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Appendix B Continued

DELETED Use paper/fabric bags instead of plastic	Not willing	Unsure	Very willing
Printing double-sided	Not willing	Unsure	Very willing
Direct deposit of your paycheck	Not willing	Unsure	Very willing
Closing or adjusting blinds	Not willing	Unsure	Very willing
Using energy efficient lighting	Not willing	Unsure	Very willing
Turning off lights before you leave	Not willing	Unsure	Very willing
Scan records versus keep paper copies			
Unplugging equipment at workday's end	Not willing	Unsure	Very willing
Using table lighting rather than overhead	Not willing	Unsure	Very willing

Other: _____

6. **Do you manage people or budgets?**

People	Budgets	Neither	Both

BOOK 13 PAGE 90

Appendix B Continued

7. **Are you eligible for employee benefits?**

Yes	No

8. **DELETEwithout sacrificing quality of service, please list and explain where a reduction in employees could be possible.**

9. **DELETEto help retain employees, would you be willing to relinquish, as an exempt (salaried) or non-exempt (hourly) employee, one paid work day per year?**

Yes	No

10. **Would you support the following cost saving measures?**

Adjusting hours of operations	Absolutely not	Unsure	Absolutely yes
DELETEReduction of benefits	Absolutely not	Unsure	Absolutely yes
DELETEReduction in the number of full-time jobs	Absolutely not	Unsure	Absolutely yes
Combining departmental functions/activities where possible	Absolutely not	Unsure	Absolutely yes
Utilizing more community service labor hours	Absolutely not	Unsure	Absolutely yes

Additional suggestions:

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Appendix C

Question 1		Question 2		Question 3	
What ideas do you have to increase revenue?	pondents	***What ideas do you have that would make the county board more effective?***		***What ideas do you have to save money?***	
No Idea	17	Reduce board members	12	Stop paying for milage, decrease per deim, and over using the utitlites over night. Air/heat/lights etc.	11
Increse fines for people who violate the law.	3	Void (no accurate response)	12	Void (no accurate response)	10
Raise Taxes (sales)	3	Leadership supervision\ monitoring and auditing employees	5	Reduce board members	4
Extra charges for outside tendants	1	Have a stronger understanding of how business is conducted	2	Purchase assets in bulk and share them betwwen offices	2
Ecnomic Development	3	Make more inspections of the properties	1	Outsoruce	1
Recycle more	1	Community Involvement	1	People should use their own cars for emergencies	1
Gas taxes	1	Combine meetings	1	conference to cut the cost on Gas for the cars of the county.	1
Pursue grants for new programs	1	Employ Republicans		Different Health Insurance	1
Board work with existing companies to expand or	1	Reduce commitees		Raises with contracts	1
Accept credit cards in payment	1			Community service pertains to the maintaince work to reduce cost	1
Drug testing in house	1			Get rid of Christmas activity and give that money to the employees	1
Pentalize missed appointment (Substance abuse/Mental Health	1			Offer early retirement	
Collect old fines that were unpaid to the circuit clerk				Paper copies needs to be reduced	
Sell recycling center to a private company				Automated voice system (less call taking)	
Ambulance services				No clothing allowance	
				County vehicles parked during non working hours.	
				Reduce landscaping and plant fake flowers	
				Get rid of the Dog pound and Recycling.	
				Stop allowing board to vote themselves raises.	
				Quit hiring Hurst Rosche for every project	
				Get rid of the shirt you give away	
				Discontinue token awards	
				Discontinue 800 number or after hours answering services.	
				Cross training	
				No overtime for management	
				Cut staff in Health Department	
				Reduce county police dept personal	

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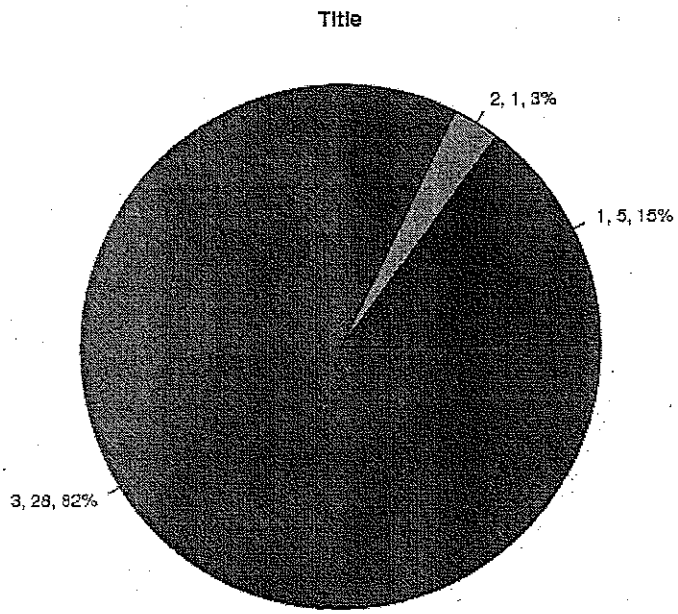
Appendix D

Please rate the impact that the following cost cutting measures would have on the Montgomery County budget.

Using less hard copy paper versions of information and instead using electronic information

Statistic	Result
N	34
Sum	91
Mean	2.6765
Variance	0.5285
Standard Deviation	0.7270
Standard Error	0.1247
Median	3
Range	2
Minimum	1
Maximum	3
First Quartile	1
Third Quartile	-2147483648
Mode	3



82% of the people feel there is a positive impact in using paper versions of information.

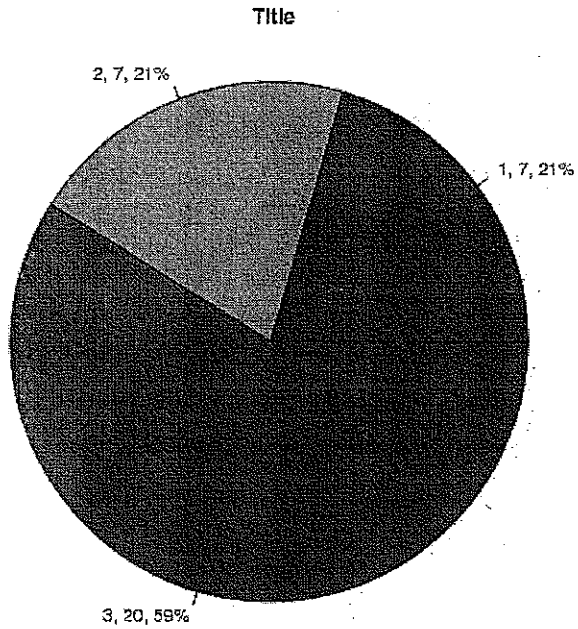
1= Negative Impact (Red)
2= No Impact (Light Blue)
3= Positive Impact (Dark Blue)

Appendix E

Please rate the impact that the following cost cutting measures would have on the Montgomery County budget.

Reducing marketing expenses

Statistic	Result
N	34
Sum	81
Mean	2.3824
Variance	0.6676
Standard Deviation	0.8170
Standard Error	0.1401
Median	3
Range	2
Minimum	1
Maximum	3
First Quartile	1.5000
Third Quartile	-2147483648
Mode	3



59% of the people feel there is positive impact.

1= Negative Impact (Red)
2= No Impact (Light Blue)
3= Positive Impact (Dark Blue)

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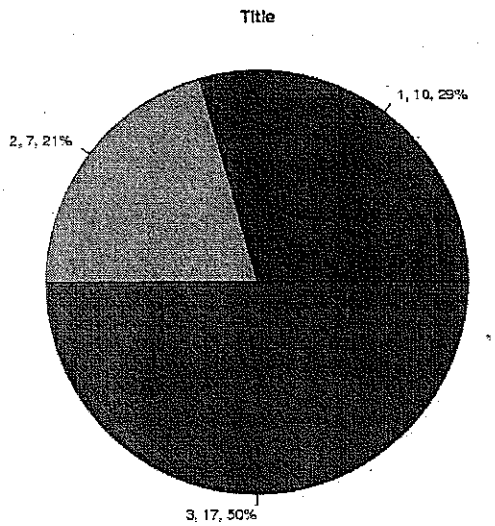
Appendix F

Please rate the impact that the following cost cutting measures would have on the Montgomery County budget.

Reducing Community landscaping efforts

Statistic	Result
N	34
Sum	75
Mean	2.2059
Variance	0.7745
Standard Deviation	0.8801
Standard Error	0.1509
Median	2.5000
Range	2
Minimum	1
Maximum	3
First Quartile	1
Third Quartile	3
Mode	3



50% of the employees of the Montgomery County believe reducing landscape efforts have a positive impact

Impact

1= Negative Impact (Red)
2= No Impact (Light Blue)
3= Positive Impact (Dark Blue)

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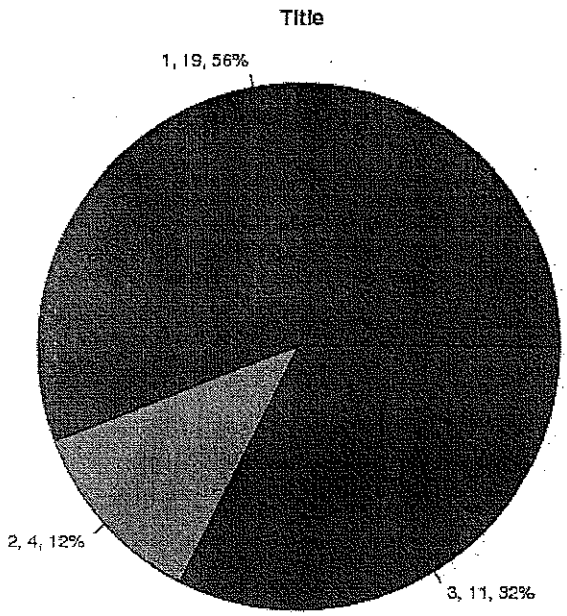
Appendix G

Please rate the impact that the following cost cutting measures would have on the Montgomery County budget.

Utilizing cheaper software programs

Statistic	Result
N	34
Sum	60
Mean	1.7647
Variance	0.8520
Standard Deviation	0.9231
Standard Error	0.1583
Median	1
Range	2
Minimum	1
Maximum	3
First Quartile	-2147483648
Third Quartile	3
Mode	1



56% of the people feel there would be a negative impact.

1= Negative Impact (Red)
2= No Impact (Light Blue)
3= Positive Impact (Dark Blue)

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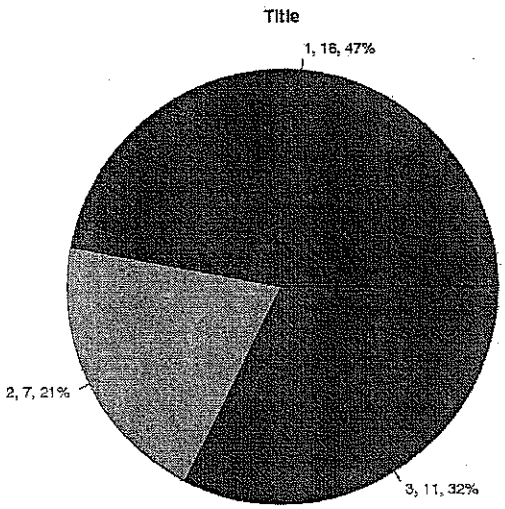
Appendix H

Please rate the impact that the following cost cutting measures would have on the Montgomery County budget.

Wellness Program



Statistic	Result
N	34
Sum	63
Mean	1.8529
Variance	0.7959
Standard Deviation	0.8921
Standard Error	0.1530
Median	2
Range	2
Minimum	1
Maximum	3
First Quartile	1
Third Quartile	3
Mode	1

1= Negative Impact (Red)
2= No Impact (Light Blue)
3= Positive Impact (Dark Blue)

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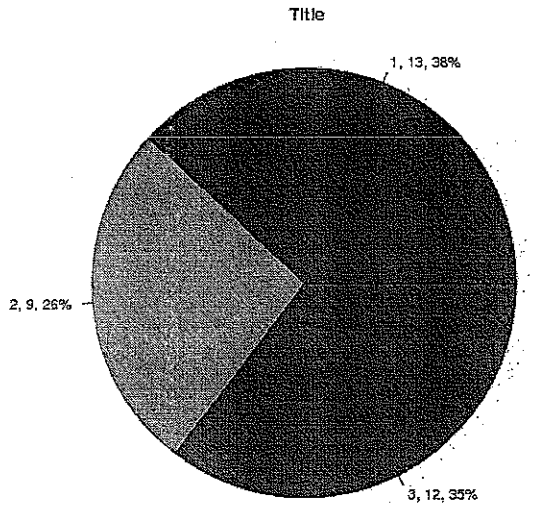
Appendix I

Unplugging machines before leaving work

Statistic	Result
N	34
Sum	67
Mean	1.9706
Variance	0.7567
Standard Deviation	0.8699
Standard Error	0.1492
Median	2
Range	2
Minimum	1
Maximum	3
First Quartile	1
Third Quartile	3
Mode	1



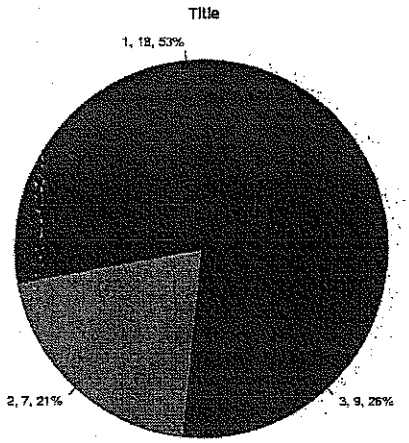
The people of Montgomery are close to a 3 way split on unplugging the machines before leaving work.

Appendix J

1= Negative Impact (Red)
2= No Impact (Light Blue)
3= Positive Impact (Dark Blue)

Using table lighting rather than overhead

Statistic	Result
N	34
Sum	59
Mean	1.7353
Variance	0.7460
Standard Deviation	0.8637
Standard Error	0.1481
Median	1
Range	2
Minimum	1
Maximum	3
First Quartile	-2147483648
Third Quartile	3
Mode	1



More than have of the population are not willing to use table lighting rather than an overhead.

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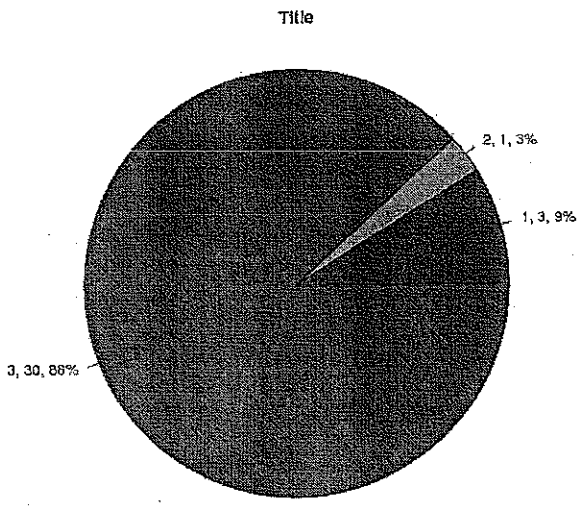
Appendix K

Turning off the lights before you leave

Statistic	Result
N	34
Sum	95
Mean	2.7941
Variance	0.3503
Standard Deviation	0.5918
Standard Error	0.1015
Median	3
Range	2
Minimum	1
Maximum	3
First Quartile	1
Third Quartile	-2147483648
Mode	3



1= Negative Impact (Red)
2= No Impact (Light Blue)
3= Positive Impact (Dark Blue)

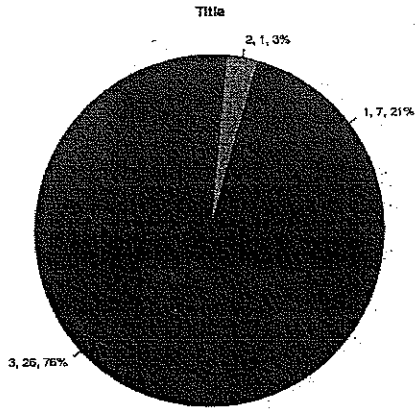
88% of the people are willing to turn off the lights when they leave for the day.

Appendix L

Columns -- Selected Field: Utilizing direct deposit instead of receiving a paper check

Utilizing direct deposit instead of receiving a paper check

Statistic	Result
N	34
Sum	87
Mean	2.5588
Variance	0.6783
Standard Deviation	0.8236
Standard Error	0.1412
Median	3
Range	2
Minimum	1
Maximum	3
First Quartile	1
Third Quartile	-2147483648
Mode	3



76% of the employees are willing to utilize direct deposit.

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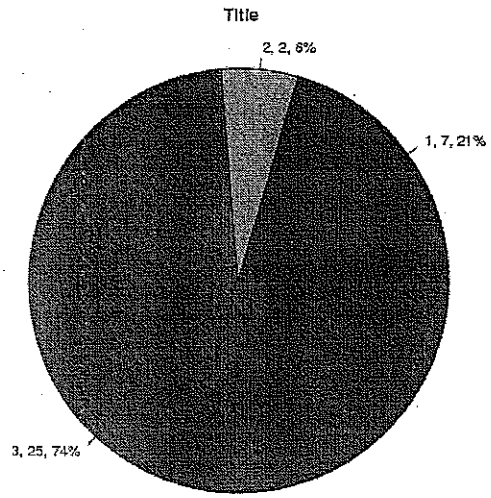
Appendix M

How willing are you to commit to the following green practices?

Recycling

Statistic	Result
N	34
Sum	87
Mean	2.5588
Variance	0.6176
Standard Deviation	0.7859
Standard Error	0.1348
Median	3
Range	2
Minimum	1
Maximum	3
First Quartile	1
Third Quartile	-2147483648
Mode	3

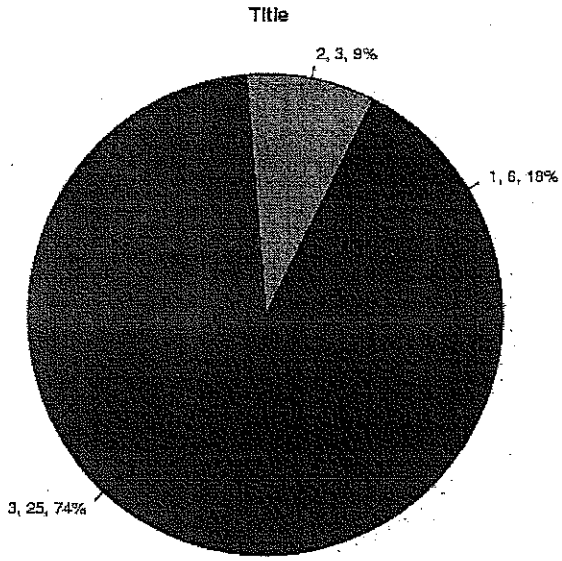


74% of the people are willing to recycle.

1= Negative Impact (Red)
2= No Impact (Light Blue)
3= Positive Impact (Dark Blue)

Using long lasting light bulbs

Statistic	Result
N	34
Sum	86
Mean	2.5294
Variance	0.6809
Standard Deviation	0.8252
Standard Error	0.1415
Median	3
Range	2
Minimum	1
Maximum	3
First Quartile	1
Third Quartile	-2147483648
Mode	3



74% of the people are willing to use long lasting light bulbs.

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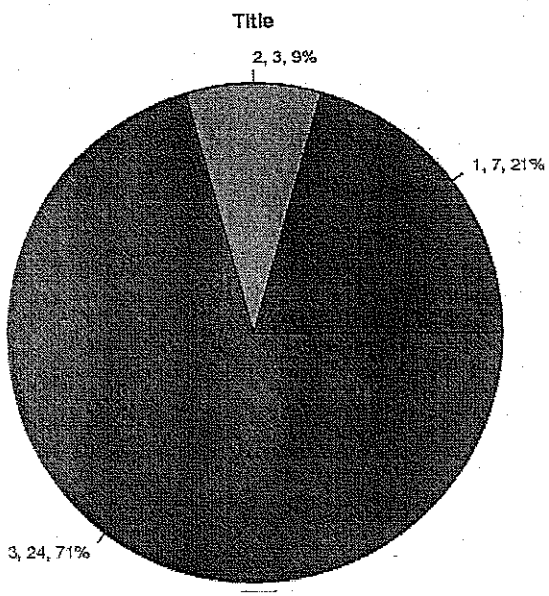
Appendix N

Closing or adjusting blinds



Statistic	Result
N	34
Sum	85
Mean	2.5000
Variance	0.6818
Standard Deviation	0.8257
Standard Error	0.1416
Median	3
Range	2
Minimum	1
Maximum	3
First Quartile	1
Third Quartile	-2147483648
Mode	3

71% of the people are willing to adjust blinds.

1= Negative Impact (Red)
2= No Impact (Light Blue)
3= Positive Impact (Dark Blue)

Appendix O

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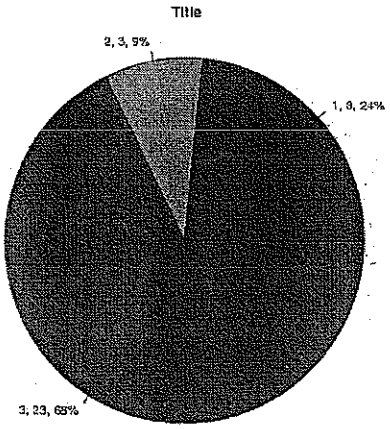
Printing double-sided

Statistic	Result
N	34
Sum	83
Mean	2.4412
Variance	0.7389
Standard Deviation	0.8596
Standard Error	0.1474
Median	3
Range	2
Minimum	1
Maximum	3
First Quartile	1
Third Quartile	-2147483648
Mode	3

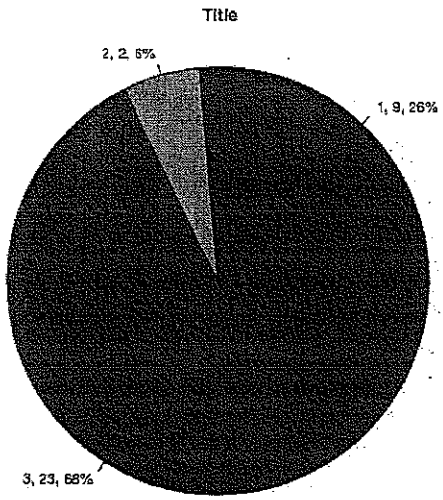


68% of the people are willing to print double sided.

1= Negative Impact (Red)
2= No Impact (Light Blue)
3= Positive Impact (Dark Blue)

Scanning Records into Computer Files Rather than Storing Paper Copies

68% of the people are willing to scan records rather than physically storing them.



Statistic	Result
N	34
Sum	82
Mean	2.4118
Variance	0.7950
Standard Deviation	0.8916
Standard Error	0.1529
Median	3
Range	2
Minimum	1
Maximum	3
First Quartile	1
Third Quartile	-2147483648
Mode	3

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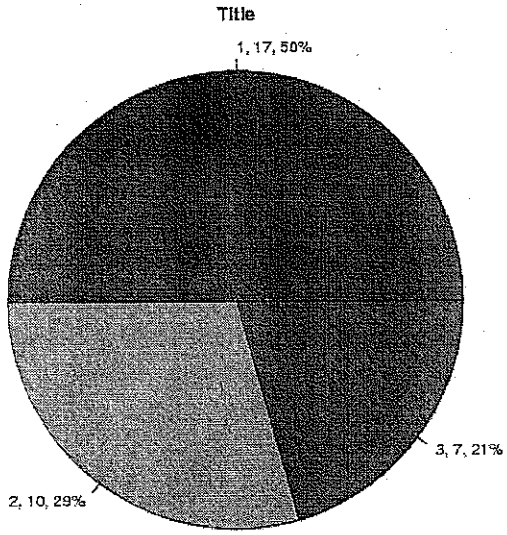
Appendix P

Would you support the following changes?

Columns -- Selected Field: Adjusting hours of operations

Adjusting hours of operations



1= Negative Impact (Red)
2= No Impact (Light Blue)
3= Positive Impact (Dark Blue)

Statistic	Result
N	34
Sum	58
Mean	1.7059
Variance	0.6381
Standard Deviation	0.7988
Standard Error	0.1370
Median	1.5000
Range	2
Minimum	1
Maximum	3
First Quartile	1
Third Quartile	2
Mode	1

Half of the people are not willing to adjust the hours of operations.

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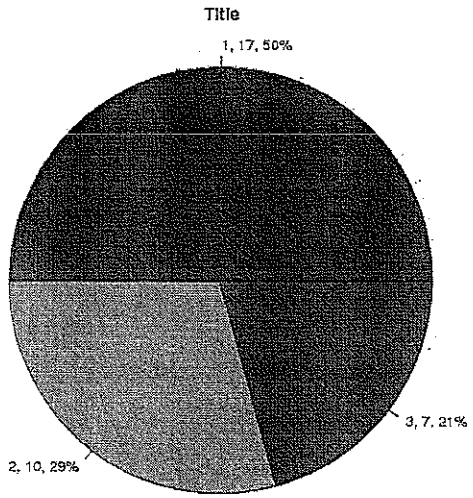
Appendix Q

Combining departments if feasible



1= Negative Impact (Red)
2= No Impact (Light Blue)
3= Positive Impact (Dark Blue)

Statistic	Result
N	34
Sum	58
Mean	1.7059
Variance	0.6381
Standard Deviation	0.7988
Standard Error	0.1370
Median	1.5000
Range	2
Minimum	1
Maximum	3
First Quartile	1
Third Quartile	2
Mode	1

Have of the employees of Montgomery County are not willing to combine departments.

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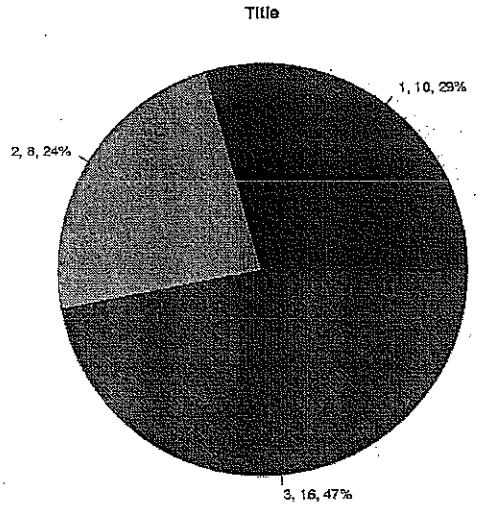
Appendix R
Further utilizing community service labor



1= Negative Impact (Red)
2= No Impact (Light Blue)
3= Positive Impact (Dark Blue)

Statistic	Result
N	34
Sum	74
Mean	2.1765
Variance	0.7558
Standard Deviation	0.8694
Standard Error	0.1491
Median	2
Range	2
Minimum	1
Maximum	3
First Quartile	1
Third Quartile	3
Mode	3

47% of the employees of Montgomery County are willing to utilize more community service labor.

