



KENDALL COUNTY
ANIMAL CONTROL

MEETING MINUTES FOR WEDNESDAY, MAY 22, 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		8:34a.m.	
Matthew Prochaska	Here		
Robyn Vickers	Here		

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

Others present: Scott Koeppel, Laura Pawson, Commander Bobby Richardson

Approval of Agenda – Motion made by Member Prochaska, second by Member Vickers 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 Prochaska to approve the minutes from April 24, 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.

Dogs Available for Adoption: 3

Cats Available for Adoption: 1

- **Bite Report** – Laura Pawson reviewed the Bite Report with the committee, stating there were 16 dog bites for the month of April. Written report provided.
- **Operations Report** – Laura Pawson reported on how rabies tags are sold, entered into the system, and manually accounted.

June 15 Prairie Paws Event

June 22 Pet Supplies Plus Adoption Event

- **Accounting Report** – Director Pawson reviewed the accounting report with the committee. Written report provided.

Old Business

- *Update on Hiring Process and new Employees* - Ms. Pawson reported that they have hired four kennel technicians now employed. Ms. Pawson expressed her concerns about the low salary offered for the Kennel Manager/Assistant Warden position, and the difficulties in hiring and retaining someone in this position. Mr. Koepfel stated that there won't be an issue in this year's budget, but the budget will have to be adjusted for next year's budget. **There was consensus by the committee to increase the salary to \$17 or more, depending on qualifications.**
- *Plans for Facility Clean-up by Inmates* – Commander Richardson reported that he and Deputy Commander Russo will be coordinating the project with Director Pawson that will include a part-time deputy and three inmates that will work in the Animal Control Facility on Wednesday mornings to do a thorough cleaning and small projects in the facility. Inmates that qualify for the work program will be able to use this work as time toward their court-ordered community service hours. Commander Richardson stated that inmates have done painting in the County previously and would be able to assist with the painting and other projects in the Animal Control facility as needed. The plan is to have inmates begin on June 5, 2019.
- *Update on Healy Bender Contract* – Member Cesich reported that the plan design contract was approved by the County Board on May 21, 2019. Healy Bender will now create the plans that will allow the County to go out for RFP on the construction projects.
- *Update on Software Training* – Ms. Pawson reported that she and current Animal Control staff will begin Chameleon training on June 17, 2019. There is also annual training available through Chameleon. Mr. Koepfel stated that Latreese Caldwell will be involved in the financial portion of the

New Business

- *Approval of Ordinance Setting Animal Control Fees* – Member Flowers made a motion to forward the ordinance to the Committee of the Whole for further discussion, second by Member Vickers.

Mr. Koepfel reported that he updated the ordinance from 2014, and reviewed the proposed changes with the committee. Discussion on the proposed fee increase, the capital fund and the improvements to the facility, and potential revenue possible through an increase. Member Prochaska asked that the Adoption Fee Schedule be included into the ordinance prior to discussion at the Committee of the Whole meeting. Member Cesich asked that the fee comparison with surrounding counties be included in the Committee of the Whole meeting packet.

With four members voting aye, the motion carried.

- *Discussion of Rabies Tags Non-Compliance Procedures* – Director Pawson reviewed the Animal Control non-compliance procedures with the committee. Ms. Pawson reported that the procedure for filing non-compliance violations with the State's

Attorney's Office has had some changes, and the office now requires additional identifying information. **Mr. Koepfel stated that he and Director Pawson will meet with the State's Attorney's Office to identify a more efficient procedure for collecting data and court filing process.**

- *Discussion of Rabies Tag Revenue and Budget Discrepancy* – Ms. Pawson reported on how rabies tags are pre-sold to veterinary clinics or offices, and the credits that are given early in each new year.

Executive Session – Not needed

Action Items for the County Board – None

Action Items for the Committee of the Whole – Discussion of the Approval of Ordinance Setting Animal Control Fees

Questions from the Media – None

Public Comment – None

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

Respectfully Submitted,

Valarie McClain, Administrative Assistant & Recording Clerk