



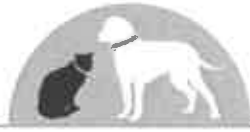
**KENDALL COUNTY**  
**ANIMAL CONTROL**

**County Office Building**  
**County Board Rooms 209-210**  
**111 W. Fox Street; Yorkville IL**

**Wednesday, April 25, 2018 – 8:30a.m.**  
**A G E N D A**

- 1. Call to Order**
- 2. Roll Call:** Elizabeth Flowers (Chair), Lynn Cullick (Vice Chair), Matt Kellogg, Matthew Prochaska, John Purcell
- 3. Approval of Agenda**
- 4. Approval of Minutes from March 28, 2018**
- 5. Monthly Reports**
  - Census Log
  - Bite Report
  - Operations Report
  - Accounting Report
- 6. Old Business**
- 7. New Business**
  - *Approval of Fence Gate Replacement and Improvements for the Outdoor Kennel Area*
- 8. Public Comment**
- 9. Executive Session**
- 10. Action Items for County Board**
- 11. Adjournment**

*If special accommodations or arrangements are needed to attend this County meeting, please contact the Administration Department at 630- 553-4171, a minimum of 24-hours prior to the meeting time*



**KENDALL COUNTY  
ANIMAL CONTROL**

**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 members 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.**

<b>Date of Executive Session</b>	<b>Retained</b>	<b>Released</b>
<b>May 19, 2010</b>	<b>X</b>	
<b>July 29, 2011</b>	<b>X</b>	
<b>July 29, 2015</b>	<b>X</b>	
<b>July 31, 2015</b>	<b>X</b>	

August 13, 2015	X	
September 16, 2015	X	
December 16, 2015	X	
July 27, 2016 (Minutes Review)		X
June 28, 2017 (Minutes Review)		X
March 28, 2018 (Minutes Review)		X

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

**Action Items for the County Board**

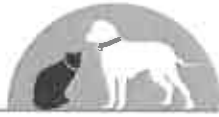
*Approval of the amended Dog Running at Large Ordinance*

**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



**KENDALL COUNTY  
ANIMAL CONTROL**

**April 24, 2018  
Kendall County Animal Control Census**

March Visitors AM: 21  
March Visitors PM: 38

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**Total: 59**

**March 2018 Dog**

Dog Intakes: 23  
Dogs Adopted: 4  
Reclaimed: 9  
Transferred: 4  
Euthanized: 1 (3/15/18 "Max" Boxer Mix, Reason: Behavior)

**March 2018 Cat**

Cat Intakes: 6  
Cats Adopted: 6  
Cats Reclaimed: 0  
Transferred: 1  
Euthanized: 0

**April 2018 - Month to Date/Year to Date/2017 Comparison YTD**

**Dog Intakes to Date: 13/64/87**  
**Dogs Adopted: 3/21/21**  
**Reclaimed: 7/36/50**  
**Transferred to Rescue: 1/7/12**  
**Euthanized: 0/1/5**  
**Total Available Dogs for Adoption: 1/9**  
**Total Unavailable Dogs: 4/2**

**Cat Intakes to date: 5/16/20**  
**Cats Adopted: 3/19/13**  
**Cats Reclaimed: 1/2/1**  
**Transferred to Rescue: 2/3/4**  
**Euthanized: 0/1/1**  
**Total Adoptable Cats: 4/3**  
**Total Unavailable Cats: 1 Cat/ 3 (1 Cat/2 Kittens)**

**EVENTS AND MEDIA:**

**Upcoming: Pet of the Week, Record Newspaper "Jose" American Pit Bull Terrier Mix**  
**Upcoming: Thursday May 17, 2018 Volunteer Orientation 6:30-8pm**  
**Upcoming: Saturday, May 12, 2018 Pet Supplies Plus Adoption Event 11am-2pm**



