

# Montgomery County Board

## Minutes

**For Tuesday, March 12<sup>th</sup>, 2019 – 5:30 PM**

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The following are minutes of a regular meeting of the Montgomery County Board held at 5:30 PM on Tuesday, March 12th, 2019 in the County Board Room, 2<sup>nd</sup> floor of the Historic Courthouse, Hillsboro, Illinois.

**The meeting was called to order by County Board Chairman Evan Young at 5:30 PM.**

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

**Members Present:** Connie Beck, Megan Beeler, Glenn Bishop, Dillon Clark (arrived late after roll call), Ronald Deabenderfer, Kirby Furness, Chuck Graden, Mark Hughes, Sandra Johnson, Jeremy Jones, David Loucks, Dennis McCammack, Gene Miles, Jim Moore, Earlene Robinson, Glenn Savage, Bob Sneed, Richard Wendel, and Evan Young.

**Members Absent:** Bergen and Yeske

**Pledge of Allegiance to the flag was led by County Board Member Glenn Savage.**

**Mileage and Per Diem Approval:** Motion by Johnson and second by Moore to approve the mileage and per diem. **ROLL CALL VOTE:** Beck, Beeler, Bishop, Deabenderfer, Furness, Graden, Hughes, Johnson, Jones, Loucks, McCammack, Miles, Moore, Robinson, Savage, Sneed, Wendel, and Young. **All in favor, motion carried. Absent: Bergen and Yeske. Clark arrived late after roll call.**

**Approval of Minutes of Previous County Board Meeting:**

**Motion by Beck and second by Hughes to approve the Minutes of the Previous County Board Meeting held on Tuesday, February 12<sup>th</sup>, 2019. All in favor, motion carried.**

**CONSENT AGENDA:**

1. **Ambulance Billing Report** -- Sherry Greenwood – report was submitted.
2. **Animal Control Report** ---- Amanda Daniels – report was submitted.
3. **Circuit Clerk’s Report** ---- Holly Lemons was present for questions.
4. **County Clerk and Recorder’s Report** ---- Sandy Leitheiser was present for questions.
5. **Health & TB Department Report** ---- Hugh Satterlee was present for questions.
6. **Highway Department Report** --- Cody Greenwood was present for questions.
7. **Probation Office Report** ---- Bane Ulrici – report was submitted.
8. **Public Defender’s Report** ---- Erin Mattson – report was submitted.
9. **Recycling Report** ---- Mike Hand -- report was submitted.
10. **ROE - Monthly and Quarterly Reports** – Julie Wollerman – report was submitted.
11. **Sheriff’s Report** ---- Rick Robbins was present for questions.
12. **SOA Report** ---- Ray Durston – report was submitted.
13. **Treasurer’s Report** ---- Nikki Lohman was present for questions.
14. **V.A.C. Report** ---- Dave Strowmatt was present for questions.

**APPROVAL OF 14 ITEMS ON THE CONSENT AGENDA:** Motion by Miles and second by Wendel to approve the 14 items on the Consent Agenda. **All in favor, motion carried.**

**LIAISON REPORTS:**

- **708 Board** – Robinson stated the application deadline was extended to April 4<sup>th</sup>, 2019, and they should be considered at the June meeting. Robinson introduced the new President

of the 708 Board Danny Hough, and he reported they joined the State Association of Mental Health boards.

- **CEFS Board** – Robinson stated she had nothing to report.
- **911 Board** – Beeler reported she has not heard of another meeting with the ETSB board regarding their budget.
- **Health Department** – Clark was absent. No report.
- **IL Association of County Officials** –Bergen was absent. No report.
- **MCEDC** – Yeske was absent. No report.
- **Planning Commission** – Deabenderfer stated they will meet the last Wednesday of this month and they will receive a presentation from a house builder/contractor.
- **Senior Citizens Board** – Deabenderfer reported they will meet in April.
- **UCCI** – Miles stated there is nothing new to report.
- **U of I** – Beck reported there is nothing to report.
- **WCDC** – Wendel stated they had a meeting, however there was no quorum. He said there will be policy board meeting on the fourth Thursday of this month.

