

**Montgomery County Board
Minutes**

For Tuesday, August 11th, 2009 – 8:30 AM

The following are minutes of a regular meeting of the Montgomery County Board held at 8:30 AM on Tuesday, August 11th, 2009 in the County Board Chambers of the Historic Courthouse, Hillsboro, Illinois.

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

Roll call was taken. 20 members present, 1 member absent.

Members Present: Nelson Aumann, Mary Bathurst, Connie Beck, Terry Bone, Bonnie Branum, Ronald Deabenderfer, John Downs, Robert Durbin, Ed Helgen, Roy Hertel, Jarod Hitchings, Frank Komor, Sharon Kuchar, Joyce Matthews, Gene Miles, Jim Moore, Dale Ogden, Mike Plunkett, Bill Sielschott, Richard Wendel.

Member Absent: George Blankenship

Pledge of Allegiance to the flag was given.

Mileage and Per Diem Approval:

Motion by Aumann, second by Bathurst to approve the mileage and per diem. All in favor, motion carried.

Approval of Minutes of Previous County Board Meeting:

Motion by Downs, second by Kuchar to approve the Minutes of the Previously Adjourned County Board Meeting held on Tuesday, July 14th, 2009. All in favor, motion carried.

CONSENT AGENDA:

1. **911 Coordinator's Report** – submitted.
2. **Chief Assessment Officer's Report** – 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 and called attention to the February 2nd, 2010 Election handout that was placed in board members packets.
5. **County Treasurer's Report** – Ron Jenkins was present for questions and stated that the second distribution of taxes to the taxing districts was mailed on Thursday, August 6, 2009.
6. **G.I.S. Coordinator's Report** – submitted.
7. **Health Department Report** – Hugh Satterlee was present for questions.
8. **Probation Office Report** – Bane Ulrici was present for questions and introduced Brian Hampton from Raymond, Illinois as the new Juvenile Probation Officer.
9. **Public Defender's Report** – submitted.
10. **Sheriff's Report** – Under Sheriff Rick Robbins was present for questions.
11. **T.B. Department's Report** – Sally Adams was present for questions.
12. **V.A.C. Report** – Dave Strowmatt was present for questions. County Clerk Leitheiser thanked the VAC for their new service to be a dropoff center for the proper retirement of American flags.

APPROVAL OF 12 ITEMS ON THE CONSENT AGENDA:

Motion by Durbin, second by Beck to approve of the 12 office reports on the Consent Agenda. All in favor, motion carried.

COMMITTEE REPORTS:

COORDINATING COMMITTEE REPORT:

1. **Approval - Census 2010 Proclamation Approval:** County Clerk Sandy Leitheiser submitted a proclamation for the 2010 Census. Plunkett stated that it is important that everyone be counted in all districts. Montgomery County does not want to fall below the 30,000 population. **Motion by Downs, second by Miles to approve the Census 2010 Proclamation for Montgomery County. All in favor, motion carried. (See Resolution Book 9, page 215).**

