
**VILLAGE OF SUGAR GROVE
BOARD REPORT**

TO: VILLAGE PRESIDENT & BOARD OF TRUSTEES
FROM: PATRICK J. ROLLINS, CHIEF OF POLICE
SUBJECT: RESOLUTION: AUTHORIZING AN IGA WITH KANE COUNTY FOR ANIMAL CONTROL SERVICES
AGENDA: NOVEMBER 5, 2024, BOARD MEETING
DATE: OCTOBER 30, 2024

ISSUE

Should the Village approve a resolution and Intergovernmental Agreement with Kane County for Animal Control Services.

DISCUSSION

The Village Board at their October 15, 2024, discussed the Intergovernmental Agreement with Kane County that was negotiated on ours and other municipalities behalf by the Metro West Council of Government with Kane County for animal control services. As a reminder, the current agreement is expiring with Kane County and this new agreement would be advantageous for the Village to continue to utilize animal control services.

The Village Board directed staff to bring back the IGA and Resolution at the next board meeting for the formal approval process.

COST

Total annual costs, which are only incurred as needed, are expected to remain at approximately \$1,300 which is budgeted in Police General Fund account #01-51-6309 Other Professional Services.

RECOMMENDATION

Staff recommends that the Village Board approve Resolution # 2024-1105PD, authorizing execution of an IGA with the County of Kane for Animal Control Services



**VILLAGE OF SUGAR GROVE
KANE COUNTY, ILLINOIS**

RESOLUTION NO. 2024-1105PD

**A RESOLUTION AUTHORIZING EXECUTION OF AN INTERGOVERNMENTAL
AGREEMENT FOR ANIMAL CONTROL SERVICES (COUNTY OF KANE)**

WHEREAS, the Village of Sugar Grove Board of Trustees has previously entered into Intergovernmental Agreements with the County of Kane for Animal Control Services (“Agreement”); and

WHEREAS, Article VII, Section 10 of the 1970 Constitution of the State of Illinois and the Illinois Intergovernmental Cooperation Act, 5 ILCS 220/1 *et seq.*, provides that units of local government may contract with one another to perform any activity authorized by law; and

WHEREAS, the Village is a unit of local government, Ill. Const., Art. VII, Sec. 1 and a public agency (5 ILCS 220/2), and the County of Kane, Ill. Const., Art. VII, Sec. 3, and a public agency (5 ILCS 220/2); and

WHEREAS, the Village of Sugar Grove Board of Trustees finds that it is in the best interest of the Village to engage the services of the County of Kane to provide animal control services to the Village of Sugar Grove, and to execute the attached agreement;

NOW, THEREFORE, BE IT RESOLVED, by the President and the Board of Trustees for the Village of Sugar Grove, Kane County, Illinois, as follows:

That attached hereto and incorporated herein by reference as Exhibit A is an intergovernmental agreement between the County of Kane and the Village of Sugar Grove for animal control services to the Village of Sugar Grove. The President and Clerk are hereby authorized to execute said agreement on behalf of the Village and to take such further actions as are necessary to fulfill the terms of said agreement.

PASSED AND APPROVED by the President and Board of Trustees of the Village of Sugar Grove, Kane County, Illinois on this 5th day of November 2024.

Jennifer Konen, President of the Board of Trustees of
the Village of Sugar Grove, Kane County, Illinois

	Aye	Nay	Absent
Trustee White	_____	_____	_____
Trustee Michels	_____	_____	_____
Trustee Schomas	_____	_____	_____
Trustee Bonnie	_____	_____	_____
Trustee Herron	_____	_____	_____
Trustee Lendi	_____	_____	_____

ATTEST: _____
Tracey Conti, Village Clerk

AGREEMENT FOR ANIMAL CONTROL HOUSING AND SERVICES

THIS INTERGOVERNMENTAL AGREEMENT ("Agreement") is made and entered into this _____ day of _____, 2025 by and between the COUNTY OF KANE, a body politic and corporate, and the _____, an Illinois municipal corporation.

