

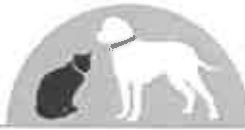


KENDALL COUNTY ANIMAL CONTROL

**Kendall County Facilities Management Building
804 W. John Street, Yorkville IL
Wednesday, February 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, Matthew Prochaska, John Purcell
- 3. Approval of Agenda**
- 4. Approval of Minutes from February 1, 2018**
- 5. Monthly Reports**
 - Census Log
 - Bite Report
 - Operations Report
 - Accounting Report
- 6. Old Business**
 - *Tour of Kendall County Animal Control Facility – 802 W. John Street*
 - *Discussion of Animal Control Facility*
 - *Discussion of HVAC System Replacement*
 - *Discussion of Animal Control Trailer*
 - *Discussion of \$15 Minimum Wage*
 - *Discussion and Approval of Chameleon Software*
- 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 FRIDAY, FEBRUARY 1, 2019

Call to Order – The meeting was called to order by Committee Chair Amy Cesich at 8:32a.m.

Roll Call

Attendee	Status	Arrived	Left Meeting
Amy Cesich	Present		
Elizabeth Flowers		8:37a.m.	9:35a.m.
Matthew Prochaska	Here		10:40a.m.
John Purcell	Yes		
Robyn Vickers	Present		

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

Others present: Matt Kinsey, Scott Koeppel, Laura Pawson, Jim Smiley

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

Approval of Minutes – Motion made by Member Purcell to approve the minutes from December 19, 2018, second by Member Vickers. **With four members in agreement, the minutes were approved by a 4-0 vote.**

Monthly Reports

- **Census Log** – Ms. Pawson reviewed the October, November and December 2018 monthly and year to date statistics with the committee, as well as a comparison to 2017.
- **Bite Report** – Ms. Pawson reported a total of 19 dog and 1 cat bite for the month of December. She also reported on two animals with multiple bites in 2018. She reported 13 dog and 1 cat bite for the month of November, and 8 dog bites for the month of October.
- **Operations Report** – Mr. Koeppel reviewed the information provided by Williams Scotsman regarding the purchase price for the trailer currently being used by Animal Control. Discussion about the facility plan with and without the trailer, the purchase or continued leasing of the trailer, and if there is an actual need for a trailer at all. Facilities Director Smiley reviewed drawings of a possible reconfiguration of the Animal Control building to enable all personnel to be housed together in the building that already has running water and restroom facilities. Discussion on removing some of the cages to allow better utilization of space, as well as updating the animal viewing areas to accommodate personnel directly across from the main office, and provide an animal meeting/viewing area with potential adoptive families. Chair Cesich stated the original plan for the facility was never to include an onsite trailer, or to have staff separated in two locations. There was interest by committee members to tour the facility to get a better

understanding of the current space, the trailer space, the needs, and the proposed changes. Mr. Koeppel was asked to formulate a plan with and without the trailer, and report back at the February meeting.

- **Accounting Report** – Mr. Koeppel reported that Animal Control received a donation of \$4,190.74 from the estate of Thomas K. Quirin recently. Mr. Koeppel reviewed the report with the committee.

Old Business

- *Discussion and Approval of the Distribution of State Pet Population Funds* – Member Purcell made a motion to forward the Approval of the Transfer of the Balance of the State Pet Population Fund into the Animal Control Fund, second by member Prochaska. Discussion, and recommendation to include this item on the Finance Committee agenda for discussion. **With five members present voting aye, the motion carried by a 5-0 vote.**
- *Discussion of Animal Control Shelter Management Software* – Technology Director Kinsey reviewed the Chameleon software information, financial, staffing and donor capabilities, and pricing with the committee, including start-up and annual costs. **Mr. Koeppel will provide total costs, quotes and a recommendation of which fund to use for payment at the February meeting.**

