



KENDALL COUNTY ANIMAL CONTROL

**Kendall County Office Building
111 W. Fox Street, Room 210, Yorkville IL**

Tuesday, September 24 2019 – 8:30a.m.

A G E N D A

1. **Call to Order**
2. **Roll Call:** Amy Cesich (Chair), Robyn Vickers (Vice Chair), Elizabeth Flowers, Scott Gengler, Matthew Prochaska
3. **Approval of Agenda**
4. **Approval of Minutes from August 28, 2019**
5. **Monthly Reports**
 - Census Log
 - Bite Report
 - Operations Report
 - Accounting Report
6. **Old Business**
7. **New Business**
 - *Discussion of Public Act 101-0299 Rabies Inoculation of Cats LINK*
 - *Discussion of Low Cost Rabies Vaccine and Microchip Events*
 - *Discussion of KCAC Witness Statement*
 - *Discussion of IL Animal Control Act 510 ILCS 5/8 - effective Jan 1, 2020*
 - *Approval to attach the Animal Control Incident Checklist to the Standard Operating Procedure under section XV*
 - *Approval to add Voluntary Witness Statement to forms Checklist to the Standard Operating Procedure under section XV*
8. **Public Comment**
9. **Executive Session**
10. **Action Items for County Board**
11. **Adjournment**

If special accommodations or arrangements are needed to attend this County meeting, please contact the Administration Department at 630-553-4171, a minimum of 24-hours prior to the meeting time



KENDALL COUNTY ANIMAL CONTROL

MEETING MINUTES FOR WEDNESDAY, AUGUST 28, 2019

Call to Order – The meeting was called to order by Committee Chair Amy Cesich at 8:30a.m.

Roll Call

Attendee	Status	Arrived	Left Meeting
Amy Cesich	Present		
Elizabeth Flowers	Present		
Scott Gengler	Here		
Matthew Prochaska		8:32a.m.	
Robyn Vickers	Present		

With four members present, a quorum was established to conduct committee business.

Others present: Scott Koeppel, Laura Pawson, Jim Smiley

Approval of Agenda – Motion made by Member Vickers second by Member Flowers to approve the agenda. **With four members in agreement, the motion carried by a vote of 4-0.**

Approval of Minutes – Motion made by Member Vickers to approve the minutes from July 24, 2019, second by Member Gengler. **With five members in agreement, the minutes were approved by a 5-0 vote.**

Monthly Reports

- **Census Log** – Laura Pawson reviewed the census log with the committee.

Dogs Available for Adoption: 4

Cats Available for Adoption: 4

- **Bite Report** – Laura Pawson reviewed the Bite Report with the committee, stating there were 25 (22 dog bites, and 3 cat bites) for the month of July. Written report provided.
- **Operations Report** – Laura Pawson stated they are now fully staffed. Jim Smiley updated the committee on updates for the facility improvements and bid.
- **Accounting Report** –Written report provided. Ms. Pawson reported that donations had increased for this year, and that there had been repairs on the smaller van recently, which increased that line item.

Old Business - None

New Business

- *Discussion of Public Act 101-0210 and Kendall County Animal Control* – Mr. Koepfel reported that per the State’s Attorney’s Office, the KC Animal Control facility was exempt from this Act, but could install a full sprinkler system, or opt for smoke/heat detectors. The committee agreed that heat/smoke detectors should be added to the specs for the facility improvements, and that Jim Smiley should research the cost and report at the September meeting.
- *Discussion of FY20 Budget* – Mr. Koepfel reported that he reviewed the Animal Control budget with Ms. Pawson last week. Discussion on the current hourly salary for newly hired Kennel Technicians, the increase in pay after six-months in the position, and the proposed five percent increase on January 1, 2020, as well as the increases necessary over the next few years to be in compliance with the required minimum wage of \$15 per hour by the year 2025. Mr. Koepfel said the two full-time employees would receive the Finance Committee’s suggested two percent salary increase. Discussion on increasing the PT Office Assistant’s hours to 22 per week by scheduling four hours of work every other Saturday to aid in office coverage and in increased staff presence.

