

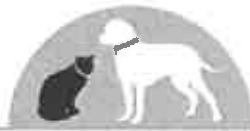
# KENDALL COUNTY

## ANIMAL CONTROL

**Kendall County Office Building  
111 W. Fox Street, Room 210, Yorkville IL  
Wednesday, June 26, 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, Scott Gengler, Matthew Prochaska
- 3. Approval of Agenda**
- 4. Approval of Minutes from May 22, 2019**
- 5. Monthly Reports**
  - Census Log
  - Bite Report
  - Operations Report
  - Accounting Report
- 6. Old Business**
  - *Update on Hiring Process and new Employees*
  - *Update on Facility Clean-up by Inmate Work Detail*
  - *Update on Healy Bender Contract*
  - *Update on Chameleon Software Training*
- 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 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, 2109. 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



**KENDALL COUNTY  
ANIMAL CONTROL**

**June 26, 2019**

**Kendall County Animal Control Census**

**May 2019 Dog**

Dog Intakes: 18

Dogs Adopted: 2

Reclaimed: 13

Transferred: 0

Euthanized: 0

**May 2019 Cats**

Cat Intakes: 5

Cats Adopted: 0

Cats Reclaimed: 0

Transferred: 0

Euthanized: 0

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

Dog Intakes: 21/82/104

Dogs Adopted: 1/7/28

Reclaimed: 11/54/65

Transferred to Rescue: 1/6/12

Euthanized: 0/1//1

Total Available Dogs: 9/ 3

Total Unavailable Dogs: 6/4

Cat Intakes: 1/14/36

Cats Adopted: 2/3/25

Cats Reclaimed: 0/1/2

Transferred to Rescue: 0/3/5

Euthanized: 0/2/1

Total Available Cats: 3 (1 cat / 2 kittens / 7 cats)

Total Unavailable Cats: 2 Cats / 10 (1 cat/ 9 kittens)

**UPCOMING EVENTS AND MEDIA:**

Record Newspaper: Jesse senior Elkhound Mix



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

**MAY 2019**

**BITE/EUTHANASIA REPORT**

**TOTAL BITES (TO (HUMAN) REPORTED TO KCAC FOR THE MONTH OF MAY 2019**

<b>DATE</b>	<b>OWNER</b>	<b>BITING ANIMAL</b>	<b>PERSON BITTEN</b>
5/1/19	OWNER	"BAILEY" PIT BULL MIX (NOT UTD/UNALTERED)	OWNER
5/4/19	OWNER	"GROOT" AUSTRALIAN SHEPHERD (UTD/ALTERED)	OTHER
5/5/19	OWNER	"ZEUS" PIT BULL MIX (UTD/ALTERED)	OTHER
5/5/19	OWNER	"JACK" CAT (NOT UTD/UNALTERED)	OWNER
5/7/19	OWNER	"MARLEY" LABRADOR MIX (UTD/ALTERED)	OWNER
5/16/19	OWNER	UNKNOWN NAME, BEAGLE	OWNER
5/10/19	OWNER	"HEIMDALL" PIT BULL MIX (UTD/ALTERED)	OTHER
5/12/19	OWNER	NAME UNKNOWN, PIT BULL	OWNER
5/16/19	OWNER	"CINDERELLA" PIT BULL (NOT UTD/ALTERED)	OWNER
5/16/19	OWNER	"KOBA" PIT BULL (NOT UTD/UNALTERED)	OWNER
5/18/19	OWNER	"ROCKY" MALAMUTE (NOT UTD/ALTERED)	OTHER
5/17/19	OWNER	"OSITO" BEAGLE (UTD/ALTERED)	OWNER
5/18/19	OWNER	"MISSY" GERMAN SHEPHERD MIX (UTD/ALTERED)	OWNER
5/24/19	OWNER	"MATILDA" SILKY TERRIER (UTD/ALTERED)	OTHER
5/22/19	OWNER	"STORMY" CAT (UTD/ALTERED)	OTHER
5/26/19	OWNER	"BRITTANY" BRITTANY SPANIEL (UTD/ALTERED)	OWNER
5/27/19	OWNER	"CLARK GRISWOLD" GREAT DANE (UTD/ALTERED)	OWNER
5/27/19	UNKNOWN	STRAY CAT	OTHER

