

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

IN RE: MINUTES OF MEETING HELD
MONDAY, JULY 11, 1994

PRESENT: HOLMES R. SHAVER, PRESIDENT
JEAN GRAPES, COMMISSIONER
STEVEN A. GRIMM, COMMISSIONER

On this date, the County Commission met in regular session. They signed purchase orders, invoices and other correspondence.

On this date, the County Commission approved an Exoneration for Roy E. Harris - Harris District.

On this date, the County Commission approved Personal Property Improvers for William I. & Jane Pralley - Parkersburg District; William D. & Jeanne I. Shears - Slate District; Jeffrey C. & Donna M. Kelley - City District; and Lloyd Life dba The Installation Company - Union District.

The 9:30 A.M. appointment with Ken Brady was cancelled by Mr. Brady.

At 2:00 P.M., the County Commission met with Kennel Owners and the Humane Society to discuss the Proposed Kennel Ordinance. Due to the fact that many people showed up for said meeting, the County Commission adjourned and met in the City Building. After much discussion, the County Commission asked that a committee be formed to work on the Ordinance and inform the Commission on what is being accomplished. A list of the Proposed Ordinance, along with a list of those in attendance at said meeting, is attached to these minutes and should be made a part thereof.

On this date, the County Commission placed Ronnell Foose in nomination to fill a vacancy that exists on the Central Boaz Public

Service District. Said vacancy was announced on May 23, 1994 due to the resignation of James Duvall. The term will expire on October 1, 1995. An Order was prepared regarding this matter.

On this date, the County Commission, upon a motion made by Steven A. Grimm, seconded by Jean Grapes and passed, authorized Holmes R. Shaver, as President, to sign the Agreement by and between the County Commission and RCDI Office Building Associates. The Agreement allows RCDI to keep the portion of sidewalk in place for the present time while preserving and protecting the right, title and interest of the County Commission in and to the same. The said portion of sidewalk, sixty-eight square feet, has been constructed on property owned by the County Commission and known as the Wood County Magistrate Court property located at 208 Avery Street, Parkersburg, WV. RCDI did develop and construct an office building to be occupied by the United States Department of the Treasury Bureau of the Public Debt adjacent to the Wood County Magistrate Court property with a portion of the sidewalk, providing access to the Public Debt building, encroaching upon County property. The Agreement may be terminated by either party for any reason upon the giving of written notice thirty days in advance of the termination date. An Order was prepared regarding this matter.

On this date, the County Commission, upon a motion made by Steven A. Grimm, seconded by Jean Grapes and passed, adopted a Resolution in reference to Budget Revision No. 1 in the General County Fund budget for the fiscal year 1994/1995. The Request for Revision to the Approved Budget, being submitted to the Department

of Tax and Revenue, was signed by Holmes R. Shaver, President of the County Commission. An Order was prepared regarding this matter.


On this date, the County Commission, upon a motion made by Steven A. Grimm, seconded by Jean Grapes and made unanimous by Holmes R. Shaver, accepted the Proposal submitted by the County's insurance agent, Acordia of West Virginia (formerly McDonough Caperton), for property and liability insurance presented by Continental Insurance Company which covers the fiscal year 1994/1995. The said Proposal was in the amount of \$13,309.78. An Order was prepared regarding this matter.

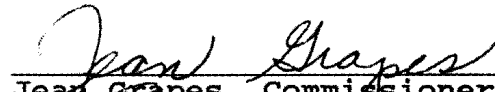
On this date, the County Commission, upon a motion made by Steven A. Grimm, seconded by Jean Grapes and made unanimous by Holmes R. Shaver, signed a Maintenance Contract by and between JKS Computer Systems and Consulting and the Wood County commission in regard to the computer equipment located in the Office of the Prosecuting Attorney. The said Maintenance Contract provides maintenance for the i486-33 Computer System running the SCO Xenix operating system and supporting 11 Wyse 60 terminals and 3 printers; Arche 386 Computer System, printer and modem; and Packard Bell 286 computer located in the Magistrate Court Building. The period of coverage, as stated in the said Maintenance Contract, would commence on July 1, 1994 and continue through June 30, 1995 and would be in the amount of \$2,811.72. An Order was prepared regarding this matter.

