

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

IN RE: MINUTES OF MEETING HELD  
THURSDAY, MARCH 4, 2010

PRESENT: RICK MODESITT, PRESIDENT  
DAVID BLAIR COUCH, COMMISSIONER  
WAYNE DUNN, COMMISSIONER

At 9:30 A.M., County Commission met in regular session. They signed purchase orders, invoices and other correspondence.

At 10:30 A.M., the County Commission held a hearing in regard to the Frank Hoffer estate. Attorney Gerald Townsend represented Cynthia Carnahan, Executrix presented a motion to approval the final report, close the insolvent estate and discharge Ms. Carnahan from her duties. After testimony, the County Commission, upon a motion duly made, seconded and passed, approved the final report, closed the insolvent estate and discharged Cynthia Carnahan from her duties. Information in regard to this estate is on file in the Probate Office.

At 10:45 A.M., the County Commission held a hearing in regard to the Lawanna M. Wells, aka Lawanna M. Waldron estate. Lisa Wells, Executrix was present. After testimony, this estate was referred to Fiduciary Commissioner Vance Golden.

The 11:00 A.M. appointment with Toni Tiano, grant consultant was cancelled.

At 11:28 A.M., the County Commission met with Jim Cox, Manager of the Lubeck Public Service District who asked Commissioner Modesitt to sign the application for the Governor's Community Participation grant for the Ball School Road Project. After discussion, Rick Modesitt, in his official capacity as President, executed all necessary documents in regard to the Governor's Community Partnership Grant Program

application for the following project: BALL SCHOOL ROAD WATER PROJECT - \$58,000.00. A Resolution was prepared regarding this matter.

At 11:30 A.M., the Wood County Task Force on Dog and Animal Control presented their report to the Commission. A copy of the report is attached to these minutes and shall be made a part thereof.

At 12:15 P.M., the County Commission met with Steve Nicely from the Parkersburg Convention and Visitors Bureau and discussed an Innovative Programming Grant.

The County Commission of Wood County upon a motion made by Wayne Dunn, seconded by David Blair Couch and made unanimous by Rick Modesitt, did hereby AUTHORIZE Rick Modesitt, in his official capacity as President and on behalf of the County Commission, to EXECUTE a Supplemental Lease Agreement with the United States General Services Administration. Said Supplemental Lease Agreement is to accommodate the receiving of rent monies for the Hintgen Building (Wood County Justice Center). An Order was prepared regarding this matter.

The County Commission of Wood County upon a motion made by David Blair Couch, seconded by Wayne Dunn and made unanimous by Rick Modesitt, did hereby AUTHORIZE Rick Modesitt, in his official capacity as President and on behalf of the County Commission, to EXECUTE, an Agreement with the West Virginia State Auditor's Office for Audit Services for fiscal year 2008/2009. An Order was prepared regarding this matter.

The County Commission of Wood County, in regular session, announced to all concerned, upon a motion duly made, seconded and passed, that they, as a Commission,

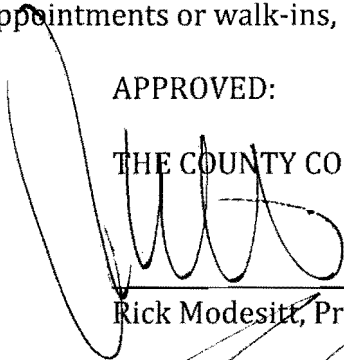
are calling for a SPECIAL SESSION to be held on Friday, March 5, 2010 at 10:00 A.M. Said Special Session is being held to interview engineering firms for the Boaz Storm Water Management Project. An Order was prepared regarding this matter.

The County Commission of Wood County, in regular session, announced to all concerned, upon a motion made by David Blair Couch, seconded by Wayne Dunn and made unanimous by Rick Modesitt, that they, as a Commission, are calling for SPECIAL SESSIONS to be held March 9, 10, 11 and 12, 2010. The Special Sessions will begin at 9:00 A.M. and are being held for the preparation of the budget for the fiscal year 2010/2011 as required by Chapter 11, Article 8, Section 10 of the West Virginia Code of 1931, as amended. These meetings will be held in the Office of the County Administrator, Room 205, Wood County Courthouse. An Order was prepared regarding this matter.

