



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

**Kendall County Office Building**  
**111 W. Fox Street; Room 210; Yorkville IL**

**Wednesday, September 28, 2022 at 8:30a.m.**  
**MEETING AGENDA**

- 1. Call to Order**
- 2. Roll Call:** Amy Cesich (Chair), Brian DeBolt, Elizabeth Flowers, Scott Gengler, Ruben Rodriguez
- 3. Approval of Agenda**
- 4. Approval of Minutes from August 24, 2022**
- 5. Monthly Reports**
  - Census Log
  - Bite Report
  - Operations Report
  - Accounting Report
- 6. Committee Business**
  - *Discussion of Donations Made to KC Animal Control*
  - *Discussion of Notice to Heirs and Legatees of the Estate of Max C Gartner*
  - *Hiring Update*
- 7. Public Comment**
- 8. Executive Session**
- 9. Action Items for County Board**
- 10. 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*



**MEETING MINUTES FOR WEDENSDAY, August 24, 2022**

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

**Roll Call**

<b>Attendee</b>	<b>Status</b>	<b>Arrived</b>	<b>Left Meeting</b>
Amy Cesich	Present		
Brian DeBolt	Here		
Elizabeth Flowers	Present		
Scott Gengler	Here		
Ruben Rodriguez	Here		

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

Others present: Kelly Prestegaard, Animal Control Director, Scott Koeppel, County Administrator

**Motion made to amend the agenda** to correct the dates of the minutes to be approved by the committee. Motion made by Member Gengler, to change the date of the minutes to be approved from June 22, 2022 to July 13, 2022, second by Member Flowers. **With five members in agreement, the minutes were approved by a 5-0 vote.**

**Approval of Minutes** – Motion made by Member Flowers, to approve the minutes from July 13, 2022, second by Member DeBolt. **With five members in agreement, the minutes were approved by a 5-0 vote.**

**Monthly Reports**

- **Census Log** – Director Prestegaard reviewed the census log with the committee, and noted that intakes have slowed down, but still higher than last year. Current 13 animals are available for adoption. Large number of pit bulls are available on the adoption side. Working on getting adoptable pets up on Petfinder and Facebook, difficult with their lower staff levels. **Written report provided.**  
 Dogs in the shelter: 26  
 Cats in the shelter: 8
- **Bite Report** – Director Prestegaard reviewed the Bite Report, noted 24 total, 2 cat bites, 22 dog bites. None of the animals were euthanized from this group. All unvaccinated animals will be vaccinated, if they were not vaccinated previously. **Written report provided.**

- **Operations Report** – Director Prestegaard reported on the staffing shortages, said it’s been going slow, she is working with HR on some potential candidates.  
Mr. Koepfel stated that he had asked the HR Representative to be at this meeting, but she could not attend, but she did supply a memo. HR and Director Prestegaard working together to increase hiring and working to help improve the process. Inmate program has not been working currently, Mr. Koepfel said Sheriff’s office does not have the staff to help with this program at this time. Community workers have not been coming in either. **Written memo provided.**

Director Prestegaard reported that the microchip program is going phenomenally well. They are currently able to microchip four days a week and typically microchipping 10-15 animals a week.

**Accounting Report** – Mr. Koepfel reviewed the monthly report with the committee. He noted that the struggle is still the number of tags sold, decrease of \$7000 at this time as compared to last year at this time. Noted that this may be due to the cycle of the three year tags as discussed by Dr. Schlapp at last month’s meeting. Director Prestegaard is working to identify the vet offices that are not currently selling the County’s tags. Expenses are down as well from last year, due to salary line item. Budget has been written for 2023, and asking to remove two part-time technician positions to be replaced by one full-time technician. **Written report provided.**

**Committee Business**

- *Discussion and Approval of the Full-Time Kennel Technician Job Description*

Discussion ensued regarding the approval of a full-time kennel technician. Mr. Koepfel does recommend putting full-time position in the budget for next year but posting it now, as the hiring process could take some time. Mr. Koepfel noted the benefits of having a full time position; these include staff that can work on weekends, handling of the more dangerous dogs after training, keeping staff and not having turnover. Mr. Koepfel stated that this is a new position and is different enough from the part-time to warrant a review.

Committee will discuss the hiring of the position after the job description is approved.

Motion made to send the Full-Time Kennel Technician Job Description for review to the State’s Attorney and then forward to the September 20, 2022 County Board for approval. Motion made by Member Flowers, second by Member Gengler. **With five members in agreement, the motion carried by a vote of 5 -0.**

**Public Comment** – None

**Executive Session** – Member DeBolt 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**

<b>Attendee</b>	<b>Status</b>
Amy Cesich	yes
Brian DeBolt	yes
Elizabeth Flowers	aye
Scott Gengler	yes
Ruben Rodriguez	yes

**Action Items for the County Board**

- *Approval of the Full-Time Kennel Technician Job Description*

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

**Adjournment** – Member DeBolt made a motion to adjourn the meeting, second by Member Gengler. **With five members present in agreement, the meeting was adjourned at 9:00 a.m.**

Respectfully Submitted,

Sally A. Seeger  
Administrative Assistant/Recording Clerk



## Kennel Comparisons Statistics

### "Intake Comparisons"

1/1/21 to 9/20/21

1/1/22 to 9/20/22

<b>Dogs</b>				
Strays	124	148	↑	19.4 %
Owner Surrenders	23	39	↑	69.6 %
Legal	1	3	↑	200.0 %
<b>Total Dogs Received:</b>	<b>148</b>	<b>190</b>	↑	<b>28.4 %</b>
<b>Cats</b>				
Strays	32	32	↑	- %
<b>Total Cats Received:</b>	<b>32</b>	<b>32</b>	↓	<b>0.0 %</b>
<b>Total Intakes:</b>	<b>180</b>	<b>222</b>	↑	<b>23.3 %</b>