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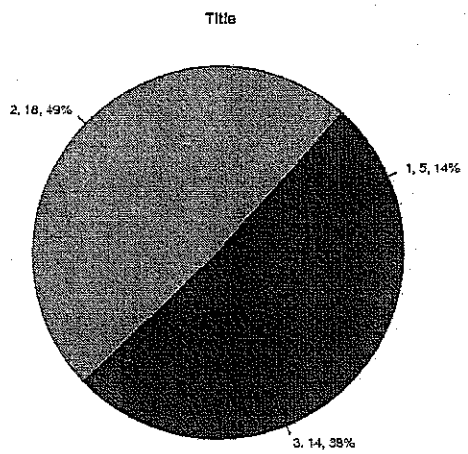
Appendix S

Average of Cost CuttingMeasures of Wellness Program, Reducing Landscaping, Using Electronic Files, Reducing Marketing Expenses and Utilizing Inexpensive Software

Statistic	Result
N	37
Sum	83
Mean	2.2432
Variance	0.4670
Standard Deviation	0.6833
Standard Error	0.1123
Median	2
Range	2
Minimum	1
Maximum	3
First Quartile	1
Third Quartile	3
Mode	2



1= Negative Impact (Red)
2= No Impact (Light Blue)
3= Positive Impact (Dark Blue)

14% negative impact, 49% no impact, 38% positive impact
(See Appendixes D-H for individual question analysis)

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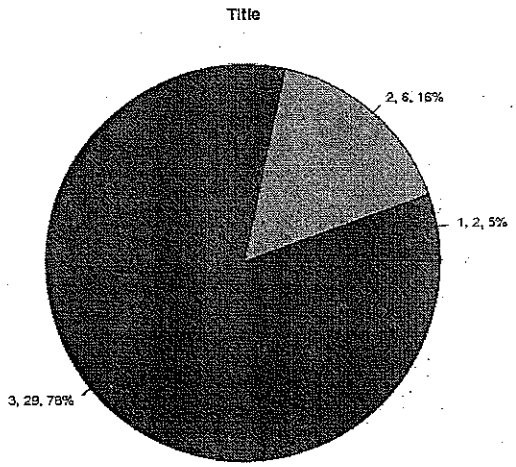
Appendix T

Average Responses for GoingGreen Practices

Statistic	Result
N	37
Sum	101
Mean	2.7297
Variance	0.3138
Standard Deviation	0.5602
Standard Error	0.0921
Median	3
Range	2
Minimum	1
Maximum	3
First Quartile	2
Third Quartile	-2147483648
Mode	3



1= Negative Impact (Red)
2= No Impact (Light Blue)
3= Positive Impact (Dark Blue)

5% not willing, 16% no impact, 78% willing

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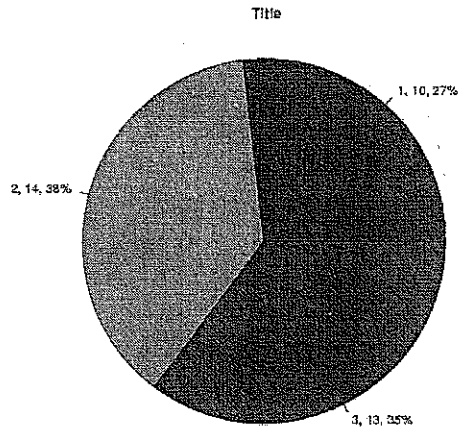
Appendix U

Factor: SupportsChangesof adjusting the hours of operations, combining departments, and utilizing community service laborAverage

Statistic	Result
N	37
Sum	77
Mean	2.0811
Variance	0.6321
Standard Deviation	0.7951
Standard Error	0.1307
Median	2
Range	2
Minimum	1
Maximum	3
First Quartile	1
Third Quartile	3
Mode	2



1= Negative Impact (Red)
2= No Impact (Light Blue)
3= Positive Impact (Dark Blue)

27% no, 38% unsure, 35% yes
(See Appendix P and Q for thorough analysis of questions)

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Appendix V

2013 Montgomery County Employee Survey

Thank you for participating in this survey! Your opinion is important to us, and we will considereveryone's input from this survey as we move forward in our budgeting process. Yourfeedback is extremely valuable. Everyone's ideas can help the county cut costs with the least amount of change.

We want to assure you that your responses are completely anonymous and confidential. Thesurvey will take less than 15 minutes. We appreciate your honest answers and thank you in advance!

You can only take this survey once. After you have completed this survey, please put the survey in the pre-paid envelope provided. After it is completed, please make sure to mail it by June 7th, at the latest. The envelope should be addressed to

Robert Morris University 401 S. State St. Chicago, IL 60605Attn: Jill McGinty

1. **What ideas do you have to increase revenue?**

2. **What ideas do you have that would make the county board more effective?**

3. **What ideas do you have to save money?**

4. **Please rate the impact that the following cost cutting measures would have on the Montgomery County budget.**

Wellness programs

very negative impact	fairly negative impact	slightly negative impact	no impact	slightly positive impact	fairly positive impact	very positive impact

Reduce community landscaping efforts

very negative impact	fairly negative impact	slightly negative impact	no impact	slightly positive impact	fairly positive impact	very positive impact

Using less hard copy paper versions of information and instead using electronic information

very negative impact	fairly negative impact	slightly negative impact	no impact	slightly positive impact	fairly positive impact	very positive impact

Reducing marketing expenses

very negative impact	fairly negative impact	slightly negative impact	no impact	slightly positive impact	fairly positive impact	very positive impact

Utilizing cheaper software programs

very negative impact	fairly negative impact	slightly negative impact	no impact	slightly positive impact	fairly positive impact	very positive impact

5. **How willing are you to commit to the following green practices?**

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Recycling

Not willing			Unsure			Very willing

Printing double-sided

Not willing			Unsure			Very willing

Utilizing direct deposit instead of receiving a paper check

Not willing			Unsure			Very willing

Closing or adjusting blinds

Not willing			Unsure			Very willing

Using long lasting light bulbs

Not willing			Unsure			Very willing

Turning off lights before you leave

Not willing			Unsure			Very willing

Scanning records into computer files rather than storing paper copies

Not willing			Unsure			Very willing

Unplugging machines before leaving work

Not willing			Unsure			Very willing

Using table lighting rather than overhead

Not willing						Very

STUDY 13 PAGE 111

			Unsure			willing

Other (Please specify):

_____

6. Do you manage people or budgets?

People	Budgets	Neither	Both

7. Are you eligible for benefits?

Yes	No

8. Would you support the following changes?

Adjusting hours of operations

Not willing			Unsure			Very willing

Combining departments, if feasible

Not willing			Unsure			Very willing

Further utilizing more community service labor

Not willing			Unsure			Very willing

Please offer any suggestions regarding these topics:

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Appendix W

The stats on the employees that took the survey

Frequency Table - Salary/hourly

Value	Count	Percent
Salary	28	82.3529%
hourly	6	17.6471%

Frequency Table - eligible for benefits

Value	Count	Percent
yes	28	82.3529%
no	6	17.6471%

Frequency Table -- People/budgets/neither/both

Value	Count	Percent
neither	15	45.4545%
both	8	24.2424%
people	6	18.1818%
budgets	4	12.1212%

Montgomery County, 2014

Executive Summary

The survey was comprised of a likert scale and open-ended questions. The survey was available online and as a hard copy and was completely anonymous. Thirty-nine surveys from the Montgomery County employees were received and analyzed by the data analysis team in the MGT 508 class. The average response rates for each question were configured and questions were grouped and analyzed by specific categories.

Highlights

- 18.4% responded out of 212 employees
- 82% are willing to convert to electronic files
- 12.4% were willing to unplug machines before leaving work
- 78% of people favored green ideas
- 88% agreed to turning off the lights before leaving work
- 76% would utilize direct deposit
- 74% were willingto recycle and use long lasting light bulbs
- 68% were willing to print double-sided and scan records
- 21% of the employees are willing to change their hours
- 50% were not willing to combine departments
- 59% are for reducing marketing expenses
- 50% are for reducing landscaping expenses
- 56% of employees were against using cheaper software
- 47% were against cutting the wellness program
- Majority were not willing to use table lights instead of overhead lights

Revenue Boosters

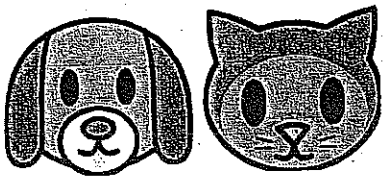
- 6 employees suggested increasing economic development by pursing new grants for programs and projects as well as working with existing companies to help create new businesses.
- 10 employees stated that they felt that either increasing taxes on things such as gas and sales or penalize those for not paying fees on-time would help with revenue
- 20 employees felt that reducing the number of board members and meetings and better monitoring of existing board members would prove to be the most effective in the county
- 19 employees had no response

Recommendations

From our analysis you can see that there are many green practices that will help save money for the future budget. We suggest implementing these practices immediately. We saw a strong likeness to keep the wellness program & not combine departments. If you would like a greater representation of your employees' opinion we would suggest you offer the survey again to those who did not take it the first time. We think this would be beneficial to receive a larger response ratio in order to get a complete outlook for your budget.

Montgomery County Animal Control

Volunteer Manual



Guidelines and Information for Volunteers Supporting Montgomery County Animal Control Operations and Special Community Projects

Montgomery County Animal Control

11252 N. 9th Ave.

Hillsboro, Illinois 62049

Phone: (217) 532-3334

Fax: (217) 532-3334

Email: mcaco@montgomeryco.com

Volunteers should keep this with their records for reference

Dear Volunteer:

On behalf of the County of Montgomery and the Montgomery County Animal Control Department, I want to welcome you to the Montgomery County Volunteer Program. We are pleased that you desire to give your time and efforts to assist us with our program of caring for the animals in our facility.

The task of helping animals is not always an easy one, but it can be a very rewarding experience. You may be motivated to seek volunteer opportunities with us for a variety of reasons: your love of animals, desire to serve your community, desire to develop your personal skills or other reasons. Whatever prompted you to consider giving your time to the Animal Control Facility and the animals we serve, will hopefully develop into a long term relationship with us as we partner to make a difference within our community.

It is the County's hope that through the volunteer program we can enhance our ability to promote animal awareness within the community, educate the public about responsible pet care, ownership and safety, and promote the need for responsible pet ownership.

While there will be some details to work through though, such as completing a volunteer release form, attending an orientation session and accepting some hands on training before you get started performing tasks for us, we are excited that you have an interest in working with us and look forward to getting to know you and working together with you. Remember the staff is here to help you as you begin your volunteer work. Please don't hesitate to ask for assistance, as you learn and grow with us.

Welcome,

HWE Committee

Connie Beck, Chairman

Richard Wendel

Chuck Graden Vice Chairman

Mike Webb

Earline Robinson

SECTION 1

Montgomery County Animal Care & Control's Mission, Vision & Values:

- The mission of Animal control is to promote and protect the health, safety, and welfare of people and pets in Montgomery County.
- We envision the day when all citizens, their property and neighborhoods, are safe from the dangers and nuisances of irresponsible pet guardianship, and animals will not suffer because of abuse, neglect or ignorance, and every pet born is assured a good home and care for its natural life.
- We value the integrity of each employee, volunteer and participant contributing to the professional delivery of excellent customer service and the humane treatment of animals, in an atmosphere of open, honest communication, predicated on our trust and respect for each other.

PURPOSE

- The main purpose of the volunteer program at MCACO is the welfare of the animals. Rules and Regulations are therefore needed to provide a pleasant work environment for both employees and volunteers so that we may concentrate on the welfare of the animals we are charged with.
- Montgomery County promotes a disciplinary philosophy of fairness, which encourages growth and improvement rather than focusing on punishment and negative feedback. This concept of progressive discipline will be mirrored in the volunteer program at MCACO. Volunteers who commit minor violations of policy and procedure will be verbally counseled; in an effort to achieve acceptable compliance. Serious violations (animal abuse; abusive, threatening, harassing behavior to staff or customers; possessions of drugs or weapons; disclosure of confidential information, etc.) could result in the termination of service.

SECTION II

Qualifications

- All volunteers must be eighteen (18) years of age or older to work with the adult dogs and cats.
- All volunteers between the ages of (13-17) years of age may work with kittens and cats and puppies one (1) year old or less with parental or guardianship supervision and control at all times.
- Anyone convicted of Cruelty to Animals will not be approved to work as a volunteer at MCACO.
- All hours worked must be recorded on the volunteer hours recording sheet (Volunteer Log).
- Volunteers will read and sign a release of liability form.
- All volunteers must complete orientation/training class prior to serving as a volunteer at Montgomery County animal Control facility.

PURPOSE

- The main purpose of the volunteer program at MCACO is the welfare of the animals. Rules and Regulations are therefore needed to provide a pleasant work environment for both employees and volunteers so that we may concentrate on the welfare of the animals we are charged with.
- Montgomery County promotes a disciplinary philosophy of fairness, which encourages growth and improvement rather than focusing on punishment and negative feedback. This concept of progressive discipline will be mirrored in the volunteer program at MCACO. Volunteers who commit minor violations of policy and procedure will be verbally counseled; in an effort to achieve acceptable compliance. Serious violations (animal abuse; abusive, threatening, harassing behavior to staff or customers; possessions of drugs or weapons; disclosure of confidential information, etc.) could result in the termination of service.

SECTION III

Dress/Grooming

- It's important that the staff and public know you are a volunteer, especially when you are taking dogs out of the shelter for walks; and cats out of cages to cuddle. A Volunteer I.D. badge will be provided and must be worn at all times.

- **Closed toe, rubber sole shoes are required.** Sandals or flip flops are not allowed. **Long pants are recommended when working with the animals.** This is for the safety of the volunteer.

Off-Limits Areas and Companion Animals and Guests

- Certain areas of the shelter may be off-limits to volunteers for disease control or an animal's comfort.
- Volunteers are not to enter areas marked "Staff Only." In the Montgomery County Animal Control facility this may include the quarantine room, dog and cat holding, and all personal offices. For your safety and that of the animals, do not handle any animals other than those already screened for health/temperament and are available for adoption. If a volunteer is found entering an off limits area it will be documented and the volunteer will be reminded of the importance in complying with this policy. Minor Children are to keep hands and fingers away from the kennels that an animal may be housed in.
- For reasons of disease control, safety and the comfort of the animals in our care, volunteers are asked to NOT bring their own companion animals with them during their volunteer shift. Volunteers are not allowed to bring guests, animal or human, with them while they are volunteering.

SECTION IV

CONDUCT

- As a representative of Montgomery County, it is important that you be familiar with its policies and procedures.

- **When dealing with customers and MCACO staff, you must always be polite, courteous, and helpful.**

- It is the policy of Montgomery County to provide a workplace that is free from discrimination and harassment, and one that promotes equal opportunity and equitable treatment. Any type of harassment or discrimination based on a person's race, religion, color, national origin, gender, sexual orientation, etc., is prohibited.

- MCACO is a drug free workplace. MCACO will take steps necessary to insure that its volunteers/employees perform their duties and responsibilities free of the influence of unlawful drugs and unimpaired by alcohol.

- SMOKING IS NOT PERMITTED IN THE BUILDING! IF YOU MUST SMOKE YOU WILL MUST DO SO OUTSIDE AND BE 15 ft. away from the building and not in plain view of the entrance. Dispose of your cigarette butts properly and do not throw on the ground.

DISSEMINATION of INFORMATION

- Any information pertaining to Animal Services records and cases which you may become privileged such as;
- Names

- Addresses
- Phone numbers.

Are confidential and may not be discussed with others. Under some circumstances Animal Control staff may be prohibited from discussing any aspect of Animal Services records and cases with any representative of the media or group not associated with a legal investigation or process.

- Volunteer's personal information (name, address, and phone number) may not be disclosed, and will not be provided to anyone unless specifically authorized by the volunteer.
- Please turn off or place on vibrate your cell phone when working with the animals. It may be frightening to them and cause stress. If you need to make or answer a phone call for personal reasons, please step outside, if weather permits, to make or answer your personal call.

SECTION V

Duties

- Volunteers may be asked to perform several different tasks. Volunteers will be placed in a position that they are comfortable with and wish to participate in. However We ask that all volunteers keep an open mind and help out in other areas when requested to do so.

The duties of a volunteer may consist of but not limited to;

- Walking dogs
- Assist with photographs and adoption website postings.
- Feed/Water animals.
- Clean cages and cat litter pans.
- Keep lost/found spreadsheet up to date and organized.
- Assist citizens in locating their lost pet.
- Assist citizens with the adoption process
- Help with transportation, rabies clinic, adoption events, etc.
- Helping to educate the general public about pet over-population and the need to be responsible owners by having your pet spayed or neutered.
- Reporting any problems with animal abuse to Animal Control with thorough knowledge of local and state welfare laws.
- Showing the younger generation the importance of the link between proper care of living things and how it affects the world around them.
- Helping give extra care to the animals kept at the Montgomery County Animal Control facility, including general care, bathing, grooming, exercising, and overall nurturing; spending quality time either at the facility or as a trained foster caregiver. This extends the quality of life for many of the animals who have never seen a veterinarian before.

Removing Animals or Putting Animals in Their Cage

- Volunteers will remove one animal at a time from their cage.
- Volunteers will insure that the animal is returned to the same cage they were removed from.
- Before entering or removing an animal from a cage please be sure it is safe to do so.

Montgomery County Animal Control Facility
11252 No. 9th Avenue -- Hillsboro, Illinois 62049
Phone and Fax: (217) 532-3334
E-mail: mcaco@montgomeryco.com

Volunteer Release

I acknowledge that I have read and fully understand the terms and conditions of the Volunteer Agreement.

I hereby agree to accept a position as a volunteer worker for Montgomery County Animal Control (hereinafter referred to as "MCAC") and in doing so, I agree to comply with the terms of the Volunteer Agreement and with the policies, rules and regulations that may be established from time to time by MCAC and I understand that failure to do so may result in my immediate termination as a volunteer. Volunteers must attend a "New Volunteer Orientation" and they may be asked to complete further training before handling animals or helping with Montgomery County Animal Programs.

I recognize that in handling animals and performing other volunteer tasks may place me and any accompanying minors at risk. I understand that because I may handle animals, it is important to talk with my physician about being vaccinated against tetanus. I release Montgomery County Animal Control from all responsibility whether I pursue the vaccination for myself and accompanying minors or not, and I understand that whatever decision I make is at my own risk. I understand that I am fully liable for all medical costs for any injuries received during my time volunteering for Montgomery County Animal Control whether these injuries are animal-related or not, and whether the incident occurs on or off of Montgomery County Property. By signing this agreement, I hereby release, discharge, indemnify, and hold harmless Montgomery County Animal Control and its agents from any and all claims, causes of actions, or damages in regards to illness or injuries that I or accompanying minors may incur in connection with my volunteer services for Montgomery County.

All minors present at the Animal Control Facility or events under the age of 18 must be accompanied by their own parent or legal guardian and must be under the constant supervision of their accompanying authorized guardian at all times. Parents or legal guardians accept all responsibility and liability for their children under the age of 18 during their time of volunteer service.

On behalf of myself, my heirs, personal representatives and executors, I hereby release, discharge, indemnify and hold harmless Montgomery County, Montgomery County Animal Control, its agents, servants and employees from any and all claims, causes of actions or demands, of any nature or cause connected with my volunteer services. This might include attorney's fees, court costs and other costs incurred by MCAC in connection with my volunteer services based on damages or injuries that may be incurred or sustained by me in any way. Such damages and injuries might include, but are not limited to, animal bites, animal scratches, accidents, injuries and damage to personal property.

I understand that public relations are an important part of volunteering at the Montgomery County Animal Control Facility. On behalf of myself, my heirs, personal representatives and executors, I hereby allow MCAC to use any photographs or other visual representations taken of me for use in public relations efforts. The MCAC will use reasonable efforts to notify me, but such notification is not a condition of the photograph's release for public relations purposes.

_____ _____

(Please Print Clearly) - Volunteer Name Date

_____

Signature of Volunteer or Parent/Guardian of Minor Volunteer

Staff Only: ***Application Received and Reviewed by:*** _____ ***Date:*** _____

Application entered into Spreadsheet by: _____ ***Date:*** _____

Volunteer Received Basic Orientation by: _____ ***Date:*** _____

Volunteer Received Dog Handling and Walking Training by: _____ ***Date:*** _____

Comments:

Resignation Signature: _____ ***Date:*** _____

Revised May 2013

Montgomery County Animal Control Facility
P.O. Box 122, 11252 No. 9th Avenue -- Hillsboro, Illinois 62049
Phone and Fax: (217) 532-3334
E-mail: mcaco@montgomeryco.com

13-CF-125

ADULT Volunteer Survey

Thank you for your interest in volunteering at the Montgomery County Animal Control Facility (MCACF). Volunteers play a vital role within our organization. With your assistance, we will be able to continue our efforts to help the needy animals in our community.

After we evaluate your interest and availability with the current needs of the facility, we will contact you and schedule and orientation and training. The majority of our communication is done via e-mail, so please provide an e-mail address where we can reach you. **PLEASE PRINT YOUR RESPONSES CLEARLY.**

Date of Application: _____ Date of Birth: _____

Last Name: _____ First Name: _____

Address: _____

City/State: _____ Zip Code: _____

Primary Phone: _____ Cell Phone: _____ Work Phone: _____

E-mail Address: _____

Name of Emergency Contact Person: _____ Relationship: _____

Emergency Contact Phone Number: _____ Alternate Phone Number: _____

Current Occupation, Employer and/or Name of School: _____

Present and Previous Volunteer Jobs: (use back of sheet if necessary)_____

_____

Do you have experience working with animals? ☐ Yes ☐ No If Yes, please describe: _____

_____

How many and what type of pets do you have? _____

_____

Additional information about you that may be useful (i.e. special skills, training, interests, hobbies) _____

_____

Do you have allergies, physical disabilities or other limitations that require accommodation or may restrict your volunteer activities? ☐ Yes ☐ No If Yes, please describe: _____

_____

How did you hear about volunteer opportunities at MCACF? _____

Why do you want to volunteer at the MCAC Facility? _____

Please circle one: Member of PAWS CARE CRC PSR Volunteer Other: _____

Please check days and times you are available. The times you may be needed vary, depending on the volunteer opportunities you are interested in. The facility is open from 9:00 AM to 5:00 PM Monday thru Friday. Sat. 10-Noon

Shift Times	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Morning							
Midday							
Afternoon							

Volunteer Opportunities

Check all that Apply.

1. General, with minimal animal contact

- ☐ **Greeting people who come into the office**
- ☐ **Office cleaning**
- ☐ **Outside grounds work**
- ☐ **Laundry**
- ☐ **Washing dishes**
- ☐ **Foster care in your home**
- ☐ **Humane education**
- ☐ **Public speaking / presentations**
- ☐ **Entering animals on Pet Finder**

Working directly with the animals

- ☐ **Walking dogs**
- ☐ **Socializing cats/dogs**
- ☐ **Taking Pictures of Animals**
- ☐ **Assisting with dog adoptions**
- ☐ **Assisting with cat adoptions**
- ☐ **Animal transport**
- ☐ **Helping with Rabies Clincs**
- ☐ **Helping with Microchipping Clinics**
- ☐ **Other**_____

Thank you for your interest in volunteering with MCAC. I give the MCAC permission to verify the information I have provided. I understand that completing this survey does not guarantee acceptance into MCAC's volunteer program. I also understand that there may be many volunteers for the opportunities I have checked, so I may not be called for the specific activities I have indicated.

_____

Volunteer Signature and Date

Staff Member Name and Date: _____ ORIENTATION DATE: _____

Training Type: _____ Date: _____ **Staff Initial:** _____

Training Type: _____ Date: _____ **Staff Initial:** _____

Training Type: _____ Date: _____ **Staff Initial:** _____

Montgomery County Animal Control Facility
P.O. Box 122, 11252 No. 9th Avenue - Hillsboro, Illinois 62049
Phone and Fax: (217) 532-3334
E-mail: mcacomontgomeryco.com

13-127

Volunteer Agreement

As a volunteer with Montgomery County Animal Control (MCAC), I agree to:

☐ Always exercise compassion and care with the animals

☐ Never strike an animal, or handle or treat an animal in such a way that it would be construed as rough or abusive.

☐ Become familiar with MCAC policies and procedures and uphold its philosophies and standards.

☐ Attend all required training sessions and recognize that training is essential to maintain safe shelter practices.

☐ Attend supplemental training whenever possible.

☐ Follow the rules and procedures presented to me in training and seek assistance from staff, or volunteer coordinators when necessary.

☐ Limit my activity to my assigned work area unless otherwise directed by a staff member or volunteer coordinator.

☐ Donate my services to Montgomery County as a volunteer, without compensation.

☐ Hold confidential all information that I may obtain, directly or indirectly, concerning clients, animals, staff and other volunteers.

☐ Be punctual and conscientious; conduct myself with dignity, courtesy and consideration for others.

☐ Adhere to sign-in and sign-out scheduling procedures.

☐ Keep safety at the forefront of my activities and promptly report any animal bites or scratches or other injuries to facility staff.

☐ Communicate any job-related problems, concerns, differences of opinion, conflicts or suggestions to Animal Control Staff, County Administrator and or Volunteer Coordinator.

☐ Notify a staff member or volunteer coordinator when I am unable to work as scheduled.

☐ Notify a staff member or volunteer coordinator if I choose to discontinue my volunteer services with MCAC.

I understand that the Montgomery County Animal Control reserves the right to terminate my volunteer status as a result of any of the following:

- Any abuse or mistreatment of an animal
- Failure to comply with organizational policies, rules and other regulations
- Unsatisfactory attitude, work or appearance
- Any other circumstances which, in the judgment of the Animal Control Administrator or volunteer coordinator, would make my continued service as a volunteer contrary to the best interests of Montgomery County Animal Control.

