



# KENDALL COUNTY ANIMAL CONTROL

**Kendall County Office Building  
111 W. Fox Street, Room 210, Yorkville IL  
Wednesday, May 22, 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 April 24, 2019**
- 5. Monthly Reports**
  - Census Log
  - Bite Report
  - Operations Report
  - Accounting Report
- 6. Old Business**
  - *Update on Hiring Process and new Employees*
  - *Plans for Facility Clean-up by Inmates*
  - *Update on Healy Bender Contract*
  - *Update on Software Training*
- 7. New Business**
  - *Approval of Ordinance Setting Animal Control Fees*
  - *Discussion of Rabies Tags Non-Compliance Procedures*
  - *Discussion of Rabies Tag Revenue and Budget Discrepancy*
- 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 WEDNESDAY, APRIL 24, 2019

**Call to Order** – The meeting was called to order by Committee Chair Amy Cesich at 8:31a.m.

### **Roll Call**

Attendee	Status	Arrived	Left Meeting
Amy Cesich	Present		
Elizabeth Flowers	Present		
Matthew Prochaska		8:36a.m.	
John Purcell		8:33a.m.	
Robyn Vickers	Here		

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

Others present: Scott Koeppel, Laura Pawson

**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 March 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** – Ms. Pawson reported that all of the dogs came back to the kennel in early April. The Facility will not be fully operational until the full-time Assistant Warden/Kennel Manager, as well as additional part-time staff are hired.

Member Cesich reported that she and Sheriff Baird toured the Animal Control facility to discuss the possibility of County inmates assisting with a deep-cleaning of the facility, as well as monthly cleaning of the facility to improve the health and well-being of animals temporarily housed at the facility.

- **Accounting Report** – Ms. Pawson reported rabies tag sales are steady, fines and fees are low due to the drop in intakes since November 2018, and donations are going well. Mr. Koeppel stated that the Transportation, Board & Care line item is over budget due to the monthly payment to Countryside Vet Clinic for housing and care of Kendall County animals since the facility has been non-operational, and that the salary line for the

Assistant Warden and other salaries are down due to those position vacancies, and not being fully operational.

Chair Cesich asked for an update on the Chameleon software training. Director Pawson reported that she has not begun training because she is waiting for the other full-time staff member to be hired so they can be trained together. Discussion on the need for a time-frame for this training to begin for the Director within the next month. Mr. Koepfel reported that Latreese Caldwell will be involved in setting up the financial portion of Chameleon from the start of the new software utilization.

Discussion of the \$65,000 discrepancy in rabies tag revenues, and increasing fees prior to determining why there is an accounting discrepancy, the need for an audit of the Animal Control accounts, the Quickbooks receipt accounting system used for rabies tag sales, and deposit receipts. Mr. Koepfel stated that an internal audit of Quickbooks, and an actual hand count of tags for 2018, will be conducted to determine if there is a discrepancy, and why.

### **Old Business**

- *Update on Hiring Process* – Laura Pawson reported that she has rehired one former part-time employee, and one new part-time employee, that are currently in training. A full-time candidate is meeting with Dr. Schlapp and Laura Pawson on Friday, April 26, 2019.
- *Discussion of the Purchase of a Pressure Washer from the Capital Equipment Line in the Animal Control Fund Budget* – Scott Koepfel reviewed the proposal with the committee, which includes a 7-year part warranty and 1-year labor warranty. **There was consensus by the committee to authorize the purchase of an industrial power washer in an amount not to exceed \$1,436.00 out of the capital budget line.**
- *Discussion of Minimum Wage Increase* – Mr. Koepfel reviewed his estimated proposal and projections for the part-time salaries each year until reaching the \$15. minimum wage in 2025, with the addition of increasing fees to accommodate the minimum wage increase. Mr. Koepfel also reviewed the capital fund analysis through 2025. Discussion on the estimated administrative costs, IMRF, and Social Security based on the salary increases, and the ending balance of the 2018 operating fund.

Member Purcell asked that the monthly accounting report include the year-to-date information of how many of each type of tag sold (1 year, 3-year, etc.) to show the exact number of different tags sold per year.

### **New Business**

- *Discussion of Fee Changes* – Mr. Koepfel reviewed his ideas for fee increases. **There was consensus by the committee to table fee increase discussions until the accounting issues are resolved.**

**Executive Session** – Member Vickers 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 Flowers.

**Roll Call:** Member Cesich – yes, Member Prochaska - yes, Member Flowers –aye, Member Vickers - yes, Member Purcell - aye. With five members present voting aye, the committee entered into Executive Session at 9:28a.m.