Executive Session – Not needed

Action Items for the County Board – None

Action Items for the Committee of the Whole – None

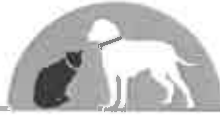
Questions from the Media – None

Public Comment – None

Adjournment – Member Flowers made a motion to adjourn the meeting, second by Member Vickers. **With five members present in agreement, the meeting was adjourned at 9:19a.m.**

Respectfully Submitted,

Valarie McClain
Administrative Assistant & Recording Clerk



**KENDALL COUNTY
ANIMAL CONTROL**

September 20, 2019

Kendall County Animal Control Census

August 2019 Dog

Dog Intakes: 16

Dogs Adopted: 7

Reclaimed: 8

Transferred: 0

Euthanized: 2 (8/7/19 Aries, Pit Bull, Reason: Behavior, 8/21/19, Thor, Pit Bull, Reason: Behavior)

August 2019 Cats

Cat Intakes: 9

Cats Adopted: 7

Cats Reclaimed: 1

Transferred: 2

Euthanized: 1 (8/1/19 Lily, Reason: Health)

September 2019 Month to Date

Dog Intakes: 16

Dogs Adopted: 3

Reclaimed: 12

Transferred to Rescue: 3

Euthanized: 1

Total Available Dogs: 3

Total Unavailable Dogs: 4

Cat Intakes: 4

Cats Adopted: 6

Cats Reclaimed: 0

Transferred to Rescue: 0

Euthanized: 0

Total Available Cats: 5 (4 cats, 1 kitten)

Total Unavailable Cats: 4 (3 cats, 1 kitten)

UPCOMING EVENTS AND MEDIA:

Volunteer Orientation: Thursday, September 26, 2019 6pm-7:30

Oswego Police-Featured Pet with Officer Video held every other Wednesday or the month

Yorkville Police Department- Featured Pet with Officer Video held every other Wednesday of the month

Record Newspaper – Pet of the week: Venelope, 7 month old Tabby Cat



KENDALL COUNTY
ANIMAL CONTROL

AUGUST 2019

ANIMAL BITES TO HUMANS REPORTED TO KCAC

DATE	OWNER	BITING ANIMAL	PERSON BITTEN
8/2/19	OWNER	"BLACKHAWK" LABRADOR RET. (UTD/ALTERED)	OTHER
8/5/19	OWNER	"CAPTAIN" BEAGLE (UTD/ALTERED)	OTHER
8/6/19	OWNER	"MEEKA" GERMAN SHEPHERD (UTD/ALTERED)	OTHER
8/6/19	OWNER	"GABLE" MASTIFF (UTD/UNALTERED)	OTHER
8/9/19	OWNER	"TAHO" COCKER SPANIEL (UTD/ ALTERED)	OTHER
8/14/19	OWNER	"DUFUS" PIT BULL (UTD/ALTERED)	OTHER
8/14/19	OWNER	"JHILLEY" ROTTWEILER/ MIX (UTD/ALTERED)	OWNER
8/16/19	OWNER	"LOLA" PIT BULL (UTD/ALTERED)	OTHER
8/16/19	OWNER	"NALA" IRISH WOLFHOUND (UTD/ALTERED)	OWNER
8/19/19	OWNER	"GOLDIE" GOLDEN RET. (NOT UTD/UNALTERED)	OTHER
8/19/19	OWNER	"COCO" CHIHUAHUA (UTD/ALTERED)	OTHER
8/19/19	OWNER	"FONZIE" SHIH TZU/MIX (UTD/ALTERED)	OWNER
8/19/19	OWNER	"LILLY" AUSTRALIAN SHEPHERD (UTD/ALTERED)	OWNER
8/19/19	OWNER	STRAY DOMESTIC SH CAT (NOT UTD/UNALTERED)	OWNER
8/20/19	OWNER	"CHLOE" ALASKAN HUSKY/MIX (UTD/ALTERED)	OWNER
8/22/19	OWNER	"STELLA" FRENCH BULLDOG (UTD/UNALTERED)	OTHER
8/23/19	OWNER	STRAY DOMESTIC SH CAT (NOT UTD/UNALTERED)	OTHER
8/25/19	OWNER	" MURPHY" GOLDEN RET. (UTD/ALTERED)	OTHER
8/27/19	OWNER	"LEO" PIT BULL (UTD/ALTERED)	OTHER
8/28/19	OWNER	"HARPER" GOLDEN RET./MIX (UTD/ALTERED)	OWNER
8/28/19	OWNER	"GUMBIE" GERMAN SHEPHERD (UTD/UNALTERED)	OTHER
8/30/19	OWNER	"OLAF" AUSTRALIAN CATTLE DOG (UTD/UNALTERED)	OWNER

