

**KENDALL COUNTY BOARD
AGENDA
ADJOURNED SEPTEMBER MEETING**

**Kendall County Office Building, Rooms 209 & 210
Tuesday, August 2, 2011 at 6:00 p.m.**

1. Call to Order
2. Pledge of Allegiance
3. Roll Call
4. Determination of a Quorum
5. Approval of Minutes
6. Approval of Agenda
7. Citizens to be Heard
 - A. Todd Milliron
8. Correspondence and Communications – County Clerk
9. Special Recognition
10. New Business
 - A. 2012 Holiday Schedule
 - B. Termination of Animal Control Warden
11. Old Business
12. Standing Committees
 - A. Public Safety
 - B. Judicial / Legislative Committee
 - C. Animal Control
 - D. Budget & Finance
 1. Approval of Claims
 - E. Economic Development Committee
 - F. Highway
 1. Newark Road Seal Coat Contract
 - G. Administration
 1. KAT Update – Paul LaLonde
 - H. Standing Committee Minutes Approval
13. Special Committee and Other Liaison Reports
14. Chairman's Report
 - A. Announcements

Kendall County Big Slough Drainage District – G. Scott Breunig – 3 year term – Expires September 2014
 - B. Appointments

Tuberculosis Board – Dr. Alafia Nomani – 3 year term – Expires August 2014
15. Executive Session - Personnel
16. Other Business
17. Citizens to be Heard
18. Questions from the Press
19. Adjournment

Kendall County Calendar
1st draft

August 2011

August 2011							September 2011						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
	1	2	3	4	5	6			1	2	3		
7	8	9	10	11	12	13	4	5	6	7	8	9	10
14	15	16	17	18	19	20	11	12	13	14	15	16	17
21	22	23	24	25	26	27	18	19	20	21	22	23	24
28	29	30	31				25	26	27	28	29	30	

	Monday	Tuesday	Wednesday	Thursday	Friday
Aug 1 - 5	Aug 1 VIEW POSTED AGENDAS BY CLICKING O 9:00am ZPAC; County Board Room 4:00pm Facilities Management; County Board 7:00pm ZBA; County Board Room	2 6:00pm County Board ; CBR 6:00pm Forest Preserve; County Board Room	3 4:00pm Public Informational Meeting - Eldar	4 VOUCHERS DUE 4:00pm Administration-HR; County Board Rr	5
	Aug 8 - 12	8 6:30pm PBZ; County Board Room	9 9:00am Revenue; Board of Review Room 10:30am Board of Review; Board of Review F 4:00pm Highway Committee; Highway Dept	10 2:00pm KenCom Operations Board (PSC) 4:30pm PBC; County Board Room 5:30pm Forest Preserve; Ellis Equestrian Cei	11 4:00pm COW; County Board Room
Aug 15 - 19		15 10:00am Health & Environment; County Board	16 9:00am County Board; County Board Room 9:00am Forest Preserve; County Board Room 7:00pm Board of Health ; 811 W John St.	17 9:00am Animal Control; Fac Mgt Conference 7:00pm Historic Preservation; County Board	18 VOUCHERS DUE
	Aug 22 - 26	22 10:00am Public Safety; PSC	23 1:00pm Stormwater TAC; County Board Roo 5:30pm Forest Preserve Fin & Ops; HCH 7:00pm Special EDC Meeting; Oswego Villag	24 3:00pm Judicial/Legislative; New Courthouse 5:00pm Zoning Ad Hoc; County Board Room 7:00pm RPC; County Board Room	25 9:00am Finance; County Board Room 10:30am Board of Review; Board of Review F 3:00pm Stormwater Planning Comm; County 5:30pm KenCom Exec Board; County Board
Aug 29 - Sep 2		29 Budget Hearing 9-12; 1-3; County Board F 7:00pm ZBA; County Board Room	30 Budget Hearing 9-12-; 1-3; County Board	31 Budget Hearings 9-12; 1-3; County Board	Sep 1

**KENDALL COUNTY BOARD
ADJOURNED SEPTEMBER MEETING
July 5, 2011**

STATE OF ILLINOIS)
) SS
COUNTY OF KENDALL)

The Kendall County Board Meeting was held at the Kendall County Office Building, Room 209, in the City of Yorkville on Tuesday, July 5, 2011 at 6:00 p.m. The Clerk called the roll. Members present: Chairman John Purcell, Bob Davidson, Jessie Hafenrichter, Dan Koukol, Nancy Martin, Suzanne Petrella, John Shaw, Anne Vickery and Jeff Wehrli.

