

ANIMAL CONTROL COMMITTEE

MEETING MINUTES

Clinton County Board Room

April 10, 2023 – 7:30 p.m.

Ann Schroeder, Chairman

1. CALL TO ORDER

The meeting was called to order at 7:30 p.m. by Chairman, Ann Schroeder.

2. ROLL CALL OF MEMBERS

Committee Members Present: Ann Schroeder, Mike Hilmes & Joe Jansen

Also Present: Board Chairman Brad Knolhoff, Board Member Nelson Heinzmann, Administrator Kenny “Doc” Brown, Warden Michaela Becherer, and Employee Mary Schultz

3. APPROVAL OF MINUTES

4. OLD BUSINESS

5. NEW BUSINESS

Animal Control Administrator Report – Kenny “Doc” Brown

- a. Information gathered at the Breese & Carlyle veterinarian offices shows that less than 50% of the people are in compliance with paying the county for their rabies tags. Doc proposes selling the rabies tags directly the veterinarian offices. They will collect for, issue tags at time of vaccination, and send copies of the rabies tag records to the County, thereby saving the County on postage and man-hours. It was also proposed to handle rabies tag collection in the County Treasurer’s Office.

Motion was made by Mike Hilmes to handle rabies tag collection in the Clinton County Treasurer’s Office. Joe Jansen seconded the motion. Motion carried.

- b. There are currently 10 dogs and three cats at animal control, with seven or eight coming in this past month. Michaela reported that 4 dogs will be leaving tomorrow. Mary explained the process she uses to contact various Humane Societies and Rescues in an attempt to find suitable placement for the animals. Some cat cages have been relocated from the cat room to the exam room. Doc proposed hiring a second full-time employee at Animal Control; one to answer calls and handle things in the office and the other to clean kennels and care for animals.
- c. Doc noted the need for security cameras. With warmer weather approaching, pest control devices will also be needed.
- d. Policies and the fees schedule for surrenders, adoptions, boarding and euthanasias need to be reviewed and ordinances amended. Doc Brown plans to have a rabies clinic at the Animal Control building in the first part of June. He also asked the committee to consider a spay and neuter program through the County.

6. PUBLIC COMMENT

Judy Doerr inquired about making donations to Animal Control and inquired as to whether Clinton County Animal Control would be willing to work with a volunteer group to help contact rescues, etc in an attempt to find homes for the animals. Everyone agreed that all help is greatly appreciated.

7. ADJOURN

Motion to adjourn was made by Joe Jansen. Seconded by Mike Hilmes. Motion carried.

ANIMAL CONTROL COMMITTEE

MEETING MINUTES

Clinton County Board Room

May 8, 2023 – 7:30 p.m.

Ann Schroeder, Chairman

CALL TO ORDER

The meeting was called to order at 7:30 p.m. by Chairman, Ann Schroeder.

ROLL CALL OF MEMBERS

Committee Members Present: Ann Schroeder, Mike Hilmes & Joe Jansen

Also Present: Board Chairman Brad Knolhoff; Administrator Kenny “Doc” Brown; Warden Michaela Becherer; and Stacey Ballard, State Inspector w/IL Dept of Ag

RECOGNITION OF VISITORS AND GUESTS

By invitation of Doc Brown, Stacey Ballard with the IL Dept of Ag attended the meeting to discuss some of the policies & procedures at our AC facility in comparison to other counties she covers and gave her recommendations. Stacey also gave updates on State requirements.

APPROVAL OF MINUTES

Motion to approve April minutes was made by Mike Hilmes. Seconded by Joe Jansen

ANIMAL CONTROL ADMINISTRATOR REPORT – KENNY “DOC” BROWN

Doc Brown distributed the Animal Control Report and held a general discussion on the operations for the previous month. He noted that they have been very busy and are receiving a lot of calls from within municipalities. It was discussed whether a call out fee should be charged to municipalities like some other counties are doing. Membership was renewed with the Illinois Animal Control Assn (IACA). Doc will be attending the Prairie States Animal Welfare Conference which will be held June 4-6, 2023.