Volunteer Name: _____ **Date:** _____ **Staff:** _____

Rev. Mar. 1, 2013

MONTGOMERY COUNTY HIGHWAY RESOLUTION
RESOLUTION #2013-02

RESOLUTION TO APPROPRIATE FUNDS FROM THE COUNTY AID TO BRIDGE FUND 235

WHEREAS, 605 ILCS 5/5-602 of the Illinois Compiled Statutes provides that any County having less than 1,000,000 inhabitants may levy an additional annual tax for the purpose of administering 605 ILCS 5/5-501, 502, 503 and 504; and

WHEREAS, all moneys derived from said tax shall be placed in a separate fund commonly known as the "County Aid to Bridge Fund"; and

WHEREAS, the County has fulfilled all obligations imposed upon it by Section 5-501; and

WHEREAS, 605 ILCS 5/5-502 provides that the County may construct or repair a bridge, culvert or drainage structure, on, across or along any highway, at the entire expense to the County.

NOW THEREFORE, BE IT RESOLVED that the Montgomery County Board deems it expedient to construct or repair of the bridge, culvert or drainage structure described below (see attached location map):

DESIGNATION	*AGENCY*	*ESTIMATE OF COST*	
		Percent	*Dollars*
1105 B-CA, Loc. A Witt South	Montgomery County	100 %	$4,200.00
		%	
	TOTAL =	100 %	$ 4,200.00

BE IT FURTHER RESOLVED, the funds necessary to furnish 50% of the cost shall be obtained from the County Aid to Bridge Fund.

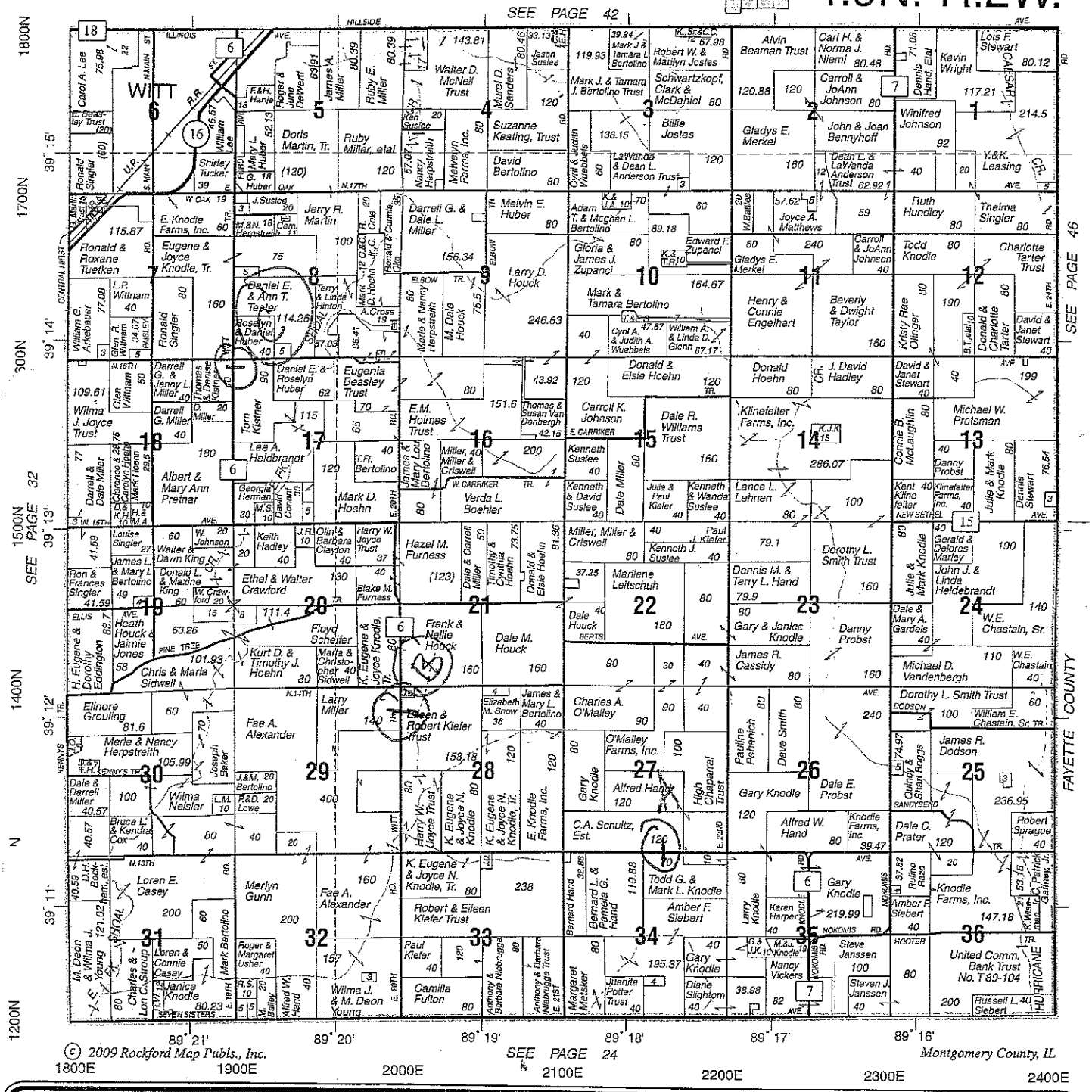
Approved and adopted by the Montgomery County Board this 9th day of July, 2013.

Sandy Leitheiser

SANDY LEITHEISER, COUNTY CLERK (SEAL)

WITT

T.9N.-R.2W.



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SNB **Security National Bank**

A SOUND INSTITUTION DEDICATED TO SERVICE

Coffeen Branch
200 W. Main St.
(217) 534-2351
(888) 766-0610

Fillmore Branch
107 S. Main St.
(217) 538-2265

Irving Branch
Pine & Rt. 16
(217) 533-4351

Witt Branch
1 W. Broadway
(217) 594-2221
(800) 594-0242

MEMBER FEDERAL RESERVE SYSTEM

EQUAL HOUSING LENDER

MEMBER FDIC

www.securitynb.com

MONTGOMERY COUNTY HIGHWAY RESOLUTION
RESOLUTION #2013-03

RESOLUTION TO APPROPRIATE FUNDS FROM THE COUNTY AID TO BRIDGE FUND 235

WHEREAS, 605 ILCS 5/5-602 of the Illinois Compiled Statutes provides that any County having less than 1,000,000 inhabitants may levy an additional annual tax for the purpose of administering 605 ILCS 5/5-501, 502, 503 and 504; and

WHEREAS, all moneys derived from said tax shall be placed in a separate fund commonly known as the "County Aid to Bridge Fund"; and

WHEREAS, the County has fulfilled all obligations imposed upon it by Section 5-501; and

WHEREAS, 605 ILCS 5/5-502 provides that the County may construct or repair a bridge, culvert or drainage structure, on, across or along any highway, at the entire expense to the County.

NOW THEREFORE, BE IT RESOLVED that the Montgomery County Board deems it expedient to construct or repair of the bridge, culvert or drainage structure described below (see attached location map):

DESIGNATION	*AGENCY*	*ESTIMATE OF COST*	
		Percent	*Dollars*
1105 B-CA, Loc. B Witt South	Montgomery County	100 %	$4,150.00
		%	
	TOTAL =	100 %	$ 4,150.00

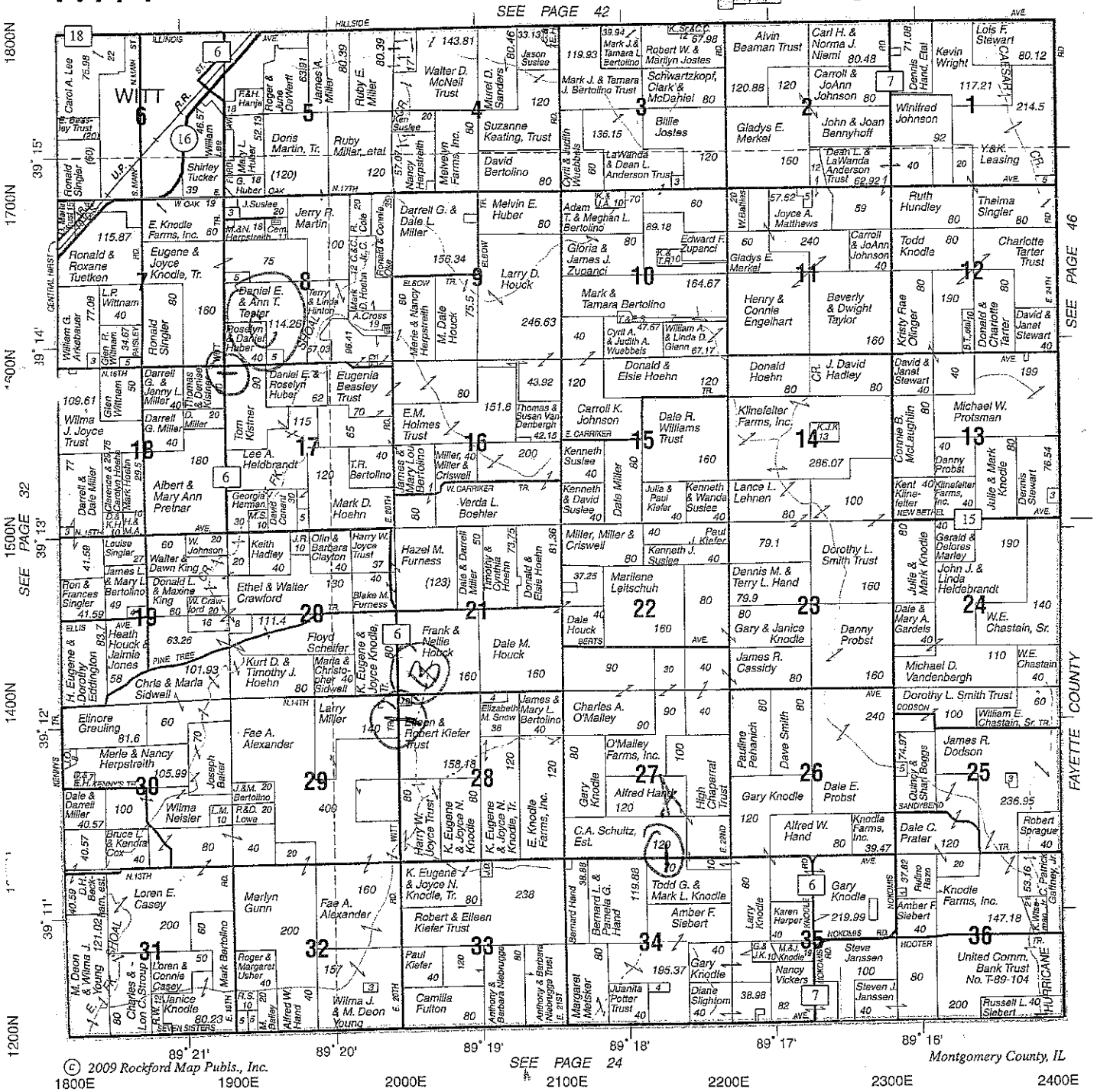
BE IT FURTHER RESOLVED, the funds necessary to furnish 50% of the cost shall be obtained from the County Aid to Bridge Fund.

Approved and adopted by the Montgomery County Board this 9th day of July, 2013.

Sandy Leitheiser

SANDY LEITHEISER, COUNTY CLERK (SEAL)

WITT T.9N.-R.2W.



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MEMBER FEDERAL RESERVE SYSTEM

EQUAL HOUSING LENDER

FDIC

MONTGOMERY COUNTY HIGHWAY RESOLUTION
RESOLUTION #2013-04

RESOLUTION TO APPROPRIATE FUNDS FROM THE COUNTY AID TO BRIDGE FUND 235

WHEREAS, 605 ILCS 5/5-602 of the Illinois Compiled Statutes provides that any County having less than 1,000,000 inhabitants may levy an additional annual tax for the purpose of administering 605 ILCS 5/5-501, 502, 503 and 504; and

WHEREAS, all moneys derived from said tax shall be placed in a separate fund commonly known as the "County Aid to Bridge Fund"; and

WHEREAS, the County has fulfilled all obligations imposed upon it by Section 5-501; and

WHEREAS, 605 ILCS 5/5-502 provides that the County may construct or repair a bridge, culvert or drainage structure, on, across or along any highway, at the entire expense to the County.

NOW THEREFORE, BE IT RESOLVED that the Montgomery County Board deems it expedient to construct or repair of the bridge, culvert or drainage structure described below (see attached location map):

DESIGNATION	*AGENCY*	*ESTIMATE OF COST*	
		Percent	*Dollars*
1105 B-CA, Loc. C Witt South	Montgomery County	100 %	$4,300.00
		%	
	TOTAL =	100 %	$ 4,300.00

BE IT FURTHER RESOLVED, the funds necessary to furnish 50% of the cost shall be obtained from the County Aid to Bridge Fund.

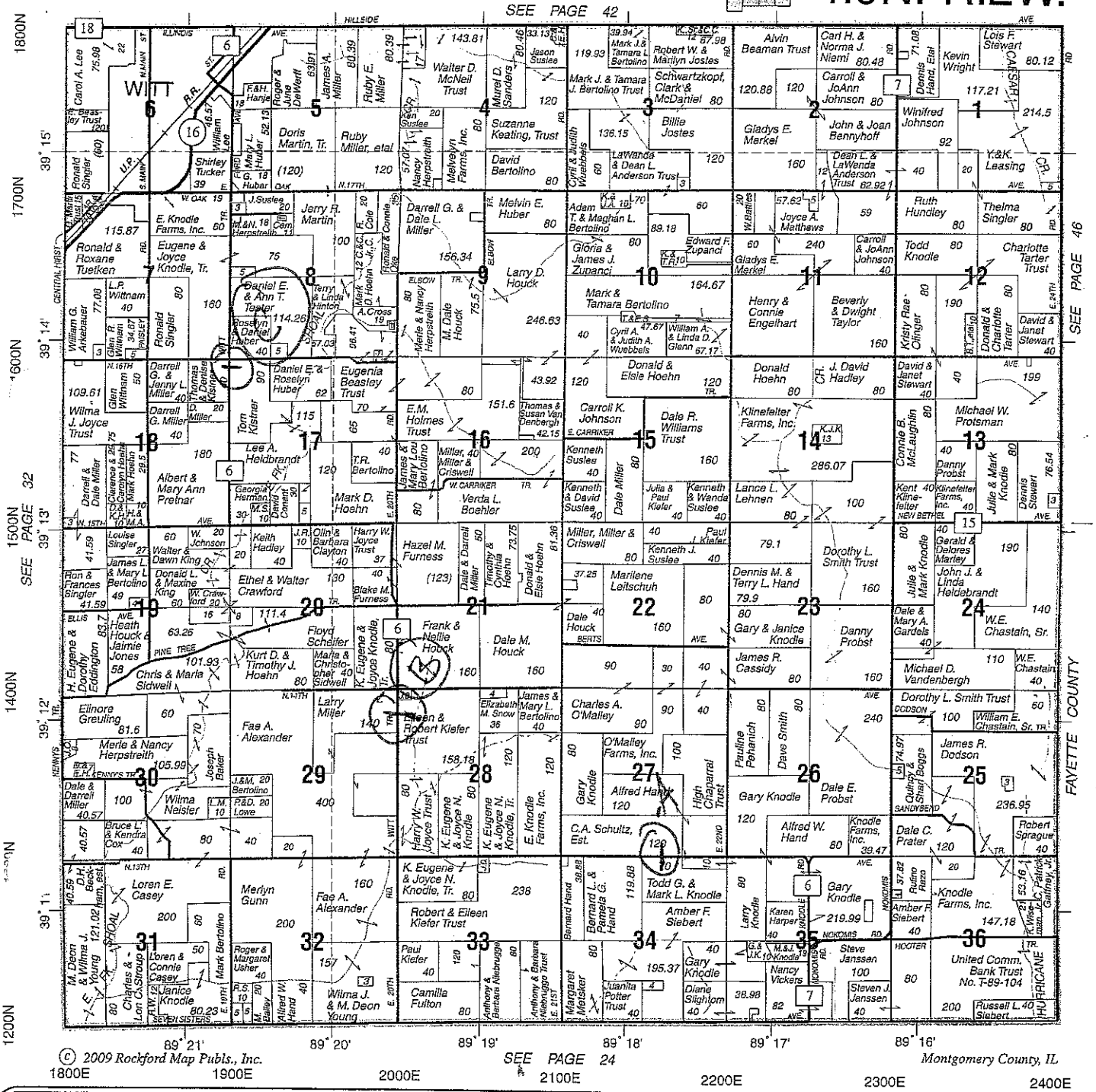
Approved and adopted by the Montgomery County Board this 9th day of July, 2013.

Sandy Leitheiser

SANDY LEITHEISER, COUNTY CLERK (SEAL)

WITT

T.9N.-R.2W.



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SNB **Security National Bank**

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www.securitynb.com

EQUAL HOUSING LENDER

FDIC

MONTGOMERY COUNTY HIGHWAY RESOLUTION
RESOLUTION #2013-05

RESOLUTION TO APPROPRIATE FUNDS FROM THE COUNTY AID TO BRIDGE FUND 235

WHEREAS, 605 ILCS 5/5-602 of the Illinois Compiled Statutes provides that any County having less than 1,000,000 inhabitants may levy an additional annual tax for the purpose of administering 605 ILCS 5/5-501, 502, 503 and 504; and

WHEREAS, all moneys derived from said tax shall be placed in a separate fund commonly known as the "County Aid to Bridge Fund"; and

WHEREAS, the County has fulfilled all obligations imposed upon it by Section 5-501; and

WHEREAS, 605 ILCS 5/5-502 provides that the County may construct or repair a bridge, culvert or drainage structure, on, across or along any highway, at the entire expense to the County.

NOW THEREFORE, BE IT RESOLVED that the Montgomery County Board deems it expedient to construct or repair of the bridge, culvert or drainage structure described below (see attached location map):

DESIGNATION	*AGENCY*	*ESTIMATE OF COST*	
		Percent	*Dollars*
1106 B-CA, Loc. A Nokomis Road	Montgomery County	100 %	$4,700.00
		%	
	TOTAL =	100 %	$ 4,700.00

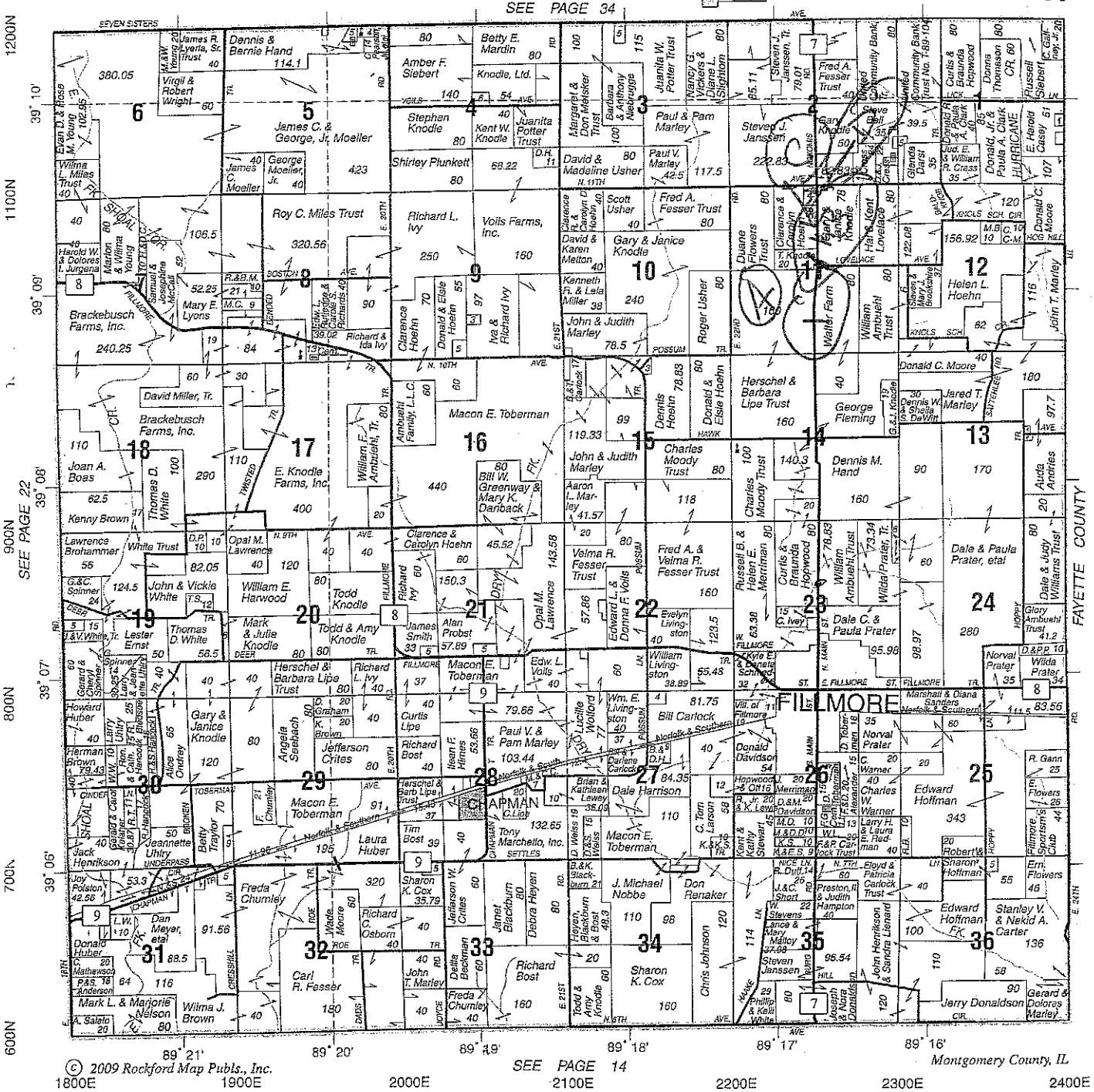
BE IT FURTHER RESOLVED, the funds necessary to furnish 50% of the cost shall be obtained from the County Aid to Bridge Fund.

Approved and adopted by the Montgomery County Board this 9th day of July, 2013.

Sandy Leitheiser

SANDY LEITHEISER, COUNTY CLERK (SEAL)

FILLMORE T.8N.-R.2W.



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MONTGOMERY COUNTY HIGHWAY RESOLUTION
RESOLUTION #2013-06

RESOLUTION TO APPROPRIATE FUNDS FROM THE COUNTY AID TO BRIDGE FUND 235

WHEREAS, 605 ILCS 5/5-602 of the Illinois Compiled Statutes provides that any County having less than 1,000,000 inhabitants may levy an additional annual tax for the purpose of administering 605 ILCS 5/5-501, 502, 503 and 504; and

WHEREAS, all moneys derived from said tax shall be placed in a separate fund commonly known as the "County Aid to Bridge Fund"; and

WHEREAS, the County has fulfilled all obligations imposed upon it by Section 5-501; and

WHEREAS, 605 ILCS 5/5-502 provides that the County may construct or repair a bridge, culvert or drainage structure, on, across or along any highway, at the entire expense to the County.

NOW THEREFORE, BE IT RESOLVED that the Montgomery County Board deems it expedient to construct or repair of the bridge, culvert or drainage structure described below (see attached location map):

DESIGNATION	*AGENCY*	*ESTIMATE OF COST*	
		Percent	*Dollars*
1106 B-CA, Loc. B Nokomis Road	Montgomery County	100 %	$4,900.00
		%	
	TOTAL =	100 %	$ 4,900.00

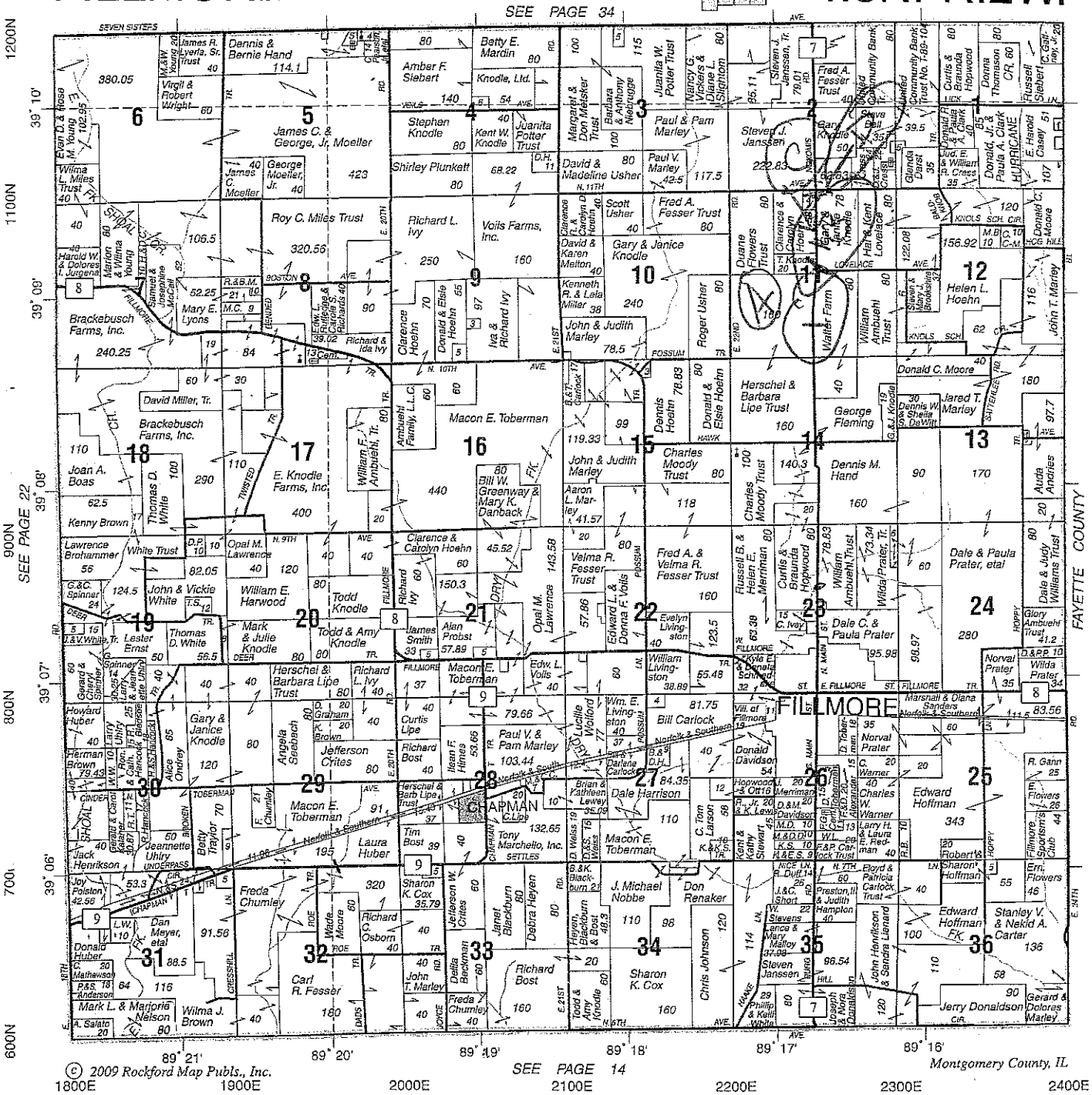
BE IT FURTHER RESOLVED, the funds necessary to furnish 50% of the cost shall be obtained from the County Aid to Bridge Fund.