The Clerk reported to the Chairman that a quorum was present to conduct business.

MINUTES

Member Hafenrichter moved to approve the submitted minutes from the Adjourned County Board Meeting of 6/7/11. Member Wehrli seconded the motion. Chairman Purcell asked for a voice vote on the motion. All members present voting aye. Motion carried.

THE AGENDA

Member Martin moved to approve the agenda. Member Hafenrichter seconded the motion. Chairman Purcell asked for a voice vote on the motion. All members present voting aye. Motion carried.

CITIZENS TO BE HEARD

Todd Milliron, 61 Cotswold Dr, Yorkville commented on the bid that was accepted at the Forest Preserve meeting. Mr. Milliron asked when the audio tape of the meetings will be put on the agenda and will he be able to attend the Judicial/Legislative meeting with a video camera?

CORRESPONDENCE AND COMMUNICATIONS

County Clerk, Debbie Gillette informed the Board of 3 public open house meetings presented by the Illinois Department of Transportation. Clerk Gillette also informed the Board that Caleb Moody from Plano was awarded with the National Honor Award for saving the life of a fellow scout.

NEW BUSINESS

Increase in IRS Mileage to \$0.555 per mile

Member Martin moved to approve the IRS mileage rate of 55 and ½ cents per mile. Member Wehrli seconded the motion. Chairman Purcell asked for a roll call vote on the motion. All members present voting aye except Davidson and Shaw. Motion carried 7-2.

Workforce Investment Board Agreement

Members of the Board along with Tracy McDonnell discussed what the Workforce Investment Board is and does. It was explained that the Board is mandated by the Federal Government with funding given out to different areas throughout the Country. The funds are to be used to coordinate training between employers who may need trained employees and employees who need to find extra training to get back into the workforce or obtain additional work. The Workforce Investment Board is reviewing its structure and programs to determine how it could function better, in the packet is the proposed changes to the Intergovernmental Agreement.

OLD BUSINESS

Member Davidson asked about the status of the property located at 31 Patricia Ln.

STANDING COMMITTEE REPORTS

Public Safety

Member Shaw reviewed the minutes in the packet.

Judicial/Legislative

Member Koukol reviewed the reports given at the meeting.

Animal Control

Chairman Vickery reported that they are at 62.8% of their budget for revenues and have a cash fund balance of over \$44,000 and the expenses are at 36.17% of budget. Thanks for everyone who has stepped up to help.

Finance

CLAIMS

Member Petrella moved to approve the claims submitted in the amount of \$542,320.84. Member Martin seconded the motion.

COMBINED CLAIMS: FCLT MGMT \$16,381.51, B&Z \$4,322.76, CO CLK &RCDR \$ 33.72, ELECTION \$2,925.24, ED SRV REG \$2,280.61, SHRFF \$21,580.47, CRRCTNS \$531.58, CRCT CT CLK \$250.57, JURY COMM \$2,214.50, CRCT CT JDG \$3,344.71, CRNR \$2,259.19, CMB CRT SRV \$13,338.15, EMPLY HLTH INS \$287,746.49, OFF OF ADM SRV \$124.79, GNRL INS & BNDG \$490.00, CO BRD \$641.57, TECH SRV \$ 2,040.16, SOIL & WTR \$10,000.00, CONTINGEN \$2,561.70, CAP EXPEND \$44,234.22, HLTH & HMN SRV \$35,165.02, FRST PRSRV \$9,860.38, FP BND PROC 2009 \$10,200.00, KEN COM \$3,414.93, ANML CNTRL \$210.35, CRT SEC FND \$678.54, LAW LBRY \$ 8,374.21, CRT AUTOMA \$3,465.00, PRBTN SRV \$7,028.58, ENG/ CONL \$268.00, CRTHSE RENVTN \$176.99, VAC \$ 11,226.33, FP BOND PROCESS 2007 \$14,441.66

Vice Chairman Vickery asked for a roll call vote on the motion. All members present voting aye. Motion carried.

Chairman Vickery informed the Board that they talked about the lightning damage and the air conditioner compressor.

Economic Development

Member Koukol reported that they had a loan application review. They talked about the trade show display that they have. They are trying to put together a program to get the Department of Energy here to put together a little presentation. The loan to the Can-man was funded.

