

KENDALL COUNTY
ANIMAL CONTROL

**Kendall County Office Building; County Board room 210;
111 W. Fox Street; Yorkville IL**

Wednesday, May 24, 2017 – 8:30a.m.
A G E N D A

- 1. Call to Order**
- 2. Roll Call:** Matt Kellogg, Matthew Prochaska, John Purcell, Elizabeth Flowers (Chair), Lynn Cullick (Vice Chair)
- 3. Approval of Agenda**
- 4. Approval of Minutes from April 26, 2017**
- 5. Monthly Reports**
 - Census Log
 - Bite Report
 - Operations Report
 - Hire of new Part-Time Office Assistant
 - Update on Feral Cat Spay/Neuter Program
 - Accounting Report
- 6. Old Business**
 - *Update on Fence Construction behind Trailer (South side)*
- 7. New Business**
 - *Revision for Illinois Bite Statute (Standard Operating Procedure)*
- 8. Public Comment**
- 9. Executive Session**
- 10. Action Items for County Board**
- 11. Adjournment**



**KENDALL COUNTY
ANIMAL CONTROL**

**Wednesday, April 26, 2017 at 8:30AM
Historic Courthouse, East Wing Conference Room
109 W. Ridge Street, Yorkville, IL**

MEETING MINUTES

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

Roll Call

Committee Members Present: Elizabeth Flowers, John Purcell, Lynn Cullick, Matthew Prochaska. **With three members present, a quorum was established to conduct committee business.**

Committee Members Absent: Matt Kellogg

Others present: Laura Pawson, Jeff Wilkins

Approval of Agenda – Motion made by Member Prochaska to approve the agenda, second by Member Cullick. **With all in agreement, the motion carried.**

Approval of Minutes – Member Purcell made a motion to approve the revised February 22, 2017, and the March 29, 2017 meeting minutes, second by Member Cullick. **With all in agreement, the motion carried.**

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

Bite Report – Total: 23 dogs

Visitors March: 41

Events/News

Saturday, April 29, 2017	Open House Adoption Event 10am – 2pm
Tuesday, May 9, 2017	Volunteer Orientation
Saturday, May 13, 2017	Pet Supplies Plus Adoption Event 11am - 2pm

Weekly Posting of “Pet of the Week” ad in Shaw Media Newspapers
Monthly adoption appearance on WSPY Television

Operations Report

- Job Posted for Part-Time Office Assistant – Ms. Pawson stated that the current Office Assistant will be leaving for a full-time position elsewhere. The position has been posted and Ms. Pawson has received several promising applications so far.
- Update on Feral Cat Spay/Neuter Program – Ms. Pawson asked the committee if they can use funds from the County Animal Population Control fund for a new Spay/Neuter of Feral Cats in the County. There was consensus by the committee to proceed with the program.
- Update on Open House Event scheduled for April 29, 2017 – Ms. Pawson said this is scheduled from 10:00a.m. to 2:00p.m. and will include free balloons, popcorn, refreshments and face-painting.

Accounting Report – Jeff Wilkins provided an overview of the financial report with the committee.

Old Business – *Final Approval for Fence Construction behind Trailer (South side)* – Ms. Pawson met with Facilities Management Director Jim Smiley regarding the construction of the fence and the condition of the structure. Ms. Pawson presented three quotes for the construction, and said this fence would be similar to the one on the north side of the facility. All three quotes are prevailing wage applied. Member Purcell made a motion to proceed with Ideal Fence, Inc. for \$4,800., second by Member Flowers. **With all members voting aye, the motion carried.**
Executive Session – None

Action Items for the County Board

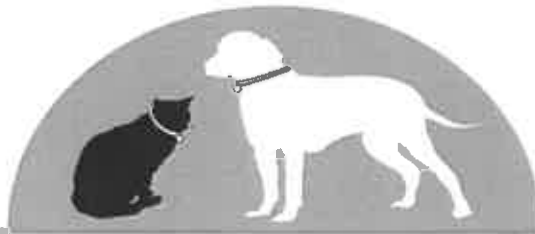
- *Approval of Fence Construction behind Trailer (south side), by Ideal Fence, Inc. in an amount not to exceed \$4,800.*

