

WASHINGTON COUNTY BOARD MEETING

Tuesday, February 13, 2018

7:00 P.M.

PRAYER AND PLEDGE
CALL TO ORDER
ROLL CALL
ACKNOWLEDGMENT OF GUESTS
APPROVAL OF MINUTES

PERSONS TO APPEAR

Circuit Judge – Dan Emge
Sheriff – Danny Bradac

1. HIGHWAY DEPARTMENT:

1. Resolution approving 2018 MFT Aggregate Bids
2. CLAIMS AGAINST THE COUNTY
3. APPROVE COUNTY BOARD EXPENSES
4. STATES ATTORNEY'S MONTHLY REPORT
5. COUNTY CLERK & RECORDER'S MONTHLY REPORT
6. SHERIFF'S MONTHLY REPORT
7. EMERGENCY AMBULANCE & RESCUE SERVICE MONTHLY REPORT
8. TREASURER'S MONTHLY BUDGETARY STATUS REPORT
9. ZONING: None

COMMITTEE REPORTS:

Animal Control:

1. Appointment of Animal Control Warden
2. Approval of Contract

Personnel & Appointment:

1. Appointment to Hoyleton Fire District
2. Washington County RC&D Board Appointment
3. Washington County Mental Health Board Appointment

Building Committee:

1. Request to use Courthouse lawn for National Day of Prayer on Thursday May 4th
2. CTS Refresh Dollars Proposal
3. County Property:
 - A. Rushing Property
 - (a) Purchase of Rushing Property
 - B. Abatement contract for Willis and Rushing Property
 - C. Demolition contract for Willis and Rushing Property

OPPORTUNITY FOR THE GENERAL PUBLIC TO ADDRESS THE BOARD

OFFICIAL PROCEEDINGS

WASHINGTON COUNTY BOARD MEETING

FEBRUARY 13, 2018

The reconvened and adjourned meeting of the County Board of Washington County, Illinois was held at the Washington County Courthouse in Nashville, Illinois on February 13, 2018 for the purpose of transacting county business that might come before the Board.

Present and presiding were Chairman Meyer and Nancy Heseman, County Clerk and Clerk of the Board.

Others present were, Linda Tragesser, Dan Bronke, Mitch Burdick, Trey Meier, Alex Hagland, Kent Ahlers, and Judge Emge.

Following the Lord's Prayer and the Pledge of Allegiance, Chairman Meyer called the meeting of the Washington County Board to order at 7:02 p.m.

Roll call was taken by Clerk Heseman with 13 members present. Those present were, Unverfehrt, Muentner, Suedmeyer, Hohlt, Spenner, Shubert, Bening, Shemonic, Barczewski, Brammeier, Ibendahl, Evans and Meyer. Todd and Eigenrauch were not present.

Chairman Meyer asked if there were any corrections to the minutes from the January 9, 2018 County Board Meeting. With no corrections, a motion was made by Ibendahl seconded by Shemonic to approve the minutes as presented. Motion carried.

Todd enters the meeting at 7:05.

Circuit Judge Emge addressed the board about a program that State's Attorney Bronke, Public Defender Hatch and he have been working on the last 6 months, along with Perry County and probation officers. This program is for people who have been charged with a non-violent felony offense. To be eligible for the program you must be at least 18 years old, live in Washington or Perry County a moderate to high risk assessment of repeat offense and a substance abuse disorder it is also a voluntary program you have to want to be in it. It is a 12 step program that has 5 different phases. The difference between this program and past programs is that there will be a dedicated Probation Officer just for this program. They have to have time for home visits, drug testing and monitoring the individual closely. The person will be in the program for a minimum of 1 year. At the end of the year if they have successfully completed the program their case will be dismissed without conviction. The program is also free of charge to the individual. This program is no cost to the County it is funded by Grant Money. This program is very similar to Drug Court except it is an intensive probation program. People who want to change will benefit from this kind of program. Started taking referrals February 1, 2018, expecting approximately 30 participants between Washington & Perry Counties. With no other questions, Meyer thanked Judge Emge for his presentation.