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

1. **Update - Grant Money for Handicap Door on West Entrance:** Chairman Bone reported that the Illinois State Board of Elections has a grant available for \$2,745.00 for Voting Access of Individuals with disabilities. County Clerk Leitheiser can apply for the grant funds for this year to help with the cost to replace the handicap door on the west entrance of the Historic Courthouse.
2. **Update - Air Conditioning Unit in Board Room:** Bone reported that 2 proposals were received on the compressor for the air conditioning unit in the board room. Bone stated that the committee approved going with Hillers Sheet Metal on the compressor for the low bid of \$1,409.82.
3. **Update - Annex Building Project:** Bone reported that Brent Lance of Hurst-Rosche Engineering presented a cost estimate, to the committee for renovations to the annex building. The committee discussed the different options for plaster removal, tuck pointing, new windows, etc... and decided to take out some items from the cost estimate summary and have Hurst-Rosche proceed with getting the project out for bids. The VAC will be located on the north side of the building and will share a conference room with the Regional Office of Education. ROE will be located on the south side and storage will be located in the south end of the basement. Bone stated that the county is following their original intent to get the Supervisor of Assessments Office off the 3rd floor and relocate them to the second floor of the Historic Courthouse.
4. **Update - Telephone System Bid Specs:** Bone reported that Mark Ritter and Bill Guthrie from Hurst Rosche Engineers met with Chris Daniels on Wednesday to discuss the current phone system issues and set up meetings with office holders so that Hurst-Rosche can get their phone needs. After getting input from the offices on their phone system requirements, Hurst-Rosche will prepare bid specs for an estimated cost to replace the phone system. The phone system will be incorporated with the new annex building and should be ready to bid out next month. Member Hitchings inquired about the process Hurst Rosche will use for bidding the Telephone System, and Bone responded that they have experience with the technology required for the type of phone system, which should be utilized to make the best decision for the county. Member Kuchar asked how long the phone system has been in service at the County Buildings, and Bone answered it has been in place for approximately 10 years. Member Hertel asked how soon Hurst Rosche will have bid specifications completed, and Bone responded they will be available at next month's County Board meeting.
5. **Update - Maintenance Issues & Maintenance Report:**
 - **Wallpaper Issues at Courthouse Complex:** Bone reported that a bid was received for \$18,642.80 to take down wallpaper at the Courthouse Complex and paint the walls. The committee has decided to have the maintenance staff do the work of removing the wallpaper and painting. The Courtroom #1 will be completed first.
 - **Front Porch Lights:** The third light was found and installed for the south porch of the Historic Courthouse.
 - **8 ft. Red, White and Blue Banners:** Bone reported that County Clerk Leitheiser ordered red, white and blue banners for the south porch of the Historic Courthouse. Bone commented that the banners have been installed and look very good.
 - **Sign on Southeast Corner of Building:** Bone reported that the sign on the southeast corner of the Historic Courthouse lawn was removed due to its poor condition.
 - **Yellow Striping of Parking Spaces:** Bone reported that the committee approved a bid sent to them from Sheriff Vazzi to re-stripe the parking lot areas in the amount of \$1,990.00.
 - **Stop Sign by Historic Courthouse:** Bone stated that the committee discussed getting a historic looking stop sign post for the front of the Historic Courthouse at a cost of \$200.00. The committee will be checking with the City of Hillsboro about the sign and the possibility of moving it to the corner area of the new annex building.

6. **Approval - Johnson Controls Proposal for Compressor #1 Change Out:** Johnson Controls will replace the #1 compressor at the Courthouse Complex on the weekend as the entire unit will need to be shut down. Johnson Controls put in a bid for the #1 compressor in the amount of \$8,350.00, which includes the standard rate for labor. There was a serious vibration in the compressor and the concern is that the vibration could break the Freon lines. The #2 and #3 compressors were replaced last year, which means all 3 compressors will have been replaced in the last year. **Motion by Bone, second by Hitchings to approve replacing the #1 compressor at the Courthouse Complex by Johnson Controls in the amount of \$8,350.00. All in favor, motion carried.**
7. **Update - Podium:** Bone reported that the podium for the board room has been ordered and will be delivered before next month's County Board meeting.

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

Ambulance Call Reports:

1. **July 2009:** A summary of monthly operations for **July 2009** is as follows: **Total calls:** 313, **Total amounts billed:** \$167,416.00, **Total amounts collected:** \$96,468.13.
2. **Collections:** Moore stated that collections for under the old system for July were \$75,273.36 and under the new system each district is broken out showing individual totals collected for July.
 - Raymond/Harvel had \$3,960.74
 - Nokomis/Witt had \$2,585.11
 - Litchfield had \$5,472.34
 - Hillsboro had \$9,176.58
 - Farmersville/Waggoner had \$0

This would bring the combined total for the month of July under the old computer system and the new computer system to \$96,468.13.

3. **Availability Workshop:** Cathy Ulrici and Selena Brazel went to an Availability Workshop on Tuesday, July 21st in Springfield.
4. **New Reporting System:** Moore stated that Holmes will have some valid reports to give out at the September EMA and Full Board meeting from the new computer reporting system, which seems to be working quite well. Monthly past due statements are also automatically printed with the new system.

Update - EMA Report:

1. **Companion Pets – Plan:** Jim Moore reported that there was a meeting on August 3rd to decide what was needed to begin writing a plan on how to proceed with companion pets in the case of an emergency. The County Fairground was looked at for a possible location for housing pets. Livestock and horses will also be considered in the plan. Exotic animals would have to stay with the owner of the animal and could not be included in the Companion Pet Plan.
2. **ICS Command Class:** Moore stated that Director Holmes plans to have a refresher class for people that have been through the ICS Command Class. There may be a small charge for IFSI to do a refresher. The date has been set for October 1st, 2009 from 5:30 PM to 9:00 PM. A location will be decided on as soon as Holmes knows how many participants there will be.
3. **HazMat Meeting:** Patton Mining/Deer Run Coal Mine Human Resources representative Dean Lee attended the HazMat meeting on July 30th and also may start coming to EMA meetings anticipating coordination that may be needed between EMA, HazMat and the coal mine.