<b>Date of Executive Session</b>	<b>Retained</b>	<b>Released</b>
<b>May 19, 2010</b>	<b>X</b>	
<b>July 29, 2011</b>	<b>X</b>	
<b>July 29, 2015</b>		<b>X</b>
<b>August 13, 2015</b>		<b>X</b>
<b>September 16, 2015</b>	<b>X</b>	
<b>December 16, 2015</b>	<b>X</b>	
<b>August 29, 2018</b>	<b>X</b>	
<b>April 24, 2019 Minutes Review</b>		<b>X</b>

**The committee reconvened in Open Session at 9:37a.m.**

**Action Items for the County Board** – *Approval of the Release of Animal Control Executive Session Minutes from July 29, 2015, August 13, 2015 and April 24, 2019*

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

**Questions from the Media** – None

**Public Comment** – None

**Adjournment** – Member Prochaska made a motion to adjourn the meeting, second by Member Vickers. With five members present in agreement, the meeting was adjourned at 9:48a.m.

Respectfully Submitted,

Valarie McClain, Administrative Assistant & Recording Clerk



**KENDALL COUNTY  
ANIMAL CONTROL**

**May 21, 2019**

**Kendall County Animal Control Census**

**April 2019 Dog**

Dog Intakes: 20

Dogs Adopted: 0

Reclaimed: 16

Transferred: 2

Euthanized: 1 4/16/19 "Bixby" Pit Bull Terrier. Reason: Behavior.

**April 2019 Cats**

Cat Intakes: 2

Cats Adopted: 0

Cats Reclaimed: 0

Transferred: 0

Euthanized: 1 4/19/19 "Smokey". Reason: Behavior

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

Dog Intakes: 13/56/84

Dogs Adopted: 1/6/25

Reclaimed: 9/39/52

Transferred to Rescue: 0/5/9

Euthanized: 0/1/1

Total Available Dogs: 3/2

Total Unavailable Dogs: 4/2

Cat Intakes: 3/11/21

Cats Adopted: 0/2/19

Cats Reclaimed: 0/1/2

Transferred to Rescue: 0/3/3

Euthanized: 0/2/1

Total Available Cats: 1 Cat / 7 Cats

Total Unavailable Cats: 2 Cats/1 Kitten / 2 Cats

**UPCOMING EVENTS AND MEDIA:**

Prairie Paws Adoption Event: Saturday, June 15th

Pet Supplies Plus Adoption Event: Saturday, June 22nd



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

**APRIL 2019**

**ANIMAL BITES TO HUMANS REPORTED TO KCAC**

<b>DATE</b>	<b>OWNER</b>	<b>BITING ANIMAL</b>	<b>PERSON BITTEN</b>
4/1/19	OWNER	"PRINCESS" SIBERIAN HUSKY (UTD/ALTERED)	OWNER
4/5/19	OWNER	"CANELLO" PIT BULL TERRIER (UTD/ALTERED)	OWNER
4/5/19	OWNER	"FRANKIE" SHIH TZU (NOT UTD/ALTERED)	OTHER
4/9/19	OWNER	"BRONX" PIT BULL MIX (UTD/ALTERED)	OWNER
4/12/19	OWNER	"DIESEL" PIT BULL MIX (UTD ALTERED)	OTHER
4/12/19	OWNER	"ZOEY" LABRADOR RET. MIX (UTD/ALTERED)	OWNER
4/17/19	OWNER	"BROWNIE" TERRIER MIX (UTD/ALTERED)	OTHER
4/17/19	OWNER	"SOX" BOXER (UTD/ALTERED)	OTHER
4/19/19	OWNER	"SAUVY" GOLDEN RET. (ALTERED/UTD)	OWNER
4/21/19	OWNER	"VIOLET" BELGIAN MALINOIS (UTD/UNALTERED)	OTHER
4/21/19	OWNER	"RIZZO" BEAGLE MIX (NOT UTD/ALTERED)	OWNER
4/21/19	OWNER	"SNICKERS" MINIATURE PINSCHER (UTD/ALTERED)	OTHER
4/23/19	OWNER	"TOBY" LABRADOR RET. (UTD/ALTERED)	OWNER
4/27/19	OWNER	"KAZBEK" BORZOI (UTD/INTACT)	OWNER
4/29/19	OWNER	"RHEYA" AMERICAN PIT BULL TERR (UTD/ALTERED)	OWNER
4/30/19	OWNER	"ISABELLE" PIT BULL TERRIER (ALTERED/UTD)	OWNER

SIBERIAN HUSKY	1
PIT BULL TERRIER	3
SHIH TZU	1
PIT BULL MIX	2
LABRADOR RETRIEVER MIX	1
TERRIER MIX	1
BOXER	1
GOLDEN RETRIEVER	1
BELGIAN MALINOIS	1
BEAGLE MIX	1
MINIATURE PINSCHER	1
LABRADOR RETRIEVER	1
BORZOI	1

