

# PROCLAMATION

**Whereas,** Montgomery County Sheriff's Office Telecommunications Division staff Captain Greg Nimmo and Telecommunicators Ed Boyd, Tammy Thompson and Amanda Chumley provided communication response above and beyond their call of duty during the Megabus accident that occurred on August 2<sup>nd</sup>, 2012 at 1:20 PM on Interstate 55 in Litchfield, Illinois, which required an emergency response that included dispatching, tracking, and coordinating a total of 57 Emergency Responder Units to the incident, of which on scene command was handled by the Litchfield Fire Department, and resulted in 80 patients triaged, treated and transported.

**Whereas,** the Montgomery County Sheriff's Office recognized these Telecommunications Division staff members for the 2012 Illinois Sheriff's Association Co-Telecommunicators of the Year Award, which they recently so deservedly received.

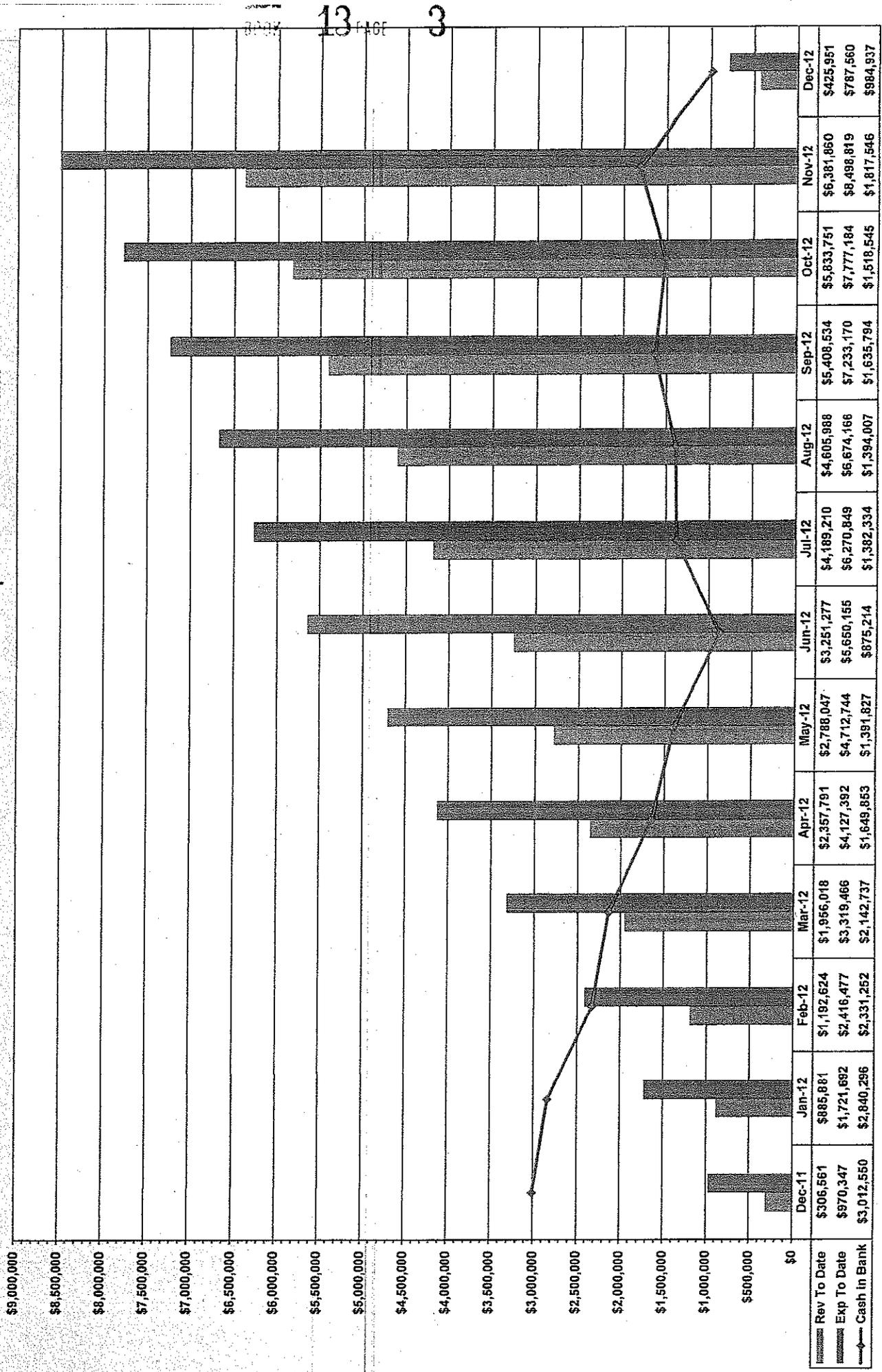
**Whereas,** on this day, February 12<sup>th</sup>, 2013, the Montgomery County Board congratulates and hereby issues this Proclamation in honor of the Montgomery County Sheriff's Office Telecommunications Division's exemplary service to the citizens of Montgomery County, Illinois.

Signed this 12<sup>th</sup> day of February, 2013.

Roy Hertel  
Chairman, Montgomery County Board



**MONTGOMERY COUNTY GENERAL FUND 13 MONTH HISTORY**  
**Fiscal Year To Date Revenue and Expense With Cash in Bank**



MONTH / YEAR ENDING

**E-WASTE RECYCLING AGREEMENT BY AND BETWEEN COM2 COMPUTERS AND TECHNOLOGIES, LLC AND MONTGOMERY COUNTY RECYCLING**

This Agreement is entered into as of February 12<sup>th</sup>, 2013 by and between Com2 Computers and Technologies, LLC an Illinois Company, known here as, "the COMPANY" and Montgomery County Recycling now known here as, "the HOST".

**Whereas**, the COMPANY is a recycler of excess and surplus computers and electronics that has offered to implement a free e-waste recycling program in Montgomery County, Illinois in the manner described below; and

**Whereas**, most electronic products contain components and materials, which are environmental and health risks; and

**Whereas**, the Electronics Products Recycling and Reuse Act was passed by the Illinois General Assembly on September 17<sup>th</sup>, 2008 and bans all e-waste from landfills after January 1, 2012; and

**Whereas**, the HOST desires to provide e-waste recycling services at a location they have determined suitable for these services to its residents;

**Now, Therefore, In Consideration** of the mutual covenants and agreements herein contained, and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties agree as follows:

**1. Terms and Termination:**

- a. This agreement will have an initial term from the date of execution of this agreement through February 1<sup>st</sup>, 2014. This agreement may be renewed each year 60 days prior to the aforesaid date, through a mutual agreement by both parties.
- b. The COMPANY or the HOST may terminate this agreement or any renewed agreement upon written notification to the other party within 60 days prior to the aforesaid date in the above section.

**2. Services to be Provided by the COMPANY and/or the HOST:**

- a. The COMPANY shall provide all necessary materials, i.e.; semi trailer, Gaylord Boxes, pallets and any other materials needed or required for containment of the collected e-waste materials, to the HOST at no cost for the term of this agreement or any renewed agreement between the COMPANY and the HOST.
- b. The containment materials will be set up for e-waste collections by the HOST in a secured (only the COMPANY'S Employees or Designees and/or the HOST'S Employees and/or Designees will be allowed to handle material and place in truck) location or locations designated by the HOST that will accept the following e-waste items...
  - Calculators, television sets, cell phones, portable music players, mp3 players, CD players, tape players, radios, boom boxes, speakers, computer laptops, computer notebooks, desktop computers, printers, copiers, VCR's DVD players, telephones, microwaves, and other standard household electronic devices are to be recycled at no charge to the resident or HOST.
- c. The COMPANY shall not send any of the electronics or electronic components to a landfill at any time; nor will any of the recycling be performed outside the United States.
- d. Any media type, computer hard drive, zip drive, tapes or cd rom that contains personal data will be wiped clean, erased, purged or shredded according to D.O.D. (Department of Defense) Standards and Procedures by the COMPANY. This will be held in compliance with federal

regulations, which include the Federal Privacy Act HIPPA (Health Insurance Portability and Accountability Act and State Legislation) and Gramm-Leach-Bliley Act.

- e. Client liability is eliminated by a Certificate of Destruction (Certificate of Recycling) documenting the destruction process and verifying that the COMPANY has followed EPA, State and Federal guidelines during the recycling and destruction process and the COMPANY will provide a report to the HOST on the types and amount of items that the certificate makes reference to.
  - f. The HOST will make contact with the COMPANY, upon completion of the drive/drives, to pick up the collected electronic devices, components and parts in a timely fashion as not to hinder the operation of the HOST.
  - g. The HOST will make every attempt to fill the trucks, sent by the COMPANY to pick up the electronic devices, components and parts, to their fullest capacity not exceeding 45,000 lbs. Pick ups will be scheduled during the HOST'S hours of operation.
  - h. The COMPANY will not charge the HOST, residents, businesses or anyone who participates in the e-waste recycling program for Montgomery County.
  - i. The HOST agrees to support the COMPANY by promoting the Com2 Computers and Technologies, LLC name, address and business phone number, in coordination with the HOST'S Free Electronics Recycling Drives.
  - j. The HOST agrees to keep separate, electronics collected from businesses and residents and agrees to mark boxes and pallets in an effort to let the COMPANY know which collected material is from the businesses.
  - k. The COMPANY, in turn, beginning January 1, 2012 will compensate the HOST at a value of \$0.02 cents per NET pound for all materials collected by the HOST and received by the COMPANY for the contract year.
  - l. The COMPANY agrees to send compensation to the HOST along with the Certificates of Recycling after all weights from the current drive have been recorded with the COMPANY.
3. **Force Majeure:** Neither party (the HOST nor the COMPANY) shall be held liable for failure to perform the party's obligations for any cause beyond that parties reasonable control, including: production of material, transportation and pick up of material, labor difficulties, fire, flood, earthquake, storm, or other natural disasters. In the event of any delay on that party's performance due in whole or in part to any cause beyond that party's reasonable control, that party shall have such additional time for performance as may be reasonably necessary under the circumstances.
  4. **Indemnification Clause:** The COMPANY agrees to indemnify, defend and hold harmless the HOST against any claims, losses, damages or expenses due to the acts or omissions of the COMPANY, its officers, agents or employees in the performance of any of the terms of this contract.
  5. **Non-Waiver:** The waiver of any breach of the terms of this Agreement shall not constitute the waiver of any other or further breach hereunder, whether or not of a like kind or nature.
  6. **Notices:** Any notice given by either party hereto the other party shall be deemed to have been sufficiently given by overnight delivery service, regular mail, certified mail and/or facsimile and in such case confirmed by regular mail to the addresses set for below for the other party (or at such other address as maybe specified in writing by such other party from time to time):

**If to the COMPANY:**

Com2 Computers and Technologies, LLC  
 140 E. Fullerton Avenue  
 Carol Stream, IL 60188  
 Attention: Saheem Baloch  
 Facsimile: (630) 690-Com2 (2662)

If to the HOST:

Montgomery County Recycling  
506 Corporate Drive  
Hillsboro, Illinois 62049  
Attention: Recycling Coordinator  
Facsimile: (217) 532-2088

- 7. **Assignment:** This Agreement shall be binding upon and inure to the benefit of the parties hereto and their respective successors and assigns. Neither party shall assign this Agreement without the prior written consent of the other party; provided that a party may assign this Agreement to an affiliate or to a purchaser of its business.
- 8. **Severability:** In the event that any one or more of these provisions is held invalid, illegal or unenforceable, such provision or provisions shall be severed and the remaining provision or provisions shall remain binding and effective.
- 9. **Controlling Law and Venue:** This Agreement shall be construed and all the rights, powers and liabilities of the parties hereunder shall be determined in accordance with the laws of the State of Illinois. The parties hereby irrevocably consent and submit to the exclusive jurisdiction of Illinois State Courts or Federal Courts sitting in Montgomery County, Illinois, over any suit, action or proceeding which arises out of or relates in any way to this Agreement or any judgment entered in any court in respect hereof, and consents to serve of process by registered mail, return receipt requested or by any other means provided by Illinois law. The parties hereby waive the right to contest the jurisdiction and venue of said courts located in Montgomery County, Illinois on the grounds of inconvenience or otherwise.
- 10. **Entire Agreement:** This Agreement constitutes the entire Agreement between the parties and cancels and supersedes all previous agreements, if any, between the parties. Except as otherwise provided herein, this Agreement may be amended or modified only by a written instrument signed by the COMPANY and the HOST, respectively. No terms and conditions that may be contained in any order, acknowledgement, invoice or other form issued by either party shall be of any effect unless signed by the parties.

Approved this 12<sup>th</sup> day of February, 2013.

**Com2 Computers and Technologies, LLC**

By: Mark G. Merkle

Title: VICE PRESIDENT

**Montgomery County:**

[Signature]  
Montgomery County Board Chairman

Attest: [Signature]  
Montgomery County Clerk & Recorder

scheduled Full Board Meeting. Persons may also speak before the Board at the Invitation of the Chairman.

a group is invited to address the Board, such group shall choose the spokesperson as their representative and that spokesperson shall be allowed to speak 15 minutes.

- 29.) Any unusual voucher shall not be paid without majority approval of the appropriate committee of the Board.
- 30.) Any Vacancy in the County Board Chairmanship shall be filled by the Vice Chairman of the County Board, who shall be appointed by the Chairman.
- 31.) The County Board Chairman or Designee and a Committee Chairman may sign a voucher up to \$5,000. Any purchase over \$5,000 must be approved by the Full Board.
- 32.) A Roll Call vote is required for any expenditure of \$50,000 or more.
- 33.) Members wishing to submit a question to the State's Attorney shall first submit the question to the appropriate Committee Chair.
- 34.) Members will charge mileage from home or work, whichever is closer to attend their per diem allowable meetings. As of 9/13/11

# RULES OF ORDER

of the

## COUNTY BOARD

of

# MONTGOMERY COUNTY ILLINOIS

### COMMITTEE ASSIGNMENTS

#### COORDINATING COMMITTEE:

**Mike Plunkett – Chairman**      **Terry Bone – Vice Chairman**  
George Blankenship, Bonnie Branum, Ron Deabenderfer, Bob Durbin, Sharon Kuchar, Jim Moore

#### Planning & Grounds Committee:

**Terry Bone – Chairman**      **Frank Komor – Vice Chairman**  
Nikki Bishop, Gene Miles, Jim Moore, Richard Wendel

#### Economic Development Committee:

**Ron Deabenderfer – Chairman**      **Jarod Hitchings – Vice Chairman**  
Connie Beck, Nikki Bishop, Joe Gasparich, Scott Merano

#### E.M.A./Ambulance Committee: As of 10/1/11

**Jim Moore – Chairman**      **Joe Gasparich - Vice Chairman**  
Chuck Graden, Jarod Hitchings, Frank Komor, Scott Merano

#### Finance Committee:

**George Blankenship–Chairman**      **Ron Deabenderfer-Vice Chairman**  
Connie Beck, Bonnie Branum, Roy Hertel, Dennis Williams

#### Health, Welfare & Elections Committee: As of 10/1/11

**Bob Durbin – Chairman**      **Richard Wendel – Vice Chairman**  
Mary Bathurst, Ed Helgen, Sharon Kuchar, Gene Miles

#### Personnel Committee:

**Sharon Kuchar – Chairman**      **George Blankenship – Vice Chairman**  
Mary Bathurst, Chuck Graden, Roy Hertel, Jarod Hitchings

#### Road and Bridge Committee:

**Bonnie Branum – Chairman**      **Frank Komor – Vice Chairman**  
Terry Bone, Ed Helgen, Gene Miles, Dennis Williams

### County Board Liaisons

- 911 Board – Roy Hertel
- CEFS Board – Nikki Bishop
- Health Department Board – George Blankenship
- IL Association of County Officials – Terry Bone, Sharon Kuchar
- Information Steering Committee – Mike Plunkett
- MCEDC – Ron Deabenderfer
- Montgomery County Water Company – Bonnie Branum
- Senior Citizens Board– Mary Bathurst
- United County Council of Illinois – Bob Durbin, Ed Helgen
- U of I Extension Service – Connie Beck
- Veterans Assistance Commission – Jim Moore
- West Central Development Council – Jarod Hitchings, Sharon Kuchar, Richard Wendel
- Workforce Investment Board – Bob Durbin



2010 – 2012

*Before*

**Mike Plunkett  
Chairman**

**Terry Bone  
Vice Chairman**

**Sandy Leitheiser  
County Clerk**

# MEMBERS OF THE COUNTY BOARD <sup>13</sup> OF 40

## DISTRICT 1

Dennis Williams, 6264 Saddle Club Ave., Raymond, 62560.....229-3458  
Connie Beck, 3413 N. 15<sup>th</sup> Ave., Litchfield, IL 62056.....324-3588  
Jarod Hitchings, 4 Circle Drive, Farmersville, IL 62533.....227-4522

## DISTRICT 2

Joe Gasparich, 212 S. Vine St., Nokomis, IL 62075..... 630-2724  
Gene Miles, 218 S. Pine St., Nokomis, IL 62075.....563-8661  
Chuck Graden, 21375 Ohlman Rd., Nokomis, IL 62075..... 563-2366

## DISTRICT 3

Bonnie L. Branum, 22179 Horse Ave., Fillmore, IL 62032.....538-2298  
Robert L. Durbin, 704 S. Main St., Witt, IL 62094..... 594-7721  
George Blankenship, 2218 Klar Ave., Hillsboro, IL 62049.....532-5473

## DISTRICT 4

Jim Moore, 1621 Seymour Ave., Hillsboro, IL 62049.....532-9309  
Terry Bone, 304 W. 3<sup>rd</sup> St., Coffeen, IL 62017.....534-6285  
Mike Plunkett, 2 Yount Drive, Hillsboro, IL 62049.....532-7920

## DISTRICT 5

Sharon Kuchar, P.O. Box 388, Litchfield, IL 62056.....324-7127  
Richard Wendel, P.O. Box 266, Litchfield, IL 62056.....324-7917  
Frank Komor, 110 Worksaver Tr., Litchfield, IL 62056.....246-7433

## DISTRICT 6

Ronald Deabenderfer, 117 E. Tremont, Hillsboro, IL 62049.....532-5139  
Scott Merano, 230 Lakewood Dr., Hillsboro, IL 62049.....532-6430  
Roy Hertel, 28 Hilltop Dr., Hillsboro, IL 62049.....532-2436

## DISTRICT 7

Nikki Bishop, 1010 E. Chapin St., Litchfield, IL 62056.....324-2495  
Edward Helgen, 1504 N. State St., Litchfield, IL 62056.....324-3426  
Mary Bathurst, 582 Arrowhead Lane, Litchfield, IL 62056.....324-2044

## RULES OF ORDER

1.) Quorum to conduct business shall consist of one more than half of the members of any meeting.

2.) Board Meeting Procedures:

### Call to Order by Chairman

- Roll Call
- Pledge of Allegiance to the Flag
- Mileage and Per Diem.....Approval
- Minutes of Previous Meeting (any changes).....Approval

### Consent Agenda

- Chief Assessment Officer's Report
- Circuit Clerk's Report
- County Clerk and Recorder's Report
- County Treasurer's Report
- G.I.S. Coordinator's Report
- Health Department Report
- Probation Office Report
- Public Defender's Report
- Sheriff's Report
- T.B. Department Report
- V.A.C. Report.....Approval of 11 Reports

### Committee Reports

- Coordinating Committee Report
- Building & Grounds Committee Report
- Economic Development Committee Report
- E.M.A/Ambulance Committee Report
- Finance Committee Report
- H.W.E. Committee Report
- Personnel Committee Report
- Road and Bridge Committee Report.....Approval of 8 Reports

### Other Procedures

- Chairman's Report
- Special Announcements
- Announce Schedule Changes
- Appointments
- Motion to Approve and Pay all Bills.....Approval

## ADJOURN Meeting

ALL BOARD MEETINGS: 8:30 AM 2<sup>nd</sup> Tuesday of Each Month

- 8.) All questions relating to the priority of business shall be decided without debate.
- 4.) The Chairman shall preserve order and decide questions of order subject to an appeal to the board without debate.
- 5.) When two or more members speak at once, the Chair shall name the member who is entitled to the floor.
- 6.) No member shall speak more than twice on the same question without leave from the Chair, and shall not occupy more than 15 minutes the first time, no more than 5 minutes the second time. The member shall stand whenever he speaks on a question if requested by the Chair.
- 7.) A member called to order by the Chair shall immediately end his/her remarks unless permitted to explain, and if there is no appeal, the decision of the Chair shall be final.
- 8.) Every member present on putting of a question shall vote thereon, unless excused by the Chair or unless he/she is directly interested.
- 9.) No motion shall be debated or put unless seconded. When motion is seconded, it shall be stated by the Chair or by any member of the board.
- 10.) The County Board Meeting for the month of October shall be recessed rather than adjourned at their conclusion until the new FY budget is final in November.
- 11.) A motion to adjourn is always in order and shall be decided without debate unless a question of time to adjourn occurs.
- 12.) All Committees shall be appointed by the Chair.
- 13.) All Committees shall report with the statement of facts and an opinion of the majority.
- 14.) After a motion is stated by the Chair or read by the Clerk, it shall be deemed in possession of the Board, but may be withdrawn by the mover at any time before the vote is taken, by consent of the second.
- 15.) When a question is under debate, no motion shall be received but to adjourn, to lay on table, to postpone, or to commit or to amend, which motions shall have precedence in the order they stand arranged.
- 16.) When a question has been put and carried in the affirmative or negative it shall be in order for any member who voted in the majority to move for reconsideration thereof. A roll call may be had on any question on request of any one member.
- 17.) A bill may be referred to a committee without reading.
- 18.) The Chairman may, at his/her option, have his name called on any roll call.
- 19.) All questions shall be decided by a majority vote unless otherwise specified in the rules.
- 20.) There shall be eight (8) standing committees. Each member shall be on at least one committee. The Chairman or his/her designee shall be an ex-officio member of each committee.
- 21.) The Clerk shall call the names of the members in alphabetical order beginning with the member whose last name begins with the letter closest to the letter "A". For each subsequent vote, the name of the person who voted first on the preceding issue shall be called last. This progressive voting shall be carried forward from meeting to meeting with the purpose of allowing members to vote first in rotation.
- 22.) All bills against the County, except for mileage and per diem of members of the Board, shall be presented and filed in the office of the County Clerk on or before the 26<sup>th</sup> of the preceding month.
- 23.) The rules may be suspended in any particular case by a two-thirds vote of the members present.
- 24.) No alterations may be made in any of the rules of the County Board without consent of the majority of members thereof or without one day's notice thereof to be given.
- 25.) All applications for financial assistance, positions and raising of salaries and on all propositions to appropriate money from the County Treasury, shall be taken by "Ayes" and "Nays" and entered on the records of the meeting.
- 26.) The appropriate committee is authorized and directed to supervise the purchase of all supplies for the various county offices where the amount involved is more than \$1,000.00.
- 27.) Any Person, persons or organizations wishing to appear before the Board must notify the County Clerk of such request by 4:00 PM the day the Coordinating Committee meets prior to the next

of the  
**COUNTY  
BOARD**  
of  
**MONTGOMERY COUNTY  
ILLINOIS**



**2012 – 2014**

*after*

**Roy Hertel  
Chairman**

**Mary Bathurst  
Vice Chairman**

**Sandy Leitheiser  
County Clerk**

- any Vacancy in the County Board Chairmanship shall be filled by the Vice Chairperson of the County Board, who shall be appointed by the Chairperson. The Chairperson shall preside at all meetings of the County Board. In the event of the absence or temporary inability of the Chairperson to preside at a meeting, the Vice Chairperson shall act as Chairperson pro-tempore for the meeting. In the event that neither is available, the order of succession shall be the Personnel Chairperson, Finance Chairperson, Economic Development Chairperson.
- 31.) The County Board Chairperson or Designee and a Committee Chairperson may sign a voucher up to \$5,000. Any purchase over \$5,000 must be approved by the Full Board.
  - 32.) A Roll Call vote is required for any expenditure of \$50,000 or more.
  - 33.) Members wishing to submit a question to the State's Attorney shall first submit the question to the appropriate Committee Chair.
  - 34.) Members will charge mileage from home or work, whichever is closer to attend their per diem allowable meetings.
  - 35.) A Board Member may conference call to a committee meeting if they are unable to attend for health reasons or work related reasons. There must be a quorum physically present at the meeting, and then the board member can participate in the Committee meeting by phone. Only members physically present at meetings will receive per diem.

