

Montgomery County Board

Minutes

For Tuesday, April 16th, 2013 – 8:30 AM

The following are minutes of a regular meeting of the Montgomery County Board held at 8:30 AM on Tuesday, April 16th, 2013 in the County Board Room, 2nd floor of the Historic Courthouse, Hillsboro, Illinois.

The meeting was called to order by County Board Chairman Roy Hertel at 8:30 AM.

Roll call was taken. 19 members present, 2 members absent.

Members Present: Mary Bathurst, Connie Beck, Megan Beeler, Nikki Bishop, Bonnie Branum, Ronald Deabenderfer, Joe Gasparich, Heather Hampton+Knodle, Roy Hertel, Sharon Kuchar, Jay Martin, Gene Miles, Jim Moore, Mike Plunkett, Earlene Robinson, David Ronen, Glenn Savage, Mike Webb, Richard Wendel.

Members Absent: Chuck Graden, Bob Sneed

Pledge of Allegiance to the flag was given by Ron Deabenderfer.

Members stood for a moment of silence for those who lost their lives or were injured from the Boston Marathon bombings on Monday, April 15th, 2013.

Mileage and Per Diem Approval: Motion by Bathurst, second by Ronen to approve the mileage and per diem. All in favor, motion carried.

Approval of Minutes of Previous County Board Meeting:

Motion by Beck, second by Bishop to approve the Minutes of the Previous County Board Meeting held on Tuesday, March 12th, 2013. All in favor, motion carried.

Member Earlene Robinson thanked the County Board for the plant they provided during her recent hospital stay.

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** – Ron Jenkins was present for questions.
- 5. G.I.S. Coordinator's Report** – was submitted.
- 6. Health Department Report** – Hugh Satterlee was present for questions.
- 7. Probation Officer's Report** – was submitted.
- 8. Public Defender's Report** – was submitted.
- 9. Sheriff's Report** – Sheriff Vazzi was present for questions, and informed members that this week is Telecommunicators Week, and recognized his 911 Telecommunication Staff. He also informed members that Sheriff's employee Greg Nimmo's mother recently passed away.
- 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 Webb, second by Martin to approve the 11 items on the Consent Agenda. All in favor, motion carried.

LIAISON REPORTS: Richard Wendel reported that the March meeting for West Central Development Council was cancelled. Gene Miles reported he attended a short UCCI meeting and had nothing to report. Nikki Bishop reported that the Senior Citizens Board is trying to find ways to cut expenses such as reducing mileage paid for Meals on Wheels services. Heather Hampton+Knodle stated she will be meeting with West Central Development Council Representative Mike Scherer tomorrow concerning Economic Development activities in our County.

COMMITTEE REPORTS:

COORDINATING COMMITTEE REPORT:

COORDINATING COMMITTEE: Given by Chairman Roy Hertel as follows:

1. **CEFS Central Illinois Public Transit Monthly Progress Report -Update:** Chairman Hertel reported the monthly progress report was included in County Board packets and Kristie Warfel will be here next month at the May full board meeting for her 6 month presentation.

BUILDING & GROUNDS COMMITTEE REPORT: Given by Vice Chairman Nikki Bishop as follows:

1. **Historic Courthouse Elevator/ Schindler -Update:** Bishop reported that Schindler's technician was here to install plastic screws on the Historic Courthouse elevator buttons. The Schindler Engineers believe that static electricity generated from the metal screws in the elevator panel has been the problem with the ongoing issue of the elevator not going to the floors when the buttons are pushed. Bishop reported no complaints have been made since this repair was made. Midwest Elevator conducted the third party annual inspection with Schindler at the Historic Courthouse on April 11th, 2013. The third party inspection was already held on the elevators at the Courts Complex.
2. **Maintenance Issues and Report -Update:** Bishop reported the filters in air handler boxes in the separate areas are being cleaned at the Courts Complex along with all of the vents. Maintenance staff will be working on the mowers and will start mowing soon. County Board member Wendel will weed and feed the Historic Courthouse lawn. Maintenance staff Lloyd Meyer will call Ameren to make repairs to the lawn areas by the Historic Courthouse fire escape where they dug last year, and will also start servicing air conditioning units at the Historic Courthouse soon.
3. **Vendor List -Update:** Bishop reported the Committee reviewed the Vendor List of businesses that replied to the advertisement and vendors that have done business with the County over the last few years. Bishop stated we are compiling names each month and any vendor can notify us with their information to be included on the list. The committee discussed that businesses need to be aware that the County must pay prevailing wage.
4. **HVAC at Courts Complex -Update:** Bishop reported that Meyer has explained the temperature settings on the HVAC system at the Courts Complex when the weather gets warmer. Wendel will check with West Central Development Council to see if there are any grants available for replacing energy efficient systems. County Board Administrator Chris Daniels reported she spoke with Mike Sherer of West Central Development Council and has received information on a couple of grants from him and is now following up on them.
5. **Fire Alarms and Panic Systems -Update:** Bishop reported we received two bids for the Fire Alarm System upgrade at the Courts Complex:

- Mac's Fire & Safety - \$4,633.00
- Wareham's Security - \$3,965.00

IS Manager Bill Purcell wrote the specifications for the project and that the bid specifications stated that prevailing wages must be paid. The committee approved the bid from Wareham's Security for the existing Fire Alarm System upgrades at the Courts Complex in the amount of \$3,965. Each Committee can approve purchases under \$5,000. The Court Funds will pay for the Fire Alarm System upgrade. Two bids were received for a Fire Alarm System at Animal Control:

- Mac's Fire & Safety - \$880
- Wareham's Security - \$630

The committee approved the bid from Wareham's Security for the Fire Alarm System at Animal Control in the amount of \$630. We will work with getting bid specs for the Recycling Center next month.

6. **Building Safety Issues -Update:** Bishop reported the Historic Courthouse has new locks and numbered keys have been assigned. The Chairman of each committee with meetings at the Historic Courthouse will have a key, as will Department Heads and employees of the Historic Courthouse. Bishop stated Daniels did a great job in getting keys to committee members and employees who needed them.
7. **B&G Committee Time Change –Approval at end of meeting:** Bishop reported the Building and Grounds Committee will be meeting again at 1:00 pm for the month of May, and will go back to a meeting start time of 8:30 am for the months of June and July. Discussion on later dates will occur in the fall. Full Board approval of this time change is at the end of this meeting.
8. **Other Business -Update:** Bishop reported that the committee discussed replacing the railing on the stairs at the north end entrance of the Historic Courthouse.

ECONOMIC DEVELOPMENT COMMITTEE REPORT: Given by Chairman Heather Hampton+Knodle as follows:

1. **Arches Trail -Approval:** Hampton+Knodle reported Mark Joy and Ray Leubert of the NAGS group asked for approval to conduct fundraisers to raise funds to help with the maintenance of the Arches Trail. They will be having a Fun Walk/Tour of the Trail on June 22nd from 10:00 a.m. until noon in conjunction with the Montgomery County Fair. Admission will be \$5.00 with \$1.00 going to NAGS and \$4.00 to the Fair Board. Mark Joy reported that NAGS spent about \$1,000 in mowing and installing signs at Arches Trail. **Motion by Hampton+Knodle, second by Plunkett to approve that NAGS have the Ability to Fundraise for the Arches Trail Maintenance. All in favor, motion carried.**
2. **County Website -Update:**
 - **Assess Input from County Website Survey to Determine Next Steps:** Hampton+Knodle reported there are a few technical difficulties to be worked out concerning the website, and communication needs to take place with department heads for assessment and follow-up purposes. The Economic Development Committee plans to check with the Personnel Committee to see who would have the skills for this project.
3. **MCEDC:**
 - **Appointment of Jay Martin to the Revolving Loan Fund Board –Approval at end of meeting:** Hampton+Knodle reported the committee approved and recommends Jay Martin as the County representative to the Revolving Loan Fund Board. The position requires meeting as needed to review loan applications that come before the Revolving Loan Fund Committee. Hampton+Knodle reported the committee believes Martin would be a good liaison due to his background which includes doing credit checks. The Full Board will take action at the end of the meeting with the other appointments.
 - **MCEDC Meetings:** Hampton+Knodle reported the annual MCEDC meeting was held Tuesday, March 26th, 2013 and that the handouts from that meeting are also included in Board packets. Hampton+Knodle asked the board members take time to review the 2012 Annual MCEDC Report and the Existing Industry Report for 2013. Hampton+Knodle also reported that David Ronen was elected as the chairman of the MCEDC and she has already heard from several constituents who believe Ronen will do a good job. Hampton+Knodle asked the Board to show appreciation to Ron Deabenderfer and Mike Plunkett for serving on the MCEDC Board in the past and a round of applause was given. The next MCEDC meeting will be held Tuesday, May 2nd, 2013 at 4:15 p.m.