### "Outcome Comparisons"

1/1/21 to 9/20/21

1/1/22 to 9/20/22

<b>Dogs</b>				
Adoption	29	79	↑	172.4 %
Euthanasia	4	10	↑	150.0 %
Return to Owner	100	94	↓	6.0 %
Transfer to Rescue	11	5	↓	54.5 %
<b>Total Dogs Dispositioned:</b>	<b>144</b>	<b>188</b>	↑	<b>30.6 %</b>
<b>Cats</b>				
Adoption	18	26	↑	44.4 %
Euthanasia	3	0	↓	100.0 %
Return to Owner	5	3	↓	40.0 %
Transfer to Rescue	3	2	↓	33.3 %
<b>Total Cats Dispositioned:</b>	<b>29</b>	<b>31</b>	↑	<b>6.9 %</b>
<b>Total Outcomes:</b>	<b>173</b>	<b>219</b>	↑	<b>26.6 %</b>

Animals in the Shelter on 9/20/2022

CAT	DOG	Total
3	13	16



## Kennel Comparisons Statistics

### "Intake Comparisons"

8/1/21 to 8/18/21

8/1/22 to 8/18/22

<b>Dogs</b>				
Strays	5	8	↑	60.0 %
Owner Surrenders	3	1	↓	66.7 %
<b>Total Dogs Received:</b>	<b>8</b>	<b>9</b>	↑	<b>12.5 %</b>
<b>Cats</b>				
Strays	3	3	↑	- %
<b>Total Cats Received:</b>	<b>3</b>	<b>3</b>	↓	<b>0.0 %</b>
<b>Total Intakes:</b>	<b>11</b>	<b>12</b>	↑	<b>9.1 %</b>

### "Outcome Comparisons"

8/1/21 to 8/18/21

8/1/22 to 8/18/22

<b>Dogs</b>				
Adoption	5	4	↓	20.0 %
Euthanasia	3	0	↓	100.0 %
Return to Owner	5	4	↓	20.0 %
<b>Total Dogs Dispositioned:</b>	<b>13</b>	<b>8</b>	↓	<b>38.5 %</b>
<b>Cats</b>				
Adoption	1	2	↑	100.0 %
Return to Owner	2	0	↓	100.0 %
<b>Total Cats Dispositioned:</b>	<b>3</b>	<b>2</b>	↓	<b>33.3 %</b>
<b>Total Outcomes:</b>	<b>16</b>	<b>10</b>	↓	<b>37.5 %</b>

Animals in the Shelter on 8/18/2022

	CAT	DOG	Total
	8	26	34



## Kennel Comparisons Statistics

### "Intake Comparisons"

9/1/21 to 9/20/21

9/1/22 to 9/20/22

<b>Dogs</b>				
Strays	19	9	↓	52.6 %
Owner Surrenders	1	2	↑	100.0 %
<b>Total Dogs Received:</b>	<b>20</b>	<b>11</b>	↓	<b>45.0 %</b>
<b>Cats</b>				
Strays	3	1	↓	66.7 %
<b>Total Cats Received:</b>	<b>3</b>	<b>1</b>	↓	<b>66.7 %</b>
<b>Total Intakes:</b>	<b>23</b>	<b>12</b>	↓	<b>47.8 %</b>

### "Outcome Comparisons"

9/1/21 to 9/20/21

9/1/22 to 9/20/22

<b>Dogs</b>				
Adoption	5	10	↑	100.0 %
Euthanasia	0	2	↑	200.0 %
Return to Owner	12	4	↓	66.7 %
Transfer to Rescue	2	1	↓	50.0 %
<b>Total Dogs Dispositioned:</b>	<b>19</b>	<b>17</b>	↓	<b>10.5 %</b>
<b>Cats</b>				
Adoption	4	5	↑	25.0 %
<b>Total Cats Dispositioned:</b>	<b>4</b>	<b>5</b>	↑	<b>25.0 %</b>
<b>Total Outcomes:</b>	<b>23</b>	<b>22</b>	↓	<b>4.3 %</b>

Animals in the Shelter on 9/20/2022

	CAT	DOG	Total
	3	13	16

# Kendall County Animal Control

802 John Street  
Yorkville IL 60560



Bites between 8/1/2022 and 8/31/2022

<u>Date</u>	<u>Pet Name</u>	<u>Breed</u>	<u>Vaccinated</u>	<u>Altered</u>	<u>Victim/Owner</u>	<u>Multiple Bites</u>
08/01/2022	NALA	ENG BULLDOG	NOT UTD	UNALTERED	OWNER	NO
08/01/2022	ROCKET	SIBERIAN HUSKY	UTD	ALTERED	OWNER	NO
08/02/2022	ZUES	DOMESTIC SH	UTD	ALTERED	VICTIM	YES
08/02/2022	ZUES	DOMESTIC SH	UTD	ALTERED	VICTIM	YES
08/03/2022	NAHLA	PIT BULL	NOT UTD	UNALTERED	OWNER	NO
08/05/2022	GEORGIA	PIT BULL	UTD	ALTERED	VICTIM	NO
08/08/2022	TRUNK	DOMESTIC SH	NOT UTD	UNALTERED	VICTIM	NO
08/11/2022	UNKNOWN	POODLE MIN	NOT UTD	UNALTERED	VICTIM	UNK
08/11/2022	BAYMAX	WELSH CORGI PEM	UTD	UNALTERED	VICTIM	NO
08/14/2022	RAMBO	BELG MALINOIS	UTD	UNALTERED	OWNER	YES
08/14/2022	CODY	CAVALIER SPAN / BICHON FRISE	UTD	ALTERED	OWNER	NO
08/15/2022	MOOSE	BELG MALINOIS	UTD	ALTERED	VICTIM	NO
08/15/2022	POPPY	JACK RUSS TERR / MIX	UTD	ALTERED	OWNER	NO
08/16/2022	BUDDY	LABRADOR RETR / POODLE STND	UTD	ALTERED	VICTIM	NO
08/17/2022	DENVER	GERM SHEPHERD	UTD	ALTERED	VICTIM	NO
08/17/2022	DENVER	GERM SHEPHERD	UTD	ALTERED	VICTIM	NO
08/20/2022	UNKNOWN	PIT BULL	NOT UTD	UNALTERED	VICTIM	UNK
08/21/2022	LEXA	PIT BULL	UTD	ALTERED	OWNER	NO
08/23/2022	UNKNOWN	CANE CORSO	NOT UTD	UNALTERED	VICTIM	UNK
08/23/2022	OAKLEY	BERNESE MTN DOG / MIX	UTD	UNALTERED	VICTIM	NO
08/26/2022	ROCKY	LABRADOR RETR / MIX	UTD	ALTERED	VICTIM	NO
08/26/2022	UNKNOWN	MIXED	NOT UTD	UNALTERED	VICTIM	UNK
08/26/2022	ZOEY	AUST SHEPHERD	UTD	ALTERED	VICTIM	NO
08/27/2022	BABY	DOMESTIC SH	NOT UTD	UNALTERED	OWNER	NO
08/27/2022	GUNNER	GERM SHEPHERD	UTD	ALTERED	OWNER	NO
08/28/2022	UNKNOWN	MIXED	NOT UTD	UNALTERED	VICTIM	UNK
08/30/2022	CHASE	MASTIFF / MIX	UTD	UNALTERED	VICTIM	NO
08/31/2022	DAISY	GOLDEN RETR / POODLE STND	UTD	UNALTERED	VICTIM	NO
08/31/2022	SADIE	BICHON FRISE / MIX	UTD	ALTERED	VICTIM	NO
08/31/2022	LIDDY	GOLDEN RETR / POODLE STND	UTD	UNALTERED	VICTIM	YES