**COMMITTEE ASSIGNMENTS**

**Coordinating Committee:**

Roy Hertel – Chairman Mary Bathurst – Vice Chairman  
Connie Beck, Joe Gasparich, Heather Hampton+Knodle, Gene Miles,  
Glenn Savage, Bob Sneed

**Building & Grounds Committee:**

Bob Sneed – Chairman Nikki Bishop – Vice Chairman  
Ron Deabenderfer, Gene Miles, Jim Moore, Richard Wendel

**Economic Development Committee:**

Heather Hampton+Knodle – Chairman Megan Beeler – Vice Chairman  
Nikki Bishop, Ron Deabenderfer, Jay Martin, Dave Ronen

**E.M.A./Ambulance Committee:**

Glenn Savage – Chairman Chuck Graden – Vice Chairman  
Joe Gasparich, Sharon Kuchar, Mike Webb

**Finance Committee:**

Joe Gasparich – Chairman Mike Plunkett – Vice Chairman  
Mary Bathurst, Connie Beck, Megan Beeler, Bonnie Branum

**Health, Welfare & Elections Committee:**

Connie Beck – Chairman Chuck Graden – Vice Chairman  
Earlene Robinson, Mike Webb, Richard Wendel

**Personnel Committee:**

Mary Bathurst – Chairman Joe Gasparich – Vice Chairman  
Jay Martin, Jim Moore, Mike Plunkett, Dave Ronen

**Road and Bridge Committee:**

Gene Miles – Chairman Bonnie Branum – Vice Chairman  
Sharon Kuchar, Earlene Robinson, Glenn Savage, Bob Sneed

**County Board Liaisons**

911 Board – Mike Webb  
CEFS Board – Earlene Robinson  
CIEDA Board – Heather Hampton+Knodle  
Health Department Board – Jay Martin  
IL Assoc. of County Officials – Mike Plunkett, Sharon Kuchar  
Information Steering Committee – Roy Hertel  
MCEDC – Ron Deabenderfer, David Ronen  
Montgomery County Water Company – Bonnie Branum  
Planning Commission – Megan Beeler  
Senior Citizens Board – Nikki Bishop  
United County Council of Illinois – Connie Beck, Gene Miles  
University of Illinois Extension Services – Chuck Graden  
Veterans Assistance Commission Board – Bob Sneed  
West Central Development Council – Richard Wendel, Jo Ann Keele – Non-board  
Workforce Investment Board – Ken Nimmons – Non-board member

# MEMBERS OF THE COUNTY BOARD

## DISTRICT 1

Megan Beeler, 20307 Ogden Rd., Raymond, IL 62560.....246-0392  
Mike Webb, 344 S. McCullough, PO Box 114, Waggoner, IL 62572.....227-3335  
Connie Beck, 3413 N. 15<sup>th</sup> Ave., Litchfield, IL 62056.....324-3588

## DISTRICT 2

Joe Gasparich, 212 S. Vine St., Nokomis, IL 62075.....630-2724  
Gene Miles, 218 S. Pine St., Nokomis, IL 62075.....563-8661  
Chuck Graden, 21375 Ohlman Rd., Nokomis, IL 62075.....563-2366

## DISTRICT 3

Heather Hampton+Knodle, 20212 Voils Ave., Fillmore, IL 62032.....538-2171  
Bonnie Branum, 22179 Horse Ave., Fillmore, IL 62032.....618-267-2398  
Jay Martin, 208 N. Second, P.O. Box 401, Witt, IL 62095.....594-7383

## DISTRICT 4

Jim Moore, 1621 Seymour Ave., Hillsboro, IL 62049.....532-9309  
Mike Plunkett, 2 Yount Drive, Hillsboro, IL 62049.....532-7920  
Earlene Robinson, 505 W. Main, Coffeen, IL 62017.....534-2221

## DISTRICT 5

Glenn Savage, 110 Quail Lane, Litchfield, IL 62056.....324-4687  
Richard Wendel, 9672 Crabtree Tr., PO Box 266, Litchfield, IL 62056.....324-7917  
Sharon Kuchar, 7163 Crabtree Tr., PO Box 388, Litchfield, IL 62056.....324-7127

## DISTRICT 6

Roy Hertel, 28 Hilltop Dr., Hillsboro, IL 62049.....532-2436  
Ronald Deabenderfer, 117 E. Tremont, Hillsboro, IL 62049.....532-5139  
David Ronen, 319 Cress Circle, Butler, IL 62015.....254-4807

## DISTRICT 7

Bob Sneed, 815 N. Illinois Ave., Litchfield, IL 62056.....324-4084  
Nikki Bishop, 1010 E. Chapin St., Litchfield, IL 62056.....324-2495  
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### Liaison Reports

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- 26.) The appropriate committee is authorized and directed to supervise the purchase of all supplies for the various county offices where the amount involved is more than \$1,000.00.
- 27.) Any Person, persons or organizations wishing to appear before the Board wanting to submit information for Board Action must notify the County Clerk of such request by 4:00 PM on the day the Coordinating Committee meets prior to the next scheduled Full Board Meeting. Persons may also speak before the Board at the Invitation of the Chairman.
- 28.) If a group is invited to address the Board, such group shall choose one spokesperson as their representative and that spokesperson shall be allowed to speak 45 5 minutes.
- 29.) Any unusual voucher shall not be paid without majority approval appropriate committee of the Board.

Committee Chairs - Please review these goals to determine

1) If any action has been taken on those related to your committee since Jan. 2012

**RECOMMENDATIONS**

2) If there are items your committee will consider or take action on.

**INTRODUCTION**

The recommendations in this chapter are the culmination of several months of research, discussion and public engagement. Throughout the planning process the leaders and citizens of Montgomery County have displayed the energy, enthusiasm and judgment that will be necessary to implement these recommendations. From the hundreds of ideas considered for improving the County the following goals and objectives were selected as the priorities for immediate action. Although the Plan is long range in nature there is a sense of urgency. In particular, many of the demographic and economic indicators highlight a need for actions to strengthen the local economy and reverse the long term trend of population loss.

↓  
Then  
let me  
know  
status  
so I  
can share  
it with  
Planning  
Commission.

**VISION**

Through the process of developing a countywide comprehensive plan, the following vision statement for the County was developed and adopted.

Montgomery County offers a safe environment where all its citizens may reside, work, shop, learn, and play. The rural character of our county is preserved through measures that protect our natural and cultural resources, minimize residential sprawl, and save farmland. Montgomery County is enriched by sustainable agriculture and agribusiness as well as retention and recruitment of responsible, productive business and industry that offer family-wage jobs and employ the skilled workforce in the County. Adequate public facilities, services and transportation infrastructure will be provided to enhance the health safety and welfare of all residents. County and local governments work together to solve problems in a fiscally responsible manner.

Thank  
you  
Heather

**COMPREHENSIVE PLAN GOALS AND OBJECTIVES**

The Goals and Objectives of a Comprehensive Plan are statements that describe specific elements of the vision. They represent the values and priorities of the community and serve as a guide for evaluating future land use and planning decisions. The shared vision articulated in the goals also provides guidance for decision makers at the local, County and State levels. The goals in the Comprehensive Plan are general in nature, so they can remain relevant over the long-term. These goals also provide a framework for the development of attainable policies and actions consistent with community values. The goals and objectives are based on the analysis of trends and conditions in the county; surveys of residents, community leaders and farm land owners; and input at public meetings.

**ECONOMIC DEVELOPMENT**

**Economic Development Goal 1: Support retention and creation of jobs providing wages and benefits sufficient to support families. Business expansion that does not provide living wage jobs may be given a lower priority.**

**Economic Development Goal 3: Support efforts to provide education and training that will enhance employability and opportunities for advancement for all residents.**

1. Take a more active role in the West Central Development Council, Workforce Investment Act Board.
2. Take more active role in the Montgomery County Workforce Preparation Taskforce by naming county board members to board, providing financial support, or staffing.
3. Explore collaborative opportunities in the development of additional secondary and post-secondary vocational educational programs.
4. Promote cooperative programs between schools and economic development organizations that provide area youth with opportunities to learn about the local economy, employment opportunities, and entrepreneurship.

**Economic Development Goal 4: Promote the protection of economically productive areas and resources, including farmland, forestry and lakes.**

1. Encourage agri-tourism, production of specialty crops, direct marketing, farmers markets and other agriculture diversification strategies as a means of enhancing the economic vitality of agriculture.
2. Target value-added agricultural enterprises for location and expansion in Montgomery County.
3. Provide information about modern agriculture production to foster understanding and tolerance between farmers and their residential neighbors.

**UTILITIES, INFRASTRUCTURE AND TRANSPORTATION**

**Utility, Infrastructure and Transportation Goal 1: Create a long term capital improvement and maintenance plan for the County Highway Department.**

1. Promote the development and implementation of a 5-year capital improvement and maintenance plan for Montgomery County that incorporates current and proposed land-use changes in decision making. The plan should be reviewed annually by the Planning Commission and County Board.
2. Explore additional funding opportunities for county, township and municipal roadways for maintenance and improvement opportunities.
3. Rigorously pursue grant funds for road construction, maintenance and improvements.
4. Develop vision for future need of land transportation system; identify opportunities for road upgrades consistent with business growth and demand.

**Utility, Infrastructure and Transportation Goal 2: Promote and support intergovernmental transportation system planning maintenance and construction with the appropriate federal, state, municipal and township governments.**

1. Preserve and support the Litchfield Municipal Airport as a vital transportation resource.
2. Explore the option of making the Litchfield Municipal Airport a 'regional' airport with expansion of service.
3. Encourage collaborative efforts and planning among county, township and municipal governments.
4. Work to create opportunities for county, township and municipal governments to co-apply for funding to sustain and rebuild land transportation systems within Montgomery County.
5. Improve safety of railroad bridges, crossings and key roadways with high accident counts.

**Utility, Infrastructure and Transportation Goal 3: Encourage the expansion and the availability of affordable high speed internet access to residential, business, and public sector users.**

1. Explore opportunities to develop a public-private organization to support and grow affordable high speed internet access opportunities in Montgomery County.
2. Continue to play active role in the Demuzio Broadband Initiative and in other opportunities to increase data transfer capacity.

**Utility, Infrastructure and Transportation Goal 4: Support the expansion of public potable water availability throughout the county.**

1. Continue to support rural water districts in growth opportunities.
2. Work to development more collaborative efforts among water suppliers in and to Montgomery County. Encourage double hook-ups in the form of loops for the final plan to maintain water quality, two point source back-up, and physical security.
3. Encourage energy and water conservation practices and construction methods.

## HOUSING

**Housing Goal 1: Encourage the development and preservation of long-term, affordable housing for low and moderate income residents and for retirement living options.**

1. Encourage infill housing development in urban areas to take advantage of existing infrastructure and services.
2. Support C.E.F.S. and the Montgomery County Housing Authority in their efforts to expand the quantity and improve the quality of affordable housing.
3. Promote and support the rehabilitation of existing housing units to create a larger stock of affordable housing.
4. Have active representation on the Montgomery County Housing Authority Board of Directors.

5. Work with Montgomery County Housing Authority, C.E.F.S. and other organizations to identify funding opportunities that support and grow more affordable housing options within Montgomery County.
6. Continue to create opportunities to take abandoned properties within Montgomery County and transfer ownership to local governments or other entities in an effort to encourage redevelopment that is consistent with neighboring properties.
7. Provide support and incentives such as tax abatements for development of retirement living communities.

## LAND USE AND GROWTH MANAGEMENT

### **Land Use Goal 1: Establish a land use and growth management program to enable greater control over land use and development.**

1. Continue to use the Montgomery County Planning Commission as the lead investigator into the development and implementation of a long-term land use and growth management program.
2. Create a more effective building permit process for new construction to track residential, commercial and industrial construction and development.
3. Research feasibility of adopting and enforcing building codes for new construction.
4. Prohibit development in flood plains is prohibited.
5. Decrease flooding and drainage problems by incorporating storm water management practices, such as detention and infiltration, in new development.
6. Consider forming an Agricultural Areas Committee under the Agricultural Areas Conservation and Protection Act (505 ILCS 5/) to protect farmland.

### **Land Use Goal 2: Update the County subdivision ordinance.**

1. Set-up short-term advisory committee comprised of planning commission members, county board members, county clerk and recorder, engineer and GIS coordinator to development updated County subdivision ordinance.
2. Develop long-term schedule for review of subdivision ordinance.
3. Designate a County office with responsibility of implementation of scheduled review of subdivision ordinance.

### **Land Use Goal 3: Guide growth to developed areas where public facilities and services can be economically provided reducing the burden on taxpayers.**

1. Phase and time development at a rate consistent with the County's ability to fund and expand community services and facilities through public and private resources.

- 
2. Commercial and industrial uses which are not agriculturally related should be located in areas identifies for such use and where the full range of public services (sewer, water, fire protection and police protection) can be economically provided.

**Land Use Goal 4: Encourage reclamation of land negatively impacted by mining, agriculture, or other activities to an equal to or higher use than its former state.**

1. Continue to support and encourage reclamation of lands currently on Superfund list within Montgomery County.
2. Encourage intergovernmental cooperation in the practice of securing funds and in the effort of cleaning up Brownfield sites within Montgomery County.
3. Minimize the negative impacts of erosion, sedimentation and storm drainage on natural resources.

**MEMORANDUM**

TO: WCDC Board Members

FROM: Michael Cavanaugh, Deputy Director

DATE: January 17, 2013

RE: Report of Community Development, EDA and Economic Development Stimulus Activities, Illinois Rural Transportation, USDA and Planning CDBG Disaster Recovery Program.

**EDA Grant**

December 13, 2012 Mike Sherer, Marsha Mueller and myself meet in Springfield with Kelly Scott and Michelle Vaelzquez, Economic Specialists from the Economic Development Administration, Chicago, Illinois. Ms. Scott and Ms. Velazquez conducted a "Peer" Evaluation of the EDA Grant that was submitted by Mr. Cavanaugh. Mr. Cavanaugh has been administering the grant and has meet or surpassed all the requirements set by the EDA. The WCDC will be receiving \$190,884.00 over the next three years. The WCDC is one of a few Planning Commissions in the state to receive and administer an EDA Grant.

**Potential EDA Investment Projects**

**Christian County**

- Development of an Industrial Park - Taylorville
- Construction of Power Plant - Taylorville

**Macoupin County**

- Development of an Industrial Park - Carlinville
- Expansion of TDS Transport, Inc. - Staunton

In December the Planning Commission submitted an "Ike" Disaster Grant for an expansion of TDS Trucking. If the grant is awarded TDS will be partnering with the Job Center to assist in their recruiting of trainees. The funding of this project will be a huge economic boost to Macoupin County and the surrounding area.

Jersey County

- Road improvement to the road serving the Jerseyville Community Hospital
- Development project on City of Grafton Waterfront - River Boat Enterprises
- Construct new industrial park - Jerseyville
- Dredge the Illinois River to help promote the Marina in Grafton
- The Construction of a plant to process Asian Carp in Grafton
- Grafton Business Park

Greene County

- Greene County Business Park

**Department of Commerce and Economic Opportunities  
Community Development Assistance Program and Other Grants  
List of Potential CDAP Grant Applications for 2013  
22 Potential**

- |   |   |
|---|---|
| Village of Brussels (Calhoun County)(2)         | Village of Dorchester (Macoupin County) (2) |
| Village of Donnellson (Montgomery County)       | Village of Kampsville (Calhoun County)      |
| Village of Batchtown (Calhoun County)(2)        | City of Gillespie (Macoupin County) (2)     |
| City of Mt. Olive (Macoupin County) (2)         | City of Staunton (Macoupin County) (1)      |
| Village of East Gillespie (Macoupin County) (2) | City of Carrollton (Greene County)          |
| City of Carlinville (Macoupin County)           | City of Benld (Macoupin County) (2)         |
| City of Hillsboro (Montgomery County) (2)       |   |

| Location  | CDAP Grant | Grant Administration | Grant Award Expected Announcement Date |
|---|------------|----------------------|--|
| Village of Kampsville<br>Calhoun County<br>Replacement of Water Lines         | \$125,250  | \$ 6,889             | Fall 2013                              |
| City of Carrollton<br>Greene County<br>Construction of New Water Storage Tank | \$450,000  | \$24,000             | Fall 2013                              |
| City of Carlinville<br>Macoupin County<br>Replacement of Water Lines          | \$280,000  | \$16,800             | Fall 2013                              |
| City of Hillsboro<br>Montgomery County<br>Water Main Replacement Project      | \$400,000  | \$24,000             | Fall 2013                              |
| Village of East Gillespie<br>Macoupin County<br>Replacement of Water Lines    | \$400,000  | \$24,000             | Fall 2013                              |
| City of Sawyerville<br>Macoupin County<br>Install new Water Lines             | \$400,000  | \$24,000             | Fall 2013                              |

|  |                       |                     |                    |
|--|-----------------------|---------------------|--------------------|
|  |                       |                     |                    |
| City of Staunton<br>Macoupin County<br>Installation of Public Infrastructure                       | \$920,000             | \$25,000            | Fall 2013          |
| Village of Batchtown<br>Calhoun County<br>Install new water system.<br>(Total Cost = \$760,000.00) | \$450,000             | \$24,000            | Fall of 2012       |
| The City of Mt. Olive<br>Macoupin County<br>Replace deteriorated water system.                     | \$400,000             | \$24,000            | Fall of 2012       |
| Village of Dorchester<br>Macoupin County<br>Install sanitary sewer system.                         | \$400,000             | \$24,000            | Fall 2012          |
| Village of Dorchester<br>Macoupin County<br>Design sanitary sewer system.                          | \$100,000             | \$4,000             | Spring 2012        |
| **Village of Batchtown<br>Calhoun County<br>Develop plan to solve village's water problems.        | \$ 67,000             | \$4,000             | Winter/Spring 2013 |
| Village of Donnellson<br>Montgomery County<br>Water distribution system improvements.              | \$ 318,750            | \$19,125            | Fall 2012          |
| Village of Brussels<br>Calhoun County<br>Improvements to Water System                              | \$ 450,000            | \$27,000            | Fall 2012          |
| **Village of Brussels<br>Calhoun County<br>Improvements to Water System                            | \$100,000             | \$ 4,000            | Spring 2012        |
| City of Gillespie<br>Macoupin County<br>**Design Improvements to Water System                      | \$58,000              | \$ 4,000            | Winter/Spring 2013 |
| City of Mt. Olive<br>Macoupin County<br>**Design Improvements to Water System                      | \$100,000             | \$ 4,000            | Winter/Spring 2013 |
| City of Benld<br>Macoupin County<br>Improvements to sanitary/storm water removal system.           | \$370,780             | \$22,468            | Fall of 2012       |
| City of Benld<br>Macoupin County<br>Improvements to sanitary/storm water removal system.           | \$ 70,570             | \$ 4,000            | Winter/Spring 2013 |
| <b>TOTAL</b>   | <b>\$2,735,100.00</b> | <b>\$158,593.00</b> |                    |

**These Projects are currently being administrated by the WCDC**

| Location  | CDAP Grant            | Grant Administration Funds Request | Project Status   |
|---|-----------------------|------------------------------------|--|
| City of Witt<br>Construction of new Water Storage Tank                                      | \$391,000.00          | \$23,460.00                        | Will start in the Fall of 2013                           |
| Village of Irving<br>Improvements to the Sanitary Sewer System.                             | \$265,904.00          | \$15,954.00                        | Will start in the Fall 2013                              |
| Village of Moweaqua<br>Shelby County<br>Improvements to sanitary sewer system<br>#11-242016 | \$240,000             | \$14,400                           | Fall/Winter 2013   |
| City of Girard<br>Macoupin County<br>Install new water lines.<br>#11-242010                 | \$213,855             | \$12,831                           | 90% Complete   |
| City of Carrollton<br>Greene County<br>Installation of new water wells.<br>#09-242004       | \$243,975             | \$14,000                           | Complete   |
| City of Carlinville #08-242031<br>Macoupin County<br>Replace Water Line on Plum Street      | \$100,000             | \$ 7,000                           | Complete   |
| City of Roodhouse<br>Greene County<br>Installation of Water system                          | \$350,000             | \$21,000                           | Complete   |
| City of Staunton<br>Macoupin County<br>Improvements to storm water removal system.          | \$350,000             | \$17,500                           | Summer/Fall 2013   |
| ***EDA Planning Assistance Grant<br>EDA Grant   | \$190,884             | \$190,884                          | Started October, 2012 and will be in effect for 3 years. |
| Comprehensive Regional Planning Fund  | \$29,955              | \$29,955                           | Started  |
| <b>TOTALS</b>   | <b>\$2,375,573.00</b> | <b>\$346,984.00</b>                | <b>TOTAL Grants 10</b>                                   |