### **COMMITTEE REPORTS:**

**COORDINATING COMMITTEE:** Given by Chairman Evan Young:

1. **Information Systems Report Update/Approval:** Young reported Watkins attended the Coordinating Committee meeting and they are busy working on many projects.
2. **Executive Session to Review Closed Session Minutes Update/Approval:**  
**Motion by Furness and second by Deabenderfer to enter into executive session to review closed session minutes. Time: 6:45 PM. All in favor, motion carried.**  
**Motion by Hughes and second by Sneed to come out of executive session. Time: 6:48 pm. All in favor, motion carried.**  
**Motion by Beeler and second by Savage to open the County Board and County Board committee minutes from 12/28/17, 2/22/18, 4/10/18, 6/12/18, 7/10/18, 10/9/18, 10/25/18 and 12/11/18 and to leave the minutes from 4/30/18, 11/29/18, 12/18/18, 1/3/18 and 1/8/19 on the list pending until the next review and to Forever Seal all other executive session minutes on the list. All in favor, motion carried.**

**ROAD AND BRIDGE COMMITTEE REPORT:** Given by Committee Chairman Gene Miles:

1. **Resolution #2019-04 to appropriate funds for 1187 BCA, Mt. Olive Trail, Box Culvert Extension 100% County Approval:** Miles reported the cost is approximately \$11,000 and is a 100% County project coming out of the County Aid to Bridge Fund. **Motion by Miles and second by Sneed to recommend the approval of Resolution #2019-04 to appropriate funds for 1187 BCA, Mt Olive Trail Box Culvert Extension which is a 100% County project. All in favor, motion carried. (See Resolution Book 17, pages 240-241).**
2. **Section 14-04117-00-BR N. 6<sup>th</sup> Ave. over Coffeen Lake, East Fork Twp., Letting Results Approval:** Miles reported the lowest bid received for Section 14-04117-00 BR N. 6<sup>th</sup> Avenue over Coffeen Lake was from Depew & Owen Builders in the amount of \$676,788. The second bid was from Keller Construction in the amount of \$728,178 and the highest bid received was from Plocher Construction in the amount of \$1.74 million. **Motion by Miles and second by Graden to recommend the low bid from Depew & Owens Builders in the amount of \$676,788 for Section 14-**

- 04177-00-BR N. 6<sup>th</sup> Avenue over Coffeen Lake in East Fork Township. All in favor, motion carried.**
3. **2019 Pipe Culvert Letting Results Approval:** Greenwood reported they opened bids for three Groups for the Pipe Culvert Letting; he had asked for a per foot price. Group One was for galvanized pipes and the low bid came in from Contech Solutions in the amount of \$1,666.46. **Motion by Miles and second by Furness to recommend the approval of the low bid from Contech Solutions in the amount of \$1,666.46 for group one, galvanized pipes. All in favor, motion carried.** Miles stated the second group was for aluminum pipes/culverts and the low bid came in from Metal Culverts in the amount of \$1,752.85. **Motion by Miles and second by McCammack to recommend the approval of the low bid from Metal Culverts in the amount of \$1,752.85 for group two, the aluminum culverts. All in favor, motion carried.** Greenwood reported the third group was for poly coated pipes and the low bid was from Metal Culverts in the amount of \$1,920.95. **Motion by Miles and second by Hughes to recommend the approval of the bid from Metal Culverts in the amount of \$1,920.95 for the poly coated pipes. All in favor, motion carried.**
  4. **Seasonal Weight Limit Postings Update:** Miles reported the committee needs to look at the seasonal weight limit postings and will discuss further at their next meeting.
  5. **Dakota Access Pipeline Update:** State's Attorney Bryant Hitchings stated they should have some information from Dakota Access by next week.
  6. **Highway Department Building Improvements/Property Acquisition Update:** Miles reported the final purchase agreement was signed last Friday, March 1<sup>st</sup>, 2019, and a check for the \$12,000 earnest money was prepared. Building Inspector Joe Page conducted an inspection last week and the report is on the board members' desks for their review. Miles stated the inspection did not reveal any major concerns.
  7. **Maintainer Position Opening Update:** Miles reported a maintainer has retired, and the committee approved advertising for the position.