Breed	Total
<b>Total</b>	<b>28</b>
<b>CAT</b>	<b>3</b>
DOMESTIC SH	3
<b>DOG</b>	<b>25</b>



Date

Pet Name

Breed

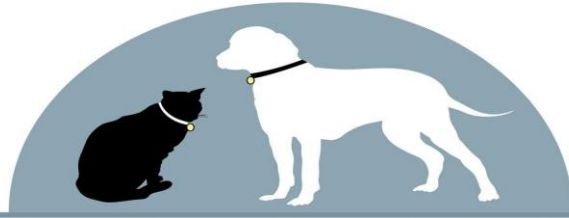
Vaccinated

Altered

Victim/Owner

Multiple Bites

	Total
AUST SHEPHERD	1
BELG MALINOIS	2
BERNESE MTN DOG / MIX	1
BICHON FRISE / MIX	1
CANE CORSO	1
CAVALIER SPAN / BICHON FRISE	1
ENG BULLDOG	1
GERM SHEPHERD	2
GOLDEN RETR / POODLE STND	2
JACK RUSS TERR / MIX	1
LABRADOR RETR / MIX	1
LABRADOR RETR / POODLE STND	1
MASTIFF / MIX	1
MIXED	2
PIT BULL	4
POODLE MIN	1
SIBERIAN HUSKY	1
WELSH CORGI PEM	1



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

***Financial Statements FY22***  
***August 2022***

**KENDALL COUNTY ANIMAL CONTROL FUND #1301**  
**Statement of Revenues And Expenditures**  
**8/31/2022**

	<b>CURRENT YEAR</b>				<b>PRIOR YEAR</b>	<b>VARIANCE</b>
	<b>FY22 Budget</b>	<b>August Actual</b>	<b>FY22 YTD</b>	<b>YTD Percent of Budget</b>	<b>FY21 YTD</b>	<b>FY22 YTD v. FY21 YTD</b>
<b>REVENUE</b>						
Fines & Fees	\$ 20,000	\$ 572	\$ 21,934	109.7%	\$ 21,656	\$ 278
Miscellaneous	300		108	36.0%	70	38
Donations	5,000		1,098	22.0%	665	433
Rabies Tags Sold	300,000	19,435	169,414	56.5%	176,430	(7,016)
Intact Registration Fee	13,000	420	5,879	45.2%	10,835	(4,956)
Transfer In from State Pet Fund						
<b>Total Revenue</b>	<b>\$ 338,300</b>	<b>\$ 20,427</b>	<b>\$ 198,433</b>	<b>58.7%</b>	<b>\$ 209,655</b>	<b>\$ (11,223)</b>
<b>EXPENDITURE</b>						
Salary - Other	\$ 84,872	\$ 3,398	\$ 47,921	56.5%	\$ 52,284	\$ (4,363)
Salary - Administrator	6,500	500	4,750	73.1%	4,250	500
Salary - Animal Control Warden	60,000	4,615	42,231	70.4%	25,198	17,033
Salary - Assistant Warden	37,440	3,040	26,512	70.8%	24,405	2,107
Overtime	1,500	-	-		1,251	(1,251)
Office Supplies	1,500	-	429	28.6%	1,624	(1,195)
Postage	1,600	174	1,176	73.5%	1,168	8
Training	2,000	46	240	12.0%	1,038	(799)
Telephone & Pager	1,200	75	552	46.0%	152	400
Equipment	3,500		1,956	55.9%	981	976
Vehicle Maintenance	1,600		73	4.6%	801	(727)
Gasoline/Fuel/Oil	600		177	29.5%	253	(76)
Uniforms	750	-	374	49.9%	590	(216)
Refunds		-	940		-	
Observation/Disposal	500		200	40.0%	-	200
Microchips	1,000		750	75.0%		750
Volunteers/Public Relations	1,000				830	(830)
Neuter/Spay Fees						-
Rabies Tags	2,500		2,313	92.5%	2,276	37
Transportation, Board & Care	12,000	443	1,776	14.8%	2,285	(509)
Kennel Improvements					-	-
Capital Expenditures					211	(211)
<b>Total Operating Expenditure</b>	<b>\$ 220,062</b>	<b>\$ 12,290</b>	<b>\$ 132,371</b>	<b>60.2%</b>	<b>\$ 119,598</b>	<b>12,773</b>
<b>TRANSFERS OUT</b>						
Transfer to General Fund	\$ 51,923	\$ 869	\$ 9,231	17.8%	\$ 10,600	\$ (1,369)
Transfer to IMRF Fund	16,000	770	8,573	53.6%	9,546	(973)
Transfer to SS Fund	13,000	861	9,378	72.1%	8,450	928
Transfer to Building Fund	35,050					
<b>Total Transfers Out</b>	<b>\$ 115,973</b>	<b>\$ 2,501</b>	<b>\$ 27,182</b>	<b>23.4%</b>	<b>\$ 28,596</b>	<b>\$ (1,415)</b>
<b>Total Expenditure &amp; Transfers Out</b>	<b>\$ 336,035</b>	<b>\$ 14,791</b>	<b>\$ 159,553</b>	<b>47.5%</b>	<b>\$ 148,194</b>	<b>\$ 11,358</b>
<b>Total Revenue Over/(Under) Expenditure</b>	<b>\$ 2,265</b>	<b>\$ 5,636</b>	<b>\$ 38,880</b>	<b>1716.6%</b>	<b>\$ 61,461</b>	<b>\$ (22,581)</b>