4. **Coal Severance Tax -Update:** Hampton+Knodle reported this issue has been discussed at the recent Planning Commission meeting and stated that Illinois is the only “coal” state without a Coal Severance Tax. Hampton+Knodle asked Chris Daniels to provide the Full Board with copies of the Coal Severance Tax Report by State, which was done.
5. **Fracking Meeting Notes -Update:** Hampton+Knodle reported the Committee reviewed some notes from Bill and Ruth Schroeder regarding a meeting they attended for Hydraulic Fracturing on March 4th, 2013. Hampton+Knodle notified Board members of a video that is available for viewing for more information.
6. **Revolving Loan Fund/Report -Approval:** Hampton+Knodle reported that the Committee reviewed the RLF reports submitted by Erica Kennett for February and March 2013 which are included in Board packets. They were corrected to reflect the \$150,000 that was added to the Revolving Loan Fund by the Finance Committee at the Full Board meeting on January 11th, 2011 and reported as part of the RLF in Full Board minutes. After reviewing the minutes and the reason this money was added, the committee discussed whether or not it should stay in the RLF since the expanding business for which it was designated did not materialize. The committee decided to designate the \$150,000 back to the General Fund. **Motion by Hampton+Knodle, second by Gasparich to Rescind the Motion made at the February 11th, 2011 Full Board Meeting in the Finance Committee Report to Add \$150,000 to the Revolving Loan Fund from the General Fund. All in favor, motion carried.** Deabenderfer stated he hopes that this motion does not reflect that the board is not willing to pony up if there is another need and asked members to be aware of RLF needs. Hampton+Knodle agreed with Deabenderfer’s comments.
7. **County Employee Survey to ask How to Cut Expenses or Increase Revenues -Approval:** Hampton+Knodle reported the committee reviewed the “County 2013 Employee Survey for Cost Savings” project proposal from Robert Morris University. Students at their Chicago Campus will be working on this project for their graduate coursework, and county employees will be asked how to save money and increase revenue. No County Board official or Board member will see the individual responses, and the final survey instrument will be ready for Full Board approval at the May Board meeting. The survey results should be ready by the July 3rd, 2013 Economic Development meeting. **Motion by Hampton+Knodle, second by Martin to Allow Megan Beeler to Run Point with the Project for the Montgomery County Cost Savings Survey to All Employees to be Performed by Robert Morris University. All in favor, motion carried.**
8. **Planning Commission -Update:** Hampton+Knodle reported the Montgomery County Planning Commission met on March 27th, 2013 with review of land use goals as the primary topic. The Planning Commission recommends that the County write letters to Federal Representatives to encourage funding and that MCEDC Executive Director Kennett has been invited to aid in the review of economic development goals at the next meeting to be held in May.
9. **State Legislative Priorities Report -Update:** Hampton+Knodle reported that Representative Rosenthal stated he is going to vote for the 911 surcharge increase measure when it comes up. There have been some preliminary discussions on Coal Severance Tax. Senator Durbin is interested in Coal Severance even though this would be a statewide program. Discussion took place on a jobs program on waterways infrastructure and the idea that some of that public-private cost share could be used to match. Other legislative priorities such as a Hydraulic Fracturing bill had been moving but Speaker Madigan had introduced a requirement that they would have to have a qualified contractor which caused this bill to go back to rules.
10. **Economic Development Committee Time Change to 7:00 p.m. –Approval will take place at end of meeting.**

11. **County Support Letter to Encourage Cleanup to Federal Representatives asking that they include the Superfund Sites in Montgomery County on a Priority List to USEPA - Approval:** Hampton+Knodle reported she has written this letter. **Motion by Hampton+Knodle, second by Kuchar to Approve the County Support Letter to Encourage Cleanup to Federal Representatives asking that they include the Superfund Sites in Montgomery County on a Priority List to USEPA. All in favor, motion carried.**
12. **Grain Belt Transmission Line –Update:** Hampton+Knodle contacted Clean Line Energy for a meeting on the Grain Belt Transmission Line, and this transmission project could affect our county. The Transmission Line would go from Kansas to Indiana.
13. **Ameren New Transmission Lines –Update:** Deabenderfer stated he has attended earlier meetings with Ameren and Clean Line Energy regarding construction on new transmission lines.

E.M.A./AMBULANCE COMMITTEE REPORT: Given by Chairman Glenn Savage as follows:

Ambulance Call Reports:

A summary of monthly operations for **March 2013** is as follows:

Total calls: 349 Total amount billed: \$200,872.50 Amount collected: \$107,544.16

AMBULANCE REPORT:

1. **Collections -Update:** Savage reported Total Collections for **March** was **\$107,544.16** (Old System \$15.00, New System \$107,529.16).
2. **5 Area Ambulance Service Agreements -Update:** Savage reported ambulance contracts are not yet complete and Holmes stated she is waiting on the insurance portion for the contracts from several districts.