**FINANCE COMMITTEE REPORT:** Given by Committee Chairwoman Megan Beeler:

1. **Circuit Clerk FY 2018 Audit Report Approval:** Beeler asked Circuit Clerk Holly Lemons to present the FY 2018 Circuit Clerk's Audit report submitted by KEB. Beeler stated the exception report was very good and no issues were found. **Motion by Beeler and second by Jones to approve the Circuit Clerk FY 2018 Audit Report. All in favor, motion carried. (See Resolution Book 17, pages 242-243).**
2. **Capital Improvement Fund Reports Update:** Beeler reported the committee reviewed the Capital Improvement Fund Report and noted a certificate of deposit recently expired and potentially will be re-invested at 2.25%, which is up from 1.44%.
3. **Minimum Wage Law Update:** Beeler reported the Finance and Personnel Committees need to keep an eye on the new law raising the minimum wage in increments from \$8.25 per hour to \$15 per hour by 2025. She stated at budget time the Personnel and Finance Committees will be looking at the employees currently making less than \$15 per hour and devise a plan to increase the salaries as required by law in 2025. Beeler stated the committees will also need to look at salary adjustments for employees making over \$15.00 per hour.

4. **Bid out Property in Farmersville Update:** Beeler reported we had only one inquiry regarding the parcel in Farmersville put out for bid last month. She said no bids were submitted for the committee to review.
5. **FY 2019 Budget Amendment Approval:** Beeler reported all FY 2019 budgets have been approved by the department heads or oversight committee, and there are only two office funds in the Highway Department needing correction due to typographical errors. Beeler stated she checked with State's Attorney Hitchings and our auditor at KEB regarding the budget amendments, and everyone agrees this can be done because the corrections to fix typographical errors are needed to appropriate the funds from the original budget request submitted by the Highway Department. **Motion by Beeler and second by Sneed to amend the FY 2019 budget to correct clerical errors in Office and Fund #240, township motor fuel line 520.021 to \$52,000 and line 530.018 to \$1,300,000 to reflect a total of Township Motor fuel expenses to \$1,500,000. All in favor, motion carried. Motion by Beeler and second by Furness to amend the FY 2019 budget to correct clerical errors in fund 255, township bridge fund, line 520.035 to \$616,000, line 520.127 to \$150,000 and line 520.128 to \$50,000 to reflect the total of \$816,000. All in favor, motion carried. (For copies of amended expenditures lines, see Resolution Book 17, pages 244-245).** Bishop asked what the final total budget is now with the corrections, and Beeler responded the corrections will be made and new reports will be sent out with the corrected totals. Beeler stated it will be documented these were clerical errors, and we will put policies and procedures in place so this doesn't happen again.
6. **Convey Deeds for Parcels 11-28-276-009, 008 and 010 to the Village of Butler Update:** Beeler reported we are waiting on information from the County Trustee and this topic will be discussed next month.
7. **IMRF Update:** Beeler stated the stock market took a big hit in December, and our IMRF balance went from a total of about \$7.5 million to \$4 million. Beeler reported we have budgeted enough for our employees, and said Treasurer Lohman contacted IMRF and asked for a representative to explain this impact to the Committee. She said the response from IMRF was that someone from the county board should go to their meetings. Beeler stated IMRF will not bill us until the end of the year if we are underfunded, and they will tell us what we need to pay into the fund. Beeler stated in general, IMRF has been pretty successful in the market, earning an average interest rate of about 15%. Bishop stated the fourth quarter was bad, but they brought back and recovered almost all the money back in a couple of months. Beeler stated IMRF will only provide these numbers at the end of the year and not on a quarterly basis as we requested.
8. **Kane County IMRF Letter Update:** Beeler stated the Kane County Board Chairman contacted us by mail recently regarding the issues with IMRF, asking our county to join them in asking IMRF to not raise rates for next year due to the loss in the stock market in 2018. She said this letter is currently under review.
9. **Dispatch Software Approval:** Beeler stated 911/ETSB board is presenting a Motorola contract for purchasing 911 software, and the Sheriff's portion of the software is \$98,000, which will be reimbursed to ETSB/911. **Motion by Beeler and second by Jones for the county to reimburse the ETSB board for the 911 software purchase from Motorola for an amount not to exceed \$98,000 in FY 2020. All in favor, motion carried.**