WHEREAS, the County of Kane ("Kane County") is a body politic and corporate, duly organized and existing under the Constitution and laws of the State of Illinois; and

WHEREAS, the _____ ("Municipality") is an Illinois municipal corporation; and

WHEREAS, Kane County pursuant to the Animal Control Act, 510 ILCS 5/1 et seq. (the "Act") has certain rights, duties and obligations with respect to rabies control and registration of dogs and cats on a county-wide basis, and also has primary responsibility for animal control activities within unincorporated Kane County; and

WHEREAS, the Municipality has the right, but not the obligation to control animal activities in its corporate limits, and has historically taken the primary responsibility for animal control activities within its corporate limits; and

WHEREAS, pursuant to Kane County Board Ordinance 07-254, passed July 10, 2007, Kane County is ready, willing and able to contract with the municipalities of Kane County to provide them with select animal control services, including but not limited to pick-up and housing of straying dogs running at large, sick or injured dogs and small, wild mammals such as skunks, raccoons, and bats and providing housing and adoption services for animals in its custody to the best of its ability at Kane County Animal Control ("Animal Control"), located at 4060 Keslinger Road, Geneva, IL, (the "Facility") the Kane County; and

WHEREAS, All cruelty or animal related investigations are the responsibility of the municipality in incorporated areas and Kane County Animal Control agrees to provide advice for such cases where requested. Kane County Animal Control is tasked with the primary responsibility for any and all handling of these types of cases in unincorporated Kane County; and

WHEREAS, all requests for service must be made to the Animal Control Administrator or its designee from the Municipality's police department or Municipal Official authorized to request service on behalf of the Municipality. All Municipalities without police at all hours will provide Kane County Animal Control with an after-hours person to be contacted for approval; and

WHEREAS, the parties have a mutual interest in long term planning for straying animal control services in Kane County; and

WHEREAS, pursuant to Article VII Section 10 of the Constitution of the State of Illinois and Section 3 of the Illinois Intergovernmental Cooperation Act, 5 ILCS 220/3, units of local government are authorized and empowered to enter into agreements to obtain and share services and to exercise jointly or transfer any powers or functions not prohibited by law; and

WHEREAS, the Chairman of the Kane County Board has heretofore been authorized pursuant to Resolution to enter into an intergovernmental agreement with the Municipality as herein provided;

NOW, THEREFORE the COUNTY OF KANE and the _____ do hereby agree as follows:

Section 1. Incorporation of Recitals.

The facts and statements contained in the preamble to this Agreement are hereby incorporated herein as if fully set forth.

Section 2. Pickup Service Provided.

Upon a request made to the Animal Control Administrator or its designee from the Municipality's police department or Municipal Official authorized to request service on behalf of the Municipality, Animal Control will provide pickup service for straying dogs found within the limits of the Municipality, and for pickup of animals from locations where a forcible entry and detainer action results in an eviction conducted by the Kane County Sheriff, and shall transport them to the Facility or another County designated animal shelter for a service fee to be paid to the County as provided in Section 5-49(a) of the Kane County Code.

Section 3. Complaint Calls - Response.

The Kane County Animal Control Department will respond to complaint calls, as provided in Section 5-49(a) of the Kane County Code, to assist the Municipality's police department (or appropriate Municipal officials if no police department exists), for dogs running at large, and sick or injured wildlife outside of a building or structure within the limits of the Municipality and shall transport them to the Facility or another County designated animal shelter. The service fee to be paid to the County shall be that shown on **Exhibit A**. In the event that a call is placed to the Kane County Animal Control Department for pickup services after the hours of 8 pm on weekdays and all day on weekends, the Municipality shall make its best effort to contact the Kane County Animal Control Department to advise of any call offs as soon as possible in the event of an owner reclaiming a lost animal or other similar event. The foregoing is meant to eliminate the need for Kane County Animal Control Department staff to travel and incur unnecessary expenses during non-working hours. Additionally, in the event the Municipality does not have a police department, the Municipality shall provide Kane County Animal Control with contact information for individuals who may be contacted outside of normal business hours who shall have authority to make determinations concerning the use of services under this Agreement. Should the Kane County Animal Control Department face unexpected budgeting concerns rendering the services described herein impossible to provide at the fees described herein, upon formal written notice by the Kane County Animal Control Administrator, the parties may renegotiate the financial terms of this Agreement. If the parties are unable to reach an agreement as to such renegotiation, any party may cancel this Agreement upon 30 days' written notice.

Section 4. Vicious or Dangerous Dogs.

The Kane County Animal Control Department shall cooperate with the police department of the Municipality in responding to complaints relating to vicious or dangerous dogs at the Municipality's request. The Municipality agrees to release all documents related to the pending investigation to Animal Control via fax or email. All complaints and proceedings shall be handled as provided in Sections 15 and 15.2 of the Act.

Section 5. Invoices for Services.

Kane County shall invoice the Municipality for services provided at the end of each month and the Municipality shall remit payment to Kane County in full within thirty (30) days. The County invoice shall, at a minimum, specify the dates of service, particulars regarding the animal serviced and the types of services rendered. The County shall retain the right to limit, suspend, or terminate services to the Municipality if it shall omit to pay any fees within sixty (60) days of receipt of the County's invoice therefore. All fees for services shall be deposited by the County as set forth in Resolution 06-330.