Approved and adopted by the Montgomery County Board this 9th day of July, 2013.

Sandy Leitheiser

SANDY LEITHEISER, COUNTY CLERK (SEAL)

FILLMORE T.8N.-R.2W.



MONTGOMERY COUNTY HIGHWAY RESOLUTION
RESOLUTION #2013-07

RESOLUTION TO APPROPRIATE FUNDS FROM THE COUNTY AID TO BRIDGE FUND 235

WHEREAS, 605 ILCS 5/5-602 of the Illinois Compiled Statutes provides that any County having less than 1,000,000 inhabitants may levy an additional annual tax for the purpose of administering 605 ILCS 5/5-501, 502, 503 and 504; and

WHEREAS, all moneys derived from said tax shall be placed in a separate fund commonly known as the "County Aid to Bridge Fund"; and

WHEREAS, the County has fulfilled all obligations imposed upon it by Section 5-501; and

WHEREAS, 605 ILCS 5/5-502 provides that the County may construct or repair a bridge, culvert or drainage structure, on, across or along any highway, at the entire expense to the County.

NOW THEREFORE, BE IT RESOLVED that the Montgomery County Board deems it expedient to construct or repair of the bridge, culvert or drainage structure described below (see attached location map):

DESIGNATION	*AGENCY*	*ESTIMATE OF COST*	
		Percent	*Dollars*
1106 B-CA, Loc. C Nokomis Road	Montgomery County	100 %	$3,900.00
		%	
	TOTAL =	100 %	$ 3,900.00

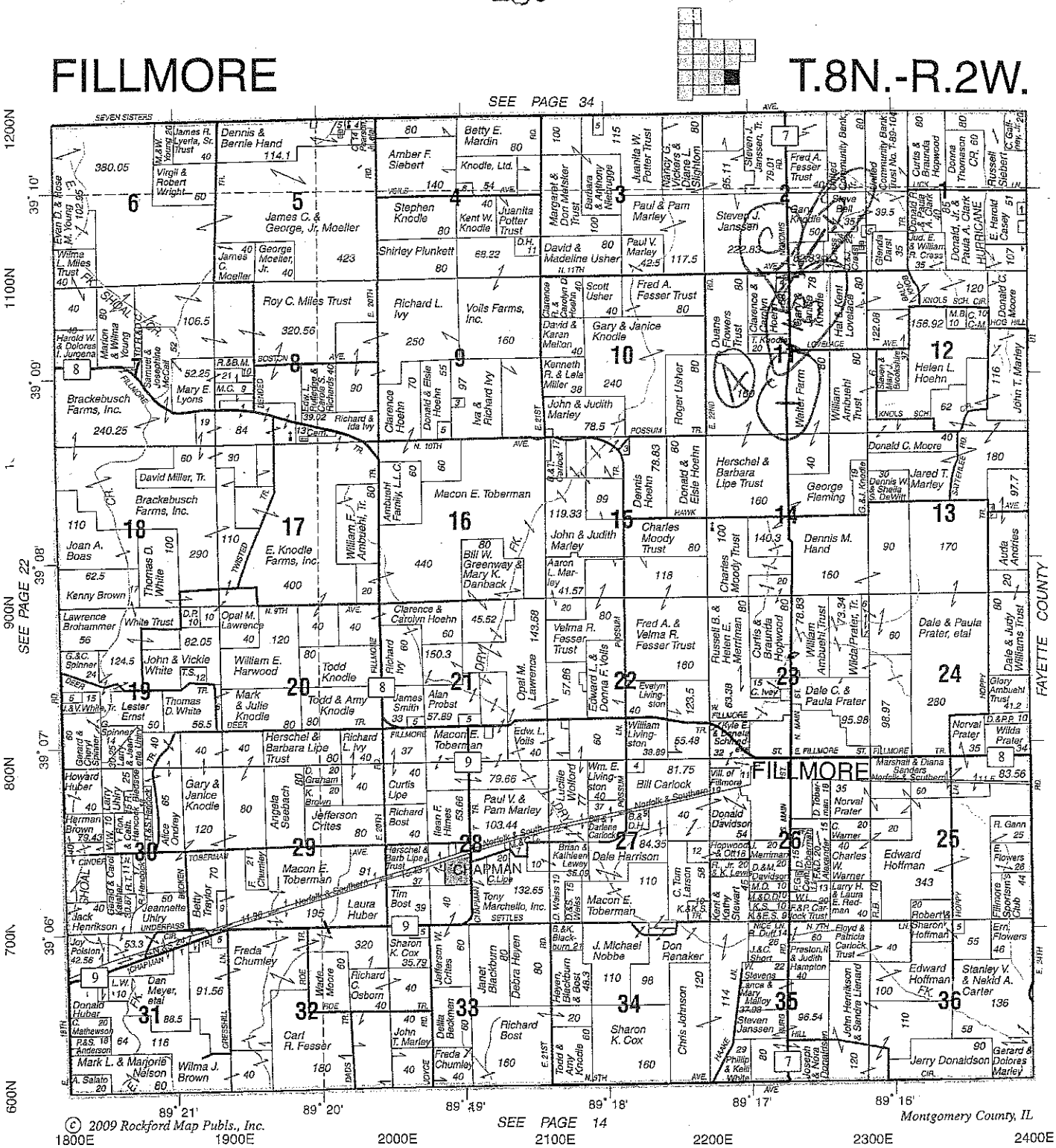
BE IT FURTHER RESOLVED, the funds necessary to furnish 50% of the cost shall be obtained from the County Aid to Bridge Fund.

Approved and adopted by the Montgomery County Board this 9th day of July, 2013.

Sandy Leitheiser

SANDY LEITHEISER, COUNTY CLERK (SEAL)

FILLMORE T.8N.-R.2W.



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MONTGOMERY COUNTY HIGHWAY RESOLUTION
RESOLUTION #2013-08

RESOLUTION TO APPROPRIATE FUNDS FROM THE COUNTY AID TO BRIDGE FUND 235

WHEREAS, 605 ILCS 5/5-602 of the Illinois Compiled Statutes provides that any County having less than 1,000,000 inhabitants may levy an additional annual tax for the purpose of administering 605 ILCS 5/5-501, 502, 503 and 504; and

WHEREAS, all moneys derived from said tax shall be placed in a separate fund commonly known as the "County Aid to Bridge Fund"; and

WHEREAS, the County has fulfilled all obligations imposed upon it by Section 5-501; and

WHEREAS, 605 ILCS 5/5-502 provides that the County may construct or repair a bridge, culvert or drainage structure, on, across or along any highway, at the entire expense to the County.

NOW THEREFORE, BE IT RESOLVED that the Montgomery County Board deems it expedient to construct or repair of the bridge, culvert or drainage structure described below (see attached location map):

DESIGNATION	*AGENCY*	*ESTIMATE OF COST*	
		Percent	*Dollars*
1106 B-CA, Loc. D Nokomis Road	Montgomery County	100 %	$3,900.00
		%	
	TOTAL =	100 %	$ 3,900.00

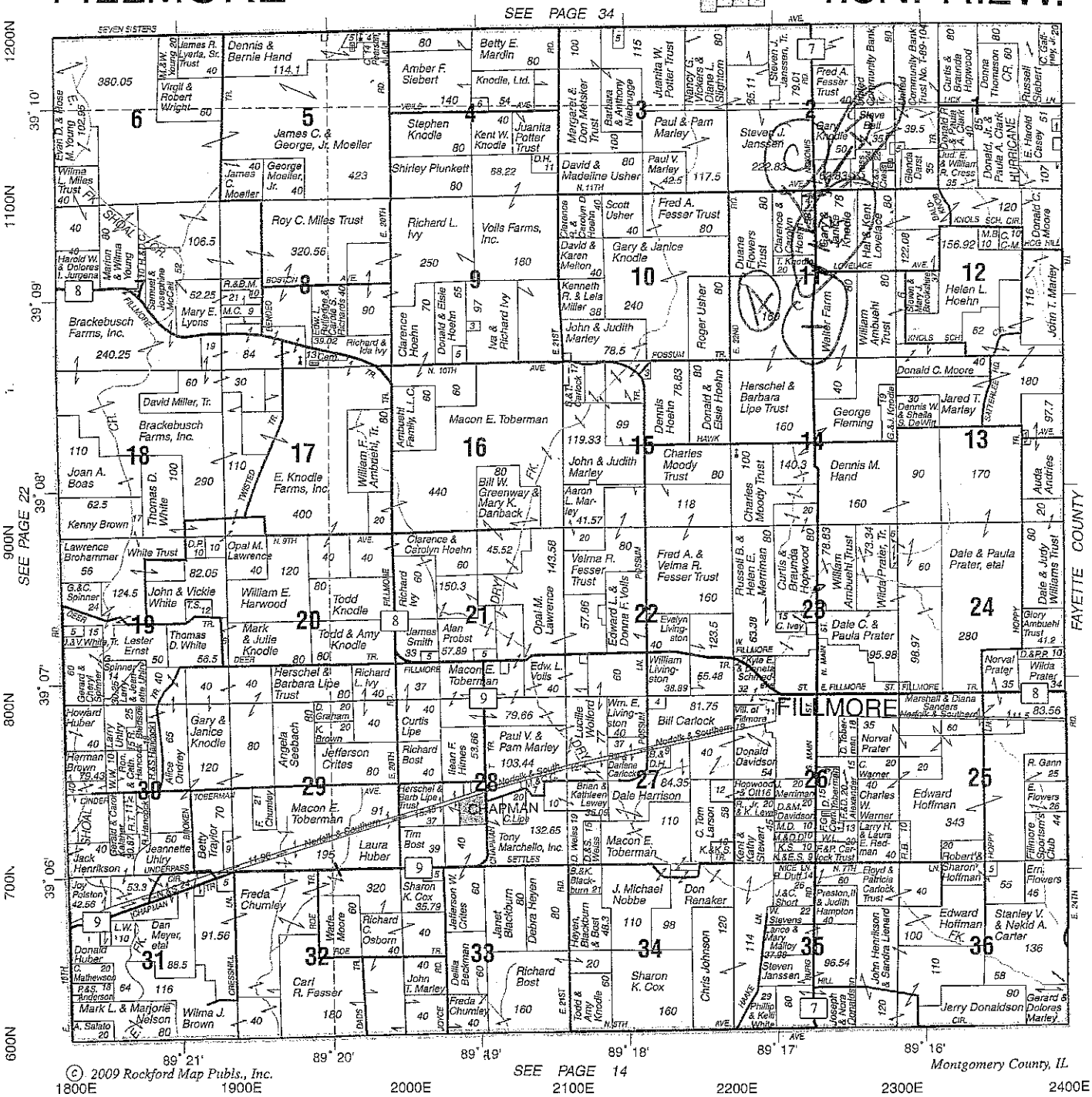
BE IT FURTHER RESOLVED, the funds necessary to furnish 50% of the cost shall be obtained from the County Aid to Bridge Fund.

Approved and adopted by the Montgomery County Board this 9th day of July, 2013.

Sandy Leitheiser

SANDY LEITHEISER, COUNTY CLERK (SEAL)

FILLMORE T.8N.-R.2W.



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MONTGOMERY COUNTY HIGHWAY RESOLUTION
RESOLUTION #2013-09

RESOLUTION TO APPROPRIATE FUNDS FROM THE COUNTY AID TO BRIDGE FUND 235

WHEREAS, 605 ILCS 5/5-602 of the Illinois Compiled Statutes provides that any County having less than 1,000,000 inhabitants may levy an additional annual tax for the purpose of administering 605 ILCS 5/5-501, 502, 503 and 504; and

WHEREAS, all moneys derived from said tax shall be placed in a separate fund commonly known as the "County Aid to Bridge Fund"; and

WHEREAS, the County has fulfilled all obligations imposed upon it by Section 5-501; and

WHEREAS, 605 ILCS 5/5-502 provides that the County may construct or repair a bridge, culvert or drainage structure, on, across or along any highway, at the entire expense to the County.

NOW THEREFORE, BE IT RESOLVED that the Montgomery County Board deems it expedient to construct or repair of the bridge, culvert or drainage structure described below (see attached location map):

DESIGNATION	*AGENCY*	*ESTIMATE OF COST*	
		Percent	*Dollars*
1106 B-CA, Loc. E Nokomis Road	Montgomery County	100 %	$4,300.00
		%	
	TOTAL =	100 %	$ 4,300.00

BE IT FURTHER RESOLVED, the funds necessary to furnish 50% of the cost shall be obtained from the County Aid to Bridge Fund.

Approved and adopted by the Montgomery County Board this 9th day of July, 2013.

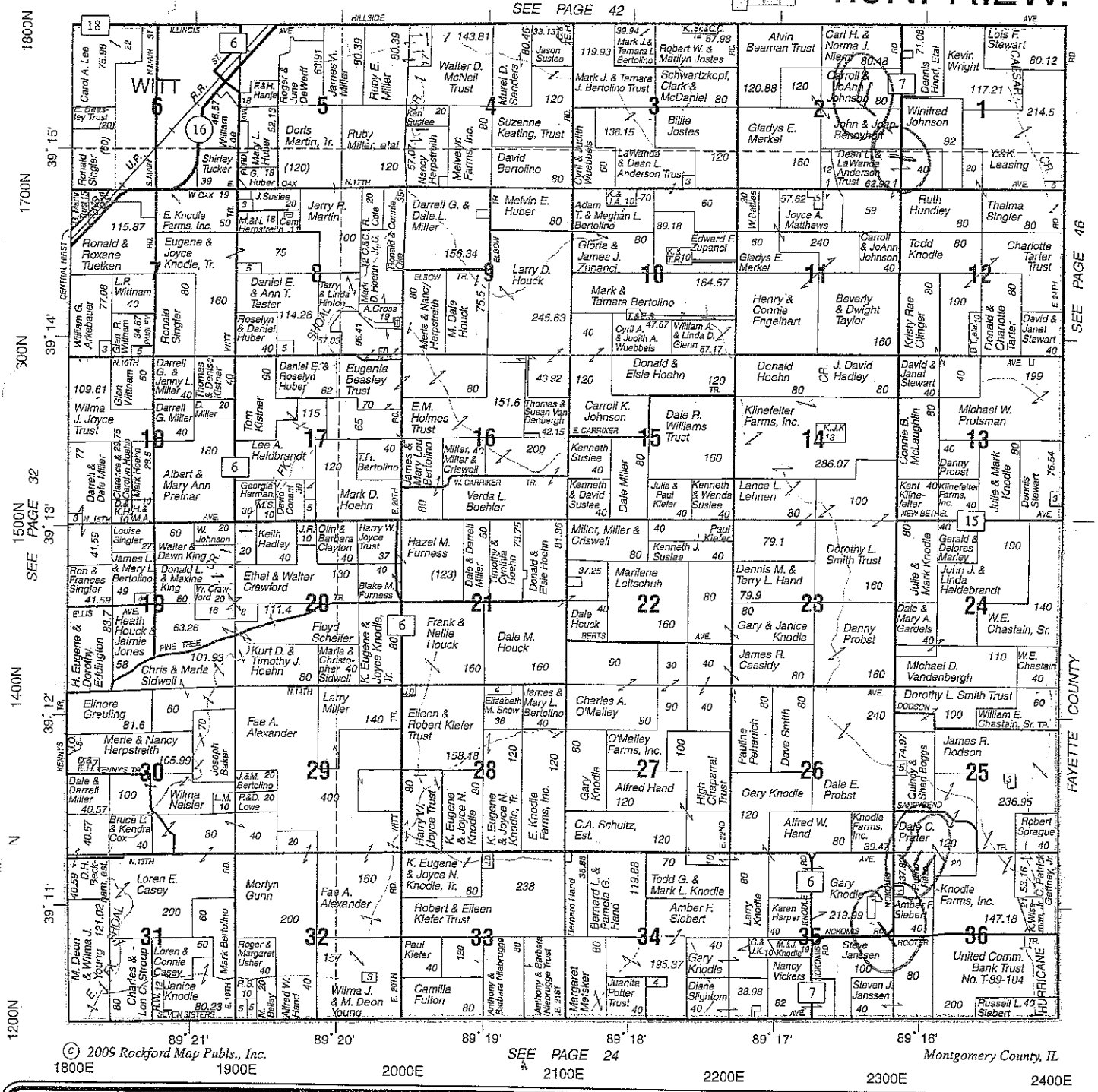
Sandy Leitheiser

SANDY LEITHEISER, COUNTY CLERK (SEAL)

13 143

WITT

T.9N.-R.2W.



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EQUAL HOUSING LENDER

FDIC

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MONTGOMERY COUNTY HIGHWAY RESOLUTION
RESOLUTION #2013-10

RESOLUTION TO APPROPRIATE FUNDS FROM THE COUNTY AID TO BRIDGE FUND 235

WHEREAS, 605 ILCS 5/5-602 of the Illinois Compiled Statutes provides that any County having less than 1,000,000 inhabitants may levy an additional annual tax for the purpose of administering 605 ILCS 5/5-501, 502, 503 and 504; and

WHEREAS, all moneys derived from said tax shall be placed in a separate fund commonly known as the "County Aid to Bridge Fund"; and

WHEREAS, the County has fulfilled all obligations imposed upon it by Section 5-501; and

WHEREAS, 605 ILCS 5/5-502 provides that the County may construct or repair a bridge, culvert or drainage structure, on, across or along any highway, at the entire expense to the County.

NOW THEREFORE, BE IT RESOLVED that the Montgomery County Board deems it expedient to construct or repair of the bridge, culvert or drainage structure described below (see attached location map):

DESIGNATION	*AGENCY*	*ESTIMATE OF COST*	
		Percent	*Dollars*
1106 B-CA, Loc. F Nokomis Road	Montgomery County	100 %	$6,600.00
		%	
	TOTAL =	100 %	$ 6,600.00

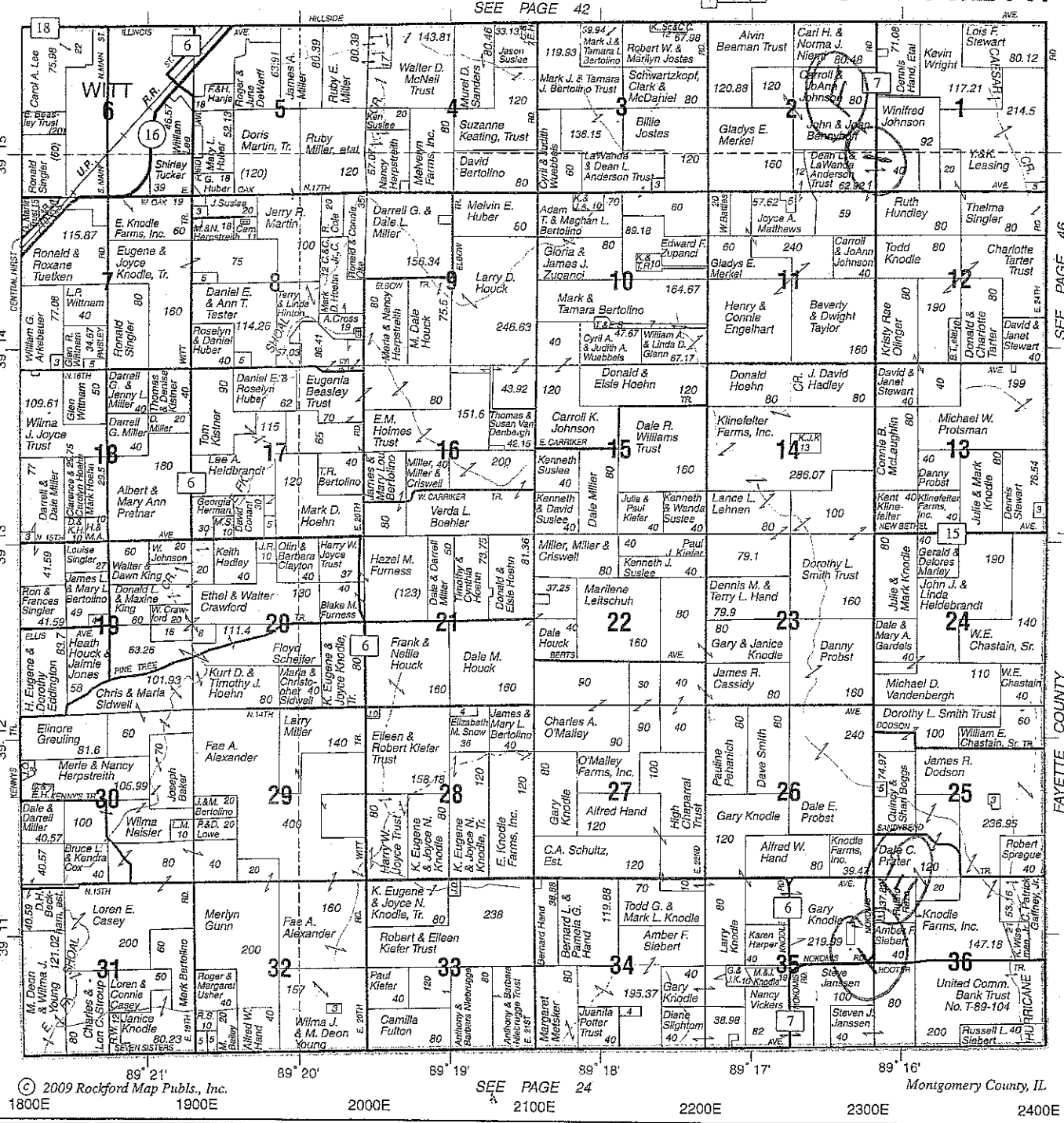
BE IT FURTHER RESOLVED, the funds necessary to furnish 50% of the cost shall be obtained from the County Aid to Bridge Fund.

Approved and adopted by the Montgomery County Board this 9th day of July, 2013.

Sandy Leitheiser

SANDY LEITHEISER, COUNTY CLERK (SEAL)

WITT T.9N.-R.2W.



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1 W. Broadway
(217) 594-2221
(800) 594-0242

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EQUAL HOUSING LENDER

FDIC

MONTGOMERY COUNTY HIGHWAY RESOLUTION
RESOLUTION #2013-11

RESOLUTION TO APPROPRIATE FUNDS FROM THE COUNTY AID TO BRIDGE FUND 235

WHEREAS, 605 ILCS 5/5-602 of the Illinois Compiled Statutes provides that any County having less than 1,000,000 inhabitants may levy an additional annual tax for the purpose of administering 605 ILCS 5/5-501, 502, 503 and 504; and

WHEREAS, all moneys derived from said tax shall be placed in a separate fund commonly known as the "County Aid to Bridge Fund"; and

WHEREAS, the County has fulfilled all obligations imposed upon it by Section 5-501; and

WHEREAS, 605 ILCS 5/5-502 provides that the County may construct or repair a bridge, culvert or drainage structure, on, across or along any highway, at the entire expense to the County.

NOW THEREFORE, BE IT RESOLVED that the Montgomery County Board deems it expedient to construct or repair of the bridge, culvert or drainage structure described below (see attached location map):

DESIGNATION	*AGENCY*	*ESTIMATE OF COST*	
		Percent	*Dollars*
1107 B-CA, Loc. A Fillmore Trail	Montgomery County	100 %	$4,700.00
		%	
	TOTAL =	100 %	$ 4,700.00

BE IT FURTHER RESOLVED, the funds necessary to furnish 50% of the cost shall be obtained from the County Aid to Bridge Fund.

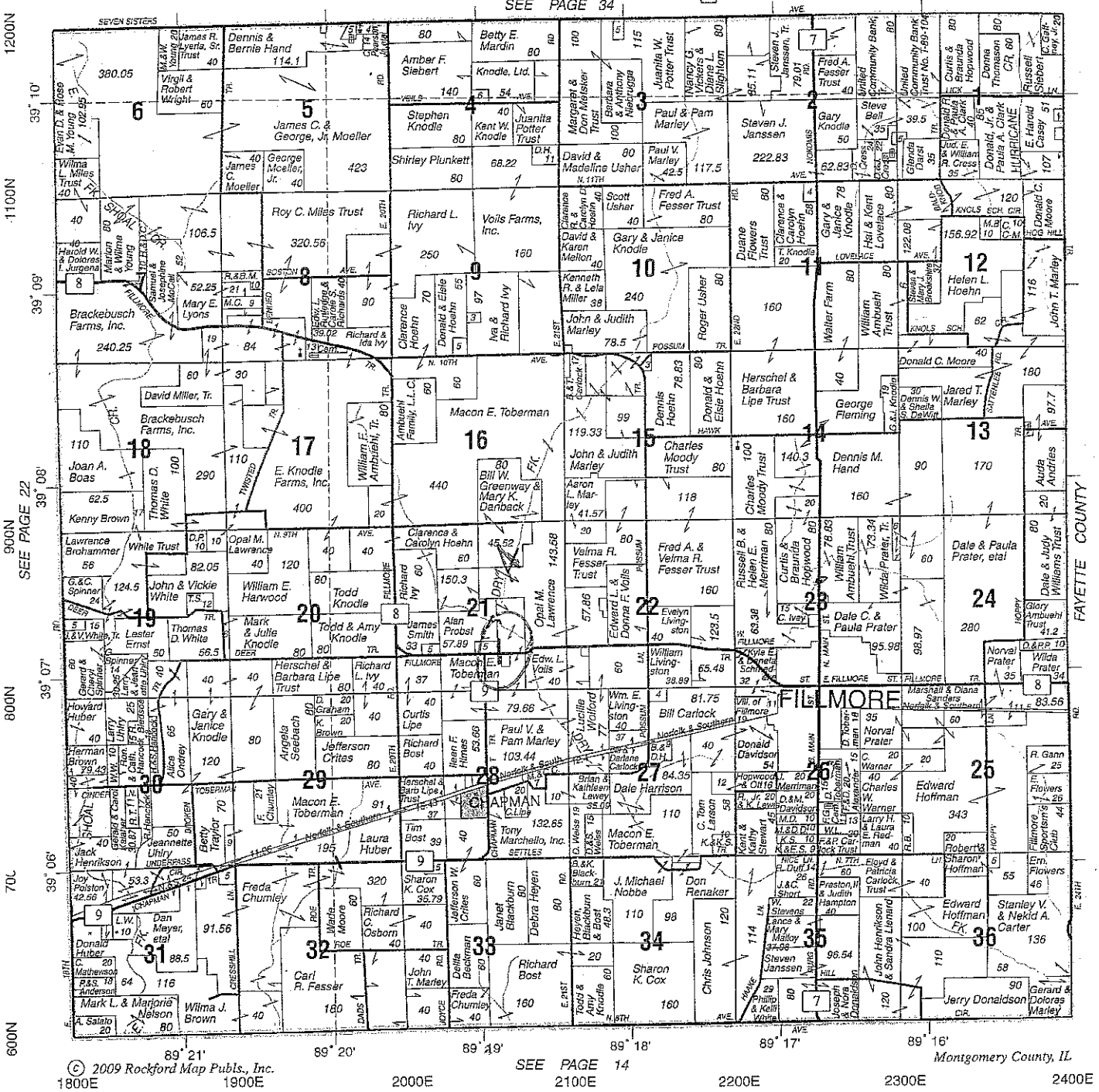
Approved and adopted by the Montgomery County Board this 9th day of July, 2013.