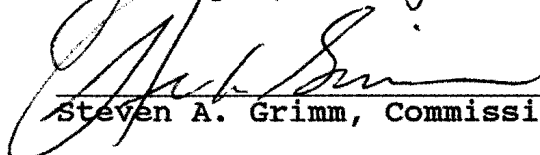
Having no further scheduled appointments or business to attend to, the County Commission adjourned at 4:00 P.M.

Approved:

THE COUNTY COMMISSION OF WOOD COUNTY


Holmes R. Shaver, President


Jean Grapes, Commissioner


Steven A. Grimm, Commissioner

PURCHASE ORDERS SIGNED ON JULY 11, 1994

No. 18861	State Electric Supply	\$ 43.82
18865	Broadwaters Motorcar	142.00
18872	Lowe's	16.71
18878	Parkersburg Office Supply	15.47
18880	Assurance Business Forms	2986.00
18884	U.S. Postmaster	30000.00

7/11/94

2:00

Ralph & Blair Wood & Farm Business Pres
 Joan N Runner Wood Co
 Elizabeth DeLima Mineral Wells
 David Roberts LUBECK
 KRISTINE BOBLEY SPENCER
 Edwin Roberts Wood
 Sharon Roberts WOOD
 Perry Nicely Wood
 Harry & Geneva Lynn
 Diana Balderson Wood Co Paw-Paw Cockles
 my puppy's mustache pet ^{submarine}

Robin Green Manager at Pettand (Kennel)
 Lynn Cunningham HSOP EDUCATION Director
 Kay Miller Donka Kennel
 Jane & Jean (Call) Lowell Ohio
 Robert O' Morgan Wood Co. Rockport WV
 Laura Merritt Wood Co.
 Remona DeHart Wood County Parkersburg
 Coy Fed Wood Co.
 Jon Miller Donka Kennel, Washington
 Chaise Straight Pres. Board of Directors HSOP
 S. W. VP HSOP
 Thane J. J. Human Officer HSOP
 Mrs. Joan S. Tyler, Daversville, WV; Wood County
 John G. Johnson Rockport WV Wood Co
 Row ROOSEHAVER PARKERSBURG WV
 Judy Deem Walker WV
 Carol Phillips Parkersburg WV
 Greg Bailey Waver WV

Every owner or operator of a kennel, wherein dogs are bred, kept, boarded or sold as a commercial venture for profit shall annually between the first day of July and the thirtieth day of September of each year file with the assessor of the county in which such kennel is located, kept, or maintained an application for the registration of such kennel, the name and address of the operator and the name and address of the owner of the kennel. The application will also state the name and address of a licensed veterinarian, of applicants choice.

A license shall be issued only after a County Humane Officer completes an inspection and determines that the requirements and standards, as set forth by these rules and regulations have been met. After approved, a license shall be issued upon payment to the assessor of a fee of ten dollars. The license shall be prominently displayed on the premises where animals are located. The registration of a kennel as herein provided, shall entitle the registrant to register and receive certificates and tags for not more than five dogs without the payment of a separate head tax on such dogs. The head tax provided for in section two (19-20-2) of this article shall, in such five or less dogs, be included in and charged against the kennel registration fee herein provided.

Every person upon becoming the owner or operator of a kennel of dogs as herein described after the thirtieth day of September of any year shall, within three days after becoming such owner or operator, register such kennel for the remainder of the current fiscal year in the manner, and upon the payment of registration fee and approval herein provided.

All certificates of registration issued pursuant to the provisions of this section shall be issued for the fiscal year, and shall be valid from the date on which issued until the thirtieth day of June of that fiscal year.

It shall be a condition to the issuance of any kennel license that the Wood County Humane Officers shall be allowed during normal business hours, to inspect, without notice all animals and all premises where animals are kept.

A County Humane Officer may conduct an investigation of any complaint concerning any commercial animal establishment within Wood County.