**KENDALL COUNTY ANIMAL CONTROL FUND #1301  
FUND (CASH) BALANCE  
FY 2021**

MONTH	FY22 Monthly REVENUE OVER/(UNDER) EXPENSES	FY22 FUND (CASH) BALANCE	FY21 Monthly REVENUE OVER/(UNDER) EXPENSES	FY21 FUND (CASH) BALANCE
Beginning Fund (Cash) Balance		\$ 159,477		\$ 138,754
December-21	\$ (6,190)	153,287	\$ 11,646	150,400
January-22	21,276	174,563	6,310	156,710
February-22	392	174,955	23,019	179,729
March-22	4,448	179,403	3,030	182,759
April-22	6,407	185,809	5,710	188,469
May-22	5,664	191,473	4,986	193,455
June-22	14,073	205,546	10,169	203,624
July-22	1,276	206,822	(3,409)	200,215
August-22	5,636	212,458	27,395	227,610
September-22		212,458	6,756	234,365
October-22		212,458	1,963	236,328
November-22		212,458	(76,851)	159,477
Fund (Cash)	\$ 52,981		\$ 20,723	
YTD Fund Balance		\$ 212,458		\$ 159,477

**KENDALL COUNTY ANIMAL CONTROL**  
**Statement of Revenues And Expenditures**  
**8/31/2022**

**Animal Medical Care Fund #1302**

	<b>FY22 Budget</b>	<b>August Actual</b>	<b>YTD Actual</b>	<b>YTD Percent of Budget</b>	<b>Fund Balance</b>
<b>Beginning Balance</b>	<b>\$ 18,050</b>				FY13 \$250 FY14 21,935 FY15 33,497
<b>Revenue</b>					FY16 32,810 FY17 32,325 FY18 26,165 FY19 20,132
Donations & Receipts	10	364	2,414	24140.0%	FY20 18,939
Total Revenue	10	364	2,414	24140.0%	FY21 18,050 FY22 \$ (1,370)
<b>Expenditure</b>					
Animal Medical Care Expenses	3,000	-	3,334	111.1%	
Heartworm Testing	500	-	161	32.1%	
FeLuk/FIV Testing	750	-	289	38.5%	
Total Expenditure	4,250	-	3,784	89.0%	
<b>Ending Balance</b>	<b>\$ 13,810</b>	<b>\$ 364</b>	<b>\$ (1,370)</b>		

**County Animal Population Control Fund #1309**

	<b>FY22 Budget</b>	<b>August Actual</b>	<b>YTD Actual</b>	<b>YTD Percent of Budget</b>	<b>Fund Balance</b>
<b>Beginning Balance</b>	<b>\$ 114,716</b>				FY11 46,246 FY12 60,939 FY13 64,358
<b>Revenue</b>					FY14 71,549 FY15 83,094 FY16 97,935 FY17 106,508
Fees	12,000	1,010	12,370	103.1%	FY18 108,859
Total Revenue	12,000	1,010	12,370	103.1%	FY19 117,265 FY20 115,665 FY21 114,716 FY22 (260)
<b>Expenditure</b>					
Spay/Neuter Fees - Targeted Dogs/Cats	15,000	607	5,084	33.9%	
Spay/Neuter Fees - Adopted Dogs/Cats	5,000	906	7,545	150.9%	
Total Expenditure	20,000	1,514	12,630	63.2%	
<b>Ending Balance</b>	<b>\$ 106,716</b>	<b>\$ (504)</b>	<b>\$ (260)</b>		

**Animal Control Capital Fund #1400**

	<b>FY22 Budget</b>	<b>August Actual</b>	<b>YTD Actual</b>	<b>YTD Percent of Budget</b>	<b>Fund Balance</b>
<b>Beginning Balance</b>	<b>\$ 23,607</b>				FY11 87,769
<b>Expenditure</b>					FY13 46,762 FY14 51,661 FY15 69,276 FY16 125,571 FY17 134,712 FY18 142,293 FY19 113,553 FY20 3,551 FY21 23,607 FY22 \$ (5,760)
Expense - Building Improvements	10,000	-	-		
Capital Expenditure	2,500	-	5,760	230.4%	
Total Expenditure	12,500	-	5,760	46.1%	
<b>Transfers In</b>					
Transfers In - from Animal Control Fund	35,050	-	-		
Total Transfers In	35,050	-	-		
<b>Ending Balance</b>	<b>\$ 46,157</b>	<b>\$ -</b>	<b>\$ (5,760)</b>		

**Alan E Lechowicz & Associates, Ltd.**  
**Attorney at Law**

1240 Iroquois Avenue, Suite 102  
Naperville, Illinois 60563  
Tel: (630) 210-8800 Fax: (630) 753-8039  
Direct Line: (630) 753-8030  
Email: [al@lechowiczlaw.com](mailto:al@lechowiczlaw.com)

August 26, 2022

**VIA CERTIFIED MAIL**

To the Heirs and Legatees

Re: Estate of Max C Gartner  
DuPage County Case No. 2022 PR 516

**NOTICE TO HEIRS/LEGATEES**

To the Heirs & Legatees of the above Estate-

This is formal Notice that Max C Gartner , the decedent, died on 4/18/2022 and you have or may have an interest in the Max C Gartner Estate.

