officials were invited to the committee meeting. The committee voiced their concerns that if we go through the time of getting job descriptions and a salary structure, the elected officials must be willing to follow it. Committee members would like to get a commitment from Elected Officials upfront to buy into the idea. Each office would put together job descriptions and go to Finance Committee to prove what each employee in their office needs to be paid. If classifications have changed, then amount would be brought to the Finance Committee. Job descriptions would be used to help hire and fire the correct way, and physical demands of each position should be included in the Job Description. Bone asked if every employee will be brought up fairly, and Moore agrees it needs to be fair. Hertel stated that the Finance Committee is working on a resolution to get fairness to employees but Elected Officials do not

have to participate. The Finance Committee can only set wage parameters for salary job classes. Plunkett stated the Board puts money in the Budget to operate their respective offices and fairly compensate every employee but it is up to the Elected Officials to divide the money the way they wish, and these Officials have to answer to the voters.

4. **Treasurer's Office ½ Hour Lunches -Update:** Kuchar reported the committee discussed the Treasurer's office changing the lunch period from 1 hour to ½ hour. Treasurer's office lost one employee in the buyout, and his employees will work ½ hour to cover the office. Gasparich asked about how Jenkins calculated the savings of going to ½ hour and how he calculated benefits. Plunkett stated the Treasurer needed a part-timer but instead of hiring he is divided the work among the four already there. All four employees voluntarily signed an agreement to work 2 ½ hours extra per week at regular salary and the amount they received is paid from the part-time line item. Subsequent hires must adhere to the ½ hour lunch schedule. Blankenship stated they still get IMRF and Social Security but they are not getting benefits such as extra vacation time and sick time from these extra hours worked. Hertel stated the Treasurer's office has a different pay scale as other offices and the yearly salary is an issue. Plunkett stated the Board is concerned with other employees making less and has gotten proposals from other offices and will have recommendations about these proposals at a later time.
5. **Employee Personnel Manual –Approval to Table:** Kuchar reported that sections from the Personnel Manual about jury duty, leave without pay, holidays and disciplinary action were presented last month for the Full Board to review and approve in February. A motion was made by Kuchar and a second by Hitchings to approve Jury duty, Leave without pay, Holidays and Disciplinary action in the Personnel Manual as presented last month. Deabenderfer presented some possible changes to the Manual. County Liability Insurance Attorney Julie Bruch has recommended most of the changes suggested in the Manual. Hertel stated the Employee Personnel Manual only pertains to those employees not under Elected Officials, since Elected Officials do not have to sign off on the Manual. County Clerk Leitheiser stated Elected Officials can use the Manual and she does in her office. With several changes needed as proposed by Deabenderfer, the motion to approve the manual was rescinded, and instead **Motion by Deabenderfer, second by Bone to Table approval of the proposed changes to the Personnel Manual until Next Month after Necessary Changes are made to the Manual. All in favor, motion carried.**

No additional material will be given to the Board to review in February. Kuchar and Bathurst stated at the committee that at the Employee Seminar, Attorney Julie Bruch suggested that one person for each organization do the paperwork and keep track of FMLA instead of each office taking care of their own paperwork.

6. **Sheriff's Department Union Contract with Local Laborers #773 -Update:** Union negotiation meeting was Monday, January 30th, 2012. **The next meeting is scheduled for Tuesday, February 21st at 6:00 p.m. in the PBC room.**

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

1. **2012 Fuel Letting Bids -Approval:** Branum reported one bid was received, opened, read and awarded as follows:
M & M Service Company – Fixed Bids Effective February 1, 2012
Gasoline \$3.157/Gallon With Taxes
Diesel Fuel \$3.404/Gallon With Taxes
Motion by Branum, second by Helgen to Accept the Fixed Fuel Prices Bid from M & M Service Company of \$3.157 for Gasoline and \$3.404 for Diesel. All in favor, motion carried.
2. **2012 Rocks Letting Bids -Approval:** Branum reported the bids were opened and read and the committee accepts and recommends to the Full Board the low bid if figures are acceptable.

- **2012 Various Road Districts MFT Rock for Section 12-XX000-00-GM**
- **2012 County MFT Rock for Section 12-00000-00-GM**

Motion by Branum, second by Williams to Approve All Low Bid Figures for the Road Districts and the County that were Submitted in the Minutes of the January 27th, 2012 Rock Letting. All in favor, motion carried.

