

# KENDALL COUNTY ANIMAL CONTROL

**Kendall County Office Building  
111 W. Fox Street, Room 210, Yorkville IL  
Wednesday, April 24, 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 March 27, 2019**
- 5. Monthly Reports**
  - Census Log
  - Bite Report
  - Operations Report
  - Accounting Report
- 6. Old Business**
  - *Update on Hiring Process*
  - *Discussion of the Purchase of a Pressure Washer from the Capital Equipment Line in the Animal Control Fund Budget*
  - *Discussion of Minimum Wage Increase*
- 7. New Business**
  - *Discussion of Fee Changes*
- 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*

**COUNTY OF KENDALL, ILLINOIS  
ANIMAL CONTROL COMMITTEE  
EXECUTIVE SESSION MINUTES REVIEW  
Wednesday, April 24, 2019**

**EXECUTIVE SESSION** – Member \_\_\_\_\_ 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, second by Member \_\_\_\_\_

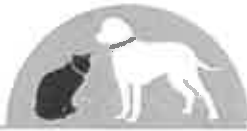
**Roll Call:** Member Cesich – yes, Member Prochaska - yes, Member Flowers –aye, Member Vickers - yes, Member Purcell - . With \_\_\_\_\_ members present voting aye, the committee entered into Executive Session at \_\_\_\_\_ a.m.

Date of Executive Session	Retained	Released
May 19, 2010		
July 29, 2011		
July 29, 2015		
August 13, 2015		
September 16, 2015		
December 16, 2015		

Member \_\_\_\_\_ made a motion to reconvene in Open Session, second by Member \_\_\_\_\_  
With \_\_\_\_\_ members in agreement, the committee reconvened in Open Session at 9: a.m.

Respectfully submitted,

Valarie A. McClain  
Administrative Assistant and Recording Clerk



# KENDALL COUNTY ANIMAL CONTROL

## MEETING MINUTES FOR WEDNESDAY, MARCH 27, 2019

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

### **Roll Call**

<b>Attendee</b>	<b>Status</b>	<b>Arrived</b>	<b>Left Meeting</b>
Amy Cesich	Present		
Elizabeth Flowers	Present		
Matthew Prochaska	ABSENT		
John Purcell	ABSENT		
Robyn Vickers	Here		

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

Others present: Scott Koeppel, Laura Pawson, Jim Smiley

**Approval of Agenda** – Motion made by Member Vickers, second by Member Flowers to approve the agenda. **With three members in agreement, the motion carried by a vote of 3-0.**

**Approval of Minutes** – Motion made by Member Flowers to approve the minutes from February 27, 2019, second by Member Vickers. **With three members in agreement, the minutes were approved by a 3-0 vote.**

### **Monthly Reports**

- **Census Log** – Laura Pawson reviewed the census log with the committee.
- **Bite Report** – Laura Pawson reviewed the Bite Report with the committee.
- **Operations Report** – No report
- **Accounting Report** – Report not included in packet, Mr. Koeppel will email report to the committee.

### **Old Business**

- **Update on the progress of Clean-up of the Animal Control Facility** – Laura Pawson she and volunteers spent two days on cleaning and organizing the garage and kitchen area. Member Cesich reported that she has discussed having an inmate work crew to come into the facility and do a deep cleaning of the facility, and possibly to come and do a monthly cleaning as well.
- **Update on Hiring** – Director Pawson reported that she has scheduled a second interview with a candidate for the Animal Control Manager position on April 8, 2019, has made an offer to a candidate for a Kennel Tech position, and will be interviewing candidates to fill two additional Kennel Tech positions soon.

- *Update on the changes to Building Interior* – Facilities Director Smiley shared the plans for the isolation area, dog viewing area, the addition of windows in the available dog area, the cat room, Kennel area and the Directors Office. Mr. Smiley also updated the committee on the HVAC project, LED pendent lighting and ceiling tile removal. Mr. Smiley proposed removing the tiles from the kennel area completely, and painting the ceiling to allow more openness, reduction of rodent activity in the ceiling tiles, and increased air circulation.
- *Discussion and Approval of Animal Control Capital Budget* - Mr. Smiley estimated cost of approximately \$20,000 in addition to the current budgeted amount of \$70,000, plus the cost of an industrial power washer for the facility. **There was consensus by the committee to proceed with the changes discussed, and to do a budget adjustment of \$25,000 in October as directed by the auditors and County Treasurer.**