Section 6. Termination of prior Agreements; Waiver of Fees.

Upon the effective date of this Agreement, any and all prior agreements between Kane County and the Municipality are hereby terminated and abrogated.

Section 7. Fees and Charges to Individual Owners.

Nothing in this Agreement shall be construed to limit the right of Kane County or the municipality to increase or impose any fees or charges to individual owners as permitted or provided by law.

Section 8. Effective Date; Termination.

This Agreement shall commence upon the affixing of the last signature of any officer required to sign this Agreement, which date shall be deemed the "Effective Date." This Agreement shall remain in full force and in effect until _____ (2 years from date approved) with a one one-year renewal option. The Municipality shall notify the County in writing, not less than 60 days prior to the expiration date, of its intent to exercise each renewal option.

Section 9. Additional Agreements.

The Parties agree to meet to work towards a long-term solution to the regional issues of animal control. To that end, the County will assist the Municipality cooperatively with Metro West to participate in developing a plan to meet specific anticipated demand for animal control services due to municipal growth. Failure by the Municipality to participate in good faith in said meetings shall be a breach of the terms of this agreement by the Municipality. The Municipality must provide the Administrator of Kane County Animal Control with the names and telephone contact information of no fewer than two individuals at the Municipality who shall serve as the point of contact for issues relating to this Agreement, logistical issues, and billing concerns.

In order to best educate the public about the procedures for reporting straying animals and in an effort to reduce time or confusion associated with such calls for assistance, the parties agree to publish a statement on their respective websites explaining the correct steps for

members of the public to take when reporting a straying animal. Each Party shall provide a hyperlink to the website of the other, in order to direct users to the proper point of contact. The statement posted must contain the following language:

Depending on where you live in Kane County, you may be served by your local animal control facility, your police department, a state agency, or Kane County Animal Control. In order to handle your concern in the most efficient manner, first determine whether you live in an incorporated or unincorporated area of Kane County to make sure you contact the appropriate agency.

If you live in an incorporated village, town, or city:

For concerns, complaints, and stray animals, contact your police department or town hall first. The police will handle the matter, and will contact Kane County Animal Control for assistance when necessary. If you are a resident of Elgin or Aurora, please contact your city's animal control facility first.

If you live in an unincorporated area of Kane County:

Your concerns, complaints and stray animal control are handled by Kane County Animal Control. Please call 630-232-3555.

Section 10. Service Provision Subject to Shelter Capacity.

The County shall reserve 30% of the animal shelter capacity for the exclusive use of the County for provision of services to residents of unincorporated Kane County and for its use for provision of County-wide animal bite investigation services. If, at any time, in the opinion of the Kane County Animal Control Administrator, animals in the shelter from the Municipality and other municipal contract-holders constitute more than 60% but less than 70% of total shelter capacity, the Administrator shall notify the Municipality as provided for in Section 12 of this Agreement. If, at that time, in the opinion of the Kane County Animal Control Administrator, animals in the shelter from the Municipality and other municipal contract-holders has reached 70% of the total shelter capacity, the Administrator shall notify the Municipality that Animal Control services for new additional animals are being suspended and for what time period they shall be suspended to the Municipality and to all other municipal contract-holders. In the event of service suspension, the County shall work with the Municipality to identify and obtain animal control services from other service providers in the geographic area, but it shall be the sole responsibility of the Municipality to secure such services for its residents during the service suspension period, and the County shall have no obligation, responsibility or liability to the Municipality for animal control services except as provided by other applicable law. Animal Control services shall be reinstated when the Animal Control Administrator determines that the unused shelter capacity has exceeded 30% for two consecutive weeks.

Section 11. Indemnification.

The Municipality shall indemnify, defend and hold harmless Kane County and its officers, agents, and employees of and from any and all claims, demands, suits at law or in equity, of any kind and manner, which in any way occur or arise in connection with Kane

County's services or facilities provided pursuant to this Agreement, except as to claims of negligence, intentional, willful or wanton acts committed by the County and its officers, agents and, employees and/or to the extent prohibited by law or public policy. In the event of a claim being made by the County under this Section, the County shall be entitled to be defended by counsel of its own choosing, and the Municipality shall pay any reasonable attorneys' fees and expenses incurred by the County in connection therewith.

Section 12. Mutual Respect Adherence and Penalties.