- 3. Meisner's Subdivision -Approval:** Branum reported Engineer Smith presented a plat for the Meisner's Subdivision on North 24th Avenue in Raymond. Engineer Smith reviewed the request and everything is okay. **Motion by Branum, second by Williams to Approve Meisner's Subdivision in Raymond. All in favor, motion carried.**
- 4. 2012 Oil Letting Date -Approval:** Scheduled Wednesday, March 28th, 2012 at 9:30 a.m. at the Highway Department.
- 5. New Mechanic -Approval:** Branum reported newly hired Mechanic Karl Murzynski will start employment on February 29th, 2012. **Motion by Branum, second by Graden to Approve Hiring Mechanic Karl Murzynski. All in favor, motion carried.**
- 6. Pitman Township Bridge Supplemental PE Request -Update:** Branum stated Engineer Smith reported that the original design had two water lines running down the sides of the bridge and the ditches needed to be moved a little. To relocate the water lines would have increased the cost considerably, so a change of scope was done. There would be an increase to the original supplemental of \$8,157 because of going over the original preliminary engineering amount to move the two water lines. Branum reported Farmersville has since moved the water lines.
- 7. 10-Day Bridge Inspection Class -Update:** Branum reported Assistant Engineer Dustin Sefton is signed up for a 10-day Bridge Inspection Class from February 27th to March 9th, 2012 for a cost of \$1,650.
- 8. Retro-reflectometer Purchase for Sign Management -Approval:** Branum stated Engineer Smith reported the Federal Government now has guidelines on the reflectivity of road signs. The Federal Government gave governing entities 4 years to comply with establishing a program to check visibility and brightness of road signs. The sign management programs available have an option to purchase a Retro-reflectometer to test the brightness/reflectivity of the signs. There are over 1,200 signs on the County roads that have been inventoried. If there was an accident and signs don't comply with the Federal Government's new road sign guidelines then it's a liability issue. Engineer Smith stated the Retro-reflectometer gun would cost approximately \$10,000 and was put in the FY2012 budget. The other approved methods of checking signs would be costly over a period of years and some signs may be replaced that didn't need to be. If the County can prove that we have an approved method of checking signs, we would be in compliance with the courts. Engineer Smith explained that the State follows the guidelines set by the Federal Government and he will need a Retro-reflectometer gun as lawyers will have them. Gasparich asked if any law has been upheld and Smith replied there has been no case law yet. Bone stated the County will be liable if the machine is loaned out to another municipality. Durbin stated the guidelines affect the cities as well as the County. Moore would like to see the Highway Department help other townships or municipalities check their signs because they can't afford a gun of their own. Bone stated an intergovernmental agreement should be utilized. Merano suggested a fee be charged for its use. Smith stated the machine reads by bar code and stores information for that particular sign. Plunkett asked if we received a grant for signs and Smith replied affirmatively. Helgen reported that the Department of Transportation puts up highly reflective signs which cost \$10 more than regular signs. Bone suggested the Board pass a resolution telling the State that enough is enough on passing mandates down for local governments to pay. **Motion by Branum, second by Hertel to Purchase the Retro-reflectometer for \$10,000. Voice Vote: In favor – 18, Against – 2 (Gasparich, Graden), Absent – 1 (Komor). Motion carried.**

8. **Panasonic Copier Replacement -Update:** Branum stated Engineer Smith reported that the Highway Department was notified by CDS that Panasonic will not offer a maintenance agreement on their old copier anymore and parts will no longer be available. Engineer Smith will get some prices for a new copier.
9. **New Truck -Approval:** Branum reported the truck bid was accepted 5 months ago and one of their trucks went down last night. Plunkett stated this is one bill that the Committee didn't approve. **Motion by Branum, second by Williams to Pay the Invoice of \$92,013 for the New Truck at the Highway Department. All in favor, motion carried.**

Hertel reported the County currently receives 6 percent in income taxes from the State, but we are owed 10 percent. The State has current legislation that would change formulas and put caps on Real Estate which would affect all taxing bodies, legislation that would allow projects under \$20,000 to not have to be pay prevailing wage, and legislation that would force teachers' retirement costs to the local taxpayers. Hertel suggested a committee be designated to review pending legislation so legislators can be contacted on various issues. Plunkett stated he will consider this and stated that all Board members can currently contact their legislators on their own.

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

ANNOUNCEMENTS: CPR/AED Course is set for Thursday, February 23rd, 2012 in the PBC room. Times are 8:30-10:30, 10:30-12:30, 1:30-3:30. Sign up by February 22nd. Board members interested may sign up today with Coordinated Services Office.

Special Personnel Committee meeting to continue Union Negotiations with the Sheriff's Department Laborers' Local Union #77 is Tuesday, February 21st at 6:00 p.m. in the PBC room.

Comprehensive Plan Public Hearing is scheduled for Thursday March 1st, 2012 at 5:00 pm at the Extension Office in Hillsboro.

Chairman Plunkett announced that County Clerk Leitheiser has been notified from the U.S. Department of Commerce of a Census correction which corrects the error of the John Graham Correctional Center prison population being placed in East Fork Township and not Hillsboro Township.

Chairman Plunkett announced that the Open Meetings Act on-line training is now required by Illinois Law and is available online till the end of the year. When members have completed the on-line training, their Certificates of Completion should be filed in the County Clerk's office.

APPOINTMENTS:

Motion by Wendel, second by Blankenship to Reappoint Ray Durston as Montgomery County Chief Assessment Officer for a 4 year term which expires July 8th, 2016. All in favor, motion carried.

Motion by Bone, second by Moore to Reappoint Ron Deabenderfer as Commissioner to the Montgomery County Public Building Commission. Term begins immediately. All in favor, motion carried.

Motion by Blankenship, second by Miles to Reappoint Eugene Knodle as Commissioner to the Montgomery County Public Building Commission. Term begins immediately. All in favor, motion carried.

Motion by Hitchings, second by Beck to Reappoint Roger Reeves as Commissioner to the Montgomery County Public Building Commission. Term begins immediately. All in favor, motion carried.

PAY BILLS:

- 1. Approval to Pay Any Invoices from Adams, PC or Books & Moore: Motion by Bathurst, 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 Williams 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, March 13th, 2012 at 8:30 a.m. at the Farm Bureau Building, Hillsboro, Illinois.

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

Meeting adjourned at 10:45 a.m.

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