**New Business** - None

**Executive Session** – Tabled to April meeting

**Action Items for the County Board** – none

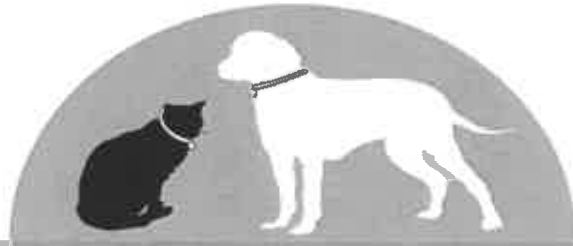
**Action Items for the Committee of the Whole** – None

**Questions from the Media** – None

**Public Comment** – None

**Adjournment** – Member Vickers made a motion to adjourn the meeting, by Member Flowers. **With three members present in agreement, the meeting was adjourned at 9:30a.m.**

Respectfully Submitted,  
Valarie McClain, Administrative Assistant & Recording Clerk



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**KENDALL COUNTY**  
**ANIMAL CONTROL**

***Financial Statements FY19***  
***March 2019***

**KENDALL COUNTY ANIMAL CONTROL**  
**Statement of Revenues And Expenditures**  
**3/31/2019**

	CURRENT YEAR				PRIOR YEAR	VARIANCE
	FY19 Budget	March Actual	YTD Actual	YTD Percent of Budget	3/31/18 YTD	FY19 YTD v. FY18 YTD
<b>Animal Control Fund #350</b>						
<b>REVENUE</b>						
Rabies Tags Sold	\$ 195,000	\$ 23,790	\$ 70,455	36.1%	\$ 67,878	2,779
Fines & Fees (Total)	28,000	702	1,177	4.2%	7,988	(6,789)
Donations	5,000	249	5,034	100.7%	1,811	3,423
Intact Registration Fee	10,000	420	2,795	28.0%	2,185	610
Miscellaneous	300		-		25	(25)
<b>Total Revenue</b>	<b>\$ 238,300</b>	<b>\$ 25,161</b>	<b>\$ 79,461</b>	<b>33.4%</b>	<b>\$ 79,463</b>	<b>\$ (2)</b>
<b>EXPENDITURE</b>						
Salary - Animal Control Warden	\$ 50,219	\$ 3,863	\$ 15,433	30.7%	\$ 15,149	\$ 284
Salary - Assistant Warden	30,597		260	0.9%	9,229	(8,969)
Salary - Other	58,082	1,451	6,472	11.1%	14,688	(8,194)
Salary - Administrator	6,500	500	2,000	30.8%	2,000	
Overtime	1,500					
Supplies	1,500	101	692	46.1%	234	458
Postage	1,400		305	21.8%	496	(191)
Training	1,500	20	70	4.7%	1,368	(1,298)
Telephone & Pager	250	8	48	19.3%	45	3
Equipment	3,500		-		1,268	(1,268)
Vehicle Expense & Gasoline	2,200	138	219	10.0%	125	94
Uniforms	750		-			
Volunteers/Public Relations	1,000		-		428	(428)
Neuter/Spay Fees		115	115			115
Rabies Tags	2,500		2,008	80.3%	181	1,827
Transportation, Board & Care	10,000	5,547	11,157	111.6%	2,583	8,574
Kennel Improvements		26	26			26
Observation/Disposal	500		-		120	(120)
Microchips	2,000		-			
Capital Expenditures	2,500		-		163	(163)
<b>Total Operating Expenditure</b>	<b>\$ 178,508</b>	<b>\$ 11,769</b>	<b>\$ 38,806</b>	<b>22.0%</b>	<b>\$ 48,055</b>	<b>\$ (9,249)</b>
<b>TRANSFERS OUT</b>						
Transfer to General Fund	\$ 60,078	\$ 581	\$ 3,700	6.2%	\$ 10,818	\$ (7,119)
Transfer to IMRF Fund	11,000	379	1,864	15.1%	3,858	(2,194)
Transfer to Building Fund	10,000					
Transfer to SS Fund	11,000	406	1,654	15.0%	3,141	(1,487)
<b>Total Transfers Out</b>	<b>\$ 92,078</b>	<b>\$ 1,367</b>	<b>\$ 7,018</b>	<b>7.6%</b>	<b>\$ 17,817</b>	<b>\$ (10,799)</b>
<b>Total Expenditure &amp; Transfers Out</b>	<b>\$ 268,586</b>	<b>\$ 13,136</b>	<b>\$ 45,823</b>	<b>17.1%</b>	<b>\$ 65,872</b>	<b>\$ (20,049)</b>
<b>Total Revenue Over/(Under) Expenditure</b>	<b>\$ (30,286)</b>	<b>\$ 12,025</b>	<b>\$ 33,638</b>		<b>\$ 13,591</b>	<b>\$ 20,047</b>