STANDING COMMITTEE MINUTES APPROVAL

Member Martin moved to approve all of the Standing Committee Minutes and Reports as submitted. Member Wehrli seconded the motion. Chairman Purcell asked for a voice vote on the motion. All members present voting aye. Motion carried.

SPECIAL COMMITTEE AND OTHER LIAISON REPORTS

Housing Authority

Member Hafenrichter passed out the 2011 monthly activity report.

CHAIRMAN'S REPORT

**July 2011 COUNTY BOARD MEETING
ANNOUNCEMENTS**

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Kendall County Housing Authority
Mario Echols – fill vacancy – expires June 2012

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Kendall County Housing Authority
Matt Prochaska – 5 year term – expires June 2016

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Kendall County Board of Health
Pat Gunnerson – 3 year term – expires July 2014

APPOINTMENTS

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Newark Sanitary District
Duane Christian – fill vacancy – expires May 2012

Member Martin moved to approve the appointment. Member Hafenrichter seconded the motion. Chairman Purcell asked for a voice vote on the motion. All members present voting aye. Motion carried.

CITIZENS TO BE HEARD

Todd Milliron, 61 Cotswold Dr, Yorkville asked about the Attorney General's Office coming to the County to have an Open Meeting Act session. Mr. Milliron spoke about the 23rd Judicial Circuit and Kencom.

State's Attorney, Eric Weis informed the Board that there will be Open Meeting training on 10/20/11 with a representative from the Attorney General's Office.

EXECUTIVE SESSION

Member Hafenrichter made a motion to go into Executive Session for litigation when an action against, affecting or on behalf of the particular public body has been filed and is pending before a court or administrative tribunal, or when the public body finds that an action is probable or imminent, in which case the basis for the finding shall be recorded and entered into the minutes of the closed meeting and discussion of minutes of meetings lawfully closed under this 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. Member Martin seconded the motion. Chairman Purcell asked for a voice vote on the motion. All members present voting aye. Motion carried.

RECONVENE

Chairman Purcell reconvened the Board into regular session.

ADJOURNMENT

Member Martin moved to adjourn the County Board Meeting until the next scheduled meeting. Member Hafenrichter seconded the motion. Chairman Purcell asked for a voice vote on the motion. All members present voting aye. Motion carried.

Approved and submitted this 20th day of July, 2011.

Respectfully submitted by,
Debbie Gillette
Kendall County Clerk

**KENDALL COUNTY
2012
HOLIDAY SCHEDULE**

<u>HOLIDAY</u>	<u>OBSERVED ON</u>
NEW YEAR'S DAY	MONDAY, JANUARY 2, 2012
MARTIN LUTHER KING, JR. DAY	MONDAY, JANUARY 16, 2012
LINCOLN'S BIRTHDAY	MONDAY, FEBRUARY 13, 2012
WASHINGTON'S BIRTHDAY	MONDAY, FEBRUARY 20, 2012
SPRING HOLIDAY	FRIDAY, APRIL 6, 2012
MEMORIAL DAY	MONDAY, MAY 28, 2012
INDEPENDENCE DAY	WEDNESDAY, JULY 4, 2012
LABOR DAY	MONDAY, SEPTEMBER 3, 2012
COLUMBUS DAY	MONDAY, OCTOBER 8, 2012
VETERAN'S DAY	MONDAY, NOVEMBER 12, 2012
THANKSGIVING DAY	THURSDAY, NOVEMBER 22, 2012
DAY FOLLOWING THANKSGIVING	FRIDAY, NOVEMBER 23, 2012
CHRISTMASEVE	MONDAY, DECEMBER 24, 2012
CHRISTMAS DAY	TUESDAY, DECEMBER 25, 2012

Minutes of the Kendall County Public Safety Committee Meeting
Executive Session
Held Monday, July 25, 2011
1043 hours

Present were Chairman Elizabeth Flowers members John Shaw, Jesse Hafenrichter, Dan Koukol, and Nancy Martin. Also present were Sheriff Richard Randall, Chief Deputy Scott Koster, KenCom Director Dave Farris, Coroner Ken Toftoy and Deputy Commander Joe Gillespie

Flowers called for the KenCom Report. Farris stated that they remain with one telecommunicator position vacant. He continued that Miner Electronics has installed the first of two temporary narrowband VHF Fire repeaters. He added that several file servers were upgraded at the primary and backup 9-1-1 centers last week, the fire agencies and KenCom continue to meet weekly to work on issues related to updating the fire CAD and the bids have been received for the lower level of the Public Safety Center remodeling project. Farris stated that there was a temporary restraining order and preliminary injunction was taken out by three municipalities (Yorkville, Oswego and Plano) seeking a) for the entry of a temporary restraining order to order KenCom to continue its provision of services to Plaintiffs and ordering the KenCom Executive Board to allow the Plaintiffs to participate as members; b) for entry of a preliminary injunction and therefore after a permanent injunction, ordering KenCom to continue its provision of services to Plaintiffs and ordering the KenCom Executive Board to allow Plaintiffs to participate as members and; c) for such further relief as the Court deems fair and just.