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MONTGOMERY COUNTY

| <u>Community</u> | <u>Year</u> | <u>Project Title</u>  | <u>Grant/Loan Money</u> | <u>Grant Reference No.</u> |
|------------------|-------------|---|-------------------------|----------------------------|
| Litchfield       | 1983        | Buy-out of T.B.S. Manufacturing Company<br>(Fixed Rate Financing Fund-Economic Development)             | \$ 60,000               | #83-24404                  |
| Hillsboro        | 1984        | Acquisition costs for the<br>(Brakes Plus, Inc.)<br>(Fixed Rate Financing Fund-Economic Development)    | \$ 75,000               | #86-24301                  |
| Litchfield       | 1985        | Ameritex Industries, Inc.<br>(Linen Supply Company)<br>(Fixed Rate Financing Fund-Economic Development) | \$100,000               | #85-24436                  |
| Litchfield       | 1986        | Relocation of existing business   | \$ 92,500               | #86-24301                  |
| Irving           | 1987        | Continuing Recovery Center  | \$ 27,516               | #87-27206                  |
| Hillsboro        | 1989        | Hayes Abrasives, Inc.<br>Inc. (Emergency Shelter Grant Program)   | \$101,000               | #89-24102                  |
| Irving           | 1989        | Continuing Recovery Center<br>Inc. (Emergency Shelter Grant Program)                                    | \$21,367                | #89-27119                  |
| Farmersville     | 1985        | Replacement of water treatment plant  | \$300,000               | #85-24521                  |
| Harvel           | 1985        | Installation of new well  | \$ 35,000               | #85-24523                  |
| Nokomis          | 1985        | Installation of sewer system  | \$450,000               | #85-24562                  |
| Witt             | 1985        | Replacement of water mains  | \$170,000               | #85-24562                  |
| Taylor Springs   | 1987        | Construct sewage collection system  | \$330,000               | #87-24455                  |
| Coffeen          | 1987        | Installation of new sewage force main   | \$287,500               | #87-24414                  |
| Coalton          | 1987        | Replace water lines   | \$177,840               | #87-24412                  |
| <b>SUBTOTAL</b>  |             |   | <b>\$2,227,723.00</b>   |                            |

MONTGOMERY COUNTY

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| <u>Community</u>  | <u>Year</u> | <u>Project Title</u>                               | <u>Grant/Loan Money</u> | <u>Grant Reference No.</u> |
|-------------------|-------------|--|-------------------------|----------------------------|
| Nokomis           | 1988        | Construct sanitary sewer laterals                  | \$313,800               | #88-24235                  |
| Witt              | 1990        | Sewer system improvements                          | \$ 42,500               | #90-24237                  |
| Hillsboro         | 1990        | Sewer installation project                         | \$316,000               | #90-24203                  |
| Ohlman            | 1993        | Technical Assistance Planning grant                | \$ 25,000               | #93-24253                  |
| Witt              | 1992        | Improvements to sewer lagoon                       | \$ 36,000               | #86-24485<br># 90-24292    |
| Irving            | 1992        | Renovate lagoon system                             | \$ 30,394               | #92-24240                  |
| Coffeen           | 1993        | Construction water tower                           | \$210,000               | #93-24218                  |
| Fillmore          | 1994        | Design engineering grant                           | \$ 47,500               | #94-24242                  |
| Montgomery County | 1994        | Removal of Architectural Barriers (ADA)            | \$ 77,000               | #94-24650                  |
| Irving            | 1994        | Replacement of water mains                         | \$ 84,487               | #92-58116                  |
| Hillsboro         | 1995        | Removal of Architectural Barriers (ADA)            | \$ 12,440               | #95-24608                  |
| Litchfield        | 1995        | Removal of Architectural Barriers (ADA)            | \$ 60,620               | #95-24610                  |
| Ohlman            | 1994        | Technical Assistance Planning grant                | \$ 25,000               | #93-24523                  |
| Witt              | 1995        | Planning Grant - Analyze sewer distribution system | \$ 18,500               | #95-24527                  |
| <b>SUBTOTAL</b>   |             |  | <b>\$1,299,241.00</b>   |                            |

| <u>Community</u>            | <u>Year</u> | <u>Project Title</u>   | <u>Grant/Loan Money</u> | <u>Grant Reference No.</u> |
|-----------------------------|-------------|--|-------------------------|----------------------------|
| Montgomery County on behalf | 1995        | Installation of water lines  | \$387,000               | #95-24250                  |
| Ohlman                      | 1996        | Design Engineering grant - sanitary sewage collection and treatment system | \$ 85,000               | #97-24246                  |
| Waggoner                    | 1996        | Construction of elevated water storage tank                                | \$295,000               | #96-24281                  |
| Panama                      | 1999        | Stabilize Bearcat Creek (emergency grant)                                  | \$ 42,000               | #99-24404                  |
| Schram City                 | 1999        | Waterline improvements   | \$285,000               | #99-24247                  |
| Ohlman                      | 2000        | Construction of sanitary sewer collection and treatment system             | \$400,000               | #00-24255                  |
| Irving                      | 2002        | Planning Assistance - study of new water storage tank                      | \$ 19,250               | #02-24509                  |
| Waggoner                    | 2002        | Planning Assistance - develop plan for sewer disposal problems             | \$ 24,250               | #02-24518                  |
| Witt                        | 2002        | Planning Assistance upgrading water treatment plant                        | \$ 20,250               | #02-24522                  |
| Harvel                      | 2002        | Emergency Public Facility water treatment plant repairs                    | \$ 36,000               | #02-24403                  |
| Witt                        | 2003        | Design changes to Water Treatment Plant                                    | \$ 68,000               | #03-24270                  |
| <b>SUBTOTAL</b>             |             |  | <b>\$1,661,750.00</b>   |                            |

MONTGOMERY COUNTY (cont)

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| <u>Community</u>   | <u>Year</u>    | <u>Project Title</u>                 | <u>Grant/Loan Money</u> | <u>Grant Reference No.</u> |
|--------------------|----------------|--------------------------------------|-------------------------|----------------------------|
| Ohlman             | 2004           | Design Water System                  | \$ 56,100               | #02-24286                  |
| Irving             | 2004           | Install new Water Tank               | \$295,000               | #03-24224                  |
| Donnellson         | 2004           | Develop plan to solve Water problems | \$ 22,900               | #04-24505                  |
| Waggoner           | 2006           | Design new Water System              | \$135,000               | #05-24269                  |
| Irving             | 2007           | Install new water lines              | \$145,792               | #06-24208                  |
| Witt               | 2007           | Upgrade water treatment plant        | \$200,000               | #02-24289                  |
| Ohlman             | 2007           | Install new water system             | \$350,000               | #07-24203                  |
| Audubon Township   | 2007           | Design new water system              | \$114,388               | #07-245001                 |
| City of Carrollton | 2009           | Install new water wells              | \$243,975               | #09-242004                 |
| SUBTOTAL           | \$1,563,155.00 |                                      | 48 Total Grants         |                            |
| TOTAL              | \$6,751,869.00 |                                      |                         |                            |

City of Witt 2012 Replace water storage tank \$391,000.

Village of Irving 2012 Repair sanitary sewer disposal system \$258,750

3/11/13 DRAFT

County of Montgomery  
2013 Priorities

**9-1-1 Funding – Support HB 3073**

Although Montgomery County favors an increase equivalent to the land line rate with a larger proportion supporting local emergency services, we support this bill. The surcharge does NOT increase from the current \$0.73 per line. Instead, it reallocates how the surcharge is distributed. Currently: ETSB's receive \$0.57. Carriers can receive \$0.15 Illinois Commerce Commission receives \$0.01 for administrative costs. Under the proposed legislation, the surcharge distribution would be: ETSB's receive \$0.70, County ETSB's with a population of less than 250,000 receive \$0.02, Illinois Commerce Commission receives \$0.01 for administrative costs. The ICC could require an annual report of income and expenditures from ETSB's. The Act would sunset on Jan. 1, 2018

**Illinois Farmland Assessment Law – Support HB2651**

Montgomery County supports this bill, which is also supported by Illinois Farm Bureau, that would limit value changes of all Farmland Productivity Index (PI) soils to 10% of Illinois median cropland soil PI. This change would impact the 2014 assessed values for taxes payable in 2015.

**Motor Fuel Tax – Support Increase in Counties' Share of Motor Fuel Tax**

Since 2006, the 10 primary inputs of the county road and bridge program have increased an average 160%. (Between 2000 and 2008, the Illinois Association of County Engineers stated bid material costs had increased 191%.) Meanwhile, the motor fuel tax allocation from the state has decreased 11.39% in 2006 dollars.

**Coal Severance Tax – Support**

The State of Illinois should institute a severance tax on the harvest of Illinois coal. 80% of the severance tax would go to the county where the mine is located and 15% would be retained by the State for land reclamation projects (i.e. brownfield redevelopment) and 5% would be retained by the State for administrative overhead. A severance tax is defined as a tax imposed by a state on the extraction (severing) of a natural resource such as oil, gas, timber, coal or other minerals. Illinois does have a severance tax listed for timber so this concept is not foreign to our state. 11 states have a coal severance or extraction tax while 5 more have one or combination of excise, reclamation, or net proceeds tax.

**Promote Use of Illinois Coal** – require retrofitted/scrubber equipped Illinois-based coal-fired power plants to use some percentage of Illinois coal.

**School Reimbursements** – the State of Illinois should meet its constitutional financial obligation to fund public education by reimbursing school districts in a timely manner. Transportation reimbursements are a high priority to rural districts.

**Election Judge Reimbursements** – Support continued reimbursement of election judges through Illinois State Board of Elections.

# CONSOCIATE DANSIG

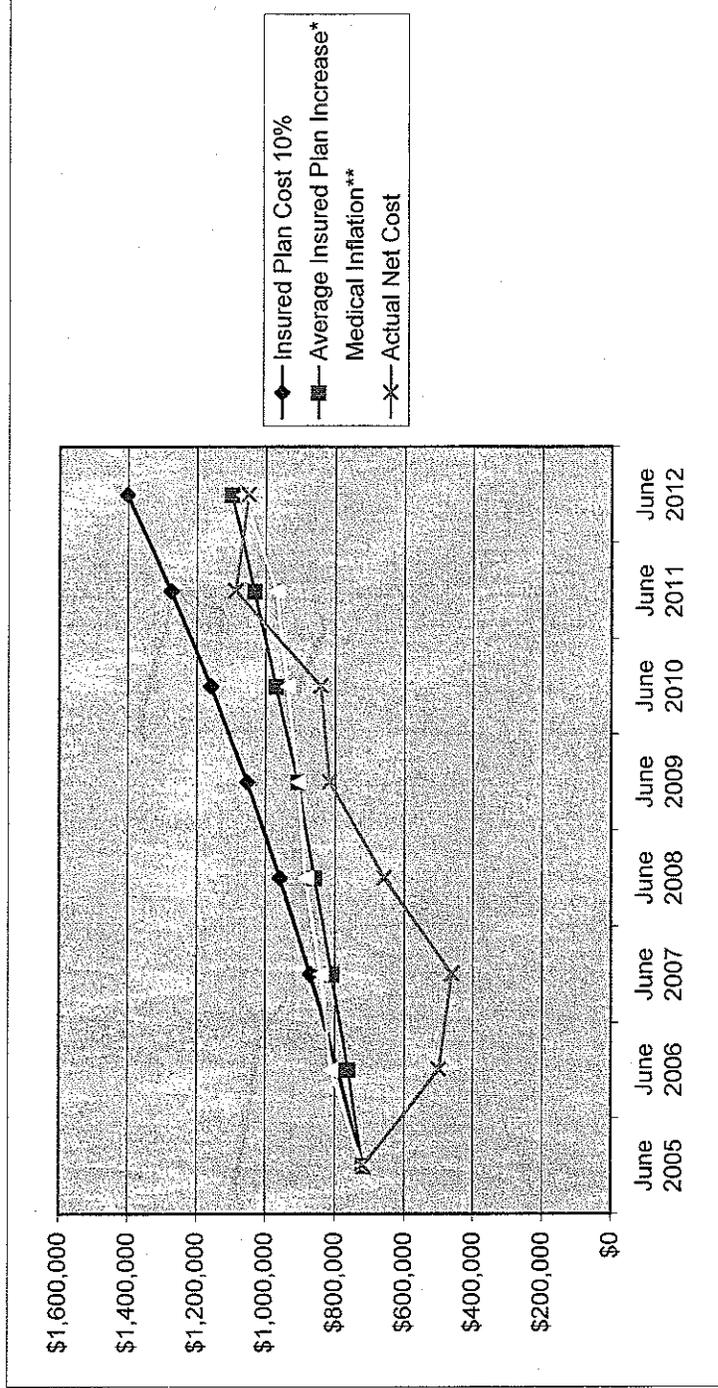
**FILED**  
MAR 04 2013

## Montgomery County

COUNTY

*Stephanie Lathrop*  
CLERK

|                                | June 2005 | June 2006 | June 2007 | June 2008 | June 2009   | June 2010   | June 2011   | June 2012   | Total Savings |
|--------------------------------|-----------|-----------|-----------|-----------|-------------|-------------|-------------|-------------|---------------|
| Insured Plan Cost 10%          | \$719,961 | \$791,957 | \$871,153 | \$958,268 | \$1,054,095 | \$1,159,504 | \$1,275,455 | \$1,403,000 | \$1,735,757   |
| Average Insured Plan Increase* | \$719,961 | \$763,879 | \$810,475 | \$861,535 | \$908,920   | \$971,635   | \$1,033,820 | \$1,099,984 | \$975,588     |
| Medical Inflation**            | \$719,961 | \$811,684 | \$840,554 | \$883,968 | \$907,367   | \$937,965   | \$968,708   | \$1,065,578 | \$975,571     |
| Actual Net Cost                | \$719,961 | \$500,787 | \$463,088 | \$659,458 | \$818,179   | \$843,659   | \$1,089,504 | \$1,052,863 |               |



\*Mercer National Survey of Employers  
\*\*US Bureau of Labor Statistics

MONTGOMERY COUNTY GENERAL FUND FY12 SUMMARY PER MONTH  
CASH AVAILABLE

|                    | 12/31/11    | 01/31/12    | 02/28/12    | 03/31/12    | 04/30/12    | 05/31/12    | 06/30/12    | 07/31/12    | 08/31/12    | 09/30/12    | 10/31/12    | 11/30/12   |
|--------------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|------------|
| Grand Total        | \$3,199,965 | \$3,029,422 | \$2,538,019 | \$2,374,514 | \$1,907,796 | \$1,741,018 | \$1,279,560 | \$1,872,093 | \$1,959,952 | \$2,248,446 | \$2,244,643 | \$2,703,04 |
| General Operations | \$3,012,550 | \$2,840,296 | \$2,331,252 | \$2,142,737 | \$1,649,853 | \$1,391,827 | \$875,214   | \$1,309,791 | \$1,394,007 | \$1,493,227 | \$1,319,667 | \$1,566,27 |
| Revolving Loan     | \$187,415   | \$189,126   | \$189,952   | \$190,493   | \$191,850   | \$192,064   | \$192,916   | \$193,398   | \$193,948   | \$194,620   | \$195,319   | \$196,130  |
| Coal Royalty       | \$0         | \$0         | \$16,815    | \$41,284    | \$66,093    | \$157,127   | \$211,430   | \$296,361   | \$371,997   | \$418,032   | \$630,779   | \$689,367  |
| GS RC Sales Tax    | \$0         | \$0         | \$0         | \$0         | \$0         | \$0         | \$0         | \$72,543    | \$0         | \$142,567   | \$198,878   | \$251,267  |

MONTH ENDING

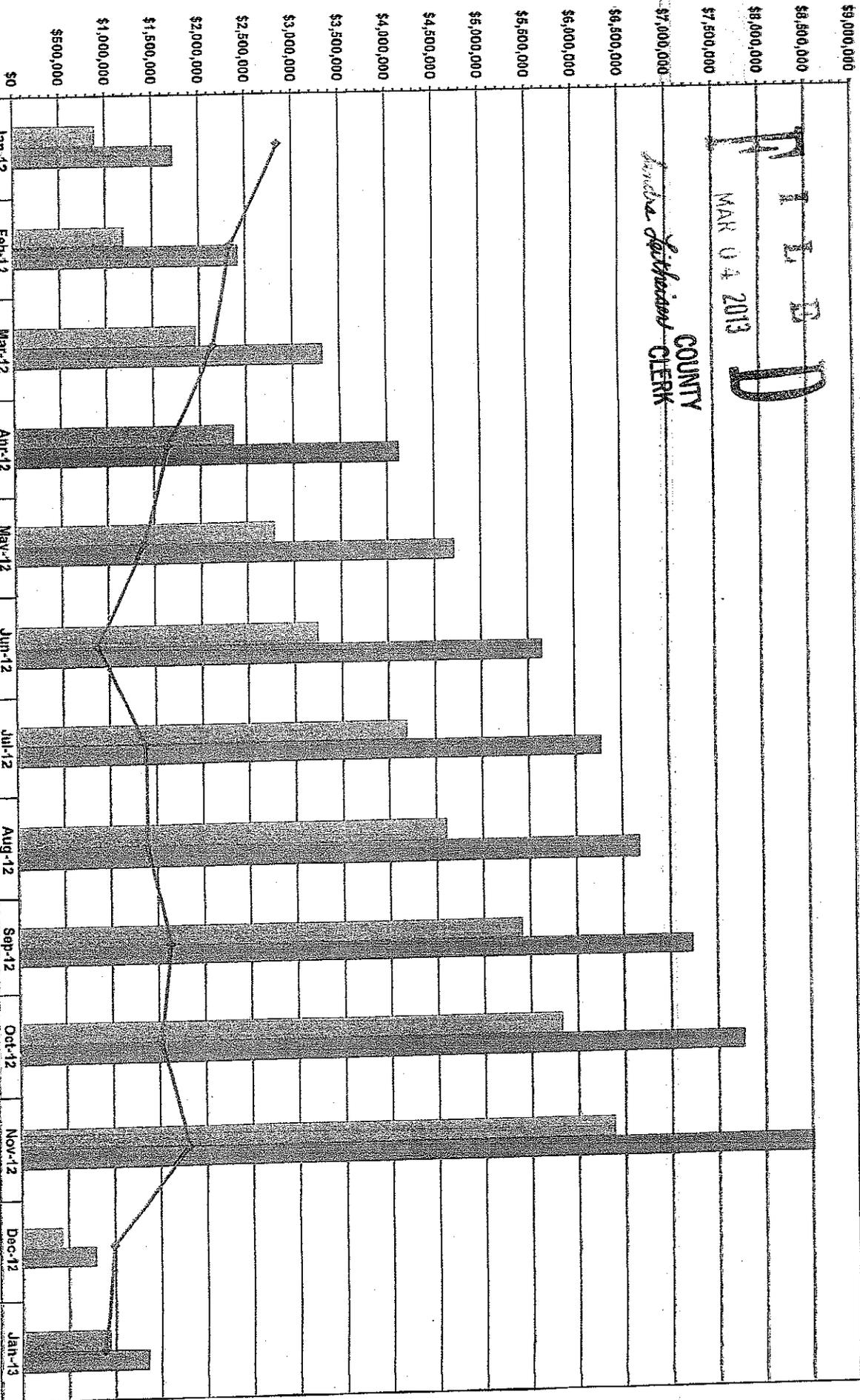
MONTGOMERY COUNTY GENERAL FUND FY12 SUMMARY PER MONTH  
GENERAL OPERATIONS

|                    |             |             |             |             |             |             |             |             |             |             |             |             |  |  |  |  |  |  |  |
|--------------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|--|--|--|--|--|--|--|
|                    | \$8,600,000 |             |             |             |             |             |             |             |             |             |             |             |  |  |  |  |  |  |  |
|                    | \$8,100,000 |             |             |             |             |             |             |             |             |             |             |             |  |  |  |  |  |  |  |
|                    | \$7,600,000 |             |             |             |             |             |             |             |             |             |             |             |  |  |  |  |  |  |  |
|                    | \$7,100,000 |             |             |             |             |             |             |             |             |             |             |             |  |  |  |  |  |  |  |
|                    | \$6,600,000 |             |             |             |             |             |             |             |             |             |             |             |  |  |  |  |  |  |  |
|                    | \$6,100,000 |             |             |             |             |             |             |             |             |             |             |             |  |  |  |  |  |  |  |
|                    | \$5,600,000 |             |             |             |             |             |             |             |             |             |             |             |  |  |  |  |  |  |  |
|                    | \$5,100,000 |             |             |             |             |             |             |             |             |             |             |             |  |  |  |  |  |  |  |
|                    | \$4,600,000 |             |             |             |             |             |             |             |             |             |             |             |  |  |  |  |  |  |  |
|                    | \$4,100,000 |             |             |             |             |             |             |             |             |             |             |             |  |  |  |  |  |  |  |
|                    | \$3,600,000 |             |             |             |             |             |             |             |             |             |             |             |  |  |  |  |  |  |  |
|                    | \$3,100,000 |             |             |             |             |             |             |             |             |             |             |             |  |  |  |  |  |  |  |
|                    | \$2,600,000 |             |             |             |             |             |             |             |             |             |             |             |  |  |  |  |  |  |  |
|                    | \$2,100,000 |             |             |             |             |             |             |             |             |             |             |             |  |  |  |  |  |  |  |
|                    | \$1,600,000 |             |             |             |             |             |             |             |             |             |             |             |  |  |  |  |  |  |  |
|                    | \$1,100,000 |             |             |             |             |             |             |             |             |             |             |             |  |  |  |  |  |  |  |
|                    | \$600,000   |             |             |             |             |             |             |             |             |             |             |             |  |  |  |  |  |  |  |
|                    | \$100,000   |             |             |             |             |             |             |             |             |             |             |             |  |  |  |  |  |  |  |
| Revenue Month      | 12/31/11    | 01/31/12    | 02/28/12    | 03/31/12    | 04/30/12    | 05/31/12    | 06/30/12    | 07/31/12    | 08/31/12    | 09/30/12    | 10/31/12    | 11/30/12    |  |  |  |  |  |  |  |
| Revenue FY To Date | \$306,561   | \$579,250   | \$307,243   | \$768,394   | \$443,058   | \$430,255   | \$464,958   | \$940,779   | \$416,778   | \$802,542   | \$425,221   | \$546,546   |  |  |  |  |  |  |  |
| Expense Month      | \$970,347   | \$751,572   | \$694,660   | \$903,325   | \$883,774   | \$694,545   | \$939,412   | \$620,694   | \$519,086   | \$561,938   | \$642,447   | \$749,306   |  |  |  |  |  |  |  |
| Expense FY To Date | \$970,347   | \$1,721,892 | \$2,416,477 | \$3,319,466 | \$4,127,392 | \$4,712,744 | \$5,650,155 | \$6,270,849 | \$6,674,166 | \$7,233,170 | \$7,777,184 | \$8,498,819 |  |  |  |  |  |  |  |
| Cash in Bank       | \$3,012,550 | \$2,840,296 | \$2,331,252 | \$2,142,737 | \$1,649,853 | \$1,391,827 | \$875,214   | \$1,309,791 | \$1,394,007 | \$1,493,227 | \$1,319,667 | \$1,566,279 |  |  |  |  |  |  |  |