The following individual, at the following address, has been appointed as the Independent Executor of the Estate. A copy of the Appointment is enclosed.

Gerald Gartner  
2659 Cranbrook Street  
Naperville, Illinois 60564

All documents, pleadings and information relating to the Estate are on file with the DuPage County Probate Clerk, 505 N County Farm Road, Wheaton, Illinois 60187. Phone number (630)406-8700.

The last day to file a claim against the Estate is 6 months after the publication of the Notice of Probate. The Certificate of Publication is enclosed.

In the event that any heir or legatee has questions or issues with the Estate including distribution of assets, payment of expenses or other administration matters, the heir or legatee may petition the DuPage County Probate Court.

Enclosed is the DuPage County Probate Form 3820 titled Notice to Heirs and Legatees.

Enclosed is the DuPage County Probate Form 3715 titled Appearance Consent to Proof of Will by Affidavit. If you have no objection to the admittance of the will to probate and the appointment of the independent executor, please sign and date the Form and return it to me.

Enclosed is a copy of the DuPage County Probate Form 3807 titled Petition for Probate of Will and for Letters testamentary.

Enclosed is the DuPage County Probate Form 2022PR516-41 and 40 titled Letter of Office -Decedent's Estate and Order Admitting Will to Probate and Order Appointing representative and Issuing Letters of Office.

Probate in Illinois can take one to one and one-half years to complete. You will be periodically updated on the status of the Estate administration which will include an Inventory and an Accounting of the cash receipts, cash disbursements and proposed distributions.

Although I represent the Executor and can not represent any Heir or Legatee, if you have questions on the status of the Estate administration, I will be happy to answer any questions. If you have any questions, please call me.

Sincerely,



Alan E Lechowicz

## **INFORMATION FOR THE BENEFICIARIES OF THE ESTATE OF**

### **MAX C. GARTNER**

This handout is intended to answer some of the initial questions you may have relative to the administration of this estate and will serve as your guide through the administration process. This may be your first experience with the administration of a decedent's estate, and, understandably, you may have a number of questions about the procedure. I suggest that you keep this handout available for reference as questions may arise regarding specific issues in the course of the administration. When you have a question not satisfactorily answered by the handout or the materials enclosed, feel free to call my office and any time. I will be available to respond by phone. I can assure you that my office will make every effort to insure that the administration proceeds smoothly and is brought to a timely and satisfactory conclusion.

### **PROBATE**

The probate process offers a procedure by which the legal affairs of a deceased person can be finally resolved and his or her estate distributed as directed in the Will, or, if there is no Will, then as provided by Illinois law. The Representative of the estate will be the person responsible to you as well as to the Court for its effective and efficient administration.

The minimum period of probate in Illinois for estates such as this is six months from the date of the first legal notice publication to the estate's creditors in the local newspaper. I intend to place that publication within the next thirty days after the executor is appointed. During that six-month period, it will be the Representative's obligation to secure the assets of the estate, sell those assets as may be appropriate, pay all of the decedent's debts and estate liabilities, and generally resolve all of the legal affairs of the decedent. When those matters have been attended to, I will be in a position to consider the distribution of the estate assets to the beneficiaries. At this early stage in the administration it is not possible to determine with accuracy when the estate will be ready for distribution. As soon as I have more information regarding the precise nature and extent of the estate assets and the decedent's liabilities, I will be in a better position to discuss the timing of distribution and the closing of the estate.

### **COURT APPEARANCES AND DOCUMENTS**

Unless unexpected problems arise, it will not be necessary for you to personally appear in court at any time in connection with this estate. Likewise, it will not be necessary for you to take any affirmative action in response to the various notices and mailing you will be receiving from this office in order to secure your inheritance. As the administration processes, I will forward to you for your information copies of the significant court documents as they are filed. It is important that you be fully informed as to the status of this estate throughout the course of its administration, and I will extend every effort in that direction.



## TAXES

### A. Income Tax

The estate will be responsible for the filing of the decedent's final U.S. and Illinois income tax returns if those returns are required. If you have any information or documents relating to the decedent's income for either last year or the current year, I ask that you contact my office accordingly.

It also may be necessary for the estate to file U.S. and Illinois estate (fiduciary) income tax returns. The amounts reflected on those returns may possibly impact the beneficiaries' personal income tax returns for the current year, or, perhaps, a subsequent year. If so, I will advise you in that regard.

### B. Estate Tax

A preliminary review of the decedent's assets indicates that the gross value of the estate may exceed \$4,000,000. That being the case, it may be necessary for me to prepare and file U.S. and Illinois estate tax returns, those returns being due not later than nine months from the date of death. A tax will be assessed against the estate based upon its total date of death value with a federal estate tax exemption being \$12,060,000 and the Illinois Exemption being \$4,000,000. Any inheritance to a surviving spouse will be exempt from tax regardless of the value. The first step in the estate tax determination process is an independent appraisal of the estate assets.

## CASH ACCOUNTING

It is the Representative's responsibility to collect the decedent's cash accounts and other assets and pay those debts and costs as appropriate. In order to facilitate the handling of the estate cash, the Representative will open an estate checking account at a local bank. The Representative will deposit all cash that is received and make all estate related disbursements from that checking account. By so doing, there will be a documented record at the bank of all estate receipts and disbursements. The Representative can transfer excess funds to a money market account so that the estate cash will earn interest during the course of the administration. The bank records will be maintained by the Representative. The Representative will be the only person authorized to sign checks or make withdrawals from the estate accounts.

Before this estate is closed, you will receive a detailed accounting from the representative office itemizing the source and amount of all estate receipts, and the payee, amount, and reason for all estate disbursements. You will then have the opportunity to approve or object to that accounting. If there are no objections, then the estate assets will be distributed.

## **INVENTORY**

It is the Representative's responsibility to provide each beneficiary an Inventory of the estate assets.

