



KENDALL COUNTY

ANIMAL CONTROL

**Kendall County Office Building
111 W. Fox Street, Room 210, Yorkville IL
Wednesday, November 27, 2019 – 8:30a.m.
A G E N D A**

- 1. Call to Order**
- 2. Roll Call:** Amy Cesich (Chair), Robyn Vickers (Vice Chair), Elizabeth Flowers, Scott Gengler, Matthew Prochaska
- 3. Approval of Agenda**
- 4. Approval of Minutes from October 23, 2019**
- 5. Monthly Reports**
 - Census Log
 - Bite Report
 - Operations Report
 - Accounting Report
- 6. Old Business**
 - *Animal Control Building Project Update*
- 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

MEETING MINUTES FOR WEDNESDAY, OCTOBER 23, 2019

Call to Order – The meeting was called to order by Committee Chair Amy Cesich at 8:31a.m.

Roll Call

Attendee	Status	Arrived	Left Meeting
Amy Cesich	Present		
Elizabeth Flowers	Present		
Scott Gengler	Here		
Matthew Prochaska	Here		
Robyn Vickers	Present		

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

Others present: Scott Koeppel, Jim Smiley

Approval of Agenda – Motion made by Member Prochaska, second by Member Flowers to approve the agenda. **With five members in agreement, the motion carried by a vote of 5-0.**

Approval of Minutes – Motion made by Member Gengler to approve the minutes from September 24, 2019, second by Member Flowers. **With five members in agreement, the minutes were approved by a 5-0 vote.**

Monthly Reports

- **Census Log** – Member Cesich reviewed the census log with the committee.
Dogs Available for Adoption: 3
Cats Available for Adoption: 6 (5 cats, 1 kitten)
- **Bite Report** – Member Cesich also asked committee members to review the Bite Report. The report indicated there were 19 bites (17 dog bites, and 2 cat bites) for the month of September. Written report provided.
- **Operations Report** – Mr. Koeppel reported on continued training and adjustments with the new software program, and off-site training for employees when fiscally feasible and local.

Upcoming Events and Media:

- Volunteer Orientation: Tuesday, October 29, 2019 6:00-7:30p.m.
- Oswego Police Officer with featured Pet video done every other Wednesday of the month
- Yorkville Police Officer with featured Pet video done every other Wednesday of the month

- Record Newspaper Pet of the Week Ad – Candy, American Pit Bull Terrier
- **Accounting Report** –Written report provided. Discussion on various line items and funds, including the Pet Population fund.

Old Business

- ***Animal Control Building Project Update:*** Jim Smiley provided an update on the building projects, specifically on installation of the windows in the Directors office, and Kennel area, at a cost of approximately \$21,000 for the cut-in and block replacement. Mr. Smiley has contacted vendors regarding window frames and glass, stating the aluminum doors/frames would cost approximately \$6000. Mr. Smiley is researching other vendors as well. He is also in discussions with vendors for the demolition and removal of ductwork and the ceiling tiles in the Kennel area. Discussion on the capital fund, the transfers to the General fund, and the Animal Care fund. **There was consensus by the committee to proceed with the building improvements this year, and the HVAC system in the future when funds have been replenished.**

New Business

- ***Discussion and Approval of Updated Animal Control Fees Ordinance*** – Member Vickers made a motion to forward the Approval of Updated Animal Control Fees Ordinance to the County Board, second by Member Flowers.

Mr. Koepfel stated that in 2019, the General Assembly updated the Animal Welfare Act to include required rabies vaccinations for companion animal cats. Koepfel said that the updated Fees Ordinance requires that all companion animal cat owners vaccinate their cats for rabies, and purchase a tag from Kendall County Animal Control. Discussion on State Statutes and the proposed fees ordinance, rabies tags for cats, and companion cats versus stray or feral cats, as well as possible senior citizen discounts. **There was consensus by the committee to collect cat owner data for the next year, and then revisit the senior discount issue again in 2020.**

Member Cesich made a motion to amend the original motion by excluding the language of ***Discounts to Senior Citizens*** in the original motion, second by Member Flowers.

Roll Call for the Amended Motion

Committee Member	Vote
Amy Cesich	Yes
Elizabeth Flowers	Aye
Scott Gengler	Yes
Matthew Prochaska	Yes
Robyn Vickers	Yes

With five members voting aye, the amended motion was approved.

On the original motion made by Member Vickers to forward the Approval of Updated Animal Control Fees Ordinance to the County Board, and seconded by Member Flowers, **a Voice Vote**

was taken and with five members present in agreement, the motion to forward the Approval of the Updated Animal Control Fees Ordinance was approved by a vote of 5-0.

