

## PUBLIC SAFETY COMMITTEE MINUTES

**DATE OF MEETING:** September 14, 2017 at 7:00 a.m. County Building

**MEMBERS PRESENT:** Cris Rogers – Chair, Christy Pruser, Sue Whitted, David Newberg and Lance Reece. Also present Dee Rentmeister, County Administrator. Pruser left at 7:35 a.m.

**MEMBERS ABSENT:** None

### **SUMMARY OF DISCUSSION:**

- Received two bids for the east annex parking lot.
  - Quality Concrete and More - \$64,967.00
  - K & K Construction and Concrete - \$77,636.00 or \$80,036 if bid bond is required.After discussion and review, a motion was made by Newberg, 2<sup>nd</sup> by Whitted to recommend to the full board to accept the bid from Quality Concrete and More in the amount of \$64,967 for the east annex parking lot project. Voice vote, motion carried.
- Rogers introduced Sheryl Avery to the committee members. Sheryl is the new employee at the animal shelter. Rogers explained that Sheryl is the inside person at the shelter; someone that is there during the operating hours. She will be crossed trained so that she could fill in when Melanie is gone.
- Motion by Rogers, 2<sup>nd</sup> by Pruser to approve last months' minutes. Voice vote, motion carried.
- Motion by Rogers, 2<sup>nd</sup> by Whitted to approve the claims. Discussion on a claim from probation paying a credit card charge with no documentation attached. Since this claim, and others from probation is approved by the Judge and payment is made prior to coming to committee the committee will no longer sign off. Also discussed a claim from the sheriff for boots. Upon examination, the claim was also for uniforms. Reece asked about the purchase of two laptops for the cars. Voice, motion carried.
- Melanie Kinney, interim Animal Control Administrator was present to go over a few items with the committee.
  - Was approached by Logan County animal control about participating in a grant for the spay/neuter and release of feral cats with the APL out of Sangamon County. They can take up to 4 feral cats a month. Melanie will be transporting these cats to Logan County and Logan County will then transport to Sangamon County.
  - Department of Ag was at the shelter for an inspection. No improvements are needed. Dr. Ballman inquired if Melanie would check on the welfare of livestock. Melanie has no problems with doing welfare checks on livestock should these types of call arise.
  - Discussion on responding to calls after hours. Animal control should only respond to emergencies after hours. May need to contact the police and sheriff's departments to let them know that animal control will only respond to emergencies after hours.
  - Discussion on possibly adopting a barn cat adoption policy. The shelter currently does adopt out cats to farms. No action taken.
- General discussion with Mark Mathon, County Engineer, on the uses of a speed control trailer.
- Motion by Newberg, 2<sup>nd</sup> by Whitted to go into executive session at 7:57 a.m. to discuss the animal control administrator position, wage and evaluation. Voice vote, motion carried.
- Motion by Reece, 2<sup>nd</sup> by Newberg to return to regular session at 8:26 a.m.
- Working very well with Second Chance.
- Receives donations from Walmart every week. Great appreciation for the generous donations from Walmart to the shelter.

- Motion by Whitted, 2<sup>nd</sup> by Reece to adjourn at 8:37 a.m. Voice vote, motion carried.
- Motion by Reece, 2<sup>nd</sup> by Newberg to reconvene the meeting at 8:42 a.m.
- Motion by Whitted, 2<sup>nd</sup> by Reece to go into executive session at 8:42 a.m. to discuss compensation for an animal control administrator/officer. Voice vote, motion carried.
- Motion by Newberg, 2<sup>nd</sup> by Whitted to send to the finance committee an hourly rate range of \$14.50 to \$17.50 for an animal control administrator/officer. Voice vote, motion carried.
- Motion by Whitted, 2<sup>nd</sup> by Newberg to adjourn at 9:04 a.m. Voice vote, motion carried.

**COMMITTEE ACTION:**

Recommend to the full board to accept the bid from Quality Concrete and More in the amount of \$64,967 for the east annex parking lot project.

Approve last months' minutes.

