

## MINUTES

### **DOG LICENSE PROGRAM COMMITTEE FRIDAY, MARCH 28, 2008 -1:35 P.M. COMMISSIONERS' COMMITTEE ROOM**

Present: Commissioners Branch, Bolton, and Van Doren

Also Present: Sheriff Richardson, Marilyn Woods, Bonnie Tancredi, Kathy DeRosa, Dennis Pelham (Daily Telegram), Tim Hernandez (WLEN), and Cheryl Whipple

#### I. Approval of Minutes

*Motion by Bolton, supported by Van Doren, to approve the minutes of the December 21, 2007 meeting. Motion carried.*

#### II. Report from Sheriff's Department on Animal Control Activities

Sheriff Richardson reported that the Animal Control Officer, who has been off on medical leave, is not able to return to the position. David Borton will move into the full-time position, and Ralph Morgan who filled the full-time position on a temporary basis, will return to the part-time Animal Control Assistant Monday, March 31<sup>st</sup>. David Borton will be trained and licensed upon completion of the probationary period. Ms. DeRosa stressed the importance of training in tranquilizer gun use.

There were 697 tickets for unlicensed animals written in 2007. Sheriff Richardson is looking into procedures followed in Jackson County, as possible cost saving measures. There was general discussion about length of stays, statutory guidelines, and the return of animal to owner(s) following payment of housing costs.

#### III. Review Animal Shelter Usage

The Sheriff reported that they are only using the Humane Society and Addison Veterinary Clinic at this time, and he plans to initiate a contract with Addison Veterinary Clinic.

#### IV. Dog licensing renewal efforts for 2008

Dog license sales have been good, even though there have been no enforcement sweeps to date. There are plans to conduct some during the year, and information will be released to the press prior to doing so. Ms. Tancredi inquired whether a follow up is done if an officer hears a dog barking, and unable to make contact with the owner. The Sheriff responded that there was follow up.

V. Report on the sale of licenses by the Humane Society, townships, and cities

Marilyn Woods reviewed a list of dog licenses sold from 2005 through 2008. There have been 13,161 licenses sold to date for the 2008 license year, which runs from December 1, 2007 through November 30, 2008, compared to 10,000 sold for the same period last year. She also reported that dog license reminders are sent to owners who purchased a license in the prior year.

VI. Status of Animal Control vehicle

Sheriff Richardson reported that the new pickup has been received, the cap is on, and it should be in service on Monday. The truck is identified with Lenawee County Animal Control Officer, and does not have red lights or yellow star, to avoid animal control officer being confused with a police officer. The sheriff felt they are in good shape on vehicles, as the used vehicle can be used for the part-time animal control assistant.

VII. Financial reports

The finance reports were reviewed. Commissioner Van Doren stated that adding a full time animal control officer has proven to be very cost effective. Revenues exceeded expense by \$30,000, and following a \$10,000 transfer to fund 467 for a reserve fund, left a net gain of \$20,000 in the general fund animal control division.

Revenue tracked in the animal control budget is only for dog and kennel licenses. It does not include the additional \$75 per \$110 ticket issued for unlicensed dogs, which is deposited in the general fund. Commissioner Van Doren suggested an additional full time animal control officer would generate enough additional revenue to cover costs and help with animal control complaints.

*Motion by Bolton, supported by Van Doren, to recommend the to Personnel Ways and Means Committee, to replace a part-time animal control assistant position with a full-time animal control officer. Motion carried.*

VIII. Review March, 2007 Dog License Committee Minutes

Commissioner Branch postponed the review of prior minutes to a later date.

*Motion by Bolton, supported by Van Doren, to schedule a Dog License Program Committee meeting to be held **FRIDAY, APRIL 18<sup>TH</sup> AT 1:30 P.M.** in Commissioners' Committee Room.*

IX. Other Business

Commissioner Bolton stated that it would be helpful to have the new animal control officer assist in completing the updates to the current animal control ordinance; which is much more detailed and has more regulatory effects.

Ms. DeRosa, expressed concern over animals not being properly secured in kennels when dropped off at the Humane Society. Uncontained animals create a potentially hazardous situation when opening the large garage door.