UNFINISHED BUSINESS

- a. The Rabies Vaccination Clinic is scheduled for Saturday, June 10, 2023 from 8:00 am to Noon.
- b. A discussion was held regarding rabies tags being distributed by the veterinarian offices. Dogs/cats would receive their rabies shot/certificate, pay the county fee, and receive the rabies tag at time of vaccination. The vet offices in turn would send collected fees & owner info to the County Treasurer’s office. Motion was made by Joe Jansen to sell the rabies tags to the veterinarian offices and have them handle the process accordingly. Mike Hilmes seconded the motion. Motion carried.
- c. The need for security cameras on the interior and exterior of the new Animal Control facility was discussed. Joe Jansen is going to get a couple bids on a new system.
- d. Doc Brown mentioned the need for pest control devices. Chairman Brad Knolhoff noted that this was a budgetary issue, so they should purchase at their discretion.
- e. The Fees Schedule was discussed. Doc Brown will review the current fees, prepare an updated fee schedule, and bring the proposed schedule to the June committee meeting for review. Discussion was held regarding attaching such fee schedule to the Animal Control Ordinance.

NEW BUSINESS

- a. Doc Brown voiced the need for an additional phone line at the facility. It was noted that this is a budgetary item.
- b. Inventory of controlled drugs and sedatives for euthanasia can’t be ordered until we have a DEA inspection.
- c. Discussion was held regarding purchase of equipment necessary to spay/neuter animals. Considering the cost of the equipment, it was recommended to wait and look into it next year when the new budget is created.

ADJOURN

Motion to adjourn was made by Mike Hilmes. Seconded by Joe Jansen. Motion carried.

ANIMAL CONTROL COMMITTEE

MEETING MINUTES

Clinton County Board Room

June 12, 2023 – 7:30 p.m.

Ann Schroeder, Chairman

CALL TO ORDER

The meeting was called to order at 7:30 p.m. by Chairman Ann Schroeder.

ROLL CALL OF MEMBERS

Committee Members Present: Ann Schroeder, Mike Hilmes, Joe Jansen

Also Present: Board Chairman Brad Knolhoff, Administrator Kenny “Doc” Brown

RECOGNITION OF VISITORS AND GUESTS

APPROVAL OF MINUTES

Motion to approve May minutes was made by Joe Jansen. Seconded by Mike Hilmes

ANIMAL CONTROL ADMINISTRATOR REPORT – KENNY “DOC” BROWN

Doc Brown distributed the Itemized Animal Control Report, breaking down all activities at AC for the month of May. The Rabies Vaccination Clinic on June 10th went well with 48 dogs/cats being vaccinated and a dozen animals microchipped. They received several positive comments on the clinic. Doc gave a report on the Prairie State Animal Welfare Conference he attended in the beginning of June.

REVIEW AND APPROVAL OF MONTHLY BILL AND EXPENDIURES

UNFINISHED BUSINESS

- a. A discussion was held regarding the procedures on how rabies tags will be distributed to the vet offices and also on how the animal vaccination reports/monies collected will be turned in to the Treasurer’s Office. The policy on contacting vet offices that are late on reporting was also discussed.
- b. Joe Jansen reported that he requested two bids for security cameras but only one bid came in from Custom Camera Solutions (Garrick Krebs) for \$4,960.00. Brad noted that he requested and received approval from Sheriff Travous to pay half of the amount out of the Drug Fund. The balance of \$2,480.00 will be paid out of Animal Control funds. Motion to approve the purchase of security cameras with half being paid out of the Drug Fund was made by Joe Jansen. Mike Hilmes seconded the motion. Motion carried.
- c. The Animal Control Ordinances & Fees Schedule were reviewed, and it was agreed that some fees currently charged need to be increased. Motion was made by Mike Hilmes to change the fees as discussed. Joe Jansen seconded the motion. Motion carried.
- d. It was noted that per state statute, the set hours an employee will actually be at the Animal Control office must be posted. The Facebook page also needs to be updated to reflect the correct hours open. Doc Brown was directed to have the hours updated on the Clinton County website and also on the AC Facebook page.

NEW BUSINESS

- a. Doc Brown said that currently only cash and checks are accepted at Animal Control. He inquired about the possibility of using Square to accept credit/debit cards.
- b. Animal Control Policies and Procedures were discussed, more particularly the hours open, cell phone procedures, monthly cleaning & maintenance, and the Animal Control Warden’s job duties.

ADJOURN

Motion to adjourn was made by Ann Schroeder. Seconded by Joe Jansen. Motion carried.

ANIMAL CONTROL COMMITTEE

MEETING MINUTES

Clinton County Board Room

July 10, 2023 – 7:30 p.m.

Ann Schroeder, Chairman

CALL TO ORDER

The meeting was called to order at 7:30 p.m. by Chairman Ann Schroeder.