Kane County Animal Control (KCAC) and Municipality agree that mutual respect between the KCAC director and personnel, and Municipal officers and personnel, is integral to the intended and productive effectuation of the Animal Housing Contract. Behaviors that contribute to a hostile, humiliating and/or intimidating work environment, including abusive language or behavior, or denigration via any type of media source (including social media), are unacceptable and will not be tolerated. An employee who believes they he/ she/ they were subjected to such behavior shall raise his/ her/ their concerns with an appropriate manager or supervisor as soon as possible, but no later than eight (8) days from the most recent occurrence(s). An employee who seeks to formally pursue the matter must file a written complaint which identifies the behaviors, including specific examples believed to cause the hostile, humiliating, and/or intimidating work environment. This must also include time and date of occurrence and the name of person spoken with, including badge or other identification number if appropriate. An investigation will be conducted and reviewed by the Administrator or other approved representative of KCAC, with assistance from the State's Attorney, who will provide a recommendation whether disciplinary actions are warranted and the level of severity taken. The Municipality will then be notified of the determination. The three levels of disciplinary action are: 1) written warning to the head of the department/municipality; 2) suspension of Animal Control services for a time of no less than one (1) month; or, in extreme cases, 3) termination of the Animal Housing Contract. Progressive discipline will be used unless the event is egregious and warrants an immediate cancelation of the contract.

Section 13. Notices.

Any notices permitted or required to be given under this Agreement shall be deemed given if sent by certified mail, return receipt requested, or by personal delivery to the person to who it is addressed, to the following:

Main To
Animal Control Administrator
Kane County Animal Control
4060 Keslinger Rd.
Geneva, IL 60134

With a copy to:
County of Kane

Kane County Government Center
719 South Batavia Avenue - Building A - 2nd Floor Geneva, IL 60134
Attention: County Board Chairwoman

With a copy to:

States Attorney, Chief of the Civil Division
100 South Third Street, 4th Floor
Geneva, IL 60134

If to the Municipality:

PLEASE ADD REQUIRED CONTACT HERE

After Hours (8pm – 6:59am weekdays and weekends) Contact for Municipality:

PLEASE ADD REQUIRED CONTACT HERE

Until notice of change of address is given in the manner provided. Notice by fax transmission or email communication shall not be sufficient unless required by an applicable statute.

Section 14. Severability.

If any provision, clause or section of this Agreement shall be ruled or held invalid by any Court of competent jurisdiction, then and in such event such finding of invalidity shall not affect the remaining provisions of this Agreement which can be given effect without such invalid provisions and to that end to provisions of this Agreement are Severable.

Section 15. Entire Agreement of the Parties.

This Agreement, and any ordinances or resolutions incorporated herein by reference or by operation of law constitutes the entire agreement of the parties and no modifications by course of conduct or oral agreement shall be valid unless reduced to writing and duly adopted by the Kane County Board and the Municipality.

Section 16. Binding Effect; Successors' Assignment.

This Agreement shall be binding upon the respective parties hereto, and their lawful successors in interest, except that Kane County shall not assign performance of this Agreement to another unit of local government without the written consent of the Municipality.

WHEREFORE, the parties have caused this Agreement to be signed as of the date and year first above written.

COUNTY OF KANE

By: _____
Corinne Pierog County Board Chairman

ATTEST: _____
John A. Cunningham
Kane County Clerk

MUNICIPALITY

Municipality: _____

Signature:_____

Date:_____

2025 Kane County Fee Schedule for Municipalities

Service	Fee
Pick up per animal (7:00am - 7:59pm)	\$20.00
Boarding per animal/per day/Maximum charge \$70	\$12.00
Vaccination for distemper per animal	\$12.00
Euthanasia per dog/cat animal ≤ 30 pounds	\$35.00
Euthanasia per dog/cat animal > 30 pounds	\$55.00
Rabies observation (includes euthanasia fee) ≤ 30 pounds	\$150.00
Rabies observation (includes euthanasia fee) > 30 pounds	\$175.00
Specimen pick up	\$50.00
Specimen prep	\$60.00
Eviction - cost includes pickup charges and 7 Day MAX boarding (Per Animal)	\$110.00
After Hours Pick up (8:00pm - 6:59am)	\$175.00
After Hours Call Out with NO PICKUP (8:00pm - 6:59am)	\$100.00
Average cost per stray animal impounded	\$116.00



Kane County Animal Control Directory



Nuisance Wildlife Removal/Wildlife Rehabilitation Centers

<https://wildlifeillinois.org/>

Sick/Injured Wildlife

*Type of call:	Phone number:	Contact:
City limits	N/A	Please contact during business hours or after hours warden. Verbal authorization is needed by someone authorized by the municipality, NOT the citizen. Need officer's name and badge number.
Township	(630) 232-3555	Contact Kane County Animal Control (630) 232-3555

***Wardens will only pick up SICK OR INJURED wildlife. Any other wildlife call must go to a licensed wildlife trapper or wildlife rehab.**

***Sick wildlife wardens WILL pick up include raccoons, skunks, opossums and birds of prey.**

Dead Wildlife/Animal Removal

Type of call:	Contact:
Roadway (City limits)	City public works *Can be found online*
Roadway (Township)	Kane county roadway department; (630) 584-1170
Private Property	Property owner shall call a wildlife service for removal or throw carcass in with their garbage (wear gloves, double bag a garbage bag).