**KENDALL COUNTY**  
**ANIMAL CONTROL**

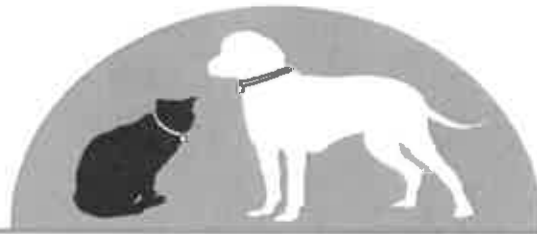
**MARCH 2018**

**ANIMAL BITES TO HUMANS REPORTED TO KCAC**

<b>DATE</b>	<b>OWNER</b>	<b>BITING ANIMAL</b>	<b>PERSON BITTEN</b>
3/1/18	OWNER	"TRIXIE" CHIHUAHUA (UTD/ALTERED)	OWNER
3/1/18	OWNER	"MAX" BEAGLE ( UTD/ALTERED)	OTHER
3/3/18	OWNER	"BUDDY" PIT BULL (NOT UTD/INTACT)	OWNER
3/5/18	OWNER	"OZZY" AUSTRALIAN CATTLE DOG (NOT UTD/INTACT)	OTHER
3/9/18	OWNER	"MANNY" SCHNAUZER (UTD/ALTERED)	OTHER
3/17/18	OWNER	"SAMPSON" ROTTWEILER MIX (ALTERED/UTD)	OTHER
3/20/18	OWNER	"GIZMO" GREAT PYRENEES MX ( UTD/ALTERED)	OTHER
3/21/18	OWNER	"ROXY" GERMAN SHEPHERD (UTD/ALTERED)	OTHER
3/23/18	OWNER	"COCOA" KING CHARLES CAVALIER (UTD/ALTERED)	OWNER
3/27/18	OWNER	"FITZ" CAT (UTD/ALTERED)	OWNER
3/27/18	OWNER	"DAISY" TERRIER MIX (UTD/ALTERED)	OTHER
3/30/18	OWNER	UNKNOWN WHITE SHAGGY STRAY DOG	OTHER
3/30/18	OWNER	"MO" PIT BULL MIX (INTACT/UTD)	OTHER

CHIHUAHUA	1
BEAGLE	1
AUSTRALIAN CATTLE DOG	1
SCHNAUZER	1
ROTTWEILER MIX	1
GREAT PYRENEES	1
GERMAN SHEPHERD	1
KING CHARLES CAVALIER	1
TERRIER MIX	1
PIT BULL TERRIER	2
UNKNOWN DOG	1
CAT	1
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<b>Total:</b>	<b>13</b>

**Multiple Bites: 0**



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**KENDALL COUNTY**  
**ANIMAL CONTROL**

***Financial Statements FY18***  
***March 2018***



**KENDALL COUNTY ANIMAL CONTROL  
Statement of Revenues And Expenditures  
3/31/2018**

	CURRENT YEAR				PRIOR YEAR	VARIANCE
	FY18 Budget	March Actual	YTD Actual	YTD Percent of Budget	3/31/17 YTD	FY18 YTD v. FY17 YTD
<b>Animal Control Fund #350</b>						
<b>REVENUE</b>						
Rabies Tags Sold	\$ 189,520	\$ 5,435	\$ 67,676	35.7%	\$ 78,375	(10,699)
Fines & Fees (Total)	32,000	1,990	7,966	24.9%	10,592	(2,626)
Donations	5,000	698	1,611	32.2%	1,225	386
Intact Registration Fee	12,000	560	2,185	18.2%	4,230	(2,045)
Miscellaneous	300		25	8.3%		25
<b>Total Revenue</b>	<b>\$ 238,820</b>	<b>\$ 8,681</b>	<b>\$ 79,463</b>	<b>33.3%</b>	<b>\$ 94,422</b>	<b>\$ (14,959)</b>
<b>EXPENDITURE</b>						
Salary - Animal Control Warden	\$ 49,234	\$ 3,767	\$ 15,149	30.8%	\$ 16,361	\$ (1,212)
Salary - Assistant Warden	29,994	2,307	9,229	30.8%	6,781	2,448
Salary - Other	58,058	4,200	14,666	25.3%	17,449	(2,783)
Salary - Administrator	6,500	500	2,000	30.8%	2,242	(242)
Overtime	3,000					
Supplies	1,500		234	15.6%	509	(275)
Postage	1,100	130	498	45.1%	334	162
Training	1,500	25	1,368	91.2%	225	1,143
Telephone & Pager	250	(374)	45	18.1%	44	1
Equipment	4,000	543	1,268	31.7%	661	607
Vehicle Expense & Gasoline	2,500	89	125	5.0%	269	(144)
Uniforms	750		-			
Volunteers/Public Relations	1,000		428	42.8%	629	(201)
Rabies Tags	2,500		181	7.2%		181
Transportation, Board & Care	12,000	956	2,583	21.5%	4,152	(1,569)
Observation/Disposal	500		120	24.0%		120
Microchips	1,700		-			
Capital Expenditures	2,500		163	6.5%	34	129
<b>Total Operating Expenditure</b>	<b>\$ 178,586</b>	<b>\$ 12,164</b>	<b>\$ 48,055</b>	<b>26.9%</b>	<b>\$ 49,690</b>	<b>\$ (1,635)</b>
<b>TRANSFERS OUT</b>						
Transfer to General Fund	\$ 48,475	\$ 2,702	\$ 10,818	22.3%	\$ 5,313	\$ 5,505
Transfer to IMRF Fund	14,000	672	3,858	27.6%	7,581	(3,723)
Transfer to Building Fund	10,000					
Transfer to SS Fund	10,500	699	3,141	29.9%		3,141
<b>Total Transfers Out</b>	<b>\$ 82,975</b>	<b>\$ 4,073</b>	<b>\$ 17,817</b>	<b>21.5%</b>	<b>\$ 12,894</b>	<b>\$ 4,923</b>
<b>Total Expenditure &amp; Transfers Out</b>	<b>\$ 261,561</b>	<b>\$ 16,237</b>	<b>\$ 65,872</b>	<b>25.2%</b>	<b>\$ 62,584</b>	<b>\$ 3,288</b>
<b>Total Revenue Over/(Under) Expenditure</b>	<b>\$ (22,741)</b>	<b>\$ (7,556)</b>	<b>\$ 13,591</b>		<b>\$ 31,838</b>	<b>\$ (18,247)</b>