5/27/19 OWNER  
5/29/19 OWNER  
5/30/19 OWNER  
5/31/19 OWNER

"HUNTER" POINTER MIX (UTD/ALTERED)  
"GUS" PIT BULL MIX (UTD/ALTERED)  
"MILLI" RAT TERRIER (UTD/ALTERED)  
"TAILS" CAT (NOT UTD/ALTERED)

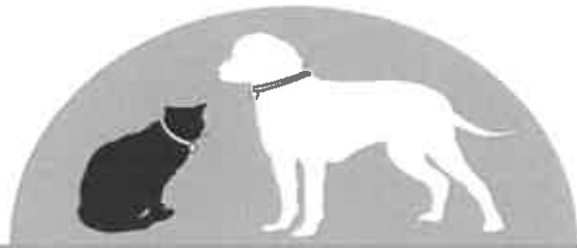
OTHER  
OTHER  
OWNER  
OTHER

**MULTIPLE BITES: 0**

PIT BULL MIX	4
AUSTRALIAN SHEPHERD	1
LABRADOR MIX	1
BEAGLE	2
PIT BULL	3
MALAMUTE	1
GERMAN SHEPHERD MIX	1
SILKY TERRIER	1
BRITTANY SPANIEL	1
GREAT DANE	1
POINTER MIX	1
RAT TERRIER	1
CAT	4

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**TOTAL: 22**



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

***Financial Statements FY19***  
***May 2019***



**KENDALL COUNTY ANIMAL CONTROL**  
**Statement of Revenues And Expenditures**  
**5/31/2019**

	CURRENT YEAR				PRIOR YEAR	VARIANCE
	FY19 Budget	May Actual	YTD Actual	YTD Percent of Budget	5/31/18 YTD	FY19 YTD v. FY18 YTD
<b>Animal Control Fund #350</b>						
<b>REVENUE</b>						
Rabies Tags Sold	\$ 195,000	\$ 12,715	\$ 103,345	53.0%	\$ 109,306	\$ (5,961)
Fines & Fees (Total)	28,000	1,812	3,583	12.8%	11,394	(7,811)
Donations	5,000	121	5,305	106.1%	1,814	3,491
Intact Registration Fee	10,000	710	4,295	43.0%	4,120	175
Miscellaneous	300		-		25	(25)
<b>Total Revenue</b>	<b>\$ 238,300</b>	<b>\$ 15,358</b>	<b>\$ 116,528</b>	<b>48.9%</b>	<b>\$ 126,659</b>	<b>\$ (10,131)</b>
<b>EXPENDITURE</b>						
Salary - Animal Control Warden	\$ 50,219	\$ 5,795	\$ 25,091	50.0%	\$ 18,936	\$ 6,155
Salary - Assistant Warden	30,597		260	0.9%	11,536	(11,276)
Salary - Other	58,092	5,256	13,637	23.5%	18,841	(5,204)
Salary - Administrator	6,500	750	3,250	50.0%	2,500	750
Overtime	1,500					
Supplies	1,500	45	779	52.0%	590	189
Postage	1,400	14	377	26.9%	637	(260)
Training	1,500		70	4.7%	1,368	(1,298)
Telephone & Pager	250		58	23.4%	82	(24)
Equipment	3,500	1,556	1,556	44.4%	1,268	288
Vehicle Expense & Gasoline	2,200	36	1,054	47.9%	125	929
Uniforms	750		-			
Volunteers/Public Relations	1,000		123	12.3%	428	(305)
Neuter/Spay Fees			-			
Rabies Tags	2,500		2,008	80.3%	181	1,827
Transportation, Board & Care	10,000	895	12,667	126.7%	3,269	9,398
Kennel Improvements			35			35
Observation/Disposal	500		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>\$ 14,346</b>	<b>\$ 61,115</b>	<b>34.6%</b>	<b>\$ 60,521</b>	<b>\$ 594</b>
<b>TRANSFERS OUT</b>						
Transfer to General Fund	\$ 60,078	\$ 581	\$ 4,862	8.1%	\$ 12,774	\$ (7,912)
Transfer to IMRF Fund	11,000	865	2,903	26.4%	4,725	(1,822)
Transfer to Building Fund	10,000					
Transfer to SS Fund	11,000	877	2,933	26.7%	3,839	(906)
<b>Total Transfers Out</b>	<b>\$ 92,078</b>	<b>\$ 2,323</b>	<b>\$ 10,698</b>	<b>11.6%</b>	<b>\$ 21,338</b>	<b>\$ (10,640)</b>
<b>Total Expenditure &amp; Transfers Out</b>	<b>\$ 268,586</b>	<b>\$ 16,669</b>	<b>\$ 71,813</b>	<b>26.7%</b>	<b>\$ 81,859</b>	<b>\$ (10,046)</b>
<b>Total Revenue Over/(Under) Expenditure</b>	<b>\$ (30,286)</b>	<b>\$ (1,311)</b>	<b>\$ 44,715</b>		<b>\$ 44,800</b>	<b>\$ (85)</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	12,388	231,819	12,308	211,095
May-19	(1,311)	230,508	3,894	214,989
June-19		230,508	(2,039)	212,950
July-19		230,508	11,406	224,356
August-19		230,508	8,422	232,779
September-19		230,508	(2,515)	230,263
October-19		230,508	10,768	241,031
November-19		230,508	(55,238)	185,793
Fund (Cash)	\$ 44,715		\$ 597	
YTD Fund Balance		\$ 230,508		\$ 185,793