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**Total:** 16

**MULTIPLE BITES: 0**

**KENDALL COUNTY ANIMAL CONTROL**  
**Statement of Revenues And Expenditures**  
**4/30/2019**

	CURRENT YEAR				PRIOR YEAR	VARIANCE
	FY19 Budget	April Actual	YTD Actual	YTD Percent of Budget	4/30/18 YTD	FY19 YTD v. FY18 YTD
<b>Animal Control Fund #350</b>						
<b>REVENUE</b>						
Rabies Tags Sold	\$ 195,000	\$ 20,175	\$ 90,630	46.5%	\$ 92,881	(2,251)
Fines & Fees (Total)	28,000	594	1,771	6.3%	9,842	(7,871)
Donations	5,000	150	5,184	103.7%	1,814	3,370
Intact Registration Fee	10,000	790	3,585	35.9%	3,395	190
Miscellaneous	300		-		25	(25)
<b>Total Revenue</b>	<b>\$ 238,300</b>	<b>\$ 21,709</b>	<b>\$ 101,170</b>	<b>42.5%</b>	<b>\$ 107,757</b>	<b>\$ (6,587)</b>
<b>EXPENDITURE</b>						
Salary - Animal Control Warden	\$ 50,219	\$ 3,863	\$ 19,296	38.4%	\$ 18,936	\$ 360
Salary - Assistant Warden	30,597		260	0.9%	11,536	(11,276)
Salary - Other	58,092	1,909	8,381	14.4%	18,841	(10,460)
Salary - Administrator	6,500	500	2,500	38.5%	2,500	
Overtime	1,500					
Supplies	1,500	42	734	48.9%	590	144
Postage	1,400	58	363	25.9%	637	(274)
Training	1,500		70	4.7%	1,368	(1,298)
Telephone & Pager	250	10	58	23.4%	82	(24)
Equipment	3,500		-		1,268	(1,268)
Vehicle Expense & Gasoline	2,200	799	1,018	46.3%	125	893
Uniforms	750		-			
Volunteers/Public Relations	1,000	123	123	12.3%	428	(305)
Neuter/Spay Fees		(115)	-			
Rabies Tags	2,500		2,008	80.3%	181	1,827
Transportation, Board & Care	10,000	615	11,772	117.7%	3,269	8,503
Kennel Improvements		9	35			35
Observation/Disposal	500	150	150	30.0%	120	30
Microchips	2,000		-		477	(477)
Capital Expenditures	2,500		-		163	(163)
<b>Total Operating Expenditure</b>	<b>\$ 176,508</b>	<b>\$ 7,963</b>	<b>\$ 46,769</b>	<b>26.5%</b>	<b>\$ 60,521</b>	<b>\$ (13,752)</b>
<b>TRANSFERS OUT</b>						
Transfer to General Fund	\$ 60,078	\$ 581	\$ 4,281	7.1%	\$ 12,774	\$ (8,493)
Transfer to IMRF Fund	11,000	375	2,039	18.5%	4,725	(2,686)
Transfer to Building Fund	10,000					
Transfer to SS Fund	11,000	402	2,056	18.7%	3,839	(1,783)
<b>Total Transfers Out</b>	<b>\$ 92,078</b>	<b>\$ 1,358</b>	<b>\$ 8,375</b>	<b>9.1%</b>	<b>\$ 21,338</b>	<b>\$ (12,963)</b>
<b>Total Expenditure &amp; Transfers Out</b>	<b>\$ 268,586</b>	<b>\$ 9,321</b>	<b>\$ 55,144</b>	<b>20.5%</b>	<b>\$ 81,859</b>	<b>\$ (26,715)</b>
<b>Total Revenue Over/(Under) Expenditure</b>	<b>\$ (30,286)</b>	<b>\$ 12,388</b>	<b>\$ 46,026</b>		<b>\$ 25,898</b>	<b>\$ 20,128</b>



**KENDALL COUNTY ANIMAL CONTROL FUND #350  
FUND (CASH) BALANCE  
FY 2019**

<b>MONTH</b>	<b>FY19 Monthly REVENUE OVER/(UNDER) EXPENSES</b>	<b>FY19 FUND (CASH) BALANCE</b>	<b>FY18 Monthly REVENUE OVER/(UNDER) EXPENSES</b>	<b>FY18 FUND (CASH) BALANCE</b>
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	12,388	231,819	12,308	211,095
May-19		231,819	3,894	214,989
June-19		231,819	(2,039)	212,950
July-19		231,819	11,406	224,356
August-19		231,819	8,422	232,779
September-19		231,819	(2,515)	230,263
October-19		231,819	10,768	241,031
November-19		231,819	(55,238)	185,793
Fund (Cash)	\$ 46,026		\$ 597	
YTD Fund Balance		\$ 231,819		\$ 185,793