Sandy Leitheiser

SANDY LEITHEISER, COUNTY CLERK (SEAL)

FILLMORE T.8N.-R.2W.

SEE PAGE 34



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MONTGOMERY COUNTY HIGHWAY RESOLUTION
RESOLUTION #2013-12

RESOLUTION TO APPROPRIATE FUNDS FROM THE COUNTY AID TO BRIDGE FUND 235

WHEREAS, 605 ILCS 5/5-602 of the Illinois Compiled Statutes provides that any County having less than 1,000,000 inhabitants may levy an additional annual tax for the purpose of administering 605 ILCS 5/5-501, 502, 503 and 504; and

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WHEREAS, the County has fulfilled all obligations imposed upon it by Section 5-501; and

WHEREAS, 605 ILCS 5/5-502 provides that the County may construct or repair a bridge, culvert or drainage structure, on, across or along any highway, at the entire expense to the County.

NOW THEREFORE, BE IT RESOLVED that the Montgomery County Board deems it expedient to construct or repair of the bridge, culvert or drainage structure described below (see attached location map):

DESIGNATION	*AGENCY*	*ESTIMATE OF COST*	
		Percent	*Dollars*
1108 B-CA, Loc. A Red Ball Trail	Montgomery County	100 %	$4,200.00
		%	
	TOTAL =	100 %	$ 4,200.00

BE IT FURTHER RESOLVED, the funds necessary to furnish 50% of the cost shall be obtained from the County Aid to Bridge Fund.

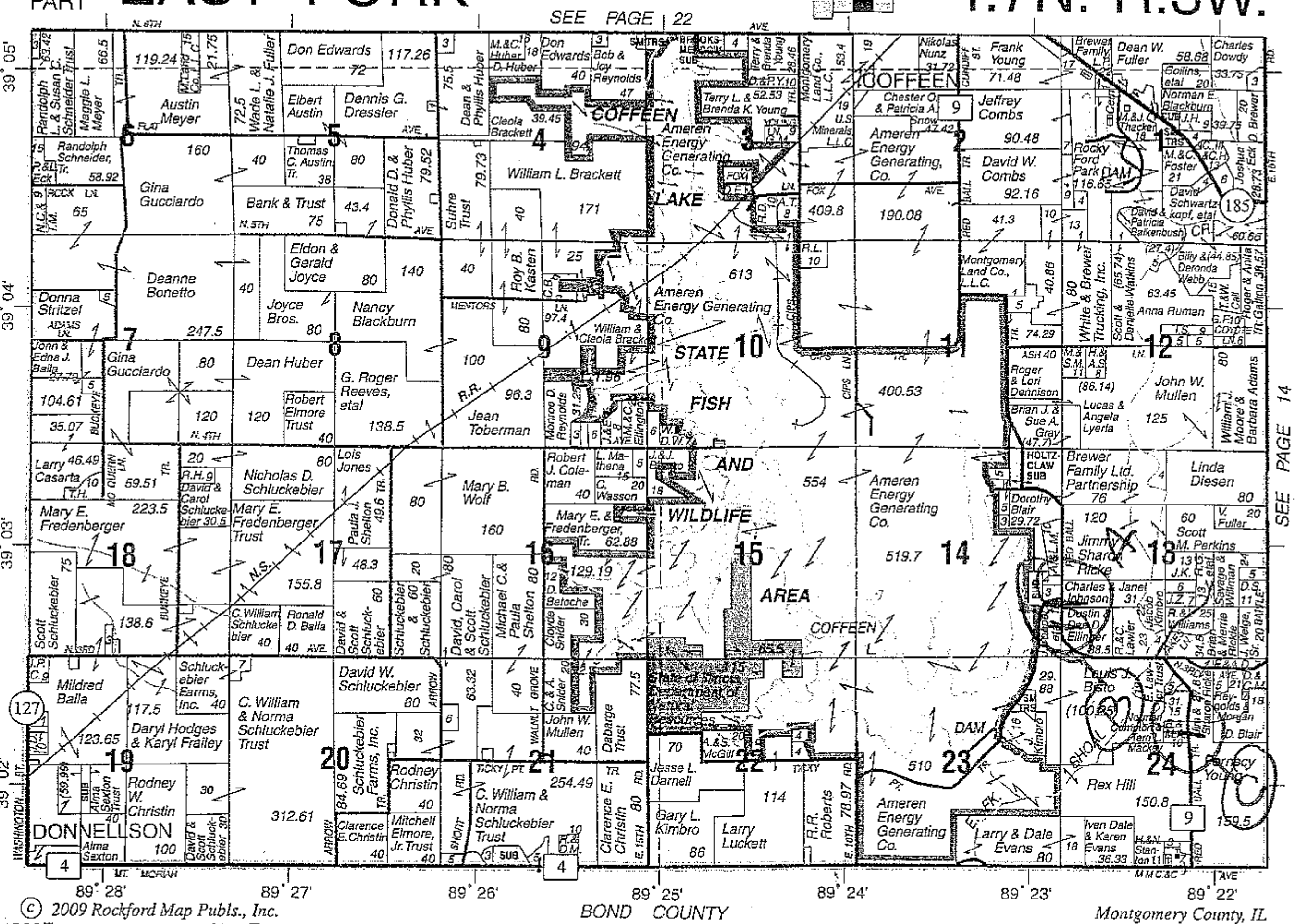
Approved and adopted by the Montgomery County Board this 9th day of July, 2013.

Sandy Leitheiser

SANDY LEITHEISER, COUNTY CLERK (SEAL)

13 to 149

SOUTH PART EAST FORK T.7N.-R.3W.



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Stephen R. Cullison
ATTORNEY AT LAW

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HILLSBORO, ILLINOIS 62049

MONTGOMERY COUNTY HIGHWAY RESOLUTION
RESOLUTION #2013-13

RESOLUTION TO APPROPRIATE FUNDS FROM THE COUNTY AID TO BRIDGE FUND 235

WHEREAS, 605 ILCS 5/5-602 of the Illinois Compiled Statutes provides that any County having less than 1,000,000 inhabitants may levy an additional annual tax for the purpose of administering 605 ILCS 5/5-501, 502, 503 and 504; and

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NOW THEREFORE, BE IT RESOLVED that the Montgomery County Board deems it expedient to construct or repair of the bridge, culvert or drainage structure described below (see attached location map):

DESIGNATION	*AGENCY*	*ESTIMATE OF COST*	
		Percent	*Dollars*
1108 B-CA, Loc. B Red Ball Trail	Montgomery County	100 %	$4,200.00
		%	
	TOTAL =	100 %	$ 4,200.00

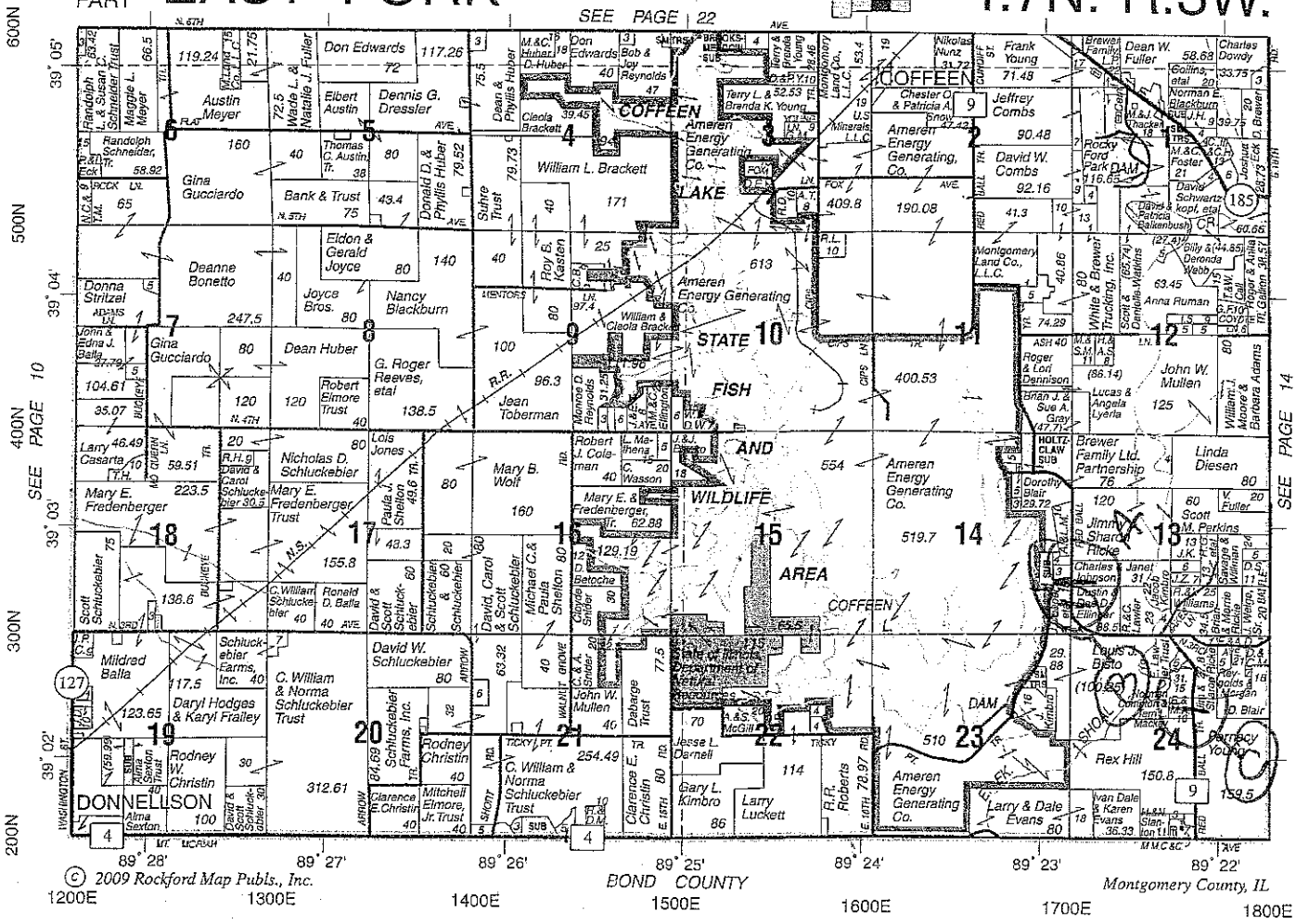
BE IT FURTHER RESOLVED, the funds necessary to furnish 50% of the cost shall be obtained from the County Aid to Bridge Fund.

Approved and adopted by the Montgomery County Board this 9th day of July, 2013.

Sandy Leitheiser

SANDY LEITHEISER, COUNTY CLERK (SEAL)

SOUTH PART **EAST FORK** T.7N.-R.3W.



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MONTGOMERY COUNTY HIGHWAY RESOLUTION
RESOLUTION #2013-14

RESOLUTION TO APPROPRIATE FUNDS FROM THE COUNTY AID TO BRIDGE FUND 235

WHEREAS, 605 ILCS 5/5-602 of the Illinois Compiled Statutes provides that any County having less than 1,000,000 inhabitants may levy an additional annual tax for the purpose of administering 605 ILCS 5/5-501, 502, 503 and 504; and

WHEREAS, all moneys derived from said tax shall be placed in a separate fund commonly known as the "County Aid to Bridge Fund"; and

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WHEREAS, 605 ILCS 5/5-502 provides that the County may construct or repair a bridge, culvert or drainage structure, on, across or along any highway, at the entire expense to the County.

NOW THEREFORE, BE IT RESOLVED that the Montgomery County Board deems it expedient to construct or repair of the bridge, culvert or drainage structure described below (see attached location map):

DESIGNATION	*AGENCY*	*ESTIMATE OF COST*	
		Percent	*Dollars*
1108 B-CA, Loc. C Red Ball Trail	Montgomery County	100 %	$3,900.00
		%	
	TOTAL =	100 %	$ 3,900.00

BE IT FURTHER RESOLVED, the funds necessary to furnish 50% of the cost shall be obtained from the County Aid to Bridge Fund.

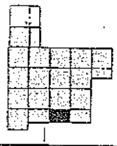
Approved and adopted by the Montgomery County Board this 9th day of July, 2013.

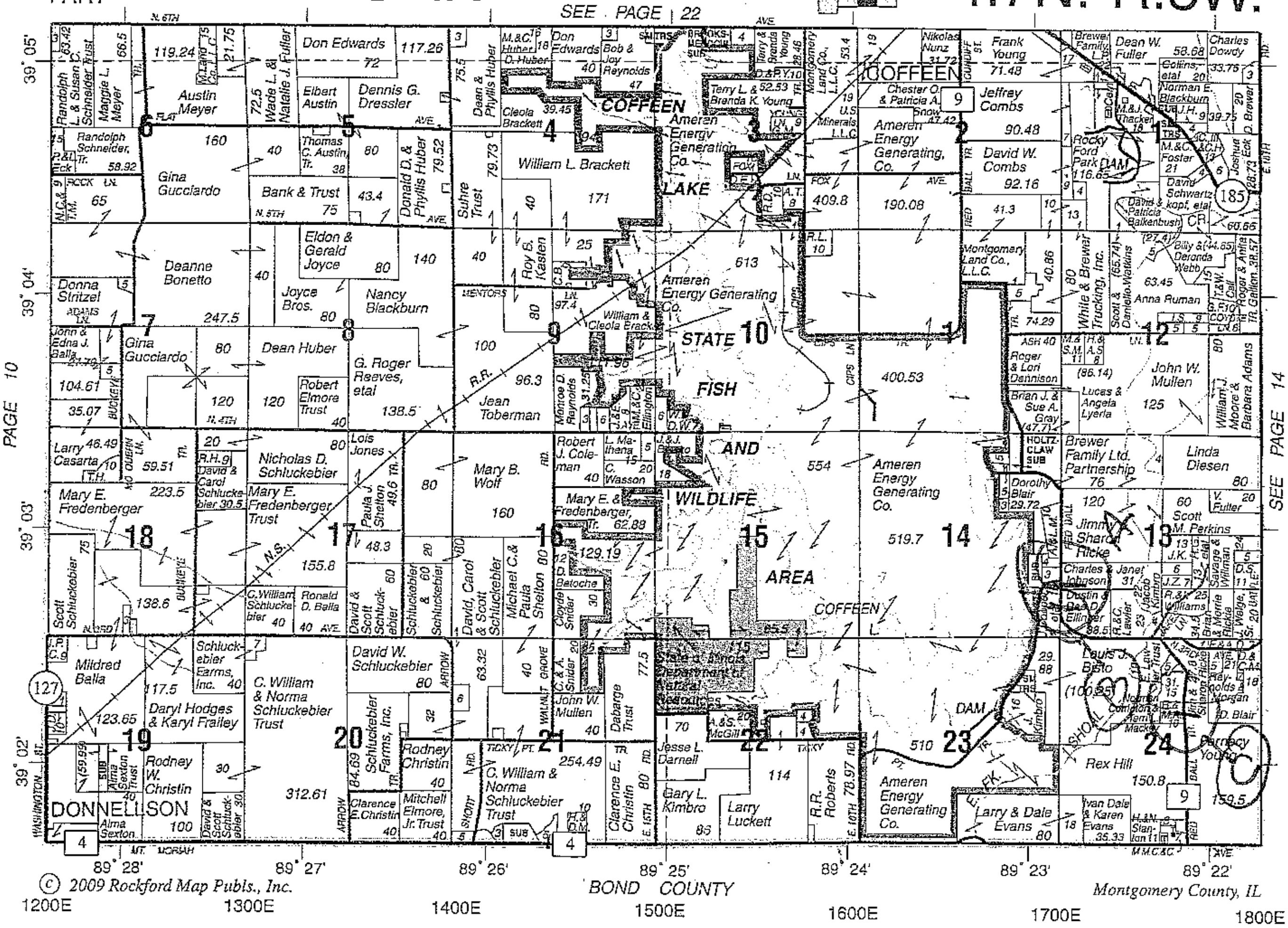
Sandy Leitheiser

SANDY LEITHEISER, COUNTY CLERK (SEAL)

BOOK 13 PAGE 153

SOUTH PART EAST FORK T.7N.-R.3W.





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HILLSBORO, ILLINOIS 62049

MONTGOMERY COUNTY HIGHWAY RESOLUTION
RESOLUTION #2013-15

RESOLUTION TO APPROPRIATE FUNDS FROM THE COUNTY AID TO BRIDGE FUND 235

WHEREAS, 605 ILCS 5/5-602 of the Illinois Compiled Statutes provides that any County having less than 1,000,000 inhabitants may levy an additional annual tax for the purpose of administering 605 ILCS 5/5-501, 502, 503 and 504; and

WHEREAS, all moneys derived from said tax shall be placed in a separate fund commonly known as the "County Aid to Bridge Fund"; and

WHEREAS, the County has fulfilled all obligations imposed upon it by Section 5-501; and

WHEREAS, 605 ILCS 5/5-502 provides that the County may construct or repair a bridge, culvert or drainage structure, on, across or along any highway, at the entire expense to the County.

NOW THEREFORE, BE IT RESOLVED that the Montgomery County Board deems it expedient to construct or repair of the bridge, culvert or drainage structure described below (see attached location map):

DESIGNATION	*AGENCY*	*ESTIMATE OF COST*	
		Percent	*Dollars*
1109 B-CA, Loc. A Mine Ave	Montgomery County	100 %	$4,700.00
		%	
	TOTAL =	100 %	$ 4,700.00

BE IT FURTHER RESOLVED, the funds necessary to furnish 50% of the cost shall be obtained from the County Aid to Bridge Fund.

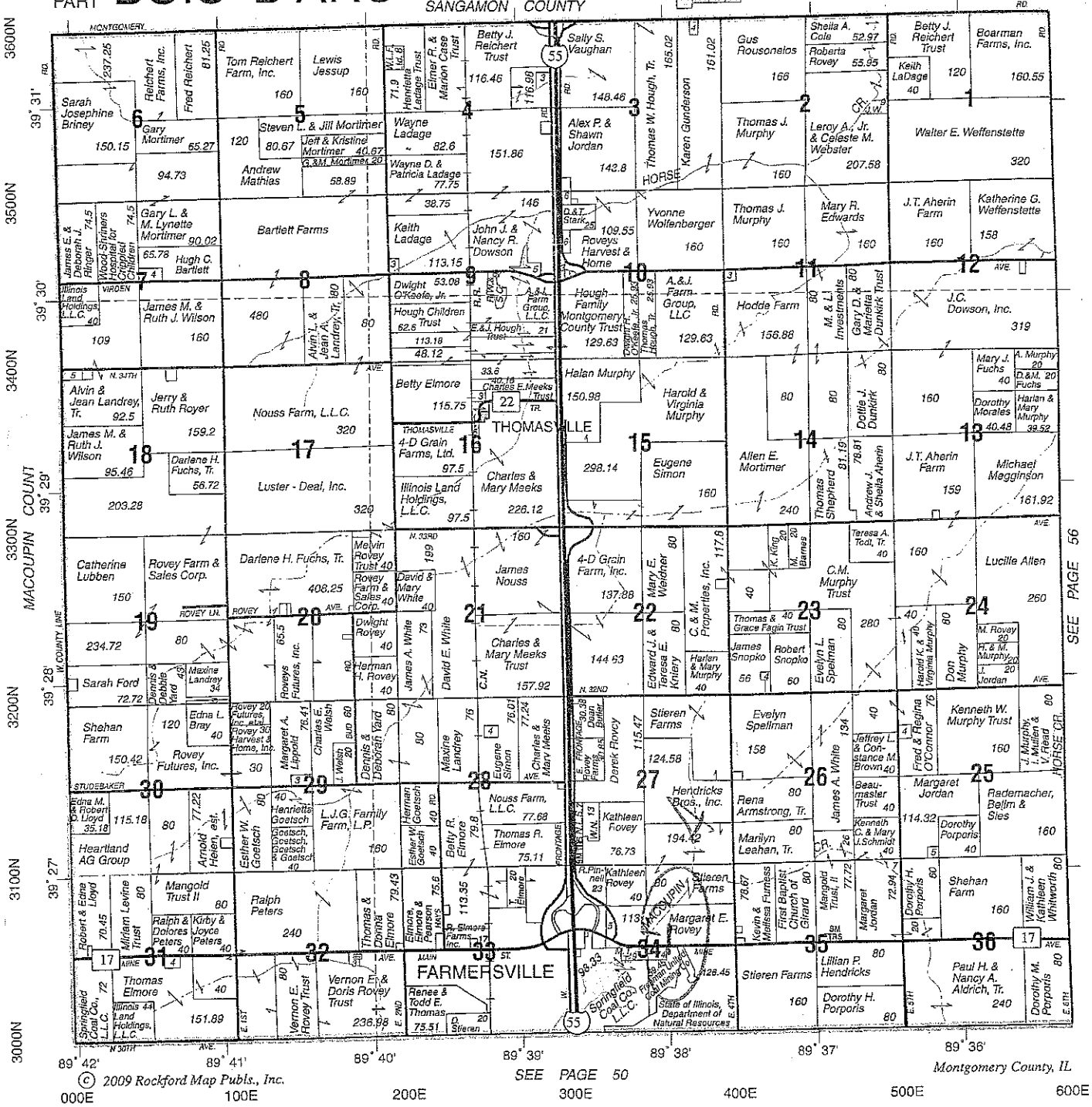
Approved and adopted by the Montgomery County Board this 9th day of July, 2013.

Sandy Leitheiser

SANDY LEITHEISER, COUNTY CLERK (SEAL)

WEST PART **BOIS D'ARC** — **T.12N.-R.5W.**

SANGAMON COUNTY



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Montgomery County
Drug and Alcohol Abuse Policy
(July 2013)

13 156

1. POLICY

1.1 Montgomery County has a vital interest in maintaining a safe, healthy, and efficient working environment. Being under the influence of a drug or alcohol on the job poses serious safety and health risks to the user and to all those who work with the user. The use, sale, purchase, transfer, or possession of an illegal drug in the workplace, and the use, possession, or being under the influence of alcohol also poses unacceptable risks for safe, healthy, and efficient operations.

1.2 Montgomery County has the right and obligation to maintain a safe, healthy, and efficient workplace for all of its employees, and to protect the County's property, information, equipment, operations and reputation.

1.3 Montgomery County further expresses its intent through this policy to comply with federal and state rules, regulations or laws that relate to the maintenance of a workplace free from illegal drugs and alcohol.

1.4 As a condition of employment, all employees are required to abide by the terms of this policy and to notify the County within five (5) days of any criminal drug or alcohol related conviction.

1.5 No part of this policy, nor any of the procedures hereunder guarantees employment, continued employment or terms or conditions of employment, or limits in any way the County's rights to manage its workplace or discipline employees.

2. PURPOSE

2.1 This policy outlines the goals and objectives of Montgomery County's drug and alcohol testing program and provides guidance to office holders, supervisors and employees concerning their responsibilities for carrying out the program.

3. SCOPE

3.1 This policy applies to all departments, all employees and all job applicants.

4. DEFINITIONS

4.1 **Alcohol** means any beverage that contains ethyl alcohol (ethanol), including but not limited to beer, wine and distilled spirits.

4.2 **County premises** means all property of Montgomery County including, but not limited to, the offices, facilities and surrounding areas on Montgomery County -owned or -leased property, parking lots, and storage areas. The term also includes Montgomery County -owned or -leased vehicles and equipment wherever located.

4.3 **Contraband** means any article, the possession of which on Montgomery County premises or while in Montgomery County business, causes an employee to be in violation of Montgomery County's work rule or law. Contraband includes illegal drugs, drug paraphernalia and alcoholic beverages.

4.4 **Drug testing** means the scientific analysis of urine, blood, breath, saliva, hair, tissue, and other specimens of the human body for the purpose of detecting a drug or alcohol.

4.5 **Illegal drug** means any drug which is not legally obtainable; any drug which is legally obtainable but has not been legally obtained; any prescribed drug not legally obtained; any prescribed drug not being used for the prescribed purpose; any over-the-counter drug being used at a dosage level other than recommended by the manufacturer or being used for a purpose other than intended by the manufacturer; and any drug being used for a purpose not in accordance with bona fide medical therapy. Examples of

illegal drugs are cannabis substances, such as marijuana and hashish, cocaine, heroin, methamphetamine, phencyclidine (PCP), and so-called designer drugs and look-alike drugs.

4.6 **Legal drug** means any prescribed drug or over-the-counter drug that has been legally obtained and is being used for the purpose for which prescribed or manufactured.

4.7 **Reasonable belief** means a belief based on objective facts sufficient to lead a prudent person to conclude that a particular employee is unable to satisfactorily perform his or her job duties due to drug or alcohol impairment. Such inability to perform may include, but not be limited to, decreases in the quality or quantity of the employee's productivity, judgment, reasoning, concentration and psychomotor control, and marked changes in behavior. Accidents, deviations from safe working practices, and erratic conduct indicative of impairment are examples of "reasonable belief" situations.

4.8 **Under the influence** means a condition in which a person is affected by a drug or by alcohol in any detectable manner. The symptoms of influence are not confined to those consistent with misbehavior, nor to obvious impairment of physical or mental ability, such as slurred speech or difficulty in maintaining balance. A determination of being under the influence can be established by a professional opinion, a scientifically valid test, such as urinalysis or blood analysis, and in some cases by the opinion of a layperson.