4. **C.O.O.P. and C.O.G.:** Information was received from IEMA on a plan they have been working on for the past 2 years about Illinois counties' emergency preparedness. The plan is called Continuity Of Operations Plan (C.O.O.P.) and Continuity Of Government (C.O.G.). Each office in county government will need a plan how they would conduct their daily business in the event that the building or their office had to be closed. Each plan should include where each office's staff would go for emergency housing, would address providing adequate space for all staff, all done keeping in mind that county business should continue without much interruption. The Health Department is currently working on their own emergency plan. Judge Long is working with office holders in the Courthouse Complex to come up with their own plan. There will have to be 3 emergency plans for each building so that if the first plan does not work with placement of offices and office operations then there will be two other options. Plans will need to be in place by 2010.
5. **County E.O.P.:** The County's Emergency Operations Plan is finished, but the county is waiting for approval from IEMA.
6. **EMA and 911 Meeting:** Holmes and Greg Nimmo had a meeting in regards to some issues and have stated that the meeting went well.
7. **Spiller Pays:** The State's Attorney's Office served papers on the trucking company responsible for the HazMat spill on I-55 earlier this year, and is currently working on revamping the HazMat Ordinance to include stronger penalties.

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

1. **Update - Enterprise Zone Projects – Legal Descriptions:** Deabenderfer reported that there was an Enterprise Zone Mayor's Meeting on July 30th. Tony Hard from McDonough Whitlow was at the Economic Development meeting and explained some of the issues with writing a legal description for the proposed map of the Village of Raymond. Coordinator Daniels will contact DCEO for the requirements to submit a legal description in the application to add territory and will request proposals to professionally prepare legal descriptions for the additional territory in the Villages of Raymond and Nokomis. The next Enterprise Zone Council meeting will be held on Thursday, September 3rd, 2009 at 6:00 PM in the County Board room of the Historic Courthouse.
2. **Update - County Comprehensive Plan:** The Planning Commission meetings will be held the second Thursday of each month starting August 13th at 6:00 PM at the Extension Office.
3. **Update - West Central Development Council Resolution:** Heather Hampton+Knodle will update the committee on the West Central Development Councils Annual Plan, which the county passes each year. The board will take action next month.
4. **Update - MCEDC Revolving Loan:** There were some changes made to the Revolving Loan Policy and Procedures Manual. Amanda Cole will get the document to the State's Attorney's Office for review and approval. The changes will be submitted to the County Board next month and should be ready for approval at the October full board meeting.

FINANCE COMMITTEE REPORT: Given by Chairman Bill Sielschott as follows:

1. **Update - Budget Hearings:** Sielschott thanked everyone for their cooperation through the budget hearings.
2. **Update - Countywide Public Communications for 911/ESTB:** Plans continue on combining 911 and the Sheriff's Dispatch. The Sheriff's Department dispatchers will have to attend additional training sessions sometime this fall.
3. **Update - FY 2010 Budget & Levy Discussion:** Sielschott reported that the tentative levy remains at 4.9996%.
4. **Update - Revision of Budget Categories:** Sielschott reported that four funds were moved to the General Fund; Waste Management fund 303, Reserve for Capital Improvement fund 340, GIS fund 273

and Host Fees fund 290. This move will save the multiple transfer of funds and separate bank accounts for these funds.

5. **Approval- Circuit Clerk's Office – Purchases from Document Storage and Automation Fund:**

- Circuit Clerk Holly Lemons will purchase a safe as recommended by Auditor Whitey Patton for the Circuit Clerk's Office and will be paid for out of the document storage fund.
- A Digital Docket System is needed in the Circuit Clerk's Office. The system is a computer with monitors which will be placed for view of court cases instead of the paper dockets with the funds to come from the automation fund. The monitors will be placed outside of Courtroom #1, the lobby and also Courtrooms #2 and #3. **Motion by Sielschott, second by Beck to approve the purchase of the Digital Docket System not to exceed \$6,500.00 from the Automation Fund. All in favor, motion carried.**

6. **Update - Circuit Clerk's Audit:** The Circuit Clerk's Office had an audit done by Patton and Company after the change in management, and there were no findings. Whitey Patton made some verbal recommendations to the Circuit Clerk, and among the changes suggested were the purchase of a safe using monies from the document storage fund, which has been done.

