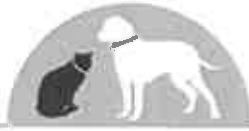


# KENDALL COUNTY ANIMAL CONTROL

**Kendall County Office Building  
111 W. Fox Street, Room 210, Yorkville IL  
Wednesday, March 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 27, 2019**
5. **Monthly Reports**
  - Census Log
  - Bite Report
  - Operations Report
  - Accounting Report
6. **Old Business**
  - *Update on the progress of Clean-up of the Animal Control Facility*
  - *Update on Hiring*
  - *Update on the Changes to Building Interior*
  - *Discussion and Approval of Animal Control Capital Budget*
7. **New Business**
8. **Public Comment**
9. **Executive Session for the purpose of review 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**
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, 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

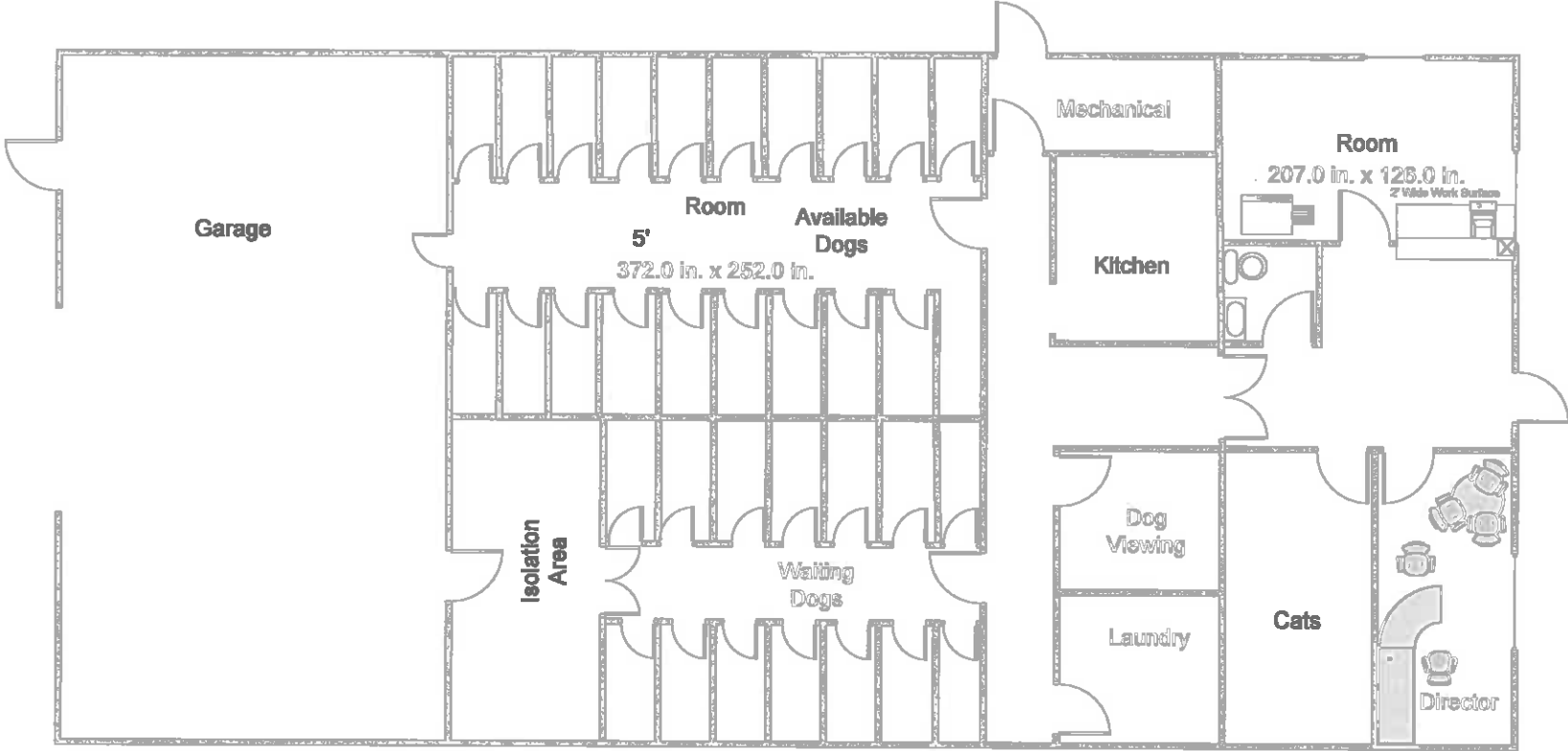
**Questions from the Media** – Jim Wyman, WSPY News asked why the media was not notified of the meeting change from January 30<sup>th</sup> to February 1<sup>st</sup>. Member Cesich explained that it was an oversight due to inclement weather and the County closing non-essential offices, and the absence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