MONTH ENDING

**MONTGOMERY COUNTY GENERAL FUND 13 MONTH HISTORY**  
 Fiscal Year To Date Revenue and Expense With Cash in Bank

**F I D**  
 MAR 04 2013  
*Janice Spithers*  
 COUNTY CLERK

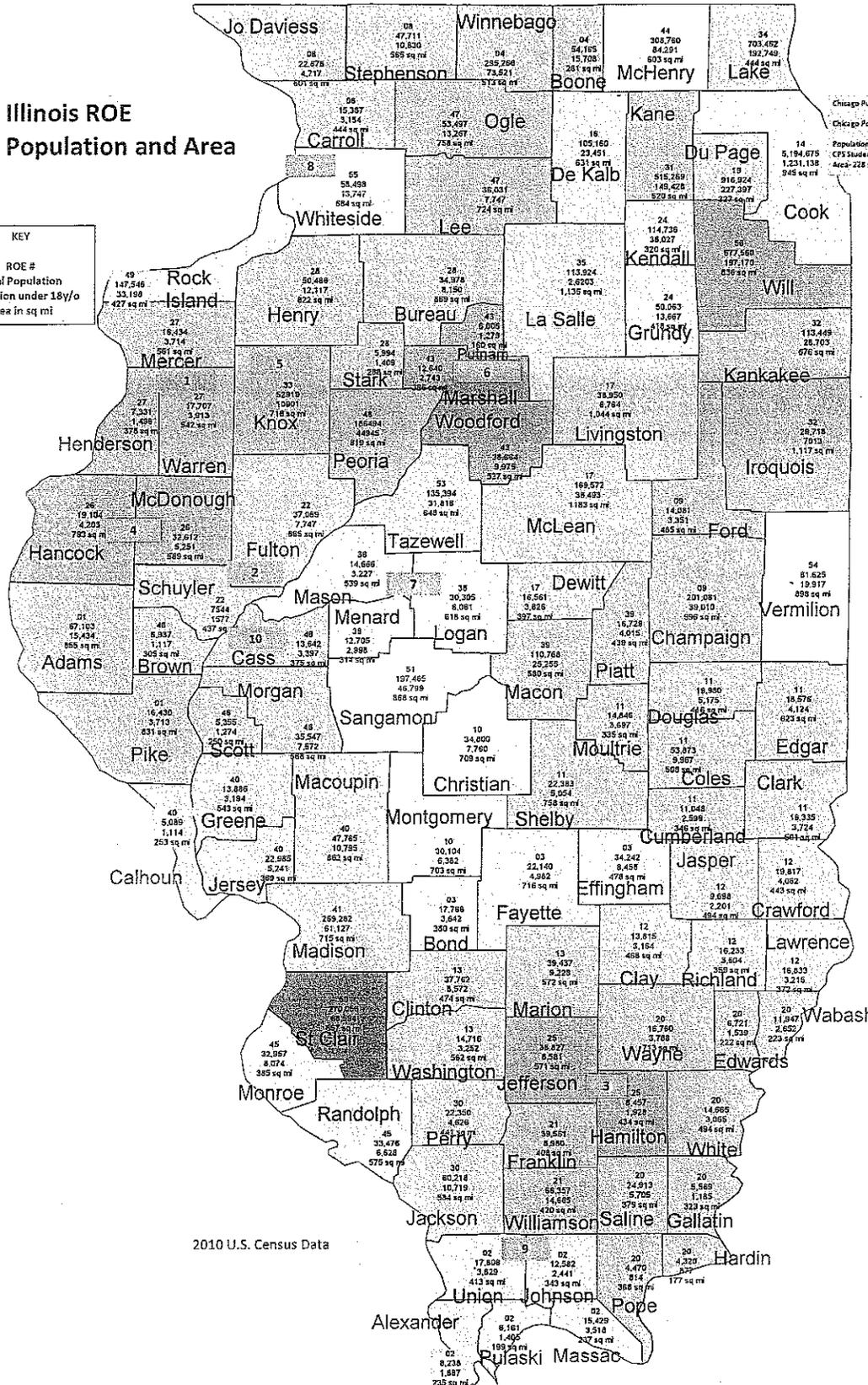


MONTH / YEAR ENDING

# Illinois ROE Population and Area

**KEY**

ROE #  
Total Population  
Population under 18y/o  
Area in sq mi



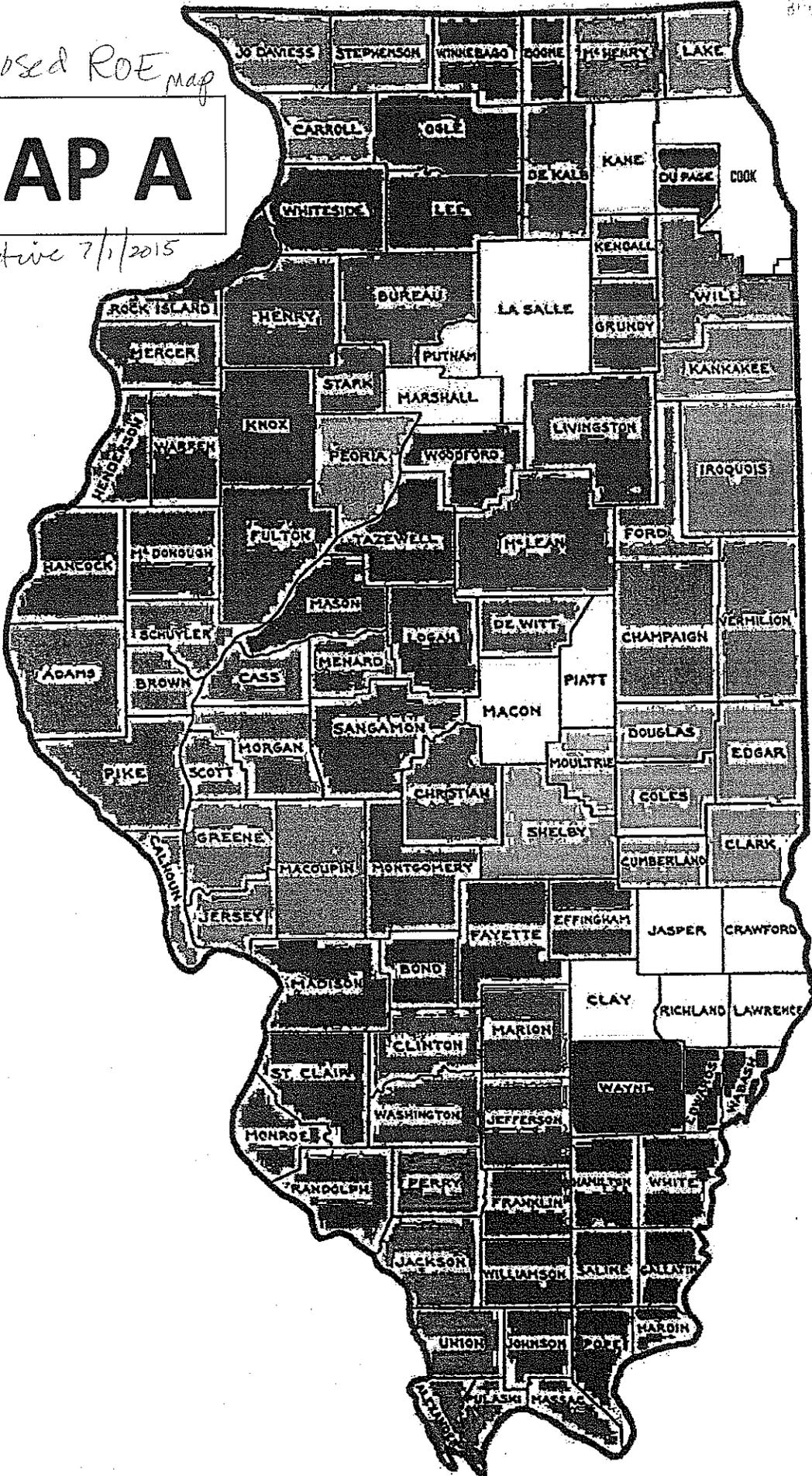
Chicago Public Schools (CPS)  
Chicago Population - 2,635,559  
Population under 18y/o - 622,683  
CPS Student enrollment - 404,151  
Area - 228 sq mi

2010 U.S. Census Data

Proposed ROE map

# MAP A

effective 7/1/2015



FY2006 and FY2012 County MFT Comparison

| <u>Material</u>                | <u>2006 Price</u>   | <u>2012 Price</u>   | <u>% Increase</u> |
|--------------------------------|---------------------|---------------------|-------------------|
| RipRap, RR3                    | \$8.75              | \$12.25             | 140%              |
| CA-15 Chipmix (Coldpatch)      | \$34.50             | \$60.75             | 176%              |
| CA-6 (Surface Rock)            | \$4.75              | \$7.00              | 147%              |
| CA-15 (Sealcoat Chips)         | \$8.50              | \$12.50             | 147%              |
| HFE-150 (Oil for Patches)      | \$1.08              | \$2.14              | 198%              |
| CA-14 (Sealcoat Chips)         | \$8.50              | \$12.50             | 147%              |
| HFE-300 (Oil for Cracksealing) | \$1.26              | \$2.19              | 174%              |
| HFRS-2 (Oil for Seatcoat)      | \$1.20              | \$2.14              | 178%              |
| Ditch Aggregate                | \$7.10              | \$9.50              | 134%              |
| Rock Salt (Snow Plowing)       | \$49.99             | \$79.39             | 159%              |
| <b>Total Yearly Allotment</b>  | <b>\$764,277.00</b> | <b>\$677,221.00</b> | <b>-11.39%</b>    |

|            |              |              |
|------------|--------------|--------------|
| Labor Cost | \$273,571.00 | \$330,449.00 |
|            | 35.79%       | 48.79%       |

# **MONTGOMERY COUNTY, ILLINOIS**

**Selected Financial Information  
for  
Presentation to  
Montgomery County Board**

**November 30, 2012**

MONTGOMERY COUNTY, ILLINOIS

Selected Financial Information  
November 30, 2012

8017 13 OF 33

Assessed Valuation

|        |                       |
|--------|-----------------------|
| - 2009 | \$ <u>381,876,827</u> |
| - 2010 | \$ <u>385,863,719</u> |
| - 2011 | \$ <u>391,401,353</u> |

General Fund

Net change in fund balance

|          |                       | Coal Rights | Principal           | Interest          |
|----------|-----------------------|-------------|---------------------|-------------------|
| 11/30/04 | \$ <u>440,441</u>     |             | \$ 500,000          | \$ -              |
| 11/30/05 | \$ <u>(133,056)</u>   |             | 500,000             | -                 |
| 11/30/06 | \$ <u>31,141</u>      |             | -                   | -                 |
| 11/30/07 | \$ <u>2,439,897</u>   |             | 1,900,000           | 564,000           |
| 11/30/08 | \$ <u>(454,542)</u>   |             | -                   | -                 |
| 11/30/09 | \$ <u>587,698</u>     |             | 1,000,000           | 192,000           |
| 11/30/10 | \$ <u>(436,725)</u>   |             | 1,000,000           | 132,000           |
| 11/30/11 | \$ <u>(65,992)</u>    |             | 1,200,000           | 72,000            |
| 11/30/12 | \$ <u>(2,381,688)</u> |             | -                   | -                 |
|          |                       |             | \$ <u>6,100,000</u> | \$ <u>960,000</u> |

**Selected Financial Information**  
November 30, 2012

| <u>General Fund</u>                                  | <u>2012</u>           |                 | <u>2011</u>         |                 |
|--|-----------------------|-----------------|---------------------|-----------------|
| Revenues:  |                       |                 |                     |                 |
| Property taxes                                       | \$ 878,925            | 14.69 %         | \$ 875,244          | 12.26 %         |
| Interest and costs                                   | 15,679                | .25             | 123,492             | 1.73            |
| Sales taxes  | 1,285,790             | 21.49           | 1,022,170           | 14.32           |
| Income   | 709,664               | 11.86           | 811,818             | 11.37           |
| Replacement, inheritance<br>and real estate transfer | 284,729               | 4.76            | 253,360             | 3.54            |
| Fines, fees and licenses                             | 1,903,477             | 31.81           | 1,891,396           | 26.49           |
| Miscellaneous  | 94,893                | 1.59            | 1,352,073           | 18.94           |
| Reimbursed expenses<br>and intergovernmental         | 810,485               | 13.55           | 810,728             | 11.35           |
| Total revenues                                       | <u>5,983,642</u>      | <u>100.00%</u>  | <u>7,140,281</u>    | <u>100.00 %</u> |
| Expenditures:  |                       |                 |                     |                 |
| Building and grounds                                 | 512,750               | 6.03 %          | 343,874             | 4.93 %          |
| County Clerk   | 254,763               | 3.00            | 255,496             | 3.53            |
| Treasurer  | 223,499               | 2.63            | 226,096             | 3.12            |
| Coroner  | 122,425               | 1.44            | 103,226             | 1.42            |
| Regional Superintendent                              | 67,294                | .79             | 53,132              | .73             |
| Supervisor of Assessments                            | 239,404               | 2.82            | 202,719             | 2.80            |
| Board of Review                                      | 33,144                | .39             | 35,603              | .49             |
| County Board   | 97,590                | 1.15            | 92,139              | 1.27            |
| Information System                                   | 128,293               | 1.51            | 115,133             | 1.59            |
| Media Archives                                       | -                     | -               | 10,527              | .01             |
| Election   | 160,165               | 1.88            | 145,333             | 2.01            |
| General Administrative                               | 1,131,966             | 13.31           | 978,484             | 13.50           |
| Geographic Information System                        | 57,326                | .67             | 68,124              | .94             |
| Judges   | 2,454                 | -               | 2,732               | -               |
| State's Attorney                                     | 404,129               | 4.75            | 412,465             | 5.69            |
| Circuit Clerk  | 311,385               | 3.66            | 288,959             | 4.00            |
| Probation  | 301,484               | 3.55            | 294,411             | 4.06            |
| Public Defender                                      | 206,138               | 2.42            | 191,754             | 2.65            |
| Jury and jurors                                      | 148,730               | 1.75            | 132,680             | 1.83            |
| Sheriff  | 2,271,094             | 26.71           | 2,276,547           | 31.42           |
| Emergency Services                                   | 72,346                | .86             | 59,429              | .82             |
| Ambulance  | 50,610                | .60             | 52,091              | .72             |
| Animal Control                                       | 76,456                | .90             | 75,664              | 1.04            |
| Capital Improvement                                  | 1,054,105             | 12.40           | 379,697             | 5.24            |
| Emergency Telephone                                  | 85,710                | 1.01            | 130,439             | 1.80            |
| Economic and infrastructure development              | 11,904                | .14             | 1,114               | -               |
| Coordinated Services                                 | 78,171                | .92             | 73,256              | 1.01            |
| Solid Waste  | 42,965                | .51             | 39,766              | .55             |
| Recycling  | 356,504               | 4.20            | 205,383             | 2.83            |
| Total expenditures                                   | <u>8,502,804</u>      | <u>100.00 %</u> | <u>7,246,273</u>    | <u>100.00 %</u> |
| Excess (deficiency) of revenues<br>over expenditures | (2,519,162)           |                 | (105,992)           |                 |
| Transfers  | 40,000                |                 | 40,000              |                 |
| Insurance proceeds                                   | 97,474                |                 | -                   |                 |
| Net change in fund balance                           | \$ <u>(2,381,688)</u> |                 | \$ <u>(65,992)</u>  |                 |
| <b>Fund Balance, end of year</b>                     | \$ <u>2,364,391</u>   |                 | \$ <u>4,746,079</u> |                 |

MONTGOMERY COUNTY, ILLINOIS

Selected Financial Information  
November 30, 2012

13 35

**Public Health**

|                        | <u>2012</u>         |                | <u>2011</u>        |                |
|------------------------|---------------------|----------------|--------------------|----------------|
| Revenues:              |                     |                |                    |                |
| Taxes                  | \$ 420,192          | 15.26%         | \$ 415,670         | 15.15%         |
| Fees and miscellaneous | 253,840             | 9.22           | 218,352            | 7.96           |
| Intergovernmental      | 2,074,228           | 75.34          | 2,101,686          | 76.61          |
| Interest               | <u>4,851</u>        | <u>.18</u>     | <u>7,605</u>       | <u>.28</u>     |
| Total revenues         | <u>2,753,111</u>    | <u>100.00%</u> | <u>2,743,313</u>   | <u>100.00%</u> |
| Expenditures           | <u>2,854,249</u>    |                | <u>2,770,506</u>   |                |
| Net change             | \$ <u>(101,138)</u> |                | \$ <u>(27,193)</u> |                |

**County Highway**

|              |                     |                   |
|--------------|---------------------|-------------------|
| Revenues     | \$ 3,290,502        | \$ 2,506,267      |
| Expenditures | <u>3,622,225</u>    | <u>2,284,507</u>  |
| Net change   | \$ <u>(331,723)</u> | \$ <u>221,760</u> |

MONTGOMERY COUNTY, ILLINOIS  
 Selected Financial Information  
 General Fund  
 Years Ended

|                             | <u>2012</u>           | <u>2011</u>         | <u>2010</u>         | <u>2009</u>         |
|-----------------------------|-----------------------|---------------------|---------------------|---------------------|
| Operating revenues          | \$ <u>6,121,116</u>   | \$ <u>5,908,281</u> | \$ <u>5,530,275</u> | \$ <u>5,609,076</u> |
| Operating expenditures      |                       |                     |                     |                     |
| General government          | 3,379,157             | 2,955,006           | 2,822,487           | 2,470,921           |
| Judiciary and court related | 1,374,320             | 1,323,000           | 1,286,934           | 1,322,556           |
| Public safety               | <u>2,556,216</u>      | <u>2,405,296</u>    | <u>2,291,100</u>    | <u>2,124,070</u>    |
| Total expenditures          | <u>7,309,693</u>      | <u>6,683,302</u>    | <u>6,400,521</u>    | <u>5,917,547</u>    |
| Excess (deficit)            | (1,188,577)           | (775,021)           | (870,246)           | (308,471)           |
| Coal monies                 | -                     | 1,272,000           | 1,132,000           | 1,192,000           |
| Capital outlay              | <u>(1,193,111)</u>    | <u>(562,971)</u>    | <u>(698,479)</u>    | <u>(295,831)</u>    |
| Net change                  | \$ <u>(2,381,688)</u> | \$ <u>(65,992)</u>  | \$ <u>(436,725)</u> | \$ <u>587,698</u>   |

**MONTGOMERY COUNTY, ILLINOIS  
BOARD COMMENTS**

11/30/12

1. Overall Comments - One page report shows a tremendous amount of information.

There are some positive and some challenges.

Positive - Capital outlay 4 years \$2,750,392.

County has continued to fund all operations without reduction of services.

2. Revenues - Little growth overall unless a new source is discovered (Like GSRC).

3. Expenditures - Have grown.

- Can we control or reduce in the future?

- Major expenditures - Payroll and related cost (health insurance, worker's compensation, payroll taxes, and retirement).

- Retirement funding.

- Employee review study - Are there some useful ideas?

- All governmental units are facing the same challenge.

- Adequate Funding Level - Are we working to identify?

- Other Funds - Can some monies be used?

- Can we develop a plan to reduce our dependency on coal monies?

MONTGOMERY COUNTY, ILLINOIS  
BOARD COMMENTS  
11/30/12

4. Coal Monies - All parties have legitimate reasons for the funds.
  - Employees.
  - Citizens - extra money - reduction in taxes.
  - Capital improvements - Roads & Bridges, etc.
  - Investments for the future.
  - New revenue source is it really for operating expense?
5. Fund Balance - Expenditures \$7,000,000
  - 50% - 60% - \$3,500,000 - \$4,200,000.
6. Sheriff Funds - A review is underway to determine the legal status.
7. Drug Testing - Consider bringing a nurse from Greenville vs. sending employees there for testing.
8. Grant Funds - An oversight individual to coordinate the applications, transactions, and classifications of federal and state monies.

Federal monies need CFDA numbers.
9. Fracking Boom - Oil & Coal Boom

North Dakota - Legacy fund - Hope \$1.3 billion by June.

Some states are considering future monies to divert revenue into a trust fund.

Alaska - Permanent Fund - \$42 billion.



WHEREAS, The County of Montgomery, as Trustee for the Taxing Districts, has undertaken a program to collect delinquent taxes and to perfect titles to real property in cases in which the taxes on such real property have not been paid, pursuant to 35ILCS 200/21-90, and

WHEREAS, Pursuant to this program, the County of Montgomery, as Trustee for the Taxing Districts, has acquired an interest in the following described real estate:

PITMAN TOWNSHIP

PERMANENT PARCEL NUMBER: 03-28-202-003

As described in certificates(s) : 2008-00264 sold November 2009

and it appearing to the Finance Committee that it would be to the best interest of the County to dispose of its interest in said property.

WHEREAS, Dennis Sampson, has bid \$810.00 for the County's interest, such bid having been presented to the Finance Committee at the same time it having been determined by the Finance Committee and the Agent for the County, Joseph E. Meyer, that the County shall receive from such bid \$300.00 as a return for its certificate(s) of purchase. The County Clerk shall receive \$0.00 for cancellation of Certificate(s) and to reimburse the revolving account the charges advanced from this account, the auctioneer shall receive \$0.00 for his services and the Recorder of Deeds shall receive \$60.00 for recording. The remainder is the amount due the Agent under his contract for services. The total paid by purchaser is \$810.00.

THEREFORE, your Finance Committee recommends the adoption of the following resolution:

BE IT RESOLVED BY THE COUNTY BOARD OF MONTGOMERY COUNTY, ILLINOIS, that the Chairman of the Board of Montgomery County, Illinois, be authorized to execute a deed of conveyance of the County's interest or authorize the cancellation of the appropriate Certificate(s) of Purchase, as the case may be, on the above described real estate for the sum of \$300.00 to be paid to the Treasurer of Montgomery County Illinois, to be disbursed according to law. This resolution to be effective for sixty (60) days from this date and any transaction between the above parties not occurring within this period shall be null and void.

