

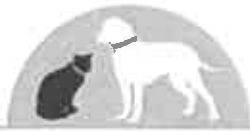


KENDALL COUNTY
ANIMAL CONTROL

County Office Building
County Board Room 210, 111 W. Fox Street; Yorkville IL
Wednesday, September 26, 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 August 29, 2018**
- 5. Monthly Reports**
 - Census Log
 - Bite Report
 - Operations Report
 - Accounting Report
- 6. Old Business**
- 7. New Business**
- 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, August 29, 2018 at 8:30AM
MEETING MINUTES**

Call to Order – The meeting was called to order by Committee Chair Elizabeth Flowers at 8:32a.m.

Roll Call

Attendee	Status	Arrived	Left Meeting
Lynn Cullick		8:37a.m.	
Elizabeth Flowers	Present		9:40a.m.
Matt Kellogg	Yes		
Matthew Prochaska		8:34a.m.	
John Purcell	Aye		

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

Others present: Scott Koeppel, Dr. Gary Schlapp, Laura Pawson

Approval of Agenda – Motion made by Member Kellogg to approve the agenda, second by Member Purcell. **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 May 23, 2018, second by Member Kellogg. **With four members in agreement, the minutes were approved by a 4-0 vote.**

Monthly Report – Laura Pawson reviewed the census report with the committee. Written report provided for July 2018.

Available Dogs for Adoption: 0

Available Cats for Adoption: 9 (7 Cats, 2 Kittens)

Bite Report – Total: 17 dogs

Visitors viewing animals – 85

Events/News

- Saturday, September 8 Pet Supplies Plus Adoption Event
- Tuesday, September 18 Volunteer Orientation
- Weekly “Pet of the Week” ad in Shaw Media Newspaper

Operations Report – Written report provided. Ms. Pawson reported they have hired a part-time Kennel Technician, and one employee was terminated this week.

Ms. Pawson informed the committee that she created a Facebook page for Animal Control to post pictures of adoptable pets, upcoming events, and opportunities for volunteering. She reported that she named the Facebook page as “Kendall County Animal Control & Shelter”. Discussion on the fact that the word “shelter” can indicate a different meaning than is actually intended. **There was consensus by the committee that the title of the page should be “Kendall County Animal Control & Adoption Center”, in hopes that citizens will be encouraged to adopt animals that are available, on making the page “open” so that anyone can follow the page without asking for Animal Control’s permission to follow the page.** Ms. Pawson and Mr. Koeppel will work with Technology to ensure that the page is more user-friendly for citizens.

Mr. Koeppel updated the committee on the citizen complaint from the August 21, 2018 County Board meeting, involving an injured cat in his neighbor’s yard. Mr. Koeppel said that the citizen report he called Animal Control and left voice messages several times, but never received a call back. After hearing nothing from Animal Control, the neighbor finally took the injured cat to a local veterinarian, who determined that the injuries were extensive, and the decision was made to euthanize the cat. The neighbor paid a discounted rate of \$106.00 for the euthanization. The man that originally called Animal Control for them to come and get the cat, feels that the County should reimburse the neighbor for all costs incurred, saying that the County Animal Control would have had to pay for the service if they had responded to his voice messages. **There was consensus by the committee to have the County Administrator to proceed with reimbursing the neighbor for the cost for the euthanization out of the Animal Control Board & Care line item.**

Accounting Report - Written report provided. Ms. Pawson stated that donations normally increase toward the end of the year, and she anticipates that will happen this year as well.

Old Business - None

New Business

- *Discussion of Migrating to Shelter Pro Software to Replace Quickbooks and Petpoint shelter Management Software* – Director Pawson briefly reviewed the proposed software with the committee. Member Cullick moved to postpone any consideration of purchasing new software to a future meeting, second by Member Kellogg.

Roll Call: Member Prochaska – yes, Member Flowers – no, Member Cullick – yes, Member Purcell – yes, Member Kellogg - yes. **With Members Cullick, Kellogg, Prochaska and Purcell voting aye, and Member Flowers voting no, the motion carried by a vote of 4-1.**

- *Discussion and Recommendation for Half Price Cat Adoption Special* – After discussion, **the committee instructed Mr. Koeppel to bring a proposed permanent policy to the next meeting for consideration.**

- *Discussion of Part-Time Starting Hourly Wage* – Director Pawson reported she has researched various stores and other facilities regarding part-time pay for Kennel Technician, and stated that the County is substantially lower in pay than those facilities in this area. Ms. Pawson would like to increase the starting salary for Part-Time employees. **The committee instructed Ms. Pawson and Mr. Koepfel to create job descriptions based on 2 tiers for part-time employees, and present at the September meeting for review and approval.**

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, and the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body, Section 2.01, 5ILCS 120-2, second by Member Kellogg.