# Kendall County Animal Control Director move to Main Building





**KENDALL COUNTY  
ANIMAL CONTROL**

**March 27, 2019**

**Kendall County Animal Control Census**

**February 2019 Dog**

Dog Intakes: 8  
Dogs Adopted: 2  
Reclaimed: 3  
Transferred: 2  
Euthanized: 0

**February 2019 Cats**

Cat Intakes: 3  
Cats Adopted: 2  
Cats Reclaimed: 0  
Transferred: 0  
Euthanized: 1 "Benny" Cat, Reason: Health

**March 2019 End of Year / 2018 Comparisons**

Dog Intakes: 4/19/47  
Dogs Adopted: 2/5/18  
Reclaimed: 3/11/26  
Transferred to Rescue: 2/3/6  
Euthanized: 0/0/1  
Total Available Dogs: 3/1  
Total Unavailable Dogs: 1/2

Cat Intakes: 1/6/11  
Cats Adopted: 0/2/14  
Cats Reclaimed: 1/1/1  
Transferred to Rescue: 0/3/1  
Euthanized: 0/1/1  
Total Available Cats: 1 Cats/3 Cats  
Total Unavailable Cats: 0/4 Cats

**EVENTS AND MEDIA:**

Record Newspaper: Pet of the Week- "Camo" Boxer/Am Staff/Bulldog X



**KENDALL COUNTY**  
ANIMAL CONTROL

**FEBRUARY 2019**

**ANIMAL BITES TO HUMANS REPORTED TO KCAC**

<b>DATE</b>	<b>OWNER</b>	<b>BITING ANIMAL</b>	<b>PERSON BITTEN</b>
2/2/19	OWNER	"BAXTER" RETRIEVER MIX (UTD/ALTERED)	OTHER
2/5/19	UNKNOWN	STRAY CAT	OTHER
2/6/19	OWNER	"FISH" OLD ENGLISH SHEEPDOG (UTD/ALTERED)	OTHER
2/9/19	OWNER	"TOBY" LABRADOR RETRIEVER X (UTD/ALTERED)	OWNER
2/9/19	OWNER	"STEVIE" CHIHUAHUA (UTD/ALTERED)	OWNER
2/10/19	OWNER	"BODHI" PIT BULL/AMERICAN BULLDOG	OWNER
2/13/19	OWNER	"BASSETT/PUG/BEAGLE MIX (UTD/ALTERED)	OWNER
2/14/19	OWNER	"TOBY" TERRIER MIX (UTD/ALTERED)	OWNER
2/17/19	OWNER	"TEDDY" CATTLE DOG (UTD/UNKNOWN)	OWNER
2/18/19	OWNER	"HOOSIER" STAFFORDSHIRE TERRIER (UTD/ALTERED)	OWNER
2/19/19	OWNER	"TED" LABRADOR RETRIEVER MIX (NOT UTD/ALTERED)	OTHER
2/20/19	OWNER	"PRINCESS" MALTESE (NOT UTD/ALTERED)	OTHER
2/23/19	OWNER	"HANDSOME" PIT BULL MIX (NOT UTD/UNKNOWN)	OWNER
2/21/19	OWNER	"BORIS" CORGI MIX (UTD/ALTERED)	OWNER
2/24/19	OWNER	CAT (NOT UTD/UNKNOWN)	OWNER
2/26/19	OWNER	"BELLA" CHIHUAHUA/JACK RUSSEL (UTD/UNKNOWN)	OWNER
2/28/19	OWNER	"ZEUS" GIANT SCHNAUZER (UTD/ALTERED)	OWNER