Public Comment – None

Adjournment – Member Purcell made a motion to adjourn the meeting, second to the motion by Member Cullick. **With all in agreement, the meeting was adjourned at 9:23am.**

Respectfully Submitted,

Valarie McClain
Recording Clerk



KENDALL COUNTY
ANIMAL CONTROL

Financial Statements FY17
April 2017

KENDALL COUNTY ANIMAL CONTROL
Statement of Revenues And Expenditures
4/30/2017

Animal Control Fund #350	CURRENT YEAR				PRIOR YEAR	VARIANCE
	FY17 Budget	April Actual	YTD Actual	YTD Percent of Budget	4/30/16 YTD	FY17 YTD v. FY16 YTD
Revenues						
Rabies Tags Sold	\$ 184,000	\$ 15,115	\$ 93,490	50.8%	\$ 86,469	7,021
Fines & Fees (Total)	25,000	2,093	12,685	50.7%	9,928	2,757
Donations	5,000	138	1,363	27.3%	2,116	(753)
Intact Registration Fee	12,000	1,020	5,250	43.8%	6,169	(919)
Miscellaneous	300		-		165	(165)
Total Revenues	\$ 226,300	\$ 18,366	\$ 112,788	49.8%	\$ 104,847	\$ 7,941
Expenditures						
Salary - Animal Control Warden	\$ 47,800	\$ 3,677	20,038	41.9%	\$ 13,231	\$ 6,807
Salary - Assistant Warden	29,120		6,781	23.3%	4,454	2,327
Salary - Other	61,908	4,948	22,397	36.2%	24,147	(1,750)
Salary - Administrator	6,500	500	2,742	42.2%	2,654	88
Supplies	2,000		509	25.4%	466	43
Postage	1,100	7	341	31.0%	324	17
Training	1,500	311	536	35.7%	250	286
Telephone & Pager	250	52	96	38.4%	55	41
Equipment	4,000		661	16.5%	804	(143)
Vehicle Expense & Gasoline	2,500	44	312	12.5%	360	(48)
Uniforms	500	39	39	7.9%		39
Volunteers/Public Relations	1,000	19	648	64.8%	599	49
Neuter/Spay Fees			-		106	(106)
Rabies Tags	2,500		-		1,701	(1,701)
Transportation, Board & Care	15,000	392	4,544	30.3%	2,725	1,819
Kennel Improvements			-		150	(150)
Observation/Disposal	500		-			
Microchips	1,700		-		1,738	(1,738)
Capital Expenditures	2,500		34	1.4%		34
Total Operating Expenditures	\$ 180,376	\$ 9,988	\$ 59,678	33.1%	\$ 53,764	\$ 5,914
Transfer to General Fund for Health Ins.	\$ 8,491	\$ 710	\$ 6,023	70.9%	\$ 3,549	\$ 2,474
Transfer to IMRF & SS Fund	25,890	1,628	9,207	35.6%	7,137	2,070
Transfer to Building Fund	10,000					
Total Transfers Out	\$ 44,381	\$ 2,338	\$ 15,230	34.3%	\$ 10,686	\$ 4,544
Total Expenditures & Transfers Out	\$ 224,757	\$ 12,324	\$ 74,908	33.3%	\$ 64,450	\$ 10,458
Total Revenues Over/(Under) Expenditures	\$ 1,543	\$ 6,042	\$ 37,880		\$ 40,397	\$ (2,517)

**KENDALL COUNTY ANIMAL CONTROL FUND #350
FUND (CASH) BALANCE
FY 2017**

MONTH	FY17 Monthly REVENUE OVER/(UNDER) EXPENSES	FY17 FUND (CASH) BALANCE	FY16 Monthly REVENUE OVER/(UNDER) EXPENSES	FY16 FUND (CASH) BALANCE
Beginning Fund (Cash) Balance		\$ 128,837		\$ 112,935
December-16	\$ (2,667)	126,170	\$ (2,409)	110,526
January-17	7,513	133,683	25,397	135,923
February-17	16,915	150,597	4,876	140,799
March-17	10,076	160,673	2,813	143,611
April-17	6,042	166,715	9,724	153,335
May-17			5,475	158,810
June-17			6,406	165,216
July-17			3,596	168,812
August-17			9,143	177,955
September-17			7,081	185,036
October-17			2,861	187,896
November-17			(59,060)	128,837
Fund (Cash)	\$ 37,879		\$ 15,901	
YTD Fund Balance		\$ 166,715		\$ 128,837