8/10/19 OWNER
8/13/19 OWNER

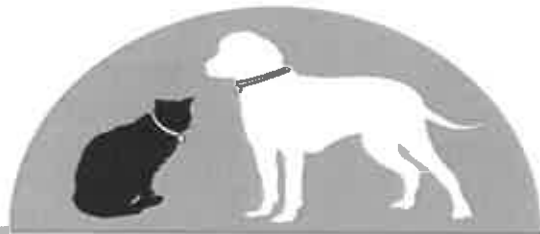
"THOR" PIT BULL (UTD/ALTERED)
"THOR" HUSKY (UTD/ALTERED)

OTHER
OTHER

PIT BULL TERRIER	4
BEAGLE	1
MASTIFF	1
LABRADOR RET.	1
GERMAN SHEPHERD/MIX	2
COCKER SPANIEL	1
ROTTWEILER/MIX	1
IRISH WOLFH	1
GOLDEN RET.	2
CHIHUAHUA	1
SHIH TZU/MIX	1
AUSTRALIAN SHEP	1
HUSKY	2
BULLDOG	1
GOLDEN RET/MIX	1
AUSTRALIAN CATTLE	1
CAT	2

Total: 23

MULTIPLE BITES: 0



KENDALL COUNTY
ANIMAL CONTROL

Financial Statements FY19
August 2019

KENDALL COUNTY ANIMAL CONTROL
Statement of Revenues And Expenditures
8/31/2019

	CURRENT YEAR				PRIOR YEAR	VARIANCE
	FY19 Budget	August Actual	YTD Actual	YTD Percent of Budget	8/31/18 YTD	FY19 YTD v. FY18 YTD
Animal Control Fund #350						
REVENUE						
Rabies Tags Sold	\$ 195,000	\$ 24,415	\$ 167,810	86.1%	\$ 166,636	\$ 1,174
Fines & Fees (Total)	28,000	1,370	10,220	36.5%	19,467	(9,247)
Donations	5,000		6,287	125.7%	2,801	3,486
Intact Registration Fee	10,000	2,020	8,865	88.7%	7,385	1,480
Miscellaneous	300		-		50	(50)
Total Revenue	\$ 238,300	\$ 27,805	\$ 193,182	81.1%	\$ 196,339	\$ (3,157)
EXPENDITURE						
Salary - Animal Control Warden	\$ 50,219	\$ 3,863	\$ 36,680	73.0%	\$ 35,979	\$ 701
Salary - Assistant Warden	30,597		260	0.9%	21,918	(21,658)
Salary - Other	58,092	8,040	34,312	59.1%	35,374	(1,062)
Salary - Administrator	6,500	500	4,750	73.1%	4,750	
Overtime	1,500					
Supplies	1,500	12	1,084	72.3%	945	139
Postage	1,400		768	54.9%	1,139	(371)
Training	1,500		756	50.4%	1,701	(945)
Telephone & Pager	250	15	103	41.2%	118	(15)
Equipment	3,500		1,556	44.4%	1,390	166
Vehicle Expense & Gasoline	2,200	32	1,803	82.0%	544	1,259
Uniforms	750	192	383	51.1%		383
Volunteers/Public Relations	1,000		123	12.3%	428	(305)
Neuter/Spay Fees			-			
Rabies Tags	2,500		2,008	80.3%	181	1,827
Transportation, Board & Care	10,000	1,015	14,705	147.1%	5,101	9,604
Kennel Improvements		504	1,044		96	948
Observation/Disposal	500		175	35.0%	120	55
Microchips	2,000		928	46.4%	1,326	(398)
Capital Expenditures	2,500	820	820	32.8%	1,485	(665)
Total Operating Expenditure	\$ 176,508	\$ 14,992	\$ 102,257	57.9%	\$ 112,595	\$ (10,338)
TRANSFERS OUT						
Transfer to General Fund	\$ 60,078	\$ 1,163	\$ 7,769	12.9%	\$ 20,595	\$ (12,826)
Transfer to IMRF Fund	11,000	930	5,428	49.3%	8,612	(3,184)
Transfer to Building Fund	10,000					
Transfer to SS Fund	11,000	940	5,495	50.0%	6,954	(1,459)
Total Transfers Out	\$ 92,078	\$ 3,032	\$ 18,692	20.3%	\$ 36,161	\$ (17,469)
Total Expenditure & Transfers Out	\$ 268,586	\$ 18,024	\$ 120,949	45.0%	\$ 148,756	\$ (27,807)
Total Revenue Over/(Under) Expenditure	\$ (30,286)	\$ 9,781	\$ 72,233		\$ 47,583	\$ 24,650