Flowers called for the Coroner's Report. Toftoy reported that the calls for June were 14 with all natural except for one accidental overdose. He commented that the thermostat needed to be reprogrammed in the Coroner's Office so that the temperature is consistent and not changed for the evenings and weekends since they get most of their calls on off hours.

Flowers called for the EMA report. Gillespie stated that he attended Damage Assessment/Debris Management Training on June 1 and 2, the Siren Test on June 7, the Exelon NARS upgrade project on June 13, the EOC was open on June 8 for Severe Thunderstorm and on June 21 for a Severe Thunderstorm and Tornado Warning, he attended EOC Mgt/ICS for EOC training in Springfield on June 28 and they continue to test every Monday morning with WSPY.

Flowers called for the Corrections Report. Sheriff Randall stated that the reports were attached, of which the following statistics were included for the month of June: 308 new intake bookings on a total of 394 charges. They released 337 inmates on 455 charges and 115 inmates were held over from the month before. The average daily population was 125, they served 10,612 meals with an average of \$1.27 per meal and logged 5,906 miles during the month and transported 237 inmates, 5 of which were Juveniles. The medical staff saw 124 inmates and he continued that they housed 39 inmates from other counties and billed out \$51,120.00 for 852 days of confinement. There were 27 video bond call days with 87 inmates. Sheriff Randall stated that Grundy County has contacted him reference possibly housing female inmates for them. Sheriff Randall added that the state jail inspection came back with a good report.

Flowers called for the Operations Division Report. Sheriff Randall stated that the reports were attached, of which the following statistics were included for the month of June: The Sheriff's Office had 825 calls for service, 1,691 officers initiated for activity, 448 police reports, 15 felonies, 111 misdemeanors, and 72 warrants for a total of 198 total arrests. Sheriff Randall continued that there were 680 traffic contacts, 456 traffic citations, 17 DUI arrests, and one zero tolerance, 30 property damage, 11 personal injuries, and one fatal accident. The Operations Division drove 59,136 miles in the month of June.

Sheriff Randall continued that investigations had been very busy with many cases such as false police report, thefts, a drowning, and many others. He stated that the driver of the car that killed the person on Fox River road in April was charged on June 28, 2011 for one count of aggravated driving under the influence of drugs, a class 2 felony, and three counts of reckless homicide, a class 3 felony. Sheriff Randall continued that the COPS division has been very busy with Gang suppression in Boulder Hill. There was discussion about gang activity in the area. There was a question about Pawn shops and Koster stated that they get lists of current merchandise from the various pawn shops and they cross reference it to stolen goods. Flowers asked what zero tolerance was and Koster explained that it was for those under 21 who are caught with alcohol in their system. They lose their license for a period of time similar to a summary suspension on a DUI.

Flowers called for the Support Services Report. Sheriff Randall said that the reports were attached, of which the following statistics were included for the month of June: Civil Process served 125 papers, there were 22 evictions scheduled and 17 cancelled, 24 Sheriff's sales conducted and he commented that these were dropping in number. He continued that the Records Division brought in a total of \$40,172.17 in the month of June. Court Security had 20,611 entries, they X-rayed 6,935 articles, 32 arrests with 114 contraband refused. There were 62 at bond call. Support Services reported 461 hours of training in the month of June. There was 117 new items into the Property Room 80 item disposed of and 8 items sent to the crime lab for processing and 3 items processed by the Evidence Technician.

Sheriff Randall added that there was a replacement Records Clerk hired; two minor Workman's Comp incidents and Deputy Dial should be back to work August 4. He continued that there were two damaged vehicles (one motorcycle and one squad).

Sheriff Randall stated that there was supposed to be someone from Trans Canada Pipeline to give an update on the Sandwich Compressor Station, but they didn't show up.

Martin made a motion to suspend the meeting and go into Executive Session at 1040 hours, seconded by Hafenrichter. The meeting was suspended at 1040 hours.