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

LINE ITEM	VENDOR	DESCRIPTION	AMOUNT	
<b>3502-000-6200</b>	<b>SUPPLIES</b>			
	Source One Office Products	Office Supplles	\$ 33.99	
	First National Bank of Omaha	Lead Rope	<u>11.42</u>	\$ 45.41
<b>3502-000-6201</b>	<b>POSTAGE</b>			
	First National Bank of Omaha	Postage	<u>13.70</u>	13.70
<b>3502-000-6216</b>	<b>EQUIPMENT</b>			
	Lorchem Technologies, Inc.	Kennel Equipment	<u>1,555.50</u>	1,555.50
<b>3502-000-6217</b>	<b>VEHICLE EXPENSE &amp; GASOLINE</b>			
	Kendall County Highway Dept	Vehicle - Gas	<u>36.20</u>	36.20
<b>3502-000-6897</b>	<b>TRANSPORTATION, BOARD &amp; CARE</b>			
	Countryside Veterinary Clinic	Transportation, Board & Care	410.76	
	Countryside Veterinary Clinic	Transportation, Board & Care	474.33	
	Shaw Media	Kennel Ad	<u>10.00</u>	895.09
<b>TOTAL</b>			<u><u>\$ 2,545.90</u></u>	

**KENDALL COUNTY ANIMAL CONTROL**  
**Statement of Revenues And Expenditures**  
**5/31/2019**

**Animal Control Capital Fund #340**

	FY19 Budget	May 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	87,769
<b>Revenue</b>					FY12	41,062
Other Revenue	-				FY13	48,762
Total Revenue	-				FY14	51,861
					FY15	69,276
<b>Expenditure</b>					FY16	125,571
Expense - Building Improvements	70,000	308	2,742	3.9%	FY17	134,712
Capital Expenditure			386		FY18	142,293
Total Expenditure	70,000	306	3,128	4.5%	FY19	139,165
<b>Transfers In</b>						
Transfers In - from Animal Control Fund	10,000					
Total Transfers In	10,000	-	-			
<b>Ending Balance</b>	<b>\$ 82,293</b>	<b>\$ (306)</b>	<b>\$ 139,165</b>			

**Animal Medical Care Fund #341**

	FY19 Budget	May 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
<b>Revenue</b>					FY15	33,497
Donations & Receipts	1,000			0.0%	FY16	32,810
Total Revenue	1,000			0.0%	FY17	32,325
					FY18	26,165
					FY19	23,630
<b>Expenditure</b>						
Animal Medical Care Expenses	3,000	22	2,425	80.8%		
Heartworm Testing	500		88	17.6%		
FelLuk/FIV Testing	750		22	2.9%		
Total Expenditure	4,250	22	2,535	59.6%		
<b>Ending Balance</b>	<b>\$ 22,915</b>	<b>\$ (22)</b>	<b>\$ 23,630</b>			