Approve all claims.

Send to the finance committee an hourly rate range of \$14.50 to \$17.50 for an animal control administrator/officer

**RECOMMENDATIONS TO THE FULL BOARD:**

Recommend to the full board to accept the bid from Quality Concrete and More in the amount of \$64,967 for the east annex parking lot project.

**DATE OF NEXT MEETING: October 12, 2017 at 7:00 a.m.**

**AGENDA FOR THE  
PUBLIC SAFETY COMMITTEE**

Date and Time of Meeting: September 14, 2017 at 7:00 a.m. County Board Room

1. Call Meeting to Order
2. Persons Wishing to Address the Committee (If requesting action, also list below in section three)
  - a.
3. Items for Discussion and Possible Action
  - a. Approve last month's minutes
  - b. Approve claims
  - c. Open bids for east annex parking lot
  - d. Recommend to full board the award of the bid for the east annex parking lot
  - e. Transfer feral cats to Logan County
  - f. Livestock calls and welfare checks
  - g. Barn cat adoption program
  - h. Appoint animal control administrator/wage
4. Items for Discussion Only (No Action Requested)
  - a.
  - b.
5. Closed Session
  - a.
6. Motion to adjourn

Posted: September 11, 2017 at 2:00 p.m.

By: Dee Rentmeister

Quality Concrete and More, Co.  
210 E Main St, PO Box 637 Clinton, IL 61727  
217-935-9378/217-519-1044

September 13, 2017


**DEWITT COUNTY ANIMAL SHELTER EAST ANNEX PARKING LOT BID**

Quality Concrete and More, Co. proposes to complete the following work according to specifications provided at Prevailing Wage Rates:

Excavation, compaction, form and pour with broom finish.

Total Cost: \$64,967.00 (Sixty-Four Thousand Nine Hundred Sixty-Seven and NO/100 Dollars)

\*Additional CA6 brought in by DeWitt County will be placed and compacted at a rate of \$9.50/ton.



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Don West, Secretary  
Quality Concrete and More, Co.

**K&K Construction & Concrete**  
 1706 E WASHINGTON ST  
 Clinton, IL 61727  
 (217)519-4024

# Estimate



ADDRESS  
 DeWitt County Board  
 201 W. Washington  
 Clinton, IL 61727

ESTIMATE #	DATE	EXPIRATION DATE
1232	09/13/2017	10/13/2017

Please detach top portion and return with your payment.

ACTIVITY	QTY	RATE	AMOUNT
<b>Concrete</b> Core out existing rock parking lot on East Annex and store material on site. Form and pour approx. 8,241 sq. ft. of Class X concrete, 6" thick per spec. This price will include #5 rebar tied on 2' centers with continuous 2" chairs to elevate rebar from ground when pouring. Saw cut expansion joints per spec, broom finish and backfill along edges when completed. This price does not include to furnish any fill, fill is to be supplied by County but K&K Construction will furnish labor to place fill.	1	77,636.00	77,636.00
<b>Misc</b> If a performance bond will need to be furnished once job is awarded, please add additional fee to final bid. This was not noted or mentioned in bid packet.	1	2,400.00	2,400.00

Prices are good for 30 days.

**TOTAL** **\$80,036.00**

In the event of any litigation arising from breach of this agreement, or the services provided under this agreement, the contractor shall be entitled to recover all reasonable costs incurred including staff time, court costs, attorney's fees, and all other related expenses incurred in such litigation.