Highway Department: Mitch Burdick, County Engineer, brought before the Board:

(Resolution 2018-1) (Resolution approving 2018 MFT Aggregate Bids) (See Exhibit A) A motion was made by Evans and seconded by Bening to approve the resolution as presented. Motion carried.

Burdick asked if anyone had any questions for him. With no one having any questions Meyer thanked him.

The Claims against the County report was presented to the Board for approval by Evans. TO THE CHAIRMAN AND MEMBERS OF THE BOARD: YOUR COMMITTEE ON February 12, 2018 EXAMINED ALL CLAIMS PRESENTED AND RECOMMENDS PAYMENT TO THE FOLLOWING AND THE CLERK BE DIRECTED TO ISSUE ORDER ON THE COUNTY TREASURER TO THE CLAIMANTS FOR THE AMOUNT ALLOWED. (See Exhibit B) A motion was made by Evans and seconded by Shubert to make restitution to those claims against the county. Roll call vote was taken with 14 ayes and 0 nays. Motion carried.

A motion was made by Brammeier and seconded by Spenner to make restitution to the County Board's Per Diems. Motion carried.

The State's Attorney Monthly Report was presented to the Board for approval. (See Exhibit C). A motion was made by Shemonic and seconded by Barczewski to accept the report as presented. Motion carried.

The County Clerk & Recorder's Monthly Report was presented to the Board for approval. (See Exhibit D). A motion was made by Hohlt and seconded by Muentner to approve the report as presented. Motion carried.

The Sheriff's Monthly Report was presented to the Board for approval. (See Exhibit E). A motion was made by Suedmeyer and seconded by Shemonic to approve the report as presented. Motion carried.

The Emergency Ambulance and Rescue Service Monthly Report was presented to the Board for approval. (See Exhibit F) A motion was made by Shubert and seconded by Muentner to accept the report as presented. Motion carried.

The Treasurer's Cash Flow Statement and Budgetary Status Reports for period ending 01/31/18 were presented to the Board. (See Exhibits G & H) A motion was made by Shemonic and seconded by Suedmeyer to accept the report as presented subject to audit review. Motion carried.

Zoning: no zoning this month.

Committee Reports:

Insurance: Hohlt brought before the Board the Inmate renewal policy. This is a renewal policy the County does every year, it is a specific excess.loss insurance estimated on an average population of 10 inmates per day. Hohlt asked for this to be added to the claims against the county for approval of payment at the end of the meeting.

County Buildings:

Suedmeyer received a request to use the Courthouse lawn for National Day of Prayer on Thursday, May 3rd and asked the County Board for approval. A motion was made by Ibendahl and seconded by Todd to the request and allow the Courthouse lawn to be used for the National Day of Prayer. Motion carried.

Suedmeyer informed the Board that the County has \$24,357.00 refresh dollars with CTS. Refresh dollars have to be used at one time. Suedmeyer informed the Board that the copper line that runs under the

road between the Ambulance Department and the Jail is having connection problems. Suedmeyer proposed going to Voice over internet, the county would need 27 new telephones and licensing, this would utilized all of the \$24,357.00. This would be a 4 year contract with CTS. A motion was made by Suedmeyer and seconded by Unverfehrt to enter into a 4 year contract with CTS using Voice over Internet. Motion carried.

Suedmeyer asked to go into closed session following the Committee Reports concerning County Property.

7:30 Judge Emge leaves meeting.

Suedmeyer informed the Board he was working on a Grant with Ameren to replace light bulbs. All lightbulbs would be replaced with low cost LED light bulbs. This will not include the Courthouse or the Judicial Center.

Solid Waste: Brammeier reported he attended a meeting, at this meeting he learned about a new state law that covers Electronic Device Disposals, the program will not begin until 2019. We have to submit a notice of intent to participate.