The regular Public Safety Committee meeting resumed at 1059 hours and there was a motion by Martin to release the Executive Session Meeting Minutes of March 8, 2004 and November 13, 2007. Koukol seconded the motion and all ayes approved the motion. Motion carried.

Flower asked that Public Comments be added to the next agenda, which Sheriff Randall agreed to.

Shaw made a motion to adjourn the meeting, seconded by Martin. All ayes approved the motion and the meeting was adjourned at 1101 hours.

The next Public Safety Meeting will be held at 1000 hours on August 22, 2011, at the Public Safety Center.

Respectfully Submitted,

Kate Rasmussen
Recording Secretary

JUDICIAL / LEGISLATIVE COMMITTEE MEETING

July 27, 2011

3:00 PM

New Courthouse –Jury Assembly Room

Present at the meeting were Committee Chair Koukol, Ms. Hafenrichter, Ms. Flowers, Mr. Davidson and Ms. Petrella. Also present were Ms. Martin, Mr. Shaw, Eric Weis, Vicki Chuffo, Becky Morganegg, Judge McCann, Nikki Kollins, Matt Schury, Jim Smiley and Chrisy Vineyard.

I. CALL TO ORDER

The meeting was called to order in the Jury Assembly Room by Mr. Koukol at 3:00PM.

II. APPROVAL OF MINUTES OF LAST MEETING

Ms. Hafenrichter moved to approve the minutes of the June 22, 2011 meeting. Ms. Flowers made the second. Motion passed unanimously.

III. OLD BUSINESS – There was no old business to discuss.

IV. NEW BUSINESS – There was no new business to discuss.

V. STATUS REPORTS –

Probation – Tina Varney was not present – no report.

Circuit Clerk –Becky Morganegg distributed a report on case filings as of June 30, 2011 compared to those at the same time in 2010. Overall case filings are down by 2,757. She also had a report to compare Revenue vs. Forecast for the seven month period ending June 30 for FY 2010 & 2011. It showed Circuit Clerk Fees forecast FY 2010/2011 as \$(18,410) and Fines & Forfeitures FY2010/2011 forecast is \$25,934.

Public Defender – Vicki Chuffo reported still working on the budget. The two interns in their office have only one week left to work; they have been excellent summer help.

State's Attorney – Eric Weis reported his office is finishing work on their budget. The intern the SAO's office has will be returning to school as well, however, because of the proximity of NIU, will be able to continue working at least one day per week while attending classes.

Courthouse –Judge McCann spoke on the three budgets his department is finishing; no noticeable increases and no additional staff requests this year. He did report that Kane County qualified for one new judge.

Sheriff's Office – Commander Wollwert had no report.

Court Security - Sgt. Valencik had no report.

Other Reports – Dan Koukol complimented the Judicial staff along with Jim Smiley and Facilities Management on the cooperation of installing a sink in the Jury Assembly Room thereby saving the county a few thousand dollars.

Jim Smiley gave an update on the Courthouse stairs and discussions with Waukegan Steel and the sub-contractor. There should be no cost to the county. Jim hopes to have an update to present at the Facilities Management meeting on August 1st.

Public Comments – Chrisy Vineyard spoke to the committee about the 23rd Judicial District and requested answers to prepared questions. Mr. Koukol explained this is a time to give visitors the opportunity to speak, but the committee is not prepared to respond. He offered to forward her questions to the County Board Chairman for review.

V. ADJOURNMENT - The next meeting is scheduled for August 24, 2011 at 3PM.

Ms. Petrella moved to adjourn with a second from Ms. Flowers.

Respectfully submitted,
Mimi Bryan

Animal Control Meeting
July 18, 2011
Facilities Management Board Room

Call to Order: Meeting was called to order at 9:00 am by Ms. Vickery

In attendance: Nancy Martin, Jeff Wilkins, Latreese Caldwell, Christine Johnson and Mimi Bryan.

Approval of Agenda: Ms. Martin moved to approve the agenda.

Staffing Report: Christine Johnson shared news that Cynthia Goldberg will be leaving her Beacon News position. Future articles on Pets of the Week should be sent to John Russell. They may not be run every week but continue to run the feature. Christine is also going to check into running the articles in Morris and Ottawa papers.