- 10. Dispatch Maintenance Update:** Beeler reported the committee decided to table this issue until we get more information from ETSB on the reimbursement process. She said if ETSB decides to go forward with a five year maintenance agreement, they will get a 10% discount.
- 11. CTI Phone and Internet Service Five Year Contract Approval:** Beeler reported the County is trying to create a redundant phone and internet system in case one service goes down. She said CTI will service most of the Courthouse Complex; and if it goes down, we will have a backup phone and internet service. She said Curt has the CTI and Consolidated contracts and he needs to get them signed, and he needs to get the ICN portion approved. **Motion by Beeler and second by Beck to recommend the approval of the five year contract with CTI for phone and internet services in the amount not to exceed \$1,000 per month pending the ICN Contract approval. All in favor, motion carried.**
- 11. Consolidated Communications Service Contract Approval:** Beeler reported IT Director Watkins reported the State's Attorney has reviewed and approved the Consolidated Communications Service Contract so we will have redundant phone and internet services. She said the committee discussed recommending this five year contract to the full board. **Motion by Beeler and second by Clark to recommend the approval of the five year Consolidated Communication Service Contract for an amount not to exceed \$360 per month pending the ICN Contract approval. All in favor, motion carried.**
- 12. 708 Board Vouchers Approval:** Beeler reported the committee discussed this issue as well as whether we are required to vote on these separately and if we have the authority over 708 Boar vouchers. **Motion by Beeler and second by Moore to add 708 authorized vendors to the prepaid vendor list and a quarterly report will be given at the full board meeting covering payments made. All in favor, motion carried. (See Resolution Book 17, pages 246-247).**
- 13. HB0158 Income Tax Act. Local Government Distributive Fund Approval:** Beeler reported there is proposed legislation to increase the LGDF back to 10% from the current 6%. **Motion by Beeler and second by Sneed to send a letter of support for HB 0158 Income Tax Act, Local Government Distributive Fund to our local representatives. All in favor, motion carried.**
- 14. Montgomeryco.com Email Address Charge for Offices Levying Taxes Approval:** Beeler stated the 911 Department, Highway Department, VAC, 708 Board and Health Department will pay \$50 to montgomeryco email if they decide to use it, and she will draft a memo and review it with Watkins.
- 15. Financial Policies Approval:** Beeler stated the committee was advised by a few who attended a county government seminar we should have financial policies in place. Beeler reported Treasurer Lohman has researched Financial Policies from other counties and she and Lohman are in the process of picking out some of the policy items to put in a draft for the committee to review. The county already has an investment policy and it was revised in 2011. These finance policies state how the county will handle certain financial and budget issues. Beeler stated she received a letter from Treasurer Lohman to designate thirteen financial institutions in which funds and other public moneys in the custody of the County Treasurer can be deposited. **Motion by Beeler and second by Graden to accept the request from Treasurer Lohman to designate the list of**

thirteen financial institutions accordingly to ILCS 55/ Section 53-10009. All in favor, motion carried. (See Resolution Book 17, page 248-249).

16. **Arming of Deputy Coroners Update:** Beeler thanked Coroner Leetham for providing the necessary information to respond to the county insurance company regarding arming the Deputy Coroners.
17. **Recycling Staffing Update:** Beeler reported the committee discussed staffing issues and will continue to look at this need during the FY 2020 budget hearings.
18. **IT Department Staffing Update:** Beeler stated the committee is discussing this need in preparation of the FY 2020 budget hearings.

**H.W.E. COMMITTEE REPORT:** Given by Committee Chairman Chuck Graden:

1. **Elections Update:** Graden reported Clerk Leitheiser will be teaching the election judge school tomorrow at the U of I Extension Service in Hillsboro. He said she also reported the Cyber Navigator grant program is in place with the State Board of Elections, and she recently submitted grant request for reimbursement for the secure Illinois Century Network line in the amount of \$2664.
2. **EPA Report Update:** Graden reported the committee reviewed the monthly open dumping report and the five year municipal waste management plan update.
3. **Five Year Solid Waste Plan and Resolution Approval:** Graden reported the committee recommended the approval of the Five Year Solid Waste Plan and Resolution as required by IL EPA. **Motion by Graden and second by Wendel to recommend the approval of the Five Year Solid Waste Plan Resolution. All in favor, motion carried. (See Resolution Book 17, pages 250-260).**
4. **Recycling Program and Events Update:** Graden reported the committee is discussing the replacement of a laborer position due to a recent employee retirement and also whether to put a container at the Nokomis drop shed for cardboard collection. Graden also reported the white box truck will be helping deliver and pick up the voting equipment for the April 2<sup>nd</sup>, 2019 election. He stated the Electronics Recycling drive will be held at the Hillsboro Recycling Facility on Saturday, May 11<sup>th</sup>, 2019.
5. **Animal Control Facility Program Update:** Graden reported the municipal contracts will be discussed at the next Mayor's Meeting to be held March 13<sup>th</sup>, 2019, and the cities and villages will be asked to help out by housing their animals until regular Animal Control office hours. Graden reported the committee approved the purchase of one of the Sheriff's vehicles traded in to Victory Lane Ford back from Victory Lane Ford for an amount not to exceed \$3,000. Graden also stated they will follow up with the dealership because they are asking for more than the amount the committee authorized.