KENDALL COUNTY ANIMAL CONTROL FUND #350
VOUCHERS PAID
April-2017

LINE ITEM	VENDOR	DESCRIPTION	AMOUNT	
3502-000-6201	POSTAGE			
	Postage	April Postage	<u>6.59</u>	6.59
3502-000-6206	TRAINING			
	First National Bank of Omaha	Prairie State Conference	110.88	
	IL Animal Welfare Federation	Prairie State Conference	<u>200.00</u>	310.88
3502-000-6207	TELEPHONE & PAGER			
	First National Bank of Omaha	New Cellular Phone	<u>51.57</u>	51.57
3502-000-6217	VEHICLE EXPENSE & GASOLINE			
	Kendall County Highway	Fuel Purchase	<u>43.50</u>	43.50
3502-000-6369	UNIFORMS			
	First National Bank of Omaha	Uniforms	<u>39.26</u>	39.26
3502-000-6894	VOLUNTEERS/PUBLIC RELATIONS			
	First National Bank of Omaha	Balloons for Open House	<u>18.90</u>	18.90
3502-000-6897	TRANSPORTATION, BOARD & CARE			
	Countryside Veterinary Clinic	Board & Care	258.97	
	First National Bank of Omaha	Hose Reel	79.98	
	Jeffers, Inc.	Vaccine Syringes	48.26	
	Shaw Media	Adoption Ad	<u>5.00</u>	392.21
TOTAL			<u>\$ 862.91</u>	

KENDALL COUNTY ANIMAL CONTROL
Statement of Revenues And Expenditures
4/30/2017

Animal Control Capital Fund #340

	<u>FY17 Budget</u>	<u>April Actual</u>	<u>YTD Actual</u>	<u>YTD Percent of Budget</u>	<u>Fund Balance</u>
Beginning Balance	125,571		125,571		FY10 \$70,000 FY11 87,769 FY12 41,062
Revenue					FY13 46,762 FY14 51,681 FY15 69,276
Other Revenue					FY16 125,571
Total Revenue					FY17 124,309
Expenditure					
Expense - Building Improvements	17,800	252	1,262	7.1%	
Total Expenditure	17,800	252	1,262	7.1%	
Transfers In					
Transfers In - from Animal Control Fund	10,000				
Total Transfers In	10,000	-	-		
Ending Balance	\$ 117,771	\$ (252)	\$ 124,309		

Animal Medical Care Fund #341

	<u>FY17 Budget</u>	<u>April Actual</u>	<u>YTD Actual</u>	<u>YTD Percent of Budget</u>	<u>Fund Balance</u>
Beginning Balance	32,810		32,810		FY13 \$250 FY14 21,935 FY15 33,497
Revenue					FY16 32,810 FY17 33,413
Donations & Receipts	-	50	930		
Total Revenue	-	50	930		
Expenditure					
Animal Medical Care Expenses	3,000	-	327	10.9%	
Heartworm Testing	-				
FelLuk/FIV Testing	-				
Total Expenditure	3,000	-	327	10.9%	
Ending Balance	\$ 29,810	\$ 50	\$ 33,413		

KENDALL COUNTY ANIMAL CONTROL
Statement of Revenues And Expenditures
4/30/2017

State Pet Population Fund #860

	FY17 Budget	April Actual	YTD Actual	YTD Percent of Budget	Fund Balance
Beginning Balance	9,830		9,830		FY10 \$4,750 FY11 850 FY12 260
Revenue					FY13 4,020 FY14 5,865 FY15 7,990 FY16 9,830 FY17 10,410
Fees: Dogs Running at Large	1,500	180	580	38.7%	
Total Revenue	1,500	180	580	38.7%	
Expenditure					
Remittance to State of IL	9,490	-	-		
Total Expenditure	9,490	-	-		
Ending Balance	\$ 1,840	\$ 180	\$ 10,410		

