

**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.