New Business

- *Discussion of HVAC Repairs* – Mr. Smiley reviewed the HVAC system proposal and contract terms provided by Dewberry Engineers, Inc. Mr. Smiley stated that the repairs were included in the capital plan beginning in 2103 with the kennel area, and replacement of the furnace and air conditioning unit in the main office area. Duct work upgrades were completed due to the heat and humidity in the area, but there were no funds to replace the furnace and air conditioning unit. Discussion on the required retainer fee, the estimated cost, the scope of work involved and the approximate 6-month timeframe for installation. **There was consensus by the committee to have Mr. Smiley contact Dewberry to negotiate a lower cost, or to go out to bid for the project.**
- *Discussion of Staffing and Salary* – Mr. Koeppel stated that he and Chair Cesich met with Ms. Pawson to discuss the staffing issues, the needs, and the salary for the full-time Kennel Manager and part-time Kennel Technician personnel positions. Discussion on the current salaries for each position, the expertise and experience in investigations or working in an animal control facility, required for the Kennel Manager position. Discussion on the job description and responsibilities will be for this position. **There was consensus by the committee to increase the starting salary to \$16.00 per hour, and to give Mr. Koeppel permission to go higher depending on qualifications.**

Discussion on part-time kennel technician compensation based on 16-28 hours per week, the proposed salary increase and expectations for these positions. **There was consensus by the committee to offer a starting salary of \$11.00 per hour, a review after 6-months, and then an increase in salary if warranted.**

- *Discussion of Externally Housing Animals* – Member Cesich reported that she spoke with Dr. Schlapp for an evaluation of how housing animals at his clinic has been going. Dr. Schlapp is willing to continue housing animals for the County until Animal Control is fully-staffed and functional. Mr. Koepfel stated that Ms. Pawson is doing intakes Monday through Friday, and Countryside Vet Clinic personnel are doing intakes on weekends.

- *Discussion of 2019 Animal Control Legislation Changes* – Discussion on Animal Control Acts that took effect on January 1, 2019 provided by the State’s Attorney’s Office.

Executive Session – Not needed

Action Items for the County Board – None

Action Items for the Committee of the Whole –

Questions for the Media – None

Public Comment – None

Adjournment – Member Vickers made a motion to adjourn the meeting, by Member Cesich. **With three members present in agreement, the meeting was adjourned at 10:51a.m.**

Respectfully Submitted,

Valarie McClain,
Administrative Assistant & Recording Clerk



**KENDALL COUNTY
ANIMAL CONTROL**

February 27, 2019

Kendall County Animal Control Census

January 2019 Dog

Dog Intakes: 7

Dogs Adopted: 1

Reclaimed: 5

Transferred: 0

Euthanized: 0

January 2019 Cats

Cat Intakes: 1

Cats Adopted: 0

Cats Reclaimed: 0

Transferred: 1

Euthanized: 0

February 2019 End of Year / 2018 Comparisons

Dog Intakes: 7/14/22

Dogs Adopted: 1/2/14

Reclaimed: 3/8/7

Transferred to Rescue: 1/2/3

Euthanized: 0/0/0

Total Available Dogs: 5/3

Total Unavailable Dogs: 1/3

Cat Intakes: 2/3/5

Cats Adopted: 2/2/7

Cats Reclaimed: 0/0/1

Transferred to Rescue: 2/3/1

Euthanized: 1/1/0

Total Available Cats: 1/8

Total Unavailable Cats: 0/0

EVENTS AND MEDIA:

