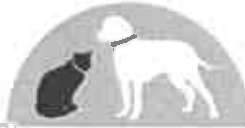


# KENDALL COUNTY ANIMAL CONTROL

**Kendall County Office Building  
111 W. Fox Street, Room 210, Yorkville IL  
Wednesday, July 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, Scott Gengler, Matthew Prochaska
- 3. Approval of Agenda**
- 4. Approval of Minutes from June 26, 2019**
- 5. Monthly Reports**
  - Census Log
  - Bite Report
  - Operations Report
  - Accounting Report
- 6. Old Business**
  - *Update on Healy Bender Contract*
  - *Update on Chameleon Software Training*
  - *Review of Adoption Process and Associated Fees*
- 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, JUNE 26, 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		
Scott Gengler	Here		
Matthew Prochaska	Here		
Robyn Vickers	Here		

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

Others present: Scott Koeppel, Laura Pawson, Dr. Gary Schlapp

**Approval of Agenda** – Motion made by Member Flowers, second by Member Prochaska to approve the agenda. **With five members in agreement, the motion carried by a vote of 5-0.**

**Approval of Minutes** – Motion made by Member Vickers to approve the minutes from May 22, 2019, second by Member Flowers. **With three members in agreement, the minutes were approved by a 5-0 vote.**

### **Monthly Reports**

- **Census Log** – Laura Pawson reviewed the census log with the committee.

Dogs Available for Adoption: 9

Cats Available for Adoption: 3 (1 cat, 2 kittens)

- **Bite Report** – Laura Pawson reviewed the Bite Report with the committee, stating there were 18 dog bites, and 4 cat bites for the month of May. Written report provided.
- **Operations Report** – Laura Pawson reported that Jesse, a senior Elkhound Mix will be featured in the Record Newspaper this week.
- **Accounting Report** – Director Pawson reported on rabies tag sales, fines and fees, and donations. Scott Koeppel stated that the Transportation, Board & Care line was over budget due to the facility being non-operational for several months, and animals being housed at Countryside Vet Clinic. Mr. Koeppel said that the salary line was down due to the reduction of staff. Written report provided.

## **Old Business**

- *Update on Hiring Process and new Employees* - Ms. Pawson reported that she promoted Kelly Prestegaard to the position of Assistant Warden, that they currently have three Kennel Technicians on staff, and she hopes to hire for a fourth part-time Kennel Tech position soon.
- *Update on Facility Clean-up by Sheriff's Office Inmate Work Detail* – Member Cesich updated the committee by stating that three inmates under the supervision of a Sheriff's Deputy, have been reporting on Wednesday mornings, and making good progress on the facility clean-up. Member Cesich stated that select non-violent inmates assist with minor repairs, and maintenance, while earning service points. The new program was a collaborative effort between Member Cesich, Sheriff Baird, Corrections Commander Bobby Richardson and Animal Control Director Pawson.
- *Update on Healy Bender Contract* – Facilities Director Smiley updated the committee on recent plans he received from Healy Bender. Discussion on the timeline for bids, approval by the Board, and when the renovations might begin.
- *Update on Software Training* – Ms. Pawson reported that she and current Animal Control staff began training this week, and that Latreese Caldwell will join the training later this afternoon. Ms. Pawson stated she is hopeful that the new system will allow more accountability and record-keeping, as well as streamline some of the procedures currently in place.

**New Business** - None

**Executive Session** – Not needed

**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 Flowers made a motion to adjourn the meeting, second by Member Vickers. **With five members present in agreement, the meeting was adjourned at 9:42 a.m.**

Respectfully Submitted,

Valarie McClain, Administrative Assistant & Recording Clerk



**KENDALL COUNTY  
ANIMAL CONTROL**

**July 24, 2019**

**Kendall County Animal Control Census**

**June 2019 Dog**

Dog Intakes: 29  
Dogs Adopted: 1  
Reclaimed: 15  
Transferred: 1  
Euthanized: 0

**June 2019 Cats**

Cat Intakes: 2  
Cats Adopted: 2  
Cats Reclaimed: 0  
Transferred: 0  
Euthanized: 0

