

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.