

**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 1<sup>st</sup>. 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.