**KENDALL COUNTY ANIMAL CONTROL FUND #350  
FUND (CASH) BALANCE  
FY 2018**

MONTH	FY18 Monthly REVENUE OVER/(UNDER) EXPENSES	FY18 FUND (CASH) BALANCE	FY17 Monthly REVENUE OVER/(UNDER) EXPENSES	FY17 FUND (CASH) BALANCE
Beginning Fund (Cash) Balance		\$ 185,196		\$ 128,836
December-17	\$ 917	186,113	\$ (2,667)	126,169
January-18	26,202	212,314	7,513	133,682
February-18	(5,972)	206,342	16,915	150,597
March-18	(7,556)	198,787	10,076	160,673
April-18			6,042	166,715
May-18			5,036	171,751
June-18			2,149	173,899
July-18			(606)	173,294
August-18			13,274	186,567
September-18			110	186,677
October-18			11,898	198,575
November-18			(13,379)	185,196
Fund (Cash)	\$ 13,591		\$ 56,359	
YTD Fund Balance		\$ 198,787		\$ 185,196

**KENDALL COUNTY ANIMAL CONTROL FUND #350  
VOUCHERS PAID  
March-2018**

LINE ITEM	VENDOR	DESCRIPTION	AMOUNT	
<b>3502-000-6201</b>	<b>POSTAGE</b>			
	Postage	Feb - Mar 2018	<u>130.08</u>	130.08
<b>3502-000-6206</b>	<b>TRAINING</b>			
	Cook County Animal & Rabies Co.	Training - B Galazkie	<u>25.00</u>	25.00
<b>3502-000-6216</b>	<b>EQUIPMENT</b>			
*reclassified 3/18	AVID Identification Systems	Mini ID Tracker	374.07	
	Haiges Machinery, Inc.	Washer/Dryer Repair	<u>169.00</u>	543.07
<b>3502-000-6217</b>	<b>VEHICLE EXPENSE &amp; GASOLINE</b>			
	Kendall County Highway	Fuel Purchase	55.10	
	Merlin	Vehicle Maintenance	<u>33.50</u>	88.60
<b>3502-000-6897</b>	<b>TRANSPORTATION, BOARD &amp; CARE</b>			
	Jeffers, Inc.	Board and Care	<u>956.34</u>	956.34
<b>TOTAL</b>			<u><u>\$ 1,743.09</u></u>	

**KENDALL COUNTY ANIMAL CONTROL**  
**Statement of Revenues And Expenditures**  
**3/31/2018**

**Animal Control Capital Fund #340**

	<b>FY18 Budget</b>	<b>March Actual</b>	<b>YTD Actual</b>	<b>YTD Percent of Budget</b>	<b>Fund Balance</b>
<b>Beginning Balance</b>	<b>\$ 134,712</b>		<b>\$ 134,712</b>		FY10 \$70,000 FY11 87,769 FY12 41,062
<b>Revenue</b>					FY13 46,782 FY14 51,661 FY15 69,276
Other Revenue	-				FY16 125,571
Total Revenue	-	-	-		FY17 134,712 FY18 133,682
<b>Expenditure</b>					
Expense - Building Improvements	48,100	257	1,030	2.1%	
Total Expenditure	48,100	257	1,030	2.1%	
<b>Transfers in</b>					
Transfers In - from Animal Control Fund	10,000			0.0%	
Total Transfers In	10,000	-	-	0.0%	
<b>Ending Balance</b>	<b>\$ 96,612</b>	<b>\$ (257)</b>	<b>\$ 133,682</b>		