Animal Population Control Fund #870

	FY17 Budget	April Actual	YTD Actual	YTD Percent of Budget	Fund Balance
Beginning Balance	97,935		97,935		FY10 \$29,314 FY11 46,246 FY12 60,939
Revenue					FY13 64,358 FY14 71,549 FY15 83,094 FY16 97,935 FY17 101,831
Fees	16,000	1,230	6,560	41.0%	
Total Revenue	16,000	1,230	6,560	41.0%	
Expenditure					
Spay/Neuter Adopted Dogs/Cats	4,500	160	2,130	47.3%	
Spay/Neuter Targeted Dogs/Cats	2,500	140	534	21.4%	
Total Expenditure	7,000	300	2,664	38.1%	
Ending Balance	\$ 106,935	\$ 931	\$ 101,831		



**KENDALL COUNTY
ANIMAL CONTROL**

APRIL 2017

ANIMAL BITES TO HUMANS REPORTED TO KCAC

DATE	OWNER	BITING ANIMAL	PERSON BITTEN
4/2/17	OWNER	"TOBY" KUVASZ WHT/(UTD/INTACT)	OWNER
4/5/17	OWNER	"ZOEY" RHODESIAN RIDGEBACK (ALTERED/UTD)	OTHER
4/8/17	OWNER	"KYLE" CHICHUAHUA MIX ((ALTERED/UTD)	OTHER
4/11/17	OWNER	"CHICO" CAIRN TERRIER MIX (ALTERED/UTD)	OTHER
4/12/17	OWNER	"FINN" JACK RUSSEL MIX (ALTERED/UTD)	OTHER
4/13/17	OWNER	"YOGI" SHAR PEI (ALTERED/UTD)	OWNER
4/14/17	OWNER	"ONYX" BOXER MIX (UTD/ALTERED)	OTHER
4/14/17	OWNER	"VEST MARTIN" CAT (NOT UTD/ALTERED)	OWNER
4/16/17	OWNER	"PEABODY" GRT PYRENEES (UTD/ALTERED)	OTHER
4/16/17	OWNER	"TOBY" KUVASZ (UTD/INTACT)	OWNER
4/16/17	OWNER	"BRUTUS" ENGLISH MASTIFF(ALTERED/NOT UTD)	OTHER
4/21/17	OWNER	"ANGEL" CAT (UTD/ALTERED)	OWNER
4/21/17	OWNER	"ONE" PIT BULL (INTACT/UTD)	OTHER
4/22/17	OWNER	"FERGIE" YORKSHIRE TERRIER (UTD/INTACT)	OTHER
4/22/17	OWNER	"DAISY" BOXER MIX(ALTERED/UTD)	OWNER
4/23/17	OWNER	"LUCAS"GERMAN SHEP (ALTERED/UTD)	OWNER
4/24/17	OWNER	"THEREDBARON" PODENCO CANARIO (UTD/ALTERED)	OWNER
4/26/17	OWNER	"DIXIE" LARADOR (UTD/ALTERED)	OTHER
4/28/17	OWNER	"MIA" CAT (ALTERED/UTD)	OTHER
4/30/17	OWNER	"CHESTY" PIT BULL (UTD/INTACT)	OWNER

Kuvasz	1
Rhodesian Ridgeback	1
Chihuahua Mix	1
Cairn Terrier Mix	1
Jack Russel Terrier Mix	1
Shar Pei	1
Boxer Mix	2
Great Pyrenees	1
English Mastiff	1
Pit Bull Terrier	2
Yorkshire Terrier	1
German Shepherd	1
Podenco Canario	1
Labrador Retriever	1
Cat	3

Total: 19

Multiple Bites: 1

rabies inoculation would compromise an animal's health, then the animal shall be exempt from the rabies inoculation ~~shot~~ requirement, however, but the owner is ~~must~~ still be responsible for the tag fees.

If a bite occurs from an exempt animal, the exempt animal shall be treated as an unvaccinated animal. If the animal is exempt, the animal shall be re-examined by a licensed veterinarian on no less than an annual basis and be vaccinated against rabies as soon as the animal's health permits.

(Source: P.A. 93-548, eff. 8-19-03; 94-639, eff. 8-22-05.)

(510 ILCS 5/13) (from Ch. 8, par. 363)

Sec. 13. Dog or other animal bites; observation of animal.