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

Dog Intakes: 24/114/144  
Dogs Adopted: 5/12/31  
Reclaimed: 18/76/93  
Transferred to Rescue: 2/8/13  
Euthanized: 3/4/1  
Total Available Dogs: 7 / 0  
Total Unavailable Dogs: 7 / 6

Cat Intakes: 5/19/45  
Cats Adopted: 3/6/32  
Cats Reclaimed: 0/1/2  
Transferred to Rescue: 1/5/5  
Euthanized: 0/2/1  
Total Available Cats: 4 (2 cats / 2 Kittens) / 13 (5 Kittens/8 cats)  
Total Unavailable Cats: 4 (3 Cats / 1 Kitten / 6 (4 Kittens / 2 Cats)

**UPCOMING EVENTS AND MEDIA:**

Volunteer Orientation: July 25, 2019 6pm-7:30  
Oswego Police-Featured Pet with Officer Video: Wednesday July 24<sup>th</sup> 2019 at 2pm (Oswego Police Dept.)  
Record Newspaper – Pet of the week: Waffles and Patch



**KENDALL COUNTY  
ANIMAL CONTROL**

**JUNE 2019**

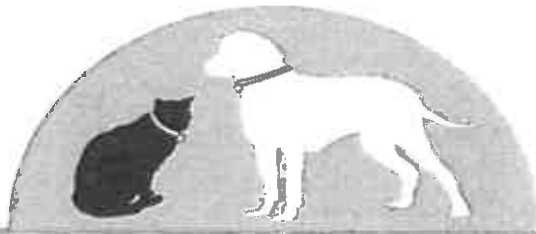
**BITE/EUTHANASIA REPORT**

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

<b>DATE</b>	<b>OWNER</b>	<b>BITING ANIMAL</b>	<b>PERSON BITTEN</b>
6/1/19	OWNER	"JAX" PIT BULL (UTD/ALTERED)	OTHER
6/2/19	UNKNOWN	UNKNOWN	OTHER
6/2/19	OWNER	"GIZMO" GOLDEN RETRIEVER (UTD/ALTERED)	OTHER
6/9/19	OWNER	"LOYALTY" PIT BULL (UTD/INTACT)	OTHER
6/9/19	UNKNOWN	UNKNOWN	OTHER
6/10/19	OWNER	"SABRINA" RETRIEVER MIX (UTD/SPAY)	OWNER
6/10/19	OWNER	"AVERY" LABRADOR MIX (NOT UTD/ALTERED)	OTHER
6/10/19	UNKNOWN	UNKNOWN	OTHER
6/10/19	OWNER	"COSMO" TERRIER MIX (UTD/INTACT)	OWNER
6/13/19	OWNER	UNKNOWN CAT (NOT UTD/INTACT)	OWNER
6/13/19	OWNER	"LANEY" TERRIER MIX (UTD/ALTERED)	OTHER

**MULTIPLE BITES: 1 (LOYALTY – PIT BULL TERRIER 3/31/14 & 6/9/19)**

<b>PIT BULL</b>	<b>2</b>
<b>GOLDEN RETRIEVER</b>	<b>1</b>
<b>RETRIVER MIX</b>	<b>1</b>
<b>LABRADOR MIX</b>	<b>1</b>
<b>TERRIER MIX</b>	<b>2</b>
<b>UNKNOWN</b>	<b>3</b>
<b>UNKNOWN CAT</b>	<b>1</b>
<hr/>	
<b>TOTAL:</b>	<b>11</b>