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

LINE ITEM	VENDOR	DESCRIPTION	AMOUNT	
<b>3502-000-6200</b>	<b>SUPPLIES</b>			
	Source One Office Products	Office Supplies	<u>\$ 41.98</u>	\$ 41.98
<b>3502-000-6201</b>	<b>POSTAGE</b>			
	March Postage	Postage	<u>57.65</u>	57.65
<b>3502-000-6207</b>	<b>TELEPHONE &amp; PAGER</b>			
	Sprint	Telephone & Pager	<u>10.13</u>	10.13
<b>3502-000-6217</b>	<b>VEHICLE EXPENSE &amp; GASOLINE</b>			
	Kendall County Highway Dept	Vehicle - Gas	27.20	
	Merlin	Small Van - Brakes	639.68	
	1st National Bank of Omaha	Core/Battery - Small Van	<u>131.76</u>	798.64
<b>3502-000-6894</b>	<b>VOLUNTEERS/PUBLIC RELATIONS</b>			
	First National Bank of Omaha	Volunteer Lunch	<u>122.86</u>	122.86
<b>3502-000-6895</b>	<b>NEUTER/SPAY FEES</b>			
	Countryside Veterinary Clinic	Neuter/Spay Adjustment	<u>(115.00)</u>	(115.00)
<b>3502-000-6897</b>	<b>TRANSPORTATION, BOARD &amp; CARE</b>			
	Shaw Media	Ad	10.00	
	Countryside Veterinary Clinic	Transportation, Board & Care	<u>605.48</u>	615.48
<b>3502-000-6898</b>	<b>KENNEL IMPROVEMENTS</b>			
	Sherwin-Williams Co.	Paint Sample	4.48	
	Sherwin-Williams Co.	Kennel Improvements	<u>4.48</u>	8.96
<b>3502-000-6900</b>	<b>OBSERVATION/DISPOSAL</b>			
	All Paws Pet Cremation	Animal Cremation	<u>150.00</u>	150.00
<b>TOTAL</b>			<u><u>\$ 1,690.70</u></u>	

**KENDALL COUNTY ANIMAL CONTROL**  
**Statement of Revenues And Expenditures**  
**4/30/2019**

**Animal Control Capital Fund #340**

	FY19 Budget	April Actual	YTD Actual	YTD Percent of Budget	Fund Balance
<b>Beginning Balance</b>	<b>\$ 142,293</b>		<b>\$ 142,293</b>		FY10 \$70,000 FY11 87,789 FY12 41,062 FY13 48,782 FY14 61,661 FY15 69,276 FY16 125,571 FY17 134,712 FY18 142,293 FY19 139,471
<b>Revenue</b>					
Other Revenue	-				
<b>Total Revenue</b>	-	-	-		
<b>Expenditure</b>					
Expense - Building Improvements	70,000	306	2,436	3.5%	
Capital Expenditure		386	386		
<b>Total Expenditure</b>	70,000	692	2,822	4.0%	
<b>Transfers In</b>					
Transfers In - from Animal Control Fund	10,000				
<b>Total Transfers In</b>	10,000	-	-		
<b>Ending Balance</b>	<b>\$ 82,293</b>	<b>\$ (692)</b>	<b>\$ 139,471</b>		

**Animal Medical Care Fund #341**

	FY19 Budget	April Actual	YTD Actual	YTD Percent of Budget	Fund Balance
<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 23,652
<b>Revenue</b>					
Donations & Receipts	1,000			0.0%	
<b>Total Revenue</b>	1,000	-	-	0.0%	
<b>Expenditure</b>					
Animal Medical Care Expenses	3,000	78	2,403	80.1%	
Heartworm Testing	500	88	88	17.6%	
FelLuk/FIV Testing	750	22	22	2.9%	
<b>Total Expenditure</b>	4,250	188	2,513	59.1%	
<b>Ending Balance</b>	<b>\$ 22,915</b>	<b>\$ (188)</b>	<b>\$ 23,652</b>		

**KENDALL COUNTY ANIMAL CONTROL**  
**Statement of Revenues And Expenditures**  
**4/30/2019**

**State Pet Population Control Fund #860**

	<b>FY19 Budget</b>	<b>April 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
<b>Revenue</b>					FY11	780
Dogs Running at Large Fee	1,500	60	60	4.0%	FY12	1,980
Dangerous Dog Fee					FY13	110
Vicious Dog Fee					FY14	5,885
Impoundment					FY15	7,990
Dog Bites					FY16	9,830
Total Revenue	1,500	60	60	4.0%	FY17	11,315
					FY18	12,375
					FY19	12,435
<b>Expenditure</b>						
Transfer to County Animal Population Control Fund	12,375					
Remittance to State of IL	-					
Total Expenditure	12,375	-	-			
<b>Ending Balance</b>	<b>\$ 1,500</b>	<b>\$ 60</b>	<b>\$ 12,435</b>			