Animal Control:

A motion was made by Evans and seconded by Muentner to approve the appointment of Debbie Hagopian to serve as the Washington County Animal Control Warden. Motion carried.

A motion was made by Evans and seconded by Shemonic to approve the **Employment Agreement For Washington County Animal Control Warden. (See Exhibit I)** It is the standard contract they have been using for past wardens, except in paragraph 4 they have added a 6 month probationary period. Her first day as Animal Control Warden will be February 14, 2018. This will be a 1 year contract. Motion carried.

Personnel, Policy & Appointments: Shubert presented the following name to the County Board for appointment to the Hoyleton Fire District Board due to the resignation of Curtis Kuhlengel.

John Brink	Hoyleton Fire District	03/01/2018-04/30/2019
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A motion was made by Shubert and seconded by Spenner to approve the appointment as presented. Motion carried.

Chairman Meyer asked if there were any questions or comments from the public. There were none.

Meyer asked if anyone was interested in going to the United County Council Conference being held February 27-28 to let him know to make reservations. There will also be classes in Fairview Heights in April concerning Sexual Harassment and would like as many Board Members as possible to attend.

A motion was made by Suedmeyer and seconded by Shubert to enter into executive session under (2-C-5) Real Estate and ask the State's Attorney to remain. Roll call vote was taken with 14 ayes and 0 nays. Motion carried.

Entered into executive session at 7:40 P.M.

Entered into open session at 7:55P.M.

A motion was made by Brammeier and seconded by Unverfehrt to purchase the Rushing Property for \$35,000.00, subject to a 60 day notice given to the tenants occupying the Rushing property and to let the Rushing's take anything from the property they want. This will start as soon as the State's Attorney can get an agreement drafted. Motion carried. Todd & Shemonic voted nay.

There were 3 bids received for Asbestos removal at the Willis and Rushing properties. The low bid went to Walz Maintenance from Centralia, IL. For the cost of \$8300.00 to remove asbestos from both properties. A motion was made by Brammeier and seconded by Ibendahl to enter into an Asbestos contract for the Willis and Rushing Property in the amount of \$8300.00. Motion carried. Todd & Shemonic voted nay.

The Demolition contract will be postponed till the March County Board Meeting.

A motion was made by Evans and seconded by Hohlt to pay renewal inmate medical insurance, utility bills, payroll and overtime. Motion carried.

A motion was made by Spenner and seconded by Muentner to adjourn until March 13, 2018 at 7:00 P.M. Motion carried. The meeting of the Washington County Board adjourned at 8:10 P.M.

Nancy Heseman

Washington County Clerk

Resolution

Whereas, the 2018 Motor Fuel Tax Aggregate Bids were opened January 10, 2018, and

Whereas, the low Bidders and their corresponding prices for the various items are listed on the attached sheet, and

Whereas, members of the Road & Bridge Committee were in attendance during the bid opening and finds the bids were opened to their satisfaction recommending them to the full Board for award, and

Whereas, the County Engineer has completed the review of the submitted bids and finds them to be acceptable.

Now, therefore, be it resolved, that the Washington County Board hereby authorizes the award of all items to the Bidders listed for the unit prices shown for the 2018 Motor Fuel Tax bid shown as exhibit A to this Resolution.

State of Illinois)
)SS
Washington County)

I, Nancy Haseman, County Clerk in and for said County, in the State aforesaid, and keeper of the records and files thereof, as provided by Statute, do hereby certify that the foregoing is a true, perfect, and complete copy of a Resolution adopted by the County Board of Washington County at its regular meeting held at Nashville, Illinois, on February 13, 2018.

In Testimony Whereof, I have hereunto set my hand and affixed the seal of said County at my office in Nashville, Illinois in said County, this 13^h day of February A.D. 2018.