Warden Report:

Report ending June, 2011 showed a total of two pickups: one from Plano; and one from Yorkville; total number of bites – eleven. Total number of animals in house: dogs – 15; cats – 8; kittens – 0

Accounting Report:

Latreese Caldwell distributed the Financial Statement for June, 2011 and pointed out there have been \$84,805.00 YTD in rabies tags sold. That brings the total revenue (YTD) along with fines & fees and donations to \$101,429.52. This is \$6,000 more than this time last year in revenues. Expenses are \$20,000 less than this time last year. The cash balance for June 2011 is \$47,630.52. Vouchers payable for June 2011 amounted to \$1,917.18. A review of the census log for canine and feline intake was done. There was nothing significant to report.

New Business: None brought forward.

Other Business: None brought forward.

Executive Session:

ADJOURNMENT:

Ms. Vickery adjourned the meeting at 9:18 a.m.

Recorder
Mimi Bryan

Animal Control Meeting
 July 29, 2011
 Facilities Management Board Room

Call to Order: Meeting was called to order at 9:00 am by Ms. Vickery

In attendance: Nancy Martin, Suzanne Petrella, Jeff Wilkins, Christine Johnson, Steve Lord, Eric Devick, Tina Varney, David Lee, Todd Milliron and Mimi Bryan.

Approval of Agenda: Ms. Vickery announced Executive Session will be conducted at the end of the meeting. With that change Ms. Martin moved to approve the agenda; Ms. Petrella seconded the motion.

Public Comment:

Ms. Varney, Director of Probation Services, was present to express her appreciation to Christine Johnson and the staff at Animal Control for being available for the past 16 years allowing Community Service work to be done in the facility. In just the past year, Community Service offenders have completed over 4200 hours of community service. Had that been paid minimum wage it would equate at \$34,000 to the county. It is her hope the Animal Control Committee will not shut the doors to Community Service forever and will consider bringing back the program in the future. Ms. Varney offered to work with Animal Control to change the type and amount of people sent to work the facility.

Eric Devick reported to the committee that the mastiff in question, Moose, is still alive and presently in a home in Lake Holiday. He offered to present the dog, if so requested. He also claimed to have information that a bull mastiff was destroyed in place of Moose. According to Eric, he spoke with a tech at Countryside Veterinary Clinic who said the euthanized mastiff was scared and timid but not aggressive. Mr. Devick is willing to turn the dog over to Kendall County but requests the animal's behavior be evaluated.

David Lee, father of Gavin, who was bitten by the mastiff, was present at the time of the incident in the Animal Control facility and explained everything that transpired that day.

Procedural Review: Ms. Vickery explained many hours have been spent working on the Animal Control Procedural Review. Copies were distributed to the committee.

Goals:

- Enhance safety and well being of all persons and animals that enter the facility.
- Provide access to animals in a controlled and stable environment.
- Minimize random, uncontrolled contact between citizens and animals.

Immediate Procedural Changes:

- Strictly enforce current procedure - Staff only access and handle dogs in "unavailable" room
- "Dangerous Dog" sign posted separately on the kennel of any aggressive dog held in "unavailable" room
- All volunteers must be 18 years of age and over
- Eliminate court ordered community service program on a provisional basis for 6 months
- Strictly enforce signage prohibiting access to cross hall to those under 18 years of age

- Only staff and authorized volunteers may enter the kennels to handle an animal in the “available” rooms for purposes of feeding, exercise or removal to viewing room or grounds outside the building
- Citizens, 18 years of age and over, may observe dogs and cats in the “available” rooms, however all interaction must be in the viewing room or on the grounds outside the building
- Families wishing to interact with a dog or cat prior to adoption will be limited to the viewing room (1st room on left) or outside grounds (dogs only) maintaining at least 20 feet separation from other dogs. Only staff and authorized volunteers may bring a dog or cat to the viewing room or grounds outside the building
- Staff and authorized volunteers will strictly use the South door when removing a dog from the building
- Intake of all dogs and cats will occur at back door –dogs will immediately be placed in “unavailable” room until processed
- All dogs and cats will be entered into census log and file created within 24 hours of arrival
- The Administrative Veterinarian will be consulted and promptly determine whether to euthanize a dog that has bitten a human not claimed by the owner after the mandatory 10 day observation period
- The Administrative Veterinarian will be consulted to evaluate any animal showing signs of stress, aggression or injury

Viewing & Adopting Hours:

Monday, Tuesday, Thursday, Friday 10:30am – 12:30pm and 1:30pm – 4:30pm
 Wednesday: No viewing
 Saturday: 10am – 12pm

Tours limited to 5 persons and all direct interaction with animals is limited to viewing room

Intermediate Procedural Changes:

- Key pad lock installed on “unavailable” room
- Key pad lock combinations or card swipes will only be available to Kendall County staff
- Front door locked with entry buzzer
- Physical swivel barrier to be placed in main hall at least 5 feet to limit access to cross hall
- Relocate cat cages from viewing room
- Warden to implement scheduling of volunteers versus current “walk-in” situation
- Monthly safety training for staff coordinated by Warden
- Warden to update current Standard Operating Procedures Manual with detailed procedural changes
- Warden to add detailed procedural sections not currently available in Standard Operating Procedures Manual
- All staff and volunteers will receive training prior to handling dogs and cats.