RETRIEVER MIX	1
OLD ENGLISH SHEEPDOG	1
LABRADOR RETRIEVER MIX	2
CHIHUAHUA	1
SHEPHERD MIX	1
PIT BULL/BULLDOG MIX	1
TERRIER MIX	1
CATTLE DOG	1
STAFFORDSHIRE TERRIER	1
MALTESE	1
PIT BULL MIX	1
CORGI MIX	1
CHIHUAHUA/JACK RUSSEL MIX	1
GIANT SCHNAUZER	1
CAT	2
<hr/>	
<b>Total:</b>	<b>17</b>

## Intakes 12/3/18 - 02/28/19

DOGS		CSV CHARGES FROM 12/3/18- 2/28/19	TOTAL	LESS FEE/FINE	KCAC COST
12/3/2018B3	VENUS	TRANS TO ANIMAL HL 12/3/19	91.92		91.92
12/4/2018	FRECKLES	TRANS CACHE CREEK 12/9/19	195.76		195.76
12/4/2018	BUDA	RELEASED TO BG 12/14/18	234		234
12/4/2018	DIESEL	TRANS CACHE CREEK 12/20/18	335		335
12/8/2018	NASH	OWNER RECLAIM 12/9/18	37	-5.12	31.88
12/11/2018	CHEWY	OWNER RECLAIM 12/13/18	84	-45	39
12/12/2018	THOR	OWNER RECLAIM 12/14/18	121.6	-71	50.6
12/18/2018	TIPPY	OWNER RECLAIM 12/19/18	47	-45	2
12/19/2018	BIXBY	ACTIVE/OPEN	954.75		
12/21/2018	LUNA	ADOPTED 2/1/19	685	-120	565
12/23/2018	SHILOH	ADOPTED 1/15/19	465.48	-120	345.48
12/26/2018	LEXI	OWNER RECLAIM 12/26/18	15		15
12/29/2018	SAMPSON	OWNER RECLAIM 12/30/18	27		27
12/29/2018	ALBEE	OWNER RECLAIM 12/30/18	27		27
1/2/2019	CHLOE	OWNER RECLAIM 1/4/19	94.9	-71	23.9
1/3/2019	JANUARY	ADOPTED 3/15/19	1057.03		
1/4/2019	JACK	OWNER RECLAIM 1/4/19	36	-45	-9
1/6/2019	OLAF	OWNER RECLAIM 1/8/19	42.62	-45	-2.38
1/11/2019	CAMO	ACTIVE/OPEN	709.45		
1/19/2019	EDDIE	OWNER RECLAIM 1/4/19	27		27
1/27/2019	COSMO	OWNER RECLAIM 1/28/19	75	-45	30
2/4/2019	ADORA	TRANSFERRED TO RESCUE 3/18/19	599		
2/7/2019	ROMAN	ADOPTED 2/28/19	355	-120	235
2/20/2019	TANNER	TRANSFERRED TO RESCUE 2/26/19	170.8		170.8
2/20/2019	SOPHIE	RECLAIMED AT KCAC 2/21/19	N/A		
2/21/2019	PETAY	ACTIVE /OPEN	149		
2/22/2019	COFFEE	RECLAIMED 2/23/19	86	-71	15
2/25/2019	LUCKY	RECLAIMED AT KCAC 2/26/19	N/A		
2/27/2019	SAMMY	ADOPTED 3/18/19	61.4	120	