## **RECEIPT ON DISTRIBUTION**

Prior to the distribution of the assets to the beneficiaries, the Representative may request each beneficiary to sign a Receipt on Distribution which approves the Representative's proposed distribution and releases the Representative from liability.

## **WILL**

The original will is filed with the county probate clerk. You can obtain a copy of the filed will from the probate clerk's office. You can request a copy from the Representative.

## **ATTORNEY FEES - REPRESENTATIVE FEES**

Illinois law provides that the attorney and the Representative are entitled to reasonable fees for the services rendered to the estate. With regard to the fees of this office, at the appropriate time in the course of the estate's administration, I will submit to the Representative for his or her review and approval an itemized statement of all of the services I have rendered in connection with the representation of this estate. That statement will reflect each date we worked on the file and describe in detail the specific work performed. Many of the charges that will appear on the fee itemization will be based upon an hourly rate for which detailed time records have been maintained. Other of those charges may be determined by the difficulty or novelty of particular issues that arise in the course of the administration, time limitations that may be imposed upon our office by the circumstances of the estate or the parties involved in same, or the extent that my representation in a particular matter may result in a significant enhancement of the estate assets. The amount of our fees will be included in the accounting of the estate which will be sent to you as an estate beneficiary for your review along with the fee claim of the Representative. You will have the opportunity to either approve or object to the fees claimed before they are paid by objecting to the accounting.

## **YOUR PART**

Your cooperation with the Representative and this office in the handling of the estate affairs can result in increased efficiency and economies in its administration. If you have any information or documents regarding the decedent's affairs or that you feel may be important to the administration of this estate, I request that you contact my office accordingly. I will try to keep you advised relative to the progress and affairs of the estate by periodic mailings. If, at any time you have questions regarding same, you may feel free to contact the Representative or our office accordingly, and I will promptly respond. I represent the executor and not any beneficiary. You have the right to be represented by your own attorney who can represent your interests.

I appreciate the fact that you have a definite interest in how estate affairs are handled, and I will extend every effort to facilitate the efficient and economical administration of same. You can support that effort by promptly responding to any requests that may be made by my office.

Sincerely,

A handwritten signature in black ink, appearing to read "Alan E. Lechowicz". The signature is fluid and cursive, with a long horizontal stroke extending to the right.

Alan E. Lechowicz

AEL/dlb

STATE OF ILLINOIS UNITED STATES OF AMERICA COUNTY OF DU PAGE
IN THE CIRCUIT COURT OF THE EIGHTEENTH JUDICIAL CIRCUIT

IN RE THE ESTATE OF

2022PR000516

CASE NUMBER

Candice Adams
e-filed in the 18th Judicial Circuit Court
DuPage County
ENVELOPE: 18438403
2022PR000516
FILEDATE: 6/27/2022 9:25 AM
Date Submitted: 6/27/2022 9:25 AM
Date Accepted: 6/27/2022 2:22 PM
MM

MAX C GARTNER,
DECEASED

File Stamp Here

PETITION FOR PROBATE OF WILL AND FOR LETTERS TESTAMENTARY

[X] Excutor [ ] \* Independent [ ] Supervised [ ] Administrator with the Will Annexed

The undersigned, on oath states:

1. The decedent, whose place of residence at the time of death was

27 W 200 87TH ST, NAPERVILLE, ILLINOIS 60565

died on 4/18/2022, at NAPERVILLE, ILLINOIS leaving a Will.

2. The approximate value of the estate in this state is:

Personal \$ 1,044,000 Real \$ 2,490,000 Annual Income From Real Estate \$

3. The name and addresses of the testator's heirs and legatees are (list heirs first): list on additional sheet

Name Relationship Heir - H Minor - M Address
See Exhibit A Legatee - L Disabled - D (If unknown, so state)

4. The testator nominated the following to act in the office indicated above:

Name GERALD J GARTNER Address 2659 CRANBROOK, NAPERVILLE, IL 60564

5. Petitioner, as indicated above, is legally qualified to act, or nominate a resident of Illinois to act. Petitioner asks that letters testamentary be issued.

6. \* If so indicated above, the Petitioner requests independent administration. The name and address of the personal fiduciary designated to act during independent administration for each heir who is a minor or disabled person are shown on Exhibit A attached and made part of this petition.

Name: ALAN E LECHOWICZ [ ] Pro Se

[Handwritten Signature]
Petitioner Signature

DuPage Attorney Number: 284627

2659 CRANBROOK STREET, NAPERVILLE, IL 60564

Attorney for: ESTATE

Address, City, State, Zip

Address: 1240 IROQUOIS AVENUE, STE 102

Signed and sworn to before me

City/State/Zip: NAPERVILLE, IL 60563

6/19/22

Telephone Number: 630-753-8030

Date

Email: AL@LECHOWICZLAW.COM

[Handwritten Signature]

If a consul or consular agent is to be notified, name Country

Circuit Clerk or Notary Public

**ESTATE OF MAX C. GARTNER - EXHIBIT A**

	<u>Name/Address</u>	<u>Relationship</u>	<u>H-Heir/L-Legatee</u>	<u>M-Minor</u>
1)	Eva G. Gartner 27W200 87 <sup>th</sup> Street Naperville, IL 60565	Spouse	H/L	N/A
2)	Kristen Fulsang Jackson Address unknown	Daughter	H/L	N/A
3)	Mindy O'Neall 234 Princess Drive Fairbanks, AK 99701	Daughter	H/L	N/A
4)	Amber O'Neall Gartner 1611 Solitude Court Spring Hill, TN 37174	Daughter	H/L	N/A
5)	Lindsey Harper 1611 Solitude Court Spring Hill, TN 37174	Granddaughter	L	N/A
6)	Nolan Harper 1611 Solitude Court Spring Hill, TN 37174	Grandson	L	N/A
7)	Don Smith 5465 MacLain Lane Hanover Park, IL 60133	Foster Brother	L	N/A
8)	Debbie (Smith) Zieche 21925 N. Bolivia Street Maricopa, AZ 85138	Foster Sister	L	N/A
9)	Frank A. Salaski 5221 W. 64 <sup>th</sup> Place Chicago, IL 60638	Foster Brother	L	N/A
10)	Ryke Hanson 2013 Kennedy Road Bristol, IL 60512	Friend	L	N/A

