

**MORGAN COUNTY COMMISSIONERS
RIECKER BUILDING**

The Board of Morgan County Commissioners met in their office Tuesday, September 8, 2025. The meeting was called to order at 8:30am with the pledge of allegiance to the flag.

Cecil Mayle, President
Heidi Maxwell, Vice-President
Steve Best, Member

The commissioners did the following over the past week:

25-450- Motion by Mr. Best and seconded by Mrs. Maxwell to approve the minutes of September 2, 2025.

Mr. Mayle yea, Mrs. Maxwell yea, Mr. Best yea Motion Carried

Al Eltringham, Riecker Maintenance

Carpet replacement has started in the Development Office. 8-28-25

All mowing was completed on 8-27-25

Courthouse Clock has stopped working, Jason Pierce has found a Clock controller to replace the old clock motor that burnt up. The controller has been ordered 8-13-25

Ables Heating Cooling has ordered a new drip pan for the first-floor West side air handler at the Courthouse. 8-12-25

Chevrolet Truck has a broken brake line for the rear brakes; it will need to be taken somewhere to be replaced. 8-27-25 The Maintenance Team will be using the old minivan until the truck is repaired.

Bought Paint for the exterior doors, but couldn't paint them because of the rain and humidity, will be scheduled to paint 9-9-25

Heidi Burns, JFS

Travel Requests

- Heidi Burns to Lewis Center on 9/11-9/12 for JFS General Session
- Heidi Burns & Kari Schaad to Columbus on 9/30-10/3 for PCSAO Conference
- Heidi Burns to Sugarcreek on 10/7 for ECJFS Meeting

- Heidi Burns to Columbus on 10/9 for OJFSDA Board Meeting
- Heidi Burns & Kari Schaad to Coshocton on 10/17 for ECPCSAO Meeting
- Heidi Burns & Kari Schaad to Athens on 10/27 for SEPCSAO & SOFA Meeting
- Heidi Burns, Missy Fisher, Ginger Bowen, and ManDee Houston to Wooster on 10/29 for Leadership Retreat
- Heidi Burns to Caldwell on 11/3 for COG Meeting
- Heidi Burns to Caldwell on 11/4 for ECJFS Meeting
- Heidi Burns to Columbus on 11/13 for OJFSDA Board Meeting
- Heidi Burns to Cambridge on 12/2 for ECJFS Meeting
- Heidi Burns & Kari Schaad to Columbus on 12/4-12/5 for PCSAO Execs Meeting
- Heidi Burns to Lewis Center on 12/11-12/12 for JFS General Session
- Joe Frazier, Devan Vincent, Amy Moore to Marietta on 11/7 for Tri-State Apprenticeship Summit

25-451-Motion by Mrs. Maxwell and seconded by Mr. Best to approve the mandated share for September 2025-\$3,442.75

Mr. Mayle yea, Mrs. Maxwell yea, Mr. Best yea Motion Carried

MOU will be going out this week – reminder meeting is next week 9/16 at Noon.

Steve Redrup, EMA Director

PWM Grant Submission

Mr. Redrup reported completing the submission of the PWM grant during the past week.

Agency Collaboration

worked with several agencies to address their needs and provided support.

Weather Station Donation

A donation was received for a weather station for the EMA and is working to get it online, with plans to share weather data on Facebook and other social media so that residents of the county can view current weather data at the EMA.

Fleet and Building Maintenance

Performed fleet maintenance and building maintenance tasks.

PPE Distribution

Distributed additional PPE.

911 Coordinator and Sheriff's Office Support

Mr. Redrup collaborated with the 911 coordinator and assisted the sheriff's office in updating their active load and systematic software.

Upcoming Meetings and Classes

He mentioned studying for classes, attending a hazards meeting, and participating in several out-of-town classes during the current week.

Community Feedback at the Fair

Positive feedback was received at the fair, with several people inquiring why the EMA did not have a booth.

EMA Booth Consideration

It was discussed the possibility of having an EMA booth at future fairs, noting staffing as a consideration.