EMA:

1. **Security at Courts Complex -Update:** Savage reported Undersheriff Rick Robbins presented a draft of an Active Shooter/Hostage Crisis Plan and will give a copy to the State's Attorney office to review. Savage reported we will arrange for training and have an exercise.
2. **MABAS – Equipment in the County -Update:** Savage reported Director Holmes will set up a display at the May County Board meeting and the MABAS trailer will be available after the Board meeting for members to view.
3. **Safety Issue for the County -Update:** Savage reported we received a letter on Spontaneous Combustion for coal mines from a citizen and he stated the EPA has very strict rules and regulations on storage of coal and is constantly monitored this process.
4. **Major Snow on March 24th -Update:** Savage reported that there were some brief power outages around the County during the snow storm on March 24th, 2013. Shelters were on standby Saturday and Sunday and no requests were made. Savage commended the Highway Department for their work clearing county roads. Holmes needs to come up with a plan to notify all departments of inclement weather or an emergency to inform employees whether the courthouse will be open or closed. Holmes and Undersheriff Robbins will compile information regarding an Emergency Notification System to present to the next EMA meeting. IS Manager Bill Purcell will also work with Holmes and Robbins.
5. **County Emergency Plans -Update:** Savage reported that the Emergency Operation Plan (EOP) is almost completed and she is still waiting on both hospitals for their review.
6. **Highway Traffic Safety Class -Update:** Savage reported Holmes and EMA assistant Cathy Ulrici attended the class on April 10th at the Fairview Heights Fire Station (an IEMA and IDOT sponsored class).
7. **NIMS Classes (National Incident Management System) -Update:** Holmes reported that IS 700a, 100b, 200b, 800b classes must be taken by certain County officials if the County receives federal funding. County Board Member and FSI Instructor Joe Gasparich has volunteered to teach the classes before the EMA meetings starting on May 7th, 2013 at 2:30 p.m. Savage reported that he personally will be taking these four courses as part of his EMA Chairmanship duties.

FINANCE COMMITTEE REPORT: Given by Chairman Joe Gasparich as follows:

1. Gasparich addressed the board about the recent Boston Marathon bombing, and stated that if no terrorist group takes credit for these events, it escalates the likelihood of “homegrown angst” and we could possibly be a target here.
2. **FY2012 County Audit Presentation from Patton & Company, P.C. -Update:**
Amy Hunt and Kyle Putnam of Patton & Company presented the FY2012 County Audit. The Board reviewed a report showing the operating revenues and expenses, coal revenue, and capital outlay from 2009 to 2012. Putnam stated Capital Outlay has increased over four years and has increased the life of County assets. The total Capital outlay for 4 years was \$2,750,392. Putnam reported there has been little revenue growth overall. Expenses have grown such as payroll and related costs for health insurance, worker’s compensation, payroll taxes and retirement. Another challenge is dealing with Health Insurance costs and Salary Increases. We need to come up with new ideas and ways for revenue sources. The challenge will be to use less money for operating expenses. Putnam stated the employee survey is going in the right direction to get ideas. Every governmental entity has the same financial issues. Moving forward, the County Board needs to identify an adequate level of money to have in the General Fund. We need to set goals and strive to reach them. We need to look at the Funds with excess appropriations that can be used for another purpose to help the deficit in the General Fund. The Coal Revenue should not be considered regular operating revenue because at some point in time the coal mine will go away. We need to reduce our dependency on coal money. She suggested the Board be cautious with coal royalties to serve the County for the future. Hunt reported the General Fund balance as of November 30th, 2012 as \$2.3 Million and projections for reserves to last 3.3 months. She recommends 50% - 60% in our fund balance at \$3.5 to \$4 Million. Hunt also recommended segregation of duties and cross training employees. She stated no one person should have control over money in an office. Gasparich stated that the status of the County is what it is, and we will not have \$3.5 Million set aside in the next years, but we need do what we can. Gasparich also stated that we need to leave a legacy for the citizens to follow us. Budget Hearings will be held on July 15th, 16th and 17th, 2013. Board will review the County Audit for 1 month and approval will be at the May full board meeting **(For copy of presentation handouts, see Resolution Book 13, Pages 32-28.)**
3. **Discussion of Auditing Services -Approval:** Gasparich reported the committee reviewed a report that showed the auditing services from 2002 to 2012 and discussed the time frame of when this service should be put out for bid according to the motion that was made in October 2011 which stated that auditing services would be bid out every 4 years. The last time the auditing services were bid out was in 2009. The committee discussed whether the motion in 2011 meant that is would be four years from that date or four years from when the auditing services were bid out in 2009. Gasparich reported we asked Patton & Company for a cost to perform the County Audit for the next two years, and that their fees did not go up. **Motion by Gasparich, second by Bathurst to Approve that Patton & Company P.C. Perform the County Audit for \$33,000 and Circuit Clerk’s Audit for \$7,000 for the Next Two Years for FY2013 and FY2014. All in favor, motion carried.** Martin asked if after these two years, then auditing services would be put out for bid and Gasparich replied affirmatively. Hertel stated that insurance and auditing services are considered professional services, and don’t have to be put out for bid.
4. **FY 2014 Budget Information & Schedule -Update:** Gasparich stated all Board members are invited to the Budget Hearings, which will be held on Monday, July 15th, Tuesday, July 16th and Wednesday, July 17th, 2013. Treasurer Jenkins will send a memo to the offices regarding these Hearings. The Committee would like to have each Department’s oversight committee review their FY2014 budgets.