Nancy Haseman
County Clerk

"A"

Report of Committee

STATE OF ILLINOIS)
)
WASHINGTON COUNTY)

Nashville, Illinois


February 7 2018


Mr Chairman, Ladies and Gentlemen of the County Board:

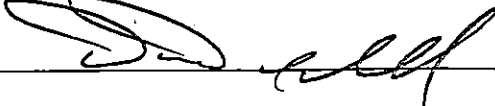
Your committee to who was referred the claims against the County Highway Department for the month of Januray 2018 would beg leave to submit the following report on the matter before them. That claims as shown on the attached sheets in the following total amount be approve for payment.

County Highway Fund	\$67,861.63
County Bridge Fund	\$1,412.09
County Matching Fund	\$9,134.52
County MFT Fund	\$16,248.39
Road District Fund	\$3,446.78
Township Bridge Fund	<u>\$0.00</u>
Total	\$98,103.41

All of which is respectfully submitted.



Chairman




Claims Committee

11 B"

STATE'S ATTORNEY REPORT

TO: Circuit Court and Washington County Board, Washington County, Illinois.

The State's Attorney of Washington County, Illinois, respectfully submits the following report of fees paid to him from January 1, 2018, through January 31, 2018.

I further report that the foregoing fees were paid by me to Darlene Ostendorf, County Treasurer

REPORT OF FEES COLLECTED AND PAID

January 2017 – State's Attorney General Fund:	\$716.44
January 2017 – State's Attorney Drug Prevention Fund:	\$6.25
January 2017 – State's Attorney Automation Fund:	\$252.00
January 2017 – Forfeited Funds Received:	\$0.00

Daniel M. Bronke

Daniel M. Bronke
Washington County State's Attorney
Judicial Center • 125 East Elm St.
Nashville, IL 62263 (618) 327-4800

State of Illinois)
) ss.
County of Washington)

Daniel M. Bronke, Washington County State's Attorney, being first duly sworn on oath, deposes and says that the foregoing report of receipts and disbursements of the office of the State's Attorney from January 1, 2018 through January 31, 2018 is correct to the best of his knowledge and belief.

Daniel M. Bronke

Daniel M. Bronke

Subscribed and sworn to before me
this 7 day of February, 2018.

Alexandria N. Moody
Notary Public



11C"

WASHINGTON COUNTY CLERK & RECORDER
REPORT OF COLLECTIONS
COLLECTION FOR THE PERIOD 01/01/18-01/31/2018

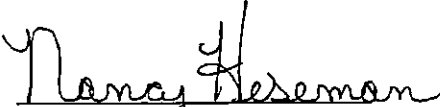
November 2017:

Beginning Balances: \$ 2,087.34
Fees Collected: \$19,314.48
Total \$21,401.82

DISBURSEMENTS:

Tax Redemptions \$ 3,365.07
Tax Redemptions Interest 184.16
Revenue Stamps 2,400.00
Total Disbursements: \$ 5,949.23

Balance: \$15,452.59


NANCY HESEMAN
CLERK/RECORDER
WASHINGTON COUNTY

FEBRUARY 1, 2018

WASHINGTON COUNTY TREASURER:

(G.I.S. ASSESSOR FUND) \$ 1,629.00

(G. I.S. RECORDER FUND) 181.00

ILLINOIS DEPT OF REVENUE:

(R.H.S.P. - \$9.00 PER 183 DOC) 1,548.00

IL DEPT. OF PUBLIC HEALTH

(\$4.00 SURCHARGE DEATH CERT) 16.00

STATE TREASURER, IL DOMESTIC VIOLENCE

(MARRIAGE LICENSE SURCHARGE) 20.00

WASHINGTON COUNTY TREASURER:

(RECORDER AUTO FUND) 1,534.00

DARLENE OSTENDORF, WASHINGTON CO TREASURER:

(DOCUMENT STORAGE FEES) 543.00

(FEE'S COLLECTED) 7,894.25

TOTAL \$13,365.25

TOTAL DISBURSEMENT \$19,314.48

Remaining Balance Tax Redemption #130068: \$458.16

Tax Redemption #130041: \$207.91

Tax Redemption #140063: \$275.41

Tax Redemption#2014-000054: \$927.26

Tax Redemption#2014-000058: \$218.60

TOTAL DISBURSEMENTS FOR THE MONTH OF JANUARY 2017.