Deer

Type of call:	Contact:
Report Sightings/Sick/Injured/Deceased	Department of Natural Resources; (217) 782-6302
Removal of Deceased Private Property	Contact livestock removal company *Can be found online*

Coyotes

Type of call:	Contact:
Report Sighting/Sick/Injured	1. Scientific Wildlife Management; www.scientificwildlifemanagement.com ; rob@scientificwildlifemanagement.com 2. Department of Natural Resources; (217)782-6302

Foxes

Type of call:	Contact:
Report Sighting/Sick/Injured	Department of Natural Resources; (217)782-6302

Bats

KCAC works with the State of Illinois Department of Public Health for testing of rabies in bats.

KCAC will remove a bat from a citizen's home that meets the requirements set forth by the State of Illinois.

KCAC will remove a bat that has met the following criteria;

1. If a bat is found near anyone sleeping, intoxicated, an infant, an animal or otherwise incapacitated person in the room where the bat was located
2. The bat must be contained in a room for KCAC to pick it up as we are unable to search an entire home for the bat

KCAC will NOT remove a bat that has met the following criteria;

1. Bats that have not exposed a person or owned animal will not be picked up or tested.
2. Bats that are found outside the residence, in an attic or unused basement.

Homes colonized by bats must contact a nuisance trapper to have them removed.

Reptiles/Exotics/Livestock

Name:	Phone Number:	Website:
Chicago Herpetological Society	N/A	http://www.chicagoherp.org/
Chicago Chicken Rescue	Text only: (773) 599-2319	https://chicagochickenrescue.org/
Illinois Farming Bureau	N/A	https://www.ilfb.org/

Illegal Trapping/Wildlife Questions

Name:	Phone Number:	Address:
Department of Natural Resources	(217) 782-6302	1 Natural Resources Way Springfield, IL 62702
Department of Agriculture (Farm Animals/Pet Stores)		
Type of Call:	Phone Number:	Area Investigator:
Animal Welfare/Housing Concerns	(217) 782-2172	Joseph Grim; (217) 782-4944 Cell; (217) 790-1821
List of Illinois Licensed Rescue Groups/Shelters		
Illinois Department of Agriculture	https://agr.illinois.gov/licenses/a-z-license-list.html	
Microchip Lookup		
Name:	Instructions:	Website:
AAHA Universal Pet Microchip Lookup	<i>*Enter chip number into search tool*</i>	http://www.petmicrochiplookup.org/
<i>*Once chip company is known; contact company with the chip number for contact information.</i>		
Lost/Found Pet Reporting		
Name:	Instructions:	Website:
Kane County Animal Control Website	<i>*Select Lost/Found Blue button halfway down home page*</i>	http://kanecountypets.com/LostFoundAnimals.aspx
Animal Limits/Livestock Housing		
Name:	Phone Number:	Contact:
City Limits	<i>*Can be found online*</i>	Local Zoning Department
Township	(630) 232-3480	Kane County Zoning
Straying/Sick-injured Animals		
*Stray Dog:	Phone number:	Contact:
City Limits	N/A	Please contact during business hours or after hours warden. Verbal authorization is needed by someone authorized by the municipality, NOT the citizen. Need officer's name and badge number.
Township	(630) 232-3555	Contact Kane County Animal Control (630) 232-3555
**Found Cat:	Phone number:	Contact:
City Limits	N/A	Please contact during business hours or after hours warden. Verbal authorization is needed by someone authorized by the municipality, NOT the citizen. Need officer's name and badge number.
Township	(630) 232-3555	Contact Kane County Animal Control (630) 232-3555
<i>*Stray dogs found after hours NEED to be confined in-order for a warden to pick them up.</i>		
<i>**Healthy found cats must be brought to the Animal Control facility during open business hours. We will only dispatch a warden for sick or injured immobile cats.</i>		
Kane County Animal Control Contact Information		
Phone Number:	(630) 232-3555	
Fax Number:	(630) 232-3585	
Email Address:	AnimalControl@Countyofkane.org	
Address:	4060 Keslinger Road, Geneva IL, 60134	