Having no further appointments or walk-ins, the County Commission adjourned.

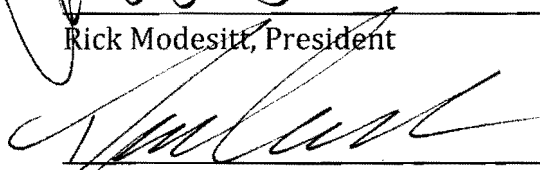
APPROVED:

THE COUNTY COMMISSION OF WOOD COUNTY



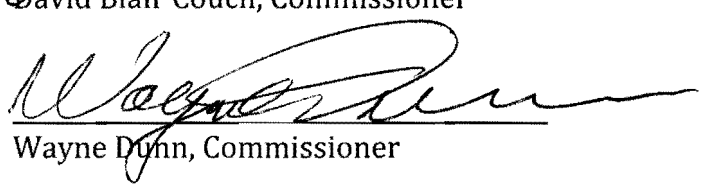
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Rick Modesitt, President



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David Blair Couch, Commissioner



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Wayne Dunn, Commissioner

To listen this meeting, please refer to CD labeled March 4, 2010.

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

IN RE:       ADDENDUM TO MINUTES OF  
              THURSDAY, MARCH 4, 2010

On this date, the County Commission of Wood County, upon a motion made by Wayne Dunn, seconded by David Blair Couch and made unanimous by Rick Modesitt, did hereby EXECUTE a RESOLUTION that hereby AUTHORIZES Rick Modesitt, in his official capacity as President and on behalf of the County Commission, to EXECUTE all necessary documents in regard to the Governor's Community Partnership Grant Program application for the Ball School Road Water Project in the amount of fifty-eight thousand dollars and zero cents (\$58,000.00). Pertinent documentation pertaining to the aforementioned Governor's Community Partnership Program Grant is on file in the Office of the County Administrator. An Order was prepared regarding this matter.

The County Commission of Wood County, upon a motion made by Wayne Dunn, seconded by David Blair Couch and made unanimous by Rick Modesitt, did hereby EXECUTE a RESOLUTION that hereby AUTHORIZES Rick Modesitt, in his official capacity as President and on behalf of the County Commission, to EXECUTE all necessary documents in regard to the Governor's Community Partnership Grant Program application for the Mountwood Park Generator in the amount of twenty-five thousand dollars and zero cents (\$25,000.00). Pertinent documentation pertaining to the aforementioned Governor's Community Partnership Program Grant is on file in the Office of the County Administrator. An Order was prepared regarding this matter.

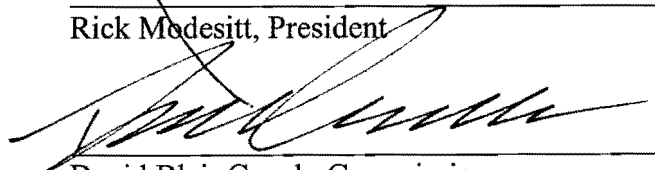
APPROVED:

THE COUNTY COMMISSION OF WOOD COUNTY



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Rick Modesitt, President



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David Blair Couch, Commissioner



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Wayne Dunn, Commissioner

Wood County Commission Meeting  
Held March 4, 2010

Please Print

1.	GERALD W. Townsend	(Hoffew Est.)
2.	Robert Fruehling	(unknown address)
3.	Barb Z. Huls	(Weldons Estate)
4.	Lisa Wells	Lisa Wells -
5.	Kim Stoops	
6.	Mary Ann	
7.	Earl J. Wacker	
8.	Michael J. McDermott	MICHAEL McDERMOTT
9.	JAMES M. Cox	LUBEX PSD
10.	JERRY R. MARTIN	LUBEX PSD
11.	Lee Buckingham	Animal Control Task Force
12.	Dennis Carr	" " " "
13.	Tracy Newberry	Animal Control T-F
14.	Bob Buckner	Animal Control T-F
15.	Robert G. Sims	Animal Control Task Force
16.	STEVE NICELY	CVB
17.		
18.		
19.		
20.		