ADOPTED by roll call vote this 16<sup>th</sup> day of April, 2013

ATTEST:  
  
CLERK

  
COUNTY BOARD CHAIRMAN

## Cost-Benefit Analysis Montgomery County Copy Machine Contracts

The purpose of this analysis is to determine if there are possibilities for cost saving benefits in regards to the current copy machine contracts. Currently, Montgomery County has 26 copy machines spread over four locations in 16 different offices. It appears that each office maintains individual copy service contracts with an outside provider. The team provides creative solutions to help aid Montgomery County in saving money when it comes to their copying needs.

The spreadsheet that is attached will be used to explain why 80% of the copy machines used by Montgomery County are being used inefficiently. The contract with Tom Day has a maximum usage fee of \$0.0285 per copy. Even though this seems like a large number, it pales in comparison to the actual effective cost per copy that Montgomery County is actually paying for copies. As shown on the spreadsheet in (Column L, Line 33), the average cost per copy for all of their machines is \$0.06 per copy. Most departments used much less copies than allotted by the contract resulting in above average cost per copy.

As a result, we propose that the Montgomery County Board eliminate all contracts with Tom Day Office Supplies. Instead, we feel that the Montgomery County copying needs would be better suited by paying on a per copy basis instead of the contract amount. By averaging the excess copying charges from Tom Day Office Supplies, we came up with \$0.014505 (Column E, Line 33) per copy. By using this new number, we estimate that the copying needs equate \$10,687.67. This is \$8895.49 less than is currently being paid by Montgomery County. This is a 45% savings to the Montgomery County Board on their copying needs.

# Montgomery County Copy Machine Contracts with Tom Day

| Department          | Contract Cost | Copies Allowed | Copies Used | Cost/Copy   | Excess/Shortage | Total Excess | Total Cost            | Effective Cost/Copy |
|---------------------|---------------|----------------|-------------|-------------|-----------------|--------------|-----------------------|---------------------|
| Animal control      | \$ 285.00     | 10,000         | 12,604      | 0.0285      | 2,604           | \$ 74.21     | \$ 359.21             | \$ 0.03             |
| Circuit Clerk       | \$ -          | n/a            | 105,806     | 0.0195      | n/a             |              | \$ 2,063.22           | \$ 0.02             |
| Circuit Clerk       | \$ -          | n/a            | 34,061      | 0.01463     | n/a             |              | \$ 498.31             | \$ 0.01             |
| Coordinated Service | \$ 477.00     | 60,000         | 72,694      | 0.008       | 12,694          | \$ 101.55    | \$ 578.55             | \$ 0.01             |
| Coordinated Service | \$ 400.00     | unlimited      | 18,752      | 0.00267     | n/a             |              | \$ 400.00             | \$ 0.02             |
| Coroner             | \$ 380.00     | 20,000         | 1814        | 0.019       | -18,186         |              | \$ 380.00             | \$ 0.21             |
| County Clerk        | \$ -          | n/a            | 131,655     | 0.0195      | n/a             |              | \$ 2,567.27           | \$ 0.02             |
| EMA                 | \$ 462.00     | 40,000         | 18,611      | 0.0116      | -21,389         |              | \$ 462.00             | \$ 0.02             |
| GIS                 | \$ 345.00     | 20,000         | 7563        | 0.01725     | -12,437         |              | \$ 345.00             | \$ 0.05             |
| Highway             | \$ -          | n/a            | 16,209      | 0.012       | n/a             |              | \$ 194.51             | \$ 0.01             |
| Probation           | \$ 530.00     | 40000          | 69,670      | 0.01325     | 29,670          | \$ 393.13    | \$ 923.13             | \$ 0.01             |
| Public Defender     | \$ 319.00     | unlimited      | 11,088      | 0           | n/a             |              | \$ 319.00             | \$ 0.03             |
| Recycling           | n/a           | unlimited      | n/a         | 0           | n/a             |              |                       | n/a                 |
| Sheriff             | \$ 472.00     | 40000          | 17,963      | 0.0118      | n/a             |              | \$ 472.00             | \$ 0.03             |
| SOA                 | \$ 485.00     | 40,000         | 23,653      | 0.0121      | -16,347         |              | \$ 485.00             | \$ 0.02             |
| States Attorney     | \$ 3,520.00   | 72,000         | n/a         | 0.0096      | n/a             |              | \$ 3,520.00           | n/a                 |
| Treasurer           | \$ -          | n/a            | 59,295      | 0.017       | n/a             |              | \$ 1,008.02           | \$ 0.02             |
| V AC                | \$ 360.00     | 20000          | 2363        | 0.01525     | n/a             |              | \$ 360.00             | \$ 0.15             |
| Health 1            | \$ 894.00     | 80,000         | 7500        | 0.0122      | -72,500         |              | \$ 894.00             | \$ 0.12             |
| Health 2            | \$ 345.00     | 20,000         | 10,663      | 0.01725     | -9,337          |              | \$ 345.00             | \$ 0.03             |
| Health 3            | \$ 345.00     | 80,000         | 10,663      | 0.01725     | -69,337         |              | \$ 345.00             | \$ 0.03             |
| Health 4            | \$ 894.00     | 80,000         | 83,144      | 0.01175     | 3,144           | \$ 36.94     | \$ 930.94             | \$ 0.01             |
| Health 5            | \$ 345.00     | 20,000         | 11,327      | 0.01725     | -8,673          |              | \$ 345.00             | \$ 0.03             |
| Health 6            | \$ 894.00     | 80,000         | 6337        | 0.01175     | -73,663         |              | \$ 894.00             | \$ 0.14             |
| Health 7            | \$ 894.00     | 80,000         | 3392        |             | -76,608         |              | \$ 894.00             | \$ 0.26             |
|                     |               |                |             |             |                 |              | \$ 19,583.16          |                     |
|                     |               |                | 736,827     | 0.014504545 |                 |              | Average Cost/<br>Copy | \$ 0.06             |

## Cost-Benefit Analysis Montgomery County Cell Phone Contracts

Currently, the county holds 6 separate AT&T contracts (one for each office) that are billed and paid separately. The purpose of this document is to provide an overview of the costs associated to each cell phone contract. In addition, this document recommendation how the County could minimize cell phone costs without sacrificing the communication needs of the various offices. The grid below contains details regarding the existing cell phones:

| <i>Department Name</i>               | <i># of Phones</i> | <i>Last Monthly Contract Cost</i> | <i>Data (Used/ Avail)</i> | <i>Minutes (Used/ Avail)</i> | <i>Phone Type(s)</i> |
|--------------------------------------|--------------------|-----------------------------------|---------------------------|------------------------------|----------------------|
| Building & Grounds Maintenance Staff | 3                  | \$112.64                          | None                      | 126 / 613                    | Unknown              |
| Coroner's Office                     | 2                  | \$102.95                          | None                      | 403 / 700                    | Unknown              |
| County Admin Office                  | 5                  | \$138.01                          | None                      | 176 / 513                    | Unknown              |
| Highway Dept.                        | 2                  | \$163.31                          | None                      | 77 / 700                     | Unknown              |
| Probation Office                     | 3                  | \$194.03                          | 208MB / Unlimited         | 131 / 550                    | Blackberry           |
| Sheriff's Dept.                      | 7                  | \$437.16                          | 458MB / 10GB              | 641 / Unlimited              | Blackberry           |
| <b>TOTAL:</b>                        | <b>22</b>          | <b>\$1,148.10</b>                 |                           |                              |                      |

AT&T is willing to combine all contracts into one, saving the county close to \$400.00 per month. With the attached proposal Montgomery County will receive the following:

- All devices have unlimited mobile-to-mobile usage (AT&T only)
- All devices will share from a pool of 4100 plan minutes
- All non-smartphones will have 200 text messages to use each month
- All smartphones will have unlimited data and texting (9 smartphones)

| <b>Monthly Recurring Costs Not Including EPTT &amp; Retaining Current Devices:</b>              |                  |                  |                   |                                      |
|---|------------------|------------------|-------------------|--------------------------------------|
|   | <u>Plan Cost</u> | <u>Plan Mins</u> | <u># Users</u>    | <u>Total Cost</u>                    |
| Government Pooled 100   | \$18.75          | 1400             | 14                | \$ 262.50                            |
| Government Pooled 300 Bundle  | \$48.75          | 2700             | 9                 | \$ 438.75                            |
| Includes UNL Data, UNL Text   |                  |                  |                   |                                      |
| Voice Discount*   |                  |                  | Included          | \$ 701.25                            |
| <b>Features</b>   |                  |                  |                   |                                      |
|   | <u>Plan Cost</u> | <u># Users</u>   | <u>Total Cost</u> |                                      |
| Messaging 200 for Flip Phones   | \$2.00           | 14               | \$ 28.00          |                                      |
| *Discount Available with SBS agreement and voice plan above \$34.99 and data plan above \$30.00 |                  |                  |                   |                                      |
|   |                  |                  | \$ 28.00          |                                      |
| <b>**Pricing valid through 4/26/2013</b>  |                  |                  |                   | <b>Total Monthly Costs \$ 729.25</b> |

\*\*\*Does not include taxes and government charges\*\*\*

# Cost-Benefit Analysis

## Montgomery County Office Supply Purchasing

The purpose of this document is to provide an overview of the costs associated with individual office supply budgets. In addition, this document will provide recommendations on how the County could minimize costs without quality of availability of supplies.

### Office Supplies from 2006-2011:

Total Appropriation value was \$590,844                      Median appropriation was \$98,474  
 Expenditures for office supplies was \$221,073              Median expenditure was \$36,846

| Fiscal Year | Office Supply Appropriation by Fiscal Year | Office Supply Expenditure by Fiscal Year |
|-------------|--|--|
| 2006        | 89,173                                     | 30,985                                   |
| 2007        | 100,599                                    | 39,282                                   |
| 2008        | 108,718                                    | 37,620                                   |
| 2009        | 116,148                                    | 33,674                                   |
| 2010        | 92,466                                     | 38,012                                   |
| 2011        | 83,740                                     | 41,500                                   |
| Median      | 98,474                                     | 36,846                                   |

The county's office supplies budget for the offices we selected has decreased by 15% for the past two years, but simplifying and centralizing the process has the potential to further cut expenses. Alternative solutions have been explored to minimize costs in order to purchase the highest quality available office supplies. Mimicking master contracts and piggy backing off of existing state contracts is a proven method that can save up to 20% off existing office supply prices through a centralized ordering procurement process as a result of muscled leverage. This method has a benefit of reducing cost while also affording the highest quality available office supplies. Office supply management software offers the following functions that could assist Montgomery County "Centralized" Office Supply Purchasing:

1. Identify and track office supply materials used.
2. Manage the office supply inventory and make predictions regarding future office supply needs.
3. Generate statistics on office supply materials used over time and by office.
4. In an efficient manner, locate office supplies in the centralized storage room.
5. Track office supply consumption statistics by department and employee through the centralized system.

MONTGOMERY COUNTY RESOLUTION #13 - 1

**RESOLUTION 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**

BE IT HEREBY RESOLVED by the County Board of Montgomery County, State of Illinois, as follows:

**SECTION 1: AUTHORITY TO INCREASE ALLOWABLE LEVY IN SPECIAL SERVICE AREAS.**

That the Montgomery County Board has by prior act, established Special Service Areas for ambulance service pursuant to Article VII, Section 6L of the Constitution of the State of Illinois in force July 1, 1971, and pursuant to the authority of the provisions of an Act to provide the manner of levying or imposing taxes for the provision of Special Service Areas within the boundaries of home rule units and non-home rule municipalities and counties, which is Illinois Revised Statutes, Chapter 120, Section 1301 et. seq., now the Special Service Area Tax Law, Illinois Compiled Statutes, Chapter 35, Section 200/27-5 et. seq.

**SECTION 2: FINDINGS**

The County Board of Montgomery County finds the following:

1. That since the establishment of said service areas, the Raymond/Harvel Special Service Area (ambulance) has demonstrated a need to increase the maximum allowable levy in said area in order to produce an amount of tax sufficient to produce revenues required to provide ambulance service in said area.
2. That the Raymond/Harvel Special Service Area (ambulance) is within the County of Montgomery.
3. That the Raymond/Harvel Special Service Area (ambulance) benefits from the government services to be provided, so that it is therefore in the best interest of the Special Service Area that the levy of the special tax against the area be considered for the provision of ambulance service.

**SECTION 3: PUBLIC HEARING**

A Public Hearing shall be held on Monday, the 13th day of May, 2013 in the Council Chambers of the Raymond Village Hall at 7 p.m. to consider a proposed Special Service Area ambulance tax increasing the maximum allowable levy from .15 cents, the present maximum, to .30 cents for the Raymond/Harvel Special Service Area, which territory is described in the proposed notices attached to this Resolution and made a part hereon.

**SECTION 4: TAX RATES**

At the above described Public Hearing there shall be considered the levy of an annual tax not to exceed the annual rate of .30 percent of the assessed value, as equalized, of the property in the Special Service Area, said tax to be in addition to all other taxes provided by law and to be levied pursuant to the provisions of the Revenue Act of 1939.

SECTION 5: NOTICE OF HEARING

Notice of said Public Hearing shall be published at least once, not less than fifteen days prior to the Public Hearing, in one or more newspapers in general circulation in Montgomery County. In addition, notice by mailing shall be given to the person or persons in whose name the general taxes for the last preceding year were paid on each property lying within the Special Service Area. Said notice shall be mailed not less than ten days prior to the 13th day of May, 2013. In the event taxes for the last preceding year were not paid, the notice shall be sent to the person last listed on the tax rolls prior to that year's owner of said property.

Notice shall be in a form substantially similar to the "NOTICE" attached hereto.

ADOPTED THIS 16th day of April, 2013 by the Montgomery County Board pursuant to roll call vote recorded as follows:

AYES 19  
NAYES 2

  
Roy Hefel, Montgomery County Board Chairman

Attest:   
Sandy Leitheiser, Montgomery County Clerk & Recorder

**PUBLIC NOTICE  
 NOTICE OF HEARING FOR  
 RAYMOND-HARVEL SPECIAL SERVICE  
AREA-AMBULANCE-MONTGOMERY COUNTY**

NOTICE IS HEREBY GIVEN THAT: On Monday, May 13<sup>th</sup>, 2013 at 7:00 PM in the Council Chambers, Raymond Village Hall, Raymond, Illinois, the Montgomery County Board will hold a hearing to consider a proposed Special Service Area-Ambulance tax increase from the present maximum allowable rate of .15 cents per \$100 valuation to .30 cents maximum per \$100 valuation for the following territory:

RAYMOND-HARVEL SPECIAL SERVICE AREA-AMBULANCE  
 (RAYMOND): Township 10 North-Range 4 West of 3<sup>rd</sup> Principal Meridian;  
 (HARVEL): Township 11 North-Range 4 West of 3<sup>rd</sup> Principal Meridian; and  
 (ZANESVILLE): Township 10 North-Range 5 West of 3<sup>rd</sup> Principal Meridian

An accurate map of said territory is on file in the office of the County Clerk of Montgomery County at the Historic Courthouse, Hillsboro, Illinois, 62049. All interested persons, including all persons owning taxable real property located within the Special Service Area affected by the increase in the tax levy maximum will be given the opportunity to be heard regarding the tax maximum increase and may object to, or offer support for the increase affecting the area.

The purpose of raising the tax maximum to .30 cents is to provide adequate funding necessary for the operation of the Raymond-Harvel Ambulance Service. The tax maximum will be an amount not to exceed .30% of the assessed value, as equalized, against the property included in the Special Service Area. At the public hearing all persons will be given the opportunity to be heard. The hearing may be adjourned by the Board to another date, without further notice other than a motion to be entered upon the minutes of its meeting fixing the time and place of its adjournment.

All such interested persons described above will also have the opportunity to file objections to the increase in the tax levy maximum. If a petition signed by at least 51% of the electors residing within the Special Service Area and at least 51% of the owners of record of the land included within the boundaries of the Special Service Area is filed with the County Clerk of Montgomery County within 60 days following the final adjournment of the Public Hearing **OBJECTING** to the increase in the tax levy maximum for the Special Service Area, no such tax increase may be levied or imposed.

Dated this 16<sup>th</sup> day of April, 2013,

Montgomery County Clerk  
 Sandy Leitheiser

**RESOLUTION 13- 2**

**A RESOLUTION TO ADOPT A FIVE YEAR SOLID WASTE  
RECYCLING ACT PLAN UPDATE**

**WHEREAS** Montgomery County adopted a Twenty Year Solid Waste Management Plan in 1994 as required by Illinois State Law in the Illinois Compiled Statutes, Chapter 415, Sections 15/1 et. seq., commonly known as the "Solid Waste Planning and Recycling Act"; and

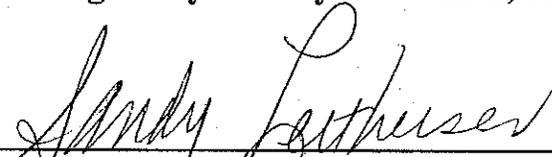
**WHEREAS** that the Solid Waste Planning and Recycling Act requires that Montgomery County adopt a Five Year Municipal Waste Management Plan Update in the Illinois Compiled Statutes, Chapter 415, Section 15/5 (e); and

**WHEREAS** that the Montgomery County Solid Waste Department has prepared a Five Year Municipal Waste Management Plan Update which has been reviewed by the Illinois Environmental Protection Agency and found to be in compliance with the Solid Waste Planning and Recycling Act;

**THEREFORE, BE IT RESOLVED** that Montgomery County, in order to be in compliance with Illinois State Law and to encourage the conservation of our natural resources, hereby adopts the attached Five Year Municipal Waste Management Plan Update to the original Twenty Year Solid Waste Management Plan.

**PASSED** this 16<sup>th</sup> day of April, 2013.

  
\_\_\_\_\_  
**Montgomery County Chairman, Roy Hertel**

  
\_\_\_\_\_  
**Montgomery County Clerk/Recorder, Sandy Leitheiser**

**Ordinance**

ORDINANCE NUMBER 13-3  
AN ORDINANCE TO PROVIDE FOR PUBLIC TRANSPORTATION  
IN MONTGOMERY COUNTY, ILLINOIS

Whereby, public transportation is an essential public purpose for which public funds may be expended under Article 13, Section 7 of the Illinois Constitution; and

WHEREAS, Montgomery County wishes to provide public transportation for its citizens and become eligible for grants from the State of Illinois or any department or agency thereof, from any unit of local government, from the Federal government or any department or agency thereof; and

WHEREAS, Illinois Compiled Statutes 740/2-1 et seq. authorizes a county to provide for public transportation within the Montgomery County limits:

NOW, THEREFORE, BE IT ORDAINED by the Chairman and the County Board of Montgomery County that:

Section 1. Shelby County shall hereby provide public transportation within the county limits.

Section 2. The County Clerk of the County of Montgomery shall file a certified copy of this Ordinance, within sixty days after passage of this ordinance.

Section 3. This Ordinance shall be in full force and effect from and after its passage and approval, as required by law.

Section 4. That County Board Chairman of Shelby County is hereby authorized and directed to execute and file on behalf of Montgomery County a Grant Application to the Illinois Department of Transportation.

Section 5. That County Board Chairman of Shelby County is hereby authorized and directed to execute and file on behalf of Montgomery County all required Grant Agreements with the Illinois Department of Transportation.

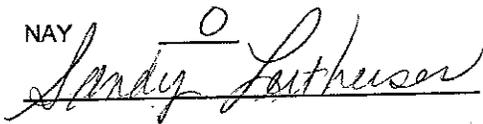
PASSED by the Chairman and the Board of Montgomery County on the 14th day of May, 2013, and deposited and filed in the office of the Montgomery County Clerk of said County on that date.

Elected Board Members 21

PRESENT 21

A YE 21

NAY 0



Clerk of Montgomery County, Illinois

APPROVED by the Chairman of the Montgomery County Board, this 14th day of May, 2013.



Chairman of Montgomery County, Illinois

## Intergovernmental Agreement

This Agreement is entered into by and between the County of Shelby and the counties of Fayette, Clay, Moultrie, Montgomery, and Douglas, (hereinafter referred to as the "Participants") for the provision of public transportation in said counties.

WHEREAS, Participants have applied for a grant pursuant to Section 5311 of the Federal Transit Act of 1991 and the Downstate Public Transportation Act (30ILCS 740/2-1 et seq.) in order for financial assistance to be made available for public transportation programs in rural and small urban areas within Shelby, Fayette, Clay, Moultrie, Montgomery, and Douglas Counties; and

WHEREAS, it is the mutual desire of the Participants that the County of Shelby be designated as the "Primary Participant" pursuant to Section 601.105(b) of the Illinois Department of Transportation Regulations for Public Transportation Assistance to Programs in Non-Urbanized Areas for the administration and distribution of Federal Section 5311 and Downstate Public Transportation funds.

And WHEREAS, Illinois Compiled Statutes 740/2-1 et seq. authorizes a county to provide for public transportation within the county limits;

WITNESSETH:

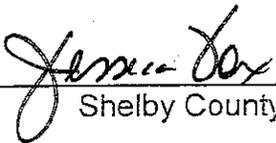
1. The County of Shelby shall be designated as the "Primary Participant" pursuant to Section 601.105(b) of the Illinois Department of Transportation Regulations for Public Transportation Assistance to Programs in Non-Urbanized Areas providing for the administration and distribution of Federal Section 5311 and Downstate Public Transportation Act funds.
2. It shall be the responsibility of the Primary Participant to receive all Section 5311 Funds from the Illinois Department of Transportation pursuant to said Department's agreements with the Participants.
3. The Primary Participant shall disburse said funds to C.E.F.S. Economic Opportunity Corporation a not-for-profit corporation, the service provider under the terms and conditions of said agreements.
4. Delivery of services by service provider shall be made in accordance with agreements entered into by service provider with the Primary Participant.
5. Participants are not responsible to the service provider for any local matching funds, but may provide match as desired.
6. That the terms of this Agreement will be effective for the twelve-month grant period.
7. Any revision of this Agreement must be agreed to by the Participants as evidenced by an addendum signed by the authorized representative of each.
8. This Agreement or any part thereof may be renegotiated where changes are required by State or Federal law, rules, regulations, or court action, or when Participants agree that a new intergovernmental agreement would meet their particular needs.

- 9. This intergovernmental agreement is binding upon the Participants, their successors and assigns.
- 10. If any section, sentence, clause, phrase or portion of this Intergovernmental Agreement is, for any reason, held to be invalid or unconstitutional by the decision of any court of competent jurisdiction, such decision shall not affect the validity of the remaining portion of the Agreement. It is hereby declared the intent of the Participants that this Agreement shall remain valid and enforceable, notwithstanding the invalidity of any part hereof.
- 11. That only one original copy of this Intergovernmental Agreement shall be signed and executed by Participants and that any photocopies of the executed Intergovernmental Agreement shall be deemed to be duplicate originals.