7. **Update - Senior Citizens Organization Consolidation:** Sielschott reported that the Golden Hour Corporation, which is located in the Senior Citizens Building in Taylor Springs, will be dissolving and transferring all of their assets to the Montgomery County Senior Citizens which is also located in the same building.

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

1. **Update - Elections:**

- **Primary Elections Update:** Durbin reported that County Clerk Leitheiser shared important dates for candidates filing for the February 2nd, 2010 Primary Election and Leitheiser recently received a Help America Vote Act federal grant request from the Illinois State Board of Elections to apply for a grant totaling \$2,745. The grant could be used either for fixing uneven sidewalks around the Historic Courthouse or installing an automatic door on the west side of the building for handicap accessibility, since the Historic Courthouse is used as an early and absentee voting location.
- **Undervote Law Update:** Durbin reported that Leitheiser discussed some concerns about Public Act 95-699, which is a new state law that will require the voting tabulators to notify voters when they undervote their ballot for candidates to be elected for State and Federal offices. Leitheiser will be looking for support from the Illinois County Clerks and Records Association to oppose this law, which eliminates the ballot's secrecy when voters intentionally undervote.
- **Election Judge Salary reimbursement from State of Illinois:** Durbin reported that there may be funding cuts for election judges. State funding is \$45.00 per Election Judge. The Finance Committee stated during budget hearings that the County will continue paying Election Judges the same amount should the State eliminate their reimbursement to the County.

2. **Update – EPA Delegation Agreement:** Durbin reported that Bill Gonet has checked with IEPA and the County will need to stay a delegated county under IEPA even though they will not be giving any financial support. The committee may be seeking an intergovernmental agreement with Bond County to inspect their landfill.

3. **Update - Animal Control Facility and Program:**

- **Building Completion:** Durbin reported that the contractor is done with painting the animal control facility and the ceiling tile is almost complete.
- **Kennel Installation:** Durbin reported that kennels have been ordered and will arrive today or tomorrow. County maintenance workers and volunteers will be installing the kennels.
- **State Inspection:** Stacy Ballard from the Department of Agriculture will come and do an inspection of the new facility once the kennels are installed.

- **Lift Station:** Durbin reported that the electrical hook up of the lift station was not previously bid by the building contractor or the plumber who installed the lift station. The committee accepted the low bid of \$1,200 from the building contractor.

4. **Approval - Bids for Veterinary Services:** Durbin reported that two proposals were given to the committee for Veterinary Services once the facility is open. Proposals were received from Dr. Alan Probst of Fillmore and Dr. Stacey Funderburk of Taylorville. The committee compared the list of services and determined that Dr. Probst was lower on most of the services. A contract will be made and reviewed by the State's Attorney's Office before it is signed by Dr. Probst. **Motion by Durbin, second by Hitchings to seek a contract with Dr. Probst as Montgomery County's Primary Veterinarian for animal care services. All in favor, motion carried.**

5. **Update - Recycling Program:**

- **Farmersville Drop Shed:** Discussion took place on installation of Farmersville's new drop off area. Durbin stated that he spoke with the Mayor of Farmersville and they will be looking at a couple of locations for the new drop off area to be set up. A couple of potential locations were the baseball field area or the water plant.
- **Conveyor Belt:** The conveyor belt stopped working at the recycling center. A service provider that works on excel balers was called and fixed the problem. A key was sheared, but the baler has been repaired, greased and is up and running well.

PERSONNEL COMMITTEE REPORT: Given by Chairman John Downs as follows:

1. **Update - Circuit Clerk Personnel:** Holly Lemons had posted for a Chief Deputy position and has appointed Stephanie Keiser as her new Chief Deputy. Lemons has also advertised for a deputy clerk with the position to be paid from the Document Storage fund.
2. **Update - Authorized Drivers and Motor Vehicle Record Check Policy and Procedure:** The Authorized Drivers and Motor Vehicle Record Check Policy and Procedure has been reviewed and approved by the State's Attorney's Office. Copies have gone out to all offices and may be approved at next month's board meeting.
3. **Update - Employee Hiring Policy and Procedure:** Downs reported that the Employee Hiring Policy and Procedures were approved by the State's Attorney's Office. Copies have gone out to all offices and may be approved at next month's board meeting.
4. **Update - Drug Testing Policy Implementation:** Hugh Satterlee submitted the Drug Testing Policy and Procedures that were reviewed and recommended by State's Attorney Matoush. Bond County Health Department will contact the Montgomery County Treasurer of any positive tests, and the Treasurer will then contact the Department Head. The policy was sent to all departments to review for 30 days. The three policies will be adopted at the September Full Board meeting to be effective October 1st, 2009.