**KENDALL COUNTY ANIMAL CONTROL**  
**Statement of Revenues And Expenditures**  
**5/31/2019**

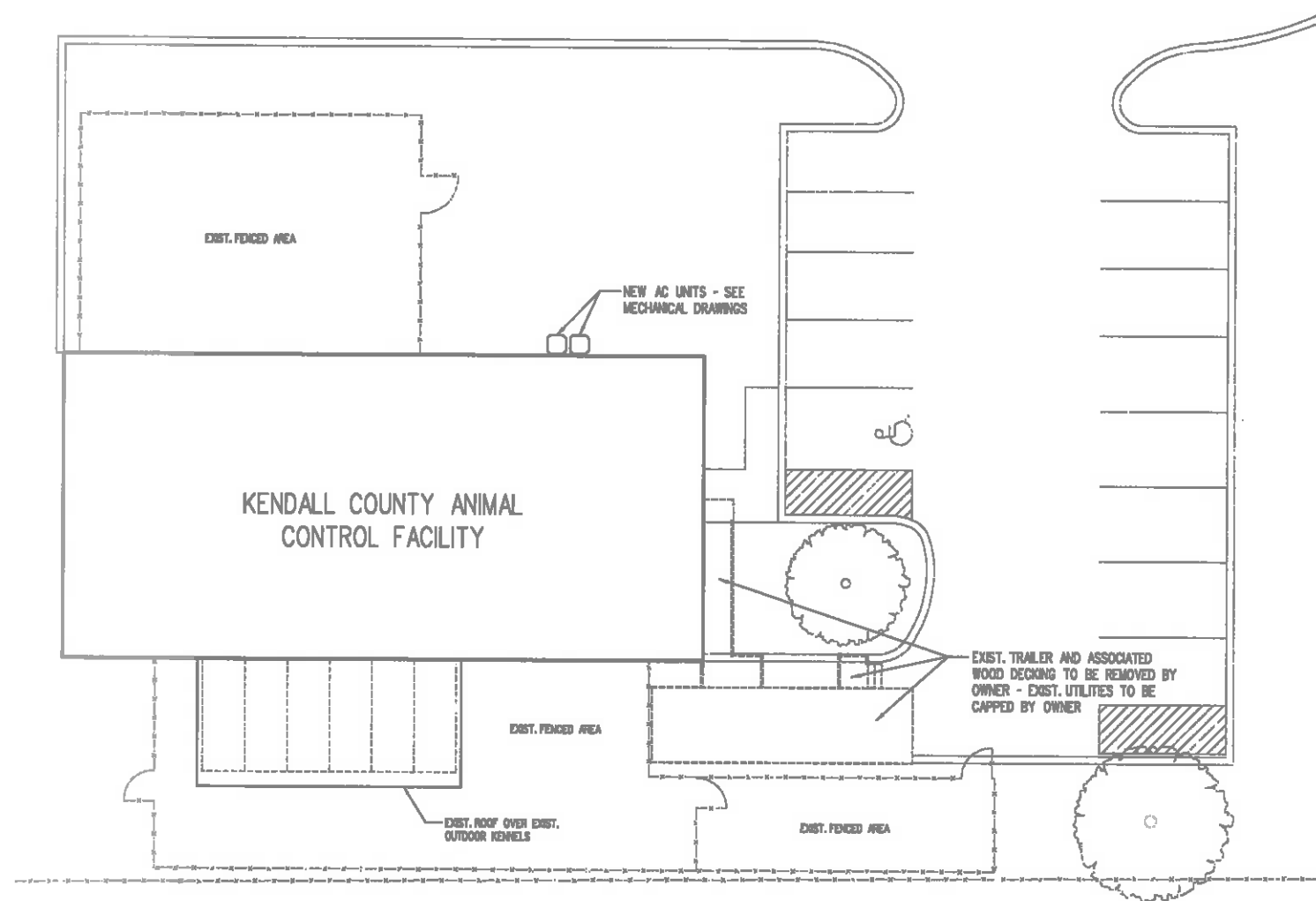
**State Pet Population Control Fund #860**