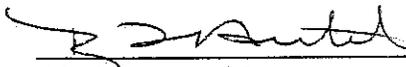
COUNTY OF SHELBY, a body politic and corporate

By:   
Chairperson, Shelby County Board

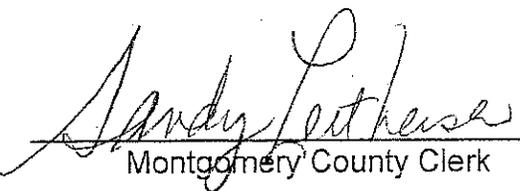
ATTEST:

  
Shelby County Clerk

COUNTY OF MONTGOMERY, a body politic and corporate

By:   
Chairperson, Montgomery County Board

ATTEST:

  
Montgomery County Clerk

## PROMULGATION DOCUMENT

DATE July 2013

In accordance with the provisions of the Illinois Emergency Management Act (P.A. 87 - 168, January 1, 1992) and the Illinois Civil Defense Act as adopted by the Montgomery County Board of, August 4<sup>th</sup> 1994 the Chairman of the Montgomery County Board is authorized to cause to be prepared and maintained a comprehensive emergency management plan and program for the County of Montgomery. This Montgomery County Emergency Operation Plan (EOP) has been developed and updated to meet this requirement. The Plan has been developed in cooperation with representatives of Emergency Response Groups, County Offices or agencies, the American Red Cross and other volunteer agencies. Montgomery County EMA is responsible for coordination of this effort.

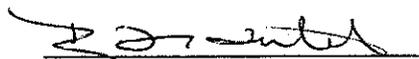
The Plan identifies the hazards which the County is vulnerable; sets down responsibilities of all County and volunteer agencies and outlines a means for the County's resources to be used to assist the citizens and political subdivisions of the County. The planning authorities and responsibilities conveyed to the individual agencies are recognized and acknowledged.

The Plan describes a coordination mechanism for response to and recovery from disasters and incidences arising there from. On my implementation, all agencies shall abide by and cooperate fully with the provisions described or referenced herein.

All tasked organizations' responsibility to prepare and maintain standard operating procedures (SOPs) and commit them to the training, exercising, and plan maintenance efforts needed to support the Emergency Operation Plan is declared.

As **County Board Chairman**, I affirm my support for emergency management in **Montgomery County**.

Sincerely,



Roy Hertel  
County Board Chairman  
Montgomery County

MONTGOMERY COUNTY EMERGENCY OPERATIONS PLAN

  
MONTGOMERY COUNTY BOARD CHAIRMAN  
Roy Hertel

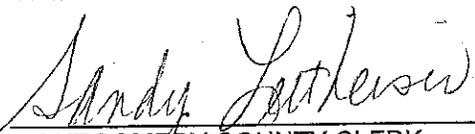
5/14/13  
Date

\_\_\_\_\_  
MONTGOMERY COUNTY EMA CHAIRMAN  
Glenn Savage

5/14/13  
Date

\_\_\_\_\_  
MONTGOMERY COUNTY EMA COORDINATOR  
Diana Holmes

\_\_\_\_\_  
Date

  
MONTGOMERY COUNTY CLERK  
Sandy Leitheiser

5/16/13  
Date

APPROVED: Date \_\_\_\_\_

\_\_\_\_\_  
IEMA REGION 8 COORDINATOR  
Stan Krushas

\_\_\_\_\_  
Date

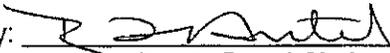
**AUTHENTICATION**

If any section, clause, or other provision of this plan shall be invalid, the invalidity thereof shall not affect any other provision of this plan.

All regulations and/or parts of regulations, conflicting with any of the provisions of this plan, shall be replaced.

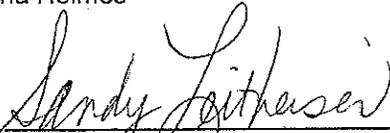
This emergency operation plan shall be in force and effect the date of its approval by the Montgomery County Board Chairman.

Approved this 14<sup>th</sup> day of May, 2013

By:   
Montgomery County Board Chairman  
Roy Hertel

By: \_\_\_\_\_  
Montgomery County EMA Board Chairman  
Glenn Savage

By: \_\_\_\_\_  
Montgomery County EMA Coordinator  
Diana Holmes

By:   
Montgomery County Clerk  
Sandy Leitheiser

4. It is understood between Grantor and University that the said contribution to be made to University by Grantor will be used along with public and other funds available to University for carrying on said work in the state of Illinois during said twelve months' period, a portion of which will be allocated by University to carrying on said work in said Unit during said period.

Dated this 14<sup>th</sup> day of May,  
2013

Montgomery County Board  
PO Box 122  
Hillsboro, IL 62049

GRANTOR

(Name of Organization)  
(Address of Organization)

By [Signature]  
(Authorized Signature)

THE BOARD OF TRUSTEES OF THE UNIVERSITY OF ILLINOIS  
Through University of Illinois Extension, College of Agricultural, Consumer and Environmental Sciences

\_\_\_\_\_  
Regional Director  
University of Illinois Extension

\_\_\_\_\_  
Date

\_\_\_\_\_  
Director or Designee  
University of Illinois Extension

\_\_\_\_\_  
Date

\*Standard form approved by Legal Counsel 7/20/93

01/14/13:alz

MONTGOMERY COUNTY HIGHWAY RESOLUTION  
RESOLUTION #2013-01

**RESOLUTION TO APPROPRIATE FUNDS FROM THE  
COUNTY AID TO BRIDGE FUND 235**

WHEREAS, 605 ILCS 5/5-602 of the Illinois Compiled Statutes provides that any County having less than 1,000,000 inhabitants may levy an additional annual tax for the purpose of administering 605 ILCS 5/5-501, 502, 503 and 504; and

WHEREAS, all moneys derived from said tax shall be placed in a separate fund commonly known as the "County Aid to Bridge Fund"; and

WHEREAS, the Road District stated below has petitioned the County Board of Montgomery County for aid in constructing or repairing a bridge, culvert or drainage structure under 605 ILCS 5/5-501 as specified in the petition on file with the Montgomery County Highway Department; and

WHEREAS, the Road District has agreed to pay one-half of the total construction cost as shown in the table below.

NOW THEREFORE, BE IT RESOLVED that the prayer of the Road District be and the same is hereby granted for aid in the construction or repair of the bridge, culvert or drainage structure described below (see attached location map):

| DESIGNATION                        | AGENCY                 | ESTIMATE OF COST |              |
|------------------------------------|------------------------|------------------|--------------|
|                                    |                        | Percent          | Dollars      |
| 1104 B-CA<br>Schoolhouse<br>Avenue | Fillmore Road District | 50 %             | 10,000.00    |
|                                    | Montgomery County      | 50 %             | 10,000.00    |
| TOTAL =                            |                        | 100 %            | \$ 20,000.00 |

BE IT FURTHER RESOLVED, the funds necessary to furnish the County's share of cost shall be obtained from the County Aid to Bridge Fund.

Approved and adopted by the Montgomery County Board this 11th day of June  
, 2013.

  
SANDY LEITHEISER, COUNTY CLERK

(SEAL)



# Montgomery County Electronic Security Policy

(May 2013)

All PC's will be locked down in such a fashion that no one will be able to install unlicensed software, or potentially problematic software. They will prompt for a password after 20 minutes of inactivity, so as to discourage unwarranted use. No one will share their passwords or other information, including information of what kind of Network, PC's, or any other hardware or software that we are currently using. The employees are instructed to use complex passwords that include a combination of Capital Letters, Lower Cases Letters, and Numbers.

**Physical Security and Usage:**

If someone has not given you explicit permission to use a resource then it is considered a violation of this policy, subject to discipline including discharge.

Allowing someone to use a resource without proper authorization will be a violation of this policy.

No one that is not an employee of Montgomery County is allowed use of the network, internet, or computers. Only the *Administrator or someone from the Information Systems Department* can grant permissions of use.

No one is allowed to bring your own device in to our network without contacting *someone from the Information Systems Department*.

**Network Security:**

It will be the responsibility of the *Information Systems Department* to see that the access of the files is only gained by authorized users though proper username and passwords. We also will be using the following to assure network security.

- Firewalls
- Antivirus
- Patches
- Firmware
- Software Updates
- Anti-Spam detection
- Phishing detection
- Mal-ware detection
- Email usage
- Monitoring of bandwidth
- Monitoring of passwords.

**Information:**

No one is to give out any information that could be used in an information attack on our systems. We do share this information with our vendors (but make sure you are talking to one of the vendors). This includes the following:

Type of Network, Type of Phones, Type of PC's, and Type of Printers.

All documents are to be stored on the network and are the property of *Montgomery County*. This information will be backed up daily.

**Passwords:**

All PC's will be set to prompt for a password after a period of twenty minutes of inactivity. And change network passwords every 90 days.

**No one is to give passwords to anyone, or display such in plain view. Storing passwords on paper in any form is not allowed.**

**Network passwords:**

**Good Password Procedures**

- DON'T use your login name in any form (as is, reversed, capitalized, doubled, etc.).
- DON'T use your first, middle, or last name in any form or use your spouse's or child's name.
- DON'T use other information easily obtained about you. This includes license plate numbers, telephone numbers, social security numbers, the make of your automobile, the name of the street you live on, etc.
- DON'T use a password of all digits, or all the same letter.
- DON'T use a word contained in English or foreign language dictionaries, spelling lists, or other lists of words.
- DON'T use a password shorter than six characters.
- DO use a password with mixed-case alphabetic.
- DO use a password with non-alphabetic characters (digits or punctuation).
- DO use a password that is easy to remember, so you don't have to write it down.

**Security concerns and Violations:**

All security concerns, including any potential illegal activity, must to be turned into the *Information Systems Department*. They will then be assessed and handled in a timely manner. If deemed potentially illegal, it will be turned into Law Enforcement and the States Attorney's Office.

**Auditing and Review:**

Network security will be audited by the *Information Systems Department*. Requests to see usage and activity on a pc, must be directed through the States Attorney's Office. If the person in question is in the States Attorney's Office. Then the request from the States Attorney must be reviewed by the Personnel Committee Chairman.

**Backup and Updates:**

Leaving the computer on and not rebooting prevents updates from completing. Leaving files open or programs running prevents the backups from running on that file or program. So close out all programs and files and shut pc down at night.

## MONTGOMERY COUNTY

### Internet, E-Mail and Social Media Policy

(May 2013)

#### Purpose

This policy is intended to provide employees with guidelines for appropriate online activity. Although this policy cannot address every instance of inappropriate e-mail and social media use, it is intended to offer guidelines to employees, thereby helping employees to avoid potentially costly missteps online. The nature of the Internet is such that what you “say” online will be captured forever and can be transmitted endlessly without your consent or knowledge. Employees should remember that any information that is shared online instantly becomes permanent and public.

#### Scope

This policy applies to all employees’ use of the Internet, including participation in and use of social media, e-mail, and the Internet, in general, and whether such use involves Montgomery County’s electronic equipment or other property.

An employee’s use of the foregoing may involve certain risks and requires an employee to exercise certain responsibilities. Thus, it is important to remember that any conduct that adversely affects the employee’s job performance, the performance of colleagues or others who work on behalf of or for Montgomery County, may result in disciplinary action up to and including termination.

To assist employees in making responsible decisions about the use of electronic communication, Montgomery County has established the following guidelines for its’ appropriate use.

#### “Social Media” Defined

The rapid speed at which technology continuously evolves makes it difficult to identify all types of social media. By way of example, social media includes: (1) social-networking sites; (2) blogs; (3) content-sharing sites; and (4) image-sharing sites. This list is for illustrative purposes only, however, any and all online activity is governed by this Policy.

#### Application of Other Policies

All of the County’s employment policies apply to conduct that occurs online in the same way that they apply to conduct that occurs in the workplace. For example, employees’ online conduct must comply with the County’s Anti-Discrimination, Anti-Harassment, and Conflicts of Interest policies.

#### Personal Use

Employees may not participate in social media while on work time, except as explicitly permitted below. An employee should not use his/her Montgomery County email address to register on any social media website for personal use.

### **County Business-Related Use**

An employee is not permitted to visit social media websites during work hours, unless specifically authorized to do so for business-related purposes, either: (1) by virtue of employee's job responsibilities; or (2) with express authorization as specified below. Those employees who do have authorization and post messages on websites or social media accounts should understand that they are posting on behalf of Montgomery County and must adhere to Montgomery County's professional standards, policies and applicable laws at all times.

1. Employees who have job responsibilities that include posting information to Montgomery County websites and/or social media accounts understand and agree that the content belongs exclusively to Montgomery County and that upon request the employee must provide Montgomery County with any information necessary to log in to County maintained website or social media account. No employee may create an official Montgomery County account or change a password, as this is solely the responsibility of Montgomery County's IT department. Further, employees must be mindful of the issue of copyright infringement when posting materials that may be owned by others.
2. Individuals who do not have job responsibilities that include posting of information to Montgomery County maintained websites and/or social media accounts in the name of the County or that may be reasonably attributed to the County must obtain express written authorization from the Department Head. All employees authorized to post on Montgomery County social media accounts should identify themselves and their affiliation with Montgomery County. Any content posted should be current and accurate.

### **Employment Representations**

Following the end of your employment with Montgomery County, you shall take prompt affirmative steps to ensure that no social media website represents you as a current employee of Montgomery County.

### **General Implementation of Policy**

Employees who violate this policy are subject to discipline, up to and including dismissal or legal action. Montgomery County prohibits taking any negative action against an employee for reporting a possible deviation from this policy or for cooperating in an investigation. Any employee who retaliates against another employee for reporting a possible deviation from this policy or for cooperating in an investigation will be subject to disciplinary action, up to and including termination.

No employee should have any expectation of privacy as to any Internet activity, including social media and e-mail usage, and Montgomery County reserves the right to review and monitor the same.

Nothing in this policy is intended to or will be applied in a manner that limits employees' rights to engage in protected concerted activity as prescribed by the National Labor Relations Act.

ORDINANCE # 2013-04

ORDINANCE ESTABLISHING PREVAILING WAGE RATES

WHEREAS, the State of Illinois has enacted, "An Act regulating wages of laborers, mechanics and other workers employed in any public works by the State, County, City, or any public body or any political subdivision or by anyone under contract for public works", approved June 26, 1941, codified as amended, 820 ILCS 130/1 et seq. (1993), formerly Illinois Revised Statutes, Chapter 48, par. 39s-1 et seq., and

WHEREAS, the aforesaid Act requires that the Board of Trustees of Montgomery County Board investigate and ascertain the prevailing rate of wages as defined in said Act for laborers, mechanics and other workers in the locality of Montgomery County Board employed in performing construction of public works, for said Board of Trustees.

NOW THEREFORE, BE IT ORDAINED BY

Montgomery County Board:

**SECTION 1:** To the extent and as required by "An Act regulating wages of laborers, mechanics and other workers employed in any public works by State, County, City or any public body or political subdivision or any one under contract for public works," approved June 26<sup>th</sup>, 1941 as amended, the general prevailing rate of wages in this locality for laborers, mechanics and other workers engaged in construction of public works coming under the jurisdiction of the Board of Trustees is hereby ascertained to be the same as prevailing rate of wages for construction work in the Montgomery County area as determined by the Department of Labor of the State of Illinois as of June 20\_\_ a copy of that determination being attached hereto and incorporated herein by reference. As required by said Act, any and all revisions of the prevailing rate of wages by the Department of Labor of the State of Illinois shall supersede the Department's June determination and apply to any and all public works construction undertaken by the Board of Trustees. The definition of any terms appearing in this ordinance which are also used in aforesaid Act shall be the same as in said Act.

**SECTION 2:** Nothing herein contained shall be construed to apply said general prevailing rate of wages as herein ascertained to any work or employment except public works construction of the Board of Trustees to the extent required by the aforesaid Act.

**SECTION 3:** The Board of Trustees shall publicly post or keep available for inspection by any interested party in the main office of the Board of Trustees this determination or any revisions of such prevailing rate of wage. A copy of this determination or the current revised determination of prevailing rate of wages then in effect shall be attached to all contract specifications.

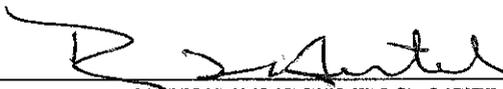
**SECTION 4:** The Board of Trustees shall mail a copy of this determination to any employer, and to any association of employers and to any person or association of employees who have filed their names and addresses, requesting copies of any determination stating the particular rates and particular class of workers whose wages will be affected by such rates.

**SECTION 5:** The Board of Trustees shall promptly file a certified copy of this Ordinance with BOTH the Secretary of State Index Division and the Department of Labor of the State of Illinois.

**SECTION 6:** The Board of Trustees shall cause to be published in a newspaper of general circulation within the area a notice of this Ordinance, and such publication shall constitute notice that the determination is effective and that this is the determination of this public body.

ADOPTED this 11<sup>th</sup> day of June, 20 13.

APPROVED:

  
 \_\_\_\_\_  
 CHIEF PRESIDING OFFICER

ATTEST:  
  
 \_\_\_\_\_  
 SECRETARY/CLERK



# Montgomery County Prevailing Wage for June 2013

(See explanation of column headings at bottom of wages)