Gown Distribution

Mr. Redrup expressed a desire to distribute more gowns.

Dog Pound Sanitizer Dispenser

he also intends to provide a sanitizer dispenser at the dog pound entrance.

Becky Thompson, Dog Warden

-Submitted report

-Full report can be found online at:

https://www.morgancounty-oh.gov/dog_warden_reports.html

25-452- Motion by Mrs. Maxwell and seconded by Mr. Best to approve the amended Dog Pound Policy. See Attachment A

Mr. Mayle yea, Mrs. Maxwell yea, Mr. Best yea Motion Carried

Shannon Wells, Development Office

Bids will be opened on September 8, 2025 at 10am for a demolition project located on Water Street Stockport, Ohio.

Bid Tab Attached-See Attachment B

25-453- Motion by Mr. Best and seconded by Mrs. Maxwell to authorize the execution of a local jail capital project grant agreement for the jail renovation project.

Mr. Mayle yea, Mrs. Maxwell yea, Mr. Best yea Motion Carried

25-454- Motion by Mrs. Maxwell and seconded by Mr. Best to enter into an agreement with DLZ Engineering for the jail renovation project for \$105,000 to be paid by the Local Jail Capital Project Grant.

Mr. Mayle yea, Mrs. Maxwell yea, Mr. Best yea Motion Carried

25-455- Motion by Mr. Best and seconded by Mrs. Maxwell to authorize the Morgan County Auditor's office to transfer \$26,000 into Grant Administration 099-0099-4002-00 for the purposes of economic development. See Attachment C

Mr. Mayle yea, Mrs. Maxwell yea, Mr. Best yea Motion Carried

Jack Sparrow, Lauran Mabee, AI Training

Introduction to AIL and AI Training

Jack Sparrow from AI Owl introduced the company's services, which include comprehensive training on AI tools and designing custom solutions. AI Owl offers ten tool-oriented modules to help clients identify and utilize the best AI tools for their daily tasks. AI Owl training is fully state-funded.

AI Owl's Experience and Partnerships

AI OWL has worked with over 25 K-12 districts (training over 2,000 educators) and 15 higher education institutions, achieving a 30-40% increase in efficiency.

Introduction to Chat GPT and Effective Prompting

Chat GPT stands for Generative Pre-trained Transformer. 'Generative' means it requires input to create output. 'Pre-trained' means some models are blank slates (like ChatGPT) while others are for specific tasks. To prompt effectively, one must define their own role, the AI's role, the desired output, and the necessary tone and context.

Introduction to AI for Productivity

Mr. Sparrow introduced the concept of using AI tools effectively. The goal is not for AI to be an end-all solution but to advance work to the next step, saving time and effort. He demonstrated this by using ChatGPT to create a professional newsletter template for a Morgan County commissioner, which included sections for news, procedures, and an employee of the month.

AI Training Program Details

The training costs \$2,000 per person and is 100% reimbursable. The total training is eight hours, delivered in either four two-hour sessions or two four-hour sessions. The training is conducted in person and is hands-on and collaborative. They can train up to 90 people a year, with groups as large as 45. The program offers 12 different modules, from which each group will choose four to be delivered across the eight hours.

TechCredit Grant and Reimbursement Process

The training is funded by the TechCredit grant. The application is online, takes about 15 minutes, and AI Owl assists with the process. There is a 30 to 60-day window for approval. Any organization in Ohio with W-2 employees is eligible. An organization can apply for up to \$30,000 in each of the six yearly application windows (e.g., January, March, May, July). The grant was recently re-approved with a \$50 million budget for the next two years. AI OWL invoices only after training is complete and funding is approved; the county pays the invoice and is then reimbursed.

Vincent Ferraeonio, ABM Industries

Introduction to Budget-Neutral Infrastructure Project Funding

Mr. Ferraeonio's company assists cities, counties, school districts, private colleges, and all government non-profit entities in funding infrastructure projects with a goal of them being budget-neutral, without raising taxes, and with potentially zero impact to the budget.