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

***Financial Statements FY19***  
***June 2019***

**KENDALL COUNTY ANIMAL CONTROL**  
**Statement of Revenues And Expenditures**  
**6/30/2019**

	CURRENT YEAR				PRIOR YEAR	VARIANCE
	FY19 Budget	June Actual	YTD Actual	YTD Percent of Budget	6/30/18 YTD	FY19 YTD v. FY18 YTD
<b>Animal Control Fund #350</b>						
<b>REVENUE</b>						
Rabies Tags Sold	\$ 195,000	\$ 21,715	\$ 125,060	64.1%	\$ 126,586	\$ (1,526)
Fines & Fees (Total)	28,000	1,472	5,055	18.1%	13,312	(6,257)
Donations	5,000	368	5,673	113.5%	2,078	3,595
Intact Registration Fee	10,000	895	5,190	51.9%	4,795	395
Miscellaneous	300		-		25	(25)
<b>Total Revenue</b>	<b>\$ 238,300</b>	<b>\$ 24,450</b>	<b>\$ 140,978</b>	<b>59.2%</b>	<b>\$ 146,786</b>	<b>\$ (6,818)</b>
<b>EXPENDITURE</b>						
Salary - Animal Control Warden	\$ 50,219	\$ 3,863	\$ 28,954	57.7%	\$ 28,404	\$ 550
Salary - Assistant Warden	30,597		260	0.9%	17,304	(17,044)
Salary - Other	58,092	5,544	19,181	33.0%	28,343	(9,162)
Salary - Administrator	6,500	500	3,750	57.7%	3,750	
Overtime	1,500					
Supplies	1,500	53	833	55.5%	600	233
Postage	1,400	391	768	54.9%	876	(110)
Training	1,500	450	520	34.7%	1,701	(1,181)
Telephone & Pager	250	21	80	31.9%	97	(17)
Equipment	3,500		1,556	44.4%	1,390	166
Vehicle Expense & Gasoline	2,200	85	1,139	51.8%	317	822
Uniforms	750	191	191	25.5%		191
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	172	12,840	128.4%	4,518	8,322
Kennel Improvements			35			35
Observation/Disposal	500	25	175	35.0%	120	55
Microchips	2,000		-		477	(477)
Capital Expenditures	2,500		-		1,419	(1,419)
<b>Total Operating Expenditure</b>	<b>\$ 176,508</b>	<b>\$ 11,296</b>	<b>\$ 72,411</b>	<b>41.0%</b>	<b>\$ 89,927</b>	<b>\$ (17,518)</b>
<b>TRANSFERS OUT</b>						
Transfer to General Fund	\$ 60,078	\$ 581	\$ 5,444	9.1%	\$ 16,684	\$ (11,240)
Transfer to IMRF Fund	11,000	737	3,641	33.1%	6,876	(3,235)
Transfer to Building Fund	10,000					
Transfer to SS Fund	11,000	753	3,686	33.5%	5,555	(1,869)
<b>Total Transfers Out</b>	<b>\$ 92,078</b>	<b>\$ 2,072</b>	<b>\$ 12,770</b>	<b>13.9%</b>	<b>\$ 29,115</b>	<b>\$ (16,345)</b>
<b>Total Expenditure &amp; Transfers Out</b>	<b>\$ 268,586</b>	<b>\$ 13,368</b>	<b>\$ 85,181</b>	<b>31.7%</b>	<b>\$ 119,042</b>	<b>\$ (33,861)</b>
<b>Total Revenue Over/(Under) Expenditure</b>	<b>\$ (30,286)</b>	<b>\$ 11,082</b>	<b>\$ 55,797</b>		<b>\$ 27,754</b>	<b>\$ 28,043</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	11,082	241,590	(2,039)	212,950
July-19		241,590	11,406	224,356
August-19		241,590	8,422	232,779
September-19		241,590	(2,515)	230,263
October-19		241,590	10,768	241,031
November-19		241,590	(55,238)	185,793
Fund (Cash)	\$ 55,797		\$ 597	
YTD Fund Balance		\$ 241,590		\$ 185,793