**Animal Population Control Fund #870**

	<b>FY19 Budget</b>	<b>April 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
<b>Revenue</b>					FY11	46,248
Fees	12,000	1,165	4,520	37.7%	FY12	60,939
Total Revenue	12,000	1,165	4,520	37.7%	FY13	64,358
					FY14	71,549
					FY15	83,094
<b>Expenditure</b>					FY16	97,935
Spay/Neuter Adopted Dogs/Cats	4,500	115	2,218	49.3%	FY17	108,508
Spay/Neuter Targeted Dogs/Cats	5,000	-	320	6.4%	FY18	108,859
Total Expenditure	9,500	115	2,538	26.7%	FY19	110,841
<b>Transfers In</b>						
Transfer from State Pet Population Control Fund	12,375					
Total Transfers In	12,375	-	-			
<b>Ending Balance</b>	<b>\$ 123,734</b>	<b>\$ 1,050</b>	<b>\$ 110,841</b>			

**County of Kendall, Illinois**  
**ORDINANCE # 2019-\_\_\_\_\_**

**KENDALL COUNTY ANIMAL CONTROL FEES ORDINANCE**

**WHEREAS** Kendall County has the authority to regulate animals and the possession thereof within the County limits. 510 ILCS 5/24, and

**WHEREAS** that authority includes the ability to establish fees to support the requirements established by the County and the services provided by the County. *See* 55 ILCS 5/5-1005; 510 ILCS 5/7; 510 ILCS 5/8; 510 ILCS 5/10; and

**NOW, THEREFORE, BE IT ORDAINED** by the County Board of the County of Kendall, State of Illinois that hereafter the following animal control fees are established in Kendall County and shall be collected by the Kendall County Animal Control Department. These fees will then be remitted to the Kendall County Treasurer in accordance with section 7 of the Illinois Animal Control Act (510 ILCS 5/7), unless required otherwise by applicable state statute or regulation.

**Section 1: Rabies Tags.** The following fees shall be imposed on all individuals obtaining rabies vaccination tags for dogs from the Kendall County Animal Control Department:

- a. One-year tags: \$12 for an altered animal, and \$27 for an intact animal;
- b. Three-year tags: \$30 for an altered animal, and \$65 for an intact animal; and,
- c. Replacement tags: \$5 for a replacement tag, with proof of vaccination.

**Section 2: Relinquishment Fees.** The following fees shall be imposed on all individuals seeking to relinquish ownership of a dog to the Kendall County Animal Control Department:

- a. \$50 for a dog older than four months;
- b. \$25 for a puppy, four months or younger;
- c. \$50 for a nursing mother with puppies; and,
- d. \$25 for the first puppy in a litter of puppies, four months or younger, and \$5 for each additional puppy in the litter.

**Section 3: Reclaiming Fees.** The following fees shall be imposed on all individuals seeking to reclaim an animal, owned by them, but taken into the custody of Kendall County Animal Control Department, for whatever reason:

- a. ***Impoundment fees:*** \$45 for a first offense, \$95 for a second offense, and \$125 for each subsequent offense;
- b. ***Public Safety Fee:*** \$25 fee or the amount required pursuant to Section 8 of the Illinois Animal Control Act (510 ILCS 5/10), whichever is greater. This fee, however, shall be waived for a first offense, but only if (i) the animal has been altered or (ii) the animal is altered within fourteen (14) calendar days after being reclaimed and the owner submits proof thereof to the Kendall County Animal Control Department within a timely manner;
- c. ***Boarding fees:*** \$12 per day for each calendar day the animal is boarded by the Kendall County Animal Control Department or an authorized agent of Kendall County. A boarding fee will not be charged for the day the animal arrived at Kendall County Animal Control Department (if the animal arrived during the Department's regular business hours), or the following day (if the animal arrived after regular business hours);
- d. ***Rabies Vaccination Refundable Deposit:*** If an individual seeking to reclaim a dog does not present documentation to verify the dog is current with its rabies vaccination, the individual shall submit a rabies vaccination deposit before the dog may be reclaimed from the Kendall County Animal Control Department. The rabies vaccination deposit may only be refunded if proof of rabies vaccination is received by the Kendall County Animal Control Department within five (5) business days after the dog is reclaimed. The rabies vaccination deposit amount shall be \$40 for a first offense and \$80 for each subsequent offense;
- e. ***Spay/Neuter Refundable Deposit:*** If an intact animal is impounded by the Kendall County Animal Control Department more than once, the individual seeking to reclaim that animal must submit a \$40 spay/neuter deposit each time the intact animal is impounded after the first offense. No intact, impounded animal shall be released by the Kendall County Animal Control Department prior to receipt of the spay/neuter deposit. The spay/neuter deposit may only be refunded if proof that the animal has been altered is received by the Kendall County Animal Control Department within thirty (30) calendar days after the animal was reclaimed.

No animal will be released to the owner until all fees set forth in Section 3 have been paid in full.