(a) Except as otherwise provided in subsections ~~subsection~~

(b) and (c) of this Section, when the Administrator or, if the Administrator is not a veterinarian, the Deputy Administrator receives information that any person has been bitten by an animal, the Administrator or, if the Administrator is not a veterinarian, the Deputy Administrator, or his or her authorized representative, shall have such dog or other animal confined under the observation of a licensed veterinarian ~~for a period of 10 days. The confinement shall be for a period of not less than 10 days from the date the bite occurred and shall continue until the animal has been examined and released from confinement by a licensed veterinarian. The Administrator or, if the Administrator is not a veterinarian, the Deputy Administrator~~ ~~Department~~ may permit such confinement to be reduced to a period of less than 10 days.

(a-5) The owner, or if the owner is unavailable, an agent or caretaker of an animal documented to have bitten a person shall present the animal to a licensed veterinarian within 24 hours. A veterinarian presented with an animal documented to have bitten a person shall make a record of report the clinical condition of the animal immediately, with confirmation in writing to the Administrator or, if the Administrator is not a veterinarian, the Deputy Administrator within 24 hours after the animal is presented for examination, giving the owner's name, address, the date of confinement, the breed, description, age, and sex of the animal, and whether the animal has been spayed or neutered, on appropriate forms approved by the Department. The Administrator or, if the Administrator is not a veterinarian, the Deputy Administrator shall notify the attending physician or responsible health agency. At the end of the confinement period, the animal shall be examined by a licensed veterinarian, inoculated against rabies, if eligible, and microchipped, if the dog or cat has not been already, at the expense of the owner. The veterinarian shall submit a written report listing the owner's name, address, dates of confinement, dates of examination, species, breed, description, age, sex, and microchip number of the animal to the Administrator or, if the Administrator is not a veterinarian, the Deputy Administrator advising him or her of the clinical condition and the final disposition of the animal on appropriate forms approved by the Department. The Administrator shall notify the person who has been bitten, and in the case of confirmed rabies in the animal, the attending physician or responsible health agency advising of the clinical condition of the animal. When evidence is presented that the animal was inoculated against rabies within the time prescribed by law, it shall be confined in a house, or in a manner which

~~will prohibit it from biting any person for a period of 10 days, if a licensed veterinarian adjudges such confinement satisfactory. The Department may permit such confinement to be reduced to a period of less than 10 days. At the end of the confinement period, the animal shall be examined by a licensed veterinarian.~~

(a-10) When the Administrator or, if the Administrator is not a veterinarian, the Deputy Administrator or his or her authorized representative receives information that a person has been bitten by an animal and evidence is presented that the animal at the time the bite occurred was inoculated against rabies within the time prescribed by law, the animal may be confined in a house, or in a manner which will prohibit the animal from biting a person, if the Administrator, Deputy Administrator, or his or her authorized representative determines the confinement satisfactory. The confinement shall be for a period of not less than 10 days from the date the bite occurred and shall continue until the animal has been examined and released from confinement by a licensed veterinarian. The Administrator or, if the Administrator is not a veterinarian, the Deputy Administrator may instruct the owner, agent, or caretaker to have the animal examined by a licensed veterinarian immediately. The Administrator or, if the Administrator is not a veterinarian, the Deputy Administrator may permit the confinement to be reduced to a period of less than 10 days. At the end of the confinement period, the animal shall be examined by a licensed veterinarian and microchipped, if the dog or cat is not already, at the expense of the owner. The veterinarian shall submit a written report listing the owner's name, address, dates of examination, species, breed, description, age, sex, and microchip number of the animal to the Administrator advising him or her of the clinical condition and the final disposition of the animal on appropriate forms approved by the Department. The Administrator shall notify the person who has been bitten and, in case of confirmed rabies in the animal, the attending physician or responsible health agency advising of the clinical condition of the animal.

(a-15) Any person having knowledge that any person has been bitten by an animal shall notify the Administrator or, if the Administrator is not a veterinarian, the Deputy Administrator within 24 hours promptly.