	FY19 Budget	May Actual	YTD Actual	YTD Percent of Budget	<u>Fund Balance</u>	
<b>Beginning Balance</b>	\$ 12,375		\$ 12,375		FY10	\$915
<b>Revenue</b>					FY11	780
Dogs Running at Large Fee	1,500	80	140	9.3%	FY12	1,980
Dangerous Dog Fee					FY13	110
Vicious Dog Fee					FY14	5,865
Impoundment					FY15	7,990
Dog Bites					FY16	9,830
Total Revenue	<u>1,500</u>	<u>80</u>	<u>140</u>	<u>9.3%</u>	FY17	11,315
<b>Expenditure</b>					FY18	12,375
Transfer to County Animal Population Control Fund	12,375				FY19	12,515
Remittance to State of IL	-					
Total Expenditure	<u>12,375</u>	<u>-</u>	<u>-</u>			
<b>Ending Balance</b>	<u>\$ 1,500</u>	<u>\$ 80</u>	<u>\$ 12,515</u>			

**Animal Population Control Fund #870**

	FY19 Budget	May Actual	YTD Actual	YTD Percent of Budget	<u>Fund Balance</u>	
<b>Beginning Balance</b>	\$ 108,859		\$ 108,859		FY10	\$29,314
<b>Revenue</b>					FY11	46,246
Fees	12,000	1,015	5,535	46.1%	FY12	60,939
Total Revenue	<u>12,000</u>	<u>1,015</u>	<u>5,535</u>	<u>46.1%</u>	FY13	64,358
<b>Expenditure</b>					FY14	71,549
Spay/Neuter Adopted Dogs/Cats	4,500	540	2,757	61.3%	FY15	83,094
Spay/Neuter Targeted Dogs/Cats	5,000	-	320	6.4%	FY16	97,935
Total Expenditure	<u>9,500</u>	<u>540</u>	<u>3,077</u>	<u>32.4%</u>	FY17	106,508
<b>Transfers in</b>					FY18	108,859
Transfer from State Pet Population Control Fund	12,375				FY19	111,317
Total Transfers in	<u>12,375</u>	<u>-</u>	<u>-</u>			
<b>Ending Balance</b>	<u>\$ 123,734</u>	<u>\$ 476</u>	<u>\$ 111,317</u>			

CORNELL LN.