Roll Call: Member Cullick – yes, Member Prochaska - yes, Member Kellogg-yes, Member Purcell - no. **With Members Cullick, Kellogg and Prochaska voting aye, and Member Purcell voting no, the committee entered into Executive Session at 9:52a.m.**

The committee reconvened into Open Session at 10:23a.m.

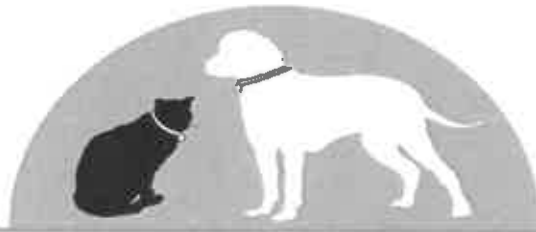
Action Items for the County Board - None

Public Comment – None

Adjournment – Member Prochaska made a motion to adjourn the meeting, second to the motion by Member Cullick. **With three members present in agreement, the meeting was adjourned at 10:26a.m.**

Respectfully Submitted,

Valarie McClain,
Administrative Assistant & Recording Clerk



KENDALL COUNTY
ANIMAL CONTROL

Financial Statements FY18
August 2018

KENDALL COUNTY ANIMAL CONTROL
Statement of Revenues And Expenditures
8/31/2018

	CURRENT YEAR				PRIOR YEAR	VARIANCE
	FY18 Budget	August Actual	YTD Actual	YTD Percent of Budget	8/31/17 YTD	FY18 YTD v. FY17 YTD
Animal Control Fund #350						
REVENUE						
Rabies Tags Sold	\$ 189,520	\$ 19,255	\$ 166,636	87.9%	\$ 161,175	5,461
Fines & Fees (Total)	32,000	2,669	19,467	60.8%	26,450	(6,983)
Donations	5,000	723	2,801	56.0%	2,697	104
Intact Registration Fee	12,000	1,820	7,385	61.5%	9,230	(1,845)
Miscellaneous	300		50	16.7%	262	(212)
Total Revenue	\$ 238,820	\$ 24,467	\$ 196,339	82.2%	\$ 199,814	\$ (3,475)
EXPENDITURE						
Salary - Animal Control Warden	\$ 49,234	\$ 3,787	\$ 35,879	73.1%	\$ 36,583	\$ (604)
Salary - Assistant Warden	29,994	2,307	21,918	73.1%	10,589	11,329
Salary - Other	58,058	3,846	35,374	60.9%	46,916	(11,542)
Salary - Administrator	6,500	500	4,750	73.1%	4,992	(242)
Overtime	3,000					
Supplies	1,500	240	945	63.0%	632	313
Postage	1,100	129	1,139	103.5%	886	253
Training	1,500		1,701	113.4%	688	1,013
Telephone & Pager	250	11	118	47.1%	176	(58)
Equipment	4,000		1,390	34.8%	1,175	215
Vehicle Expense & Gasoline	2,500	130	544	21.8%	469	75
Uniforms	750		-		305	(305)
Volunteers/Public Relations	1,000		428	42.8%	648	(220)
Neuter/Spay Fees			-			181
Rabies Tags	2,500		181	7.2%		(1,867)
Transportation, Board & Care	12,000	564	5,101	42.5%	6,968	96
Kennel Improvements		96	96			120
Observation/Disposal	500		120	24.0%		1,326
Microchips	1,700	849	1,326	78.0%		(3,549)
Capital Expenditures	2,500	67	1,485	59.4%	5,034	
Total Operating Expenditure	\$ 178,586	\$ 12,526	\$ 112,596	63.1%	\$ 116,061	\$ (3,465)
TRANSFERS OUT						
Transfer to General Fund	\$ 48,475	\$ 1,955	\$ 20,595	42.5%	\$ 8,662	\$ 11,733
Transfer to IMRF Fund	14,000	865	8,612	61.5%	17,159	(8,547)
Transfer to Building Fund	10,000					
Transfer to SS Fund	10,500	697	6,954	66.2%		6,954
Total Transfers Out	\$ 82,975	\$ 3,518	\$ 36,160	43.6%	\$ 26,021	\$ 10,139
Total Expenditure & Transfers Out	\$ 261,561	\$ 16,044	\$ 148,756	56.9%	\$ 142,082	\$ 6,674
Total Revenue Over/(Under) Expenditure	\$ (22,741)	\$ 8,422	\$ 47,583		\$ 57,732	\$ (10,149)

**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	12,308	211,095	6,042	166,715
May-18	3,894	214,989	5,036	171,751
June-18	(2,039)	212,950	2,149	173,899
July-18	11,406	224,356	(606)	173,294
August-18	8,422	232,779	13,274	186,567
September-18			110	186,677
October-18			11,898	198,575
November-18			(13,379)	185,196
Fund (Cash)	\$ 47,583		\$ 56,359	
YTD Fund Balance		\$ 232,779		\$ 185,196