(a-20) It is unlawful for the owner of the animal to conceal the whereabouts, euthanize, sell, give away, or otherwise dispose of any animal known to have bitten a person, until it is examined and released from confinement by the Administrator or, if the Administrator is not a veterinarian, the Deputy Administrator, or licensed veterinarian or his or her authorized representative. It is unlawful for the owner of the animal to refuse or fail to immediately comply with the reasonable written or printed instructions made by the Administrator or, if the Administrator is not a veterinarian, the Deputy Administrator, or his or her authorized representative. If such instructions cannot be delivered in person, they shall be mailed to the owner of the animal by regular mail. Any expense incurred in the handling of an animal under this Section and Section 12 shall be borne by the owner. The owner of a biting animal must also remit to the Department of Public Health, for deposit into the Pet Population Control Fund, a \$25 public safety fine within 30 days after notice.

(b) When a person has been bitten by a police dog that is

currently vaccinated against rabies, the police dog may continue to perform its duties for the peace officer or law enforcement agency and any period of observation of the police dog may be under the supervision of a peace officer. The supervision shall consist of the dog being locked in a kennel, performing its official duties in a police vehicle, or remaining under the constant supervision of its police handler.

(c) When a person has been bitten by a search and rescue dog that is currently vaccinated against rabies, the search and rescue dog may continue to perform its duties for the handler or owner or agency and any period of observation of the dog may be under the supervision of its handler or owner. The supervision shall consist of the dog being locked in a kennel, performing its official duties in a vehicle, or remaining under the constant supervision of its handler or owner.

(d) Any person convicted of violating subsection (a-20) of this Section is guilty of a Class A misdemeanor for a first violation. A second or subsequent violation is a Class 4 felony.

(Source: P.A. 93-548, eff. 8-19-03; 94-639, eff. 8-22-05.)

Section 99. Effective date. This Act takes effect upon becoming law.

Effective Date: 7/28/2016

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XI. 'ANIMAL BITES

Policy

Kendall County Animal Control monitors any animal bite to a human that occurs in Kendall County. *See* 510 ILCS 5/13. The role of Kendall County Animal Control in cases of bites is not to establish blame but rather ensure rabies control as well as public health and safety.

Medical care providers are required by law to submit a bite report to Kendall County Animal Control any time a patient is seen for a bite by an animal that occurs in Kendall County. *Id.*

Procedure

When a bite report is received, Kendall County Animal Control will contact the victim and owner of the animal (when applicable) to get statements as to what led up to the bite, the location and severity of the injury, and any critical details.

When an owner is identified and the biting animal is a dog or cat, Animal Control will verify whether or not the animal had a current rabies vaccine at the time of the bite. Animal Control will also check its database to determine whether the animal has a bite history.

If the animal was current it will need to be examined by a licensed veterinarian within 24 hours. The animal must then be on 10 day home confinement which means the animal must be supervised by an adult and contained on leash or fence when it goes outside. Interaction with the public during this time should be avoided. The animal will return to the veterinarian at the end of the 10 days to be examined, determined to be free of disease, and microchipped if has not been already, at the expense of the owner.

If the animal was not current it will need to be placed into 10 day confinement within 24 hours at a licensed veterinarian hospital or clinic. At the end of the confinement period, the animal will need to be examined and determined to be free of disease by the veterinarian, inoculated against rabies, if eligible, and microchipped if has not been already, at the expense of the owner.

If the owner chooses, they may have the animal euthanized prior to the 10 day period by a licensed veterinarian and have a specimen sent into the state lab to insure the animal is free of rabies. However, the owner cannot "conceal the whereabouts, euthanize, sell, give away, or otherwise dispose of" the animal until it has been released by the Animal Control Administrator. 510 ILCS 5/13 (a)

Upon completion of the confinement, the veterinarian will submit their findings to Animal Control. Animal Control shall notify the person who was bitten and, in the case of confirmed

rabies in the animal, the attending physician or responsible health agency advising of the clinical condition of the animal.

Based on the severity and circumstances of the bite, as well as the frequency of bite incidents for that dog, Animal Control and the Veterinarian Administrator may determine the dog to be dangerous or vicious per 510 ILCS 5/15 -15.4. Animal Control and the Veterinarian Administrator may present this determination to the court for disposition. The court will order the appropriate disposition, which may include euthanasia.

Bite reports and results will be entered into the computer database and paper copies will be filed by month and year.

If Animal Control is confronted with circumstances that indicate an animal has been bitten by a rabid animal, it will follow the procedure identified in the Illinois Administrative Code. 8 Ill. Adm. Code 30.130 (1983).