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

LINE ITEM	VENDOR	DESCRIPTION	AMOUNT	
<b>3502-000-6200</b>	<b>SUPPLIES</b>			
	Source One Office Products	Office Supplies	<u>\$ 53.49</u>	\$ 53.49
<b>3502-000-6201</b>	<b>POSTAGE</b>			
	First National Bank of Omaha	Postage	<u>391.32</u>	391.32
<b>3502-000-6206</b>	<b>TRAINING</b>			
	First National Bank of Omaha	Training	<u>450.00</u>	450.00
<b>3502-000-6207</b>	<b>TELEPHONE &amp; PAGER</b>			
	Sprint	Telephone & Pager	<u>21.25</u>	21.25
<b>3502-000-6217</b>	<b>VEHICLE EXPENSE &amp; GASOLINE</b>			
	Kendall County Highway Dept	Vehicle - Gas	46.40	
	Merlin	Oil Change	<u>38.85</u>	85.25
<b>3502-000-6369</b>	<b>UNIFORMS</b>			
	First National Bank of Omaha	Uniforms	58.85	
	Steve's Silk Screening	Uniforms	<u>132.00</u>	190.85
<b>3502-000-6897</b>	<b>TRANSPORTATION, BOARD &amp; CARE</b>			
	Countryside Veterinary Clinic	Rabies 1 Year Vaccination	10.00	
	Countryside Veterinary Clinic	Transportation, Board & Care	147.21	
	Shaw Media	Kennel Ad	<u>15.00</u>	172.21
<b>3502-000-6900</b>	<b>OBSERVATION/DISPOSAL</b>			
	First National Bank of Omaha	Bat Euthenasia	<u>25.00</u>	25.00
<b>TOTAL</b>			<u><u>\$ 1,389.37</u></u>	

**KENDALL COUNTY ANIMAL CONTROL**  
**Statement of Revenues And Expenditures**  
**6/30/2019**

**Animal Control Capital Fund #340**

	FY19 Budget	June Actual	YTD Actual	YTD Percent of Budget	Fund Balance
<b>Beginning Balance</b>	\$ 142,293		\$ 142,293		FY10 \$70,000
					FY11 87,769
<b>Revenue</b>					FY12 41,062
Other Revenue	-				FY13 46,762
Total Revenue	-	-	-		FY14 51,661
					FY15 69,278
<b>Expenditure</b>					FY16 125,571
Expense - Building Improvements	70,000	19,066	21,807	31.2%	FY17 134,712
Capital Expenditure			386		FY18 142,293
Total Expenditure	70,000	19,066	22,193	31.7%	FY19 120,100
<b>Transfers In</b>					
Transfers In - from Animal Control Fund	10,000				
Total Transfers In	10,000	-	-		
<b>Ending Balance</b>	\$ 82,293	\$ (19,066)	\$ 120,100		

**Animal Medical Care Fund #341**

	FY19 Budget	June Actual	YTD Actual	YTD Percent of Budget	Fund Balance
<b>Beginning Balance</b>	\$ 26,165		\$ 26,165		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
<b>Expenditure</b>					FY19 23,586
Animal Medical Care Expenses	3,000		2,425	80.8%	
Heartworm Testing	500	22	110	22.0%	
FelLuk/FIV Testing	750	22	44	5.9%	
Total Expenditure	4,250	44	2,579	60.7%	
<b>Ending Balance</b>	\$ 22,915	\$ (44)	\$ 23,586		

**KENDALL COUNTY ANIMAL CONTROL**  
**Statement of Revenues And Expenditures**  
**6/30/2019**

**State Pet Population Control Fund #860**

	<u>FY19 Budget</u>	<u>June Actual</u>	<u>YTD Actual</u>	<u>YTD Percent of Budget</u>	<u>Fund Balance</u>
<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	100	240	16.0%	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>100</b>	<b>240</b>	<b>16.0%</b>	FY18 12,375
					FY19 12,589
<b>Expenditure</b>					
Transfer to County Animal Population Control Fund	12,375				
Remittance to State of IL	-	26	26		
<b>Total Expenditure</b>	<b>12,375</b>	<b>26</b>	<b>26</b>		
<b>Ending Balance</b>	<b>\$ 1,500</b>	<b>\$ 74</b>	<b>\$ 12,589</b>		