Ms. Vickery asked Christine Johnson how many of these procedures have been implemented. Ms. Johnson’s response was the signs are up; Community Service has been suspended; the “waiver” form has been changed; there is now a sign-up sheet and she is working on the Statement of Policy. Work is still being done on the SOP for volunteers. Ms. Martin strongly recommended training for all hired staff and volunteers working with the animals. Ms. Petrella commented the Procedural Review is the culmination of much time and review and thanked those who worked on it. She did, however, express concern about disposing of cats and requested an evaluation of the past three years history at Animal Control. She also requested the Community Service program be placed on a

6-month hold and be re-evaluated at that time. Ms. Martin moved to accept the Procedural Review and forward to the County Board for approval. Ms. Vickery seconded the motion.

Ms. Martin moved to go out of regular session and into Executive Session for the purpose 5 ILCS 120/2 (c) (1) the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee of the public body or against legal counsel for the public body to determine its validity. Ms. Petrella seconded the motion. Prior to the onset of Executive Session, Ms. Vickery asked Christine Johnson if the dog is alive or dead. Ms. Johnson replied, "It's alive. He's alive. I made a mistake. I did... the dog that I put down was the dog I thought did the biting. I didn't realize until after he was gone that it was him." When asked how long she's known, Ms. Johnson replied, "A week after he'd left."

Executive Session: Roll call vote: Ms. Vickery, Ms. Martin and Ms. Petrella.

ADJOURNMENT:

Ms. Vickery adjourned the meeting at 9:41 a.m.

Recorder
Mimi Bryan

ANIMAL CONTROL PROCEDURAL REVIEW

Goals:

Enhance safety and well being of all persons and animals that enter the facility.

Provide access to animals in a controlled and stable environment.

Minimize random, uncontrolled contact between citizens and animals.

Immediate Procedural Changes:

Strictly enforce current procedure - Staff only access and handle dogs in “unavailable” room

“Dangerous Dog” sign posted separately on the kennel of any aggressive dog held in “unavailable” room

All volunteers must be 18 years of age and over

Eliminate court ordered community service program on a provisional basis for 6 months

Strictly enforce signage prohibiting access to cross hall to those under 18 years of age

Only staff and authorized volunteers may enter the kennels to handle an animal in the “available” rooms for purposes of feeding, exercise or removal to viewing room or grounds outside the building.

Citizens, 18 years of age and over, may observe dogs and cats in the “available” rooms, however all interaction must be in the viewing room or on the grounds outside the building.

Families wishing to interact with a dog or cat prior to adoption will be limited to the viewing room (1st room on left) or outside grounds (dogs only) maintaining at least 20 feet separation from other dogs. Only staff and authorized volunteers may bring a dog or cat to the viewing room or grounds outside the building.

Staff and authorized volunteers will strictly use the South door when removing a dog from the building.

Intake of all dogs and cats will occur at back door – dogs will immediately be placed in “unavailable” room until processed.

All dogs and cats will be entered into census log and file created within 24 hours of arrival

The Administrative Veterinarian will be consulted and promptly determine whether to euthanize a dog that has bitten a human not claimed by the owner after the mandatory 10 day observation period.

The Administrative Veterinarian will be consulted to evaluate any animal showing signs of stress, aggression or injury.

Viewing & adopting hours:

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

Wednesday: No viewing

Saturday: 10am – 12pm

Tours limited to 5 persons and all direct interaction with animals is limited to viewing room

Intermediate Procedural Changes:

Key pad lock installed on “unavailable” room

Key pad lock combinations or card swipes will only be available to Kendall County staff

Front door locked with entry buzzer

Physical swivel barrier to be placed in main hall at least 5 feet to limit access to cross hall

Relocate cat cages from viewing room

Warden to implement scheduling of volunteers versus current “walk-in” situation

Monthly safety training for staff coordinated by Warden

Warden to update current Standard Operating Procedures Manual for with detailed procedural changes

Warden to add detailed procedural sections not currently available in Standard Operating Procedures Manual

All staff and volunteers will receive training prior to handling dogs and cats.