SITE PLAN



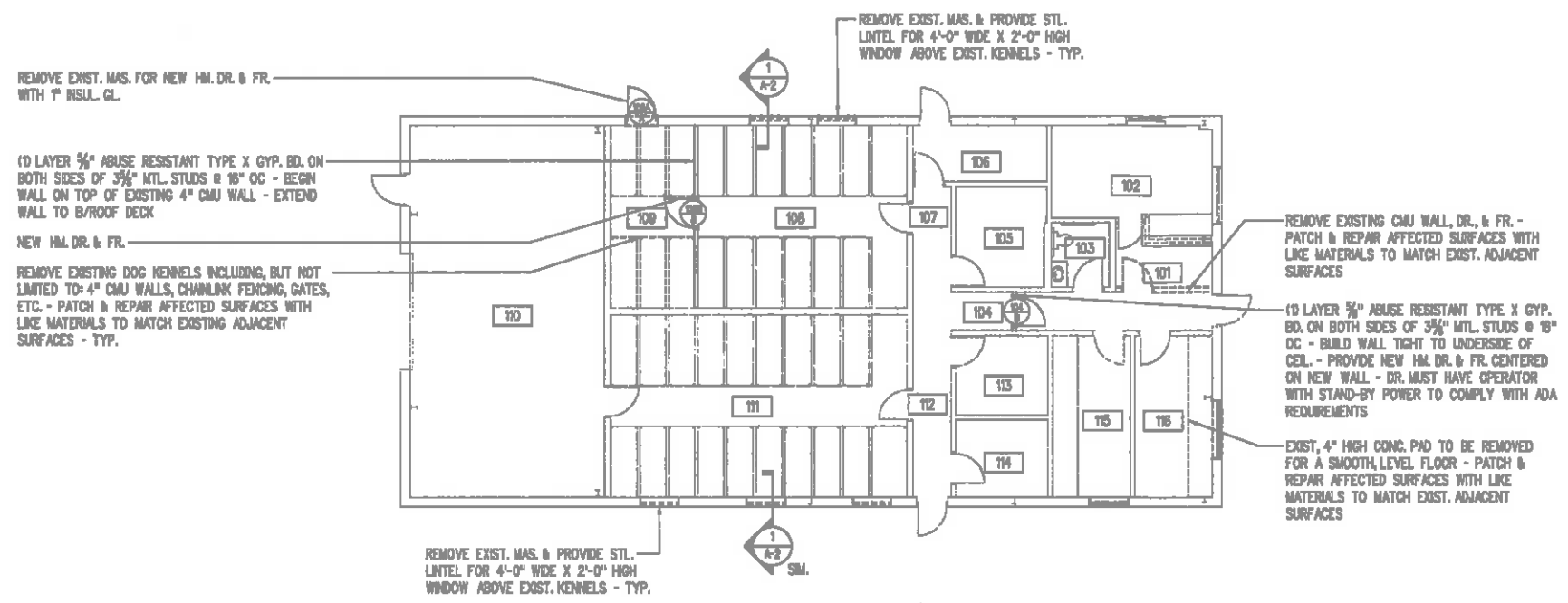
PRELIMINARY  
FOR REFERENCE ONLY

JUNE 24, 2019  
DO NOT USE FOR CONSTRUCTION PURPOSES

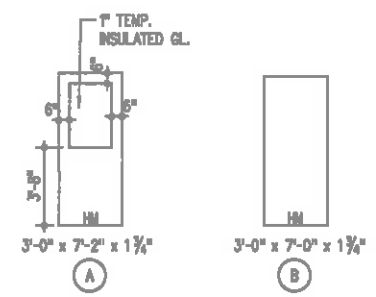
SITE PLAN	PROJ. NO. 3-2019-18
2019 HVAC & MISCELLANEOUS IMPROVEMENTS KENDALL COUNTY ANIMAL CONTROL FACILITY FOR KENDALL COUNTY YORKVILLE, KENDALL COUNTY, ILLINOIS	OWNER BY - DATE 00-00-19 REVISIONS
HEALY, BENDER & ASSOCIATES, INC. PLANNERS	SHEET NO. A-1 OF

**ROOM INDEX**

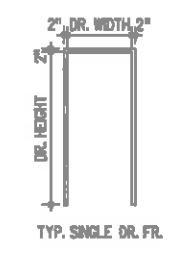
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102	ADMINISTRATION
103	TOILET
104	CORRIDOR
105	KITCHEN
106	MECHANICAL
107	CORRIDOR
108	AVAILABLE DOGS
109	VIEWING AREA
110	GARAGE
111	WAITING DOGS
112	CORRIDOR
113	ISOLATION
114	LAUNDRY
115	CATS
116	DIRECTOR



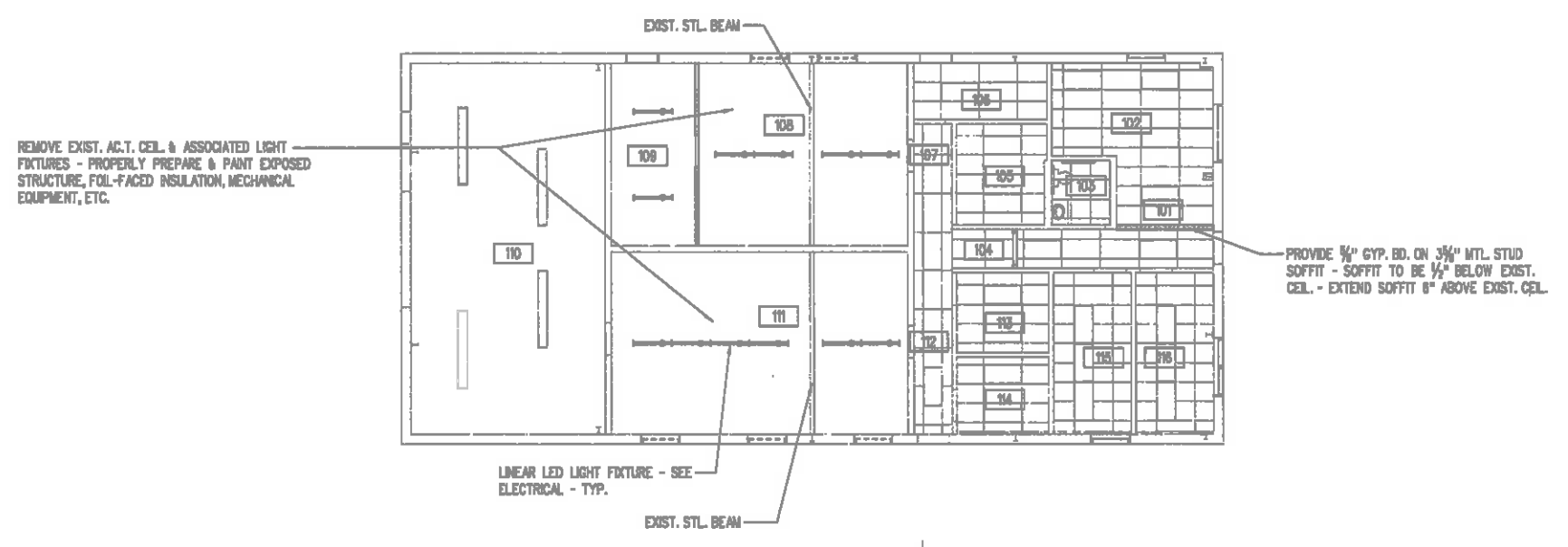
**FLOOR PLAN**  
 $\frac{1}{8}'' = 1'-0''$   
 0 2 4 8 16 24