**KENDALL COUNTY ANIMAL CONTROL FUND #350
FUND (CASH) BALANCE
FY 2019**

MONTH	FY19 Monthly REVENUE OVER/(UNDER) EXPENSES	FY19 FUND (CASH) BALANCE	FY18 Monthly REVENUE OVER/(UNDER) EXPENSES	FY18 FUND (CASH) BALANCE
Beginning Fund (Cash) Balance		\$ 185,793		\$ 185,196
December-18	\$ (2,924)	182,869	\$ 917	186,113
January-19	4,778	187,647	26,202	212,314
February-19	19,759	207,406	(5,972)	206,342
March-19	12,025	219,431	(7,556)	198,787
April-19	12,388	231,819	12,308	211,095
May-19	(1,311)	230,508	3,894	214,989
June-19	11,082	241,590	(2,039)	212,950
July-19	6,655	248,245	11,406	224,356
August-19	9,781	258,026	8,422	232,779
September-19		258,026	(2,515)	230,263
October-19		258,026	10,768	241,031
November-19		258,026	(55,238)	185,793
Fund (Cash)	\$ 72,233		\$ 597	
YTD Fund Balance		\$ 258,026		\$ 185,793

**KENDALL COUNTY ANIMAL CONTROL FUND #350
VOUCHERS PAID
August-2019**

LINE ITEM	VENDOR	DESCRIPTION	AMOUNT
3502-000-6200	SUPPLIES		
	First National Bank of Omaha	Office Supplies	\$ 11.99
			\$ 11.99
3502-000-6207	TELEPHONE & PAGER		
	Sprint	Telephone & Pager	14.87
			14.87
3502-000-6217	VEHICLE EXPENSE & GASOLINE		
	Kendall County Highway	Vehicle Expense	30.00
	First National Bank of Omaha	Toll	1.50
			31.50
3502-000-6369	UNIFORMS		
	Steve's Silk Screening	Uniforms	192.00
			192.00
3502-000-6897	TRANSPORTATION, BOARD & CARE		
	Countryside Veterinary Clinic	Transportation, Board & Care	1,004.68
	Shaw Media	Adoption Ad	10.00
			1,014.68
3502-000-6898	KENNEL IMPROVEMENTS		
	First National Bank of Omaha	Kennel Supplies	11.98
	First National Bank of Omaha	Kennel Supplies	51.94
	Home Depot Credit Card Services	Animal Control	439.68
			503.60
3502-000-9999	CAPITAL EXPENDITURES		
	Its Savvy LLC	Laptop	820.08
			820.08
		TOTAL	\$ 2,588.72

KENDALL COUNTY ANIMAL CONTROL
Statement of Revenues And Expenditures
8/31/2019

Animal Control Capital Fund #340

	FY19 Budget	August Actual	YTD Actual	YTD Percent of Budget	Fund Balance	
Beginning Balance	\$ 142,293		\$ 142,293		FY10	\$70,000
					FY11	87,769
					FY12	41,062
Revenue					FY13	46,762
Other Revenue	-				FY14	51,661
Total Revenue	-				FY15	69,276
					FY16	125,571
Expenditure					FY17	134,712
Expense - Building Improvements	70,000	11,559	36,872	52.7%	FY18	142,293
Capital Expenditure			386		FY19	105,035
Total Expenditure	70,000	11,559	37,258	53.2%		
Transfers In						
Transfers In - from Animal Control Fund	10,000					
Total Transfers In	10,000	-	-			
Ending Balance	\$ 82,293	\$ (11,559)	\$ 105,035			

Animal Medical Care Fund #341

	FY19 Budget	August Actual	YTD Actual	YTD Percent of Budget	Fund Balance	
Beginning Balance	\$ 26,165		\$ 26,165		FY13	\$250
					FY14	21,935
					FY15	33,497
Revenue					FY16	32,810
Donations & Receipts	1,000			0.0%	FY17	32,325
Total Revenue	1,000	-	-	0.0%	FY18	26,165
					FY19	21,907
Expenditure						
Animal Medical Care Expenses	3,000	659	3,861	128.7%		
Heartworm Testing	500	176	286	57.2%		
FeLuk/FIV Testing	750	66	110	14.7%		
Total Expenditure	4,250	901	4,257	100.2%		
Ending Balance	\$ 22,915	\$ (901)	\$ 21,907			