Accepted By

Accepted Date



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
09/13/2017

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> PETERSON INSURANCE SERVICES, INC 117 W Main ST P O Box 377 Clinton IL 61727		<b>CONTACT NAME:</b> Michele Sanders, CISR <b>PHONE (A/C, No, Ext):</b> (217)935-6605 <b>E-MAIL ADDRESS:</b> michele@peterson.insurance		<b>FAX (A/C, No):</b> (217)935-3028	
<b>INSURED</b> K & K Construction & Concrete, DBA: Kyle Koons 1706 E. Washington Street Clinton IL 61727-1827		<b>INSURER(S) AFFORDING COVERAGE</b>			
		<b>INSURER A:</b> Pic - Pekin Insurance Company		<b>NAIC #</b>	
		<b>INSURER B:</b> Pekin Insurance Company			
		<b>INSURER C:</b> Pekin Ins		24228	
		<b>INSURER D:</b>			
		<b>INSURER E:</b>			
		<b>INSURER F:</b>			

**COVERAGES**      **CERTIFICATE NUMBER:** CL1791304201      **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR			CL0101730	03/27/2017	03/27/2018	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 Voluntary Property \$
A	<input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	Y					GEN'L AGGREGATE LIMIT APPLIES PER:
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> EXCESS LIAB			P692113	03/27/2017	03/27/2018	COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ 1,000,000 BODILY INJURY (Per accident) \$ 1,000,000 PROPERTY DAMAGE (Per accident) \$ 250,000 Uninsured/Underinsured \$ 1,000,000
B	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> EXCESS LIAB			CU32958	03/27/2017	03/27/2018	EACH OCCURRENCE \$ 1,000,000 AGGREGATE \$
B	DED RETENTION \$						
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A	WC0000021	03/27/2017	03/27/2018	PER STATUTE OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

<b>CERTIFICATE HOLDER</b> County of Dewitt 201 West Washington St Clinton IL 61727	<b>CANCELLATION</b> SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  AUTHORIZED REPRESENTATIVE 
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ILLINOIS DEPARTMENT OF AGRICULTURE  
Bureau of Animal Welfare

INSPECTION OF ANIMAL WELFARE LICENSEES

Name & Address of facility:

Name: DE WITT Co Animal Control  
Address: 5955 Weldon Springs Rd.  
City: CLINTON Zip Code: 61727  
Phone No.: 735-3033 Area Code: 217  
Owner: County

1. Initial  Routine  Special   
2. Date of Inspection 9-6-17  
3. County DE WITT License No. 14849  
4. Code: #1 PO  #2 CO  #3 DD  #4 KO  Posted? Yes  
#5 AC  #6 AS  #7 GS  #8 FH   
5. Person Interviewed MELANIE KINNEY Position Warden  
6. Business Hours: M-F 8:30-4:30

7. BUILDINGS & PREMISES:  Acceptable  Unacceptable  
a. Appearance:  Acceptable  Unacceptable  
b. Floor:  Acceptable  Unacceptable  
c. Ventilation:  Acceptable  Unacceptable  
d. Temperature:  Satisfactory  Unsatisfactory

8. State reason for any unacceptable or unsatisfactory in Items 7 or 9.  
N/A

9. SANITATION:  Acceptable  Unacceptable  
a. Dog Cages:  Acceptable  Unacceptable  
b. Dog Runs:  Acceptable  Unacceptable  
c. Cat Cages:  Acceptable  Unacceptable  
d. Bird Cages:  Acceptable  Unacceptable  
e. Other Cages: N/A  Acceptable  Unacceptable

Floors & Walls in Animal Area are:  
Good  Fair  Unacceptable   
Odorless  Odorous   
Disinfectant used? Lysol / Bleach / Lysol Quat  
Drainage: Sewer  Septic  Filter   
Waste Disposal Trash

10. ANIMALS: Number of Dogs 2 Puppies 0 Cats 8 Birds 0 Fish 0 Other 0

a. Appearance: Good  Fair \_\_\_\_\_ Unacceptable \_\_\_\_\_ Comment \_\_\_\_\_

b. Health: Good  Fair \_\_\_\_\_ Unacceptable \_\_\_\_\_ Comment \_\_\_\_\_

c. Care: Water  Feed  Comment \_\_\_\_\_

d. Isolation Room Yes  No  Comment \_\_\_\_\_

RECORDS:

11. Satisfactory? Yes PS-5 Form Used? No Other own forms + going computerized

12. Source of Dogs: Owner relinquishment + stray; feral cat trap

13. Terms of Guarantee: Must return

14. Veterinarian's Name & Address: May Ella Myrenenga Kansas City 309-928-3141

15. How often animals seen by Veterinarian: 9 2 wks

16. Medication prior to sale: AVID mumps/Agay/Puter Vacc upon adoption or 1st 30d.

17. Improvements Required: None  
Looks Good

18. REMARKS: 2nd Chemo, N/AWS Adopt A-Pet, Home based Home ed ed.  
Transfer to Chicago every 2 wks  
ACCEPTABLE INSPECTION

Mike King  
Signature of Person Interviewed

John Ballman, DVM  
Inspector's Signature  
217-720-2614

Note: Obtain business card or sales slip and attach to back of report.

Distribution: White - Division Office; Canary - Supervisor; Pink - Licensee



# DEWITT COUNTY ANIMAL CONTROL

## ANIMAL SHELTER REPORT

Month: August Year: 2017

ENDING MILEAGE: \_\_\_\_\_ BEGINNING MILEAGE: \_\_\_\_\_ MILES TRAVELED: \_\_\_\_\_

FUEL USED: \_\_\_\_\_ MILES PER GALLON: \_\_\_\_\_

### ANIMAL IMPOUNDS

LOCATION:	DOGS:	PUPS:	CATS:	KITTENS:	OTHER:
CLINTON:	<u>5</u>	_____	<u>4</u>	<u>5</u>	_____
RURAL:	_____	_____	_____	_____	_____
WAPPELLA:	_____	_____	_____	_____	_____
RURAL:	_____	_____	_____	_____	_____
WAYNESVILLE:	_____	_____	_____	_____	_____
RURAL:	_____	_____	_____	_____	_____
HALLSVILLE:	_____	_____	_____	_____	_____
MIDLAND CITY:	_____	_____	_____	_____	_____
KENNEY:	_____	_____	_____	_____	_____
RURAL:	_____	_____	_____	_____	_____
LANE:	_____	_____	_____	_____	_____
WELDON:	_____	_____	_____	_____	_____
DEWITT:	_____	_____	_____	_____	_____
RURAL:	_____	_____	<u>1</u>	_____	_____
FARMER CITY:	_____	_____	_____	_____	_____
RURAL:	_____	_____	_____	_____	_____
SUBTOTAL:	_____	_____	_____	_____	_____

TOTAL ANIMALS: \_\_\_\_\_

**ANIMALS RECLAIMED/ADOPTED/EUTHANIZED/  
TRANSFERRED TO OTHER AGENCIES**

	DOGS:	PUPS:	CATS:	KITTENS:	OTHER:
Reclaimed:	<u>4</u>	_____	_____	_____	_____
Adopted:	_____	_____	_____	_____	_____
Euthanized/ Died/Killed:	<u>1</u>	_____	_____	_____	_____
Transferred to Second Chance:	<u>5</u>	_____	_____	_____	_____
Transferred to other Licensed Facilities:	<u>3</u>	<u>2</u>	<u>2</u>	<u>14</u>	_____
Held From Last Month:	_____	_____	_____	_____	_____
Held To Next Month:	_____	_____	_____	_____	_____

**ANIMAL RECLAIMED BY OWNERS**

1. Jenna Huber \$40<sup>00</sup>
2. Rosizel Sonano \$40<sup>00</sup>
3. Tequila Strange \$40<sup>00</sup>
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_
8. \_\_\_\_\_
9. \_\_\_\_\_
10. \_\_\_\_\_

TOTAL: \$ \_\_\_\_\_

## ANIMALS ADOPTED/ADOPTERS

	ANIMAL:	ADOPTER:	CITY:	FEES PAID:
1.	Kitten	Mocking	Clinton	\$25 <sup>00</sup>
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				

TOTAL: \$ \_\_\_\_\_

## GIVE UP ANIMAL/ FOR ADOPTION

	ANIMAL:	CITY:	FEES PAID:
1.	Kyle Williamson	Clinton	\$30 <sup>00</sup>
2.	Cristiwa Jenick	Clinton	\$35 <sup>00</sup>
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			