Intakes 12/3/18 - 02/28/19

<b>CATS</b>					
12/3/2018	ASTRO	TRANSFERRED TO NAHS 1/25/19	450		450
12/19/2018	LAYLA	TRANSFERRED TO RESCUE 3/8/19	932		932
12/21/2018	LILY	ADOPTED 2/8/19	442	-70	372
1/20/2019	VALENTINE	ADOPTED 2/11/19 RETURNED 2/15/19	361	-70	
1/28/2019	DAISY	TRANSFERRED TO CSV 2/7/19	182.04		182.04
2/7/2019	BENNY	EUTH W/SPEC 2/7/19	127.2		
2/28/2019	HOUDI	ACTIVE/OPEN			

ACCOUNT	BUDGET	MTD	YTD	% BUDGET
35020006101 SALARY - ANIMAL CONTROL WARDEN	50,219.00	3,863.00	11,570.06	23.04
35020006102 SALARY - ASST ANIMAL CONTROL WARDEN	30,597.00	.00	259.56	.85
35020006103 SALARIES - OTHER	58,092.00	1,318.00	5,020.95	8.64
35020006104 SALARY-ADMINISTRATOR	6,500.00	500.00	1,500.00	23.08
35020006106 OVERTIME	1,500.00	.00	.00	.00
35020006200 OFFICE SUPPLIES	1,500.00	522.95	591.14	39.41
35020006201 POSTAGE	1,400.00	69.59	305.35	21.81
35020006206 TRAINING	1,500.00	.00	50.00	3.33
35020006207 TELEPHONE & PAGER	250.00	8.40	39.90	15.96
35020006216 EQUIPMENT	3,500.00	.00	.00	.00
35020006217 VEHICLE EXPENSE & GASOLINE	2,200.00	.00	81.22	3.69
35020006300 TRANSFER TO GENERAL FUND	60,078.00	581.37	3,118.13	5.19
35020006305 TRANSFER TO IMRF FUND	11,000.00	374.70	1,284.59	11.68
35020006310 TRANSFER TO BUILDING FUND	10,000.00	.00	.00	.00
35020006319 TRANSFER TO SS FUND	11,000.00	401.56	1,248.18	11.35
35020006351 ELECTRICITY	.00	.00	.00	.00
35020006369 UNIFORMS	750.00	.00	.00	.00
35020006848 HEAT FOR BUILDING	.00	.00	.00	.00
35020006893 REIMB-ANIMAL KILLED/INJURED BY DOGS	.00	.00	.00	.00
35020006894 VOLUNTEERS/PUBLIC RELATIONS	1,000.00	.00	.00	.00
35020006895 NEUTER/SPAY FEES	.00	.00	.00	.00
35020006896 RABIES TAGS	2,500.00	-2,008.26	2,008.26	80.33
35020006897 TRANSPORTAION, BOARD & CARE	10,000.00	5,610.40	5,610.40	56.10
35020006898 KENNEL IMPROVEMENTS	.00	.00	.00	.00
35020006899 CLAIMS	.00	.00	.00	.00
35020006900 OBSERVATION/DISPOSAL	500.00	.00	.00	.00
35020006901 MICROCHIPS	2,000.00	.00	.00	.00
35020009999 CAPITAL EXPENDITURES	2,500.00	.00	.00	.00

ACCOUNT	BUDGET	MTD	YTD	% BUDGET
35010001320 RABIES TAGS SOLD	195,000.00	25,390.00	46,665.00	23.93
35010001325 FINES & FEES	28,000.00	355.00	475.00	1.70
35010001335 DONATIONS	5,000.00	4,315.38	4,785.38	95.71
35010001336 INTACT REGISTRATION FEE	10,000.00	940.00	2,375.00	23.75
35010001340 MISC	300.00	.00	.00	.00