



**Wednesday, March 28, 2018 at 8:30AM**

**MEETING MINUTES**

**Call to Order** – The meeting was called to order by Committee Chair Elizabeth Flowers at 8:38a.m.

**Roll Call**

| <b>Attendee</b>   | <b>Status</b> | <b>Arrived</b> | <b>Left Meeting</b> |
|-------------------|---------------|----------------|---------------------|
| Lynn Cullick      | Here          |                |                     |
| Elizabeth Flowers | Present       |                |                     |
| Matt Kellogg      | <b>ABSENT</b> |                |                     |
| Matthew Prochaska | Here          |                |                     |
| John Purcell      |               | 8:41a.m.       | 9:15a.m.            |

**With third members present, a quorum was established to conduct committee business.**

Others present: Scott Koeppel, Deputy Commander Jason Langston, Laura Pawson

**Approval of Agenda** – Motion made by Member Cullick to approve the agenda, second by Member Prochaska. **With three embers in agreement, the motion carried by a vote of 3-0.**

**Approval of Minutes** – Motion made by Member Prochaska to approve the minutes from February 26, 2018, second by Member Cullick. **With three members in agreement, the minutes were approved by a 3 -0 vote.**

**Monthly Report** – Laura Pawson reviewed the census report with the committee. Written report provided.

**Available Dogs for Adoption: 1**

**Available Cats for Adoption: 3**

**Bite Report** – Total: 15 ( 2 cats, 13 dogs)

**Visitors viewing animals for February 2018 - 70**

**Events/News**

- Tuesday, April 17      Volunteer Orientation
- Saturday, April 14    Pet Supplies Plus Adoption Event
- Weekly “Pet of the Week” ad in Shaw Media Newspapers

**Operations Report** – Written report provided.

**Accounting Report** - Written report provided.

**Old Business**

*Discussion of the Dog Running at Large Ordinance* – Ms. Pawson reported that there have been seven Dogs Running at Large tickets written between January 1, 2016 and November 20, 2017. Deputy Commander Jason Langston explained the process Sheriff’s Deputies follow regarding citations for Dogs Running at Large incidents in the County. Discussion on the number calls to the Sheriff’s Office for animal issues (bites, running at large, rabies tags, etc.), the proposed Animal Control ordinance changes which include Animal Control staff having authority to write citations if Sheriff’s Deputies or municipal law enforcement officers are not at the scene.

Member Prochaska made a motion to forward the amended Dog Running at Large Ordinance to the County Board for approval, second by Member Purcell. **With four members voting aye, the motion carried.**

**New Business**

*Approval and Discussion of switching to Gov Pay as the new credit card processor for Animal Control* – Motion to approve switching to the Gov Pay credit card processing system made by Member Prochaska, second by Member Cullick. Mr. Koeppel briefed the committee on the Gov Pay credit card processing system. **With three members voting aye, the motion carried.**

*Discuss Shelter Visitor Operations* – Ms. Pawson briefed the committee on the current policy, and her findings of policies and liability waivers for other Animal Control Visitors in Kennel areas. Mr. Koeppel stated that they are asking for the committee’s official direction for visitors and staff. **There was consensus by the committee to allow accompanied children in the Kennel area with a signed liability waiver, after a liability waiver has been drafted, legally reviewed by the State’s Attorney’s Office, and presented to the Committee for review.**

**EXECUTIVE SESSION** – Member Prochaska made a motion to enter into Executive Session for the purpose of the review of discussion of minutes of meetings lawfully closed under the Open Meetings Act, whether for purposes of approval by the body of the minutes or semi-annual review of the minutes as mandated by Section 2.06, 5ILCS 120-2, second by Member Cullick.

**Roll Call:** Member Cullick – yes, Member Prochaska - yes, Member Flowers -aye. **With three members present voting aye, the committee entered into Executive Session at 9:52a.m.**

| Date of Executive Session | Retained | Released |
|---------------------------|----------|----------|
| May 19, 2010              | X        |          |
| July 29, 2011             | X        |          |
| July 29, 2015             | X        |          |
| July 31, 2015             | X        |          |

|  |          |          |
|--|----------|----------|
| <b>August 13, 2015</b>                 | <b>X</b> |          |
| <b>September 16, 2015</b>              | <b>X</b> |          |
| <b>December 16, 2015</b>               | <b>X</b> |          |
| <b>July 27, 2016 (Minutes Review)</b>  |          | <b>X</b> |
| <b>June 28, 2017 (Minutes Review)</b>  |          | <b>X</b> |
| <b>March 28, 2018 (Minutes Review)</b> |          | <b>X</b> |

**With three members in agreement, the committee reconvened in Open Session at 9:56a.m.**

**Action Items for the County Board**

*Approval of the amended Dog Running at Large Ordinance*

**Public Comment** – Citizen Lee Ann Koch offered several different marketing, fundraiser and promotional ideas for the Kendall County Animal Control facility and animals available in the shelter.

**Adjournment** – Member Prochaska made a motion to adjourn the meeting, second to the motion by Member Flowers. **With three members in agreement, the meeting was adjourned at 9:57a.m.**

Respectfully Submitted,

Valarie McClain  
Administrative Assistant & Recording Clerk