County's Financial Performance

The county's fund balance increased, with expenditures being \$4 million less than the general fund last year, an achievement for which the senior commissioner was credited. Mr. Ferraeonio inquired if the county is on track to accomplish a similar financial performance this year, but it could not confirm when that information would be available.

The "Funding Gap" Problem for Counties

It was introduced the concept of a "funding gap," a common theme in Ohio counties and cities, exacerbated by ARPA dollars drying up. This gap arises when continually rising resource demands (projects) outpace uncertain revenues, leading to adverse effects such as deferred spending on capital projects and a need for updated infrastructure.

Proposed Process: Memorandum of Understanding (MOU)

The proposed first step is a free, non-binding assessment initiated by signing a Memorandum of Understanding (MOU). ABM's professional engineers would conduct an on-site tour of all county buildings (typically 1-2 days), and the county would provide 12 months of utility bills and a list of buildings with square footages. Based on existing equipment and opportunities for retrofit or replacement, ABM would then present a report detailing potential savings, with 25% often serving as a benchmark. This initial step is designed to determine if ABM can effectively help the county, with no obligation to proceed.

Capital Planning and Grant Writing Services

ABM offers a capital planning tool, partnering with the county's facilities team and their engineers to assess assets (e.g., rooftop units, boilers, chillers). These assets are graded from A to F, providing the county with a clear understanding of its capital exposure over various terms (e.g., a client had \$13 million exposure in 0-5 years). This tool aids in strategic planning and procurement. Furthermore, ABM has a dedicated team of grant writers who work hand-in-hand with the county's in-house staff to identify and secure additional funding avenues for projects.

Ohio Project References and Next Steps

Mr. Ferraeoinio cited successful projects with Ohio peers, including Lawrence and Hocking counties, and the cities of Ironton, Fremont, and Circleville. Specifically, the City of Fremont's safety service director (equivalent to a city manager) provided a letter in 2018 confirming over \$12 million in savings over 15 years. A reference was offered of Dylan, the county administrator from Fremont, as a reference. The immediate next step proposed was for Morgan County to sign the MOU to initiate the assessment, noting the absence of Mr. Mayle, the board president, who would also need to be informed.

Michael Hopper, Health Benefits

Current health benefits setup and renewal timing

Discussion established that the county is with Medical Mutual, conducts open enrollment in November with plan changes effective on January 1, and collects premiums in December for January coverage. Dental is with True Assure and vision with VBA. Weekly claims invoices and a reserve account indicate a partially self-insured (level-funded/consortium-like) arrangement,

though exact structure and stop-loss details are unclear. Medical Mutual bills monthly for fixed expenses and weekly for claims, with weekly invoices varying significantly.

Broker relationship and recent changes

The county works with a local broker. The contact notes a recent acquisition/branding change.

Plan funding mechanics and potential consortium/stop-loss structure

Advisors explained typical self-funded components: fixed costs vs. claims, stop-loss (specific and aggregate), and reserves. They clarified that while the county pays a flat monthly invoice, behind the scenes, approximately 30% are fixed costs and 70% are for claims, with any leftover building a reserve.

Education on plan structure and cost containment

Advisors emphasized education via a 'health plan foundations' conversation covering network, PBM, claims admin, and stop-loss to optimize costs. County open to learning more; no commitment made.

Sunny Clay, Pound Keeper

Trash management and double-bagging procedures

Ms. Clay describes confusion regarding trash can usage, initially being told not to use it by the trash guy due to mess, then later instructed to put trash back and double-bag it. She noted that on the day they started, someone called to request they continue putting trash in and double-bagging it, even with a large trash can. There's concern about making the trash guy mad by not cleaning trash, and questions arise about the correct process and responsibilities. [Speaker 2] also mentions the trash guy made them move their trash.

Facility cleaning practices and safety

Detailed facility cleaning practices, including wearing hunting muck boots for traction. They avoid using soap on the main floor until the final stage of cleaning, instead scrubbing the inside of kennels with bleach and floor cleaner.