SUBSCRIBED AND SWORN TO BEFORE ME THIS 1ST DAY OF FEBRUARY
2017.




NOTARY

"D"

I, DANNY BRADAC, SHERIFF OF WASHINGTON COUNTY STATES THAT THE FOLLOWING IS A TRUE AND COMPLETE EARNINGS OF THE SHERIFF'S OFFICE FOR THE MONTH OF JANUARY 2018

FEES EARNED	\$1532.00
FEES COLLECTED AND PAID TO THE COUNTY TREASURER	\$342.00
DIETING PRISONERS	\$3347.76
SAL. DUE SHERIFF	\$4787.50
SERVICE CALLS	\$550.00
BALANCE DUE SHERIFF	\$4787.50

CRIMINAL ARRESTS.....	29
TRAFFIC ARRESTS.....	25
WARNINGS.....	53

Sheriff Danny Bradac
 SHERIFF DANNY BRADAC

I, *Paulette Leonard* ATTEST THAT THE ABOVE SIGNATURE IS THAT OF DANNY BRADAC, SHERIFF OF WASHINGTON COUNTY AND WAS SIGNED IN MY PRESENCE THIS *13th* DAY OF *February 2018*.

Paulette Leonard
 NOTARY



W E



WASHINGTON COUNTY
EMERGENCY AMBULANCE AND RESCUE SERVICE
160 N. WEST COURT STREET NASHVILLE, ILLINOIS 62263
Phone: (618) 327-3075
Fax: (618) 327-7281

Monthly Report for January 2018

Receipts/Billing

Billed Out	\$ 112,619.90
Collected	\$ 42,902.09

Total Expenses

January 2018 \$ 20,200.95

Total Calls for FY 2018

December 2017:	149
January 2018:	192
February 2018:	
March 2018:	
April 2018:	
May 2018:	
June 2018:	
July 2018:	
August 2018:	
September 2018:	
October 2018:	
November 2018:	

2018 Totals: 341

"F"