5. **GIS Report -Update:** Mary Purcell discussed the flyover with the committee. Gasparich reported that GIS collects fees for services, but this will not be enough to maintain that office over time. The State statute regarding GIS fee collection will be reviewed.
6. **Resolution to Convey Deed – Pitman Township Parcel #03-28-202-003 -Approval:** County Agent Joe Meyer has been invited to the May Finance Committee. Committee discussed the Resolution to Convey the Deed for Pitman Township that was submitted by the Tax Agent. **Motion by Gasparich, second by Beck to Approve the Resolution to Convey Deed in Pitman Township Parcel #03-28-202-003. All in favor, motion carried. (For copy, see Resolution Book 13, page 39).**
7. **Monthly Coal Revenue Report and Revenue, Expense & Bank Balance Report -Update:** Treasurer Jenkins reported the proposed invoice for coal royalty money in April is \$344,000 for the sale of 596,000 tons of coal in March. Gasparich stated coal royalty money is starting to build up and the Board will have to decide what to do with these funds.
8. **Copy Machine Survey -Update:** Gasparich asked Member Megan Beeler to address the Board regarding the copy machine analysis, cell phone survey and the centralized purchasing program survey completed by her master’s level Managerial Economics class students she teaches at Robert Morris University in Springfield. **(For copies of all, see Resolution Book 13, pages 40-43).** Beeler reported that the copy machine cost benefit analysis recommends that the county go to one master cost per copy cost contract. Currently, the county has 26 copy machines spread over 4 locations in 16 different offices, and we can inform the Copy Provider that it is not worth it for us to have bulk rate contracts and that the County will only pay 2 cents per copy. The County can utilize this survey to renegotiate all the service contracts. Beeler also reported that 80% of our copy machines are being used inefficiently because some offices are paying for more copies than they are actually using, with some contracts adding up to over 20 cents per copy. The contracts also vary whether they include toner and other supplies. Hampton+Knodle asked if we could cancel the contracts and Beeler replied most are not active contracts but have been continued through to the next year for several years. Martin asked if we will have one contract or still have 26 different contracts and Beeler replied now that the information has been compiled, we have the leverage to show the Copy Provider to make the changes to lesser contracts and get costs down. Elected Officials can make their own choices on copy machine contracts and there could be one contract for the General Fund offices.
9. **Cell Phone Survey -Update:** Megan Beeler explained the Cost Benefit Analysis for the 22 County Cell Phone bills on 6 separate AT&T contracts. AT&T was contacted by the students to bundle all the County phones to save money, and it was determined that the minutes on the current plans are more than sufficient. The cost analysis looked at data needs and the new plan will have 200 text messages. The current expenses for the 22 phones are \$1,048.10 per month. Beeler reported that the County could go to a bundle plan for \$729.25 per month and save about \$300 per month or \$5,000 per year. Beeler reported the County could also consider canceling all cell phones and provide stipends for personal phones which wasn’t addressed in this survey, however was discussed by the committee. Employees that currently have a County Cell phone will keep their current phone, and a memo will be sent to offices to consider going to the cheaper bundle. Hampton+Knodle asked Treasurer Jenkins if his office could be the office to check invoices and do an analysis over time for the best option for cell phone usage and Jenkins replied he is willing to help, but won’t cross the threshold of another office holder’s authority unless the Board gives him permission to do so.
10. **Central Purchasing Program for Office Supplies-Update:** Beeler reported the class did research on other government entities that have a centralized purchasing system and how it is working. The recommendation would be to consider a centralized ordering system and to reduce the appropriations for office supplies in each department’s budget. One option is that each office would still place and store their orders, however it is funneled through centralized

purchasing software. This changes how it is purchased and the County can save about 20% on Office supplies. Another option is that only one office would be in charge of ordering for all offices. Intergovernmental agreements with the Elected Officials' offices would be needed. The Committee also discussed giving these cost analysis reports to all Department Heads to review for cost savings to use when preparing for FY2014 budgets. Gasparich thanked Beeler for her class's efforts, and reported these cost analysis reports have not cost the County anything, avoiding a taxpayer cost. Chairman Hertel thanked Beeler and her classes for doing the costs analysis reports.