**BUILDING & GROUNDS COMMITTEE REPORT:** Given by Committee Chairman Bob Sneed:

1. **Smart Watt Energy Survey Audit Update:** Sneed reported the Committee continues to work with Orry Cummings of Smart Watt to review different options for the project and lease agreement. He said the committee reviewed the final report presented by Orry Cummings, and asked questions on different projects totaling about \$605,000. Sneed reported they have the final report and calculations of how much money will be saved by doing this project and the committee will have a recommendation next month for the full board.

2. **AMEREN Easement Update:** Sneed reported we received a letter from AMEREN last week asking for an easement through the county farm for their pipeline project. He said the committee reviewed the request to complete a survey, and the committee gave permission for Chairman Young to sign it.
3. **Maintenance and Cleaning Issues and Report Update:** Sneed reported the committee approved the cleaning service to clean the carpets at the Courthouse Complex in five steps between the months of March to July. Sneed stated Heise Plumbing has been on site to work on the boiler at the Historic Courthouse and to address some wiring issues. He reported the elevator in the Historic Courthouse was down last Friday, but was put back in operation this past Monday at noon. Sneed said the problem was a power surge in the building late Thursday, and the unit needed to be reset, which can only be done by Schindler.
4. **Conference/Lactation Room in the New Courthouse Update:** Sneed reported Lipe Construction has been working on remodeling the conference/lactation room at the Courthouse Complex Law Library. He said the doors and locks have not been installed in the Treasurer's Office yet.
5. **Sound System for County Board Room Update:** Dennis McCammack reported he ordered two new microphones for the sound system in the board room for approximately \$282. McCammack stated we will see if the sound improves, and he may order a stand for the external speaker so the sound will project better. Sneed reported the committee will continue to work on the sound issues in the county board room.

**ECONOMIC DEVELOPMENT COMMITTEE REPORT:** Given By Committee Vice-Chairman Ron Deabenderfer:

1. **Circuit Clerk Holly Lemons – Conference Request Update:** Deabenderfer reported Circuit Clerk Lemons addressed the committee looking for support for the annual statewide Circuit Clerks conference to be held in Alton this September. The committee discussed sponsoring booth space to represent Montgomery County so all the conference goers could stop by and receive information about the county.
2. **Planning Commission Update:** Deabenderfer stated the next meeting will be held on March 27<sup>th</sup>, 2019 at 5:30 pm in the Historic Courthouse conference room.
3. **Amended Solar Ordinance #2019-4 Approval:** Deabenderfer stated the full board was given the amended Solar Ordinance for a 30 day review, which is also on file at the County Clerk's Office. **Motion by Deabenderfer and second by Savage to approve the amended Solar Ordinance regarding the LESA and add the word Destruction to Decommission. All in favor, motion carried.**
4. **Tourism Update:** Deabenderfer reported we will be a member of the Great Rivers and Routes Tourism Bureau as of June 1<sup>st</sup>, 2019.
5. **Enterprise Zone Update:** Deabenderfer reported a Mayors Meeting will be held March 13<sup>th</sup>, 2019 at 5:30 PM in the County Board room of the Historic Courthouse in Hillsboro.
6. **Other Business Update:** Jones asked if Atlas 46 will be invited to an upcoming board meeting. Jones stated he recently visited Atlas 46 in Hillsboro and complimented this new business. McCammack stated he also got a tour recently, and said it is well worth the time to visit. Deabenderfer stated Atlas 46 will be invited to the April Economic Development committee and board meetings.