Record Newspaper: Pet of the Week- "Adora" Bulldog



KENDALL COUNTY
ANIMAL CONTROL

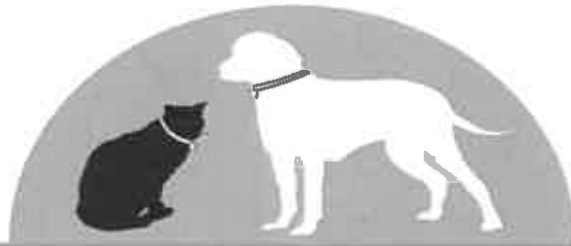
JANUARY 2019

ANIMAL BITES TO HUMANS REPORTED TO KCAC

DATE	OWNER	BITING ANIMAL	PERSON BITTEN
1/3/19	UNKNOWN	UNKNOWN STRAY DOG	OTHER
1/5/19	OWNER	"ANGUS" GOLDENDOODLE (UTD/ALTERED)	OTHER
1/8/19	OWNER	"GRACIE" PIT BULL MIX (UTD/ALTERED)	OTHER
1/12/19	OWNER	"JAX" PIT BULL TERRIER (ALTERED/NOT UTD)	OTHER
1/13/19	OWNER	"LUNA" SHIH TZU (UTD/ALTERED)	OWNER
1/13/19	OWNER	PIT BULL TERRIER (NOT UTD)	OTHER
1/20/19	OWNER	"MAX" SHEPHERD MIX (UTD/ALTERED)	OTHER
1/21/19	OWNER	"NICO" CHOW CHOW (UTD/ALTERED)	OWNER
1/21/19	OWNER	"ZOEY" GREAT DANE (UTD/ALTERED)	OWNER
1/25/19	OWNER	"BRISTOL" BOXER (UTD/ALTERED)	OTHER
1/29/19	OWNER	"CEASER" AMERICAN STAFF/PIT BULL (UTD/ALTERED)	OWNER
1/29/19	OWNER	"QUESO" RAT TERRIER (ATD/ALTERED)	OTHER
1/30/19	OWNER	"BEAU" LABRADOR RETRIEVER (UTD/ALTERED)	OWNER

GOLDENDOODLE	1
PIT BULL MIX	1
PIT BULL TERRIER	2
SHIH TZU	1
SHEPHERD MIX	1
CHOW CHOW	1
GREAT DANE	1
BOXER	1
AMERICAN STAFFORDSHIRE/PIT BULL	1
RAT TERRIER	1
LABRADOR RETRIEVER	1
UNKNOWN STRAY DOG	1
<hr/>	
Total:	13

Multiple Bites: 1 (Nico- Chow Chow. Bit owner's child in home)



KENDALL COUNTY
ANIMAL CONTROL

Financial Statements FY19
January 2019

KENDALL COUNTY ANIMAL CONTROL
Statement of Revenues And Expenditures
1/31/2019

	CURRENT YEAR				PRIOR YEAR	VARIANCE
	FY19 Budget	January Actual	YTD Actual	YTD Percent of Budget	1/31/18 YTD	FY19 YTD v. FY18 YTD
Animal Control Fund #350						
REVENUE						
Rabies Tags Sold	\$ 195,000	\$ 13,460	\$ 21,275	10.9%	\$ 49,636	(28,361)
Fines & Fees (Total)	28,000	120	120	0.4%	4,906	(4,786)
Donations	5,000	300	470	9.4%	675	(205)
Intact Registration Fee	10,000	390	1,435	14.4%	1,115	320
Miscellaneous	300		-		25	(25)
Total Revenue	\$ 238,300	\$ 14,270	\$ 23,300	9.8%	\$ 56,357	\$ (33,057)
EXPENDITURE						
Salary - Animal Control Warden	\$ 50,219	\$ 3,863	\$ 7,707	15.4%	\$ 7,574	\$ 133
Salary - Assistant Warden	30,597		280	0.9%	4,614	(4,354)
Salary - Other	58,092	1,485	3,703	6.4%	7,206	(3,503)
Salary - Administrator	6,500	500	1,000	15.4%	1,000	
Overtime	1,500					
Supplies	1,500		68	4.6%	234	(166)
Postage	1,400	229	236	16.8%	259	(23)
Training	1,500	50	50	3.3%	537	(487)
Telephone & Pager	250	8	32	12.8%	404	(373)
Equipment	3,500		-		233	(233)
Vehicle Expense & Gasoline	2,200		81	3.7%	36	45
Uniforms	750		-			
Volunteers/Public Relations	1,000		-		426	(428)
Rabies Tags	2,500	2,008	4,017	160.7%	181	3,836
Transportation, Board & Care	10,000		-		837	(837)
Observation/Disposal	500		-			
Microchips	2,000		-			
Capital Expenditures	2,500		-		163	(163)
Total Operating Expenditure	\$ 176,508	\$ 8,144	\$ 17,153	9.7%	\$ 23,706	\$ (6,553)
TRANSFERS OUT						
Transfer to General Fund	\$ 60,078	\$ 581	\$ 2,537	4.2%	\$ 1,428	\$ 1,109
Transfer to IMRF Fund	11,000	370	910	8.3%	2,343	(1,433)
Transfer to Building Fund	10,000					
Transfer to SS Fund	11,000	397	847	7.7%	1,761	(914)
Total Transfers Out	\$ 92,078	\$ 1,348	\$ 4,293	4.7%	\$ 5,532	\$ (1,239)
Total Expenditure & Transfers Out	\$ 268,586	\$ 9,492	\$ 21,446	8.0%	\$ 29,238	\$ (7,792)
Total Revenue Over/(Under) Expenditure	\$ (30,286)	\$ 4,778	\$ 1,854		\$ 27,119	\$ (25,265)