STATE OF ILLINOIS

COUNTY OF DU PAGE

UNITED STATES OF AMERICA  
IN THE CIRCUIT COURT OF THE EIGHTEENTH JUDICIAL CIRCUIT

**FILED**  
22 Jul 25 PM 01: 02  
*Candice Adams*  
CLERK OF THE  
18TH JUDICIAL CIRCUIT  
DUPAGE COUNTY, ILLINOIS

IN RE THE ESTATE OF

2022PR000516  
CASE NUMBER

MAX C GARTNER

DECEDENT

**ORDER ADMITTING WILL TO PROBATE**

On the verified petition of GERALD J GARTNER for the admission to probate of the Will of the decedent, the Will having been proved as provided by law.

**1. IT IS HEREBY ORDERED:**

The Will of the decedent dated 12/16/2021 be admitted to probate.

**ORDER APPOINTING REPRESENTATIVE AND ISSUING LETTERS OF OFFICE TESTATE**

On the verified petition of GERALD J GARTNER for issuance of LETTERS OF OFFICE.

The Court having found as of the date of death, the gross value of the estate of the decedent, subject to administration in Illinois, is \$2,490,000.00 of real estate and \$1,044,000.00 of personal estate.

**2. IT IS HEREBY ORDERED:**

Letters of Office as INDEPENDENT EXECUTOR shall be issued to GERALD J GARTNER.

**ORDER DECLARING HEIRSHIP**

After considering evidence concerning heirship, the Court declares that the decedent left surviving as his/her only heirs:

Name	Relationship	Residence	Age	Portion
KRISTIN FULSANG JACKSON	DAUGHTER	1641 SALEM VILLAGE DR, APEX, NC 27502	NA	.00065%
MINDY O'NEALL	DAUGHTER	234 PRINCESS DR, FAIRBANKS, AK 99701	NA	.00065%
AMBER O'NEALL GARTNER	DAUGHTER	1611 SOLITUDE CT, SPRING HILL, TN 37174	NA	.00065%

This cause is set for STATUS in Courtroom 2011 on 06/27/2023 at 09:00 AM.

**FOR INFORMATION ONLY:**

The following dates have been scheduled.

Date: 06/27/2023 Time: 09:00 AM Room: 2011 Purpose: STATUS.

Submitted by: ALAN E LECHOWICZ

Attorney Firm: ALAN E LECHOWICZ & ASSOCIATES, LTD

DuPage Attorney Number: 284627

PRO SE

Attorney for: ESTATE

Address: 1240 IROQUOIS AVE, SUITE 102

City/State/Zip: NAPERVILLE, IL, 60563

Phone number: 630-753-8030

Entered: *Paul M Fullerton*

JUDGE PAUL M FULLERTON

Validation ID : DP-07252022-0102-04523

Date: 07/25/2022

Email : al@lechowiczlaw.com

STATE OF ILLINOIS

COUNTY OF DU PAGE

UNITED STATES OF AMERICA  
IN THE CIRCUIT COURT OF THE EIGHTEENTH JUDICIAL CIRCUIT

**FILED**

22 Jul 25 PM 01: 02

*Candice Adams*

CLERK OF THE  
18TH JUDICIAL CIRCUIT  
DUPAGE COUNTY, ILLINOIS

IN RE THE ESTATE OF

2022PR000516  
CASE NUMBER

MAX C GARTNER  
DECEASED

**LETTER OF OFFICE  
DECEDENT'S ESTATE**

GERALD J GARTNER has been appointed INDEPENDENT EXECUTOR of the estate of MAX C GARTNER, deceased who died 04/18/2022, and is authorized to take possession of and collect the estate of the decedent, and to do all acts required of GERALD J GARTNER by law, pursuant to order of Court entered 07/25/2022 by Judge PAUL M FULLERTON.

WITNESS: CANDICE ADAMS, Clerk of Eighteenth Judicial Circuit Court, and the seal thereof, Wheaton, Illinois



Date : 07/25/2022

*Candice Adams*

Clerk of the Eighteenth Judicial Circuit

**CERTIFICATE**

I certify that this is a copy of the Letters of Office now in force and effect on this date in this estate

Name: ALAN E LECHOWICZ  
DuPage Attorney Number: 284627  
Attorney for: ESTATE  
Address: 1240 IROQUOIS AVE, SUITE 102  
City/State/Zip: NAPERVILLE, IL, 60563  
Phone number: 630-753-8030  
Email: al@lechowiczlaw.com

PRO SE

THE  
COURT  
2022 - 7 - 25 4:08



LEGAL NOTICE  
 UNITED STATES OF  
 AMERICA  
 STATE OF ILLINOIS  
 COUNTY OF DUPAGE  
 IN THE CIRCUIT COURT  
 OF THE EIGHTEENTH  
 JUDICIAL CIRCUIT  
 Estate of  
 MAX C GARTNER  
 Case No.: 2022 PR 516  
 Notice is given of the death  
 of Max C Gartner, whose  
 address was 27 W 200 87th  
 St., Naperville, IL 60565  
 Letters of Office were issued  
 on July 25, 2022, to  
 Gerald J. Gartner,  
 2659 Cedarbrook,  
 Naperville, IL 60564  
 as Independent Executor  
 whose attorney is  
 Alan E. Lechowicz,  
 1240 Iroquois, Ste. 102,  
 Naperville, Illinois 60540.  
 The estate will be adminis-  
 tered without Court Supervi-  
 sion, unless under Section  
 28-4 of the Probate Act of  
 1975 (755 ILCS 5/28-4) any  
 interested person termi-  
 nates independent adminis-  
 tration at any time by mail-  
 ing or delivering a petition  
 to terminate to the Circuit  
 Court Clerk.  
 Claims against the estate  
 may be filed in the Office  
 of CANDICE ADAMS,  
 Circuit Court Clerk,  
 505 N. County Farm Road,  
 Wheaton, Illinois, or with  
 the representative or both  
 on or before January 29,  
 2023, any claim not filed  
 within that period is barred.  
 Copies of a claim filed with  
 the Circuit Court Clerk must  
 be mailed or delivered to the  
 representative and to the at-  
 torney, if any, within ten  
 (10) days after it has been  
 filed with the Circuit Clerk.  
 /s/ Candice Adams,  
 Clerk of the Eighteenth  
 Judicial Circuit Court  
 Alan E. Lechowicz  
 DuPage Atty. No.: 284627  
 Atty. For: Estate  
 1240 Iroquois Ste. 102  
 Naperville, Illinois 60540  
 630-753-8030  
 al@lechowiczlaw.com  
 Published in Daily Herald  
 Jul. 29, Aug. 5, 12, 2022  
 (4586236)