**E.M.A and AMBULANCE REPORT:** Given by Committee Vice Chairman Chuck Graden:

**1. Ambulance Billing:**

- **Litchfield Ambulance Billing reports:** Graden said the committee will continue the discussion next month regarding Litchfield Ambulance billing, and will invite Paul Osborne from KEB to explain the need for certain reports.
- 2. EMA Continuity of Operations Plan (COOP) Update:** Graden said this is an on-going project with all offices.
- 3. 911 Update:** Graden stated they are still discussing where to put the 911 dispatchers. The I.T. department is looking for a decision where the new 911 equipment will go so they can plan for the computer infrastructure and address security needs.

**PERSONNEL COMMITTEE REPORT:** Given by Committee Chairman Kirby Furness:

- 1. Employee Health Insurance Update:** Furness reported we did not get a health insurance report from CIBC because the committee meeting was moved up one week. He stated Sheriff Robbins and Clerk Leitheiser shared concerns at their committee meeting regarding recruiting employees due to the current employee health insurance benefits, and they are finding our county benefits are not as good as surrounding municipalities and counties so potential candidates are not coming to work here. He said Robbins reported there is now a hiring shortage for law enforcement nationwide. Furness stated he asked them to provide examples of better health insurance plans for comparison.
- 2. HB 2748 IMRF – Part Time Elective Office Update:** Furness reported the committee discussed the new IMRF numbers for the county's obligation based on the results of a substantial loss in the market for 2018.
- 3. Sheriff's Office Personnel Update:** Furness reported Sheriff Robbins told the committee he is interviewing to hire two deputies. He said Robbins also reported there are two sheriff employees currently on FMLA, and one dispatcher will go on disability and will need to be replaced. Furness also reported there are two deputy patrol spots and a telecommunicator position open at the Sheriff's Department, and said Robbins reported there are three deputies who are also currently testing with other agencies who may be leaving county employment.
- 4. Highway Department Retirement Update:** Furness reported the committee approved the Highway Department advertising for a maintainer position as a result of a retirement.
- 5. Information Systems Staffing Update:** Furness reported they will work with the Finance Committee to get an additional staff person in the Information Systems Office.
- 6. ICRMT Employee Personnel Manual Update:** Furness reported the committee approved Kyle Shell from IPMG to make the necessary policy changes for the Personnel Manual to be completed in six weeks.

**ANNOUNCEMENTS:** Chairman Young reported about the upcoming Mayors' Meeting to be held March 13<sup>th</sup>, 2019, at 5:30 PM in the County Board Room of the Historic Courthouse in Hillsboro.

**APPOINTMENTS:** Young stated he appointed Bob Sneed as a Liaison to the Veteran's Assistance Commission.

Young asked for approval of an appointment for Gary Hulbert to the Nokomis Area Fire Protection District. **Motion by Miles and second by Graden to appoint Gary Hulbert to a 3 year term as a trustee beginning May 1<sup>st</sup>, 2019, to the Nokomis Area Fire Protection District. All in favor, motion carried.**



**PUBLIC COMMENTS:** Schroeder asked where Highway Department Vendor DePew and Owens were from and if they were union affiliated. County Highway Engineer Greenwood replied the company is prequalified with the state of Illinois, located in Centralia, and he will find out about the union affiliation.

**PAY BILLS:**

1. **Approval to Pay Any Invoices to Adams PC, and Books & Moore, and Point of Light:** Motion by Robinson and second by Wendel to pay any invoices for Adams, PC, and Books & Moore. and Point of Light. Voice Vote: In favor-17, Against – 0, Absent – 2 (Bergen & Yeske), Abstain – 2 (Moore and Bishop). Motion carried.
2. Motion by Miles and second by Moore to pay all other approved bills. All in favor, motion carried. For itemized listing of bills paid, refer to Accounts Payable Book for FY 2019.

**ADJOURN:** Until the Full Board on Tuesday, April 9<sup>th</sup>, 2019 at 5:30 PM in the County Board Room, Hillsboro, Illinois.

Motion by McCammack and second by Loucks to Adjourn the Full Board Meeting. All in favor, motion carried. Meeting Adjourned at 6:55 PM. Minutes respectfully recorded and submitted by Montgomery County Clerk and Recorder Sandy Leitheiser.