Executive Session – Member Vickers 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 120-2/21, second by Member Gengler.

Roll Call

Committee Member	Vote
Amy Cesich	Yes
Elizabeth Flowers	Aye
Scott Gengler	Yes
Matthew Prochaska	Yes
Robyn Vickers	Yes

With five members present voting aye, the committee entered into Executive Session at 9:24a.m.

The committee reconvened into Open Session at 9:27a.m.

Action Items for the November 5, 2019 County Board Meeting – Approval of Updated Animal Control Fees Ordinance

Action Items for the Committee of the Whole – None

Questions from the Media – None

Public Comment – None

Adjournment – Member Cesich made a motion to adjourn the meeting, second by Member Prochaska. **With five members present in agreement, the meeting was adjourned at a.m.**

Respectfully Submitted,

Valarie McClain
Administrative Assistant & Recording Clerk



**KENDALL COUNTY
ANIMAL CONTROL**

November 22, 2019

Kendall County Animal Control Census

October 2019 Dog

Dog Intakes: 21

Dogs Adopted: 7

Reclaimed: 11

Transferred: 1

Euthanized: 0

October 2019 Cats

Cat Intakes: 5

Cats Adopted: 2

Cats Reclaimed: 1

Transferred: 1

Euthanized: 0

November 2019 Month to Date

Dog Intakes: 22

Dogs Adopted: 5

Reclaimed: 12

Transferred to Rescue: 1

Euthanized: 0

Total Available Dogs: 5

Total Unavailable Dogs: 9

Cat Intakes: 5

Cats Adopted: 4

Cats Reclaimed: 1

Transferred to Rescue: 0

Euthanized: 0

Total Available Cats: 6 (5 cats/1 kitten)

Total Unavailable Cats: 3

UPCOMING EVENTS AND MEDIA:

Volunteer Orientation: Thursday, December 5th, 6pm-7:30pm

Volunteer and Staff Appreciation Dinner: Friday, December 20, 2019 6pm-8pm.

Oswego Police-Featured Pet with Officer Video held every other Wednesday or the month

Yorkville Police Department- Featured Pet with Officer Video held every other Wednesday of the month

Record Newspaper – Pet of the week: Pumpkin, American Pit Bull Terrier Mix

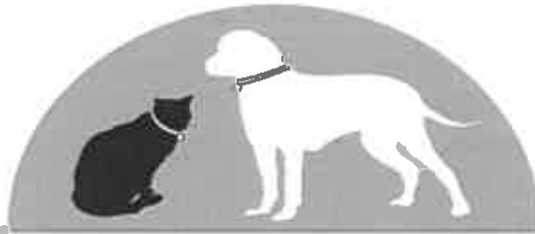


KENDALL COUNTY
ANIMAL CONTROL

October 2019

ANIMAL BITES TO HUMANS REPORTED TO KCAC

DATE	OWNER	BITING ANIMAL	PERSON BITTEN
10/06/19	OWNER	"WRIGLEY" AUSTRALIAN SHEPHERD MIX (UTD/ALTERED)	OTHER
10/06/19	OWNER	"HONEY" SHIH TZU (UTD/UNALTERED)	OWNER
10/07/19	OWNER	"LINDA" PUG (UTD/ALTERED)	OTHER
10/08/19	OWNER	"SNOW" LABRADOR RETR/ MIX (NOT UTD/UNALTERED)	OWNER
10/16/19	OWNER	"MAISEY" YORKSHIRE TERRIER (UTD/ ALTERED)	OTHER
10/17/19	OWNER	"ARTEMIS" BERNESE MTN DOG (NOT UTD/UNALTERED)	OTHER
10/19/19	OWNER	"TIGGER" DOMESTIC SH (NOT UTD/ALTERED)	OTHER
10/27/19	OWNER	"BRICK" PIT BULL/ MASTIFF (UTD/ALTERED)	OWNER
10/28/19	OWNER	"FRED" DOMESTIC SH (NOT UTD/ALTERED)	OTHER
SHIH TZU			1
PUG			1
AUSTRALIAN SHEPHERD			1
YORKSHIRE TERRIER			1
PIT BULL/ MASTIFF			1
BERNESE MTN DOG			1
LABRADOR RET.			1
CATS			2
Total:			9