CASH BALANCES AS OF JANUARY 31, 2018

Account Number	Description	Beg Balance	Receipts	Disbursements	End Balance
	GENERAL FUND CHECKING	984,399.16	206,101.48	309,568.36	880,932.28
	TOTAL FUNDS:GENERAL FUND	984,399.16	206,101.48	309,568.36	880,932.28
	GENERAL FUND INVESTMENTS	44,467.64	151.37	0.00	44,619.01
	VETERANS ASSISTANCE BALANCE	14,342.62	0.00	0.00	14,342.62
	DRUG ENF TASK FORCE BALANCE	387.86	0.00	0.00	387.86
	HEALTH DEPARTMENT BALANCE	558,765.80	89,202.48	25,793.46	622,174.82
	WASH CO. EMERG SERVICE BALAN	323,989.88	50,926.05	116,912.47	258,003.46
	IMRF & SOCIAL SECURITY BALAN	1,574,091.25	67,106.65	170,234.27	1,470,963.63
	RECORDER'S AUTOMATION BALANC	22,779.85	1,638.53	0.00	24,418.38
	COUNTY COURT FUND BALANCE	124,111.66	867.87	0.00	124,979.53
	AUTOMATION BALANCE	105,679.13	2,315.10	0.00	107,994.23
	LAW LIBRARY BALANCE	212.91	570.02	713.48	69.45
	CHILD SUPPORT BALANCE	128,318.70	5.00	0.00	128,323.70
	PROBATION BALANCE	10,846.15	983.37	0.00	11,829.52
	L. DUECKER BALANCE	3,211.60	0.21	0.00	3,211.81
	DUI EQUIPMENT BALANCE	14,034.66	470.55	0.00	14,505.21
	EMINENT DOMAIN BALANCE	0.00	0.00	0.00	0.00
	SHERIFF'S DRUG BALANCE	25,923.61	2,957.21	3,662.00	25,218.82
	TAX SALE AUTOMATION BALANCE	24,531.62	1.56	0.00	24,533.18
	INDEMNITY BALANCE	84,444.98	6.11	0.00	84,451.09
	INHERITANCE BALANCE	0.00	0.00	0.00	0.00
	UNKNOWN HEIRS BALANCE	0.00	0.00	0.00	0.00
	COUNTY HIGHWAY BALANCE	938,497.85	6,877.86	61,165.01	884,210.70
	COUNTY BRIDGE BALANCE	998,112.41	101.31	0.00	998,213.72
	MATCHING FUNDS BALANCE	785,986.20	101.31	28,889.79	757,197.72
	COUNTY MOTOR FUEL TAX BALANC	904,076.76	84,977.72	1,327.67	987,726.81
	ROAD DIST MOTOR FUEL BALANCE	1,151,815.38	71,975.82	0.00	1,223,791.20
	TOWNSHIP BRIDGE BALANCE	253,529.15	18.34	0.00	253,547.49
	WASH. COUNTY TORT LIABILITY	339,894.55	0.00	0.00	339,894.55
	SOLID WASTE PROGRAM	1,389.55	0.00	73.28	1,316.27
	STATES ATTORNEY DRUG PREVENT	13,046.79	57.65	0.00	13,104.44
	SECURITY FEES FUND	33,583.45	4,149.23	0.00	37,732.68
	SALE IN ERROR FUND	96,566.03	6.99	0.00	96,573.02
	DOCUMENT STORAGE FUND	212,981.76	2,186.25	2,657.39	212,510.62
	RECORDERS SPECIAL FUND	21,129.25	193.00	0.00	21,322.25
	G.I.S. MAPPING FUND	146,766.28	1,746.42	0.00	148,512.70
	CLERK OPERATIONS ADD-ONS	32,188.51	471.83	971.17	31,689.17
	POLICE VEHICLE FUND	17,381.63	468.66	0.00	17,850.29
	WASH CO PET POPULATION	23,575.72	430.00	0.00	24,005.72
	CONTROL FUND				
	PRARIE STATE REVENUE FUND	3,708,872.38	1,171,025.00	32,794.02	4,847,103.36
	DOG AND CAT WELFARE FUND	5,758.34	150.00	90.00	5,818.34
	CORONERS FUND	5,058.33	345.00	0.00	5,403.33
	GENERAL OBLIGATIONS BONDS 2010	0.00	0.00	0.00	0.00
	ELECTRONIC CITATION FUND	5,190.71	44.20	0.00	5,234.91
	DEBT SERVICE FUND	10,000.15	10,000.51	16,397.01	3,603.65
	STATE'S ATTORNEY AUTOMATION	9,034.20	341.00	0.00	9,375.20
	CO CLERK DOCUMENT STORAGE	7,794.00	579.00	0.00	8,373.00

"G"