11. **Resolution #13-1 Proposing Increasing Maximum Allowable Levy for Raymond/Harvel Special Service Area Ambulance Tax in Montgomery County and Providing for a Public Hearing and Other Procedures in Connection Therewith -Approval:** Gasparich introduced the Resolution, and stated that once the Board approves it, County Clerk Leitheiser's office must send postcards to all taxpayers in that Special Service Area district informing them of the Public Hearing. Raymond/Harvel Ambulance District representative Tobin Gunn was in the audience and Chairman Hertel introduced him and asked the Board members if they had any additional questions, and there were none. **Motion by Webb, second by Kuchar to Approve Resolution #13-1 Proposing Increasing Maximum Allowable Levy for Raymond/Harvel Special Service Area Ambulance Tax in Montgomery County and Providing for a Public Hearing and Other Procedures in Connection Therewith. All in favor, motion carried. (For copy of Resolution, See Resolution Book 13, pages 44-46).**
12. **Finance Committee Time Change to 8:00 a.m. – The Board will take action at end of meeting.**

H.W.E. COMMITTEE REPORT: Given by Chairman Connie Beck as follows:

1. **Elections -Update:** County Clerk Leitheiser reported a 25% voter turnout at the April 9th, 2013 Consolidated Election, and said that April 23rd is the last day for outstanding absentee ballots. Out of 57 absentee ballots, 11 have been mailed back but none will affect the results announced on Election Night.
2. **Recycling Program and Events:**
 - **Electronics Recycling Reminder -Update:** Beck reported the next Electronics Recycling Drive is scheduled for this Thursday, April 18th from 12 p.m. to 5 p.m. and Friday, April 19th from 8 a.m. - 3 p.m. Beck thanked Recycling Coordinator Lutz for receiving a recycling grant for \$2,000. Montgomery County was 1 of 49 counties to receive the grant.
3. **EPA Report:**
 - **Resolution #13-2 to Adopt a Five Year Solid Waste Recycling Act Plan Update - Approval:** Beck reported that EPA Inspector Bill Gonet presented the Five Year Municipal Waste Management Plan Update for the committee to review. Hertel stated this is something we do every five years. **Motion by Beck, second by Miles to Approve Resolution #13-2 to Adopt a Five Year Solid Waste Recycling Act Plan Update. All in favor, motion carried. (For copy of Resolution, see Resolution Book 13, page 47).**
4. **Fees -Update:** Beck reported that Gonet is working with Assistant State's Attorney Wilson to see if a Host Fee and a Tipping fee can be generated from the landfill. The County currently has a Host Fee. Wilson is reviewing the Host Fee agreement and state statutes for the host and tipping fees.
5. **Animal Control Facility and Program:**
 - **Increase Fee for Rabies Tags:** Beck asked Animal Control Warden Nancy Richardson to speak to the Board regarding the increase fee for rabies tags. Richardson stated that currently the fees for rabies tags are \$5 for sterile animals and \$15 for intact. The \$10 differential in fee goes to the Pet Population Control Fund (PPCF) to be used for spay and neuter of animals and for rabies shots for low income residents. Richardson reported