Commissioner Bolton reported that the fairgrounds would be available to board seized horses, or other large animals when there are no other options.

X. Adjournment

*Motion by Bolton, supported by Van Doren, to adjourn the meeting at 3:00 P.M. Motion carried.*

*CLW/rdb*

## MINUTES

### **DOG LICENSE PROGRAM COMMITTEE FRIDAY, APRIL 18, 2008 -1:35 P.M. COMMISSIONERS' COMMITTEE ROOM**

Present: Commissioners Bolton, Branch, Tuckerman and Van Doren

Other Commissioners Present: Commissioner Gallagher

Also Present: Sheriff Richardson, Undersheriff Dotson, David Borton, Marilyn Woods, Dennis Pelham (Daily Telegram), Tim Hernandez (WLEN), and Cheryl Whipple

#### I. Approval of Minutes

*Motion by Bolton, supported by Tuckerman, to approve the minutes of the March 28, 2008 meeting. Motion carried.*

#### II. Report from Sheriff's Department on Animal Control Activities

Sheriff Richardson introduced the new Animal Control Officer David Borton, who has been with the County for 13 years. Prior to the addition of the part-time assistant position, Mr. Borton had filled in when the animal control officer was on disability leave. Mr. Borton gave a brief description of normal weekly activities, and answered commissioners' questions. There was general discussion on patrolling for municipalities with their own animal control ordinances.

Sheriff Richardson reported that reserves will be used to conduct an enforcement effort on Saturday, May 17, 2008. Additional efforts are being considered in July and the fall, and the media will be notified prior to.

Commissioner Tuckerman stated that he will be interested in the outcome of having one full time and one part time officers over a longer period of time. He further stated that if enough revenue is generated, the possibility of an additional full-time officer may be revisited.

#### III. Review March 2007 Dog License Committee Minutes

The Committee reviewed the March 2007 Dog License Committee minutes.

It is not required by State law to have a county animal control ordinance; however, a county ordinance can include issues that are not addressed by state law. Commissioner Bolton stated that she will contact Mr. Borton to review the draft Animal Control ordinance. Irv Shaw has reviewed the draft and noted only a few punctuation changes necessary. Commissioner Van Doren requested the changes from the current ordinance be highlighted in the draft if possible, to make it easier to compare the two. Commissioner Bolton reported

that work on the draft ordinance began in June, 2006, and that she is utilizing the Jackson County ordinance as a model reference. Commissioner Branch requested the draft ordinance be available for review at the June 20<sup>th</sup> meeting if possible.

Commissioner Bolton informed the Committee that she had spoken with Chris Miller from the Lenawee County fairgrounds. Fairground facilities would be available to house animals if necessary, however the fairgrounds would not be responsible for caring for animals and a rental fee may apply. Commissioner Bolton offered to meet with David Borton and Chris Miller to further discuss this issue.

Sheriff Richardson reported that he is working with Jonathon Poer for possible options in dealing with animal cruelty cases. Commissioner Van Doren added that in a recent meeting with the judges, they indicated they would be glad to work with the County, and requested a copy of the state statute be forwarded to them. Commissioner Bolton said the draft she is working on includes forfeiture language, and more language could be incorporated into the draft.

IV. Finance Reports

Marilyn Woods reviewed the Dog License Sales History report. Cheryl Whipple reviewed the financial report. Commissioner Bolton noted that sales appear to be slightly lower than sales from the same period last year. Commissioner Van Doren suggested that revenue projections be increased when preparing the 2009 budget.

Commissioner Gallagher asked about a breakdown of license sales for municipalities with their own ordinances.

V. Other Business

Commissioner Tuckerman reviewed a complaint from Riga Township. Ohio veterinarians do not issue rabies tags and this causes problems when trying to obtain dog licenses from the Treasurer's Office. Marilyn Woods said she would follow up with Riga Township, to notify them of the proper procedures to follow.