KENDALL COUNTY ANIMAL CONTROL
Statement of Revenues And Expenditures
8/31/2019

State Pet Population Control Fund #860

	FY19 Budget	August Actual	YTD Actual	YTD Percent of Budget	Fund Balance
Beginning Balance	\$ 12,375		\$ 12,375		FY10 \$915 FY11 780 FY12 1,980 FY13 110 FY14 5,865 FY15 7,990 FY16 9,830 FY17 11,315 FY18 12,375 FY19 12,589
Revenue					
Dogs Running at Large Fee	1,500		240	16.0%	
Dangerous Dog Fee					
Vicious Dog Fee					
Impoundment					
Dog Bites					
Total Revenue	<u>1,500</u>	-	<u>240</u>	<u>16.0%</u>	
Expenditure					
Transfer to County Animal Population Control Fund	12,375				
Remittance to State of IL	-		26		
Total Expenditure	<u>12,375</u>	-	<u>26</u>		
Ending Balance	<u>\$ 1,500</u>	<u>\$ -</u>	<u>\$ 12,589</u>		

Animal Population Control Fund #870

	FY19 Budget	August Actual	YTD Actual	YTD Percent of Budget	Fund Balance
Beginning Balance	\$ 108,859		\$ 108,859		FY10 \$29,314 FY11 46,246 FY12 60,939 FY13 64,358 FY14 71,549 FY15 83,094 FY16 97,935 FY17 106,508 FY18 108,859 FY19 114,857
Revenue					
Fees	12,000	2,155	10,430	86.9%	
Total Revenue	<u>12,000</u>	<u>2,155</u>	<u>10,430</u>	<u>86.9%</u>	
Expenditure					
Spay/Neuter Adopted Dogs/Cats	4,500	270	3,407	75.7%	
Spay/Neuter Targeted Dogs/Cats	5,000		1,025	20.5%	
Total Expenditure	<u>9,500</u>	<u>270</u>	<u>4,432</u>	<u>46.7%</u>	
Transfers In					
Transfer from State Pet Population Control Fund	12,375				
Total Transfers In	<u>12,375</u>	-	-		
Ending Balance	<u>\$ 123,734</u>	<u>\$ 1,885</u>	<u>\$ 114,857</u>		

**2019 HVAC & MISCELLANEOUS IMPROVEMENTS
KENDALL COUNTY ANIMAL CONTROL FACILITY
YORKVILLE, ILLINOIS
FOR
KENDALL COUNTY
YORKVILLE, KENDALL COUNTY, ILLINOIS
Project No. 3-2019-18**

Healy, Bender & Associates, Inc.

Architects - Planners

NAME OF BIDDER	BASE BID	ALTERNATE BID 1 Translucent Exterior Roof Panels at Outdoor Kiosks	ALTERNATE BID 2 Automatic Door Operator	ALTERNATE BID 3 Additional Low Voltage Network Wiring	ALTERNATE BID 4 Access Control System	ALTERNATE BID 5 Duct Free Split System	ALTERNATE BID 6 Electric Cabinet Heaters	COMPLETION TIME Calendar Days	ADDENDUM RECD	REMARKS
Amber Mechanical Contractors, Inc. Alsip, Illinois	\$359,000.00	\$11,000.00	\$13,000.00	\$12,000.00	\$28,000.00	\$18,000.00	\$12,800.00	—	1	10% Bid Bond
John's Service and Sales, Inc. Oglesby, Illinois	No Bid	—	—	—	—	—	—	—	—	—
Lite Construction, Inc. Montgomery, Illinois	\$287,213.00	\$3,702.00	\$5,713.00	\$11,213.00	\$19,213.00	\$14,213.00	\$4,213.00	100	1	10% Bid Bond
R.L. Sohol General Contractor, Inc. Plainfield, Illinois	\$348,000.00	No Bid	\$7,500.00	\$7,000.00	\$30,000.00	\$15,000.00	\$6,500.00	150	1	10% Bid Bond
Sound Incorporated, Inc. Naperville, Illinois	No Bid	—	—	—	—	—	—	—	—	—
Talena Builders, Inc. Alsip, Illinois	\$304,850.00	\$6,800.00	\$6,860.00	\$8,800.00	\$20,600.00	\$9,400.00	\$7,700.00	86	1	10% Bid Bond

AIA Document G702™ - 1992

Application and Certificate for Payment

TO OWNER:
Kendall County Facilities Management
804 John Street Suite B
Yorkville, IL 60580

PROJECT:
Kendall County Animal Control Facility
802 W. John Street
Yorkville, IL 60580

APPLICATION NO:

PERIOD TO:

Distribution to:

OWNER

ARCHITECT

CONTRACTOR

FIELD

OTHER

FROM CONTRACTOR:
Life Construction
711 South Lake Road
Montgomery, IL 60538

VIA ARCHITECT:
Healy Bender & Associates Inc.