Jeff Babcock, IT Administrator

Advanced Business Communications (ABC) returned to upgrade the firmware on the phone switches at the Riecker Building and Sheriff’s office. There has been some problems with the processor card at the Sheriff’s office phone switch requiring the switch to be rebooted. The firmware upgrade was a possible fix for these issues. Unfortunately, it was discovered that the license for the County’s phone switches expired last year, so we were not able to upgrade the firmware. ABC will provide the County with a quote for the renewal of our software licenses for both phone switches.

Work continued on the e-mail change over project. The County’s shared address book was updated. Also, online accounts that used the old e-mail address for verification were updated; OH ID and Login.gov were particularly time consuming. Work is ongoing.

Transfers, Then & Nows, Supplemental Appropriations & Utility Applications

25-456- Motion by Mrs. Maxwell and seconded by Mr. Best to recess the commissioner’s meeting on September 8, 2025 at 4:00pm.

Mr. Mayle yea, Mrs. Maxwell yea, Mr. Best yea Motion Carried

25-457- Motion by Mr. Best and seconded by Mrs. Maxwell to reconvene the commissioners meeting for a CIC meeting on Monday, September 8, 2025 at 4:00pm.

Mr. Mayle yea, Mrs. Maxwell yea, Mr. Best yea Motion Carried

25-458- Motion by Mrs. Maxwell and seconded by Mr. Best to adjourn the commissioners meeting Monday, September 8, 2025, 2025 at 5:00pm.

Mr. Mayle yea, Mrs. Maxwell yea, Mr. Best yea Motion Carried

Cecil Mayle, President

Heidi Maxwell, Vice-President

Steven Best, Member

Sheila Welch, Clerk

See Attachment A:



Morgan County Commissioners

155 East Main St., Room 216
McConnelsville, Ohio 43756
Phone: 740-962-3183
Fax: 740-962-2014

Cecil Mayle
Heidi Maxwell
Steve Best
Sheila Welch, Clerk

September 8, 2025

Morgan County Dog Impound Center Policies and Procedures Amended August 2025

Mission Statement and Purpose

The mission of the Morgan County Dog Impound Center is for the Enforcement Division to enforce Chapter 955 of the Ohio Revised Code to ensure that the residents of Morgan County are protected from injury and damages caused by vicious dogs and the Kennel Division to provide suitable and compassionate care for impounded dogs in the Morgan County Dog Impound Center while reuniting lost dogs with their families and rehoming unclaimed adoptable dogs.

The Morgan County Commissioners (Commissioners) recognize the need for animal shelters, adoption centers, and animal rescue centers to provide for alternatives to euthanasia. Provision is made herein to provide for safe and efficient alternatives to euthanasia following the minimum holding period provided for in Ohio Revised Code Section 955.16.

Controlling Law & Legal Opinions

The Commissioners understand and accept the legally mandated requirement for the County to provide a "suitable" place for the impounding of dogs under Chapter 955 of the Ohio Revised Code.

The term "suitable" is not defined in the statute itself, however, it has been defined, through statutory interpretation, by the Ohio Attorney General. In *OAG Opinion 95-021*, [August 30, 1995], a suitable place for impounding dogs for purposes of R.C. 955.15, "must, at a minimum, be a place where it is possible to keep impounded dogs for the periods of time required by law, to provide care for the dogs in a manner that does not constitute cruelty to animals as defined at R.C. 959.13 and R.C. 1717.01(B), and when necessary, to provide for the humane destruction of dogs by a method consistent with R.C. 955.16(F)." [*Ibid*, at the syllabus].

More particularly, a suitable facility "must be a place where it is possible to provide the impounded dogs with a sufficient quantity of good wholesome food and water; access to shelter from wind, rain, snow, or excessive direct sunlight; wholesome exercise and change of air; and freedom from unnecessary pain or suffering." [*Ibid* at page 3].