**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		219,431	12,308	211,095
May-19		219,431	3,894	214,989
June-19		219,431	(2,039)	212,950
July-19		219,431	11,406	224,356
August-19		219,431	8,422	232,779
September-19		219,431	(2,515)	230,263
October-19		219,431	10,768	241,031
November-19		219,431	(55,238)	185,793
Fund (Cash)	\$ 33,638		\$ 597	
YTD Fund Balance		\$ 219,431		\$ 185,793

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

LINE ITEM	VENDOR	DESCRIPTION	AMOUNT	
<b>3502-000-6200</b>	<b>SUPPLIES</b>			
	First National Bank of Omaha	Office Supplies	\$ 27.80	
	First National Bank of Omaha	Office Supplies	41.99	
	Source One Office Products	Office Supplies	<u>30.99</u>	
				\$ 100.78
<b>3502-000-6206</b>	<b>TRAINING</b>			
	Paula Keane-Maxson	Training	<u>20.00</u>	20.00
<b>3502-000-6207</b>	<b>TELEPHONE &amp; PAGER</b>			
	Sprint	Cellular Phone	<u>8.40</u>	8.40
<b>3502-000-6217</b>	<b>VEHICLE EXPENSE &amp; GASOLINE</b>			
	Merlin	Vehicle Expense	33.50	
	Merlin	Vehicle Expense	56.15	
	Merlin	Vehicle Expense	<u>48.31</u>	137.96
<b>3502-000-6895</b>	<b>NEUTER/SPAY FEES</b>			
	Countryside Veterinary Clinic	Neuter/Spay	<u>115.00</u>	115.00
<b>3502-000-6897</b>	<b>TRANSPORTATION, BOARD &amp; CARE</b>			
	Countryside Veterinary Clinic	Transportation, Board & Care	2,524.50	
	Countryside Veterinary Clinic	Transportation, Board & Care	391.01	
	Countryside Veterinary Clinic	Transportation, Board & Care	2,621.00	
	Shaw Media	Board & Care	<u>10.00</u>	5,546.51
<b>3502-000-6898</b>	<b>KENNEL IMPROVEMENTS</b>			
	Sherwin-Williams Co.	Kennel Improvements	17.03	
	Sherwin-Williams Co.	Kennel Improvements	<u>8.97</u>	26.00
<b>TOTAL</b>			<u>\$ 5,954.65</u>	



**KENDALL COUNTY ANIMAL CONTROL**  
**Statement of Revenues And Expenditures**  
**3/31/2019**

**Animal Control Capital Fund #340**

	<b>FY19 Budget</b>	<b>March Actual</b>	<b>YTD Actual</b>	<b>YTD Percent of Budget</b>	<b>Fund Balance</b>
<b>Beginning Balance</b>	<b>\$ 142,293</b>		<b>\$ 142,293</b>		FY10 \$70,000 FY11 87,769 FY12 41,062 FY13 46,762 FY14 51,661 FY15 69,276 FY16 125,571 FY17 134,712 FY18 142,293 FY19 140,163
<b>Revenue</b>					
Other Revenue	-				
Total Revenue	-				
<b>Expenditure</b>					
Expense - Building Improvements	48,100	612	2,130	4.4%	
Total Expenditure	48,100	612	2,130	4.4%	
<b>Transfers In</b>					
Transfers In - from Animal Control Fund	10,000				
Total Transfers In	10,000	-			
<b>Ending Balance</b>	<b>\$ 104,193</b>	<b>\$ (612)</b>	<b>\$ 140,163</b>		