KENDALL COUNTY
ANIMAL CONTROL

Financial Statements FY19
October 2019

KENDALL COUNTY ANIMAL CONTROL
Statement of Revenues And Expenditures
10/31/2019

	CURRENT YEAR				PRIOR YEAR	VARIANCE
	FY19 Budget	October Actual	YTD Actual	YTD Percent of Budget	10/31/18 YTD	FY19 YTD v. FY18 YTD
Animal Control Fund #350						
REVENUE						
Rabies Tags Sold	\$ 195,000	\$ 16,110	\$ 203,820	104.5%	\$ 198,550	\$ 5,270
Fines & Fees (Total)	28,000	2,182	16,429	58.7%	23,422	(6,993)
Donations	5,000		6,709	134.2%	3,031	3,678
Intact Registration Fee	10,000	1,575	12,070	120.7%	9,050	3,020
Transfer In From State Fund			12,375			
Miscellaneous	300		-		77	(77)
Total Revenue	\$ 238,300	\$ 19,867	\$ 251,403	105.5%	\$ 234,130	\$ 4,898
EXPENDITURE						
Salary - Animal Control Warden	\$ 50,219	\$ 3,863	\$ 44,406	88.4%	\$ 43,553	\$ 853
Salary - Assistant Warden	30,597		260	0.9%	26,533	(26,273)
Salary - Other	58,092	8,119	50,359	86.7%	42,632	7,727
Salary - Administrator	6,500	500	5,750	88.5%	5,750	
Overtime	1,500					
Supplies	1,500	28	1,120	74.6%	1,496	(376)
Postage	1,400	51	1,066	76.2%	1,242	(176)
Training	1,500		1,377	91.8%	1,701	(324)
Telephone & Pager	250		113	45.2%	139	(26)
Equipment	3,500	17	1,573	44.9%	1,390	183
Vehicle Expense & Gasoline	2,200	73	1,876	85.3%	642	1,234
Uniforms	750		501	66.9%	186	315
Volunteers/Public Relations	1,000		123	12.3%	426	(305)
Neuter/Spay Fees			-			
Rabies Tags	2,500		2,008	80.3%	320	1,688
Transportation, Board & Care	10,000	902	15,912	159.1%	5,854	10,058
Kennel Improvements			1,056			1,056
Observation/Disposal	500		175	35.0%	270	(95)
Microchips	2,000		928	46.4%	1,326	(398)
Capital Expenditures	2,500	180	1,000	40.0%	1,485	(485)
Total Operating Expenditure	\$ 176,508	\$ 13,733	\$ 129,602	73.4%	\$ 134,947	\$ (5,345)
TRANSFERS OUT						
Transfer to General Fund	\$ 60,078	\$ 1,163	\$ 10,095	16.8%	\$ 24,506	\$ (14,411)
Transfer to IMRF Fund	11,000	928	7,274	66.1%	10,436	(3,164)
Transfer to Building Fund	10,000					
Transfer to SS Fund	11,000	938	7,361	66.9%	8,404	(1,043)
Total Transfers Out	\$ 92,078	\$ 3,028	\$ 24,730	26.9%	\$ 43,346	\$ (18,618)
Total Expenditure & Transfers Out	\$ 268,586	\$ 16,761	\$ 154,332	57.5%	\$ 178,293	\$ (23,963)
Total Revenue Over/(Under) Expenditure	\$ (30,286)	\$ 3,106	\$ 97,071		\$ 55,835	\$ 41,236

**KENDALL COUNTY ANIMAL CONTROL FUND #350
FUND (CASH) BALANCE
FY 2019**

MONTH	FY19 Monthly REVENUE OVER/(UNDER) EXPENSES	FY19 FUND (CASH) BALANCE	FY18 Monthly REVENUE OVER/(UNDER) EXPENSES	FY18 FUND (CASH) BALANCE
Beginning Fund (Cash) Balance		\$ 185,793		\$ 185,196
December-18	\$ (2,924)	182,869	\$ 917	186,113
January-19	4,778	187,647	26,202	212,314
February-19	19,759	207,406	(5,972)	206,342
March-19	12,025	219,431	(7,556)	198,787
April-19	12,368	231,819	12,308	211,095
May-19	(1,311)	230,508	3,894	214,989
June-19	11,082	241,590	(2,039)	212,950
July-19	6,655	248,245	11,406	224,356
August-19	9,781	258,026	8,422	232,779
September-19	21,732	279,758	(2,515)	230,263
October-19	3,106	282,864	10,768	241,031
November-19		282,864	(55,238)	185,793
Fund (Cash)	\$ 97,071		\$ 597	
YTD Fund Balance		\$ 282,864		\$ 185,793