CONTRACT FOR: 2019 HVAC & Misc. Improvements

CONTRACT DATE: 09/23/2019

PROJECT NOS: 3-2019-18 /

CONTRACTOR'S APPLICATION FOR PAYMENT

Application is made for payment, as shown below, in connection with the Contract. AIA Document G703™, Continuation Sheet, is attached.

1. ORIGINAL CONTRACT SUM	\$	287,213.00
2. NET CHANGE BY CHANGE ORDERS	\$	0.00
3. CONTRACT SUM TO DATE (Line 1 ± 2)	\$	287,213.00
4. TOTAL COMPLETED & STORED TO DATE (Column G on G703)	\$	0.00
5. RETAINAGE:		
a. <u>0</u> % of Completed Work (Columns D + E on G703)	\$	0.00
b. <u> </u> % of Stored Material (Column F on G703)	\$	0.00
Total Retainage (Lines 5a + 5b, or Total in Column I of G703)	\$	0.00
6. TOTAL EARNED LESS RETAINAGE	\$	0.00
<i>(Line 4 minus Line 5 Total)</i>		
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT	\$	0.00
<i>(Line 6 from prior Certificate)</i>		
8. CURRENT PAYMENT DUE	\$	0.00
9. BALANCE TO FINISH, INCLUDING RETAINAGE	\$	287,213.00
<i>(Line 3 minus Line 6)</i>		

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown herein is now due.

CONTRACTOR:

By: _____
State of: Illinois Jim Campbell, President

Date: 09/30/2019

County of:

Subscribed and sworn to before
me this 30th day of September, 2019

Notary Public:

My commission expires:

ARCHITECT'S CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on on-site observations and the data comprising this application, the Architect certifies to the Owner that to the best of the Architect's knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED

(Attach explanation if amount certified differs from the amount applied. Initial all figures on this Application and on the Continuation Sheet that are changed to conform with the amount certified.)

ARCHITECT:

By: _____ Date: _____

This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner	\$	\$
Total approved this month	\$	\$
TOTAL	\$ 0.00	\$ 0.00
NET CHANGES by Change Order	\$	0.00

CAUTION: You should sign an original AIA Contract Document, on which this text appears in RED. An original assures that changes will not be obscured.

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AIA Document G703™ - 1992

Continuation Sheet

AIA Document G702™, Application and Certification for Payment, containing Contractor's signed certification is attached.

In tabulations below, amounts are stated to the nearest dollar.

Use Column I on Contracts where variable retainage for line items may apply.

APPLICATION NO:

APPLICATION DATE: 09/30/2019

PERIOD TO:

ARCHITECT'S PROJECT NO:

A. ITEM NO.	B. DESCRIPTION OF WORK	C. SCHEDULED VALUE	D. WORK COMPLETED		F. MATERIALS PRESENTLY STORED (Not in D or E)	G.		H. BALANCE TO FINISH (C - G)	I. RETAINAGE (If variable rate)
			FROM PREVIOUS APPLICATION (D + E)	THIS PERIOD		TOTAL COMPLETED AND STORED TO DATE (D + E + F)	% (G + C)		
1000	Bond / Insurance LCI	5,000.00	0.00	0.00	0.00	0.00	0.00	5,000.00	0.00
2003	Slab Labor LCI	8,000.00	0.00	0.00	0.00	0.00	0.00	8,000.00	0.00
2006	Finish Carpentry LCI	10,000.00	0.00	0.00	0.00	0.00	0.00	10,000.00	0.00
2010	Demo Inhouse Labor LCI	20,000.00	0.00	0.00	0.00	0.00	0.00	20,000.00	0.00
3010	Slab Concrete LCI	1,000.00	0.00	0.00	0.00	0.00	0.00	1,000.00	0.00
4500	Rollup Metal Door Security Builders Supply	6,000.00	0.00	0.00	0.00	0.00	0.00	6,000.00	0.00
5000	Exec T.B.L.	119,000.00	0.00	0.00	0.00	0.00	0.00	119,000.00	0.00
5502	Electric T.B.L.	19,000.00	0.00	0.00	0.00	0.00	0.00	19,000.00	0.00
5505	Brick Layer LCI	10,000.00	0.00	0.00	0.00	0.00	0.00	10,000.00	0.00
5506	Painting T.B.L.	13,000.00	0.00	0.00	0.00	0.00	0.00	13,000.00	0.00
5507	Drywall LCI	13,000.00	0.00	0.00	0.00	0.00	0.00	13,000.00	0.00
5508	Ceiling LCI	4,000.00	0.00	0.00	0.00	0.00	0.00	4,000.00	0.00
5509	Windows LCI	12,000.00	0.00	0.00	0.00	0.00	0.00	12,000.00	0.00
GRAND TOTAL		240,000.00	0.00	0.00	0.00	0.00	0.00	240,000.00	0.00

CAUTION: You should sign an original AIA Contract Document, on which this text appears in RED. An original assures that changes will not be obscured.