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

1. **Approval - Construction Letting for 916 B-CA:** The Construction Letting for Airport Bridge on Fillmore Trail was held and one bid was submitted by Yamnitz and Associates from Fieldon, Illinois. **Motion by Branum, second by Durbin to approve awarding contract to Yamnitz and Associates in the amount of \$37,373.50. All in favor, motion carried.**
2. **Approval - Material Letting for 916 B-CA:** Bids for the Material Letting were opened at the committee meeting for Airport Bridge on Fillmore Trail. There were 6 bids submitted. Bidders were as follows: St. Louis Prestress, P.H. Drew, Inc., Clevenger Contractors, County Materials Corporation, Illini Concrete Co. and Freezen, Inc. Ill. Valley. Three of the six bidders were awarded the contract. PH. Drew, Inc from Indianapolis, Indiana bid \$10,758.60 for Steal Bridge Railing. Clevenger Contractors from Bluffs, Illinois bid \$7,959.90 for traffic barriers and terminal markers. County

Materials Corporation from Champaign, Illinois bid \$67,275.00 for precast deck beams. The following are the motions to approve the total of 3 low bids:

- **Motion by Branum, second by Bone to approve awarding P.H. Drew, Inc. for the steel bridge railing in the amount of \$10,758.60. All in favor, motion carried.**
- **Motion by Branum, second by Kuchar to approve awarding Clevenger Contractors for the traffic barriers and terminal markers in the amount of \$7,959.90. All in favor, motion carried.**
- **Motion by Branum, second by Helgen to approve awarding County Materials Corporation for precast deck beams in the amount of \$67,275.00. All in favor, motion carried.**

The total for the bridge is \$85,993.50. Most of the work will be done by county forces to get the bridge repaired quicker and cheaper.

3. **Approval - Resolution #17-09:** A Resolution to appropriate funds in the amount of \$15,000 for 1079 B-CA, 1st Ave., Walshville Road District, 50% RD-50% County Project. **Motion by Branum, second by Komor to approve Resolution #17-09 to appropriate funds in the amount of \$15,000 for 1079 B-CA, 1st Ave., Walshville Road District, 50% RD-50% County Project, Montgomery County's Share = \$7,500. All in favor, motion carried. (See Resolution Book 9, pages 216-217).**
4. **Update – Walton Park Bridge:** Engineer Boehler has contacted CMT for an update on the design and approval for repairs to the Walton Park Bridge and dam. Boehler will meet with them sometime later this week.
5. **Update - Road Closure:** The Nokomis Road north of the s-curve was closed because of pilings that were in disrepair on the east side of the bridge. At first one lane was closed, the speed limit was reduced and barricades were bolted down, but somehow the barricades were removed and thrown into the creek, so for safety purposes the road was completely closed. Member Hertel asked when the Nokomis bridge will be repaired, and Branum responded that this may need to be a winter construction project.
6. **Update - Red Ball Trail Upgrade:** It was reported that a meeting would be scheduled with Ameren to see if they will change their position on helping to fund the upgrades to the Red Ball Trail.
7. **Update - Walton Park:** Member Bathurst asked Branum when the Walton Park area work will be completed, and Branum responded that no date has been set as of yet.

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

ANNOUNCEMENTS: None

SCHEDULE CHANGES: None

APPOINTMENTS:

1. **Motion by Hitchings, second by Ogden to approve the appointment of Joe Chapple as Commissioner to the Raymond Township Drainage District #1. All in favor, motion carried.**

PAY BILLS:

1. **Approval to Pay Invoice from Adams & Wilson, PCC:** Motion by Aumann, second by Downs to pay an invoice for Adams & Wilson, PCC and Books and Moore. **Voice Vote: In favor – 19, Against – 0, Present -1 (Jim Moore), Absent – 1. Motion Carried.**
2. **Motion by Sielschott, second Kuchar to pay all other approved bills. All in favor, motion carried.**
For itemized listing of bills paid, refer to Accounts Payable Book for FY 2009.

ADJOURN: Until the Full Board Meeting on Tuesday, September 8th, 2009 at 8:30 AM in the County Board Room, Historic Courthouse, Hillsboro, Illinois.

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

Meeting adjourned at 9:30AM.

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