5. PROHIBITED ACTIVITIES

5.1 Illegal Drugs and Alcohol

a. The use, sale, purchase, transfer, or possession of an illegal drug or of alcohol by any employee while on Montgomery County premises or while performing Montgomery County business is prohibited.

5.2 Legal Drugs

a. The County does not condone the abuse of legal drugs or working under the influence of legal drugs to the extent that job performance and/or safety is adversely affected. Employees using prescription and/or over-the-counter drugs are responsible for being aware of any potential effect such drugs may have on their judgment or ability to perform their duties. The County reserves the right to judge the effect that a legal drug may have on job performance and to restrict the employee's work activity or presence at the workplace accordingly.

6. DISCIPLINE

6.1 Any employee who possesses, distributes, sells, attempts to sell, or transfers illegal drugs on Montgomery County premises or while on Montgomery County business will be discharged.

6.2 Any employee who is found to be in possession of or under the influence of alcohol in violation of this policy will be subject to discipline up to and including discharge.

6.3 Any employee who is found to be in possession of contraband or illegal drugs in violation of this policy will be subject to discipline up to and including discharge.

6.4 Any employee who is found through drug or alcohol testing to have in his or her body a detectable amount of an illegal drug or of alcohol will be subject to discipline up to and including discharge.

7. DRUG AND ALCOHOL TESTING OF JOB APPLICANTS

7.1 All applicants for employment, including applicants for part-time and seasonal positions and applicants who are former employees, are subject to drug and alcohol testing.

7.2 An applicant must pass the drug test to be considered for employment.

7.3 An applicant will be notified of Montgomery County's drug and alcohol testing policy prior to being tested; will be informed in writing of his or her right to refuse to undergo such testing; and will be informed that the consequence of refusal is termination of the pre-employment process.

7.4 An applicant will be provided written notice of this policy and by signature will be required to acknowledge receipt and understanding of the policy.

7.5 If an applicant refuses to take a drug or alcohol test, or if evidence of the use of illegal drugs or alcohol by an applicant is discovered, either through testing or other means, the pre-employment process will be terminated.

8. DRUG AND ALCOHOL TESTING OF EMPLOYEES

8.1 Montgomery County will notify employees of this policy by:

a. Providing to each employee a copy of the policy, and obtaining a written acknowledgement from each employee that the policy has been received and read.

b. Announcing the policy in various written communications and making presentations at any employee meetings.

8.2 Montgomery County may perform drug or alcohol testing:

a. Of any employee who manifests "reasonable belief" behavior.

b. Of any employee who is involved in an accident that results or could result in the filing of a Workers' Compensation claim.

c. On a random basis of any employee.

d. Of any employee who is subject to drug or alcohol testing pursuant to federal or state rules, regulations or laws.

8.3 An employee's consent to submit to drug or alcohol testing is required as a condition of employment and the employee's refusal to consent may result in disciplinary action, including discharge, for a first refusal or any subsequent refusal.

8.4 An employee who is tested in a "reasonable belief" situation may be suspended pending receipt of written tests results and whatever inquiries may be required.

9. TESTING METHODS AND PROCEDURES

9.1 All testing will be conducted by a licensed independent medical clinic or laboratory which will follow testing standards established by the State or Federal government. Testing will be conducted on a urine, blood, hair or saliva sample provided by the employee or applicant under the procedures established by the clinic or laboratory to ensure the privacy of the sample provider, while protecting against tampering/alteration of the test results. Employee or applicant may additionally be asked to submit to a breath/alcohol test for laboratory analysis.

9.2 Prior to submitting to testing, an employee or applicant may confidentially disclose to the independent medical examiner any prescription drugs or over-the-counter medications that he/she has taken or known medical condition that might interfere with an accurate test result. Such information will only be revealed to the County as permitted by law.

9.3 Transportation for random testing will be provided by the Montgomery County Health Department to the testing facility. New hires and applicants are responsible for their own transportation for testing.

9.4 Transportation for "reasonable belief" testing will be provided by Montgomery County. After the testing procedure, the County will call the emergency contact indicated by the employee or, if

unavailable, arrange for the employee to be transported home following the test. The supervisor or office holder will notify the Chairperson of the Montgomery County Personnel Committee each time an employee is tested based on a reasonable belief.

9.5 Employees will be excused from their normal duties for the random drug testing procedures without recourse by any supervisor or office holder. Being chosen for the random drug testing does not eliminate an employee from the next testing pool.

10. APPEAL OF A DRUG OR ALCOHOL TEST RESULT

10.1 An applicant or employee whose drug or alcohol test reported positive will be offered the opportunity of a meeting to offer an explanation. The purpose of the meeting will be to determine if there is any reason that a positive finding could have resulted from some cause other than drug or alcohol use.

10.2 An employee whose drug or alcohol test is reported positive will be offered the opportunity to:

a. Obtain and independently test, at the employee's expense, the remaining portion of the urine specimen that yielded the positive result;

b. Obtain the written test result and submit it to an independent medical review at the employee's expense.

10.3 The employee may use Montgomery County's medical benefits, to the extent that coverage may apply, for meeting the costs of 10.2 (a) and (b);

10.4 During the period of an appeal and any resulting inquiries, the pre-employment selection process for an applicant will be placed on hold, and the employment status of an employee may be suspended. An employee who is suspended pending appeal will be permitted to use any available annual leave in order to remain in an active pay status. If the employee has no annual leave or chooses not to use it, the suspension will be without pay.

11. INSPECTIONS AND SEARCHES

11.1 Montgomery County may conduct unannounced general inspections and searches for drugs or alcohol on Montgomery County premises or in Montgomery County vehicles or equipment wherever located. Employees are expected to cooperate.

11.2 Search of an employee and his or her personal property may be made when there is reasonable belief to conclude that the employee is in violation of this policy.

11.3 An employee's consent to a search is required as a condition of employment, and the employee's refusal to consent may result in disciplinary action, including discharge, even for a first refusal.

11.4 Illegal drugs, drugs believed to be illegal, and drug paraphernalia found on Montgomery County property will be turned over to the appropriate law enforcement agency and the full cooperation given to any subsequent investigation. Substances that cannot be identified as an illegal drug by a layman's examination will be turned over to a forensic laboratory for scientific analysis.

11.5 If an employee is the subject of a drug-related investigation by Montgomery County or by a law enforcement agency, the employee may be suspended pending completion of the investigation.

12. CONFIDENTIALITY

12.1 All information relating to drug or alcohol testing or the identification of persons as users of drugs and alcohol will be protected by Montgomery County as confidential unless otherwise required by law, overriding public health and safety concerns, or authorized in writing by the persons in question.

Jim Vazzi

Montgomery County Sheriff

140 North Main St.

Hillsboro, IL 62049

Dispatch: (217) 532-9511
Office Manager: (217) 532-9512

Fax: (217) 532-6318
Jail: (217) 532-9514

SUGGESTIONS – SECURITY IMPROVEMENTS – COURT HOUSE

1. No cell phones in building:
    a. Exemptions
        i. Employee's
        ii. Judge's
        iii. Law Enforcement
        iv. Attorney's
        v. Jurors
        vi. Devices needed as evidence, should be checked in with Court Security and held. Court Security will deliver the device to where it is needed.

2. Doors to "secured" hallway or locked employee doors should have keyless entry
    a. Receipt for a wireless entry system for one door in Circuit Clerks office attached.
    b. Wareham's security will provide a price for the work to be completed. $1370.00 which includes wireless release with the button being under the clerk's desk.

3. Judges bench doors locks are backwards.
    a. Replace door locks.
    b. $50 x 3= $150

4. "Push" lock on front door of State's Attorney Office
    a. Replace door lock.
    b. $50.00

5. Move "panic" button in S.A. Office; install additional buttons; buttons in hallways of offices. Install panic buttons in front lobby; possible wireless panic buttons

6. Install window ladders
    a. $95.00 for two story
    b. $115.00 for three story
    c. $230.00 four to five story

7. Library door access; utilize stairwell as an emergency exit only, lock doors. Lock entrance to library/stairwell door
    a. Wareham's will provide a price for an emergency exit alarm system on the exit door near the library. If opened an alarm will sound. All other stairwell doors could remain open. $2499.00

8. All outside doors should have automatic lockdown capability
    a. Move keypad entry from entrance door near library to main entrance door. Update keyless entry software so the entire building can be locked down by multiple locations such as the Sheriff's Office. Included in price above.

9. Emergency shut off for the elevator to stop in basement
    a. A key pad may be installed on elevator. The use of the elevator would require a card to use.

NOTES:

INTERGOVERNMENTAL AGREEMENT FOR TEMPORARY USE OF MONTGOMERY COUNTY'S MAPPING EQUIPMENT

THIS AGREEMENT is entered into this 13th day of Aug, 20 13, between Montgomery County, a political subdivision of the State of Illinois, hereinafter referred to as "County", and City of Litchfield, hereinafter referred to as "City/Village/District."

WHEREAS, Article VII, Section 10, of the 1970 Illinois Constitution, as well as Illinois Compiled Statutes, Section 220/3, allows Counties and other political subdivisions to contract for services and enter into agreements; and

WHEREAS, Montgomery County owns certain computer software and related equipment used for the purpose of mapping and locating various infrastructure and property boundaries; and

WHEREAS, City of Litchfield is desirous of using Mont-Gomery County's GIS and/or mapping equipment for the public purpose of mapping infrastructure such as water lines, sewer lines, fire hydrants - for now, possibly more will be determined at a later date. and

WHEREAS, in exchange for the temporary use of the County's equipment City of Litchfield, agrees to share with Montgomery County information obtained which will enhance and supplement the County's existing GIS maps; and

WHEREAS, County and City/Village/District have determined that the use of the GIS and/or mapping equipment is in the public interest, and the County agrees to

the temporary loan of its' property,

NOW, THEREFORE, in consideration of the mutual covenants of and stipulations set forth herein, the parties agree as follows:

1. Purpose. The purpose of this Agreement is to authorize and secure the loan of the County's GIS and/or mapping equipment to City of Litchfield for the purpose of mapping infrastructure: water lines, sewer lines, fire hydrants

2. Effective Date and Term of Agreement. The term of this Agreement shall commence when executed by the authorized representatives of the parties and recorded with the Montgomery County Recorder's Office, and shall terminate on Nov 18, 2013, unless otherwise agreed to, in writing, by the parties hereto.

3. Obligation of City/Village/District. The City/Village/District agrees upon delivery of said equipment, that it shall be utilized by authorized personnel only for the above-stated purpose. The City/Village/District shall return the property in as good condition as received, and further agrees to reimburse the County for any damage, excessive wear, etc., to the equipment incurred while in its possession. The equipment will be obtained from and returned to the County's GIS office.

4. Sharing of Data. The City/Village/District shall, in exchange for use of County's equipment, share with County any and all data which can be utilized by County to further enhance its maps and other information systems.

5. Severability. If any provision of this Agreement or application thereof to the County, City/Village/District, person or circumstance is held invalid, such invalidity shall not affect other provisions of this Agreement, which can be given effect without the invalid provision or application and to the end the provisions of the Agreement are declared to be severable.

IN WITNESS WHEREOF, the parties have executed this Agreement the day and year first above written.

MONTGOMERY COUNTY

County Board Chairman

ATTEST:

Montgomery County Clerk

CITY/TOWN/DISTRICT

By:

ATTEST:

City/Town/District Clerk

GIS Work Group 7-18-13, 1:00 pm, County Board Room

ndance: Megan Beeler, Mary Purcell, Ray Durston, Greg Nimmo, Bill Purcell, Leo Beasley, Sandy Leitheiser, Terri Miller, Heather Hampton+Knodle, Brandi Lentz.

1. Collected information on how current GIS system is used, what is lacking and how it could be used.

   Current Uses:
   - Information on taxing; gives assessment data, tax bill owner and brief legal
   - Pictorial reference
   - Line work
   - Public safety response
   - New 911 assignments
   - Builds map books
   - Fire protection district reference
   - Mailing lists
   - Customized map use
   - Election districts
   - Voter site addresses (currently working on unification between CC, GIS and 911 references, assigning each address to an actual structure)
   - Economic development aerial view for proposals and prospects
   - Reference for property shapes, topography, boundaries, owners, current tax status
   - Real estate reference for property data including location, brief legals, owner and tax bill (uses in conjunction with SOA and CC to double check data, must doesn't match)

Needs:
   - Updated flyover – at minimum every 10 years, ideally every 3-5 years
   - Clear flyover (3ft vs 6in)
   - Ability to push data to the field – ie to emergency responders (through an application)
   - Ability to receive what 911 pushes – ie responders' phones or squad car computers
   - Election maps identifying all districts
   - Interactive for all voters/voter site addresses
   - Multitude of entities could benefit – example school districts could use to identify bus primary and alternate routes.
   - Extend usage beyond county
   - Easier public access to certain information
   - Possible subscription fee for some date – example farm usage
   - Online 24 hour accessible format would eliminate many real estate calls/visits
   - Real estate is willing to pay a subscription fee comparable to what they pay now for property record cards and aerial photography reference (MCR agent pays $2000-$3000 annually)
   - Conformity, currently the PO address, SOA address and 911 address don't all match
   - Aerial photos would benefit game warden
   - Online system would eliminate update needs on current system, decrease labor hours spent on the phone, and decrease misrouted questions.
2. Group reviewed the cost structure presented by Bruce Harris Associates (BHA) for an online system. Option 1, we host, Option 2 they host. It is more cost effective for BHA to host. Terri Miller also presented some information on Beacon, a competitor to BHA, for review.
3. Group discussed priority for next meeting, including the formation of a near-term plan and 5 year plan. After review of the "Needs" it was determined that top priority and crucial to the near-term plan will be an updated flyover. Mary Purcell will collect several bids for an updated flyover and report at the next meeting. Mary will also ask BHA what information is already out there if we opt to not do a flyover, ie what level of data (3 ft? 1 ft?) exists that we could use.

Jim Vazzi

Montgomery County Sheriff

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To: Montgomery County Finance Committee

CC: Sheriff Jim Vazzi

From: Undersheriff Rick Robbins

Date: August 12, 2013

Re: Purchase of squad vehicles

The Montgomery County Sheriff's Office respectfully submits the following proposal in reference to the future purchase of MCSO vehicles.

Past practice of the purchase of vehicles has changed multiple occasions. The most recent agreement was to replace law enforcement vehicles after 80,000 miles with a consideration to keep the Chevrolet Tahoe's until 100,000 miles due to their warranty. Since that agreement was made no vehicles have been purchased due to budgetary restraints of the County.

In recent discussions the estimated amount of funds that will be returned to the general fund by the Sheriff's Office after this 2013 fiscal budget will be $159,000. Sheriff Jim Vazzi requests to purchase five new law enforcement vehicles in this fiscal budget.

The following list is of vehicles and an estimated cost requested to be purchased.

• 2 Chevrolet Tahoe's	$64,000
• 2 Ford Explorers	$55,000
• 1 Ford Expedition or Chev Suburban	$32,000
The estimated cost for equipment and labor for the vehicles are:	$15,000
	$166,000

The following list is vehicles and estimated trade in values.

• 2008 Ford Crown Vic	100,000 miles	$2000
• 2009 Ford Crown Vic	85,000	$2000
• 2008 Ford Crown Vic	130,000	$1500
• 2010 Ford Expedition	80,000	$8000
• 2008 Ford Explorer	110,000	$ 500
		$14,000

PRE-PAID VENDORS NEEDING PAYMENT PRIOR TO COUNTY BOARD DATE (REV. AUGUST 13, 2013)

ALL UTILITIES
AMEREN ILLINOIS
AMEREN ENGERY MARKETING (revised August 13, 2013)
SANTANNA ENERGY SERVICES
CONSOLIDATED COMMUNICATIONS
CITY OF HILLSBORO
VERIZON WIRELESS
MJM ELECTRIC
AT & T MOBILITY
M & M SERVICE
STEWART SANITATION
TECH ELECTRONICS, INC.
FRONTIER

POSTAGE
U.S. POST OFFICE
UPS
IL DEPT. OF REVENUE - REVENUE STAMP REPLENISHMENT
MAIL FINANCE - LEASE ON POSTAGE METER & SCALES
FRANCOTYP-POSTALIA MAILING SOLUTIONS
UNITED OFFICE SYSTEMS

COURT ORDERED EXPENSES
ATTORNEY FEES
CONDEMNATION
ESCHEATS
PETIT JURY – MILEAGE & PER DIEM
INTERPRETERS & TRANSCRIPTS
ALL JUDGE SIGNED VOUCHERS

CONTRACTUAL AND LEASE SERVICES
CONTRACTUAL CLEANING SERVICES FOR COUNTY BUILDINGS
PUBLIC BUILDING COMMISSION
OTIS ELEVATOR
PATTON AND COMPANY, C.P.A.
HARRIS
CORRECTIONAL HEALTHCARE CO., INC.
RICOH USA, INC.
MONTGOMERY COUNTY FARM BUREAU

OTHER
MONTGOMERY COUNTY RECORDER - MONTGOMERY CO. WATER CO. RECORDING FEES
PROBATION FUNDS (495, 496, 497, 498)
INHERITANCE TAX
TRANSFER AMONG COUNTY FUNDS
MEYER TRUSTEE & DELINQUENT PROPERTY MAINTENANCE FUND
COUNTY BOARD MEMORIAL FUND
WEST CENTRAL ILLINOIS CRIMINAL JUSTICE COUNCIL – ASSIST PROGRAM
CEFS – TRANSPORTATION SERVICE TO MONTGOMERY COUNTY
MONTGOMERY COUNTY LIQUOR COMMISSIONER
COUNTY BOARD COMMITTEE CHAIRMEN ANNUAL REIMBURSEMENT EXPENSE
U OF I EXTENSION OFFICE
ELECTION POLLING PLACES RENT
ELECTION & PROCESSING JUDGES
MONTGOMERY COUNTY TREASURER- COUNTY PROPERTY TAXES
VETERANS ASSISTANCE COMMISSION
CRIMINAL BACKGROUND CHECK FEES
BOND COUNTY HEALTH DEPARTMENT

PAYROLL/SALARY/INSURANCE
INSURANCE
SOCIAL SECURITY
IRS-941
DEDUCTION CHECKS
REIMBURSE SALARIES
CENTRAL LABORER'S PENSION, WELFARE & ANNUITY FUNDS
RETIREE INSURANCE PLAN

DISCLAIMER
LIST MAY INCLUDE ANY UNFORESEEN EXPENSE FOR WHICH OFFICE HOLDER DETERMINES IS REQUIRED FOR DAILY COUNTY OPERATIONS AND RECEIVES VERBAL AND/OR WRITTEN APPROVAL FROM COUNTY BOARD COMMITTEE CHAIRPERSON.

DATED AUGUST 13, 2013

RON JENKINS
MONTGOMERY COUNTY TREASURER

SANDY LEITHEISER
MONTGOMERY COUNTY CLERK & RECORDER

AIMEE SHELTON
ASSISTANT COUNTY TREASURER

TRICIA MAULDING
ACCOUNTS PAYABLE DEPT. HEAD

08-13-001

RESOLUTION

1012042G

WHEREAS, The County of Montgomery, as Trustee for the Taxing Districts, has undertaken a program to collect delinquent taxes and to perfect titles to real property in cases in which the taxes on such real property have not been paid, pursuant to 35ILCS 200/21-90, and

WHEREAS, Pursuant to this program, the County of Montgomery, as Trustee for the Taxing Districts, has acquired an interest in the following described real estate:

HILLSBORO TOWNSHIP

PERMANENT PARCEL NUMBER: 16-13-376-008

As described in certificates(s) : 2008-00134 sold November 2009

and it appearing to the Finance Committee that it would be to the best interest of the County to dispose of its interest in said property.

WHEREAS, Randall Huber, has bid $2,351.00 for the County's interest, such bid having been presented to the Finance Committee at the same time it having been determined by the Finance Committee and the Agent for the County, Joseph E. Meyer, that the County shall receive from such bid $1,718.25 as a return for its certificate(s) of purchase. The County Clerk shall receive $0.00 for cancellation of Certificate(s) and to reimburse the revolving account the charges advanced from this account, the auctioneer shall receive $0.00 for his services and the Recorder of Deeds shall receive $60.00 for recording. The remainder is the amount due the Agent under his contract for services. The total paid by purchaser is $2,351.00.

THEREFORE, your Finance Committee recommends the adoption of the following resolution:

BE IT RESOLVED BY THE COUNTY BOARD OF MONTGOMERY COUNTY, ILLINOIS, that the Chairman of the Board of Montgomery County, Illinois, be authorized to execute a deed of conveyance of the County's interest or authorize the cancellation of the appropriate Certificate(s) of Purchase, as the case may be, on the above described real estate for the sum of $1,718.25 to be paid to the Treasurer of Montgomery County Illinois, to be disbursed according to law. This resolution to be effective for sixty (60) days from this date and any transaction between the above parties not occurring within this period shall be null and void.

ADOPTED by ~~roll call~~ vote this 13th day of Aug, 2013

ATTEST:

Sandy Lotherser
CLERK

COUNTY BOARD CHAIRMAN

Montgomery County Contracts

Equipment Number	Serial Number	Model	Location Name	Average cost of Last Year	Contract Cost	Contract Details	Supplies Included
EQ10236	J8445800694	LD127	MONTGOMERY COUNTY ANIMAL CONTROL	$359.00	$1,300.00	$1,300 @100,000 annual excess @.013	Yes
EQ10638	M5785101036	LD050SP	MONTGOMERY COUNTY BOARD	$582.00			
EQ10433	K8366541408	2020D	MONTGOMERY COUNTY G.I.S.	$345.00			
EQ10611	M2875501290	DSM745E	MONTGOMERY COUNTY CIRCUIT CLERK	$2,063.00	$1,300.00	$1,300 @ 100,000 annual excess@.013	Yes
EQ10461	K8J435946	MFC8220	MONTGOMERY COUNTY CIRCUIT CLERK	$340.00	$260.00	$260 annual	No
EQ10757	V4599600037	LD117	MONTGOMERY COUNTY CIRCUIT CLERK	$395.00	$260.00	$260 @ 20,000 annual excess@.013	Yes
EQ10621	M5415500023	LD040B	MONTGOMERY COUNTY CIRCUIT CLERK	$498.00	$468.00	$468 @ 36,000 annual excess@.013	Yes
EQ10756	V4599300094	LD117	MONTGOMERY COUNTY CORONER	$380.00	$260.00	$260 @ 20,000 annual Excess @ .013	Yes
EQ10024	C3932015022	5308L-Dup	MONTGOMERY COUNTY CLERK	$800.00	$260.00	$260 @ 30,000 annual Excess @ .004	No
EQ10609	M2874900752	DSM745EP	MONTGOMERY COUNTY CLERK	$2,567.00	$1,560.00	$1,560 @ 120,000 annual Excess @ .013	Yes
EQ10225	J8441302540	2027	MONTGOMERY COUNTY CLERK	$275.00	$275.00	Coin OP Machine. Tom Day collected $275.00 from Dec. 2011 to Dec. 2012.. CPC @ 0.05	Yes
EQ10362	K2568500409	DSM516PF	MONTGOMERY COUNTY EMERGENCY MANAGEMENT AGENCY	$245.00	$260.00	$260 annual	No
EQ10411	K5160400328	3245C	MONTGOMERY COUNTY EMERGENCY MANAGEMENT AGENCY	$462.00	$260.00	$260 @ 20,000 annual Excess @ .013	No
EQ10708	Q3760300307	C7528N Printer	MONTGOMERY COUNTY 911 - SHERIFF	$395.00	$260.00	$260 annual	No
EQ10487	L3765500416	DSC530	MONTGOMERY COUNTY 911 - SHERIFF	$508.00	$520.00	$520 @ 40,000 annual B/W Excess @ .013 All Color @ .075	Yes
EQ11008	U62272A0J300966	8480DN	MONTGOMERY COUNTY 911 - SHERIFF	$0.00	Facsimile No Contract		

Equipment Number	Serial Number	Model	Location Name	Average cost of Last Year	Contract Cost	Contract Details	Supplies Included
EQ10181	J0211202067	2712	MONTGOMERY COUNTY SHERIFF	$472.00	$260.00	$260 @ 20,000 annual Excess @ .013	Yes
EQ10839	M0278800395	DSM416	MONTGOMERY COUNTY HEALTH DEPARTMENT	$345.00	$260.00	$260 @ 20,000 annual Excess @ .011	No
EQ10582	M0278800399	DSM416	MONTGOMERY COUNTY HEALTH DEPARTMENT	$345.00	$260.00	$260 @ 20,000 annual Excess @ .011	No
EQ10538	L8275400340	MP7500	MONTGOMERY COUNTY HEALTH DEPARTMENT	$2,199.00	$1,980.00	$1,980 @ 180,000 annual Excess @ .011	No
EQ10583	M0278800400	DSM416	MONTGOMERY COUNTY HEALTH DEPARTMENT	$345.00	$260.00	$260 @ 20,000 annual Excess @ .011	No
EQ01063	K8166440129	MP2016	MONTGOMERY COUNTY HEALTH DEPARTMENT	$894.00	$260.00	$260 @ 20,000 annual Excess @.011	No
EQ10878	L9086620773	MPC4500	MONTGOMERY COUNTY HEALTH DEPARTMENT	$900.00	$260.00	$260 @ 20,000 annual Excess @ .011 All color @ .039	No
EQ11032	M5585800800	MP4000SPF	MONTGOMERY COUNTY HEALTH DEPT. - MEDICAL RECORDS	$894.00	$880.00	$880 @ 80,000 annual Excess @ .011	No
EQ10488	L3765700899	LD430C	MONTGOMERY COUNTY HIGHWAY DEPARTMENT	$554.00	$554.00	B/W CPC @ .012 Color CPC @ .075	Yes
EQ10179	H9J463175	MFC8220	MONTGOMERY COUNTY PROBATION	$150.00	$260.00	$260 Annual	No
EQ10640	M5794901614	MP5000SP	MONTGOMERY COUNTY PROBATION	$1,316.00	$780.00	$780 @ 60,000 annual. Excess @.013	Yes
EQ10365	K2845203032	2035ESP	MONTGOMERY COUNTY SUPERVISOR OF ASSESSMENTS	$485.00	$331.00	CPC @ .013	Yes
	J0111201031	2522	MONTGOMERY COUNTY SUPERVISOR OF ASSESSMENTS	$0.00	No Contract. This was canceled 5/29/12		
EQ10790	K2955300912	LD145	MONTGOMERY COUNTY TREASURER	$1,127.00	$830.00	CPC @ .013	Yes
	V4399400285	LD117F	MONTGOMERY COUNTY TREASURER AND COLLECTOR	$0.00	No Contract. This was canceled 5/4/12 per Ron Jenkins		
EQ10174	H9248503547	1013F	MONTGOMERY COUNTY VETERANS ASSISTANCE COMMISSION	$360.00	$260.00	$260 @ 20,000 annual Excess @ .013	Yes
EQ10589	M0288600172	LD016	MONTGOMERY COUNTY WATER COMPANY	$305.00	No Longer in use per George 7/31/13		
				$20,905.00	**$14,678.00**		

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Montgomery County Resolution/Ord. ~~10~~ 2013-05

FOOD SERVICE SANITATION ORDINANCE

FOR

MONTGOMERY COUNTY HEALTH DEPARTMENT

This Ordinance rescinds the December 14, 2010, Montgomery County Food Service Sanitation Ordinance.