ROLL CALL OF MEMBERS

Committee Members Present: Ann Schroeder, Mike Hilmes, Joe Jansen

Also Present: Board Chairman Brad Knolhoff, Board Member Ken Knolhoff, Administrator Kenny “Doc” Brown, Treasurer Denise Trame, and Tanya Gilbreth

RECOGNITION OF VISITORS AND GUESTS

APPROVAL OF MINUTES

Motion to approve the June minutes was made by Mike Hilmes. Seconded by Joe Jansen

ANIMAL CONTROL ADMINISTRATOR REPORT – KENNY “DOC” BROWN

Doc Brown distributed the Itemized Animal Control Report, along with a report of all income and primary costs for the month. He reported that there have been quite a few kittens surrendered. There is now a charge of \$25 per kitten, with a max of \$100 per litter, for all surrendered kittens. Custom Camera Solutions has been tied up, but they will get the security cameras installed at Animal Control ASAP.

REVIEW AND APPROVAL OF MONTHLY BILL AND EXPENDIURES

UNFINISHED BUSINESS

- a. **Rabies Vaccination/Tag/Registration via Veterinarian Offices** - Treasurer Denise Trame discussed the process on how the distribution of rabies tags will be handled. She said that she currently has a stack of certificates than no one has paid for tags. They will be contacting those individuals. Denise asked that Doc Brown have all the veterinarian offices contact the Treasurer’s office to let them know how many rabies tags they will initially need. The veterinarian offices are to turn in monies collected and a report of vaccinated animals to the Treasurer’s office by the 15th of each month. The Animal Control Warden will handle the initial delivery of tags and will follow up with vet offices who are late in reporting, if necessary.
- b. **Fees Schedule** – The Fees Schedule is in the process of being updated.
- c. **Clinton County Website Updates** – Doc Brown will get the hours updated on the Clinton County website to show when someone is actually in the office and will also update the Facebook page to reflect the same.
- d. **Forms of Payment at Animal Control** – Since only checks or cash are currently accepted at Animal Control as forms of payment, different methods of collection were discussed. Doc Brown is going to contact the County Clerk’s office to see what is being used in the courthouse.

NEW BUSINESS

ADJOURN

Motion to adjourn was made by Joe Jansen. Seconded by Ann Schroeder. Motion carried.

ANIMAL CONTROL COMMITTEE
MEETING MINUTES
Clinton County Animal Control Building
August 14, 2023 – 7:30 p.m.

Ann Schroeder, Chairman

CALL TO ORDER

The meeting was called to order at 7:30 p.m. by Chairman Ann Schroeder.

ROLL CALL OF MEMBERS

Committee Members Present: Ann Schroeder, Mike Hilmes, Joe Jansen

Also Present: Board Chairman Brad Knolhoff, Administrator Kenny “Doc” Brown, Marilyn Brown, Judy Doerr, Kathy Buedel, Sue Kaveny, and Dr. Emily Wood.

RECOGNITION OF VISITORS AND GUESTS

Judy Doerr attended the meeting to express her support for Animal Control Warden, Michaela Becherer. She asked that the committee consider hiring a second full-time person or two part-time people to assist Michaela. Judy said Michaela has changed the perception of CCAC, and people aren’t afraid to call now. Judy provided letters of support for Michaela.

Kathy Buedel of Keyesport expressed her concern for the stray dog situation in Keyesport. She also noted that many dogs do not have tags and are not being cared for humanely. She said the Village of Keyesport won’t do anything. Brad Knolhoff noted that Keyesport is split between Clinton and Bond County, and at some point, we may need to get with the mayor because the Village should have ordinances for this but apparently, they are not being enforced.

Sue Kaveny said she also attended the meeting to show support for Michaela. She stated that she also feels Michaela needs additional help.

APPROVAL OF MINUTES

Motion to approve the July minutes was made by Joe Jansen. Seconded by Mike Hilmes.

ANIMAL CONTROL ADMINISTRATOR REPORT – KENNY “DOC” BROWN

Doc Brown distributed the Itemized Animal Control Report, a report of income and primary costs for the month, and a report on rabies tags paid for the month. He also presented paperwork and comparisons on the Pet Data program to address rabies tag fee revenues. Doc said that a rep. from PetData would be willing to come down and do a presentation on the program, if interested. Brad noted that the fees the company charges would take up 43% of the revenue. Doc also expressed the need for new employees. He suggested one additional full-time employee and one part-time. He said he has advertised for part-time help and received 4 applications. There are a few unfinished maintenance tasks; namely, lowering of cat cages and purchasing cat grates, and the relocation of the giant freezer, scale, and large pet sink. Smoke detectors were not installed during the construction process, so that is being done now. The DEA still hasn’t responded to license request; however, the controlled box needs to be installed now since the cameras are up. Doc also provided a projected CCAC budget estimate for the next fiscal year. Doc said that he will be scheduling a Rabies Vaccination Clinic, probably in October 2023. He would also like to have a low-cost spay/neuter clinic on a Saturday before the end of the year.