The Commissioners are clothed with discretion to determine if the County has provided a "suitable" place for impounding and caring for dogs. A determination of what is suitable thus

requires the exercise of judgment with respect to the needs presented by the purpose to be achieved. [*Ibid*, pg. 2]. “The board of county commissioners has discretion to determine what is suitable, so long as the place provided has, at a minimum, the features necessary to enable the county or its officers and agents to fulfill their mandatory duties with respect to the impoundment of dogs.” [*Ibid*, at pg. 2].

This definition of what constitutes a “suitable” place for impounding dogs was reiterated and confirmed by the Ohio Attorney General in *OAG Opinion No. 2023-008*, August 11, 2023, at page 5.

Facility Staffing and Operation **Dog Wardens**

Creation, Powers & Duties

The board of county commissioners appoints the dog warden and deputies to enforce R.C. Chapter 955 within the territorial boundaries of the appointing county, including the municipalities within the county. R.C. 955.12; 1984 Op. 034, Gen. No. 84-034, syllabus, paragraph 1.

Pursuant to R.C. 955.12, the dog warden is primarily responsible for making a record of all dogs "owned, kept, and harbored" in the county and for patrolling the county to seize and impound both registered and unregistered dogs under the following circumstances:

1. On sight for "all dogs found running at large and all dogs more than three months of age found not wearing a valid registration tag";
2. Pursuant to a court order:

- a. On application to the court by the dog warden when the warden has reason to believe a dog, on its owner's property, is being treated inhumanely, and the court finds probable cause for the warden or deputies to enter property and seize a dog; or

- b. When *any* person files an affidavit in the appropriate court alleging that a dog is "running at large that is not kept constantly confined either in a dog kennel registered under this chapter or one licensed under [R.C. Chapter 956]" or on the premises of a nonprofit special agency, institution, or organization that trains assistance dogs or obtains dogs for teaching or research purposes under R.C. 955.16; or, is in the dog warden's jurisdiction without being registered. *OAG Opinion No. 2023-008*, August 11, 2023, at page 2.

To enforce R.C. 955.01-.27 and 955.50-.53, the dog warden "shall have the same police powers as are conferred upon sheriffs and police officers in the performance of their duties" and may "serve writs and other legal processes issued by any court in their respective counties." R.C. 955.12; *accord In re Compatibility of Cty. Dog Warden & Village Marshal*, 19 Ohio Misc.2d 12, 12, 482 N.E.2d 1355 (C.P.1984). However, the dog warden is not a peace officer and therefore cannot seize fighting dogs under R.C. 959.161(B). *Ibid*, at pg. 3.

When there are no specific statutory directives for how a public official is to discharge enumerated duties, "it necessarily follows that the officer who is required to perform this duty has the implied authority to determine, in the exercise of a fair and impartial official discretion, the manner and method of doing the thing commanded." *State ex rel. Hunt v. Hildebrant*, 93 Ohio St.1, 11-12, 112 N.E. 138 (1915). Additionally, as a law enforcement officer, the dog warden's duties to seize and impound dogs, enforce registration laws, and classify dangerous dogs "requires the exercise of judgment and discretion in order to safeguard the public." 2000 Op. Att'y Gen. No. 2000-024 , at 2-165; R.C. 955.22, *et seq.* *Ibid*, at pg. 4.

It is therefore within the dog warden's discretion to determine if accepting registered and unregistered dogs from non-owners facilitates the accomplishment of the warden's statutorily-

required duties; or, if the dog warden's duties are best effectuated by impounding only the dogs that the dog warden or deputies seize on patrol or pursuant to statute. *Ibid.*

Likewise, the Commissioners should ensure that the Impoundment Center is operated efficiently and utilizing its best efforts to (1) reunite dogs with owners; (2) transfer dogs to appropriate shelters, rescue agencies, or other such organizations; (3) facilitate adoptions; (4) facilitate fostering to adopt; and (5) utilizing legal and humane methods of disposing of dangerous dogs, diseased dogs, or otherwise unadoptable dogs. *Ibid.*