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AIA Document G703™ – 1992

Continuation Sheet

AIA Document G702™, Application and Certification for Payment, containing Contractor's signed certification is attached.
 In tabulations below, amounts are stated to the nearest dollar.
 Use Column I on Contracts where variable retainage for line items may apply.

APPLICATION NO:
 APPLICATION DATE: 08/30/2019
 PERIOD TO:
 ARCHITECT'S PROJECT NO:

A ITEM NO.	B DESCRIPTION OF WORK	C SCHEDULED VALUE	D WORK COMPLETED		F MATERIALS PRESENTLY STORED <i>(Not in D or E)</i>	G TOTAL COMPLETED AND STORED TO DATE <i>(D + E + F)</i>		H BALANCE TO FINISH <i>(C - G)</i>	I RETAINAGE <i>(If variable rate)</i>
			D FROM PREVIOUS APPLICATION <i>(D + E)</i>	E THIS PERIOD		G %	G <i>(G + C)</i>		
522	Epoxy T.B.L.	11,000.00	0.00	0.00	0.00	0.00	0.00	11,000.00	0.00
9000	Overhead LCI	16,213.00	0.00	0.00	0.00	0.00	0.00	16,213.00	0.00
GRAND TOTAL		27,213.00	0.00	0.00	0.00	0.00	0.00	27,213.00	0.00

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e) A veterinarian who inoculates a cat that is a companion animal shall issue an inoculation certificate to the owner which shall comply with any registration requirements adopted by the county under Section 3 of this Act. The owner shall pay any fee imposed by the county under Section 3 of this Act. A veterinarian who inoculates a feral cat shall issue an inoculation certificate to the person who presented the feral cat for veterinary care. The registration requirements or any fee imposed by the county under Section 3 of this Act shall not apply to feral cats.

(510 ILCS 5/3) (from Ch. 8; par. 353)

Sec. 3. The County Board Chairman with the consent of the County Board shall appoint an Administrator. Appointments shall be made as necessary to keep this position filled at all times. The Administrator may appoint as many Deputy Administrators and Animal Control Wardens to aid him or her as authorized by the Board. The compensation for the Administrator, Deputy Administrators, and Animal Control Wardens shall be fixed by the Board. The Administrator may be removed from office by the County Board Chairman, with the consent of the County Board.

The Board shall provide necessary personnel, training, equipment, supplies, and facilities, and shall operate pounds or contract for their operation as necessary to effectuate the program. The Board may enter into contracts or agreements with persons to assist in the operation of the program and may establish a county animal population control program.

The Board shall be empowered to utilize monies from their General Corporate Fund to effectuate the intent of this Act.

The Board is authorized by ordinance to require the registration and may require microchipping of dogs and cats. The Board shall impose an individual dog or cat registration fee with a minimum differential of \$10 for intact dogs or cats. Ten dollars of the differential shall be placed in a county animal population control fund. All persons selling dogs or cats or keeping registries of dogs or cats shall cooperate and provide information to the Administrator as required by Board ordinance, including sales, number of litters, and ownership of dogs and cats. If microchips are required, the microchip number may serve as the county animal control registration number.

In obtaining information required to implement this Act, the Department shall have power to subpoena and bring before it any person in this State and to take testimony either orally or by deposition, or both, with the same fees and mileage and in the same manner as prescribed by law for civil cases in courts of this State.

The Director shall have power to administer oaths to witnesses at any hearing which the Department is authorized by law to conduct, and any other oaths required or authorized in any Act administered by the Department.

This Section does not apply to feral cats.

(Source: P.A. 100-405, eff. 1-1-18; 100-787, eff. 8-10-18.)