VI. Next Meeting

The next regularly scheduled Dog License Program Committee meeting was scheduled for **FRIDAY, JUNE 20, 2008 at 1:30 P.M.**

VII. Adjournment

*Motion by Tuckerman, supported by Bolton, to adjourn the meeting at 3:00 P.M. Motion carried.*

*CLW/rdb*

## MINUTES

### **DOG LICENSE PROGRAM COMMITTEE FRIDAY, JUNE 20, 2008 -1:30 P.M. COMMISSIONERS' COMMITTEE ROOM**

Present: Commissioners Branch, Bolton, Tuckerman, and Van Doren

Also Present: Sheriff Richardson, David Borton, Debbie Lakatos, Bobbie Tancredi, Marilyn Woods, Dennis Pelham (Daily Telegram), Tim Hernandez (WLEN), Cheryl Whipple, and Bev Kampmueller

#### I. Approval of Minutes

*Motion by Tuckerman, supported by Van Doren, to approve the minutes of the April 18, 2008 meeting. Motion carried.*

#### II. Report from Sheriff's Department on Animal Control Activities

Animal Control Officer David Borton reported that so far for the month of June forty (40) dogs have been picked up and two (2) cats. Both cats were bite cases. David noted that they have been chasing a lot of horses and cows out of roadways.

David also reported 112 residents were contacted during the dog license check recently held in Clinton, which resulted in 23 citations. Some citations had more than one charge. Sheriff Richardson stated that there were nine participants in the Clinton operation.

#### III. Review March 2007 Dog License Committee Minutes

The Committee completed the review of the March 2007 Dog License Committee minutes, started at a prior meeting.

Debbie Lakatos commented on a problem several years ago with exotic animals, and that there seemed to be concern last year due to the close proximity of the county border to Ohio, which allows exotic animals. The Sheriff stated that he was unaware of any concerns.

Commissioner Branch brought to the attention of the committee the possibility of identifying the location of exotic animals on Geographic Information System (GIS) maps which could be used to assist the Sheriff's Department. The Sheriff stated that many dogs remain unlicensed, and that he is skeptical of any issues being resolved by licensing, or registering, exotic animals.

Commissioner Branch distributed a summary of responses received from municipalities that had responded to the request for input on the draft exotic animal ordinance. Commissioner Bolton and Dave Borton will review the draft and check with non-responding municipalities.

Sheriff Richardson will review the draft and comment at the next meeting.

Review Pet Vaccination Clinic

It was noted that Commissioner Gallagher is currently working on collecting information from surrounding areas on how they handle vaccination clinics.

IV. Finance Reports

Marilyn Woods reviewed the Dog License Sales History report. The financial report was reviewed.

V. Other Business

Commissioner Van Doren reported that the Accounts Payable Committee questioned payment on a court order from the APD for a stay that went beyond the allowed seven days to fourteen days. Sheriff noted that he checked with the judge's secretary and she will check the file and make sure that there is restitution for this.

Commissioner Van Doren asked if there is a process in place to be sure the courts receive that information. Sheriff Richardson cannot answer on the procedures for the cities of Adrian or Tecumseh, but he will talk to them at the next Police Chiefs meeting.

There was discussion on an emergency preparedness plan for animals in case of an emergency. David Borton will check with other counties.

VI. Next Meeting

The next regularly scheduled Dog License Program Committee meeting was scheduled for **FRIDAY, SEPTEMBER 19, 2008 at 1:30 P.M.**

VII. Adjournment

*Motion by Bolton, supported by Van Doren, to adjourn the meeting at 2:35 P.M. Motion carried.*

CLW/bkk

## MINUTES

### **DOG LICENSE PROGRAM COMMITTEE FRIDAY, SEPTEMBER 19, 2008 -1:30 P.M. COMMISSIONERS' COMMITTEE ROOM**

Present: Commissioners Branch, Bolton, Tuckerman, and Van Doren

Other: Commissioner Gallagher

Also Present: Sheriff Richardson, Undersheriff Dotson, Johnnie Howell, David Borton, Rachel Houser, Bonnie Tancredi, Debbie Lakatos, Howard Pennington, Barb Francouer, Tim Hernandez (WLEN), Cheryl Whipple, and Rebecca Borton

#### I. Approval of Minutes

*Motion by Tuckerman, supported by Bolton, to approve the minutes of the June 20, 2008 meeting.  
Motion carried.*

#### II. Review Pet Vaccination Clinic

Commissioner Gallagher reviewed information collected from vaccination clinics held in surrounding counties. He reported that Lucas County is holding their clinic soon and that anyone interested should plan to visit the site to observe. He noted that Dr. Herr has been supportive of the initiative.