there were 51 animals at the last rabies clinic this past Saturday with some pet owners using a Link card documenting their low-income status. Richardson recommends raising the rabies tag fees to \$10 for a sterile pet and \$25 for an intact pet, with the difference still being designated for PPCF and rolled over each year. Richardson stated that Macoupin and Logan Counties charge \$10 for sterile and \$25 for intact pets, and Sangamon County charges \$9 for sterile and \$38 for intact pets. She explained that the last increase in rabies tag fees was in 2005 and that the costs of tags, certificates and manpower have increased. Richardson told members that raising the tag fee doesn't cost the County anything for labor, but the rabies certificates just need to be changed to reflect the new fees before printing. She said that letters will be sent to the Veterinarians explaining the increase and also stated that responsible pet owners will still get the shots for their pets and if the increase in fees is a hardship on someone, they can still come to the Rabies Clinic for a lower cost. Richardson stated the County will profit \$23,000 in one year by raising the tag fee and that it will help the animal control budget break even. The State mandates the \$10 differential go to the PPCF and an increase can be decided by the Board. Member Plunkett suggested an increase of tag fees of \$7.50 for sterile pets and \$30 for intact animals to encourage people to spay and neuter their pets. Bathurst endorsed Plunkett's proposal, and stated this would be an incentive to get animals spayed and neutered. Richardson stated that she thinks \$10 and \$25 is a good middle ground. Beeler stated historical data shows rabies tag sales have dropped after the last increase and believes the increase in price will not be as effective. Hampton+Knodle reminded members that two meetings ago data regarding the animal control program was requested and that last month she asked if this data could be shared with all members before the next board meeting and it was not provided. She also raised questions on total number of animal control calls and stated that the total animal intake is down but labor hours and the retention of animals have increased. Hampton+Knodle also asked how long the animals stay at the facility, and if the County has the authority to raise fines and collect more fees from pet owners visited by animal control. Richardson replied owners have 7 days to comply with rabies tags and then a \$25 fine is charged. Hertel explained the State requires we hold an animal for 7 business days to allow time for the owner to come and retrieve it. He stated Animal Control is not a money maker and we can't knock on door to door and tell people to get their rabies shots. He stated that there is no guarantee of increase in revenue, but we must try. Beeler reported our cost per animal in 2010 was \$115, 2011 at \$136 and 2012 at \$171, which is an increased cost each year. Beeler stated her college class will have another case study completed in 2 weeks and suggested the Board wait until we have more data before a decision is made. **Motion by Beeler, second by Branum to Table this Issue for 1 Month. All in favor, motion carried.** Hertel reminded members that if this increase were to pass, rabies tag fee increases will not take effect until January 1, 2014. Also, Hertel stated there are other variables to consider in this decision since Animal Control receives donations, so a cost analysis would be worse without those figures. He said that County Board Administrator Daniels will make sure members get a packet of information to review before the next meeting.

6. Tours of Animal Control Facility and Hillsboro Recycling Center -Update: Hertel announced the following tours to Board members.

- **Tuesday, June 11th after Board Meeting – Hillsboro Recycling**
- **Tuesday, July 9th after Board Meeting – Animal Control**

PERSONNEL COMMITTEE REPORT: Given by Chairman Mary Bathurst as follows:

1. **Circuit Clerk's Union Local #148 -Update:** Bathurst reported the next meeting is Thursday, April 25th, 2013 at 4:30 p.m. after Regular Personnel meeting in the County Board Room.
2. **Local Union #397-SOA/EMA/State's Attorney -Update:** Bathurst reported the Labor Local #397 Union Representative Bill Traylor was present at committee to ask questions about the Job Salary Survey. He is scheduled to attend the regularly scheduled meeting at the end of this month.
3. **Highway Department Union Local #1084 -Update:** Bathurst reported the next meeting is Thursday, April 18th, 2013 at 4:30 p.m. with committee and 5:30 p.m. with union.
4. **Internet and Social Media Policy and Guidelines -Update:** Bathurst reported Assistant State's Attorney Wilson and IT representative Purcell will review and revise the draft of the Internet and Social Media Policy for the committee to review next month.
5. **Drug Test Policy -Update:** Committee discussed the current procedure of having the employees going to the Greenville Health Department for the random drug testing and the option to possibly have the Greenville staff come here to do the testing. A consideration needs to be given to would save travel time for number of employees that would be going to Greenville and back. Health Department Administrator Hugh Satterlee will be asked to come to the next committee meeting to review the procedure.
6. **Change Time of Regular Personnel Committee -Approval at end of meeting:** Bathurst reported the committee approved changing the time of the regular committee meetings to 4:00 p.m.
7. **Job Salary Study -Update:** Bathurst reported the committee discussed a few issues found with the data submitted in the Job Salary Study and that the data needs to be corrected before Board approval. The salary ranges in the report were not consistent with the amount of hours the employees work based on either a 35 hour or 40 hour work week. The committee also questioned a few positions where the Standard Occupational Codes needed to be revisited because the salary levels were different in this draft than one that was previously submitted. The committee stated that all these questions and concerns will be addressed with U of I Job Study representative Ron Duncan.

ROAD AND BRIDGE COMMITTEE REPORT: Given by Chairman Gene Miles as follows:

1. **Raymond Township Bridge -Update:** Miles reported that we received a notification from the Office of the Chief Council (OCC) at IDOT of a new protest from the latest bid and we are waiting on their response. Work cannot begin until this protest is resolved.
2. **Used Tractor Purchase -Update:** Miles reported we did get two new used tractors.
3. **2013 MFT Oil Letting -Approval:** Engineer Smith opened and read the bids for the various grades of oil for the Township and County Roads:
Oil Letting for Townships – Bids were received from:
 - Litchfield Bituminous, Louis Marsch, and JTC PetroleumCounty Oil Letting – Bids received from:
 - JTC Petroleum and Louis MarschJTC Petroleum was awarded three of the bids and Louis Marsch was awarded one of the bids for the County Oil Letting. **Motion by Miles, second by Branum to Approve the Low Bids for the County Oil Letting on April 3rd, 2013. All in favor, motion carried.**

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

ANNOUNCEMENTS: Chairman Hertel announced the following:

1. The MABAS trailer will be available after the May 14th Board meeting for members to view.
2. Tour of Hillsboro Recycling Center is Tuesday, June 11th after Board meeting.
3. Tour of Animal Control Facility is Tuesday, July 9th after Board meeting.