**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	28,202	212,314
February-19		187,647	(5,972)	206,342
March-19		187,647	(7,556)	198,787
April-19		187,647	12,308	211,095
May-19		187,647	3,894	214,989
June-19		187,647	(2,039)	212,950
July-19		187,647	11,406	224,356
August-19		187,647	8,422	232,779
September-19		187,647	(2,515)	230,263
October-19		187,647	10,768	241,031
November-19		187,647	(55,238)	185,793
Fund (Cash)	\$ 1,854		\$ 597	
YTD Fund Balance		\$ 187,647		\$ 185,793

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

LINE ITEM	VENDOR	DESCRIPTION	AMOUNT	
3502-000-6201	POSTAGE			
	Nov 23 - Dec 20 2018	Postage	\$ 90.86	
	Dec 22 - Dec 31 2018	Postage	23.71	
	Jan 1 - Jan 31 2019	Postage	<u>114.40</u>	
				\$ 228.97
3502-000-6206	TRAINING			
	County Animal Controls of IL	Training	<u>50.00</u>	50.00
3502-000-6207	TELEPHONE & PAGER			
	Sprint	Cellular Phone	<u>8.40</u>	8.40
3502-000-6896	RABIES TAGS			
	Ketchum Mfg	Rabies Tags Purchase	<u>2,008.26</u>	2,008.26
TOTAL				<u>\$ 2,295.63</u>

KENDALL COUNTY ANIMAL CONTROL
Statement of Revenues And Expenditures
1/31/2019

Animal Control Capital Fund #340

	FY19 Budget	January Actual	YTD Actual	YTD Percent of Budget	Fund Balance	
Beginning Balance	\$ 142,293		\$ 142,293		FY10	\$70,000
					FY11	87,769
					FY12	41,062
Revenue					FY13	46,762
Other Revenue	-				FY14	51,661
Total Revenue	-		-		FY15	69,276
Expenditure					FY16	125,571
Expense - Building Improvements	48,100	897	1,518	3.2%	FY17	134,712
Total Expenditure	48,100	897	1,518	3.2%	FY18	142,293
					FY19	140,775
Transfers In						
Transfers In - from Animal Control Fund	10,000					
Total Transfers In	10,000	-	-			
Ending Balance	\$ 104,193	\$ (897)	\$ 140,775			