REVIEW AND APPROVAL OF MONTHLY BILL AND EXPENDIURES

UNFINISHED BUSINESS

- a. **Rabies Vaccination/Tag/Registration via Veterinarian Offices** –The pros and cons of going through the veterinarian offices vs PetData were discussed. The Committee requested more info on the PetData program. Upon request, Doc Brown said that he will send a letter out to the local veterinarians explaining the process of the rabies tag distribution/reporting so that everyone fully understands. A start date to implement the program is set for October 1st. The question was raised whether to raise the cost of tags to compensate vets for their services.

- b. **Fees Schedule** – Rabies tag fees was the only needed update on the schedule.
- c. **Clinton County Website Updates** – Doc Brown said he will have the Clinton County website and Facebook page updated to reflect when someone is actually in the office. Ann Schroeder asked that a list of contacts also be added to the CC website to inform people of who they can call when they have wild animals such as raccoons, skunks, etc.
- d. **Forms of Payment at Animal Control** – Doc Brown said he has not contacted the County Clerk's office yet to see what form of payment is being used in the courthouse. Ann Schroeder said that the Square seems to be a very easy method to use if that was acceptable. She noted that most people seem to be willing to pay the additional fee to have the convenience of using a card vs. cash or check.

NEW BUSINESS

- a. Chairman Knolhoff inquired about the maintenance in the building and noted that it does need to be kept up.

ADJOURN

Motion to adjourn was made by Ann Schroeder. Seconded by Mike Hilmes. Motion carried.

ANIMAL CONTROL COMMITTEE
MEETING MINUTES
Clinton County Animal Control Building
September 11, 2023 – 6:30 p.m.

Ann Schroeder, Chairman

CALL TO ORDER

The meeting was called to order at 7:30 p.m. by Chairman Ann Schroeder.

ROLL CALL OF MEMBERS

Committee Members Present: Ann Schroeder, Mike Hilmes, Joe Jansen

Also Present: Board Chairman Brad Knolhoff, Administrator Kenny “Doc” Brown, and Shelly Albers

RECOGNITION OF VISITORS AND GUESTS

Shelly Albers, as a representative of Clinton County Humane Society, attended to the meeting to clarify the process of rabies tag distribution and payment in regard to humane societies.

APPROVAL OF MINUTES

Motion to approve the August minutes was made by Mike Hilmes. Seconded by Joe Jansen.

ANIMAL CONTROL ADMINISTRATOR REPORT – KENNY “DOC” BROWN

Doc Brown distributed the Itemized Monthly Committee Report, an income report for August, a price list for services, a list of cost for veterinary items, a report of rabies tags distributed/paid for in the month, and a report on issues/repairs needed. Doc said that he is checking on the cost of an automated system for fire alarms and noted that Stacey Ballard w/the IL Dept of Ag, said that the facility is not required by State to have monitored alarms. In regard to maintenance in the building, Doc noted that there have been some issues with the epoxy floor bubbling up on a couple areas. Brad Knolhoff said that he was aware of it and has called the company that did the installation. A meeting is set up for them to come look at it on Wednesday, September 13th at 9:30AM. There had also been a plumbing leak, but the contractor has repaired that. Doc noted that condensation has been forming on the cabinet in the meeting room. Joe Jansen said that he will check on that and will address the issue. A few other maintenance issues were discussed that still need tended to such as, relocating and installing sinks in the garage and second cat room and waiting on Shor-line for floor grates in the cages and platform to install the unused 11 cat cages. Doc said that the DEA still hasn’t responded to license request; however, the controlled box needs to be installed now since the cameras are up. Doc reported that 3 new part-time employees have been hired, and a time clock has been installed. Doc said that a Rabies Vaccination Clinic is scheduled for Saturday, October 14, 2023 from 8:00AM to 12:00PM. He also plans to schedule a low-cost spay/neuter clinic possibly at the end of October. He noted that there has been a low rate of adoptions. A majority of the animals have been transported to local humane societies.

