

**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 15<sup>th</sup> 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.