## CERTIFICATE OF PUBLICATION

Paddock Publications, Inc.

# DuPage County Daily Herald

Corporation organized and existing under and by virtue of the laws of the State of Illinois, DOES HEREBY CERTIFY that it is the publisher of the **DuPage County DAILY HERALD**. That said **DuPage County DAILY HERALD** is a secular newspaper, published in Naperville and has been circulated daily in the Village(s) of:

Addison, Aurora, Bartlett, Bensenville, Bloomingdale, Carol Stream,  
Darien, Downers Grove, Elmhurst, Glen Ellyn, Glendale Heights,  
Hanover Park, Hinsdale, Itasca, Keeneyville, Lisle, Lombard, Medinah,  
Naperville, Oakbrook, Oakbrook Terrace, Plainfield, Roselle, Villa Park,  
Warrenville, West Chicago, Westmont, Wheaton, Willowbrook,  
Winfield, Wood Dale, Woodridge

County(ies) of DuPage  
 and State of Illinois, continuously for more than one year prior to the date of the first publication of the notice hereinafter referred to and is of general circulation throughout said Village(s), County(ies) and State.

I further certify that the DuPage County DAILY HERALD is a newspaper as defined in "an Act to revise the law in relation to notices" as amended in 1992 Illinois Compiled Statutes, Chapter 715, Act 5, Section 1 and 5. That a notice of which the annexed printed slip is a true copy, was published 07/29/2022, 08/05/2022, 08/12/2022 in said DuPage County DAILY HERALD.

IN WITNESS WHEREOF, the undersigned, the said PADDOCK PUBLICATIONS, Inc., has caused this certificate to be signed by, this authorized agent, at Arlington Heights, Illinois.

PADDOCK PUBLICATIONS, INC.  
 DAILY HERALD NEWSPAPERS

BY *Paula Baltz*  
 Designee of the Publisher and Officer of the Daily Herald

Control # 4586236

STATE OF ILLINOIS UNITED STATES OF AMERICA COUNTY OF DU PAGE  
IN THE CIRCUIT COURT OF THE EIGHTEENTH JUDICIAL CIRCUIT

IN RE THE ESTATE OF

MAX C GARTNER

DECEASED

2022 P 516

CASE NUMBER

File Stamp Here

NOTICE TO HEIRS AND LEGATEES

SELECT ONLY ONE:

Attached to this notice are copies of a petition to probate a Will and an order admitting the Will to probate. You are named in the petition as an heir or legatee of the decedent.

Within 42 days after the effective date of the original order of admission, any heir or legatee may file a petition with the court to require proof of the Will by testimony of the witness to the Will in open Court or other evidence as provided in section 6-21 of the Probate Act of 1975. (755 ILCS 5/6-21)

You also have the right under section 8-1 of the Probate Act of 1975 (755 ILCS 5/8-1) to contest the validity of the Will by filing a petition with the Court within 6 months after the admission of the Will after probate.

Attached to this notice are copies of a petition to probate a Will and an order denying admission of the Will to probate. You are named in the petition as an heir or legatee of the decedent.

You have a right under section 8-2 of the Probate Act of 1975 ( 755 ILCS 5/8-2) to contest the denial of admission by filing a petition with the Court within 6 months after entry of the order of denial.

August 19, 2022  
Date

Name: ALAN E LECHOWICZ  PRO SE

DuPage Attorney Number: 284627

Attorney for: ESTATE

Address: 1240 IROQUOIS AVENUE SUITE 102

City/State/Zip: NAPERVILLE, ILLINOIS 60563

Telephone Number: 630-753-8030

Email: AL@LECHOWICZLAW.COM

*Herold J. Gartner*  
Signature  
Executor or Administrator with the Will annexed

STATE OF ILLINOIS UNITED STATES OF AMERICA COUNTY OF DU PAGE  
IN THE CIRCUIT COURT OF THE EIGHTEENTH JUDICIAL CIRCUIT

IN RE THE ESTATE OF

2022 P 516

CASE NUMBER

MAX C GARTNER

DECEASED

File Stamp Here

APPEARANCE  
CONSENT TO PROOF OF WILL  
BY AFFIDAVIT

We, the heirs and legatees of devisees of the decedent in this cause, under the instrument purporting to be the Will dated 12/16/2021 being of lawful age, under no legal disability, being all of the persons entitled to notice, enter our appearances. We further waive all notice and consent to an immediate hearing on the petition to admit such instrument to probate, as the Will of the deceased, to the issuance of Letters of Testamentary thereon, and to the entry of such orders as may be necessary in the Probate of the Will.

We do further waive notice and consent to proof of said purported Will by Affidavits and to issuance of Letters of Testamentary.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Name: ALAN E LECHOWICZ  PRO SE

DuPage Attorney Number: 284627

\_\_\_\_\_  
Date

Attorney for: ESTATE

Address: 1240 IROQUOIS AVENUE, SUITE 102

City/State/Zip: NAPERVILLE, ILLINOIS 60563

Telephone Number: 630-753-8030

Email: AL@LECHOWICZLAW.COM