TOTAL: \$ \_\_\_\_\_

## ANIMAL BITES

DOG: 4 CAT: 3 OTHER: \_\_\_\_\_

NUMBER OF DOGS VACCINATED AGAINST RABIES: 5

NUMBER OF DOGS NOT VACCINATED AGAINST RABIES: \_\_\_\_\_

NUMBER OF CATS VACCINATED AGAINST RABIES: 4

NUMBER OF CATS NOT VACCINATED AGAINST RABIES: \_\_\_\_\_

NUMBER OF DOGS CONFINED BY

OWNER: 1 VETERINARIAN: \_\_\_\_\_ ANIMAL SHELTER: 2

NUMBER OF DOG RABIES SUSPECTS SENT TO LAB: \_\_\_\_\_

NUMBER OF CATS CONFINED BY

OWNER: \_\_\_\_\_ VETERINARIAN: \_\_\_\_\_ AT ANIMAL SHELTER: 1

NUMBER OF CAT RABIES SUSPECTS SENT TO LAB: \_\_\_\_\_

NUMBER OF OTHER RABIES SUSPECTS SENT TO LAB: \_\_\_\_\_

NUMBER OF POSITIVE DOG RABIES: \_\_\_\_\_ NUMBER OF NEGATIVE DOG RABIES: \_\_\_\_\_

NUMBER OF POSITIVE CAT RABIES: \_\_\_\_\_ NUMBER OF NEGATIVE CAT RABIES: \_\_\_\_\_

NUMBER OF OTHER POSITIVE RABIES: \_\_\_\_\_ NUMBER OF OTHER NEGATIVE RABIES: \_\_\_\_\_

DEWITT COUNTY VEHICLE  
USAGE LOG

Department: DeWitt County Animal Control

Year, Make/Model: 1996 Chevy S10

Date	Start Mileage	Destination; Purpose	End Mileage	Initials
8-1	3054	601 North Smith / Courthouse	3074	MK
8-2	3074		3074	MK
8-3	3074	Washington Ry Hmbrd house 5 Dogs Washington catch 805 east woodlawn	3088	MK
8-4	3088	Dumst farmer city Dog at Large Courthouse	3129	MK
8-5	3129		3129	MK
8-6	3129		3129	MK
8-7	3129	1617 east main / Dispatch Bike Report Courthouse 2X	3141	MK
8-8	3141	Champ Trausport Court house 1st W Washington Dean Cat	3230	MK
8-9	3230	east main & Wilson Dog at Large 1314 Washington Inman Rd Farmer City (west comp)	3283	MK
8-10	3283	Anderson main & Alchase Courthouse, 103 North Forest Dog at Large	3292	MK
8-11	3292	Dispatch Bike Report Courthouse South George Dog at Large - Farmer City	3361	MK
8-12	3361		3361	MK
8-13	3361		3361	MK
8-14	3361	CPD Bike Report	3361	MK
8-15	3361	WalMart Donations 1st Jackson Dog at Large	3376	MK
8-16	3376	Courthouse 2 Records Bike Report 523 east Tilla 2 Dogs at Large	3388	MK
8-17	3388	Yards Rd Dog Running at Large Courthouse	3400	MK
8-18	3400	COV-1 Dog 2nd chance 1st Adams St. Dog Lock in Car	3411	MK
8-19	3411		3411	MK
8-20	3411		3411	MK
8-21	3411	Called out farmer city Dog at Large Owner found	3420	MK
8-22	3420	308 Cedar (cats) walk & back walk Dog at Large	3447	MK
8-23	3447		3447	MK
8-24	3447	Courthouse Dispatch, CPD	3452	MK
8-25	3452		3452	MK
8-26	3452		3452	MK
8-27	3452		3452	MK
8-28	3452	Courthouse Warner 2X Bike Report 408 E Washington	3466	MK
8-29	3466	308 Cedar DR (cats)	3475	MK
8-30	3475	Courthouse	3478	MK
8-31	3478	Dispatch	3485	MK