**Section 4: Adoption Fees.** The following fees shall be imposed on all individuals who adopt an animal from Kendall County Animal Control Department:

- a. Attached EXHIBIT A

No adopted animal shall be released by the Kendall County Animal Control Department until the adoption fees are paid in full.

**Section 5: Superseding Prior Ordinances.** Upon its effective date, this Ordinance replaces and supersedes all previous ordinances which establish fees for the specific circumstances identified above.

**Section 6: Effective Date.** This Ordinance and the regulations contained therein shall be in full force and effect on and after the date signed below.

ADOPTED and APPROVED this 18<sup>th</sup> day of June, 2019.

Approved:

Attest:

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Scott R. Gryder  
Kendall County Board Chairman

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Debbie Gillette  
Kendall County Clerk

**EXHIBIT A**  
**Kendall County Animal Control**  
**Adoption Fee Schedule**

<b>Animal</b>	<b>Animal Age</b>	<b>Days Available for Adoption at KC Animal Control</b>	<b>Adoption Fee</b>
<b>Puppies</b>	<b>6 months or less</b>	<b>ANY</b>	<b>\$ 135.00</b>
<b>Dogs</b>	<b>more than 6 months</b>	<b>0-59</b>	<b>\$ 120.00</b>
<b>Dogs</b>	<b>more than 6 months</b>	<b>60-89</b>	<b>\$ 60.00</b>
<b>Dogs</b>	<b>more than 6 months</b>	<b>90+</b>	<b>Waive Fee</b>
<b>Kittens</b>	<b>3 months or less</b>	<b>ANY</b>	<b>\$ 95.00</b>
<b>Cats</b>	<b>more than 3 months</b>	<b>0-59</b>	<b>\$ 70.00</b>
<b>Cats</b>	<b>more than 3 months</b>	<b>60-89</b>	<b>\$ 35.00</b>
<b>Cats</b>	<b>more than 3 months</b>	<b>90+</b>	<b>Waive Fee</b>



## **X. RABIES CERTIFICATES AND REGISTRATION**

### **Policy**

Rabies vaccinations and registration (rabies tag) are required in Kendall County for dogs 4 months and up. If a dog cannot have a rabies vaccination due to health reasons, Kendall County Animal Control must receive a signed letter from a licensed veterinarian stating the dog's condition and why they cannot receive the vaccine. 510 ILCS 5/8.

Kendall County Animal Control strongly recommends any cat 4 months of age or older to also receive a rabies vaccine as a matter of public safety as well as for the animal's health. All cats in the care of Animal Control are vaccinated against rabies.

Veterinary Hospitals and Clinics that purchase Kendall County tags must complete an order form to receive tags. The order will be processed within 3 business days. Once the order has been processed they will receive their tags and an invoice. They will have 30 days to pay the balance. Kendall County Animal Control may halt the sale of rabies tags to a hospital or clinic if their account is past due. All hospitals and clinics must submit their clients' rabies certificates to Kendall County Animal Control at minimum once a month

### **Procedure**

Anyone who does not receive a rabies tag from their vet hospital or client must purchase one from Kendall County Animal Control. They may do so by bringing a copy of their rabies certificate and payment any time during public hours or by mailing a copy of their rabies certificate and a check to Animal Control.

Upon receiving rabies certificates that do not list a rabies tag, Kendall County Animal Control will mail letters to residents reminding them that they are required to purchase a rabies tag for their dog and will have 7 days to do so. Animal Control will forward the information of people who do not comply to the State's Attorney's office.

Upon receiving rabies certificates that do list a rabies tag, staff or volunteers will enter the information into the computer database. The certificate will then be filed by tag number.



**KENDALL COUNTY**  
ANIMAL CONTROL

802 W. John Street  
Yorkville, Illinois 60560  
(630) 553-9256

Fax: (630) 553-1615  
email: [animals@co.kendall.il.us](mailto:animals@co.kendall.il.us)

**TAG ORDER FORM**

DATE: \_\_\_\_\_

NAME: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

SHIPPING ADDRESS: \_\_\_\_\_

PERSON PLACING ORDER: \_\_\_\_\_

• 1 YEAR TAGS/YEAR: 20 \_\_\_\_\_ QUANTITY: \_\_\_\_\_  
(\$10.00 PIECE/UNALTERED FEE ADDITIONAL \$15.00)

\* 3 YEAR TAGS/YEAR: 20 \_\_\_\_\_ QUANTITY: \_\_\_\_\_  
(\$25.00 PIECE/UNALTERED FEE ADDITIONAL \$35.00)

\* **TERMS:** EXISTING ACCOUNTS: NET 30 UNLESS OTHERWISE SPECIFIED.

NEW ACCOUNTS: PAYMENT ON DELIVERY

No tag orders will be processed on delinquent accounts.

No refunds. Credit only for exchange (tags must be returned by March 1<sup>st</sup> the following year).