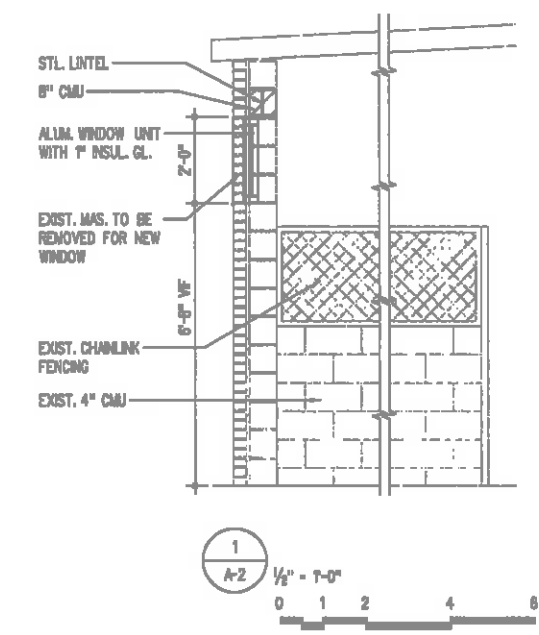
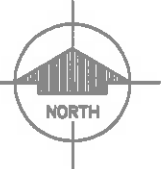
**DOOR SCHEDULE**  
 $\frac{1}{4}'' = 1'-0''$   
 0 1 2 4 8 12