KENDALL COUNTY
ANIMAL CONTROL
 802 W. John Street
 Yorkville, IL 60560

Internal Use Only

Report Type: (check one)

Complaint

Incident

Complaint/Incident No.:

Voluntary Witness Statement

Today's Date & Time:

Date & Time of Occurrence:

Location of Occurrence:

Your Full Name:

Date of Birth:

Address:

City:

State:

Zip:

Telephone Number:

Relationship:

Animal's Name & Description:

Owner's Name:

Telephone Number:

Address:

City:

State:

Zip:

Signature: x

Date:

By signing I certify that all of the information I provide including my statement is true to the best of my knowledge. Kendall County may release information concerning this statement, including name and address, in accordance with requests made pursuant to the Illinois Public Information Act.

Please provide a detailed written or typed statement below using your own words.

Use more sheets if necessary.



KENDALL COUNTY
ANIMAL CONTROL
802 W. John Street
Yorkville, IL 60560

Voluntary Witness Statement
Continuation Sheet

XV. NOTIFICATION/ONSITE INCIDENTS

Policy

The Kendall County Sheriff will be notified and their assistance will be requested at Animal Control anytime staff feels threatened to insure that order and safety is maintained.

The State's Attorney's office, the County Administrator, Animal Control Committee Chair, and the Human Resources Coordinator will be notified within 48 hours or by the next business day, if the incident occurred on the weekend, anytime there is injury to staff, volunteers, or the general public, while at the Animal Control facility or while conducting Animal Control business.

Procedure

Animal Control staff will call KenCom and request the Kendall County Sheriff's Office to come to Animal Control anytime they feel threatened and feel they need assistance in maintaining order and safety. Any staff member involved with this type of incident will write a summation of the occurrence in their own words and submit it to the Director within 48 hours or by the next business day if the incident occurred on the weekend. The Kendall County State's Attorney's Office, County Administrator, and Animal Control Committee Chair will be promptly notified whenever the Sheriff's assistance is requested at Animal Control for this purpose.

Animal Control staff will have the appropriate forms filled out by the injured party as well as by any witnesses within 48 hours or by the next business day, if the incident occurred on the weekend, when there is an injury onsite or offsite while conducting Animal Control business. Animal Control staff will also complete the Incident Checklist and all staff-completed forms within the same period of time. All forms will be given to the Director who will review them and then make copies of the information and promptly send them to the Kendall County State's Attorney's Office, the County Administrator, Animal Control Committee Chair, and the Human Resources Coordinator. A copy of the incident will also be kept at Animal Control.

ANIMAL CONTROL INCIDENT CHECKLIST

1. Immediately following Incident:	
Completed	Task:
	Photograph injuries and location.
	Photograph animal(s).
	Gather written witness statements.
	If treatment refused, have waiver signed.
	Call emergency personnel, unless refused. (waiver signed)
	Document treatment rendered.
	Submit all photographs and documents to the Director.
	Contact local law enforcement, if necessary. Notify State's Attorney's Office, County Administrator, and Animal Control Committee Chair if local law enforcement is contacted.

2. Within 48 hours: (by the following business day, if the incident occurred on the weekend or holiday)	
Completed	Task:
	Notify State's Attorney's Office, County Administrator, Animal Control Committee Chair, and Human Resources Coordinator of incident.
	Complete all forms that could not be completed at time of incident.
	Staff member involved submit summation of the occurrence to the Director.
	Director submit copies of all forms to State's Attorney's Office, County Administrator, Animal Control Committee Chair, and Human Resources Coordinator.
	Retain and file copies of all documents.

3. Incident Forms (mark N/A if form is not applicable to the incident)	
Completed	Form Title:
	ICRMT WC Employee Injury Report
	ICRMT WC Supervisor Report
	ICRMT WC Witness Report (complete by each witness)
	Voluntary Waiver of Medical Treatment
	ICRMT Incident Report for All Claims Other Than Workers Compensation - General Liability
	ICRMT Incident Report for All Claims Other Than Workers Compensation - Property
	ICRMT Incident Report for All Claims Other Than Workers Compensation - Automobile Accident
	Workers' Compensation Injury Medical Authorization

VOLUNTARY WAIVER OF MEDICAL TREATMENT

I, _____, decline to seek medical treatment for an incident that I reported as having occurred at Kendall County Animal Control on _____. By signing my name below, I affirm that I have made this decision to decline medical treatment voluntarily and without coercion. I hereby release and hold harmless Kendall County, its board members, elected officials, employees and agents from any and all damages, injuries and liabilities that I sustain due, in whole or in part, to my decision to decline medical treatment.

I agree to immediately notify the Kendall County Animal Control Warden should I choose to seek medical attention at a later date.

Printed Name: _____

Signature: _____ Date: _____

Witness Name: _____
Print Full Name

Witness Signature: _____ Date: _____