

**COUNTY OF KENDALL, ILLINOIS
ANIMAL CONTROL COMMITTEE
SPECIAL MEETING MINUTES
Wednesday, April 14, 2021**

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

Roll Call

Committee Member	Status	Arrived	Left Meeting
Amy Cesich	Present		
Elizabeth Flowers	Present		9:55a.m.
Scott Gengler	Here		
Brian DeBolt	Here		
Ruben Rodriguez	Here		

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

Others present: Latreese Caldwell, Scott Koeppel, Laura Pawson, Dr. Gary Schlapp, and Jim Smiley

Approval of Agenda – Motion made by Member DeBolt, second by Member Gengler to approve the agenda.

Committee Member	Vote
Elizabeth Flowers	Aye
Scott Gengler	Yes
Brian DeBolt	Yes
Ruben Rodriguez	Yes
Amy Cesich	Yes

With five members voting aye, the motion carried by a vote of 5-0.

Approval of Minutes – Motion made by Member Rodriguez to approve the minutes from February 24, 2021 second by Member Flowers.

Committee Member	Vote
Ruben Rodriguez	Yes
Scott Gengler	Yes
Brian DeBolt	Yes
Amy Cesich	Yes
Elizabeth Flowers	Aye

With five committee members in agreement, the minutes were approved by a 5-0 vote.

Monthly Reports

- **Census Log** – Director Pawson reviewed the Census Report with the committee. Written Report provided
- **Bite Report** – Director Pawson reviewed the bite report for the committee. Written Report provided
- **Operations Report** – Ms. Pawson stated that she has hired an additional part-time Kennel Technician to replace one that is leaving to work in a local Veterinarian Office. Written Report provided
- **Accounting Report** – Mr. Koepfel reviewed the department financials, the revenue predictions and actuals for FY2020 and for current FY 21. Mr. Koepfel also made comment about the budget lines that above last year’s predictions and the possible reasoning for those increases. Written Report provided

Old Business – None

New Business

- ❖ *Discussion of an Ordinance Setting Animal Control Fees* – Mr. Koepfel briefed the committee on the justification of a fee increase, and the hope to re-build the Capital Fund, offer competitive salaries, and the possibility of hiring a third full-time employee for the department.

Discussion of the ordinance, the proposed fee increases including rabies tags, impoundment, boarding and adoption.

Motion made by Member Gengler second by Member Rodriguez to forward the item to the May 13, 2021 Committee of the Whole meeting for further discussion.

Committee Member	Vote
Ruben Rodriguez	Aye
Brian DeBolt	Yes
Amy Cesich	Yes
Elizabeth Flowers	Aye
Scott Gengler	Yes

With five members present voting aye, the motion carried by a vote of 5-0.

Mr. Koepfel will correct the first page of the ordinance under Rabies Tags Fee for 2022, letter D, to \$27 for an intact dog or cat.

The committee also asked Mr. Koepfel to draft two separate ordinances, one with Rabies Tag, Impoundment Fee and Boarding Fee increases; and one with just the Rabies Tag increase for the May 2021 Animal Control meeting.

- ❖ *Discussion of Animal Control Director Job Description* – Mr. Koepfel reviewed the proposed changes with the committee.

Discussion on the importance of this role and the need to continually support and promote the volunteer program at the facility. Ms. Pawson suggested adding the increased physical demands of dealing with larger animals in the job description.

Member Gengler made a motion to forward the proposed job description to the April 21, 2021 Admin HR Committee meeting, second by Member DeBolt.

Committee Member	Vote
Brian DeBolt	Yes
Amy Cesich	Yes
Elizabeth Flowers	Aye
Scott Gengler	Yes
Ruben Rodriguez	Yes

With five members present voting aye, the motion carried by a vote of 5-0.

Executive Session – Not needed

Action Items for the County Board – None

Action Items for the May 13, 2021 Committee of the Whole Meeting

- ❖ *Discussion and Approval of Animal Control Fees Ordinance*

Questions from the Media – None

Public Comment – None

Adjournment – Member Rodriguez made a motion to adjourn the meeting, second by Member DeBolt.

Committee Member	Vote
Ruben Rodriguez	Yes
Brian DeBolt	Yes
Scott Gengler	Yes
Amy Cesich	Yes

With four members present in agreement, the meeting was adjourned at 10:01a.m.

Respectfully Submitted,
Valarie McClain, Administrative Assistant & Recording Clerk