WASHINGTON COUNTY BUDGETARY STATUS

WASHINGTON COUNTY

Period Ending Date: January 31, 2018

Fund 001 COUNTY GENERAL FUND

Department

Account Number	Previous Actual	Original Budget	Adjustments to Budget	Current Total Budget	Month-to-date Actual	Current Year-to-date Actual	Current Budget Balance	Percentage Spent/Received
Fund 001 COUNTY GENERAL FUND								
Fiscal Year 2018								
Department 00								
Revenues								
00-401.00								
COUNTY PROPERTY TAXES	1,415,138.64	1,326,507.00	0.00	1,326,507.00	0.00	394,175.39	932,331.61	29.72%
00-402.00								
COUNTY PROPERTY TAXES PRIOR	280.59	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
00-402.01								
INT ON PROPERTY TAX -PRIOR YRS	522.46	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
00-403.00								
INTEREST ON PROPERTY TAXES	12,419.18	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
00-404.00								
MOBILE HOME TAX	795.19	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
00-404.01								
INTEREST ON MOBILE HOME TAX	3,045.36	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
00-405.00								
SALES TAX/USE TAX	706,732.96	708,000.00	0.00	708,000.00	60,316.32	115,470.75	592,529.25	16.31%
00-411.00								
STATE INCOME TAX	711,035.59	669,000.00	0.00	669,000.00	50,701.39	85,491.27	583,508.73	12.78%
00-412.00								
REPLACEMENT TAX	194,646.21	168,356.00	0.00	168,356.00	19,902.00	25,844.67	142,511.33	15.35%
00-413.00								
CORONER GRANT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
00-413.01								
ENERGY GRANT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
00-414.00								
PLAT BOOK SALES	3,840.00	0.00	0.00	0.00	400.00	400.00	-400.00	100.00%
00-415.00								
ASSESSORS SALARY REIMBURSEM	27,729.24	27,750.00	0.00	27,750.00	2,362.50	4,677.09	23,072.91	16.85%
00-416.00								
STATES ATTY REIMBURSEMENTS	113,460.96	103,167.00	0.00	103,167.00	9,455.08	18,910.16	84,256.84	18.33%
00-416.01								
STATES ATTY GRANT ADVOCATE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
00-416.02								
STATES ATTORNEY DUI PROSECUT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
00-416.03								
PUBLIC DEFENDER SAL REIMBURSI	34,329.95	38,620.00	0.00	38,620.00	2,860.83	5,721.66	32,898.34	14.82%
00-417.00								
EMER. SERVICES & DISATER REIME	18,742.55	21,000.00	0.00	21,000.00	0.00	853.40	20,146.60	4.06%
00-418.00								
ST OF ILLINOIS - PHOTO TAX	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%

H

EMPLOYMENT AGREEMENT FOR WASHINGTON COUNTY ANIMAL
CONTROL WARDEN

This Agreement is made and entered into by and between DEBBIE HAGOPIAN (hereinafter referred to as the "WARDEN") and WASHINGTON COUNTY, ILLINOIS (hereinafter referred to as the "COUNTY"). For and in consideration of the mutual covenants and agreements herein contained, the parties hereto agree as follows:

1. The County agrees to hire DEBBIE HAGOPIAN and DEBBIE HAGOPIAN agrees to serve as the Washington County Animal Control Warden (hereinafter referred to as the "POSITION").

2. The parties agree and understand that the POSITION shall be a part time, salaried position and that the POSITION'S responsibilities shall include:

- (A) Managing and operating the Washington County Animal Control (WCAC) office;
- (B) Maintaining WCAC office hours from 8:00 a.m. to 1:00 p.m. on Monday through Saturday;
- (C) As the appropriate equipment and tools become available, entering all necessary and appropriate information and data into the computer, including but not limited to adoption information, State records, fees charged and billing; in the event a website is established by the County, this shall include maintaining the WCAC website page in accordance with the Animal Control Committee's guidelines as communicated from time to time;
- (D) Maintaining the cleanliness of the WCAC facility and vehicle(s);
- (E) Ensuring that all animals in the care of the WCAC are fed, watered and cared for in a humane manner;
- (F) Overseeing the animal adoption process, including but not limited to collection of County and State fees and verification that the adopted animal has been spayed or neutered within thirty (30) days of adoption as prescribed by law (currently 510 ILCS 5/11);
- (G) Supervising all other WCAC employees, including:
 - (i) Preparing the work schedule for all employees;
 - (ii) Monitoring payroll matters, including verifying that each part time Assistant Warden is paid per diem amounts only and does not receive additional hourly compensation for hours worked outside regular office hours (A "per diem" day worked shall consist of the hours from 12:00 a.m. to 11:59 p.m. the following day);
 - (iii) Ensuring that all calls are responded to by only one WCAC employee, unless, in the WARDEN'S discretion, a call is deemed an emergency requiring more than one WCAC employee to respond;