| Trade Name              | RG  | TYP | C   | Base   | FRMAN  | M-F>8 | OSA | OSH | H/W   | Pensn | Vac   | Trng  |
|-------------------------|-----|-----|-----|--------|--------|-------|-----|-----|-------|-------|-------|-------|
| ASBESTOS ABT-GEN        |     | ALL |     | 25.950 | 26.450 | 1.5   | 1.5 | 2.0 | 5.750 | 14.75 | 0.000 | 0.800 |
| ASBESTOS ABT-MEC        |     | BLD |     | 29.860 | 30.860 | 1.5   | 1.5 | 2.0 | 6.950 | 3.000 | 0.000 | 0.000 |
| BOILERMAKER             |     | BLD |     | 31.500 | 34.000 | 1.5   | 1.5 | 2.0 | 7.070 | 18.73 | 1.000 | 0.350 |
| BRICK MASON             |     | BLD |     | 29.280 | 33.160 | 1.5   | 1.5 | 2.0 | 7.750 | 9.430 | 2.000 | 0.400 |
| CARPENTER               |     | BLD |     | 28.850 | 31.100 | 1.5   | 1.5 | 2.0 | 7.700 | 14.40 | 0.000 | 0.520 |
| CARPENTER               |     | HWY |     | 29.500 | 31.250 | 1.5   | 1.5 | 2.0 | 7.700 | 14.35 | 0.000 | 0.520 |
| CEMENT MASON            |     | ALL |     | 31.000 | 32.000 | 1.5   | 1.5 | 2.0 | 9.250 | 11.75 | 0.000 | 0.200 |
| CERAMIC TILE FNCSHER    |     | BLD |     | 25.890 | 0.000  | 1.5   | 1.5 | 2.0 | 6.000 | 5.200 | 0.000 | 0.530 |
| ELECTRIC PWR EQMT OP NE | ALL |     |     | 35.440 | 0.000  | 1.5   | 1.5 | 2.0 | 5.000 | 10.98 | 0.000 | 0.270 |
| ELECTRIC PWR EQMT OP SW | ALL |     |     | 36.870 | 0.000  | 1.5   | 1.5 | 2.0 | 6.790 | 10.32 | 0.000 | 0.270 |
| ELECTRIC PWR GRNDMAN NE | ALL |     |     | 24.320 | 0.000  | 1.5   | 1.5 | 2.0 | 5.000 | 7.540 | 0.000 | 0.180 |
| ELECTRIC PWR GRNDMAN SW | ALL |     |     | 27.530 | 0.000  | 1.5   | 1.5 | 2.0 | 5.070 | 7.710 | 0.000 | 0.210 |
| ELECTRIC PWR LINEMAN NE | ALL |     |     | 39.370 | 41.910 | 1.5   | 1.5 | 2.0 | 5.000 | 12.20 | 0.000 | 0.300 |
| ELECTRIC PWR LINEMAN SW | ALL |     |     | 42.400 | 44.450 | 1.5   | 1.5 | 2.0 | 7.810 | 11.87 | 0.000 | 0.320 |
| ELECTRIC PWR TRK DRV NE | ALL |     |     | 25.510 | 0.000  | 1.5   | 1.5 | 2.0 | 5.000 | 7.920 | 0.000 | 0.190 |
| ELECTRIC PWR TRK DRV SW | ALL |     |     | 30.100 | 0.000  | 1.5   | 1.5 | 2.0 | 5.540 | 8.430 | 0.000 | 0.230 |
| ELECTRICIAN             |     | E   | BLD | 34.200 | 37.620 | 1.5   | 1.5 | 2.0 | 5.600 | 8.130 | 0.000 | 0.510 |
| ELECTRICIAN             |     | NW  | BLD | 34.220 | 36.220 | 1.5   | 1.5 | 2.0 | 5.860 | 8.120 | 0.000 | 0.400 |
| ELECTRICIAN             |     | SW  | ALL | 36.510 | 38.700 | 1.5   | 1.5 | 2.0 | 7.810 | 7.490 | 0.000 | 0.640 |
| ELECTRONIC SYS TECH     |     | E   | BLD | 31.130 | 32.880 | 1.5   | 1.5 | 2.0 | 5.350 | 6.110 | 0.000 | 0.400 |
| ELECTRONIC SYS TECH     |     | W   | BLD | 30.720 | 32.470 | 1.5   | 1.5 | 2.0 | 3.650 | 7.920 | 0.000 | 0.400 |
| ELEVATOR CONSTRUCTOR    |     | BLD |     | 43.715 | 49.180 | 2.0   | 2.0 | 2.0 | 11.88 | 12.71 | 3.500 | 0.600 |
| GLAZIER                 |     | BLD |     | 31.030 | 33.030 | 1.5   | 2.0 | 2.0 | 7.050 | 8.400 | 0.000 | 0.430 |
| HT/FROST INSULATOR      |     | BLD |     | 37.260 | 38.260 | 1.5   | 1.5 | 2.0 | 7.850 | 11.16 | 0.000 | 0.500 |
| IRON WORKER             |     | N   | BLD | 30.000 | 32.000 | 1.5   | 1.5 | 2.0 | 7.740 | 12.34 | 0.000 | 0.660 |
| IRON WORKER             |     | N   | HWY | 30.750 | 32.500 | 1.5   | 1.5 | 2.0 | 7.740 | 12.81 | 0.000 | 0.660 |
| IRON WORKER             |     | S   | ALL | 31.500 | 33.500 | 1.5   | 1.5 | 2.0 | 7.610 | 13.33 | 0.000 | 0.420 |
| LABORER                 |     | ALL |     | 25.450 | 25.950 | 1.5   | 1.5 | 2.0 | 5.750 | 14.75 | 0.000 | 0.800 |
| LATHER                  |     | BLD |     | 28.850 | 31.100 | 1.5   | 1.5 | 2.0 | 7.700 | 14.40 | 0.000 | 0.520 |
| MACHINIST               |     | BLD |     | 43.550 | 46.050 | 1.5   | 1.5 | 2.0 | 6.130 | 8.950 | 1.850 | 0.000 |
| MARBLE FINISHERS        |     | BLD |     | 25.890 | 0.000  | 1.5   | 1.5 | 2.0 | 6.000 | 5.200 | 0.000 | 0.530 |
| MILLWRIGHT              |     | BLD |     | 29.620 | 31.870 | 1.5   | 1.5 | 2.0 | 7.700 | 14.09 | 0.000 | 0.520 |
| MILLWRIGHT              |     | HWY |     | 31.690 | 33.440 | 1.5   | 1.5 | 2.0 | 7.700 | 14.64 | 0.000 | 0.520 |
| OPERATING ENGINEER      |     | BLD | 1   | 34.200 | 37.200 | 1.5   | 1.5 | 2.0 | 9.000 | 17.00 | 0.000 | 1.000 |
| OPERATING ENGINEER      |     | BLD | 2   | 33.070 | 37.200 | 1.5   | 1.5 | 2.0 | 9.000 | 17.00 | 0.000 | 1.000 |
| OPERATING ENGINEER      |     | BLD | 3   | 28.590 | 37.200 | 1.5   | 1.5 | 2.0 | 9.000 | 17.00 | 0.000 | 1.000 |
| OPERATING ENGINEER      |     | BLD | 4   | 28.650 | 37.200 | 1.5   | 1.5 | 2.0 | 9.000 | 17.00 | 0.000 | 1.000 |
| OPERATING ENGINEER      |     | BLD | 5   | 28.320 | 37.200 | 1.5   | 1.5 | 2.0 | 9.000 | 17.00 | 0.000 | 1.000 |
| OPERATING ENGINEER      |     | BLD | 6   | 35.750 | 37.200 | 1.5   | 1.5 | 2.0 | 9.000 | 17.00 | 0.000 | 1.000 |
| OPERATING ENGINEER      |     | BLD | 7   | 36.050 | 37.200 | 1.5   | 1.5 | 2.0 | 9.000 | 17.00 | 0.000 | 1.000 |
| OPERATING ENGINEER      |     | BLD | 8   | 36.330 | 37.200 | 1.5   | 1.5 | 2.0 | 9.000 | 17.00 | 0.000 | 1.000 |
| OPERATING ENGINEER      |     | BLD | 9   | 35.650 | 37.200 | 1.5   | 1.5 | 2.0 | 9.000 | 17.00 | 0.000 | 1.000 |
| OPERATING ENGINEER      |     | HWY | 1   | 32.700 | 35.700 | 1.5   | 1.5 | 2.0 | 9.000 | 17.00 | 0.000 | 1.000 |
| OPERATING ENGINEER      |     | HWY | 2   | 31.570 | 35.700 | 1.5   | 1.5 | 2.0 | 9.000 | 17.00 | 0.000 | 1.000 |
| OPERATING ENGINEER      |     | HWY | 3   | 27.090 | 35.700 | 1.5   | 1.5 | 2.0 | 9.000 | 17.00 | 0.000 | 1.000 |
| OPERATING ENGINEER      |     | HWY | 4   | 27.150 | 35.700 | 1.5   | 1.5 | 2.0 | 9.000 | 17.00 | 0.000 | 1.000 |
| OPERATING ENGINEER      |     | HWY | 5   | 26.820 | 35.700 | 1.5   | 1.5 | 2.0 | 9.000 | 17.00 | 0.000 | 1.000 |
| OPERATING ENGINEER      |     | HWY | 6   | 34.250 | 35.700 | 1.5   | 1.5 | 2.0 | 9.000 | 17.00 | 0.000 | 1.000 |
| OPERATING ENGINEER      |     | HWY | 7   | 34.550 | 35.700 | 1.5   | 1.5 | 2.0 | 9.000 | 17.00 | 0.000 | 1.000 |
| OPERATING ENGINEER      |     | HWY | 8   | 34.830 | 35.700 | 1.5   | 1.5 | 2.0 | 9.000 | 17.00 | 0.000 | 1.000 |
| OPERATING ENGINEER      |     | HWY | 9   | 34.150 | 35.700 | 1.5   | 1.5 | 2.0 | 9.000 | 17.00 | 0.000 | 1.000 |
| PAINTER                 |     | BLD |     | 29.250 | 30.750 | 1.5   | 2.0 | 2.0 | 5.250 | 9.170 | 0.000 | 0.650 |
| PAINTER                 |     | HWY |     | 30.450 | 31.950 | 1.5   | 1.5 | 2.0 | 5.250 | 9.170 | 0.000 | 0.650 |
| PAINTER OVER 30FT       |     | BLD |     | 30.250 | 31.750 | 1.5   | 2.0 | 2.0 | 5.250 | 9.170 | 0.000 | 0.650 |
| PAINTER PWR EQMT        |     | BLD |     | 30.250 | 31.750 | 1.5   | 2.0 | 2.0 | 5.250 | 9.170 | 0.000 | 0.650 |
| PAINTER PWR EQMT        |     | HWY |     | 31.450 | 32.950 | 1.5   | 1.5 | 2.0 | 5.250 | 9.170 | 0.000 | 0.650 |
| PILEDRIIVER             |     | BLD |     | 29.350 | 31.600 | 1.5   | 1.5 | 2.0 | 7.700 | 14.40 | 0.000 | 0.520 |
| PILEDRIIVER             |     | HWY |     | 30.500 | 32.250 | 1.5   | 1.5 | 2.0 | 7.700 | 14.35 | 0.000 | 0.520 |
| PIPEFITTER              |     | NE  | BLD | 40.020 | 44.020 | 1.5   | 1.5 | 2.0 | 7.000 | 7.750 | 0.000 | 0.900 |

|                   |        |        |        |     |     |     |       |       |       |       |
|-------------------|--------|--------|--------|-----|-----|-----|-------|-------|-------|-------|
| PIPEFITTER        | SW BLD | 37.800 | 39.690 | 2.0 | 2.0 | 2.0 | 4.500 | 8.360 | 0.000 | 0.300 |
| PLASTERER         | BLD    | 30.250 | 31.250 | 1.5 | 1.5 | 2.0 | 9.250 | 8.600 | 0.000 | 0.050 |
| PLUMBER           | NE BLD | 40.020 | 44.020 | 1.5 | 1.5 | 2.0 | 7.000 | 7.750 | 0.000 | 0.900 |
| PLUMBER           | SW BLD | 37.800 | 39.690 | 2.0 | 2.0 | 2.0 | 4.500 | 8.360 | 0.000 | 0.300 |
| ROOFER            | BLD    | 27.900 | 30.400 | 1.5 | 1.5 | 2.0 | 8.600 | 6.750 | 0.000 | 0.500 |
| SHEETMETAL WORKER | ALL    | 31.690 | 33.190 | 1.5 | 1.5 | 2.0 | 7.130 | 6.730 | 1.910 | 0.360 |
| SPRINKLER FITTER  | BLD    | 36.390 | 39.140 | 1.5 | 1.5 | 2.0 | 8.420 | 8.500 | 0.000 | 0.450 |
| TERRAZZO FINISHER | BLD    | 31.240 | 0.000  | 1.5 | 1.5 | 2.0 | 6.000 | 3.230 | 0.000 | 0.200 |
| TERRAZZO MASON    | BLD    | 32.530 | 32.830 | 1.5 | 1.5 | 2.0 | 6.000 | 5.230 | 0.000 | 0.210 |
| TRUCK DRIVER      | ALL 1  | 31.340 | 0.000  | 1.5 | 1.5 | 2.0 | 10.30 | 5.010 | 0.000 | 0.250 |
| TRUCK DRIVER      | ALL 2  | 31.780 | 0.000  | 1.5 | 1.5 | 2.0 | 10.30 | 5.010 | 0.000 | 0.250 |
| TRUCK DRIVER      | ALL 3  | 32.020 | 0.000  | 1.5 | 1.5 | 2.0 | 10.30 | 5.010 | 0.000 | 0.250 |
| TRUCK DRIVER      | ALL 4  | 32.280 | 0.000  | 1.5 | 1.5 | 2.0 | 10.30 | 5.010 | 0.000 | 0.250 |
| TRUCK DRIVER      | ALL 5  | 33.130 | 0.000  | 1.5 | 1.5 | 2.0 | 10.30 | 5.010 | 0.000 | 0.250 |
| TRUCK DRIVER      | O&C 1  | 25.070 | 0.000  | 1.5 | 1.5 | 2.0 | 10.30 | 5.010 | 0.000 | 0.250 |
| TRUCK DRIVER      | O&C 2  | 25.420 | 0.000  | 1.5 | 1.5 | 2.0 | 10.30 | 5.010 | 0.000 | 0.250 |
| TRUCK DRIVER      | O&C 3  | 25.620 | 0.000  | 1.5 | 1.5 | 2.0 | 10.30 | 5.010 | 0.000 | 0.250 |
| TRUCK DRIVER      | O&C 4  | 25.820 | 0.000  | 1.5 | 1.5 | 2.0 | 10.30 | 5.010 | 0.000 | 0.250 |
| TRUCK DRIVER      | O&C 5  | 26.500 | 0.000  | 1.5 | 1.5 | 2.0 | 10.30 | 5.010 | 0.000 | 0.250 |

Legend:

RG (Region)

TYP (Trade Type - All, Highway, Building, Floating, Oil & Chip, Rivers)

C (Class)

Base (Base Wage Rate)

FRMAN (Foreman Rate)

M-F>8 (OT required for any hour greater than 8 worked each day, Mon through Fri.)

OSA (Overtime (OT) is required for every hour worked on Saturday)

OSH (Overtime is required for every hour worked on Sunday and Holidays)

H/W (Health & Welfare Insurance)

Pensn (Pension)

Vac (Vacation)

Trng (Training)

# Explanations

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## MONTGOMERY COUNTY

CARPENTERS AND PILEDRIVERS (NORTH) - The area north of Route 108, running east to Route 55, then north to Routes 48/127, east following Route 48 from Raymond to Harvel.

ELECTRICIANS (EAST) - Townships of Audubon, East Fork, Fillmore, Irving, Nikomis, Roundtree, South Fillmore and Witt.

ELECTRICIANS (NW) - Townships of Bois D'Arc, Pitman, and Harvel (Northern projection).

ELECTRICIANS (SW) - Townships of Zanesville, Raymond, North and South Litchfield, Butler Grove, Hillsboro, Walshville and Grishman.

ELECTRIC POWER LINEMAN, GROUNDMAN, EQUIPMENT OPERATOR, TRUCK DRIVER (NE) - Entire county except Butler Grove, Grisham, Hillsboro, North and South Litchfield, Raymond, Walshville, and Zanesville Townships.

IRONWORKERS (NORTH) - That part of the county north of a diagonal line through Taylor Springs and Chapman.

PLUMBERS & PIPEFITTERS (SW) - That part of the county South and West of Route 127.

ELECTRONIC SYSTEMS TECHNICIAN (WEST) - Townships of Zanesville, Raymond, North Litchfield, Butler Grove, South Litchfield, Hillsboro, Walshville and Grisham.

The following list is considered as those days for which holiday rates of wages for work performed apply: New Years Day, Memorial Day, Fourth of July, Labor Day, Thanksgiving Day, Christmas Day and Veterans Day in some classifications/counties. Generally, any of these holidays which fall on a Sunday is celebrated on the following Monday. This then makes work performed on that Monday payable at the appropriate overtime rate for holiday pay. Common practice in a given local may alter certain days of celebration. If in doubt, please check with IDOL.

Oil and chip resealing (O&C) means the application of road oils and liquid asphalt to coat an existing road surface, followed by application of aggregate chips or gravel to coated surface, and subsequent rolling of material to seal the surface.

## EXPLANATION OF CLASSES

ASBESTOS - GENERAL - removal of asbestos material/mold and hazardous materials from any place in a building, including mechanical systems where those mechanical systems are to be removed. This includes the removal of asbestos materials/mold and hazardous materials from ductwork or pipes in a building when the building is to be demolished at the time or at some close future date.

ASBESTOS - MECHANICAL - removal of asbestos material from mechanical systems, such as pipes, ducts, and boilers, where the mechanical systems are to remain.

CERAMIC TILE FINISHER AND MARBLE FINISHER

The handling, at the building site, of all sand, cement, tile, marble or stone and all other materials that may be used and installed by [a] tile layer or marble mason. In addition, the grouting, cleaning, sealing, and mixing on the job site, and all other work as required in assisting the setter. The term "Ceramic" is used for naming the classification only and is in no way a limitation of the product handled. Ceramic takes into consideration most hard tiles.

ELECTRONIC SYSTEMS ELECTRICIAN

Installation, service and maintenance of low-voltage systems which utilizes the transmission and/or transference of voice, sound, vision, or digital for commercial, education, security and entertainment purposes for the following: TV monitoring and surveillance, background/foreground music, intercom and telephone interconnect, field programming, inventory control systems, microwave transmission, multi-media, multiplex, radio page, school, intercom and sound burglar alarms and low voltage master clock systems.

Excluded from this classification are energy management systems, life safety systems, supervisory controls and data acquisition systems not intrinsic with the above listed systems, fire alarm systems, nurse call systems and raceways exceeding fifteen feet in length.

OPERATING ENGINEER - BUILDING

GROUP I. Cranes, Dragline, Shovels, Skimmer Scoops, Clamshells or Derrick Boats, Pile Drivers, Crane-Type Backhoes, Asphalt Plant Operators, Concrete Plant Operators, Dredges, Asphalt Spreading Machines, All Locomotives, Cable Ways or Tower Machines, Hoists, Hydraulic Backhoes, Ditching Machines or Backfiller, Cherrypickers, Overhead Cranes, Roller - Steam or Gas, Concrete Pavers, Excavators, Concrete Breakers, Concrete Pumps, Bulk Cement Plants, Cement Pumps, Derrick-Type Drills, Boat Operators, Motor Graders or Pushcats, Scoops or Tournapulls, Bulldozers, Endloaders or Fork Lifts, Power Blade or Elevating Graders, Winch Cats, Boom or Winch Trucks or Boom Tractors, Pipe Wrapping or Painting Machines, Asphalt Plant Engineer, Journeyman Lubricating Engineer, Drills (other than Derrick Type), Mud Jacks, or Well Drilling Machines, Boring Machines or Track Jacks, Mixers, Conveyors (Two), Air Compressors (Two), Water Pumps regardless of size (Two), Welding Machines (Two), Siphons or Jets (Two), Winch Heads or Apparatuses (Two), Light Plants (Two), All Tractors regardless of size (straight tractor only), Fireman on Stationary Boilers, Automatic Elevators, Form Grading Machines, Finishing Machines, Power Sub-Grader or Ribbon Machines, Longitudinal Floats, Distributor Operators on Trucks, Winch Heads or Apparatuses (One), Mobil Track air and heaters (two to five), Heavy Equipment Greaser, Relief Operator, Assistant Master Mechanic and Heavy Duty Mechanic, self-propelled concrete saws of all types and sizes with their attachments, gob-hoppers, excavators all sizes, the repair and greasing of all diesel hammers, the operation and set-up of bidwells, water blasters of all sizes and their clutches, hydraulic jacks where used for hoisting, operation of log skidders, iceolators used on and off of pipeline, condor cranes, bow boats, survey boats, bobcats and all their attachments, skid steer loaders and all their attachments, creter cranes, batch plants, operator (all sizes), self propelled roto mills, operation of conveyor systems of any size and any configuration, operation, repair and service of all vibratory hammers, all power pacs and their controls regardless of location, curtains or brush burning machines, stump cutter machines, Nail launchers when mounted on a machine or self-propelled, operation of con-cover machines, and all Operators except those listed below).

GROUP III. Air Compressors (One), Water Pumps, regardless of Size (One), Waterblasters (one), Welding Machine (One), Mixers (One Bag), Conveyor (One), Siphon or Jet (One), Light Plant (One), Heater (One), Immobile Track Air (One), and Self Propelled Walk-Behind Rollers.

GROUP IV. Asphalt Spreader Oilers, Fireman on Whirlies and Heavy Equipment Oilers, Truck Cranes, Dredges, Monigans, Large Cranes - (Over 65-ton rated capacity) Concrete Plant Oiler, Blacktop Plant Oiler, and Creter Crane Oiler (when required).

GROUP V. Oiler.

GROUP VI. Operators on equipment with Booms, including jibs, 100 feet and over, and less than 150 feet long.

GROUP VII. Operators on equipment with Booms, including jibs, 150 feet and over, and less than 200 feet long.

GROUP VIII. Operators on Equipment with Booms, including jibs, 200 feet and over; Tower Cranes; and Whirlie Cranes.

GROUP IX. Master Mechanic

OPERATING ENGINEERS - Highway

GROUP I. Cranes, Dragline, Shovels, Skimmer Scoops, Clamshells or Derrick Boats, Pile Drivers, Crane-Type Backhoes, Asphalt Plant Operators, Concrete Plant Operators, Dredges, Asphalt Spreading Machines, All Locomotives, Cable Ways or Tower Machines, Hoists, Hydraulic Backhoes, Ditching Machines or Backfiller, Cherrypickers, Overhead Cranes, Roller - Steam or Gas, Concrete Pavers, Excavators, Concrete Breakers, Concrete Pumps, Bulk Cement Plants, Cement Pumps, Derrick-Type Drills, Boat Operators, Motor Graders or Pushcats, Scoops or Tournapulls, Bulldozers, Endloaders or Fork Lifts, Power Blade or Elevating Graders, Winch Cats, Boom or Winch Trucks or Boom Tractors, Pipe Wrapping or Painting Machines, Asphalt Plant Engineer, Journeyman Lubricating Engineer, Drills (other than Derrick Type), Mud Jacks, Well Drilling Machines, Boring Machines, Track Jacks, Mixers, Conveyors (Two), Air Compressors (Two), Water Pumps regardless of size (Two), Welding Machines (Two), Siphons or Jets (Two), Winch Heads or Apparatuses (Two), Light Plants (Two), All Tractors regardless of size (straight tractor only), Fireman on Stationary Boilers, Automatic Elevators, Form Grading Machines, Finishing Machines, Power Sub-Grader or Ribbon Machines, Longitudinal Floats, Distributor Operators on Trucks, Winch Heads or Apparatuses (One), Mobil Track air and heaters (two to five), Heavy Equipment Greaser, Relief Operator, Assistant Master Mechanic and Heavy Duty Mechanic, self-propelled concrete saws of all types and sizes with their attachments, gob-hoppers, excavators all sizes, the repair and greasing of all diesel hammers, the operation and set-up of bidwells, water blasters of all sizes and their clutches, hydraulic jacks where used for hoisting, operation of log skidders, iceolators used on and off of pipeline, condor cranes, bow boats, survey boats, bobcats and all their attachments, skid steer loaders and all their attachments, creter cranes, batch plants, operator (all sizes), self propelled roto mills, operation of conveyor systems of any size and any configuration, operation, repair and service of all vibratory hammers, all power pacs and their controls regardless of location, curtains or brush burning machines, stump cutter machines, Nail launchers when mounted on a machine or self-propelled, operation of con-cover machines, and all Operators (except those listed below).

GROUP II. Assistant Operators.

GROUP III. Air Compressors (One), Water Pumps, regardless of Size (One), Waterblasters (one), Welding Machine (One), Mixers (One Bag), Conveyor (One), Siphon or Jet (One), Light Plant (One), Heater (One), Immobile Track Air (One), and Self Propelled Walk-Behind Rollers.

GROUP IV. Asphalt Spreader Oilers, Fireman on Whirlies and Heavy Equipment Oilers, Truck Cranes, Dredges, Monigans, Large Cranes - (Over 65-ton rated capacity) Concrete Plant Oiler, Blacktop Plant Oiler, and Creter Crane Oiler (when required).

GROUP V. Oiler.

GROUP VI. Operators on equipment with Booms, including jibs, 100 feet and over, and less than 150 feet long.

GROUP VII. Operators on equipment with Booms, including jibs, 150 feet and over, and less than 200 feet long.

GROUP VIII. Operators on Equipment with Booms, including jibs, 200 feet and over; Tower Cranes; and Whirlie Cranes.

GROUP IX. Mechanic

TRUCK DRIVER - BUILDING, HEAVY AND HIGHWAY CONSTRUCTION

Class 1. Drivers on 2 axle trucks hauling less than 9 ton. Air compressor and welding machines and brooms, including those pulled by separate units, truck driver helpers, warehouse employees, mechanic helpers, greasers and tiremen, pickup trucks when hauling materials, tools, or workers to and from and on-the-job site, and fork lifts up to 6,000 lb. capacity.

Class 2. Two or three axle trucks hauling more than 9 ton but hauling less than 16 ton. A-frame winch trucks, hydrolift trucks, vector trucks or similar equipment when used for transportation purposes. Fork lifts over 6,000 lb. capacity, winch trucks, four axle combination units, and ticket writers.

Class 3. Two, three or four axle trucks hauling 16 ton or more. Drivers on water pulls, articulated dump trucks, mechanics and working forepersons, and dispatchers. Five axle or more combination units.

Class 4. Low Boy and Oil Distributors.

Class 5. Drivers who require special protective clothing while employed on hazardous waste work.

TRUCK DRIVER - OIL AND CHIP RESEALING ONLY.

This shall encompass laborers, workers and mechanics who drive contractor or subcontractor owned, leased, or hired pickup, dump, service, or oil distributor trucks. The work includes transporting materials and equipment (including but not limited to, oils, aggregate supplies, parts, machinery and tools) to or from the job site; distributing oil or liquid asphalt and aggregate; stock piling material when in connection with the actual oil and chip contract. The Truck Driver (Oil & Chip Resealing) wage classification does not include supplier delivered materials.