Animal Medical Care Fund #341

	FY19 Budget	January 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	24,392
Expenditure						
Animal Medical Care Expenses	3,000	949	1,773	59.1%		
Heartworm Testing	500			0.0%		
FelLuk/FIV Testing	750			0.0%		
Total Expenditure	4,250	949	1,773	41.7%		
Ending Balance	\$ 22,915	\$ (949)	\$ 24,392			

KENDALL COUNTY ANIMAL CONTROL
Statement of Revenues And Expenditures
1/31/2019

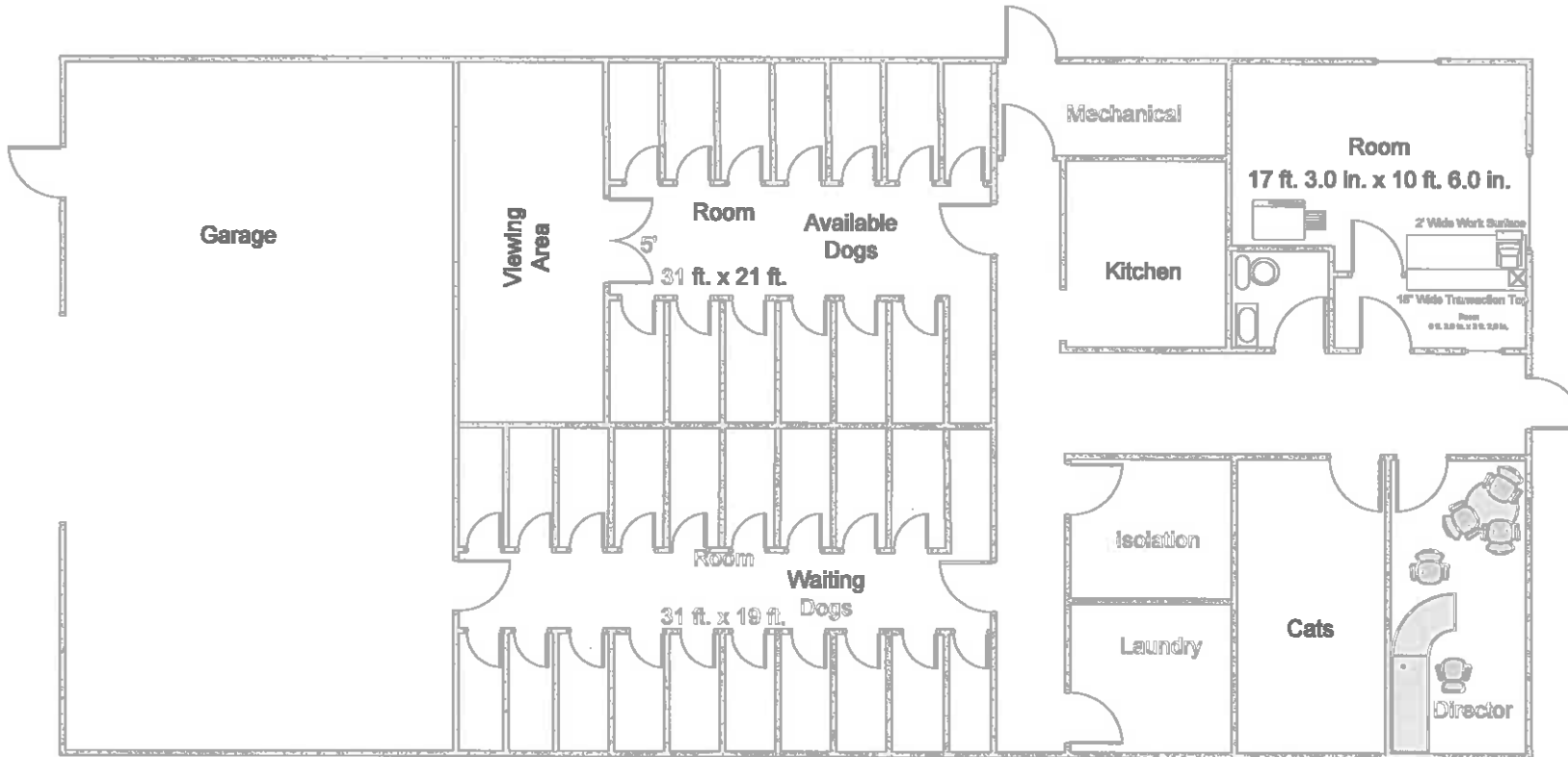
State Pet Population Control Fund #860

	<u>FY19 Budget</u>	<u>January 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 12,375
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				
Remittance to State of IL	-				
Total Expenditure	12,375	-	-		
Ending Balance	\$ 1,500	\$ -	\$ 12,375		

Animal Population Control Fund #870

	<u>FY19 Budget</u>	<u>January 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 60,839 FY13 64,358 FY14 71,549 FY15 83,094 FY16 97,935 FY17 108,508 FY18 108,859 FY19 109,395
Revenue					
Fees	12,000	390	1,600	13.3%	
Total Revenue	12,000	390	1,600	13.3%	
Expenditure					
Spay/Neuter Adopted Dogs/Cats	4,500	150	1,064	23.6%	
Spay/Neuter Targeted Dogs/Cats	5,000			0.0%	
Total Expenditure	9,500	150	1,064	11.2%	
Transfers In					
Transfer from State Pet Population Control Fund	12,375				
Total Transfers In	12,375	-	-		
Ending Balance	\$ 123,734	\$ 240	\$ 109,395		

Kendall County Animal Control Director move to Main Building





Williams Scotsman, inc.
 1425 Gifford Road
 Elgin IL 60120-7307

Your Williams Scotsman Representative
 Tracey Lipins
 Territory Sales Manager

Contract Number: 996347
Revision: 1
Date: January 25, 2019

Phone: (847)488-1334 Ext.