Duties & Responsibilities

Dog Wardens are responsible for enforcing the laws under Chapter 955 of the Ohio Revised Code. As such, the Warden is generally required to do the following:

1. Make a full and complete record of all dogs owned, kept, and harbored in the dog impounding center, in coordination with the Kennel Master or Pound Keeper;
2. Patrol the County and seize and impound all dogs found running at large, and all dogs more than three months of age found not wearing a valid registration tag, except any dog that wears a valid registration tag and is:
 - a. on the premises of its owner, keeper or harborer;
 - b. under the reasonable control of its owner or some other person;
 - c. hunting with its owner or its handler at a field trial;
 - d. kept constantly confined in a dog kennel registered under this chapter or one licensed under Chapter 956 of the Revised Code;
 - e. or acquired by, and confined on the premises of an institution or organization of the type described in section 955.16 of the Revised Code.
 - f. A dog that wears a valid registration tag may be seized on the premises of its owner, keeper, or harborer and impounded only in the event of a natural disaster.
3. If a dog warden has reason to believe that a dog is being treated inhumanely on the premises of its owner, keeper, or harborer, the warden shall apply to the court of common pleas for the county in which the premises are located for an order to enter the premises, and if necessary, seize the dog.
 - a. If the court finds probable cause to believe that the dog is being treated inhumanely, it shall issue such an order.
4. The warden and deputies shall also make full and complete weekly reports, in writing, to the Commissioners of all dogs seized, impounded, redeemed, and destroyed as further described in this policy and procedure manual.
5. The Warden shall use any and all reasonable and best efforts to locate the owner of any and all dogs found running at large, whether registered or unregistered, and shall provide the Commissioners with a full explanation in all reports of the efforts utilized by the Warden to locate the owner of any dog seized.

6. The Warden shall give immediate notice by certified mail to the owner, keeper, or harbinger of the dog seized and impounded by the warden if the owner, keeper, or harbinger can be determined from the current year's registration list maintained by the warden and the county auditor of the county where the dog is registered. The notice must contain the following information:
 - a. the date on which the dog has been impounded; and
 - b. that, unless the dog is redeemed within fourteen days of the date of the notice, it may thereafter be sold or disposed of according to law.
 - c. If the owner, keeper, or harbinger cannot be determined from the current year's registration list maintained by the Warden and the county Auditor of the county where the dog is registered, the Warden, Deputy, or designated officer shall post a notice in the pound or animal shelter both describing the dog and place where seized and advising the unknown owner that, unless the dog is redeemed within three days, it may thereafter be sold or disposed of according to law.
7. The Warden, or deputies, shall issue citations to dog owners that fail to register their dogs or allow their dogs to run at large. [The fines from these cases will support the kennel fund. The Court will enforce its orders with respect to payment of fines].
8. The Warden, or deputies, shall secure a report from the County Auditor for all dogs that were registered for any given year. The Warden shall determine if any individuals on that report are still owners of a dog listed on the report, and will determine if the owner has secured a registration for the current year. If the owner has not, the Warden shall issue a citation to that owner for failing to register its dog, and/or cause the owner to renew its registration for the current year.
9. When the Warden has been notified by the Commissioners, or the Kennel Master or Pound Keeper that the Impoundment Center is at maximum capacity, the Warden shall exercise discretion in the seizing of dogs found running at large in the County and only seize those dogs that are an immediate and clear threat to public safety, as in dogs that have attacked persons or livestock, dogs that have bitten, dogs that are diseased, or otherwise vicious in nature.
10. The Warden shall not use lethal force against any dog unless the Warden directly witnesses the dog attacking persons or livestock. If the Warden does not directly witness the attack, the Warden shall seize the dog and cause a criminal complaint

10. to be filed in the appropriate Court within the County, and seek an order from the Court to dispose of the dog according to law.
11. The Warden shall not use anesthetic drugs or sedatives to chemically capture a dog, to limit injury to the officer, the animal or another animal, or the public, unless the Warden or Deputy is a certified officer appointed or employed by an animal shelter or county dog warden that holds a chemical capture classification granted under section 4729.533 of the Revised Code. may, in accordance with that section and rules adopted under it, chemically capture a companion animal

Kennel Master [aka Pound Keeper]

In addition to the Dog Warden, the Commissioners may employ a Kennel Master [aka, Pound Keeper]. The Kennel Master shall be responsible for the operation of the dog pound.