SCHEDULE CHANGES: Chairman Hertel reported the following:

1. Motion by Bathurst, second by Bishop to Approve the Personnel Committee Meeting Time Change from 8:30 a.m. to 4:00 p.m. on the last Thursday of the Month. All in favor, motion carried.
2. Motion by Gasparich, second by Branum to Approve the Finance Committee Meeting Time Change from 8:30 a.m. to 8:00 a.m. on the second Monday before Full Board. All in favor, motion carried.
3. Motion by Bishop, second by Miles to Approve the Building & Grounds Committee Meeting Time Change to 1:00 p.m. in May and 8:30 a.m. in June, July & August on the Friday before Full Board. All in favor, motion carried.
4. Motion by Hampton+Knodle, second by Martin to Approve the Economic Development Committee Meeting Time Change from 6:00 p.m. to 7:00 p.m. on the Wednesday before Full Board. All in favor, motion carried.
5. Motion by Beck, second by Ronen to Approve the Coordinating Committee Meeting Time Change from 5:30 p.m. to 6:00 p.m. on the Last Tuesday of the Month. All in favor, motion carried.
6. Special Personnel meeting with Highway Department Union Local #1084 is Thursday, April 18th, 2013 at 4:30 p.m. with committee and 5:30 p.m. with union.
7. Personnel meeting with Circuit Clerk's Union Local #148 is Thursday, April 25th, 2013 at 4:30 p.m. after Regular Personnel meeting.

APPOINTMENTS:

1. Motion by Plunkett, second by Deabenderfer to Reappoint Stanley Hughes to the Three County Public Water District Board for a five-year term from April 30th, 2013 to April 30th, 2018. All in favor, motion carried.
2. Motion by Webb, second by Beck to Reappoint Robert Matli to the Raymond Community Fire Protection District Board for a three-year term from April 2013 to April 2016. All in favor, motion carried.
3. Motion by Branum, second by Miles to Appoint Allen Harrison, David Prater, James Evans and Kent Lovelace to the Fillmore Glendale Cemetery Board of Trustees. All in favor, motion carried.
4. Motion by Miles, second by Webb to Appoint Gary Hulbert to the Nokomis Area Fire Protection District Board for a three-year term from May 1st, 2013 to April 30th, 2016. Voice Vote: In favor – 18, Against – 0, Absent – 2, Abstain – 1 (Gasparich). Motion carried.
5. Motion by Deabenderfer, second by Ronen to Appoint Jay Martin to the Revolving Loan Fund Board as County Representative. All in favor, motion carried.

PUBLIC COMMENTS: After confirming he had completed a public comment card, Chairman Hertel gave permission for Bill Schroeder of Hillsboro to speak to the Full Board. Schroeder commented on his inability to hear all of the discussion and comments by speakers at the podium and responses from seated board members, and Chairman Hertel responded by welcoming Schroeder to sit at the front of the room during Board meetings. Schroeder also asked if the Board will be taking action to implement any of the cost analysis items discussed by Board member Beeler in the Finance Report. Chairman Hertel stated the Finance Committee will make decisions on implementing those cost analysis items.

PAY BILLS:

- 1. Approval to Pay Any Invoices from Adams, PC or Books & Moore: Motion by Plunkett, second by Martin to pay any invoices for Adams, PC or Books & Moore. Voice Vote: In favor – 18, Against – 0, Absent – 2, Abstain -1 (Moore). Motion carried.**
- 2. Motion by Gasparich, second by Kuchar to pay all other approved bills. All in favor, motion carried. For itemized listing of bills paid, refer to Accounts Payable Book for FY 2013.**

Chairman Hertel thanked Assistant State's Attorney Wilson and State's Attorney Matoush for all their help and good advice.

ADJOURN: Until the Full Board Meeting on Tuesday, May 14th, 2013 at 8:30 a.m. in the County Board Room, Hillsboro, Illinois. Motion by Miles, second by Robinson to adjourn the Full Board Meeting. All in favor, motion carried.

Meeting adjourned at 10:26 a.m.

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