Any kennel license may be denied, revoked or suspended at any time if it is determined that:

1. There has been a material misstatement or misrepresentation in license application.
2. There have been three violations of the ordinance or the rules and regulations within a one year period.
3. The license holder or any of his agents have been convicted of a violation of law involving the mistreatment of animals; or
4. The license holder refuses to allow the inspection of the premises.

Any person who has been denied a license upon initial application may not reapply for a period of 30 days. License applications shall be valid for thirty days in order for applicants to make corrections to meet compliance specifications. If upon re-inspection, kennel is still in non-compliance, applicant must wait 6 months before re-applying at which time kennel will not be operational.

Any person whose license has been revoked may not reapply for a period of one year, at which time kennel will not be operational.

An inspection form shall be used as a guideline for the Inspecting officer and the commercial establishment.

Inspections of kennels shall be made without notice, during normal business hours, throughout the year. All inspections shall be made in the presence of the owner, manager or person in charge of the establishment whenever possible.

The inspecting officer will complete the inspection form by marking unsatisfactory items with an (X). Instructions and comments will be made at the end of the inspection form.

Whenever deficiencies are noted, or County Humane Officer receives a complaint from the public, a follow-up inspection of the establishment may be initiated by the County Humane Officer.

After the inspection is complete, the owner, manager or person in charge of the establishment shall sign the inspection form whereupon a copy of the completed form will be given to the owner or manager. If the owner or manager is not present, a copy of the form will be mailed to the owner or manager and the original copy will be kept by the County Humane Officer.

The owner or manager of the establishment shall correct or initiate corrections within seven(7) days, unless otherwise stated by the Investigating Officer.

GENERAL OPERATIONAL STANDARDS

1. LIGHTING

- A. Each commercial establishment shall have sufficient lighting to permit routine inspection and cleaning of the facility, and clear observation of the animals.
- B. Animal areas must be lighted for at least eight (8) hours a day by either natural or artificial light, corresponding to the natural period of daylight. If only artificial light, such as florescent light is provided, it must provide full spectrum illumination.
- C. Animal enclosures must be placed so as to protect the dogs and cats from excessive light.

2. VENTILATION

- A. The enclosed or sheltered part of sheltered housing facilities for dogs and cats must be sufficiently ventilated where dogs and cats are present to provide for their health, comfort and well being, and to minimize odors, draft, ammonia levels and moisture condensation.
- B. Air, preferably fresh air, must be provided by windows, doors, vents, fans, or air conditioning.
- C. Proper ventilation shall insure that fumes from urine do not adversely affect the lungs of the animals or humans.

3. CLEANING AND DISEASE CONTROL

- A. All cleaning solutions and disinfectants shall be stored and used so they cannot come into any contact with animals.
- B. Enclosures
 1. Kennels/runs/cages including floors, walls, and doors shall be cleaned, disinfected and dried daily.
 2. Dogs and Cats shall not be directly exposed to water or disinfectant and shall be removed from animal enclosure during cleaning procedures.
 3. Drains and walkways adjacent to kennels/runs/cages shall be hosed and disinfected daily.
 4. Kennels/runs/cages shall be spot cleaned as necessary to remove excrement throughout the day.
 5. Food dishes and water bowls shall be cleaned and disinfected daily.
 6. Litter pans shall be cleaned and changed daily or more often if necessary.
 7. All areas of each establishment shall be clean, orderly, and free of garbage, unused food, standing water, litter or refuse. Garbage shall be kept in garbage cans with lids and disposed of daily.
 8. The kennel shall have drainage and plumbing adequate to handle the heavy load of daily cleaning.

4. HOUSING REQUIREMENTS

- A. Animals shall be separated as follows to reduce stress and to control disease.
 - 1. Dogs from cats
 - 2. Males from females
 - 3. Aggressive animals from others.
 - 4. Nursing mothers with their young from others.
 - 5. Sick and injured from healthy.
 - 6. Young from adults (unless nursing).

5. PHYSICAL FACILITY REQUIREMENTS

- A. Floors and kennels/cage walls shall be made of nonporous material impervious to fecal matter and urine and which can be easily disinfected. Floors shall slope toward drain to prevent accumulation of water. Wood and wire floors will not be accepted.
- B. Walls between kennels shall be at least 4 ft. high and shall prevent water and waste from flowing from kennel to kennel.

