



KENDALL COUNTY
ANIMAL CONTROL

Wednesday, July 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 8:33a.m.

Roll Call

Committee Members Present: Matt Kellogg - yes, Lynn Cullick - here, Elizabeth Flowers – present, Matthew Prochaska – here. **With four members present, a quorum was established to conduct committee business.**

Member Purcell arrived at 8:36a.m.

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

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 Prochaska made a motion to approve the June 28, 2017 meeting minutes, second by Member Kellogg. **With four in agreement, the motion carried.**

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

Available Dogs for Adoption: 4

Available Cats for Adoption: 14 (9 cats, 5 kittens)

Bite Report – Total: 15 3 cats, 12 dogs

Visitors for June - 44

Events/News

Saturday, August 12	Pet Supplies Plus Adoption Event	11:00a.m. – 2:00p.m.
Tuesday, August 15	Volunteer Orientation	6:30-8:00p.m.

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

Operations Report – Ms. Pawson updated the committee on the potential of acquiring used radios from the Sheriff’s Office for use. One radio would remain at the base office, and the warden or staff out in the field would have a radio, that would allow personnel to communicate with the main office when they arrive and depart calls. Ms. Pawson stated that there is a additional panic button on the radio that would channel to KenCom if utilized. Ms. Pawson hopes that there will be no cost for the used Sheriff’s Office radios, but will keep the committee updated.

Accounting Report – Written report provided

Old Business

Update on the Fence Construction behind Trailer (South side) – Ms. Pawson reported the contractor has stated that the contractor plans to install the fence this month. Jim Smiley is still working with the City of Yorkville on requirements for installation.

New Business

- ***Approval of Amendment to Standard Operating Procedure for adopted dogs and cats to include a 72-hour return policy (Section 8, page 23)*** – Ms. Pawson reported that she would like to implement a policy similar to what is being down in the City of Aurora. She is asking the committee to change the policy to include a 72-hour return policy. The committee recommended stating the timeframe as 3 business days for clarity. **Member Kellogg made a motion to forward the item to the County Board for approval, second by Member Prochaska. With all members voting aye, the motion passed.**
- ***Animal Control Mobile Office Sale Agreement*** – Scott Koeppel informed the committee about the quote of sale agreement in the amount of \$9,800. Mr. Koeppel stated that the County can continue with a month-to-month lease, or proceed with the purchase. Mr. Koeppel stated that the agreement Discussion on potentially adding an additional restroom in the Animal Control facility. Member Kellogg made a motion to forward the item to the County Board for approval, second by Member Purcell. **With five members voting aye, the motion passed.**
- ***Discussion on the need for the Animal Control Committee to continue to meet monthly*** – Dr. Schlapp stated that from his perspective, the monthly bite reports, strays and the overall daily operation do not constitute the need for monthly meetings. Dr. Schlapp felt that emergency meetings or a meeting every three months would be sufficient for operation. Member Kellogg suggested receiving monthly financial and operational reports by email each month. Scott Koeppel stated that any emergency issues could be added to the COW meeting agenda, or to the County Board agenda. Mr. Koeppel also stated that more information and reports could be added to the Animal Control webpage on a monthly basis. Dr. Schlapp stated that Animal Control personnel were always welcome to consult with him about any issues that may arise between meetings. Member Purcell suggested cancelling the August meeting, and resuming again in September. **There was consensus by the committee to cancel the August 23, 2017 meeting.**

EXECUTIVE SESSION – Not needed

Action Items for the County Board

- *Approval of Amendment to Standard Operating Procedure for adopted dogs and cats to include a 3 business day return policy (Section 8, page 23)*
- *Approval of the Animal Control Mobile Office Purchase Agreement in the amount of \$9,800.00 from account 3402-000-6650*

Public Comment – None

Adjournment – Member Kellogg made a motion to adjourn the meeting, second to the motion by Member Purcell. **With all in agreement, the meeting was adjourned at 9:18a.m.**

Respectfully Submitted,

Valarie McClain
Recording Clerk