An ordinance defining adequate, approved, authorized representatives, board of health, county board, Health Authority, etc. Providing for the sale and service of only unadulterated, wholesome, properly labeled/branded food; regulating the source of food; establishing sanitation standards for food, food protection, food service personnel, food service operations, food equipment and utensils, sanitary facilities and controls; and retail food stores. Regulating the inspection of food service establishments, retail food stores, taverns, and other such establishments which provide food or drink for the public's consumption. Providing for examination and condemnation of food. Providing for the enforcement of the current Illinois Food Service Sanitation Code and Retail Food Store Sanitation Code of the Illinois Department of Public Health, Division of Food, Drugs and Dairies and any subsequent revisions. Providing for the enforcement of this ordinance and the fixing of penalties.

Be it ordained by the County Board of the County of Montgomery, State of Illinois, as follows:

Adopted: September 10th 2013

Effective: January 1st 2014

Approved: _____ 2013
County Board Chairman

Attest: Sandy Raitheisen 2013
County Clerk

SECTION 1 DEFINITIONS

The following definitions shall apply to the interpretation of the enforcement of this ordinance along with definitions set forth in the current, unabridged, Illinois Department of Public Health, Food Service Sanitation Code, and the Retail Food Store Sanitation Code.

1. ADEQUATE shall mean acceptable to the Health Authority based on its determination as to conformance with appropriate standards and good health practices.
2. APPROVED shall mean acceptable to the Health Authority based on its determination as to conformance with appropriate standards and good health practices.
3. AUTHORIZED REPRESENTATIVE shall mean the legally designated Health Authority of the Montgomery County Health Department and shall include those persons designated by the Health Authority to enforce the provisions of this ordinance.
4. BOARD OF HEALTH shall mean the Montgomery County, Illinois, Board of Health or its authorized representative(s).
5. COTTAGE FOOD OPERATION means the preparation of baked goods, jams, jellies and spices as specified in the "Illinois Food Handling Regulation Enforcement Act(Public Act 097-0393)." These products are prepared in a home kitchen, registered by the Health Authority of the county in which it is produced, for sale at farmer's markets.
6. EXTENSIVELY REMODELED means conversion of an existing structure for use as a food service establishment or retail food store; any structural additions or alterations to existing establishments; changes, modifications and extensions of plumbing systems, excluding routine maintenance.
7. FOOD SERVICE ESTABLISHMENT shall mean any place where food or drink that is intended for individual service and consumption is routinely provided and completely prepared. The term includes any such place, regardless of whether consumption is in, on, or off premises and regardless of whether there is a charge for the food or drink. The term does not include a private home or a closed family function where food is prepared or served for individual family consumption, retail food stores or the location of food vending machines.
8. HEALTH AUTHORITY shall mean person(s) who have been designated by the Board of Health to administer the affairs of the Montgomery County Health Department.
9. RETAIL FOOD STORE shall mean a grocery store, meat market, poultry market, fish market, fresh fruit and vegetable market, confectionary, nut store, bakery, or any other establishment whether fixed or moveable, where food intended for human consumption off the premises is prepared, handled, transported, sold, or offered for sale, at retail.
10. SEASONAL FOOD SERVICE ESTABLISHMENT means a food service establishment that operates at a fixed location for no more than 180 days within a calendar year.
11. TEMPORARY FOOD SERVICE ESTABLISHMENT means a food service establishment that operates at a fixed location for a period of time not to exceed 14 consecutive days.
12. VARIANCE means a written document, issued by the Health Authority upon written request of the facility operator, that authorizes a modification or waiver of one or more requirements of the "Illinois Food Service Sanitation Code" if, in the opinion of the Health Authority, a health hazard or nuisance will not result from the modification or waiver.

SECTION 2 COMPLIANCE PROVISIONS AND ADOPTION BY REFERENCE:

1. In addition to those provisions set forth in Section 1 through 3, this ordinance shall be interpreted and enforced in accordance with provisions set forth in the unabridged form of the most current State of Illinois, Department of Public Health, Division of Food, Drugs and Dairies, Rules and Regulations titled, "Food Service Sanitation Code" and "Retail Food Store Sanitation Code", and any subsequent revisions.
2. No person holding a permit issued by the Montgomery County Health Department shall in the conduct of the permitted business or upon the permitted premises:

A. Violate any Federal law or State statute.
B. Violate any city, village, town or county ordinance or resolution regulating the preparation, handling, service, or storage of food items.
C. Suffer or permit a violation of any Federal law or law of the State of Illinois, or of any rule of the Montgomery County Health Department.
D. Suffer or permit a violation of the city, village, town or county ordinance or resolution regulating the preparation, handling, service, or storage of food items.

SECTION 3 ENFORCEMENT PROVISIONS:

1. PERMIT: It shall be unlawful for any person to operate a food service establishment or retail food store within the County of Montgomery, State of Illinois, who does not possess a valid permit issued by the Health Authority. Only a person who complies with the requirements of this ordinance shall be entitled to receive and retain such a permit. Permits shall not be transferable from one person to another person or place or address. A valid permit shall be posted in a conspicuous place in every food service establishment or retail food store.
   A. ISSUANCE OF ANNUAL PERMITS: Any person(s) desiring to operate a food service establishment or retail food store or other food or drink establishment as defined or to renew a permit shall make written application for a permit on forms provided by the Health Authority. Such application shall include: establishment's name, permanent address, and telephone number; establishment's mailing address; the applicant's full name, post office address, telephone number, whether applicant is an individual, partner, firm or corporation, insurance carrier, proposed menu, listing of certified food handlers and installation of grease trap as required by the "Illinois Plumbing Code". The names of partners, corporate owners, and residence addresses are also required, together with the responsible partners name and address, type of food service establishment or retail food store, and signature of the applicant(s). Upon receipt of such an application, the Health Authority shall:
      1) Upon receipt of an application for a new or extensively remodeled facility, accompanied by the applicable fee(s), the Health Authority shall make an inspection of the food service establishment or retail food store to determine compliance with the provisions of this ordinance. When inspection reveals that the applicable requirements of this ordinance have been met, a permit shall be issued to the applicant(s) by the Health Authority.
      2) Upon receipt of an application for a renewal permit, accompanied by the applicable fee(s), a permit shall be issued and inspections shall be conducted as outlined in the "Illinois Local Health Protection Grant Rules."
         (a) The annual permit term shall be January 1 through December 31 of each calendar year. All permits granted hereunder shall expire on December 31 of the year issuance; except temporary permits, which are valid for no longer than fourteen (14) days and seasonal permits that shall expire 180 days after issuance
   B. ISSUANCE OF TEMPORARY FOOD PERMITS: If the application is for a temporary food service vendor, the applicant shall include dates of the proposed operation, name of organization, name of responsible party, location of event, phone number of responsible party and a proposed menu. Temporary food service permit applications shall be requested and approved three (3) days prior to the event. When a temporary permit is not pre-approved and issued in advance, then a $50 non-compliance fee shall be paid to the local Health Authority. Food served at temporary food stands shall be limited to those food products defined in the Illinois Food Service Sanitation Code, and/or potentially hazardous foods that require only limited preparation. Foods that require combinations of potentially hazardous foods or complex preparations are restricted and may only be authorized if pre-approved 30 days in advance by the local Health Authority.

C. RENEWAL OF PERMITS: Whenever inspections reveal serious or repeated violations of this ordinance and/or the Illinois Food Service Sanitation Code, the permit for renewal will not be issued and the Health Authority shall notify the applicant immediately thereof. Such notice shall state the reasons for not renewing the permit. Such notice shall also state that an opportunity for a hearing shall be provided for the applicant at a time and place designated by the Health Authority. Such hearing shall be scheduled not later than ten (10) days from the date of the notice. The notice referred to in this paragraph shall be delivered to the applicant in person by the Health Authority or may be sent by certified mail, return receipt requested.

D. SUSPENSION OF PERMITS: Permits may be suspended temporarily by the Health Authority for failure of the holder of the permit to comply with requirements of this ordinance and/or the Illinois Food Service Sanitation Code. Whenever a permit holder or operator has failed to comply with any notice issued under the provisions of SECTION 3, of this ordinance, the permit holder or operator shall be notified in writing that the permit is, upon service of the notice, immediately suspended and that an opportunity for a hearing will be provided if a written request for a hearing is filed with the Health Authority by the permit holder. Upon suspension of the permit, the permit shall be removed from the establishment by the Health Authority and returned to the health department. Notwithstanding the other provisions of this ordinance, whenever the Health Authority finds unsanitary food service establishments or retail food stores which, in its judgment, constitute a substantial hazard to the public health, the Health Authority without warning, notice or hearing, shall issue a written notice to the permit holder or operator citing such conditions, specifying the time period within which such action shall be taken; and if deemed necessary, such order shall state that the permit is immediately suspended and all food service operations are to be immediately discontinued. Any person to whom such an order is issued shall comply immediately therewith, but upon written petition within five (5) days to the Health Authority shall be afforded a hearing as soon as possible.

E. REINSTATEMENT OF SUSPENDED PERMIT: Any person whose permit has been suspended may, at any time, make application for a re-inspection for the purpose of reinstatement of the permit. Within ten (10) days following the receipt of a written request, including a statement signed by the applicant that the conditions causing suspension of the permit have been corrected, the Health Authority shall make a re-inspection. If the applicant has completed the required corrections, reinstatement of the suspended permit, on a provisional basis, shall be reviewed for consideration by the local Health Authority. The provisional restriction shall be removed when the facility demonstrates consistent compliance with the requirements of the food code, this ordinance and other food safety stipulations agreed upon by the department and the facility may be reinstated for the remainder of the calendar year.

F. REVOCATION OF PERMIT: For serious or repeated violations of any of the requirements of this ordinance, or for interference with the Health Authority in the performance of its duties, the permit may be permanently revoked after an opportunity for a hearing has been provided by the Health Authority. Prior to such action, the Health Authority shall notify the permit holder in writing, stating the reason for which the permit is subject to revocation and advising that the permit shall be permanently revoked at the end of five (5) days following service of such notice, unless a request for a hearing is filed with the Health Authority by the permit holder within such five (5) day period. A permit may be suspended for cause pending its revocation or a hearing relative thereto.

G. APPLICATION FOR PERMIT AFTER REVOCATION: Whenever revocation of a permit is final, the holder of the revoked permit may make written application for a new permit. Application shall be made on forms provided by the Health Authority.

H. HEARING: The hearing provided for in this section shall be conducted by the Health Authority at a time and place designated by it. Based on the record of such hearing, the Health Authority shall make a finding and shall sustain, modify, or rescind any official notice or order considered in the hearing. A written report of the hearing decision shall be furnished to the permit holder by the Health Authority.

I. FOOD HANDLERS CLASS: The Regulatory Authority may order any food handler to immediately attend a food handler training course when, in the judgment of the Regulatory Authority, the work habits of said food handler constitute a hazard to public health. Fees may be charged by the Regulatory Authority to offset the cost of the course.

J. FEES: Fees shall be charged by the Regulatory Authority for permits to recover a portion of the cost and resources for regulation, education and inspection for the food safety program. Fees for various categories of food service establishments may be established by the joint agreement of the Board of Health and the County Board. Fees shall be collected by the Montgomery County Health Department and deposited into the Health Department Fund. Persons requesting a permit shall pay a permit fee as follows:

1) For Profit Organizations
   - (a) Permanent Food Service Establishments with Annual Permit
     - I. Category 1 Facilities (High Risk), as defined in the "Food Service Sanitation Code" $100.00
     - II. Category 2 Facilities (Medium Risk), as defined in the "Food Service Sanitation Code" $75.00
     - III. Category 3 Facilities (Low Risk), as defined in the "Food Service Sanitation Code" $50.00
     - IV. Seasonal Food Service Establishments open less than 180 days annually. $25.00
   - (b) Temporary food service vendors, mobile units and functions including; homecoming, carnivals, civic gatherings and other gatherings where food will be prepared and served to the public.
     - I. Issued prior to the day of the event $10.00
     - II. Issued day of the event (Non-Compliance Fee) $50.00
2) Not-For-Profit Organizations
   - (a) Food Service Establishments operated by religious, voluntary, or not-for profit community service organizations operating less than 24 times per calendar year no fee
   - (b) Day care centers and schools no fee
   - (c) Temporary food service functions in direct association with religious, voluntary or non-profit community service organizations when the food is offered with no monetary gain. no fee
   - (d) Temporary food service functions in direct association with religious, voluntary or non-profit community service organizations when there is a monetary gain. $10.00
3) Late Application Fees
   - (a) All permitted food establishments or retail food stores who fail to renew the annual food permit prior to December 1st shall be assessed an additional late fee of:
     - I. High risk category 1 (1) late fee $75.00
     - II. Medium risk category 2 (2) late fee $50.00
     - III. Low risk category 3 (3) late fee $25.00
     - IV. Seasonal late fee $25.00

written request for a hearing is not received, within ten (10) days, the Health Authority may vacate the hold order, direct the permit holder or person in charge, of the food which was placed under the hold order, to denature or destroy such food or bring it into compliance with the provisions of this ordinance, provided that such order of the Health Authority to denature or destroy such food or bring it into compliance with the provisions of this ordinance shall be stayed if the order is appealed to a court of competent jurisdiction within three (3) days.

4. FOOD SERVICE ESTABLISHMENTS OR RETAIL FOOD STORES OUTSIDE JURISDICTION OF THE HEALTH AUTHORITY: Food from food service establishments or retail food stores outside the jurisdiction of the Health Authority of the County of Montgomery, State of Illinois, may be sold within said County, if such food service establishment ~~of~~ or retail food store conforms to the provisions of this ordinance or to substantially equivalent provisions. To determine the extent of compliance with such provisions, the Health Authority may accept reports from responsible authorities in other jurisdictions where such food service establishments or retail food stores are located.
5. PLAN REVIEW OF FUTURE CONSTRUCTION & RE-OPENING EXISTING FACILITIES: When a food service establishment or retail food store is hereafter constructed or extensively remodeled, or when an existing structure is converted for use as a food service establishment or retail food store, properly prepared plans and specifications for such construction, remodeling, or alterations, showing layout, arrangement, and construction materials of work areas, and the location, size, and type of fixed equipment and facilities, shall be submitted to the Health Authority for approval before such work begins and shall receive a preoperational inspection. When a facility has closed for more than 30 days because of ownership transfer or other reasons, then a pre-opening inspection, by the Health Authority, and a plumbing inspection, by the state plumbing inspector, shall be conducted. Any violations documented by these inspections shall be corrected to bring the facility into compliance with the "Illinois Food Service Sanitation Code" and this ordinance prior to being permitted to operate unless a variance is requested and approved by the Health Authority.
6. PROCEDURE WHEN INFECTION IS SUSPECTED: When the Health Authority has reasonable cause to suspect the possibility of disease transmission from any food service establishment or retail food store employee, the Health Authority shall secure a morbidity history of the suspected employee, or make such other investigations as may be indicated, and take appropriate action. The Health Authority may require any or all of, but not limited to, the following:
   A. The immediate exclusion of the employee(s) from all food service establishments or retail food stores.
   B. The immediate closure of the food service establishment or retail food store concerned until, in the opinion of the Health Authority, no further danger of disease outbreaks or infection exists.
   C. Restriction of the employee's services to some area of the establishment or store where there would be no danger of transmitting disease.
   D. Adequate medical and laboratory examination of employee(s), of other employees, and of his, her or their bodily discharges for evidence of being free of said disease or infection(s). This includes (but not limited to): stool specimens, urine samples and blood work. Employee(s) must obtain clearance from their physician before being allowed to return to work in a food handling, preparation or customer service area of the establishment. A physician's written statement shall state the employee is free of disease or infection and allowed to return to work in the food handling, preparation or service area of the establishment.
7. ENFORCEMENT INTERPRETATION – FOOD SEVICE ESTABLISHMENTS AND RETAIL FOOD STORES: This ordinance shall be enforced by the Health Authority in accordance with the current "Illinois Food Service Sanitation Code", as amended.

8. PENALTIES: Any person who shall violate any of the provisions of this ordinance shall be guilty of a Class B misdemeanor and , upon conviction thereof, shall be punishable by a fine not to exceed $500.00, or imprisonment of not to exceed six (6) months, as may be deemed necessary. In addition thereto, such persons may be enjoined from continuing such violations. Each day upon which such a violation occurs shall constitute a separate violation.
9. REPEAL AND DATE OF EFFECT: This ordinance repeals the 2010 Food Service Sanitation Ordinance for the Montgomery County Health Department, and shall be in full force and in effect immediately after its adoption and publication as provided by law; and, at that time, all ordinances in conflict with this ordinance are hereby repealed.
10. CONFLICT OF ORDINANCE, EFFECT ON PARTIAL INVALIDITY:
    A. In any case where a provision of this ordinance is found to be in conflict with a provision of any zoning, building, fire, safety, or health ordinance or law or code of Montgomery County existing on the effective date of this ordinance, the provision which, in the judgment of the Health Authority, establishes the higher standard for promotion of the health and safety of the people shall prevail. In any case, where a provision of this ordinance is found to be in conflict with a provision of any other ordinance or code of Montgomery County existing on the effective date of this ordinance which establishes a lower standard for the promotion and protection of the health and safety of the people, the provision of this ordinance shall prevail, and such other ordinance or codes are hereby declared to be repealed to the extent that they may be found in conflict with this ordinance.
    B. If any section, subsection, paragraph, sentence, clause, or phrase of this ordinance should be declared invalid for any reason whatsoever, such decision shall not affect the remaining portions of this ordinance which shall remain in full force and effect and, to this end, the provisions of this ordinance are hereby declared to be severable.

(b) Temporary food service vendors who fail to submit an application to apply for a temporary food permit within three (3) working days prior to the scheduled event shall be assessed a non-compliance fee $50.00

4) Invalid and Revoked Permit Fees

(a) Establishments conducting food service operations not within the acceptable limits of the permit category assigned by the local Health Authority in accordance with the Illinois Food Service Sanitation Code, are therefore operating without a valid permit. Therefore, the applicant shall make appropriate changes to operate within the assigned permit category, and are subject to the following fine $200.00

(b) If a permit is revoked by the Health Authority due to but not limited to the following issues: non-compliance with terms or conditions of the permit, an imminent health risk issue, food-borne illness, repeated critical violations or other critical issues, or if the facility is requesting a change in permit status; then a new permit application shall be completed and accompanied by the renewal fee for the status change.

(c) Temporary establishments, special events, organizations, and/or persons serving food to the public without first obtaining a temporary food permit from the local Health Authority shall be subject to a fine for each day of operation, in addition to their applicable fee. $25.00

2. INSPECTION OF FOOD ESTABLISHMENTS AND RETAIL FOOD STORES: The Health Authority shall inspect each food service establishment and retail food store located in the County of Montgomery, State of Illinois, as determined by the Local Health Protection Grant Rules (77 ILL. Adm. Code 615.310), and shall make as many additional inspections and re-inspections as are necessary for the enforcement of this ordinance

A. ACCESS TO ESTABLISHMENTS: The Health Authority, after proper identification, shall be permitted to enter, at any reasonable time, any food service establishment, temporary food event, retail food store or tavern within the County of Montgomery, State of Illinois, for the purpose of making inspections to determine compliance with this ordinance. The inspector shall be permitted to examine the records of the establishment or store to obtain pertinent information pertaining to food and supplies purchased, received or used, and persons employed.

B. INSPECTION RECORDS: Whenever the Health Authority makes an inspection of a food service establishment or retail food store, he shall record his findings on an inspection report form approved by the Illinois Department of Public Health and provided by the Health Authority and shall furnish a copy of such inspection report to the permit holder or operator at the time of inspection.

1) Violations will be detailed with reference to the item Number 1-53 on the inspection report and the accompanying demerits subtracted from 100 to determine the inspection score.
2) The demerits for any violation repeated on following routine inspection shall be given double the weight.
3) Item 1 shall be corrected within 30 day of inspection.
4) Item 2 shall be corrected immediately.
5) Violation of any Foodborne Illness Risk Factor or Public Health Intervention except items 1 and 2 above shall be corrected immediately when possible but no later than three (3) days from inspection date.
6) Violation of any Good Retail Practice or Standard Operating Procedure with a weight of 3 or more points shall be corrected immediately when possible but no later than 30 days from inspection date.

7) Violation of any Good Retail Practice or Standard Operating Procedure with a weight of less than 3 shall be corrected immediately when possible but no later than the next routine inspection.
8) Any violation documented on 4 consecutive inspections shall result in suspension of the food permit regardless of inspection score.

C. FACILITY GRADING: At the time of each routine inspection a grade shall be placed by the Health Authority which is determined by the inspection score. The grade shall be placed in a conspicuous location determined by the inspector who conducts the inspection and shall not be removed except by the Health Authority.
1) The grading scale shall be determined by the Health Authority and shall be incorporated herein by reference.
2) Any facility receiving less than a passing grade of "C" shall have their permit suspended immediately at the discretion of the Health Authority until re-inspection can be made to show acceptable compliance.
3) Re-inspection shall be conducted within three(3) working days of permit suspension to verify that compliance has been achieved.
4) Upon reinstatement of facility's operating permit a new grade shall be placed which is determined by the re-inspection score.
(d) Re-inspection shall be conducted within thirty (30) days to ensure compliance is maintained.

D. POSTING OF INSPECTION RECORDS: Inspection sheets shall be made available to the public through local media, social media, and/or the department web site.

E. ISSUANCE OF NOTICE: When the Health Authority makes an inspection of a food service establishment or retail food store, and discovers that any of the requirements of SECTION 2 or SECTION 3 of this ordinance have been violated, it shall notify the permit holder or operator of such violations by means of an inspection form or other written notice. In such notification, the Health Authority shall:
1) Set forth the specific violation(s) found.
2) Establish a specific and reasonable period of time for the correction of the violation(s) found.
3) State that failure to comply with any notice issued in accordance with the provisions of this ordinance may result in immediate suspension of the permit.
4) State that an opportunity for appeal from any notice or inspection findings will be provided if a written request for a hearing is filed with the Health Authority within the period of time established in the notice of correction.

F. SERVICE OF NOTICE: Notice provided for under this section shall be deemed to have been properly served when a copy of the inspection report form or other notice has been delivered personally to the permit holder or person in charge, or such notice has been sent certified mail, return receipt requested. A copy of such notice shall be filed with the records of the Health Authority.

3. EXAMINATION AND CONDEMNATION OF FOOD: Food may be examined or sampled by the Health Authority as often as may be necessary to determine freedom from adulteration or misbranding. The Health Authority may, upon written notice to the permit holder or person in charge, place a hold order on any food when he determines, or has probable cause to believe to be unwholesome, or otherwise adulterated or misbranded. Under a hold order, food shall be permitted to be suitably stored. It shall be unlawful for any person to remove or alter a hold order notice tag placed on food by the Health Authority, and neither the containers thereof shall be relabeled, repacked, reprocessed, altered, disposed of, or destroyed without permission of the Health Authority, except on order by a court of competent jurisdiction. After the permit holder or person in charge has had a hearing as provided for in SECTION 3, Subsection 1 (H), and on the basis of evidence produced at such hearing, or on the basis of its examination in the event a

MONTGOMERY COUNTY HIGHWAY RESOLUTION
RESOLUTION #2013-17

RESOLUTION TO APPROPRIATE FUNDS FROM THE COUNTY AID TO BRIDGE FUND 235

WHEREAS, 605 ILCS 5/5-602 of the Illinois Compiled Statutes provides that any County having less than 1,000,000 inhabitants may levy an additional annual tax for the purpose of administering 605 ILCS 5/5-501, 502, 503 and 504; and

WHEREAS, all moneys derived from said tax shall be placed in a separate fund commonly known as the "County Aid to Bridge Fund"; and

WHEREAS, the County has fulfilled all obligations imposed upon it by Section 5-501; and

WHEREAS, 605 ILCS 5/5-502 provides that the County may construct or repair a bridge, culvert or drainage structure, on, across or along any highway, at the entire expense to the County.