**IMPORTANT MESSAGE:**

All Rabies Certificates must be **signed** by a licensed veterinarian and include a license number.  
Certificates and Unaltered Fees must be mailed to Kendall County Animal Control Promptly.

Please mail, email or fax completed order form. Please allow up to 3 business days for orders to be processed.



**KENDALL COUNTY**

**ANIMAL CONTROL**

**802 W. John Street**

**Yorkville, Illinois 60560**

**Phone (630) 553-9256**

**Fax (630) 553-1615**

**UNALTERED FEE PAYMENT FORM**

**(Please send form with signed Certificates at the end of each month with payment for unaltered fees)**

**TAG PRICES:**

**\$10.00 1yr Altered Tag**

**\$25.00 1yr Unaltered Tag**

**\$25.00 3yr Altered Tag**

**\$60.00 3yr Unaltered Tag**

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**DATE:** \_\_\_\_\_

**FROM:** \_\_\_\_\_

**UNALTERED 1 YEAR: QTY:** \_\_\_\_\_ **@\$15.00 =** \_\_\_\_\_

**UNALTERED 3 YEAR: QTY:** \_\_\_\_\_ **@\$35.00=** \_\_\_\_\_

**TOTAL UNALTERED FEES: \$** \_\_\_\_\_



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Fax: (630) 553-1615  
email: [animals@co.kendall.il.us](mailto:animals@co.kendall.il.us)

**TAG ORDER FORM**

**DATE:** \_\_\_\_\_

**NAME:** \_\_\_\_\_

**MAILING ADDRESS:** \_\_\_\_\_

**SHIPPING ADDRESS:** \_\_\_\_\_

**PERSON PLACING ORDER:** \_\_\_\_\_

\* **1 YEAR TAGS/YEAR: 20** \_\_\_\_\_ **QUANTITY:** \_\_\_\_\_  
(\$10.00 PIECE/UNALTERED FEE ADDITIONAL \$15.00)

\* **3 YEAR TAGS/YEAR: 20** \_\_\_\_\_ **QUANTITY:** \_\_\_\_\_  
(\$25.00 PIECE/UNALTERED FEE ADDITIONAL \$35.00)

\* **TERMS: EXISTING ACCOUNTS: NET 30 UNLESS OTHERWISE SPECIFIED.**

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**2018 Rabies Tags**

**1 Year Tags (\$10)**

Tags Ordered: 10700

Remainder of Inventory Including Returned Tags: 1,496

Actual Tags Sold: 9204

= \$92040

**3 Year Tags (\$25)**

Tags Ordered: 5500

Remainder of Inventory Including Returned Tags: 1,009

Actual Tags Sold: 4491

= \$112,275

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Total: \$204,315

Tag Revenue reported 2018: 207,740

INVOICE

REPUBLICAN POLICE, INC.  
 P.O. BOX 100  
 11700 S. 10th St  
 Overland Park, KS 66204

*Light*

INVOICE NO. 100-1000  
 DATE 10/1/00



QTY	UNIT PRICE	DESCRIPTION	AMOUNT	TAX	TOTAL
* 1	\$1,000.00	2019 POLICE VEST KENDALL COUNTY DEPT. OF AGRI. 330-353-1000 3300-9400	\$1,000.00	\$0.00	\$1,000.00
* 1	\$1,000.00	2019 POLICE VEST KENDALL COUNTY DEPT. OF AGRI. 330-353-1000 66401-64100	\$1,000.00	\$0.00	\$1,000.00

*66401-64100-  
 ordered 66401-  
 5000*

*Republican Police Dept.  
 11700 S. 10th St. Overland Park, KS 66204*

Life is on Facebook!  
 Republican MFB  
 REPUBLICAN POLICE, INC. 11700 S. 10TH ST. OVERLAND PARK, KS 66204  
 BY FAX: 316-234-1000 OR BY MAIL: 11700 S. 10TH ST. OVERLAND PARK, KS 66204

Sub Total \$1,000.00  
 Shipping \$0.00  
 Sales Tax \$0.00  
 Shipping \$0.00  
 PLEASE PAY

# Ketchum Mfg. Co., Inc.

11 Town Shed Road • P.O. Box 10 • Lake Luzerne, New York 12846-0010  
518-696-3331 • 1-800-222-0460 • Fax: 518-696-4048  
e-mail: sales@ketchummfg.com • www.ketchummfg.com