**Animal Medical Care Fund #341**

	<b>FY18 Budget</b>	<b>March Actual</b>	<b>YTD Actual</b>	<b>YTD Percent of Budget</b>	<b>Fund Balance</b>
<b>Beginning Balance</b>	<b>\$ 32,325</b>		<b>\$ 32,325</b>		FY13 \$250 FY14 21,935 FY15 33,497
<b>Revenue</b>					FY16 32,810 FY17 32,325 FY18 31,629
Donations & Receipts	1,000	100	100	10.0%	
Total Revenue	1,000	100	100	10.0%	
<b>Expenditure</b>					
Animal Medical Care Expenses	3,000		461	15.4%	
Heartworm Testing	500			0.0%	
FelLuk/FIV Testing	500		335	67.1%	
Total Expenditure	4,000	-	796	19.9%	
<b>Ending Balance</b>	<b>\$ 29,325</b>	<b>\$ 100</b>	<b>\$ 31,629</b>		

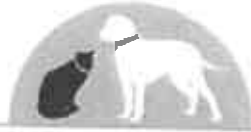
**KENDALL COUNTY ANIMAL CONTROL**  
**Statement of Revenues And Expenditures**  
**3/31/2018**

**State Pet Population Control Fund #860**

	<b>FY18 Budget</b>	<b>March Actual</b>	<b>YTD Actual</b>	<b>YTD Percent of Budget</b>	<b>Fund Balance</b>
<b>Beginning Balance</b>	<b>\$ 11,315</b>		<b>\$ 11,315</b>		FY10 \$915 FY11 780 FY12 1,980
<b>Revenue</b>					FY13 110 FY14 5,865 FY15 7,990 FY16 9,830 FY17 11,315
Dogs Running at Large Fee	1,500	80	240	16.0%	FY18 11,555
Dangerous Dog Fee					
Vicious Dog Fee					
Impoundment					
Dog Bites					
<b>Total Revenue</b>	<b>1,500</b>	<b>80</b>	<b>240</b>	<b>16.0%</b>	
<b>Expenditure</b>					
Remittance to State of IL	10,990				
<b>Total Expenditure</b>	<b>10,990</b>	<b>-</b>	<b>-</b>	<b>-</b>	
<b>Ending Balance</b>	<b>\$ 1,825</b>	<b>\$ 80</b>	<b>\$ 11,555</b>		

**Animal Population Control Fund #870**

	<b>FY18 Budget</b>	<b>March Actual</b>	<b>YTD Actual</b>	<b>YTD Percent of Budget</b>	<b>Fund Balance</b>
<b>Beginning Balance</b>	<b>\$ 106,508</b>		<b>\$ 106,508</b>		FY10 \$29,314 FY11 48,246 FY12 60,939
<b>Revenue</b>					FY13 64,358 FY14 71,549 FY15 83,094 FY16 97,935 FY17 106,508 FY18 107,180
Fees	16,000	735	3,140	19.6%	
<b>Total Revenue</b>	<b>16,000</b>	<b>735</b>	<b>3,140</b>	<b>19.6%</b>	
<b>Expenditure</b>					
Spay/Neuter Adopted Dogs/Cats	4,500		1,359	30.2%	
Spay/Neuter Targeted Dogs/Cats	2,500		1,109	44.4%	
<b>Total Expenditure</b>	<b>7,000</b>	<b>-</b>	<b>2,468</b>	<b>35.3%</b>	
<b>Ending Balance</b>	<b>\$ 115,508</b>	<b>\$ 735</b>	<b>\$ 107,180</b>		



**KENDALL COUNTY  
ANIMAL CONTROL**

**QUOTES TO REPLACE EXISTING WOODEN GATE WITH CHAIN LINK GATE”**

**Kendall County Fence, Bristol IL: \$2,825.00**

**Classic Fence, Oswego, IL: \$1,075.00**

**Ideal Fence, Inc., Sandwich, IL: \$ 900.00**

**KENDALL COUNTY ANIMAL CONTROL  
802 W. John Street  
Yorkville, Illinois 60560**



ABANDONING  
ANIMALS  
IS ILLEGAL  
VIOLATORS WILL  
BE PROSECUTED