Commissioner Bolton inquired about computer software programs for tracking information on veterinarian and licensing records.

Dr. Pennington commented on the lack of software options to utilize, and his confidence in volunteer veterinarians to hold a clinic.

Discussion continued on the details of supporting a vaccination clinic.

It was requested that Dr. Pennington investigate further into how to move forward with a vaccination clinic.

#### III. Report from Sheriff's Department on Animal Control Activities

Animal Control Officer David Borton gave a brief update on the activities of the last few of months. He attended two schools to study such topics as animal illnesses, report writing, investigation, interrogation, euthanasia, tranquilization, tactical baton, pepper spray, and dart guns.



Commissioner Van Doren inquired if David had an opportunity to review emergency operations plans. David stated that the counties he has contacted utilize the Michigan Department of Agriculture's animal emergency response plan.

David has reviewed the Monroe County Animal Control Ordinance and gave a copy to Commissioner Bolton for her review.

IV. Review Leash Law

Commissioner Branch reviewed a complaint from a citizen that received a ticket when their dog left their property, which has since been resolved. Commissioner Branch investigated state laws and found information on the Michigan Department of Agriculture's webpage.

V. 2009 Budget

Cheryl Whipple reviewed the 2009 Budget information.

Commissioner Van Doren noted that the long term disability expense is included in personnel.

*Motion by Bolton, supported by Tuckerman, to support a request through the 2009 budget process to reclassify the part-time animal control officer position to full-time, providing it is supported by dog and kennel license sales, and shifts are staggered to cover weekends. Motion carried.*

VI. Finance Reports

The dog license sales history and the financial reports are on file.

VII. Other Business

Commissioner Branch read a letter from Cambridge Township regarding the lack of Animal Control support during weekend hours.

Sheriff Richardson explained that although the Animal Control Officer may not work weekends, the Sheriff's Department is available 24/7 for backup, and local police departments are aware of this. The Sheriff's Department would never refuse to help another department.

He further stated that the Sheriff's Department is a county-wide enforcement agency, but are not to enforce local city, village, or township ordinances unless they are under contract by the municipality.

Commissioner Branch questioned why the Animal Control vehicle was at the MIS track on a race weekend, if the Animal Control Officer was not working. The Sheriff explained that during race weekends, every available vehicle is used to cover the work.

Commissioner Tuckerman suggested sponsoring training for local police departments on basic animal control.

Commissioner Tuckerman noted that the Dog License Program Committee was formed simply to enforce licensing mandated by the State of Michigan.

Commissioner Bolton inquired if the majority of officers in Lenawee County carry tasers and if so, can they be used on animals. The Sheriff explained that tasers are not intended for animal control.

Bonnie Tancredi, Humane Society, announced that the Howl O Ween Ball is scheduled for Saturday, October 11, 2008 at 6:00 p.m. It will be hosted at the Stage Coach Stop, located in the Irish Hills, and cost \$35.

Barb Francouer, Burton Road Boarding, introduced herself and requested an explanation as to the number of dog drops not been equally distributed among the kennels. According to her records other kennels are receiving more business.

Sheriff Richardson explained that dogs picked up within the city of Adrian are delivered to the Humane Society, while dogs picked up from other areas are delivered to the other two kennels. According to the September report, Burton Boarding has had 12, Dr. Kelly's has also had 12, and the Humane Society has had 16 dogs dropped off by the Sheriff's Department. The Sheriff is unaware of any discrimination between the drop-off sites, and noted that he does not have control on how other local departments handle distribution.

VIII. Next Meeting

The next regularly scheduled Dog License Program Committee meeting was scheduled for **FRIDAY, DECEMBER 19, 2008 at 1:30 P.M.**

IX. Adjournment

*Motion by Bolton, supported by Tuckerman, to adjourn the meeting at 3:00P.M. Motion carried.*

*CLW/rdb*