**Animal Population Control Fund #870**

	<u>FY19 Budget</u>	<u>June Actual</u>	<u>YTD Actual</u>	<u>YTD Percent of Budget</u>	<u>Fund Balance</u>
<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	1,030	6,565	54.7%	FY13 64,358
<b>Total Revenue</b>	<b>12,000</b>	<b>1,030</b>	<b>6,565</b>	<b>54.7%</b>	FY14 71,549
					FY15 83,094
<b>Expenditure</b>					FY16 97,935
Spay/Neuter Adopted Dogs/Cats	4,500	175	2,932	65.2%	FY17 108,508
Spay/Neuter Targeted Dogs/Cats	5,000	420	740	14.8%	FY18 108,859
<b>Total Expenditure</b>	<b>9,500</b>	<b>595</b>	<b>3,672</b>	<b>38.7%</b>	FY19 111,752
<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>\$ 436</b>	<b>\$ 111,752</b>		



**KENDALL COUNTY  
ANIMAL CONTROL**

802 W. John St Yorkville, IL 60560  
630-553-9256, Fax: 630-553-1615  
[animals@co.kendall.il.us](mailto:animals@co.kendall.il.us)

**DOG ADOPTION APPLICATION**

**This application must be fully completed in order to be processed.**

**Date:** \_\_\_\_\_

**Name of Pet Wanted:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip :** \_\_\_\_\_ **County** \_\_\_\_\_

**Home Phone:** (\_\_\_\_) \_\_\_\_\_ **Cell Phone:** (\_\_\_\_) \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**1. Do you live in: House Apartment Townhouse Condo Other:** \_\_\_\_\_

**2. Do you own or rent?** \_\_\_\_\_

**a. If renting, provide landlord's**

**b. Name:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**(Please attach copy of lease and approved pet rider to this application.)**

**3. Please list everyone who lives at your address, including yourself.**

Name	Age	Allergies? (Y/N)

**4. Are you, or anyone in your household, prevented by court order from owning, harboring, or having custody or control over an animal?      Yes      No**

**5. The reason I /we want this pet is?** \_\_\_\_\_

6. Who will be responsible for the care and well being of this animal?

\_\_\_\_\_

7. How many hours a day will this animal be left alone? \_\_\_\_\_

8. Where will this animal be kept when you are not at home? \_\_\_\_\_

9. Please list any animals you have owned in the past 5 years

Name	Species/Breed	Inside? Outside? Both?	Age	Sex	Spay/Neuter	Still Own? If not, why?	Up to date on vaccinations?

10. Please list the name and phone number of your primary Veterinarian: \_\_\_\_\_

\_\_\_\_\_

Please list the name and phone number of other veterinarians or vaccine clinics your pets have been to: \_\_\_\_\_

\_\_\_\_\_

11. How do you plan on house breaking your dog?

\_\_\_\_\_

12. How do you plan on training your dog? (i.e. teaching to walk nicely on a leash, not jump up, etc.)

\_\_\_\_\_

13. If you move, what would you do with your pet?

\_\_\_\_\_

By signing below, I certify that:

- I am 18 years of age or older
- The information I have provided is true and accurate to the best of my knowledge

Signature

Date

\*Adoptions may be refused at the discretion of the Animal Control staff.



**KENDALL COUNTY**  
ANIMAL CONTROL

802 W. John St. Yorkville, IL 60560  
630-553-9256  
[animals@co.kendall.il.us](mailto:animals@co.kendall.il.us)

**CAT ADOPTION APPLICATION**

**This application must be fully completed in order to be processed.**

**Date:** \_\_\_\_\_

**Name of Pet Wanted:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip :** \_\_\_\_\_ **County** \_\_\_\_\_

**Home Phone:** (\_\_\_\_) \_\_\_\_\_ **Cell Phone:** (\_\_\_\_) \_\_\_\_\_

**Email Address:** \_\_\_\_\_

1. Do you live in:  House  Apartment  Townhouse  Condo Other: \_\_\_\_\_

2. Do you own or rent? \_\_\_\_\_

a. If renting, provide landlords

b. Name: \_\_\_\_\_ Phone: \_\_\_\_\_

**(Please attach copy of lease and approved pet rider to this application.)**

3. Please list everyone who lives at your address

Name	Age	Allergies? (Y/N)

4. Are you, or anyone in your household, prevented by court order from owning, harboring, or having custody or control over an animal?  Yes  No

5. The reason I /we want this pet is? \_\_\_\_\_

6. Who will be responsible for the care and well being of this animal?

\_\_\_\_\_

7. How many hours a day will this animal be left alone? \_\_\_\_\_

8. Where will this animal be kept when you are not at home? \_\_\_\_\_

9. Please list any animals you have owned in the past 5 years

Name	Species/Breed	Inside? Outside? Both?	Age	Sex	Spay/Neuter	Still Own?