NOW THEREFORE, BE IT RESOLVED that the Montgomery County Board deems it expedient to construct or repair of the bridge, culvert or drainage structure described below (see attached location map):

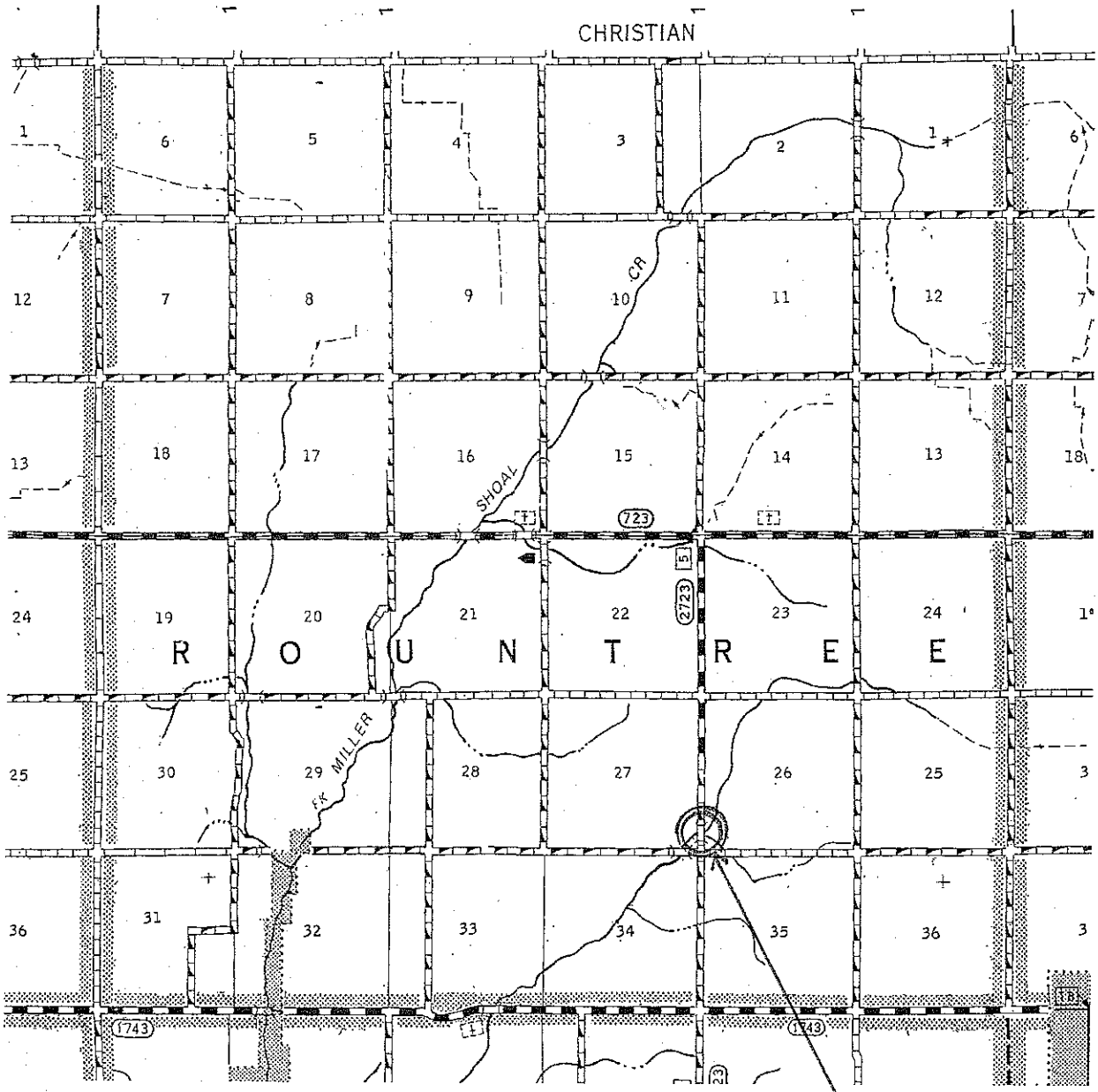
DESIGNATION	*AGENCY*	*ESTIMATE OF COST*	
		Percent	*Dollars*
Section 10-00136-00-BR C.H.#5-Irving North Road	Montgomery County	100 %	$260,000.00
		%	
	TOTAL =	100 %	$ 260,000.00

BE IT FURTHER RESOLVED, the funds necessary to furnish 100% of the cost shall be obtained from the County Aid to Bridge Fund.

Approved and adopted by the Montgomery County Board this 10th day of September, 2013.

Sandy Leitheiser

SANDY LEITHEISER, COUNTY CLERK (SEAL)



SECTION # 10-00136-00-BR

MONTGOMERY COUNTY HIGHWAY RESOLUTION
AMENDING RESOLUTION #2013-16
Amends Resolution #2012-11 Dated August 14, 2012 for $38,000.00

RESOLUTION TO APPROPRIATE FUNDS FROM THE COUNTY AID TO BRIDGE FUND 235

WHEREAS, 605 ILCS 5/5-602 of the Illinois Compiled Statutes provides that any County having less than 1,000,000 inhabitants may levy an additional annual tax for the purpose of administering 605 ILCS 5/5-501, 502, 503 and 504; and

WHEREAS, all moneys derived from said tax shall be placed in a separate fund commonly known as the "County Aid to Bridge Fund"; and

WHEREAS, the County has fulfilled all obligations imposed upon it by Section 5-501; and

WHEREAS, 605 ILCS 5/5-502 provides that the County may construct or repair a bridge, culvert or drainage structure, on, across or along any highway, at the entire expense to the County.

NOW THEREFORE, BE IT RESOLVED that the Montgomery County Board deems it expedient to construct or repair of the bridge, culvert or drainage structure described below (see attached location map):

DESIGNATION	*AGENCY*	*ESTIMATE OF COST*	
		Percent	*Dollars*
1102 B-CA C.H.#7-Nokomis Road	Montgomery County	100 %	$42,893.91
		%	
	TOTAL =	100 %	$ 42,893.91

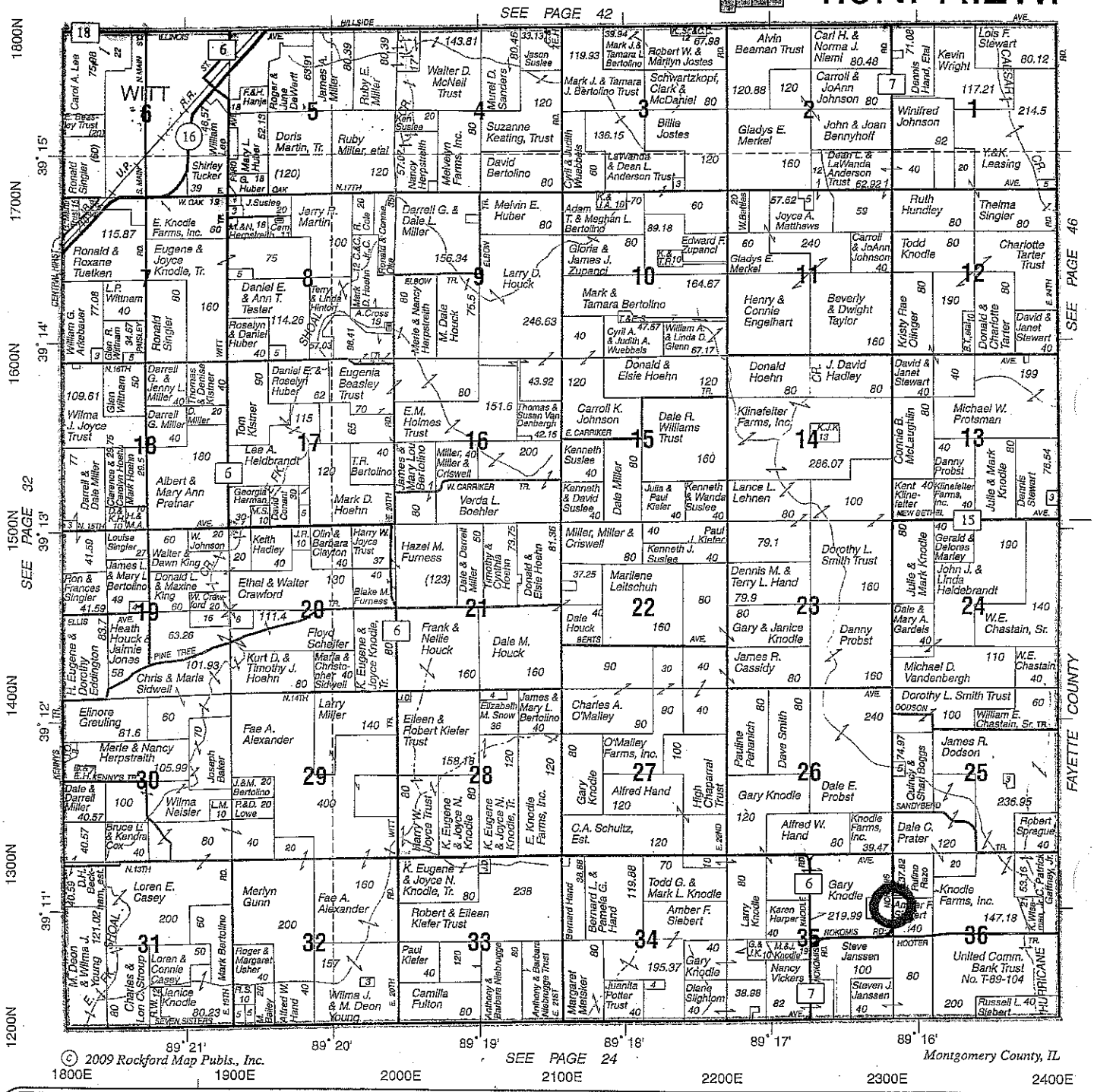
BE IT FURTHER RESOLVED, the funds necessary to furnish 50% of the cost shall be obtained from the County Aid to Bridge Fund.

Approved and adopted by the Montgomery County Board this 10th day of September, 2013.

Sandy Leitheiser

SANDY LEITHEISER, COUNTY CLERK (SEAL)

WITT T.9N.-R.2W.



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FDIC

COUNTY OF MONTGOMERY
EMPLOYEE VOLUNTARY SEVERANCE PLAN FISCAL YEAR 2013

GOAL: To preserve the long-term financial stability of Montgomery County through the effective management of personnel and employee benefit expenses.

METHOD: Provide employees a financial incentive to voluntarily terminate their employment with Montgomery County and take advantage of their years of dedicated service and accrued benefit leave.

DETAILS: The program is strictly voluntary and no employees will be specifically targeted for participation. Although participation is specifically excluded for individuals holding office as Elected Officials or County Board Members, the employees in the offices of the Elected Officials may be included. Each Elected Official will determine if their office will participate in this Plan. Elected Officials may also limit participation in this Plan to certain employment groups within their organization. All departments under the direct supervision of the Montgomery County Board will participate.

To be eligible for participation in this Plan, on November 29, 2013, an employee MUST:

1. **Be 55, or more, years of age;**
2. **Have 8, or more, consecutive years of service as an employee of Montgomery County.**

Employees electing to participate may not be employed by Montgomery County, in any capacity, during the four years immediately following the effective date of termination under this Plan (working an election or volunteer work do not apply to this restriction).

Employees are not required to "retire" to take advantage of this program. This means that any eligible employee can participate in this Plan. The decision of the employee to enter into a retirement designation with IMRF is totally separate from this Plan. That is a decision between the employee and IMRF. This Plan is not associated in any way with the IMRF programs. Employees that are eligible to retire under IMRF may do so concurrently with participation in this Plan. Employee is strongly urged to consult with IMRF regarding retirement options prior to executing any voluntary severance documents.

INCENTIVES:

1. Payment of all accrued and unused vacation time;
2. Payment of all accrued and unused compensatory time;
3. Payment of $15 (fifteen dollars) per day of any accumulated sick leave (payment not to exceed 100 days);
4. Payment of 1 week's salary for every year of the most recent consecutive completed service;
5. Employees voluntarily terminating employment under this Plan who are currently participating in the County Employee Health Insurance Plan, and have been participating for at least 365 consecutive days prior to their date of voluntary termination, may continue participation in the Health Insurance Plan at their current coverage premium. The voluntarily terminated employee may elect annually to continue participation in the Health Insurance Plan under that same coverage at the then current County employee annual premium rate. Participation in the Health Insurance Plan is allowed until age 65 or until Medicare qualified, whichever comes first, at which time coverage under the Health Insurance Plan will cease.

No retroactive payments will be made to former employees who terminate under this Plan, including wage adjustments for future collective bargaining agreement settlements.

EMPLOYEE PROCEDURES

Employees considering participation in this Plan should complete Part I of the "Request to Participate in the County of Montgomery Employee Voluntary Severance Plan Fiscal Year 2013" form that is attached to this document. The form shall be submitted by the employee to the Montgomery County Board Chairman, (C/O Montgomery County Treasurer, #1 Courthouse Square, Room 101, Hillsboro, Illinois, 62049) (post mark

included), no later than 3:00 p.m. October 4, 2013. The Montgomery County Board Chairman will review the request, calculate the employee's *estimated* incentive payment (based on the expected termination date), and return the form to the employee within 6 business days of receipt of the "Request to Participate in the County of Montgomery Employee Voluntary Severance Plan Fiscal Year 2013" form. The requesting employee would then indicate their decision to participate and their approval of the ***estimated*** incentive payment by signing the form in the appropriate place, and along with appropriately signed and executed "County of Montgomery Separation and Release of Claims Agreement", return the forms to the Montgomery County Board Chairman, (C/O Montgomery County Treasurer, #1 Courthouse Square, Room 101, Hillsboro, Illinois, 62049) (post mark included), no later than 3:00 p.m. November 29, 2013. In those departments/offices electing to participate in this Plan, the permission of the respective Elected Official or department head is not required for any employee to participate. Participation is exclusively the decision of the employee. However, the respective Elected Official or department head must acknowledge employee participation in this Plan by signing in the appropriate place on the employee election form.

All employees interested in this Plan are strongly encouraged to meet with an IMRF representative and if applicable, the County's deferred compensation broker. Employees should consider the entire financial effect of this decision and should take time to consider the financial impact of this Plan.

Eligible employees who choose to participate in this Plan will be required to enter into a "County of Montgomery Separation and Release of Claims Agreement" that is attached to this document as a condition of receiving incentives outlined in this Plan. Employee should read the "County of Montgomery Separation and Release of Claims Agreement" carefully, as this document includes a release of all known and unknown claims. Employee is advised to consult with an attorney regarding the "County of Montgomery Separation and Release of Claims Agreement" prior to signing it, as the County cannot provide legal or tax advice. The executed "County of Montgomery Separation and Release of Claims Agreement" **must** be returned along with employee "Request to Participate in the County of Montgomery Employee Voluntary Severance Plan Fiscal Year 2013".

A fully executed "Release Agreement" (Attachment 3) must be signed, dated and returned to the Montgomery County Board Chairman, (C/O Montgomery County Treasurer, #1 Courthouse Square, Room 101, Hillsboro, Illinois, 62049) (post mark included), no later than 3:00 p.m. on your last day worked. **ALL BLANKS AND SIGNATURE LINES MUST BE COMPLETE, AND THE DATE MUST NOT BE PRIOR TO YOUR LAST DAY WORKED!** A copy of all completed forms will be returned to you for your records.

ALL QUESTIONS REGARDING THIS PLAN SHOULD BE DIRECTED TO THE MONTGOMERY COUNTY BOARD CHAIRMAN.

ATTACHMENT 2

Job Title, Age, and Years of Service of all Full-Time County Employees
Payroll Dated July 12, 2013

To be eligible for participation in this Plan an employee MUST:

1. **Be 55, or more, years of age;**
2. **Have 8, or more, consecutive years of service as an employee of Montgomery County.**

Employee	Job Title	Age	Years of Service
	ELIGIBLE:		
1	Dept Head-Elections / Deputy Clerk	55	37
2	Billing Agent	56	36
3	Office Manager	64	32
4	RN MCH Nurse/MCH Coord.	62	29
5	Office Manager	64	28
6	Legal Secretary	59	27
7	LPC, Outpt MH Program Coord.	61	25
8	Secretary II	55	23
9	Deputy Assessor I	56	22
10	Deputy Clerk	55	21
11	RN BCC Program Coord	57	20
12	MCH Clerk	60	19
13	Maintenance Engineer	56	19
14	Administrative Assistant	55	19
15	Chief Deputy Clerk/Recorder	60	18
16	Deputy Assessor I	59	18
17	RN Staff Nurse	59	18
18	LPN CCU Supervisor	56	16
19	Supervisor of Assmts	56	15
20	MH Billing Specialist	55	15
21	Court Security Officer	65	14
22	Deputy Clerk	59	14
23	Information Service Manager	58	14
24	Court Security Officer	70	12
25	MCH Clerk	62	12
26	Solid Waste Inspector	58	12
27	PSR Educator	58	12
28	Maintainer	55	12
29	EMA Director	64	11
30	Correctional Officer	61	11
31	Maintainer	56	11
32	Correctional Officer	55	8
	INELIGIBLE:		
33	Office Manager	51	25
34	Secretary	49	25
35	Probation Officer	50	24
36	Telecommunicator	49	23
37	Cook	46	23
38	PSR Coordinator	53	21
39	IT Specialist	48	21
40	Maintainer	52	19
41	Undersheriff	44	19

42	Assessment Clerk	50	18
43	Deputy Clerk	49	18
44	Deputy, Chief	47	18
45	Assistant Treasurer / Deputy Collector	40	18
46	Telecommunicator	53	17
47	Telecommunicator	45	17
48	LPC Mental Health Therapist	43	17
49	Telecommunicator	43	16
50	Case Manager	40	16
51	Probation Officer, Chief	39	16
52	CADC, LPC Sub. Abuse. Counselor	39	16
53	Deputy Clerk	37	16
54	Deputy	47	15
55	Communications Division Captain	46	15
56	Deputy	44	15
57	Maintainer	40	15
58	County Coordinator	54	14
59	Nursing Clerk/ V&H Tech	48	14
60	Fiscal Manager	42	14
61	Deputy	39	14
62	Correctional Officer	54	12
63	LPN Elder Abuse Worker	50	12
64	Admin. Asst. / Recycling Educator	47	12
65	Administrator	47	12
66	Deputy	46	12
67	Deputy	45	12
68	Deputy	42	12
69	Asst. County Engineer	35	12
70	Deputy Clerk	52	11
71	Deputy	46	11
72	Maintainer	43	11
73	Director of Environmental Health	41	11
74	Maintainer	51	10
75	Laborer	49	10
76	RN Medical Records Coord.	49	9
77	Laborer	48	9
78	RN MCH Nurse	48	9
79	Probation Officer	47	9
80	CCU Case Manager	33	9
81	CCU Aide	53	8
82	Mental Health Counselor	34	8
83	Correctional Officer	59	7
84	Director of CRC	65	7
85	Telecommunicator	57	7
86	Dept Head-Tax Extension / Deputy Clerk	39	7
87	Office Manager	35	7
88	Telecommunicator	35	7
89	Custodian/Maintenance	61	6
90	Assistant State's Attorney	59	6
91	Correctional Officer	54	6
92	Custodian	51	6
93	CCU Coordinator	49	6
94	Telecommunicator	47	6
95	Deputy Clerk	42	6
96	Legal Secretary	41	6
97	Dept Head-Recording / Deputy Clerk/Recorder	38	6
98	Associate Sanitarian	37	6
99	Payroll Clerk / Deputy Collector	36	6

100	CCU Case Manager	34	6
101	Deputy	29	6
102	GIS Coordinator	58	5
103	Deputy Clerk/Recorder	56	5
104	Mental Health Counselor	54	5
105	MCH Clerk	54	5
106	Deputy	49	5
107	Mental Health Case Manager	48	5
108	Payroll Clerk/ Typist	47	5
109	Field Assistant	46	5
110	Laborer	41	5
111	Assistant State's Attorney	35	5
112	Deputy	33	5
113	Animal Control Warden	53	4
114	Veteran's Assistant	53	4
115	Billing Agent	47	4
116	MCH Nurse	47	4
117	Telecommunicator	32	4
118	Deputy	30	4
119	Deputy Clerk	28	4
120	Probation Officer	27	4
121	CCU Information Specialist	57	3
122	Mental Health Counselor	43	3
123	CCU Care Coordinator	43	3
124	County Engineer	40	3
125	Information Service, Full Time	32	3
126	Probation Officer	28	3
127	Receptionist	26	3
128	CCU Care Coordinator	63	2
129	Deputy Clerk/Recorder	40	2
130	Telecommunicator	40	2
131	Telecommunicator	39	2
132	Account Clerk / Deputy Collector	38	2
133	Assistant Collector / Deputy Collector	37	2
134	Deputy Clerk	29	2
135	Correctional Officer	26	2
136	Deputy	26	2
137	Deputy Clerk	25	2
138	Legal Secretary	24	2
139	Shop Foreman	57	1
140	TB Office Nurse	45	1
141	Telecommunicator	43	1
142	Telecommunicator	26	1
143	Prevention Specialist	36	0
144	Correctional Officer	28	0

REQUEST TO PARTICIPATE IN THE COUNTY OF MONTGOMERY EMPLOYEE VOLUNTARY SEVERANCE PLAN FISCAL YEAR 2013

I. REQUEST FOR ESTIMATE OF INCENTIVE PAY

I hereby request an estimate of the "Incentive Payment" amount that I would be eligible for if I elect to participate in the "County of Montgomery Employee Voluntary Severance Plan Fiscal Year 2013". (This Request for Estimate of Incentive Pay must be submitted no later than 3:00 p.m., October 4, 2013).

Printed Name:_____ Social Security Number:_____

Address:_____ Department: _____

_____ Day Time Phone Number:_____

_____ Date of Birth:_____

Latest Expected Termination Date_____ - (Must be no later than 3:00 p.m. November 29, 2013)

If applicable initial a, or b, below :

a. _____ Yes, *I want to* continue participation in the County Employee Health Insurance Plan as outlined in the **"County of Montgomery Employee Voluntary Severance Plan Fiscal Year 2013"**, Page 1, **INCENTIVES, 5;**

b. _____ No, *I do not want to* continue participation in the County Employee Health Insurance Plan as outlined in the **"County of Montgomery Employee Voluntary Severance Plan Fiscal Year 2013"**, Page 1, **INCENTIVES, 5.**

II. INCENTIVE PAYMENT ESTIMATE

The following incentive payment estimates are provided for the above-named employee in accordance with the terms provided for in the "County of Montgomery Employee Voluntary Severance Plan Fiscal Year 2013" and is subject to verification of accrued time.

1. $_____ Estimated value of all accrued and unused vacation time;
2. $_____ Estimated value of all accrued and unused compensatory time;
3. $_____ Estimated value of $15 (fifteen dollars) per day of any accumulated sick leave (payment not to exceed 100 days);
4. $_____ Estimated value of 1 week's salary for every year of the most recent consecutive completed service;

ALL SIGNATURES AND DATES MUST BE IN BLUE INK.

_____ _____

Elected Official / Department Head Signature Date

III. ACCEPTANCE OF ESTIMATE AND ELECTION TO PARTICIPATE

I understand that my voluntary election to participate is irrevocable as outlined in the "County of Montgomery Separation and Release of Claims Agreement" and that for consideration of the incentive payments provided for in the plan; I release all claims outlined in the "County of Montgomery Separation and Release of Claims Agreement", and I may not be employed by Montgomery County, in any capacity, during the four years immediately following the effective date of my termination under the Plan. I hereby declare my acceptance of the estimate of the incentive payment and my voluntary election to participate in the "County of Montgomery Employee Voluntary Severance Plan Fiscal Year 2013".

This completed and signed form, along with employee completed and signed "County of Montgomery Separation and Release of Claims Agreement", must be returned to the Montgomery County Board Chairman, (C/O Montgomery County Treasurer, #1 Courthouse Square, Room 101, Hillsboro, Illinois, 62049) (post mark included) no later than 3:00 p.m. November 29, 2013 (as stated in the Employee Procedures of the "County of Montgomery Employee Voluntary Severance Plan Fiscal Year 2013"). NOTE: "Release Agreement" (ATTACHMENT 3) must be signed and dated on your last day of employment and submitted to the Montgomery County Board Chairman, (C/O Montgomery County Treasurer, #1 Courthouse Square, Room 101, Hillsboro, Illinois, 62049) (post mark included). NO EXCEPTIONS.

ALL SIGNATURES AND DATES MUST BE IN BLUE INK.

Employee Signature	Date
County Board Chairman Signature	Date

COUNTY OF MONTGOMERY
SEPARATION AND RELEASE OF CLAIMS AGREEMENT

This **SEPARATION AND RELEASE OF CLAIMS AGREEMENT** ("Agreement") is made and entered into this _____ day of _____, 2013 by and between _____ ("Employee"), and the COUNTY OF MONTGOMERY, ILLINOIS ("County" or "Employer").

RECITALS

WHEREAS, Employee will voluntarily terminate employment with the County on _____, 2013 ("Termination Date") as part of the "County of Montgomery Employee Voluntary Severance Plan Fiscal Year 2013" (Plan); and

WHEREAS, the County and the Employee have agreed to provide for a full settlement, release and discharge of all claims that Employee has or may have against the County, arising out of or relating to Employee's employment and voluntary termination from employment with the County; and

WHEREAS, the County has advised the Employee in writing to seek legal counsel to assist in the consideration of this Agreement; and

WHEREAS, the Employee has been given at least Forty-five (45) days to consider this Agreement and the "Release Agreement" (ATTACHMENT 3); and,

WHEREAS, the Employee has had the opportunity to review this Agreement with legal counsel and understands the meaning and significance of this Agreement and has freely elected to enter into this Agreement with the County;

NOW, THEREFORE, the County and the Employee promise and agree as follows:

1. DEFINITION OF COUNTY

For purposes of this Agreement the terms "County of Montgomery, County and Employer" shall include, without limitation, the County of Montgomery, the Montgomery County Board, all County Board Members, the County Sheriff, the County Clerk, the County Treasurer, the County Coroner, the County Recorder, the County Supervisor of Assessments, the County Board of Review, the County Regional Superintendent of Schools, the County Clerk of the Circuit Court, the Chief Judge of the 4th Judicial Circuit, the County State's Attorney, as well as any and all elected or appointed County Officials.

2. IRREVOCABLE RESIGNATION

Employee, contemporaneously with the execution of this Agreement shall submit his/her "Irrevocable Letter of Resignation" (ATTACHMENT 1) from employment, which is attached hereto, and which resignation is accepted by the Employer. Employee's effective termination date under the Plan must be no later than 3:00 p.m, November 29, 2013 (inclusive), as indicated in the Recitals of this Agreement.

3. REVIEW OF AGREEMENT/ KNOWING AND VOLUNTARILY RELEASE:

County has advised and hereby expressly advises Employee to consult with an attorney of his/her choosing prior to executing this AGREEMENT which contains a general release and waiver as well as a release under the Age Discrimination Employment Act of 1967. Employee acknowledges that Employee fully understands his/her right to review this AGREEMENT with an attorney of his/her choosing and has had such opportunity. Employee has read and fully understands all the provisions of this AGREEMENT and that Employee is freely, knowingly and voluntarily entering into this AGREEMENT.

4. RELEASE OF CLAIMS BY EMPLOYEE

PRIOR TO RECEIVING PAYMENTS AND BENEFITS OUTLINED UNDER SECTION 5 OF THIS AGREEMENT AND AS A CONDITION PRECEDENT, ON THE LAST DAY OF EMPLOYMENT, THE EMPLOYEE SHALL SIGN THE "Release Agreement" (ATTACHMENT 3), **WHICH IS ATTACHED HERETO AND MADE A PART HEREOF.**

In the event that the Employee rescinds the signing of the "Release Agreement" (ATTACHMENT 3), within the seven day revocation period provided in the "Release Agreement" (ATTACHMENT 3), the County shall have no obligation to provide any of the payments and benefits (consideration) under this Agreement. The Employee's