

Montgomery County Board

HWE Committee Meeting

Minutes

Date: Thursday, March 7th, 2013

Time: 8:30 AM – County Boar Room

Members Present: Chairman Connie Beck, Chuck Graden, Mike Webb, Richard Wendel, and Board Vice Chairman Mary Bathurst

Members Absent: Earlene Robinson, Board Chairman Roy Hertel

Others Present: Sandy Leitheiser, Dawn Lutz, Nancy Richardson

The committee met today to discuss the following:

1. **Update/Approval Elections:** County Clerk Sandy Leitheiser shared information regarding the Consolidated Election that will be held on April 9th, 2013, including the specimen ballot that was fully completed for printing in-house for the first time thanks to staff person Terri Miller. The County Clerk's office will be open Saturday, March 9th from 9:00 a.m. – Noon for voter registration services prior to the Tuesday, March 12th deadline. She reported that the Election Judge Training will be held on March 14th, 2013 at the U of I Extension Office in Hillsboro and stated that State Reimbursement for Election Judge salaries for the upcoming election is still not in the state budget.
2. **Update/Approval Recycling Program and Events:** Dawn Lutz gave her report.
 - **Electronics Drive:** Thursday, April 18th at 12 p.m. - 5 p.m. and Friday, April 19th at 8 a.m. - 3 p.m.
 - **Material History:** Lutz shared a Material History Report from 1996-2012. 2011 was a good year for material and prices. Material continues to increase, but the value of material varies each month. Lutz talked about revenue and expenses for the past few years with the Recycling market. The committee discussed the background of the Tipping and Host Fees generated from the Landfill and will receive more information at next month's meeting.
3. **Update/Approval Animal Control Facility and Program:** Nancy Richardson gave her report.
 - **Animal Control Intake Summary:** Committee reviewed the intake summary report.
 - **Update on Revenues & Expenses:** The committee discussed the revenue and expense reports.
 - **Facebook:** Richardson reported that she talked to Bill Purcell on the phone on how to resolve the comments from being submitted on the Facebook page. Richardson stated that she can't get the settings changed and that she has been deleting the comments and she has also asked people not to comment. Richardson can try and shut this page down and get new one. Committee discussed putting the animals and information on the new County website site and a link to Pet finder and to the PAWS site. Chairman Beck stated that that would be a good idea and asked to stay away from Facebook due to potential problems. The Sheriff's Department had a Facebook page that they shut down due to problems. Richardson stated that she will let people know on Facebook that things will be transferred to the County website.
 - **PAWS CARE meeting:** Connie Beck stated she and Roy Hertel and Betsy Wilson met with some of the PAWS CARE Board members and that they had a good meeting. Richardson replied that's what she had heard as well.
 - **Volunteer Update:** The committee discussed the volunteer age to work with the dogs and decided that these people should be 18 and older. Beck stated that the volunteer release forms and logs need to be changed and we need to start over. The committee will refer to Assistant States Attorney Betsy Wilson on a minimum age to be able to work with the cats. Richardson asked what about the people who want to adopt; can the kids of the family be around the animal. Richardson stated that a staff member is always with the potential adopters and have control of the dog. The committee also talked about training for the volunteer and that it should be required annually.
 - **Animal Control Policy and Procedures:** The committee stated that it is their goal to work on setting up a Policy and Procedure for the Facility and that it is a work in process with Assistant States Attorney Betsy Wilson.

- TANF worker does the cleaning and feeding of the cats so Richardson can do office data entry work.
 - **Increase Fee for Rabies Tags:** Richardson stated that this is the way for her to raise Revenue. If adoption fees were raised, then people won't adopt. Bathurst stated her only issue about raising fees was not to penalize the owners with sterile pets as much, but to raise the fee for people not getting their animals fixed. Richardson stated that she is not using as much of the PPCF (Pet Population Control Fund) money because PAWS is helping with that expense. PAWS Care budgets \$250 per month to help the animals get spayed or neutered. The PPCF fund gets revenue from pet owners that pay an extra \$10 for a rabies tag because their pet is spayed or neutered. The money collected in this fund is to be used for sterilizing pets and used for rabies shots for low income pet owners. The committee then discussed raising the rabies tag fee from \$5.00 to \$10.00 for a sterile pet and from \$15.00 to \$25.00 for an Intact Pet. This would raise the differential going into the PPCF fund to \$20 per Intact animal. Connie Beck will rescind last month's motion made at the full board meeting and Webb will agree. **Motion by Chuck Graden, second by Richard Wendel to Recommend Raising the Rabies Tag Fees to \$10 for a sterile animal and \$25 for an intact animal. All in favor, motion carried.**
 - **Free-Roaming Cat Room:** Bob Sneed looked at the area for the free-roaming cat room and stated the donations of about \$2,000 should cover the costs. Heating and air conditioning, flooring, and electrical is okay. Only a light will need to be moved. Assistant State's Attorney Betsy Wilson is checking on the use of volunteer labor.
 - **Rabies Clinic:** Richardson stated that she has talked with Dr. Probst and will schedule a Rabies Clinic for \$10 per rabies shot on April 13th in the afternoon. Richardson will advertise. Parvo/Distemper shots will also be available. The PPCF fund (Pet Population Control Fund) will help Pet owners with a Link card to get rabies shots for their pets.
 - **Days Off:** Richardson reported that she is taking off 3 days in April. There is a Pet Finder Seminar on one of those days and asked if the County would pay the \$10 entry fee. The committee agreed.
 - **Mowing:** Richardson questioned about mowing the facility this summer. She stated that they don't have time to mow. The mower needs a little work. Connie Beck explained that the Building and Grounds committee has just put together a vendor list and a vendor will be selected to mow all the sites, so mowing will not be an issue any more.
 - **Driveway** needs some rock. Richardson will call Highway Department and plans to put a fence around the trash dumpster.
 - **Municipality Contracts:** Panama will sign the contract. Richardson brought signed municipal contracts for Betsy Wilson to review and stated that no one told her to have Betsy review them last summer.
 - **Tranquilizer Gun:** Richardson stated that it is becoming an issue with vicious dogs to consider getting a tranquilizer gun. Have to have training and certification to have a tranquilizer gun. Richardson doesn't know costs and will check with CACI about training. Richardson said Macoupin County animal control has a tranquilizer gun.
 - **Breeders List:** Richardson will try and get a breeders list put together. Committee discussed which breeders must have a kennel license from the State of Illinois. If a breeder has 4 or less intact females, they don't have to get a license. Committee discussed researching other Counties to see if they have a fee for breeders.
4. **Update/Approval \$2,400 IPRF Matching Safety Grant:** Our workers compensation carrier will give us \$2,400 for a Safety Grant. Treasurer Jenkins is applying for the grant that has a March 15th, deadline in order to get some safety equipment for the Sheriff's department.

Motion to pay the Bills by Richard Wendel, second by Mike Webb. All in favor, motion carried.

Motion to adjourn by Mike Webb and second by Richard Wendel. All in favor, motion carried.

Meeting adjourned at 10:35 a.m. Minutes respectfully submitted by acting secretary Chris Daniels as Deputized by the Montgomery County Clerk and Recorder, Sandy Leitheiser.