**Animal Medical Care Fund #341**

	<b>FY19 Budget</b>	<b>March Actual</b>	<b>YTD Actual</b>	<b>YTD Percent of Budget</b>	<b>Fund Balance</b>
<b>Beginning Balance</b>	<b>\$ 26,165</b>		<b>\$ 26,165</b>		FY13 \$250 FY14 21,935 FY15 33,497 FY16 32,810 FY17 32,325 FY18 26,165 FY19 23,840
<b>Revenue</b>					
Donations & Receipts	1,000			0.0%	
Total Revenue	1,000	-		0.0%	
<b>Expenditure</b>					
Animal Medical Care Expenses	3,000	552	2,325	77.5%	
Heartworm Testing	500			0.0%	
Feluk/FIV Testing	750			0.0%	
Total Expenditure	4,250	552	2,325	54.7%	
<b>Ending Balance</b>	<b>\$ 22,915</b>	<b>\$ (552)</b>	<b>\$ 23,840</b>		

**KENDALL COUNTY ANIMAL CONTROL**  
**Statement of Revenues And Expenditures**  
**3/31/2019**

**State Pet Population Control Fund #860**

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

**Animal Population Control Fund #870**

	<b>FY19 Budget</b>	<b>March Actual</b>	<b>YTD Actual</b>	<b>YTD Percent of Budget</b>	<b>Fund Balance</b>	
<b>Beginning Balance</b>	<b>\$ 108,859</b>		<b>\$ 108,859</b>		FY10	\$29,314
					FY11	46,246
<b>Revenue</b>					FY12	60,939
Fees	12,000	600	3,355	28.0%	FY13	84,358
<b>Total Revenue</b>	<b>12,000</b>	<b>600</b>	<b>3,355</b>	<b>28.0%</b>	FY14	71,549
					FY15	83,094
<b>Expenditure</b>					FY16	97,935
Spay/Neuter Adopted Dogs/Cats	4,500	839	2,103	46.7%	FY17	108,508
Spay/Neuter Targeted Dogs/Cats	5,000	320	320	6.4%	FY18	108,859
<b>Total Expenditure</b>	<b>9,500</b>	<b>1,159</b>	<b>2,423</b>	<b>25.5%</b>	FY19	109,791
<b>Transfers in</b>						
Transfer from State Pet Population Control Fund	12,375					
<b>Total Transfers In</b>	<b>12,375</b>	<b>-</b>	<b>-</b>			
<b>Ending Balance</b>	<b>\$ 123,734</b>	<b>\$ (559)</b>	<b>\$ 109,791</b>			



1150 Davis Road, Suite J • Elgin, IL 60123  
 Phone: (847) 468-8800 • Fax: (847) 468-8811

**QUOTE #: 041619A**

**DATE: 04.16.19**

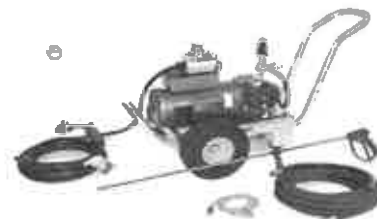
Quote Valid for 60 Days

**Lorchem Sales Consultant: Cory Entzminger**  
**Phone: 847-468-8800 Ext. 112**  
**Email: corye@lorchem.com**

*We Know How To Get Things* **CLEAN**

**Prepared For:**  
 Laura Pawson  
 Kendall County Animal Control  
 802 West John St.  
 Yorkville, IL 60560

**Estimated Ship Date: 10-15 Working Days**  
**Terms: C.O.D.**



**Ship To:**  
 Same as Above

Qty	Part Number	Description	Price	Extension
1	98018140	Karcher HD 2.0/1000 Ed Electric, Cold Water Pressure Washer, Converts from Cart to Skid; 2.0 GPM @ 1000 PSI, Direct Drive, 1.5 HP, 120V / 1P, 15A	\$1,436.00	\$1,436.00
	***	<b>Accessories</b>	***	
				\$0.00
	***	<b>Other</b>	***	
		For more information on the unit shown above <a href="#">Click Here</a>		

**Lease Option #1**  
 /Month  
 /Months

Sub-Total	\$1,436.00
Shipping & Handling	TBD
Taxes	8.50% Exempt
<b>TOTAL</b>	<b>\$1,436.00</b>



**Terms & Conditions:** All orders are subject to approval and acceptance by said Lorchem dealer and shall be subject to the terms and conditions herein contained, and to no others whatsoever unless altered or modified by said Lorchem dealer in writing. Lorchem shall be excused for any delay due to strikes, accidents, war, fires, Acts of God, or any other causes beyond our control. Promises of delivery are based on our expectations, and does not guarantee to accomplish shipment on the dates or estimated time period mentioned. Orders cannot be canceled, specifications changed, or good returned without written permission. Goods permitted to be returned are subject to a 50% restocking fee and freight charges.