



**Wednesday, July 27, 2016 at 4:30PM**

**MEETING MINUTES**

**Call to Order** – The meeting was called to order by Committee Chair Jeff Wehrli at 4:30p.m.

**Roll Call**

Committee Members Present: Jeff Wehrli – here, John Purcell - here, Matthew Prochaska - here, Elizabeth Flowers - present. **With four members present, a quorum was established to conduct committee business.**

*Member Cullick arrived at 4:46p.m.*

**Others present:** Laura Pawson, Dr. Gary Schlapp, Jeff Wilkins

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

**Approval of June 22, 2016 Meeting Minutes** – Member Prochaska made a motion to approve the minutes from May 18, 2016, second by Member Flowers. **With all present in agreement, the motion carried.**

**Census Report** – Ms. Pawson reviewed the June census and bite/euthanasia reports with the committee:

<b><u>DOGS</u></b>	<b><u>JUNE</u></b>	<b><u>JULY (to-date)</u></b>
Intakes	20	19
Adopted	7	7
Reclaimed	11	9
Transferred	2	5
Euthanized	1	0
Total Dogs Available for Adoption: 6		Total Unavailable Dogs: 3

<b><u>CATS</u></b>	<b><u>JUNE</u></b>	<b><u>JULY (to-date)</u></b>
Intakes	8	18
Adopted	1	5
Reclaimed	0	1
Transferred	0	8
Euthanized	0	1
Total Cats Available for Adoption: 2 cats		Total Unavailable Cats: 14 cats Kittens: 9 (4 nursing)

**Bite Report** June Total: 23 20 Dogs 2 Cats 1 Parrot

**Visitors** June - 115

### **Upcoming Events/News**

August 13 Pet Supplies Plus Adoption Event  
August 25 Volunteer Orientation  
August 26 WSPY TV 7 Radio featuring an adoptable pet

Continue running weekly Ad for adoptable pets in Record Newspapers

### **Operations Report**

- *Update on one-day July Special Event and 50/50 Sponsorship* – Ms. Pawson gave a report on the “Clear the Shelter” special event on July 23, 2016, five dogs, 1 cat and 5 kittens were adopted. Ms. Pawson said it was a very successful event, and that they will be holding this event again next year.

**Accounting Report** – Jeff Wilkins reviewed the monthly financial report with the committee, and stated that it was another good month, for revenues although slightly behind from last year.

### **New Business**

- *Authorize Application for Trailer Permit* – Mr. Wilkins stated that if the committee plans to move forward with the trailer purchase, that he will need to apply to Yorkville for a permit. There was consensus by the committee to proceed with obtaining the permit from the City of Yorkville.
- *Recommend Board Approval of Trailer Lease* – Member Wehrli stated that they have been working with Acton Motor for a few months, and that he, Laura Pawson, Jim Smiley and Jeff Wilkins made a trip to the vendor and chose the trailer that would fit the needs of Animal Control. Mr. Wehrli said that the trailer chosen is 10 x 36 feet, and they are able to remove the tires/axels and lower it enough to the ground for ADA access. Mr. Wehrli said that it will cost approximately \$750.00 to have the trailer positioned as desired. Mr. Wehrli reviewed the overall costs for leasing the trailer, stating the one-year lease total of \$4,905.25 that would be due when lease is signed.

There was consensus by the committee to have Jeff Wehrli and Jeff Wilkins to sign the lease/contract for this trailer.

Member Cullick made a motion to forward to the County Board the Approval of Trailer Procurement, second by Member Flowers. **With all members present voting aye, the motion carried.**

- *Review SOP regarding Medical Care Fund* – Mr. Wilkins reviewed the Medical Care Fund verbiage with the committee, and the purpose and directive of the usage of the fund.
- *Review Job Descriptions* – Mr. Wilkins stated that these job descriptions were presented to the State’s Attorney’s office for review, and that their recommendations are now being sent to Administrative Services. **There was consensus by the committee to wait to review the job descriptions until the suggested revisions are completed.**

**Other Business** – Member Wehrli said that he was contacted by a citizen from Boulder Hill (unincorporated Kendall County), complaining about cats running at large throughout the community. The citizen asked why Kendall County isn’t monitoring and controlling these cats.

Dr. Schlapp provided background on this ongoing issue for the past 20 years. Dr. Schlapp said that tagging, spaying/neutering isn’t required, and that we would not have the room, resources or workers to monitor or maintain these animals.

Laura Pawson said that the state law does not require cats to be leashed or kept on owner property. Ms. Pawson stated that it’s up to the municipality to pass ordinances governing at-large cats in their jurisdiction, but there are no state laws or ordinances for the County requirements.

**Public Comment** – None

**Executive Session** – Member Purcell 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 (1), second by Member Prochaska.

**Roll Call:** Member Flowers - aye, Member Purcell - yes, Member Prochaska – yes, Member Cullick – yes, Member Wehrli – yes. **With all members present in agreement, the committee entered into Executive Session at 5:30p.m.**

Motion made by Member Flowers, second by Member Purcell to reconvene in Open Session. **With all members voting aye, the committee reconvened in Open Session at 5:35p.m.**

Motion made by Member Purcell, second by Member Prochaska to forward to the County Board the approval of the release the Executive Session minutes from September 17, 2014. **With all members present voting aye, the motion carried.**

**Action Items for the County Board**

- *Approval of Trailer Procurement*
- *Approval of the release the Executive Session minutes from September 17, 2014*

**Adjournment** – Member Prochaska made a motion to adjourn the meeting, second to the motion by Member Flowers. **With all in agreement, the meeting was adjourned at 5:38p.m.**

Respectfully Submitted,

Valarie McClain  
Administrative Assistant/Recording Clerk