10. Please list the name and phone number of your primary Veterinarian: \_\_\_\_\_

\_\_\_\_\_

11. Please list the name and phone number of other veterinarians or vaccine clinics your pets have been to: \_\_\_\_\_

\_\_\_\_\_

12. Will this animal live:  Inside  Outside  Both

13. How do you plan on handling issues like scratching or litter box problems?

\_\_\_\_\_

14. If you move, what would you do with your pet?

\_\_\_\_\_

By signing below, I certify that:

- I am 18 years of age or older
- The information I have provided is true and accurate to the best of my knowledge

Signature

Date

\*Adoptions may be refused at the discretion of the Animal Control staff.

Email application to [animals@co.kendall.il.us](mailto:animals@co.kendall.il.us)



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

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

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

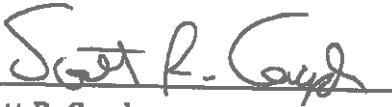
**Section 5: Superseding Prior Ordinances.** Upon its effective date, this Ordinance replaces and supersedes all previous ordinances which establish fees for the specific circumstances identified above.

**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:

  
 Scott R. Gryder  
 Kendall County Board Chairman

  
 Debbie Gillette  
 Kendall County Clerk

## ***Rescue***

If an animal is not reclaimed within the period of time established by County Ordinance, it may be transferred to licensed rescues. Owner-surrendered animals can be transferred after 24 hours. All transfers are at the discretion of the Animal Control staff with final approval by the Director. Animal Control will disclose and provide copies of any information they have in relation to the animal to the licensed rescue including medical information, temperament testing results, and when applicable the background profile completed by the owner, with the exception of the previous owner's name and contact information. A representative from a licensed rescue must fill out and sign the transfer agreement, including the waiver of liability portion of the agreement. Once the transfer agreement form is complete, the animal is the property of the licensed rescue and no longer property of Animal Control.

## ***Adoption***

Adoptions will be conducted during viewing hours only.

Monday – Tuesday: 10:30 am – 12:30 pm, 1:30 – 4:30 pm

Thursday - Friday: 10:30 am – 12:30 pm, 1:30 – 4:30 pm

Saturday: 9:30 am – 1:30 pm

All animals presented for adoption, and permitted to have contact with the public, must be spay/neutered, and microchipped, and must have undergone a behavior assessment by trained staff. Volunteer involvement in the adoption process is limited to providing general information. Volunteers are not permitted to speak on behalf of Animal Control.

The primary goal for the staff is to counsel people in order to facilitate an appropriate adoption match for the new owner and animal. The staff will educate the adopter about the species and breed as well as provide information on that specific animal's care.

If someone is interested in adopting, they must fill out and sign the appropriate (dog or cat) adoption application. The staff will make a copy of the applicant's driver's license or state ID. The applicant will need to provide proof of residency if their ID does not list their current address. Trained staff will then sit down with the applicant and review the application for approval.

The questions on the application are not yes or no but rather conversational with the intent of discussing the answers provided and educating the applicant when necessary. Again the purpose is to insure the applicant is informed and willing to use their knowledge to have the addition of an animal be a successful one. Animal Control's goal is to place animals into forever homes.

Minimum requirements for adoption are as follows:

- 18 years old or older
- Provide proof of residency (Animal Control may check the tax assessor's website to confirm this.)
- Landlord approval in writing
- Everyone in the household must meet the animal
- Dogs and cats in the home must be up to date on their vaccines and yearly exam
- No household member is listed on our do not adopt list (reasons include lying on previous adoption application, relinquishing multiple animals, convicted of animal neglect/abuse, etc.)
- The animal is being adopted as part of the family, not for strictly utilitarian purposes (i.e. guard dog for a business, mouser for a barn)
- The animal is primarily indoors and will not be allowed to roam free
- If adopting a dog, any resident dogs must come to the shelter to do a dog to dog introduction. The introduction must be deemed successful by Animal Control staff before the dog may be adopted.