6. SPACE REQUIREMENTS FOR DOGS

Dogs confined in cages or kennels shall have room to lie down, stand, turn around and sit normally.

- A. Large (over 50 lbs.) - 4 ft. x 6 ft. or 24 sq. ft.
- B. Medium (36-50 lbs.) - 4 ft. x 5 ft. or 20 sq. ft.
- C. Small (10-35 lbs.) - 3 ft. x 4 ft. or 12 sq. ft.

RUNS - INDOOR OR OUTDOOR

- A. 4 ft. x 6 ft. for small to medium size dogs
- B. 4 ft. x 8 ft. for large dogs.

7. SPACE REQUIREMENTS FOR CATS

- A. Each cat enclosure must be at least 24 inches high
- B. Cats up to and including 8.8 lbs. must be provided with at least 3 sq. ft.
- C. Cats over 8.8 lbs. must be provided with at least 4 sq.ft.

8. RECORD KEEPING

- A. Kennels shall keep records on all animals currently boarded and or housed. These records shall be maintained on each animal individually.
- B. The information in these records shall include, but not be limited to: Rabies vaccination and other inoculations; prescription or medical treatment administered by the kennel. The above information shall be available to the inspecting officer upon request.

9. ANIMAL CARE

- A. All animals shall be examined daily for any signs of disease and or injury. Have licensed veterinarian available to provide medical care.
- B. Any dog or cat having a suspected injury or communi- cable or infectious disease must be provided with veterinarian care within 24 hours.
- C. Failure to obtain adequate, timely, care from a licensed veterinarian for any diseased or injured dog or cat found in the custody of any establishment or show proof of same will be charged with "Cruelty to Animals".
- D. Proof of adequate, timely, veterinary care must be provided to the inspecting officer upon request.

10. OUTDOOR HOUSING FACILITY REQUIREMENTS

- Shelters in outdoor facilities for dogs and cats must:
- A. Provide the dogs and cats with proper protection and shelter from the cold and heat;
 - B. Provide the dogs and cats with protection from the direct rays of the sun and the direct effect of wind, and rain;
 - C. Be provided with a wind break and rain break at the entrance.
 - D. Contain clean, dry, bedding materials.
 - E. When the outdoor temperatures fall below 35 degrees F., all animals must be either moved indoors or proper heating must be provided so as to maintain the temperature above the 35 degree range.
 - F. Animals must be protected from the elements at all times.

11. ANIMAL ENCLOSURES - GENERAL REQUIREMENTS

- A. Animal enclosures must be designed and constructed of suit- able material so that they are structurally sound. (Wire and wood will not be accepted.) The animal enclosures must be kept in good repair.
- B. Animal enclosures must be constructed and maintained so that they:
 1. Have no sharp points or edges that could injure the dog or cat;
 2. Protect the dogs and cats from injury;
 3. Keep predators and unauthorized individuals from accessing the enclosure;
 4. Enable the dogs and cats to remain dry and clean;
 5. Provide shelter and protection from extreme temperatures and weather conditions that may be uncomfortable or hazzardous to the dogs and cats;

6. Provide sufficient shade to shelter all the dogs and cats housed in the animal enclosure at one time.
7. Provide the dogs and cats with easy and convenient access to clean food and water;
8. Enable all surfaces in contact with the dogs and cats to be readily cleaned and disinfected.
9. Provide sufficient space for each dog and cat, appropriate for its species, breed and size to stand or sit erect, lie down in a comfortable, normal position, stretch out, turn about freely, and to walk in a normal manner.

12. FOOD & WATER REQUIREMENTS: DOGS & CATS

- A. Food shall be stored in rodent, pest and moisture proof containers with lids. Containers should be clearly and properly labeled as to the contents.
- B. Fresh water shall be available to all animals at all times and shall be maintained in a container in such a manner that animals cannot turn containers over.
- C. Food and water shall be wholesome and free from contamination.
- D. Dry Pet Food is recommended for puppies and adult dogs. Puppies and cats and kittens shall have food available at all times.