REVIEW AND APPROVAL OF MONTHLY BILL AND EXPENDIURES

UNFINISHED BUSINESS

- a. **Rabies Vaccination/Tag/Registration via Veterinarian Offices** – Doc said that letters are being sent to the veterinarian offices to clarify the process of rabies tag distribution and collection of money via the vet offices so that they are all on the same page. This process is to begin on October 1, 2023.
- b. **Forms of Payment at Animal Control** – Doc Brown said that Animal Control will now be utilizing Square as a form of payment in addition to cash and check.

NEW BUSINESS

ADJOURN

Motion to adjourn was made by Mike Hilmes. Seconded by Joe Jansen. Motion carried.

ANIMAL CONTROL COMMITTEE

MEETING MINUTES

Clinton County Board Room

October 9, 2023 – 7:30 p.m.

Ann Schroeder, Chairman

CALL TO ORDER

The meeting was called to order at 7:30 p.m. by Chairman Ann Schroeder.

ROLL CALL OF MEMBERS

Committee Members Present: Ann Schroeder, Mike Hilmes, Joe Jansen

Also Present: Board Chairman Brad Knolhoff, Administrator Kenny “Doc” Brown, Animal Control Warden Michaela Becherer, and Deb Wesselmann

RECOGNITION OF VISITORS AND GUESTS

Former Board Member Deb Wesselmann attended the meeting to voice her concern with some of the Animal Control protocol, namely employee safety in the kennels, activity on social media, and Animal Control’s policy on feral cats. Her concerns were discussed and will be taken into consideration.

APPROVAL OF MINUTES

Motion to approve the September minutes was made by Joe Jansen. Seconded by Mike Hilmes.

ANIMAL CONTROL ADMINISTRATOR REPORT – KENNY “DOC” BROWN

Doc Brown distributed the Itemized Monthly Committee Report, an Income Report for September, and a Report of Rabies Tags Distributed/Paid For in the month. He also distributed a copy of the Clinton County Animal Control Methods and Practices for Impounded Animals. The impounding rules were discussed and Doc noted that they are now going to require a deposit for adoptions. Doc also reported on the following:

- Several people have recently volunteered to be transfer agents for when canines or felines need to be transported.
- A couple of the part-time employees are being trained on the front office duties.
- Doc received a cost estimate from SimpliSafe and ADT for the purchase of smoke/carbon monoxide detectors.
- Animal Control is now using the Square and can accept credit or debit card payment.
- Doc is planning a safety training meeting with the staff.
- Doc reported that we are still waiting on the DEA license.

Brad Knolhoff requested to a monthly disclosure form for each canine/feline, with each animal being assigned a number. Brad also expressed the need for large warning signage on the kennels when a canine is being held for biting or there is a potential aggressive canine. Doc noted that he has signs ordered.

REVIEW AND APPROVAL OF MONTHLY BILL AND EXPENDITURES

UNFINISHED BUSINESS

- a. **Maintenance Issues at Animal Control Building** – Doc Brown said that the two sinks are still needing to be relocated. Brad informed him to contact the guys in maintenance to get it done. The cage grates and the platforms to install the unused cages correctly have been ordered and should arrive some time in October.
- b. **Drive-Thru Clinics – Rabies and Low-Cost Spay & Neuter** – A Drive-thru Rabies Clinic is scheduled for Saturday, Oct. 14th. Low-cost spay & neutering will also be done on Oct. 7th, 14th (after the rabies vac. clinic), and 28th.

NEW BUSINESS

ADJOURN

Motion to adjourn was made by Joe Jansen. Seconded by Mike Hilmes. Motion carried.

ANIMAL CONTROL COMMITTEE

MEETING MINUTES

Clinton County Board Room

November 13, 2023 – 7:30 p.m.

Ann Schroeder, Chairman

CALL TO ORDER

The meeting was called to order at 7:30 p.m. by Chairman Ann Schroeder.

ROLL CALL OF MEMBERS

Committee Members Present: Ann Schroeder, Mike Hilmes, Joe Jansen

Also Present: Board Chairman Brad Knolhoff, Administrator Kenny “Doc” Brown, Tony Petrea

RECOGNITION OF VISITORS AND GUESTS

Brad Knolhoff noted that he had asked Tony Petrea to attend tonight’s meeting. With Michaela Becherer’s resignation as Clinton County Animal Control Warden being effective as of November 10, 2023, there is currently a vacancy. Brad announced that Tony Petrea has agreed to fill the position, with his first official day being December 1, 2023.

APPROVAL OF MINUTES

Motion to approve the October minutes was made by Mike Hilmes. Seconded by Joe Jansen.