#### **Dog to Dog Introduction Procedure**

Kendall County Animal Control trained staff conducts dog to dog introductions by industry standards of introducing the resident dog to the adoption dog in a controlled environment on neutral territory. *All pet owners must sign a waiver of liability before the dog to dog introduction is commenced.*

1. A minimum of two trained Animal Control staff members must be present.
2. The shelter dog and resident dog will both be on leash, walked by two different staff members, side by side. (A straight on greeting can be confrontational for dogs.) Staff will observe both dogs' body language to determine the comfort level of each dog.
3. If staff is comfortable with the dogs' interactions, the dogs will be moved into the fenced in play area. At this time staff will allow one dog, the less reactive dog, to be unleashed (or the leash may simply be let go). Staff will observe both dogs' body language to determine the comfort level of each dog.
4. If the staff feels it is safe to proceed, both dogs will be taken off leash while in the fenced in play area and the dogs' body language will be observed.
5. The staff will provide feedback to the potential adopter based on the behavior observed by both dogs. They may determine that the dogs are a great match and the adoption can proceed. They may determine there are some minor concerns but the adoption may proceed as long as the potential adopter understands these concerns and how to manage them. The staff may also determine that this is not a good match and thus the adoption for this specific dog is declined. This does not mean that they may not adopt a different dog.

6. If the staff feels at anytime that the safety of either dog, or the people participating, is in question, the dog to dog introduction will be stopped immediately. No dog will be adopted out into a home when the dog to dog introduction procedure could not be completed.
7. If the potential adopter has more than one dog, the adoption dog will go through the process one dog at a time.

Animal Control does not perform dog to cat introductions, nor cat to cat introduction. A cat's social structure is very different than that of a dog. Thus it is difficult to get an accurate reading by placing a cat in a room with a new animal. Staff will counsel people on how to appropriately introduce a new cat into their household.

Someone who lives out of the area may adopt as long as they meet the adoption requirements. Once an adoption application has been completed, the animal applied for may be put on hold until the end of the next business day. If the applicant does not fulfill the requirements or return to complete the adoption, the animal will go back to being open for adoption. In the event there is another application on that animal, the animal will then be on hold for that applicant until the end of the next business day. A maximum of three applications per animal will be accepted. Holds will not be extended past the end of the next business day.

An adoption application may be turned down at the discretion of the Animal Control staff. An application may be turned down because that particular animal is not a good fit (i.e. is nervous around the children, causes an allergic reaction, etc.) but another animal could be suitable or the application may be turned down completely (i.e. lies on the application, is over the animal limit for where they live, etc.). If the application is turned down as to the particular animal, the individual need not complete a new application if he or she wishes to adopt a different animal.

Once the adoption application has been completely approved, the adopter will then fill out and sign the Animal Adoption Contract and sign the Voluntary Release/Waiver. The adopter will also read and sign the Health Record for the animal. The adopter will receive a copy of the signed adoption agreement, the signed medical sheet, any additional medical information, microchip information, and a list of veterinarians that provide a free first exam for animals adopted from Animal Control. The adopter must then pay the appropriate adoption fee set by County ordinance.

Once the adoption is completed, the animal becomes the property of the adopter and no longer property of Animal Control.

Kendall County Animal Control does everything in its power to evaluate the animals in their care and place them in appropriate homes. However in the case an animal is returned, the following policy applies:

- Animals adopted from Kendall County Animal Control may be accepted as returns if returned within the first 3 business days from the date of the adoption contract.
- No adoption fees will be refunded.
- If the animal is returned within 3 business days from time of adoption due to severe medical or behavior issues, at the discretion of the Director, the adopter may be issued a certificate of adoption. The adopter may use the certificate for the adoption of another animal from the facility within a 3 month period. No adoption fee will be refunded.