The handling of all materials used for Mosaic and Terrazzo work including preparing, mixing by hand, by mixing machine or transporting of pre-mixed materials and distributing with shovel, rake, hoe, or pail, all kinds of concrete foundations necessary for Mosaic and Terrazzo work, all cement terrazzo, magnesite terrazzo, Do-O-Text terrazzo, epoxy matrix ter-razzo, exposed aggregate, rustic or rough washed for exterior or interior of buildings placed either by machine or by hand, and any other kind of mixture of plastics composed of chips or granules when mixed with cement, rubber, neoprene, vinyl, magnesium chloride or any other resinous or chemical substances used for seamless flooring systems, and all other building materials, all similar materials and all precast terrazzo work on jobs, all scratch coat used for Mosaic and Terrazzo work and sub-bed, tar paper and wire mesh (2x2 etc.) or lath. The rubbing, grinding, cleaning and finishing of same either by hand or by machine or by terrazzo resurfacing equipment on new or existing floors. When necessary finishers shall be allowed to assist the mechanics to spread sand bed, lay tarpaper and wire mesh (2x2 etc.) or lath. The finishing of cement floors where additional aggregate of stone is added by spreading or sprinkling on top of the finished base, and troweled or rolled into the finish and then the surface is ground by grinding machines.

#### Other Classifications of Work:

For definitions of classifications not otherwise set out, the Department generally has on file such definitions which are available. If a task to be performed is not subject to one of the classifications of pay set out, the Department will upon being contacted state which neighboring county has such a classification and provide such rate, such rate being deemed to exist by reference in this document. If no neighboring county rate applies to the task, the Department shall undertake a special determination, such special determination being then deemed to have existed under this determination. If a project requires these, or any classification not listed, please contact IDOL at 217-782-1710 for wage rates or clarifications.

#### LANDSCAPING

Landscaping work falls under the existing classifications for laborer, operating engineer and truck driver. The work performed by landscape plantsman and landscape laborer is covered by the existing classification of laborer. The work performed by landscape operators (regardless of equipment used or its size) is covered by the classifications of operating engineer. The work performed by landscape truck drivers (regardless of size of truck driven) is covered by the classifications of truck driver.

# Montgomery County, 2014

Project Date: April 30, 2013 to July 2, 2013

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Montgomery County, 2014

**Executive Summary**

The Management 508- Research Statistics (MGT 508) class at Robert Morris University was asked to prepare a survey for the Montgomery County Board of Directors to distribute to county employees for the purpose of generating ideas to cut costs and increase revenue for the 2014 fiscal year. The surveys focused on cost cutting measures such as green initiatives, program and departmental adjustments, and personal opinions from the employees.

The survey was comprised of alikert scale and open-ended questions. This was then distributed to 212 employees with their payroll check. The survey was available online and as a hard copy and was completely anonymous. Thirty-nine surveys from the Montgomery County employees were received and analyzed by the data analysis team in the MGT 508 class. The average response rates for each question were configured and questions were grouped and analyzed by specific categories.

After the survey data was analyzed, it was evident that a majority of employees did, in fact, support green initiatives as a way to cut back on costs. Seventy-eight percent of employees favored cost cutting measures such as, recycling, printing double-sided, using energy efficient lighting, to name a few (Appendix T). On the contrary, employees did not support the idea of using cheaper software, changing business hours, or changing the wellness program (Appendix G, P, and H respectively).

## **Introduction into the Montgomery County Survey**

Over a ten week time frame, the MGT 508 class created, delivered, and analyzed a survey that was distributed to the Montgomery County employees. The purpose of this survey was to produce ideas as to how the county board can cut costs and increase revenue; surveys were distributed to more than 200 employees.

## **Statistical Approach**

The survey was developed by a group of six individuals who sought ideas and questions from the whole class. After much deliberation, a combination of open-ended and likert scale questions were created. Open-ended questions were used for those questions that fully circumference the ideas and goals of the survey. A likert scale was used for questions that posed specific solutions. For example, participants were asked to rate how they felt about cutting specific items, such as wellness programs, on a very negative to very positive impact scale. These combinations of different question styles were believed to be the most thorough way of capturing the data needed to accurately advise the board in their decision for the upcoming fiscal year.

## **Formulating the Survey**

The project team began the question formulation early in the project to ensure there was enough time for revision. The Robert Morris University consultant for the project, Lauren Miller, suggested a ten question limit. As questions were formulated, project members used board meeting minutes and past experiences to help generate ideas on what questions were most specific and would generate the greatest amount of responses. At

first, great quantities of questions were formulated and then the survey team reconvened to filter through the questions to eliminate redundancies and create the most effective survey possible. This was an important step because, as a team, questions were re-worded while others were eliminated.

After the first revision, the survey team finalized the questions and submitted them for review to Lauren who then suggested asking for additional input from the project team members. Team members were asked to submit five questions to the survey team. The additional input was analyzed for themes and then narrowed down to the ten questions that would have the most impact and importance for the Montgomery board members (Appendix A). Ten questions with multiple components were chosen due to the constraints of Survey Monkey (the software used to distribute the survey online) membership fees and for brevity. The questions were then submitted to the board for review which then led to additional editing. The board was advised by their legal team in regards to some survey questions that had a more personal nature. These questions were eliminated. In addition, there was a request for more open-ended questions. These changes were then made to accommodate the needs of the board. After they were submitted and reviewed we made the necessary changes, leaving us with only 8 questions left on the survey. Appendix B shows the final revised survey with highlighted portions for the last submission and the final survey can be found in Appendix V. The final process of writing the information and instruction was completed and ready to be inserted into the payroll stuffers.

**Implementation of Survey**

BOOK 13 PAGE 77

Eight questions with a matrix of answers were asked either through the online survey tool, Survey Monkey, or through a hard copy that was placed with the payroll distributions. As employees participated in the online survey, Survey Monkey captured the results. Each survey was saved in its entirety for review. As stated before, these results were completely anonymous. In addition, all hard copy surveys were collected by the Montgomery County Board and mailed to Robert Morris University to be included and analyzed with the other results. A total of 212 surveys were distributed and thirty-nine responses were received. Since only 18.4% responded to our analysis, this will give only a small amount of feedback in comparison to the total number of employees.

Once the responses were collected, the survey was converted from the online format to a hard copy in Microsoft Word. We transferred the survey to a word format for convenience in presenting it to the board members. The survey team worked with Robert Morris University consultant, Jill McGinty, on collecting the five survey results that were mailed, in a hard copy format. Then, as data was compiled for its final review, it was put into a Portable Document Format (PDF) for easier management.

**Results and Data Analysis**

The data was analyzed by five project team members. The software program, Crunchit, was used to organize and evaluate the quantitative data for each question. While analyzing each question, the team looked for the average, or mean, response in order to recognize the population's general opinion. Many questions consisted of the likert scale responses. Each answer was grouped to find consistency and themes within the data.

Questions 1-5 and 8 were opened-ended and the likert scale questions pertained directly to the cost cutting measures of the county and revenue boosting ideas. Below is an analysis of these questions.

### Open-Ended Questions

Appendix C provides the results of questions 1-3 of the open-ended questions. The first question asked for ideas on what the employees think would help to increase revenue. Out of the thirty-nine surveys returned, ten employees stated that they felt that either increasing taxes on things such as gas and sales or penalizing those for not paying fees on-time would help with revenue. Six employees suggested increasing economic development by pursuing new grants for programs and projects as well as working with existing companies to help create new businesses.

The second question pertained to what ideas the employees may have on how to make the county board more effective. There were twenty employees from the returned surveys that felt that reducing the number of board members and meetings and better monitoring of existing board members would prove to be the most effective in the county. The other nineteen respondents had no response.

The third question asked for ways to save money in the county. Many employees seemed to answer this question on a personal basis rather than viewing the county as a whole. Fifteen employees who answered the survey felt that costs could be reduced by cutting back on employees' use of county vehicles or by having employees pay for parking and gas. A few employees responded with cut backs in-house such as maintenance staff and landscaping and using community service to clean when needed. Other suggestions

were reducing office copies, switching to an auto voice system, and discontinuing award programs.

### Likert Scale Questions

***Question 4. Please Rate the impact that you feel the following cost cutting measures could have on the Montgomery County budget.***

With helping the Montgomery County Board prepare its budget, we examined the impact of the following cost cutting measures:

- Wellness Program
- Reducing Community Landscaping
- Converting Paper Documents to Electronic Files
- Reducing Marketing Expenses
- Utilizing More Inexpensive Options for Software

Each participant surveyed was asked to rate the impact of each category on a scale of 1-7 from 1 being very negative to 7 being very positive. According to the results, employees thought the following would make a positive impact on the budget: Converting to electronic files 82%, reducing marketing expenses (59%) and reducing landscaping (50%). The above results can be found in Appendixes D,E, and F respectively. Because other options that are comparable can be used at a lower cost, surveyors are in agreement to cutback in these areas. On the other hand as noted in Appendix G and H, participants felt that using cheaper software (56%) and cutting the wellness program (47%) would have a negative impact. These categories dealt with health and technology which were the major factors that the surveyors did not want to see decrease.

**Question 5. How willing are you to commit to the following eco-friendly/green practices?**

Next, surveyors were asked to rate their willingness to commit to eco-friendly/green practices (1=Not willing, 2= Unsure, and 3= Very willing).

- Recycling
- Printing Double-Sided
- Direct Deposit
- Closing or Adjusting Blinds
- Using Energy efficient Lighting
- Turning Off Lights Before Leaving The Office
- Scanning Records Versus Paper Copies
- Unplugging Equipment at Workday's End
- Using Table Lights Rather Than Overhead Lighting

Results showed that participants were very supportive of "going green" in most areas.

Appendix I shows that the people of Montgomery were split (3 ways) in the results for willingness to participate in green efforts. Just over 12.4% were willing to unplug machines before leaving work, but more than half of the population were not willing to use table lights rather than overhead lighting (Appendix I). However, 78% of people favored green ideas (Appendix T). With the highest amount of willingness shown in Appendix K, 88% of surveyors agreed to turning off the lights before leaving, saving in electricity cost. 76% would utilize direct deposit for payroll purposes (Appendix L). In the next two areas, recycling and using long lasting light bulbs, 74% were willing to contribute to these efforts (Appendix M). In Appendix N, 71% of people said they would close or adjust blinds, keeping office spaces cool, while blocking heat from the sun decreasing the use of cooling systems. Lastly, 68% of surveyors were willing to print double-sided and scan records versus filing physical records (Appendix O). Both would help save money, cutting cost for unnecessary use of paper products. Overall, going green is a great and effective way to lowering energy consumption.

***Question 8. Would you support the following cost saving measures?***

The purpose of this section was to find out if the employees of Montgomery County would be willing to support several changes in their environment in order to save money and reduce cost. The questions within this section were presented to the employees to find out if they were willing to adjust the hours of operations, combine departments, and utilize community service labor. These questions were divided into a three section matrix. The sections were: 1) Not willing 2) Unsure 3) Very willing. The question was presented to the employees, expecting to find out information about their opinions, if future changes would take place within the organization.

This question was answered by thirty-four employees and is outlined in Appendix P. The results show that seven employees representing 21% of the employees are willing to change their hours of operations. However, ten employees representing 28% of the employees were unsure or unwilling to answer this question. The biggest results/responses that we were able to collect during the questionnaire came from the "unwilling" response. The results showed that seventeen employees representing 50% of the employees were not willing to change the hours of operations. As a result, we can conclude that employees will not support changes in schedule or any changes that affect their personal lives and lifestyle.

The second question for this questionnaire was intended to find out if the employees would be willing to combine departments, if feasible. By doing so, the county would be able to save money and maximize profits. Departments will have to be reinvented and duties would then have to be reassigned. As a result, the annual budget would be more manageable and costs would be reduced. This question was answered by thirty-four employees. The results

showed that seven employees representing 21% of the employees were open to the option of combining departments if feasible (Appendix Q). However, ten employees representing 28% were unsure or unwilling to answer this question. The majority of the results were collected on the unwilling section of the matrix. The results showed that seventeen employees representing 50% were not willing to combine departments. As a result, we can conclude that employees would not approve changes in departmental structure. Therefore, any changes to the structure and culture of the organization would have serious repercussions.

The final question in this matrix was developed to find out if the employees would be willing to further utilize community service labor. By utilizing the community free labor, people from the community would be invited to help the organization. This would reduce costs because employees would be moved around the organization and their skills would be used on different projects. As a result, Montgomery County Board would be able to better allocate the budget and profits would increase.

The final question was answered by 34 employees. The results showed that sixteen employees representing 47% were willing to further utilize community service labor. However, eight employees representing 24% were unsure or unwilling to answer this question. The rest of the results came from the unwilling section of the matrix. The results showed that ten employees representing 29% were not willing to further utilize community service labor. As a result, we can conclude that employees are contemplating the idea to further utilize community service labor. The results showed that people were willing to use people from the community to help the organization to reduce costs and maximize profits. However, due to the lack of information coming from the unsure section of the matrix, further research would need to be executed.

**Conclusion**

A variety of questions pertaining to Montgomery County's finances were purposed to their employees in order to capture realistic results from the people who know their county best. Although the number of responses was not ideal, the answers did shed light on areas employees thought could best serve as areas to cut costs. According to the one-way ANOVA tests done for the three major quantitative questions regarding cost cutting measures, a majority of employees favored cost cutting measures and green initiatives (Appendix T). If the board chooses to practice green initiatives from saving on paper resources to cutting electrical expenses, they may be able to improve saving for Montgomery County's 2014 fiscal year. We are very thankful for this opportunity to help Montgomery Board and hope this will help get the decisions made for the county for 2014.

**Appendix A**

**2013 Montgomery County Employee Survey**

Thank you for participating in this survey! Your opinion is important to us, and we will consider everyone's input from this survey as we move forward in our budgeting process.

We understand that everyone is sensitive to any adjustments that affect them in the work place which is why your feedback is extremely valuable. Everyone's ideas can help the county cut costs with the least amount of change.

We want to assure you that your responses are completely anonymous and confidential. The survey will take less than 15 minutes.

To complete the survey online, please go to the Web address below:

<http://www.surveymonkey.com/s/VTZBLZW>

Thank you in advance for your participation! We greatly appreciate your honest thoughts and suggestions.

1. What revenue generating ideas do you have?

|  |
|--|
|  |
|--|

2. What ideas do you have that could make the county board more effective?

|  |
|--|
|  |
|--|

3. What cost saving ideas do you have?

|  |
|--|
|  |
|--|

4. Please rate the impact that you feel the following cost cutting measures could have on the Montgomery County budget.

*Wellness programs*

|                      |                        |                          |           |                          |                        |                      |
|----------------------|------------------------|--------------------------|-----------|--------------------------|------------------------|----------------------|
| very negative impact | fairly negative impact | slightly negative impact | no impact | slightly positive impact | fairly positive impact | very positive impact |
|----------------------|------------------------|--------------------------|-----------|--------------------------|------------------------|----------------------|

*Reduce community landscaping activities*

|                      |                        |                          |           |                          |                        |                      |
|----------------------|------------------------|--------------------------|-----------|--------------------------|------------------------|----------------------|
| very negative impact | fairly negative impact | slightly negative impact | no impact | slightly positive impact | fairly positive impact | very positive impact |
|----------------------|------------------------|--------------------------|-----------|--------------------------|------------------------|----------------------|

**Appendix A Continued**

*Digitization (convert paper forms, brochures, etc. to electronic versions)*

|                      |                        |                          |           |                          |                        |                      |
|----------------------|------------------------|--------------------------|-----------|--------------------------|------------------------|----------------------|
| very negative impact | fairly negative impact | slightly negative impact | no impact | slightly positive impact | fairly positive impact | very positive impact |
|----------------------|------------------------|--------------------------|-----------|--------------------------|------------------------|----------------------|

*Reduce marketing expenses*

|                      |                        |                          |           |                          |                        |                      |
|----------------------|------------------------|--------------------------|-----------|--------------------------|------------------------|----------------------|
| very negative impact | fairly negative impact | slightly negative impact | no impact | slightly positive impact | fairly positive impact | very positive impact |
|----------------------|------------------------|--------------------------|-----------|--------------------------|------------------------|----------------------|

*Utilizing cheaper software*

|                      |                        |                          |           |                          |                        |                      |
|----------------------|------------------------|--------------------------|-----------|--------------------------|------------------------|----------------------|
| very negative impact | fairly negative impact | slightly negative impact | no impact | slightly positive impact | fairly positive impact | very positive impact |
|----------------------|------------------------|--------------------------|-----------|--------------------------|------------------------|----------------------|

**5. How willing are you to commit to the following eco-friendly/green practices?**

*Recycling*

|             |        |              |
|-------------|--------|--------------|
| Not willing | Unsure | Very willing |
|-------------|--------|--------------|

*Use paper/fabric bags instead of plastic*

|             |        |              |
|-------------|--------|--------------|
| Not willing | Unsure | Very willing |
|-------------|--------|--------------|

*Printing double-sided*

|             |        |              |
|-------------|--------|--------------|
| Not willing | Unsure | Very willing |
|-------------|--------|--------------|

*Direct deposit of your paycheck*

|             |        |              |
|-------------|--------|--------------|
| Not willing | Unsure | Very willing |
|-------------|--------|--------------|

*Closing or adjusting blinds*

|             |        |              |
|-------------|--------|--------------|
| Not willing | Unsure | Very willing |
|-------------|--------|--------------|

*Using energy efficient lighting*

|             |        |              |
|-------------|--------|--------------|
| Not willing | Unsure | Very willing |
|-------------|--------|--------------|

*Turning off lights before you leave*

|             |        |              |
|-------------|--------|--------------|
| Not willing | Unsure | Very willing |
|-------------|--------|--------------|

**Appendix A Continued**

*Scan records versus keep paper copies*

|             |        |              |
|-------------|--------|--------------|
| Not willing | Unsure | Very willing |
|-------------|--------|--------------|

*Unplugging equipment at workday's end*

|             |        |              |
|-------------|--------|--------------|
| Not willing | Unsure | Very willing |
|-------------|--------|--------------|

*Using table lighting rather than overhead*

|             |        |              |
|-------------|--------|--------------|
| Not willing | Unsure | Very willing |
|-------------|--------|--------------|

Other: \_\_\_\_\_

**6. Do you manage people or budgets?**

|        |         |         |      |
|--------|---------|---------|------|
| People | Budgets | Neither | Both |
|--------|---------|---------|------|

**eligible for employee benefits?**

|     |    |
|-----|----|
| Yes | No |
|-----|----|

**7. Are you**

**8. Without sacrificing quality of service, please list and explain where a reduction in employees could be possible.**

**9. To help retain employees, would you be willing to relinquish, as an exempt (salaried) or non-exempt (hourly) employee, one paid work day per year?**

|     |    |
|-----|----|
| Yes | No |
|-----|----|

**10. Would you support the following cost saving measures?**

*Adjusting hours of operations*

|                |        |                |
|----------------|--------|----------------|
| Absolutely not | Unsure | Absolutely yes |
|----------------|--------|----------------|

*Reduction of benefits*

|                |        |                |
|----------------|--------|----------------|
| Absolutely not | Unsure | Absolutely yes |
|----------------|--------|----------------|

**Appendix A Continued**

*Reduction in the number of full-time jobs*

|                   |        |                   |
|-------------------|--------|-------------------|
| Absolutely<br>not | Unsure | Absolutely<br>yes |
|-------------------|--------|-------------------|

*Combining departmental  
functions/activities*

|                   |        |                   |
|-------------------|--------|-------------------|
| Absolutely<br>not | Unsure | Absolutely<br>yes |
|-------------------|--------|-------------------|

*Utilizing community service labor hours*

|                   |        |                   |
|-------------------|--------|-------------------|
| Absolutely<br>not | Unsure | Absolutely<br>yes |
|-------------------|--------|-------------------|

*Additional suggestions:*

|  |
|--|
|  |
|--|

**Appendix B**

*Highlighted Portions are Revisions from Final*

**2013 Montgomery County Employee Survey**

Thank you for participating in this survey! Your opinion is important to us, and we will consider everyone's input from this survey as we move forward in our budgeting process.

We understand that everyone is sensitive to any adjustments that affect them in the workplace which is why your feedback is extremely valuable. Everyone's ideas can help the county cut costs with the least amount of change.

We want to assure you that your responses are completely anonymous and confidential. The survey will take less than 15 minutes.

To complete the survey online, please go to the Web address below:

<http://www.surveymonkey.com/s/VTZBLZW>

Thank you in advance for your participation! We greatly appreciate your honest thoughts and suggestions.

1. What revenue generating ideas do you have?

|  |
|--|
|  |
|--|

2. What ideas do you have that could make the county board more effective?

|  |
|--|
|  |
|--|

3. What cost saving ideas do you have?

|  |
|--|
|  |
|--|

4. Please rate the impact that you feel the following cost cutting measures could have on the Montgomery County budget.

*Wellness programs*

|                      |                        |                          |           |                          |                        |                      |
|----------------------|------------------------|--------------------------|-----------|--------------------------|------------------------|----------------------|
| very negative impact | fairly negative impact | slightly negative impact | no impact | slightly positive impact | fairly positive impact | very positive impact |
|----------------------|------------------------|--------------------------|-----------|--------------------------|------------------------|----------------------|

*Reduce community landscaping activities*

|                      |                        |                          |           |                          |                        |                      |
|----------------------|------------------------|--------------------------|-----------|--------------------------|------------------------|----------------------|
| very negative impact | fairly negative impact | slightly negative impact | no impact | slightly positive impact | fairly positive impact | very positive impact |
|----------------------|------------------------|--------------------------|-----------|--------------------------|------------------------|----------------------|

*Digitization (convert paper forms, brochures, etc. to electronic versions)*

|                      |                        |                          |           |                          |                        |                      |
|----------------------|------------------------|--------------------------|-----------|--------------------------|------------------------|----------------------|
| very negative impact | fairly negative impact | slightly negative impact | no impact | slightly positive impact | fairly positive impact | very positive impact |
|----------------------|------------------------|--------------------------|-----------|--------------------------|------------------------|----------------------|

*Reduce marketing expenses*

|                      |                        |                          |           |                          |                        |                      |
|----------------------|------------------------|--------------------------|-----------|--------------------------|------------------------|----------------------|
| very negative impact | fairly negative impact | slightly negative impact | no impact | slightly positive impact | fairly positive impact | very positive impact |
|----------------------|------------------------|--------------------------|-----------|--------------------------|------------------------|----------------------|

*Utilizing cheaper software*

|                      |                        |                          |           |                          |                        |                      |
|----------------------|------------------------|--------------------------|-----------|--------------------------|------------------------|----------------------|
| very negative impact | fairly negative impact | slightly negative impact | no impact | slightly positive impact | fairly positive impact | very positive impact |
|----------------------|------------------------|--------------------------|-----------|--------------------------|------------------------|----------------------|

5. How willing are you to commit to the following eco-friendly/green practices?

*Recycling*

|             |        |              |
|-------------|--------|--------------|
| Not willing | Unsure | Very willing |
|-------------|--------|--------------|