Fax: 0
Email: tllipini@willscot.com
Toll Free: 800-782-1500

SALE AGREEMENT FOR USED EQUIPMENT WITHOUT WARRANTY

Buyer:

Kendall County Animal Control
 802 John St
 Yorkville, Illinois, 60560

Contact:

Laura Pawson
 802 John St
 Yorkville, IL, 60560
 Phone: (830) 553-9258
 Fax:
 Email: lpawson@co.kendall.il.us

Ship To Address:

802 John St 802 John St
 YORKVILLE, IL 60560 US
Delivery Date (on or about):
 01/31/2019

Unit Description and Pricing	Quantity	Price	Extended
40x10 Mobile Office (36x10 Box) Unit Number:	1	\$4,800.00	\$4,800.00
Total Purchase Price including Delivery & Installation (if applicable)* :			\$4,800.00

*All prices exclude applicable taxes.

Comments

Serial # AMO-29412

Summary of Charges

Model: MO4010	QUANTITY: 1	Total Charges for (1) Building(s): \$4,800.00
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© Williams Scotsman, Inc.
1425 Gifford Road
Elgin IL 60120-7307

Your Williams Scotsman Representative
Tracey Lipins
Territory Sales Manager

Contract Number: 996347
Revision: 1
Date: January 25, 2019

Phone: (847)488-1334 Ext.
Fax: 0
Email: tlipini@willscot.com
Toll Free: 800-782-1500

Payment Terms

Sales Percent Down: 50%
Sales Percent Pre Delivery: 0%
Sales Percent Net: 50%

Sales Percent Net Days: 0 days
Credit Terms: 50% due upon placement of order; 50% due upon delivery; subject to credit review.

Acknowledgement

This Sales Agreement (the "Agreement") is made on , by and between Williams Scotsman, Inc., a Maryland corporation, doing business at 901 S Bond Street Suite 800, Baltimore, Maryland 21231 ("Seller") and Kendall County Animal Control ("Buyer"), doing business at the address noted above.