**KENDALL COUNTY ANIMAL CONTROL FUND #350
VOUCHERS PAID
October-2019**

LINE ITEM	VENDOR	DESCRIPTION	AMOUNT	
3502-000-6200	SUPPLIES			
	Source One Office Products	Office Supplies	<u>\$ 27.53</u>	\$ 27.53
3502-000-6201	POSTAGE			
	First National Bank of Omaha	Postage	7.40	
	Postage	September 2019	<u>43.44</u>	50.84
3502-000-6216	EQUIPMENT			
	First National Bank of Omaha	Kennel Supplies	<u>17.18</u>	17.18
3502-000-6217	VEHICLE EXPENSE & GASOLINE			
	Kendall County Highway	Vehicle Expense	<u>73.20</u>	73.20
3502-000-6897	TRANSPORTATION, BOARD & CARE			
	Shaw Media	Ad	10.00	
	Countryside Veterinary Clinic	Transportation, Board & Care	624.54	
	First National Bank of Omaha	Kennel Supplies	248.97	
	First National Bank of Omaha	Transportation, Board & Care	<u>18.95</u>	902.46
3502-000-9999	CAPITAL EXPENDITURES			
	ITSavvy LLC	Docking Station	<u>180.20</u>	180.20
TOTAL			<u><u>\$ 1,251.41</u></u>	

KENDALL COUNTY ANIMAL CONTROL
Statement of Revenues And Expenditures
10/31/2019

Animal Control Capital Fund #340

	FY19 Budget	October Actual	YTD Actual	YTD Percent of Budget	Fund Balance	
Beginning Balance	\$ 142,293		\$ 142,293		FY10	\$70,000
					FY11	87,789
					FY12	41,062
Revenue					FY13	46,762
Other Revenue					FY14	51,861
Total Revenue					FY15	69,276
					FY16	125,571
Expenditure					FY17	134,712
Expense - Building Improvements	70,000	765	37,986	54.3%	FY18	142,293
Capital Expenditure			386		FY19	103,911
Total Expenditure	70,000	765	38,382	54.8%		
Transfers In						
Transfers In - from Animal Control Fund	10,000					
Total Transfers In	10,000	-	-			
Ending Balance	\$ 82,293	\$ (765)	\$ 103,911			

Animal Medical Care Fund #341

	FY19 Budget	October Actual	YTD Actual	YTD Percent of Budget	Fund Balance	
Beginning Balance	\$ 26,165		\$ 26,165		FY13	\$250
					FY14	21,935
					FY15	33,497
Revenue					FY16	32,810
Donations & Receipts	1,000			0.0%	FY17	32,325
Total Revenue	1,000	-	-	0.0%	FY18	26,165
					FY19	20,827
Expenditure						
Animal Medical Care Expenses	3,000		4,753	158.4%		
Heartworm Testing	500		308	61.6%		
FeLuk/FIV Testing	750	167	277	36.9%		
Total Expenditure	4,250	167	5,338	125.8%		
Ending Balance	\$ 22,915	\$ (167)	\$ 20,827			

KENDALL COUNTY ANIMAL CONTROL
Statement of Revenues And Expenditures
10/31/2019

State Pet Population Control Fund #860

	<u>FY19 Budget</u>	<u>October Actual</u>	<u>YTD Actual</u>	<u>YTD Percent of Budget</u>	<u>Fund Balance</u>
Beginning Balance	\$ 12,375		\$ 12,375		FY10 \$915 FY11 780 FY12 1,980 FY13 110 FY14 5,865 FY15 7,990 FY16 9,830 FY17 11,315 FY18 12,375 FY19 -
Revenue					
Dogs Running at Large Fee	1,500			0.0%	
Dangerous Dog Fee					
Vicious Dog Fee					
Impoundment					
Dog Bites					
Total Revenue	1,500	-	-	0.0%	
Expenditure					
Transfer to County Animal Population Control Fund	12,375				
Transfer to Animal Control Fund			12,375		
Remittance to State of IL	-				
Total Expenditure	12,375	-	12,375		
Ending Balance	\$ 1,500	\$ -	\$ -		

Animal Population Control Fund #870

	<u>FY19 Budget</u>	<u>October Actual</u>	<u>YTD Actual</u>	<u>YTD Percent of Budget</u>	<u>Fund Balance</u>
Beginning Balance	\$ 108,859		\$ 108,859		FY10 \$29,314 FY11 46,246 FY12 60,939 FY13 64,358 FY14 71,549 FY15 83,094 FY16 97,935 FY17 108,508 FY18 108,859 FY19 117,436
Revenue					
Fees	12,000	2,115	14,595	121.6%	
Total Revenue	12,000	2,115	14,595	121.6%	
Expenditure					
Spay/Neuter Adopted Dogs/Cats	4,500	653	4,709	104.6%	
Spay/Neuter Targeted Dogs/Cats	5,000	120	1,310	26.2%	
Total Expenditure	9,500	773	6,018	63.4%	
Transfers In					
Transfer from State Pet Population Control Fund	12,375				
Total Transfers In	12,375	-	-		
Ending Balance	\$ 123,734	\$ 1,342	\$ 117,436		