ANIMAL CONTROL ADMINISTRATOR REPORT – KENNY “DOC” BROWN

Doc Brown distributed the Itemized Monthly Census Report, an Income Report for October, and a Report of Rabies Tags Distributed/Paid For in the month. He also reported on the following:

- Doc reported on the current impound status at Animal Control.
- A bat found in Breese tested positive for rabies. Since a dog that came in contact with the bat was previously vaccinated for rabies, it was able to be held in home quarantine.
- With Michaela Becherer’s last day on November 10th, and there being no current Animal Control Warden, Doc said that his wife, Marilyn, will volunteer her time to man the front desk, answer the phone calls, and handle the intake and outtake of animals as they arise.
- Both vehicles will be needing maintenance soon with one needing a new set of tires. It was deferred to Tony Petrea to get a price for tires.
- Doc noted that he found a refurbished anesthesia machine available in California for right under \$2,000. On motion made by Joe Jansen, and seconded by Mike Hilmes, it was approved for Doc to spend up to \$2,500 to obtain an anesthesia machine.
- A discussion was held regarding the possibility of charging municipalities for services. It was proposed that if municipalities would be able to hold an animal so that CCAC could pick it up in the morning, they would not be charged; however, if it’s an emergency and CCAC has to go get the animal right away, they would be charged a fee. This will be discussed further.

REVIEW AND APPROVAL OF MONTHLY BILL AND EXPENDIURES

UNFINISHED BUSINESS

- a. **Maintenance Issues at Animal Control Building** – Doc Brown said that the wash basin has been moved to the garage, but the sink in the cat room has not been installed yet. The cage grates and the platforms to install the unused cages correctly have not come in yet. The company had sold out and did not transfer the order. Joe Jansen will do a walk-thru in December to check out the building prior to the 1-year warranty expiring.

NEW BUSINESS

ADJOURN

Motion to adjourn was made by Joe Jansen. Seconded by Mike Hilmes. Motion carried.

ANIMAL CONTROL COMMITTEE
MEETING MINUTES
Clinton County Board Room
December 11, 2023 – 7:30 p.m.

Ann Schroeder, Chairman

CALL TO ORDER

The meeting was called to order at 7:30 p.m. by Chairman Ann Schroeder.

ROLL CALL OF MEMBERS

Committee Members Present: Ann Schroeder, Mike Hilmes, Joe Jansen

Also Present: Board Chairman Brad Knolhoff, Administrator Kenny “Doc” Brown, Animal Control Warden Tony Petrea, and Marilyn Brown

RECOGNITION OF VISITORS AND GUESTS

APPROVAL OF MINUTES

Motion to approve the November minutes was made by Mike Hilmes. Seconded by Joe Jansen.

ANIMAL CONTROL ADMINISTRATOR REPORT – KENNY “DOC” BROWN

Doc Brown distributed the Administrator Report, Year End Census Report, Expenditure Report, and a Report of Rabies Tags Distributed/Income. He also reported on the following:

- A discussion was held regarding the Centralia incident at the end of November where multiple dogs and cats were brought in. It was questioned as to whether the City of Centralia should be partially responsible for the cost of caring for these animals since they came from within the municipality.
- The new rabies tags distribution program was reviewed, and it was noted that the program greatly reduced postage cost.
- Doc recommended that an ordinance be passed to increase the running at large fines. He noted that there are many repeat violators and suggested a progressive fine in an attempt to reduce that.
- A discussion was held regarding the multiple calls that are being received from municipalities.
- Doc stressed the fact that he still feels that Animal Control needs another full-time employee.

REVIEW AND APPROVAL OF MONTHLY BILL AND EXPENDIURES

UNFINISHED BUSINESS

- a. **Maintenance Issues at Animal Control Building** – Doc Brown reported that the sink in the cat room has still not been installed. Also, we are still waiting on the cage grates and the platforms to install the unused cages correctly. The original company the items were ordered from did not transfer the order when they sold out, and the new company states that in order to get an account with them, a DEA number is needed. We have been waiting for months for the State of Illinois to respond to CCAC’s DEA license request. Doc and Tony both noted that it would be nice to have both cold and hot water spigots in the dog room. Currently, there is only a cold-water spigot. Joe Jansen and Mike Hilmes will do a final walk-thru on December 12th at 10:30am to check out the building prior to the 1-year warranty expiring.

NEW BUSINESS

ADJOURN

Motion to adjourn was made by Joe Jansen. Seconded by Mike Hilmes. Motion carried.