**Final Report**

**To: Wood County Commission**

**From: Task Force on Dog and Animal Control**

**January 21, 2010**

## **Background**

The Task Force on Dog and Animal Control was formed by the Wood County Commission on September 16, 2009. The Commissioners provided the Task Force with the following direction and requested a report by February 2010.

### **Vision:**

A community that has the pets needed for its citizens and a natural environment not assaulted by excess and unwanted cats and dogs; and the above achieved with simplicity, reasonable cost, and humane treatment of animals.

### **Mission:**

Develop ideas for plans, policy and infrastructure that enable the County residents to achieve the vision based on current West Virginia State Code.

### **Topics:**

- State Code – Adherence to code.
- Cost – Suggest programs that minimize cost to community in achieving goals and an idea for cost for cats, dogs and enforcement.
- Relationship between Humane Society of Parkersburg (HSOP) and supporting units.
- Control of excess and unwanted animals.
- County and other run facilities vs. HSOP run facilities.
- Agreements and contract content.
- Cost of 5 days plus euthanize.
- Cost of Humane Officers.
- Average costs of additional care (Vet inside 5 days).
- Additional items? What? Why?
- Suggest programs in addition to State Code that will benefit our community and their associated costs.



## Summary of Actions Taken by Task Force

The Task Force met 7 times subsequent to its organizational meeting on September 16, 2009. We spent the bulk of our time developing an understanding of pertinent data. Specific actions taken included:

- Obtained Mission Statement from County Commission on November 2, 2009.
- Obtained and reviewed copies of applicable sections of State Code to obtain a general understanding of what the County has and does not have authority to do along with what is required. Specifically, we learned that the Commission is required to house stray animals for a minimum of 5 days. In addition, we learned that the Commission does not have authority under current state law to license cats nor does it have authority to provide for different licensing fees for altered versus unaltered dogs.
- We also invited all Senators and Delegates representing Wood County to numerous meetings to obtain an understanding of the likelihood of legislative action, if pursued. Delegate John Ellem attended our meeting on October 29, 2009 and offered to assist with proposed legislation. Senators Donna Boley and Delegate Dan Poling expressed an interest in our work but were unable to attend the specific meetings they were invited to due to scheduling conflicts. We suggest that the Commission share a copy of this report with these legislators.
- Carol Hanna from the Save a Kitty Feral Cat Program attended several of our meetings and shared information on their program and the steps they are taking to control the feral cat population.
- We obtained information on shelters in Harrison, Pleasants, and Ohio Counties to determine the feasibility of a County run shelter. We also obtained a general understanding of the financial data and services provided by HSOP through a limited review of their financial and statistical data. Maryann Hollis, Executive Director of HSOP, attended several of our meetings and addressed our questions. We did learn the HSOP will house dogs for longer than the State required 5 day minimum and charge those costs to the County and municipalities. We also

reviewed contracts in place between HSOP and the County and municipalities. Based on our high level analysis, we concluded that a County run shelter would not be a prudent step given what we understand to be a general satisfaction with the services provided by HSOP. Our recommendations are made recognizing a valuable asset to the county in the 501c3 Non Profit **Humane Society of Parkersburg** and other Non Profit organizations not currently under Wood County contract or support.

- We also met with a representative of the Wood County Assessors Office to obtain an understanding of the collection efforts undertaken by the Assessor. Sonni Wallace provided us with financial data on the collection of dog taxes for FY 2009 and YTD FY 2010. For FY 2009, there were 13,725 tags sold generating \$58,851 less 10% or \$5,885 being paid to Steven Grimm/Rich Shaffer as Assessor. With the exception of placing an ad in the paper to help educate the public, we understand that the Assessor's office does not undertake any proactive enforcement steps.

## Recommendations Section

### **Preface to Recommendations:**

We divided the recommendations section of this report into short term and long term recommendations. We do not believe that the ultimate solution lies solely within the short term recommendations. The primary problems are the result of over-population and lack of funding. Although they exceed the mission statement provided, we have included long term recommendations to address these issues.