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- (iv) Administering the policy that, unless circumstances prevent, all animal related citations should be issued by employees of WCAC;
- (H) Responding as the initial responder to any Animal Control calls unless unable and ensuring that all calls are responded to by Animal Control, provided, however, that all dog bites additionally require notification of a Washington County Deputy;
- (I) Implementing any policies or other matters as directed by the Animal Control Committee of the Washington County Board as pertain to the POSITION;
- (J) Determining the need for animal related citations and supervising the issuance of same.

3. The salary for the POSITION shall be \$24,900.00 for the term of employment, which shall be from the 1st day of December, 2017, to the 30th day of November, 2018, unless otherwise terminated earlier as provided herein. Both the WARDEN and the COUNTY agree that the stated salary amount shall be pro-rated from February 14, 2018, which pro-rated amount is \$19,715.34.

Holidays shall be observed in accordance with holidays observed by the Washington County Courthouse provided, of course, that all animals in the care of the WCAC are provided for.

4. DEBBIE HAGOPIAN shall be subject to a six (6) month probationary period, beginning on February 14, 2018, during which the COUNTY may terminate her employment for any reason. After said probationary period has expired, the County shall be allowed to terminate this contract and shall not be required to continue to employ the WARDEN in the event of just cause, dereliction of duty, or the inability of the WARDEN to fulfill the duties of the POSITION.

5. The WARDEN shall work hours between 1:00 p.m. and 8:00 a.m. as circumstances require. The WARDEN shall not receive additional compensation for hours so worked or for attendance at any County Board Meeting or County Board Animal Control Committee Meeting. Regular office hours shall be maintained from 8:00 a.m. to 1:00 p.m. each day, Monday through Saturday.

6. The WARDEN shall report hours worked, sick days and vacation days used by her to the Animal Control Committee of the Washington County Board each month in a mutually agreeable format. Said report shall be submitted in the same manner as bills for the WCAC are submitted.

7. If the Animal Control Committee, after consulting with WARDEN, determines that it is necessary for the employees of WCAC to carry weapons in the regular course of employment, the WARDEN agrees to complete the forty (40) hour Mandatory Firearms Training and oversee the training of other WCAC employees. The WARDEN and the Animal Control Committee agree that further WCAC regulations and WARDEN responsibilities would need to be determined in this event.

In the event the WARDEN and the Animal Control Committee agree that weapons will be carried in the regular course of business, the WARDEN and all other employees of WCAC shall satisfactorily complete the forty (40) hour Mandatory Firearms Training. Further, the WARDEN and all other employees of WCAC shall remain in good standing and shall re-qualify annually thereafter. Proof of annual qualification for all employees, including the WARDEN, shall be provided to the Animal Control Committee of the Washington County Board and to the Washington County Animal Control Administrator. All expenses associated with the training and qualification shall be paid for by the COUNTY. Further, the WARDEN shall be charged with ensuring that all other WCAC employees complete said training within one year of the date hereof.

Upon request by the Animal Control Committee of the Washington County Board, the WARDEN shall provide such information as is necessary to verify ownership of all weapons under the control of WCAC.


Nothing in this Paragraph 7 shall be interpreted to allow the WARDEN final decision-making capacity with regard to the carrying of weapons or other WCAC weapons protocol.

8. Uniforms and badges shall be provided by the COUNTY and shall be worn by all WCAC employees while on duty. All calls shall be promptly responded to by the employee on duty.


Dated this 13 day of February, 2018.

Washington County

By:



David Meyer, Chairman
Washington County Board


Debbie Hagopian