



Health Department and  
Community Health Center

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January 11, 2016

To: Lake County Villages and Municipalities that Utilize Lake County Animal Care and Control Services

From: Robin Van Sickle, Program Coordinator  
Animal Care and Control

**RE: Revised Fee for Service Agreement and Animal Care and Control Fee Schedule**

Enclosed you will find an amended Fee for Service Agreement. The amended agreement clarifies and better describes the terms in order to assure the continuation of the positive working relationship we have between our agencies. An important change is a more comprehensive explanation of the services provided during and after office hours. Animal Care and Control staff takes pride in being available both during and after normal business hours, either in person or on the phone, to assist other enforcement agencies in interpreting and enforcing animal laws.

Also included in this packet is a revised Animal Care and Control Fee Schedule, which went into effect January 1, 2016. Some of the changes in the fee schedule relate to the fees we assess for services provided through our contractual agreements. One of our primary goals in revising the fee schedule is to encourage the pickup and impoundment of stray roaming cats within your municipality by reducing the fees to impound these cats.

Under the revised fee schedule, contracted agencies will not be charged transportation, boarding, and disposal fees for stray cats being picked up at a secure municipal location. Each stray cat impounded is a flat rate of \$35 each as opposed to the previous variable rate of \$90-\$110 (depending on whether or not the cat was adoptable). Service visit fees will only be assessed when an Animal Care and Control warden responds to your jurisdiction to assist in the investigation or complaint of an animal related manner. As a reminder, fees are **only** assessed when Animal Care and Control services are approved by and provided to the partnering agency.

Please take the time to review the Agreement and Fee Schedule and contact me with any questions or concerns at 847-377-4716, or by email at [rvansickle@lakecountyil.gov](mailto:rvansickle@lakecountyil.gov). Signed agreements providing designated contact/authorization information can be sent directly to my attention at Animal Care and Control, 18736 W. Peterson Rd., Libertyville, IL 60048.

**LAKE COUNTY HEALTH DEPARTMENT  
AND COMMUNITY HEALTH CENTER  
ANIMAL CARE AND CONTROL PROGRAM**

**FEE FOR SERVICE AGREEMENT**

**THIS AGREEMENT**, entered into this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by and between the **LAKE COUNTY BOARD OF HEALTH** (hereinafter referred to as “The Board of Health,” and the **CITY/VILLAGE** of, \_\_\_\_\_ (herein referred to as “The Municipality”).

**1. SERVICE VISITS**

The Board of Health shall respond to all request for service visit calls within the municipality during normal business hours and shall respond to emergency calls on a twenty-four (24) hour basis. Services include, but are not limited to: the pickup of stray domestic animals; the pickup of injured wildlife; the pickup of aggressive animals running at large; the pickup of animals suspected of carrying the rabies virus; investigations of dangerous, animal-aggressive, or vicious dogs; investigations of animal neglect or cruelty; and general field assistance/support related to animal complaints or concerns.

Only requests for emergency services shall be responded to after normal business hours. Emergency services are restricted to: the removal of wildlife from living quarters; the pickup of stray biting animals, including wildlife; the pickup of injured stray dogs and cats; the pickup of animals from the scene of an arrest or other required removal of the owner; and the pickup of aggressively behaving stray dogs. Requests for emergency services pertaining to livestock will be at the discretion of the Board of Health.

Response to all service calls shall be as soon as possible, based on the circumstances of the situation and the priority of the call as determined by representatives of the Board of Health

All request for service calls shall be authorized by a representative designated by the Municipality.

The representative(s) named below is/are authorized by the Municipality to approve requests for service: (please type or print legibly)

During Business Hours: \_\_\_ a.m. to \_\_\_ p.m. \_\_\_\_\_  
Name Phone

After Business Hours: \_\_\_\_\_  
Name Phone

**2. ANIMAL BITES**

Upon becoming aware of an animal bite to a human or to another animal, the Municipality shall notify the Board of Health. The Municipality shall direct the biting animal owner, keeper or harbinger to contact the Board of Health to confirm the requirements for confining the animal for rabies observation, as specified in the Illinois Animal Control Act and Lake County Code of Ordinances Chapter 172. A report of the animal bite, on a form supplied by the Board of Health, shall be completed by the Municipality and submitted to the Board of Health within 24 hours.

The Board of Health shall provide support to the Municipality in the enforcement of the provisions of the Illinois Animal Control Act that pertain to biting animal investigations when requested.

**3. IMPOUNDMENT**

In accordance with Section 1, the Board of Health shall impound animals apprehended within the Municipality's boundaries. The Board of Health shall provide rabies observation by a licensed veterinarian for animals that have bitten and are impounded at the Lake County Animal Shelter.