Date: 10/2/2018

Customer # 6002435

KENDALL CO. ANIMAL CONTROL

802 JOHN STREET  
YORKVILLE IL 60556

KENDALL CO. ANIMAL CONTROL

802 JOHN STREET  
YORKVILLE IL 60556

SHIP TO

P.O. Number  
PAULA

Sales  
CHRISTINA

SHIPPING  
UPS GROUND

Req Ship Date  
10/23/201

Ordered	Shipped	Item Number	Description
* 300	300	#205	#205 YEARDROP OVAL - ORANGE * 2018 RABIES VACC KENDALL COUNTY IL DEPT. OF AGRIC 630-553-9256 NOS. : 9401- 9700
* <del>500</del> 500	<del>500</del> 500	#1195	#119 RECTANGLE STAINLESS * <del>2018-2021</del> RABIES VACC IL DEPT. OF AGRIC KENDALL COUNTY 630-553-9256 NOS. : <del>66901-67200</del> 67400

Shipped Ahead  
With 800  
hooks

3,400 3,400 #1415

#141 BELL GREEN ALUM

\* 2019  
RABIES VACC  
KENDALL COUNTY  
IL DEPT. OF AGRIC  
630-553-9256  
NOS. : ~~1701-17100~~

10701- 20100

5,000 5,000 #1195

#119 RECTANGLE STAINLESS

\* 2019-2022 RABIES VACC  
IL DEPT. OF AGRIC  
KENDALL COUNTY  
630-553-9256  
NOS. : ~~7201-72100~~

67400- 72400

2019

Please inspect your  
merchandise upon receipt

# Ketchum Mfg. Co., Inc.

11 Town Shed Road • P.O. Box 10 • Lake Luzerne, New York 12846-0010  
 518-696-3331 • 1-800-222-0460 • Fax: 518-696-4048  
 e-mail: sales@ketchummfg.com • www.ketchummfg.com

9/19/18 **DUPLICATE**

NUMBER: 180145436

CUSTOMER CODE: 0000435

SOLD TO: 302 JOHN STREET  
 YORKVILLE IL 60360

SHIP TO: KENDALL CO. ANIMAL CONTROL  
 302 JOHN STREET  
 YORKVILLE IL 60360

DATE: \_\_\_\_\_ SHIP VIA: \_\_\_\_\_ TERMS: \_\_\_\_\_

TRACKING NUMBER: 121201930366931109

NO. NUMBER: FAULH SALES PERSON: NANCY

QUANTITY	ITEM NUMBER/DESCRIPTION	UNIT PRICE	DISCOUNT	EXTENDED COST
500	2010-2921 RABIES VACC IL DEPT. OF AGRIC KENDALL COUNTY 600-552-4256 NOS. 1 66401-66900 NO HOOKS	\$1.2450	\$ .0000	\$ 622.50
SUB TOTAL Shipping Fee N.Y. Sales Tax Shipping PLEASE PAY TOTAL DUE				622.50 10.00 00.00 61.10 793.60

**PLEASE INSPECT YOUR MERCHANDISE UPON RECEIPT.**

Like us on Facebook! Ketchum MFG

A FINANCE CHARGE OF 1 1/2% PER MONTH (18% APR) WILL BE ASSESSED ON BALANCES OVER 30-DAYS FROM DATE OF INVQICE.





**Ketchum Mfg. Co., Inc.**  
11 Town Shed Road • P.O. Box 10 • Lake Luzerne, New York 12846-0010  
518-696-3331 • 1-800-222-0460 • Fax: 518-696-4048  
e-mail: sales@ketchummfg.com • www.ketchummfg.com

Order # 96181439  
Date 10/24/2018  
Customer # 0052437

KENDALL CO. ANIMAL CONTROL

802 JOHN STREET  
YORKVILLE IL 60560

S  
H  
I  
P  
T  
O

KENDALL CO. ANIMAL CONTROL

802 JOHN STREET  
YORKVILLE IL 60560

R. O. Number  
PAULA

Sales  
NANCY

SHIPPING  
UPS GROUND

Req Ship Date  
11/7/2018

Ordered	Shipped	Item Number	Description
1,000	1,000	#2050	#2050 TEARDROP OVAL-ORANGE * 2018 RABIES VACC KENDALL COUNTY IL DEPT. OF AGRIC 530-553-4255 NOS. 1 978 10700 NO HOOKS

1 year

10,700

3 year

5500



VCA Aurora Animal Hospital  
2600 West Galena Blvd.  
(630) 301 - 6100

## RABIES VACCINATION CERTIFICATE (REPRINT)

Pet's Name: Scotty

Owner: [REDACTED]

Species: Canine

Breed: Chihuahua Smooth-coat

Sex: Male (Neutered)

Birthdate: 03/17/2011

Color: Tan

Weight: 7 lb 7 oz

### Vaccination Information

Date of Vaccination: 7/10/2018

Date Due: 7/10/2021

Microchip: [REDACTED]

Duration:

Manufacturer: Pfizer/Zoetis Defensor 3

Lot/Serial Number: 282271

Lot Expiration: 7/30/2019

Tag Number: Kendall County

Verified at VCA Aurora Animal Hospital

By: Hertz, Alan DVM

License Number: 090.009820

[REDACTED SIGNATURE]