**Kendall County
Budget and Finance Committee Meeting
July 28, 2011 at 9:00 AM
MINUTES**

1. **Call to Order** – The meeting was called to order at 9:00 AM by Chair Anne Vickery. Committee members present were Ms. Hafenrichter, Ms. Martin, Ms. Petrella and Mr. Davidson. Also present were Jim Smiley, Chief Deputy Koster, Sheriff Randall, Jeff Wilkins, Dave Farris, Fran Klaas, John Sterrett, John Shaw, Ed Dixon, Steve Barrett, Latreese Caldwell, Andy Nicoletti, Jill Ferko, Tom Thomas, Janet Kaiser and Joe Trupiano

2. **Claims Review and Approval** – Ms. Vickery noted the itemized receipts from June for an elected official have been received; she requested approval for payment. Committee members discussed consideration of adopting a “liquor purchase policy” or statement regarding such to be adopted by County Board. Ms. Martin moved to forward the July 28, 2011 Combined Supplemental Claims of \$515,387.36 to the County Board for payment. Ms. Hafenrichter made the second. Motion passed unanimously.

3. **Elected Officials/Department Heads**

Facilities Management – Jim Smiley distributed a revised itemized description of equipment affected by lightning damage done on May 25, 2011 and the affected departments. Six items from KenCom totaled \$2,375.63; no insurance payment yet. Nine items from the Sheriff’s Office total \$48,296.78; no insurance paid yet. Seven items from the New Courthouse totaled \$4,131.10 and insurance paid \$4,298.10 which also covers two Cat 5 Lan protectors (one each at Animal Control and Facilities Management). Total Lightening Claim is \$54,970.51 with total insurance payments of \$4,465.10 and balance to be paid \$50,505.41. Jim reminded the committee Kendall County will be responsible for the \$10,000.00 deductible. Jill Ferko said checks received for damages will be deposited into the Liability Insurance Fund; and same fund will be used to pay out claims.

State’s Attorney’s Office – Eric Weis spoke to the committee concerning the use of the two Assistant State’s Attorneys assigned to civil cases. Since the county will be dealing with upcoming contract and collective bargaining issues along with employing outside counsel, Eric proposed the transfer of Leslie Johnson to specifically handle in-house HR and employment/collective bargaining issues for the county. This is seen as a cost-saving measure for the county since there would be consistency and firms would not be billing the county by the hour. The Labor Negotiations Contracted line item in the Administrative Services budget could serve as the source of the proposed \$80,000 salary (\$110,760.97 would include benefits) to be paid to Leslie Johnson. In the event this is approved Eric would need a replacement Civil Attorney at a cost of \$60,000. Chief Koster spoke about the excellence of Ms. Johnson’s work as she deals with issues for the Sheriff’s Office. Ms. Vickery stated the Finance Committee will consider the recommendation while dealing with the budget for FY11-12.

Administration – Latreese Caldwell reported she is waiting on a few more departments to finish submitting their budgets.

Highway – Fran Klaas was present to request the County Board rescind the award to the second low bidder and go back to the first low bidder concerning the Newark Road Seal Coat Contract. Funding would come from Transportation Sales Tax and work would be completed in August. This would not include the townships. The issue will be placed on the County Board agenda for the meeting on August 2, 2011.

VAC – Ed Dixon distributed a Letter of Cooperation Amendment Proposal for IMRF & PTELL which was reviewed and discussed by the committee. After discussion it was recommended the wording under “VACKC’s counter proposal to amend the wording of the Letter of Cooperation: The County board agrees to allow the VACKC to ~~annually create and~~ fund the budgetary line items that will pay the ~~current~~ (annual) percentage of the employers’ portion for the listed employee benefits... and include reference to PTELL. It was further recommended Ed work with Jeff Wilkins and Nancy Martin on the wording and have the document reviewed by the State’s Attorney’s Office prior to submitting to the County Board for approval. Further discussion will be deferred to the COW meeting on August 11th prior to the County Board meeting on August 16th.

4. Other Items of Business

5. Actions Items

- Combined Supplemental Claims for July 28, 2011

6. Executive Session – None.

7. Adjournment – Mr. Davidson moved to adjourn with a second from Ms. Martin. The meeting adjourned at 10:29 AM.

Mimi Bryan, Administrative Asst.