**4. ANIMAL CRUELTY AND NEGLECT INVESTIGATIONS**

At the request of the Municipality, the Board of Health shall provide assistance in the investigation of animal cruelty and/or neglect. Animals seized in accordance with the Illinois Humane Care for Animals Act shall be housed at the Lake County Animal Shelter pending the disposition of the Court, or relinquishment by the owner. All boarding fees shall be the responsibility of the Municipality pending the disposition or relinquishment.

**5. ANIMALS NOT RETURNED TO OWNERS**

In accordance with the applicable State of Illinois statute(s) and Lake County Code of Ordinances, Chapter 172, the Board of Health shall provide humane disposal or release/transportation to a licensed animal shelter, rescue group or adoption facility of unclaimed animals that are apprehended within the Municipality's limits and impounded at the Lake County Animal Shelter.

**6. EDUCATION**

The Board of Health shall, at no cost, provide the Municipality with educational programs and/or materials on: animal bite reporting and prevention; animal cruelty and neglect investigations; and proper and humane care and treatment of animals which may be directed towards youth, public officials, or the general public.

**7. ANIMAL CARE AND CONTROL ORDINANCE(S)**

In carrying out the terms of this agreement, the Board of Health shall only enforce the provisions of the Lake County Code of Ordinances. The Board of Health will not enforce provisions of any ordinance or code adopted by the Municipality that are not included in the Lake County Code of Ordinances.

**8. PAYMENT OF FEES FOR SERVICES**

Except as specified in this section, fees for services provided by the Board of Health shall be assessed as established by the Lake County Animal Care and Control Fee Schedule, as amended from time to time.

The Board of Health and the Municipality agree that, if a Municipality **does not** operate an Animal Control Program or provide Animal Control Services, (i.e., does not employ animal wardens or community service officers who respond to animal related complaints as a normal job function) no fees shall be assessed to the Municipality for the following services: the removal of wildlife from living quarters; the pickup of stray biting animals, including wildlife; the pickup of injured stray dogs and cats; the pickup of stray dogs.

On a monthly basis, the Board of Health shall submit a statement to the Municipality listing the services provided during the previous month. Payments shall be made monthly by the Municipality to the Board of Health.

**9. EFFECTIVE DATE**

This agreement shall be effective on the date of signing by both parties and shall remain in force thereafter without further action, but may be terminated by either party as provided in Section 10.

**10. TERMINATION CLAUSE**

In the event that either party wishes to terminate this Agreement for any cause, including the lack of payment of fees for services, notification must be presented in writing and delivered either in person or by certified mail to the other party. The party requesting termination shall give thirty (30) days notice of the date of termination.

**11. SEVERABILITY**

If any section, subsection, subdivision, paragraph, sentence, clause, or phrase in this agreement, or any part thereof, is for any reason held to be invalid by a court of competent jurisdiction, that decision shall not affect the validity of the remaining portions of this agreement.

**12. INDEMNIFICATION**

The Municipality agrees to hold the County of Lake harmless and indemnify the County of Lake for any actions or omissions committed by the Municipality, its agents and/or employees.

**LAKE COUNTY BOARD OF HEALTH**

**CITY/VILLAGE OF:** \_\_\_\_\_

By: \_\_\_\_\_  
President Date

By: \_\_\_\_\_  
Mayor/President Date

Attest:  
\_\_\_\_\_  
Executive Director Date

Attest:  
\_\_\_\_\_  
Village Clerk Date

LAKE COUNTY HEALTH DEPARTMENT AND COMMUNITY HEALTH CENTER  
ANIMAL CARE AND CONTROL FEES SCHEDULE

**MUNICIPAL CONTRACT SERVICE FEES**

Service visit (per warden/hour)	\$50
After hours service visit (per warden/hour)	\$200
Transportation of Livestock (per animal)	\$75
Disposal of cat brought to the Animal Care and Control Facility or picked up at a secure municipal location	\$35
Disposal of cat picked up at a location other than a secure municipal location	\$85
Disposal of owned animal	\$35
Disposal of wild animal brought to the Animal Care and Control Facility	\$20
Disposal of wild animal apprehended in municipality	\$100
Dog or Livestock Boarding Cost (per animal/day)	\$15
Cat Boarding Cost (per animal/day)	\$10
Miscellaneous Pet Boarding (per animal/day)	\$5
Euthanasia of cat	\$35
Removal of animal(s) through court ordered eviction (per warden/hour)	\$50
Euthanasia of dog	\$100
Service visit to municipality without contract (per warden/hour)	\$200