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

LINE ITEM	VENDOR	DESCRIPTION	AMOUNT	
3502-000-6200	SUPPLIES			
	Source One Office Products	Spay/Neuter	\$ 224.06	
	First National Bank of Omaha	Open/Closed Sign	<u>16.35</u>	
				\$ 240.41
3502-000-6201	POSTAGE			
	Postage	July - August 2018	<u>128.76</u>	
				128.76
3502-000-6207	TELEPHONE & PAGER			
	Sprint	Cellular Phone	<u>11.32</u>	
				11.32
3502-000-6217	VEHICLE EXPENSE & GASOLINE			
	Merlin	Oil Change - Van	<u>130.01</u>	
				130.01
3502-000-6897	TRANSPORTATION, BOARD & CARE			
	Jeffers, Inc.	Medicine/Vaccinations	<u>563.90</u>	
				563.90
3502-000-6898	KENNEL IMPROVEMENTS			
	Shor-Line	Kennel Latches	<u>96.21</u>	
				96.21
3502-000-6901	MICROCHIPS			
	Datamars	Microchips	<u>849.00</u>	
				849.00
3502-000-9999	CAPITAL EXPENDITURES			
	First National Bank of Omaha	License and Foster	<u>66.53</u>	
				66.53
		TOTAL	<u><u>\$ 2,086.14</u></u>	

KENDALL COUNTY ANIMAL CONTROL
Statement of Revenues And Expenditures
8/31/2018

Animal Control Capital Fund #340

	FY18 Budget	August Actual	YTD Actual	YTD Percent of Budget	Fund Balance	
Beginning Balance	\$ 134,712		\$ 134,712		FY10	\$70,000
Revenue					FY11	87,769
Other Revenue	-				FY12	41,062
Total Revenue	-	-	-		FY13	46,762
Expenditure					FY14	51,661
Expense - Building Improvements	48,100		1,802	3.8%	FY15	69,276
Total Expenditure	48,100	-	1,802	3.8%	FY16	125,571
Transfers In					FY17	134,712
Transfers In - from Animal Control Fund	10,000				FY18	132,910
Total Transfers In	10,000	-	-			
Ending Balance	\$ 96,612	\$ -	\$ 132,910			

Animal Medical Care Fund #341

	FY18 Budget	August Actual	YTD Actual	YTD Percent of Budget	Fund Balance	
Beginning Balance	\$ 32,325		\$ 32,325		FY13	\$250
Revenue					FY14	21,936
Donations & Receipts	1,000		189	18.9%	FY15	33,497
Total Revenue	1,000	-	189	18.9%	FY16	32,810
Expenditure					FY17	32,325
Animal Medical Care Expenses	3,000	676	2,223	74.1%	FY18	29,482
Heartworm Testing	500		170	34.0%		
FaLuk/FIV Testing	500		639	127.8%		
Total Expenditure	4,000	676	3,032	75.8%		
Ending Balance	\$ 29,325	\$ (676)	\$ 29,482			

KENDALL COUNTY ANIMAL CONTROL
Statement of Revenues And Expenditures
8/31/2018

State Pet Population Control Fund #860

	FY18 Budget	August Actual	YTD Actual	YTD Percent of Budget	Fund Balance	
Beginning Balance	\$ 11,315		\$ 11,315		FY10	\$915
					FY11	780
Revenue					FY12	1,980
Dogs Running at Large Fee	1,500	140	920	61.3%	FY13	110
Dangerous Dog Fee					FY14	5,865
Vicious Dog Fee					FY15	7,990
Impoundment					FY16	9,830
Dog Bites					FY17	11,315
Total Revenue	1,500	140	920	61.3%	FY18	12,235
Expenditure						
Remittance to State of IL	10,990					
Total Expenditure	10,990	-	-			
Ending Balance	\$ 1,825	\$ 140	\$ 12,235			

Animal Population Control Fund #870

	FY18 Budget	August Actual	YTD Actual	YTD Percent of Budget	Fund Balance	
Beginning Balance	\$ 106,508		\$ 106,508		FY10	\$29,314
					FY11	46,246
Revenue					FY12	60,939
Fees	16,000	1,640	9,240	57.8%	FY13	64,358
Total Revenue	16,000	1,640	9,240	57.8%	FY14	71,549
					FY15	83,094
Expenditure					FY16	97,935
Spay/Neuter Adopted Dogs/Cats	4,500	555	3,434	76.3%	FY17	106,508
Spay/Neuter Targeted Dogs/Cats	2,500		4,216	168.6%	FY18	108,098
Total Expenditure	7,000	555	7,649	109.3%		
Ending Balance	\$ 115,508	\$ 1,086	\$ 108,098			