Buyer agrees to purchase from Seller one or more trailer(s) and/or relocatable modular and/or pre-fabricated structures, including stairs, railings, furniture, and other items attached or appurtenant thereto, as noted above and detailed on any Addenda to this Agreement (hereinafter collectively referred to as the "Equipment"), for the purchase price and payment terms shown above and subject to the terms and conditions set forth herein and on the following pages of this Agreement and as detailed on the Addenda to this Agreement. The Agreement and the Addenda together form the "Contract Documents". The Addenda are as follows and are an integral part of this Agreement.

Addenda: No addenda are included with this document

*All prices exclude applicable taxes.

By its signature below, Buyer hereby acknowledges that it has read and agrees to be bound by the Seller's Sales Agreement Additional Terms and Conditions (7-26-13) located on Seller's internet site (<http://www.willscot.com/terms>) in their entirety, which are incorporated herein by reference and agrees to lease the Equipment from Seller subject to the terms therein.

EXCLUSIONS OF ALL WARRANTIES:
AS ACKNOWLEDGED AND AGREED BY THE UNDERSIGNED BUYER, THE IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE AND ALL OTHER WARRANTIES, EXPRESS OR IMPLIED, ARE EXCLUDED FROM THIS TRANSACTION AND THAT THE SALE IS "AS IS" AND "WITH ALL FAULTS." FURTHERMORE, WILLIAMS SCOTSMAN IS PROVIDING NO WARRANTIES AND MAKES NO REPRESENTATIONS WITH REGARD TO THE CONDITION OF THE SUBJECT MODULAR BUILDING.

Buyer's Initials

Signatures	
BUYER (Name): Kendall County Animal Control	SELLER: Williams Scotsman, Inc.
Signature:	
Print Name:	
Title:	
Date:	
PO#	

PLEASE RETURN SIGNED AGREEMENT TO: BALLleases@willscot.com

Williams Scotsman now issues paperless invoices via email, an efficient, convenient & environmentally friendly process. Go green and provide us with the proper email address for your invoices.

AP Email:

No thanks. Please mail my invoices to: 802 John St Yorkville, Illinois, 60560	
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HLP, INC. PRICE QUOTE #022019A

**Kendall County
802 W John St
Yorkville, IL 60560**

Item	Price	Qty	Amount	Totals
CHAMELEON PRODUCTS :				
Chameleon/CMS Software License	\$12,000	1	\$12,000	
- DISCOUNT for direct purchase (no RFP/Contract)	(\$2,200)	1	(\$2,200)	
Chameleon Public Access Software License	\$9,800	1	fee waived	
- ChamCam Plus imaging package	\$150	1	fee waived for first package	
PRODUCTS TOTAL (shipping included)				\$9,800
Chameleon/CMS Software annual fee				
- limited to a single server & 5 workstations	\$960	6	\$5,760	
Chameleon Public Access Software annual fee				
SUPPORT & MAINTENANCE TOTAL				\$5,760
COMPUTER SERVICES :				
Software Tuning & Training per day (on site) includes travel time	\$900	5	\$4,500	
SERVICES TOTAL (all expenses included)				\$4,500
TOTAL PRICE QUOTE				\$20,060.00
<i>DELIVERY : Software is installed remotely ASAP after P.O. received. No magnetic media is shipped.</i>				
<i>Services are offered at available time on HLP calendar, after P.O. received.</i>				
<i>TERMS : Payment is due 30 days of Invoice date. Products billed when shipped, Services billed as provided.</i>				
Microsoft Windows 2000 Server, Microsoft SQL Server, latest edition and Crystal Report Writer professional, latest edition must be purchased and pre installed locally.				

HLP, INC
9888 W Belleview Ave #110
Litchton, Co. 80123
866-844-3924 fax

TO: Matthew Kinsey
mkinsey@co.kendall.il.us

From: Robin Kee
Robin@chameleonbeach.com
(800) 458-8376
Date 2/20/19
Price set for 90 days