

Village of Hammond  
Committee Meeting-Personnel  
March 5, 2025  
7:00 pm at the Village Hall

Call to order at 7:00 pm

Roll call: Marsha Burgener – here, Kim Gee – here, John Drummond – here

Rob Larkins was present to discuss the opening for an Animal Control Officer. This will be an on-call position. He will get calls from the Village, as well as, Piatt County Sheriff's Department. He stated he has a good relationship with Piatt County. There may be licensing and training at some point. He has experience with animals and trapping. Need to make sure any outside cat that is also an indoor pet has on a collar. Rob has no felonies; has an IL license; and understands any calls must be held in a confidential manner. Several items will need to be ordered/obtained: badge/vest, magnet for vehicle, catch pole, Kevlar gloves, live traps, kennel for transport, possibly a camera (at a later date), pepper spray, first aid kit, prepaid trac phone, cat food, dog treats, leashes, collars. Rob stated he can do pest control, pick up dead animals. He's available to start anytime.

This position is paid monthly. It currently pays \$25.00 per call and \$50.00 per transport, with documentation. He will attend monthly board meetings to give his monthly report and answer any questions anyone may have. He will use discretion to issue ordinance violation notices when needed to obtain compliance with the Animal Control Ordinance. He will attend any training and obtain any licensing required by the State of Illinois, the County of Piatt, or the Village of Hammond's Animal Control Ordinance. Amber Drummond will be able to screen print t-shirts and a hoodie with "Animal Control Officer". She can also make the vehicle magnets at some point. The Animal Control Ordinance will be revised to include the Animal Control Officer's duties.

Discussion held regarding a COLA raise for the Water Superintendent. The current COLA rate is 2.5%. Brenda is to look up the last raise date and when the increase for the clothing/boots allowance kicked in. He definitely deserves a raise and is very appreciated, but with getting the animal control position up and running, it's bad timing. Possibly go over the budget to see if anything can be reduced.

Brenda is to send the building inspector the list of things that need to be looked into and give him 30 days in which to respond. Contact him by mail and email.

Brenda has hours banked that she's been using for short weeks. She's down to approximately 60 hours. Discussion was held to pay for 30 hours and she can use the remaining 30 for any short weeks. That way, it's completed before the end of the fiscal year.

Recommendation to the full board:

Water Superintendent's Raise: Table and readdress the Village's situation in October 2025

Animal Control Officer: Hire Rob Larkins; compensation is \$25.00 per call and \$50.00 per transport, with documentation.

Building Inspector: Send a letter via mail and email with the listing of things that need to be done. Give him 30 days in which to respond.

Village Clerk: Pay for 30 hours of banked time and use the remaining 30 hours for any short weeks.

Kim made the motion to adjourn at 9:16 pm, with a 2<sup>nd</sup> by John. All in favor; motion carried.