**KENDALL COUNTY
ANIMAL CONTROL**

**September 26, 2018
Kendall County Animal Control Census**

August Visitors AM: 26
August Visitors PM: 54

Total: 80

August 2018 Dog

Dog Intakes: 23
Dogs Adopted: 3
Reclaimed: 12
Transferred: 4
Euthanized: 0

August 2018 Cat

Cat Intakes: 6
Cats Adopted: 9
Cats Reclaimed: 0
Transferred: 4
Euthanized: 0

September 2018 - Month to Date/Year to Date/2017 Comparison YTD

Dog Intakes to Date: 11/191/224
Dogs Adopted: 5/43/53
Reclaimed: 4/124/136
Transferred to Rescue: 1/21/16
Euthanized: 1/2/11
Total Available Dogs for Adoption: 2 / 6
Total Unavailable Dogs: 6 / 7

Cat Intakes to date: 1/52/77
Cats Adopted: 3/44/34
Cats Reclaimed: 0/2/3
Transferred to Rescue: 0/8/12
Euthanized: 0/1/8
Total Adoptable Cats: 6 (5 cats / 1 Kitten) / 5 (9 Cats / 5 Kittens)
Total Unavailable Cats: 1 Cat / 4 (3 Cats / 1 Kitten)

EVENTS AND MEDIA:

Upcoming: Pet of the Week, Record Newspaper: "Venus" American Staffordshire Terrier Mix
Upcoming: Saturday, October 13, 2018 Pet Supplies Plus Adoption Event 11am-2pm
Upcoming: Tuesday, October 16, 2018 Volunteer Orientation 6:00-7:30pm



KENDALL COUNTY
ANIMAL CONTROL

AUGUST 2018

ANIMAL BITES TO HUMANS REPORTED TO KCAC

DATE	OWNER	BITING ANIMAL	PERSON BITTEN
8/1/18	OWNER	"DUKE" LABRADOR MIX (ALTERED/UTD)	OTHER
8/2/18	OWNER	"BUDDY" JACK RUSSEL TERRIER (ALTERED/UTD)	OTHER
8/3/18	OWNER	UNKNOWN DOG	OWNER
8/9/18	OWNER	"MURPHY" ROTTWEILER MIX (ALTERED/UTD)	OWNER
8/9/18	OWNER	"BUSTER" PIT BULL MIX (ALTERED/UTD)	OTHER
8/8/18	OWNER	"LUKE" CANE CORSO (ALTERED/UTD)	OTHER
8/12/18	OWNER	"STELLA" PIT BULL MIX (ALTERED/UTD)	OWNER
8/12/18	OWNER	"BUDDY" BEAGLE (ALTERED/UTD)	OTHER
8/13/18	OWNER	"MAX" MIN PIN (INTACT/UTD)	OTHER
8/11/18	OWNER	"MILLIE" CAT (NOT UTD/INTACT)	OWNER
8/15/18	OWNER	STRAY UNKNOWN DOG	OTHER
8/15/18	OWNER	"ROCCO" TERRIER MIX (ALTERED/UTD)	OTHER
8/16/18	OWNER	"BECKHAM" SHIH TZU/POODLE (ALTERED/UTD)	OTHER
8/17/18	OWNER	"BOOMER" GREAT PYRENEES (ALTERED/UTD)	OTHER
8/24/18	OWNER	"CHARLIE" PIT BULL MIX (ALTERED/UTD)	OTHER
8/25/18	OWNER	"TITAN" BELGIAN MALINOIS (ALTERED/UTD)	OTHER
8/25/18	OWNER	"POE" BELGIAN MALINOIS (ALTERED/UTD)	OTHER
8/25/18	OWNER	"BELLA" LABRADOR MIX (ALTERED/UTD)	OTHER
8/25/18	OWNER	"PRESLEY" RETRIEVER MIX (INTACT/UTD)	OWNER
8/25/18	OWNER	"BO" BOXER MIX (UTD/ALTERED)	OWNER
8/28/18	OWNER	"GOOBER" MIX BREED	OWNER

LABRADOR MIX	1
JACK RUSSEL TERRIER	1
ROTTWEILER	1
PIT BULL MIX	3
CANE CORSO	1
BEAGLE	1
MINIATURE PINSCHER	1
TERRIER MIX	1
SHIH TZU/POODLE	1
GREAT PYRENESE	1
BELGIAN MALINOIS	2
LABRADOR RETRIEVER MIX	1
RETRIEVER MIX	1
BOXER MIX	1
MIX BREED	1
UNKNOWN DOG	2
CAT	1
TOTAL	21

MULTIPLE BITES: 2