



MEETING MINUTES FOR WEDNESDAY, FEBRUARY 27, 2019

Call to Order – The meeting was called to order by Committee Chair Amy Cesich at 8:30a.m.

Roll Call

Attendee	Status	Arrived	Left Meeting
Amy Cesich	Present		
Elizabeth Flowers	Present		
Matthew Prochaska		8:32a.m.	9:23a.m.
John Purcell	Yes		
Robyn Vickers	Here		

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

Others present: Matt Kinsey, Scott Koeppel, Dr. Gary Schlapp, Jim Smiley

Approval of Agenda – Motion made by Member Flowers, second by Member Vickers to approve the agenda. **With four members in agreement, the motion carried by a vote of 4-0.**

Approval of Minutes – Motion made by Member Flowers to approve the minutes from February 1, 2019, second by Member Vickers. **With four members in agreement, the minutes were approved by a 4-0 vote.**

Monthly Reports

- **Census Log** – Scott Koeppel reviewed the census log with the committee.
- **Bite Report** – Scott Koeppel reviewed the Bite Report with the committee.
- **Operations Report** – No report
- **Accounting Report** – Discussion about the difference in the revenue from Rabies Tags sales between January 2018 and January 2019. **Mr. Koeppel was tasked by the committee in researching to see why the expenditure was so much higher, and if there was possibly an error or double-payment for rabies tags.**

Old Business

- *Tour of Kendall County Animal Control Facility* – Jim Smiley led the group on a tour of the facility, explaining the purpose for each room, the possible location of the HVAC system, the possible relocation of the office from the trailer to a front room in the main building, and the proposed design plans for that office space. Mr. Smiley also provided a tour of the existing trailer located outside the main building. Discussion on the move of personnel, the need for reorganization and cleaning, and utilization of other areas within the building as a viewing area. Dr. Schlapp offered suggestions for the building,

and the necessity to organize the garage area, the front office area, the need to monitor and control donations, storage issues, the need to replace damaged ceiling tiles, and to replace existing lights with LED lights.

- *Discussion of Animal Control Facility* – The committee reviewed the proposed building and office redesign, and the remodeling of one of the front viewing areas into an office for the Director and Kennel Manager. The committee also discussed creation and location of a new viewing area, better utilization of the garage area, and the need to have the building thoroughly cleaned, decluttered, and reorganized for better efficiency, and comfort of the animals, and collaboration of all personnel together in the Animal Control facility.
- *Discussion of HVAC System Replacement* – Mr. Smiley updated the committee on the proposed plan. After discussion, it was decided that Mr. Smiley and Mr. Koepfel would meet and develop several options for the HVAC system placement once they have determined remodeling options for the Animal Control facility, and bring these options for committee discussion in March.
- *Discussion of Animal Control Trailer* – The committee will discuss the trailer after remodeling and HVAC plans have been presented at the March meeting.
- *Discussion of \$15 Minimum Wage* – Item tables until March meeting
- *Discussion and Approval of Chameleon Software* – Member Purcell made a motion to forward the Approval of the Chameleon Software for Animal Control, with funds to be taken from the Operations budget line, second by Member Cesich. **With three members present voting aye, the motion carried.**

New Business - None

Executive Session – Not needed

Action Items for the County Board – Approval of the Purchase of Chameleon Software for the Animal Control Facility

Action Items for the Committee of the Whole – None

Questions from the Media – Jim Wyman, WSPY News asked why the media was not notified of the meeting change from January 30th to February 1st. Member Cesich explained that it was an oversight due to inclement weather and the County closing non-essential offices, and the absence of Administration personnel normally responsible for notifying the media.

Public Comment – None

Adjournment – Member Vickers made a motion to adjourn the meeting, by Member Purcell. **With three members present in agreement, the meeting was adjourned at 9:46a.m.**

Respectfully Submitted,
Valarie McClain, Administrative Assistant & Recording Clerk