**HOLLOW METAL FRAME SCHEDULE**  
 $\frac{1}{4}'' = 1'-0''$  • ALL HM FRAMES  
 $2'' \times 5\frac{1}{4}'' = \text{TYP}$



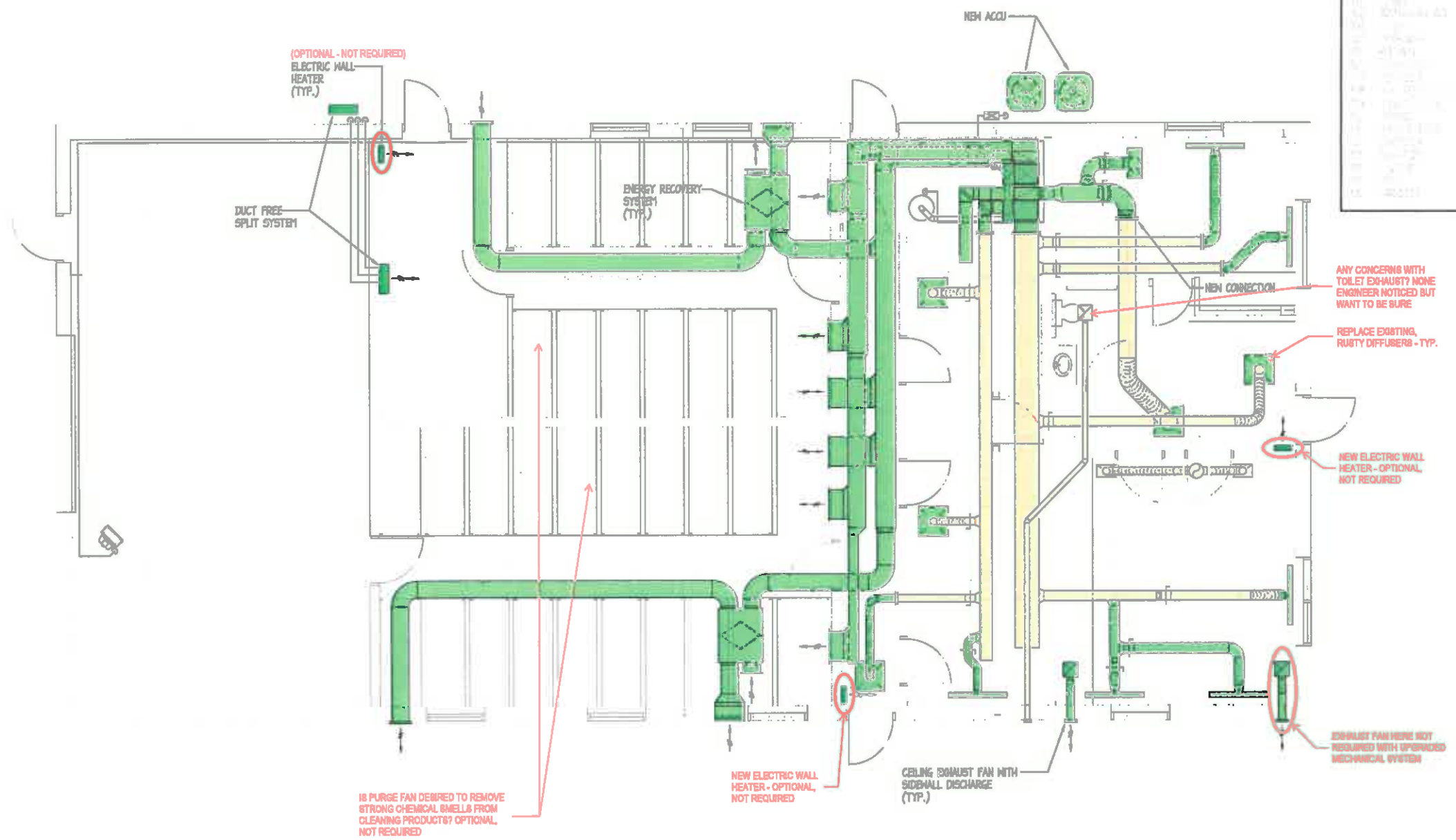
**REFLECTED CEILING PLAN**  
 $\frac{1}{8}'' = 1'-0''$



$\frac{1}{8}'' = 1'-0''$   
 0 1 2 4 8

**PRELIMINARY FOR REFERENCE ONLY**  
 JUNE 24, 2019  
 DO NOT USE FOR CONSTRUCTION PURPOSES

FLOOR PLAN & REFLECTED CEILING PLAN		PROJ. NO. S-2019-18
2019 HVAC & MISCELLANEOUS IMPROVEMENTS		DRAWN BY
KENDALL COUNTY ANIMAL CONTROL FACILITY		DATE 00-00-19
FOR KENDALL COUNTY		REVISIONS
YORKVILLE, KENDALL COUNTY, ILLINOIS		SHEET NO. <b>A-2</b>
HEALY, BENDER & ASSOCIATES, INC. ARCHITECTS PLANNERS		OF



LEGEND	
<span style="display:inline-block; width:15px; height:15px; background-color:green; border:1px solid black;"></span>	NEW MECHANICAL WORK
<span style="display:inline-block; width:15px; height:15px; background-color:yellow; border:1px solid black;"></span>	EXISTING MECHANICAL

**PRELIMINARY  
FOR REFERENCE ONLY**

JUNE 24, 2018  
DO NOT USE FOR CONSTRUCTION PURPOSES

MECHANICAL FLOOR PLAN	PROJ. NO. 3-2018-18
2018 HVAC & MISCELLANEOUS IMPROVEMENTS KENDALL COUNTY ANIMAL CONTROL FACILITY FOR KENDALL COUNTY YORVILLE, KENDALL COUNTY, ILLINOIS	DRAWN BY DATE 00-00-18 REVISIONS
HEALY, BENDER & ASSOCIATES, INC. ARCHITECTS PLANNERS ONE WEST MAIN, SUITE 1000, YORKVILLE, ILLINOIS 62458	SHEET NO. <b>M-1</b> OF