### **Short term Recommendations:**

1. It is our understanding of State Code that the County is required to provide for a 5 day holding period for stray dogs and there is no mandate for cats. However, the Wood County Commission can provide funding in excess of these minimums.

The HSOP allocates its costs to the County, municipalities, and internally based on the distribution % of the total intake of dogs and cats.

For dogs, we looked at the option of limiting funding to 5 days. In our opinion, the variable costs savings attributable to this limitation on the holding period is expected to be minimal considering the additional euthanasia and cremation costs. For dogs, we believe that the process is working well.

For cats, we believe the Wood County Commission needs to decide, in the short term, if they want to continue to fund HSOP's costs associated with the receipt, care, and disposition of cats. In the long run, we believe that the County should address the costs associated with cats through a fee on the owners of cats. To that end, we included a recommendation on cat licensing under the long term recommendations section.

2. We recommend that the Wood County Commission provide funds, possibly from a grant search to develop a public animal control presentation which would be available for public education.

Basis: This program should cover the problems, duties of the officers, benefits of spay/neutering and adoption of dogs and other animal control to citizens of the county.

3. We recommend that the Wood County Commission support approved training for county employees that are involved with animal control to ease and support interaction between county animal control personnel and the public. Training could include;

- \* Search and Seizure Laws
- \* Customer Service (Dealing with the public)
- \* Educational material
- \* Education of Law enforcement of relationship between County, Municipalities and HSOP.

Basis: A more informed officer can educate and have the ability to ease the tension of the public in many situations.

4. We recommend that the Wood County Commission explicitly define and adjust as needed the animal control job function and duties of Wood County and HSOP employees as defined by the State Codes. These jobs include the Assessor, the Sherriff's Office, the Dog Warden and Humane Officer and any other job title that applies to Dog and Other animal control in Wood County WV.

5. We recommend that the Wood County Commission explore the role that "Save A Kitty" 501 c3 Non Profit Feral Cat Program could contribute as a component of the County's program.

Basis: They have spayed or neutered hundreds of non adoptable feral cats with the help of volunteers and veterinarians for some time.

6. We recommend that the Wood County Commission pursue cost effective options to increase awareness and dog license collections.

#### **Long Term Recommendations:**

7. We recommend that the Wood County Commission engage Wood County state representatives to review and write legislation to update and expand the fee schedules for Dogs and other Animal Control currently mandated by the State of WV.

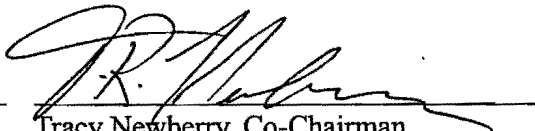
Basis: Add a fee for cats in addition to dogs. Also add a differential fee scale based on whether the animal is spayed or neutered.

It is recognized that these suggestions are both short term and long term in nature. We respect the Wood County Commissions needs to prioritize and dispose of these suggestions as they see fit.


Respectfully submitted,



Lee Buckingham, Chairman  
(HSOP Treasurer)



Tracy Newberry, Co-Chairman  
(City of Parkersburg – Parks Dept.)



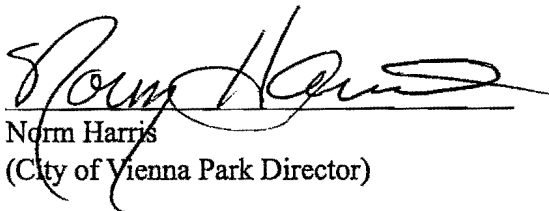
Ralph Blair  
(Farm Bureau President)



Bob Buchanan  
(WVU – Extension Office)



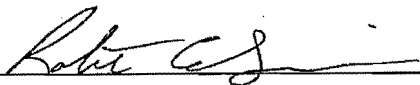
Dennis Cain  
(County Commission Appointee)



Norm Harris  
(City of Vienna Park Director)


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Paul Jordan  
(City of Williamstown Councilman)



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Rob Sims  
(Wood County Sheriff's Office - Deputy  
Animal Control Officer)



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Jason Wharton  
(Wood County Prosecutors Office  
- Prosecuting Attorney)