

Montgomery County Board HWE Committee Meeting Minutes

Date: Thursday, January 3rd, 2013

Time: 8:30 AM – Historic Courthouse Conference Room

Members Present: Chairman Connie Beck, Chuck Graden, Earlene Robinson, Mike Webb, Richard Wendel, and Board Chairman Roy Hertel

Others Present: Sandy Leitheiser, Dawn Lutz, Bill Gonet, Nancy Richardson

The committee met today to discuss the following:

1. **Update/Approval Elections:** County Clerk Leitheiser shared a Notice of Election report that shows the races for the April 9th, 2013 Consolidated Election, and stated there will be a total of 135 ballot styles for that Election. She explained the report of Election judges slated to work at the election and the contested races known to date. Chairman Hertel stated the Board appreciated Leitheiser's efforts to save costs on Election Judges, and Robinson (who also serves as an Election Judge) reported that Leitheiser's staff is very helpful at elections. Leitheiser asked the committee for general approval to continue the procedure she uses to assign Election Judges which saves taxpayer costs and also provides adequate Election services. **Motion by Chuck Graden, second by Earlene Robinson to Endorse County Clerk Leitheiser as she continues the procedure she uses and the County Board gives their blessing for her to contact the political chairman if necessary to cut down on the Election Judges in order to save money. All in favor, motion carried.**
2. **Update/Approval Recycling Program and Events:** Dawn Lutz gave her report.
 - **Raymond Buckeyes Recycling Payment Discussion:** Lutz constructed a letter to send to the Village of Raymond members and Raymond Buckeyes 4-H Club regarding no longer receiving funds from the County for recycling efforts beginning 2013 as approved by the Full Board on January 11th, 2011. The committee reviewed the letter and made suggestions to take out reference to the new Board. Lutz stated that members can go out to the recycling center anytime. Hertel stated that the Board will tour the Jail at the February Full Board meeting and will tour Recycling, Highway Department and Animal Control when the weather is warmer.
 - **Working on Updating Files and Updates to Website:** Lutz is scanning documents to the computer and making formulated spreadsheets for ease of computation and data entry and keeping a running total of revenues and expenses. She will present updates to the website when complete.
3. **Update/Approval EPA Report:** Bill Gonet shared a report of open dumps and landfill inspections in the County for the first quarter of the State FY 2013. The committee also reviewed a copy of the Delegation Agreement with ILEPA that was signed in June 2011. Gonet also gave the committee a letter from ILEPA dated June 7th, 2012 regarding his job performance. Hertel stated the previous EPA person was located at the Health Department. There has been discussion over the years to put Bill Gonet back down to the Health Department. Gonet stated that the Health Department doesn't have the same computer network. Gonet reported that the State EPA office asked why the change when he has nothing to do with the Health Department. Gonet stated that property deeds need to be researched on every site which are stored here at the courthouse. He stated that half his time would be spent here at the courthouse accessing County records that are not at the health department. Gonet stated that he reports to the State to enforce the State Regulations. Gonet stated that it took three years to get things straightened out since the last change with the State delegation agreement.
4. **Update/Approval Animal Control Facility and Program:** Nancy Richardson gave her report.
 - **Animal Control Intake Summary:** Total animal intake for 2012 was 454. 97 less than 2011.

- **Update on Revenues & Expenses:** \$725 more donations than last year and 504 more volunteer hours than last year.
- Nancy Richardson explained that she uses the County Animal Control Facebook Page as a good tool to post lost dogs, animal adoptions, etc. Connie Beck and Roy Hertel explains that the County Computers are County property and that a FOIA request could be submitted for County information that is work related on a home or work computer.
- Cat Room Project: So far about \$400 has been collected. Richardson reported that PAWS is planning a Fundraiser at the end of January and will donate some of the money. Richardson has contacted a couple of school Building Trades to put up an addition for a cat room. Sneed will look at the animal control building for this project.
- The current cost is \$5.00 per tag for an altered animal. Richardson suggests raising it by \$3 per tag for a total of \$8.00. This would be an additional \$15,000 per year revenue. Hertel asked her to check with other counties to compare rabies tag fees.
- Hertel stated that Animal Control deals with a large segment of population and asked about Policy for volunteers and public and if people can walk through the facility if someone looks for a dog. Richardson explained that people do that all the time. Volunteers fill out a form for liability. Richardson stated that there are dog trainings once a month at the facility that are offered by PAWS as staff doesn't always have time. Hertel stated that he had reviewed a document signed by PAWS CARE and Ms. Richardson and stated that appointed employees should not be signing any agreements. Only the County Board should enter into agreements and the County Board Chairman should sign them. All agreements should reviewed by the State's Attorney's Office. The document will be re-written and a copy will be sent to PAWS and if approved by the board and PAWS, it will be signed by Chairman Hertel. Hertel stated Richardson runs the shelter, but the whole County Board is the boss. No one else runs Animal Control, it is the County's facility and the County Board needs to made sure there are policies and procedures for everyone to follow. Hertel thinks that PAWS has great intentions and that we need to have volunteers and they do a great job. Richardson stated that she and PAWS is doing fine right now. Hertel stated that it may be OK today but it goes up and down over the years. Hertel stated that the committee needs to get policy and procedures in place for the facility that the volunteers and everyone could follow. Richardson stated that PAWS wanted an agreement because of issues with her holding or keeping animals and holding injured animals. Hertel stated that other counties are letting a volunteer group run the facility. Richardson agreed that the County doesn't have to own a facility, but has to enforce animal control laws. Beck asks about kennel inventory logs, volunteer logs, and donation logs. Richardson stated that she does maintain all those documents and sends out thank you notes to people that have given larger donations, memorials etc. Thank you notes are also put in the newspaper and on the County Animal Control Facebook page.

5. **Update/Approval UCCI Education Seminar:** This seminar for newly elected officials will be held on Saturday, January 12th, 2013 at Lincoln Presidential Library in Springfield at 9:00 a.m. – Noon. Register by Friday, January 4th. A couple of vehicles will be borrowed from the Health department. Board members will meet at the Historic Courthouse and then drive to Litchfield to pick up a few more board members there.

Motion to pay the Bills by Earlene Robinson, 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.