1. The Kennel Master will perform, at a minimum, the following tasks: (a) All necessary and essential tasks related to the health, safety, and care of animals located in the dog pound; (b) maintenance and cleanliness of kennels; (c) performs custodial tasks involving physical labor and use of equipment.
2. The Kennel Master is required to (a) maintain full and complete documentation of the intake of all dogs into the pound; (a) check the intake dog(s) for a microchip if there are no identifiers on the dog(s); and (c) Contact possible owners to notify them that their dog is at the pound and the process by which the owner may reclaim the dog.
3. When moving any animal from one enclosure to another it is of paramount importance to make sure that the kennel information moves with the animal and the kennel the animal leaves from is properly cleaned and disinfected.
4. All dogs kenneled under a bite quarantine will be secured into locked kennels. The kennels are required to be locked at all times and only unlocked to perform cleaning and disinfecting duties.
5. The Kennel Master shall maintain full, accurate, and complete documentation of the disposition of all dogs that enter and leave the dog pound. This includes full and complete documentation, under the dog's assigned number, as to whether it was reclaimed, adopted, rescued, transferred to a certified shelter, adoption center, or non-profit teaching or research institution or organization, or euthanized in accordance with this policy and with the Ohio Revised Code.
6. Kennel Master shall monitor, send and receive all dog pound related mail and ensure that all bills, invoices, receipts, etc., are accounted for and accurate.
7. The Kennel Master shall provide any and all accurate bills, invoices, receipts, and money, received or collected at the dog pound, to the Morgan County Auditor no

later than the next working day after the Kennel Master has received or collected the money or documents.

8. When the Impoundment Center or Kennel has reached its maximum capacity, as determined by the Commissioners, the Kennel Master or Pound Keeper shall notify the Commissioners and the Dog Warden that the Impoundment Center is full and can accept no more dogs, except those that are considered vicious, dangerous, or a threat to public safety.

Volunteers

All volunteers will be required to fill out the volunteer form and provide a copy of their driver's license. These forms will be required to be filled out yearly and failure to do so will result in termination of the status of volunteer. Volunteers will adhere to all policies that are in place and are subject to discipline if warranted.

Volunteers may assist in office duties, cleaning of kennels, cleaning of outdoor areas, walking of dogs, transporting dogs to rescue, transporting dogs to appointments, and other items approved by the Kennel Master. Volunteers are required to sign in and out on each visit. This includes name, date, time-in and time-out.

Care and Maintenance of Animals

Any volunteer or staff member, who suspects or identifies, any potential illness in, or injury to, an impounded animal shall immediately report the same to the Kennel Master.

The Kennel Master shall examine the reported dog and determine if medical treatment is necessary and appropriate during the period the dog is being held for redemption or other disposition. The examination and subsequent decision for medical treatment shall be fully and completely documented by the Kennel Master.

Dogs should never be allowed off-lead outside the pound unless they are inside a secure play yard that is approved by the Kennel Master.

Dogs shall never be left alone in any play yard unless approved by Kennel Master.

Each handler should only walk one dog at a time.

Dogs and their handlers are not allowed to go off property unless approved by the Kennel Master.

Dogs under bite quarantine or designated as dangerous or vicious shall not be walked unless approved by the Kennel Master. Those kennels housing dangerous or vicious dogs shall be locked. If there is a specific reason to walk a quarantined, dangerous, or vicious dog, it must be approved by a Kennel Master and done under strict controlled circumstances.

Puppies under 6 months need not be walked or exercised unless directed to do so by the Kennel Master.

After removing a dog and thereafter returning the dog back to its kennel, all personnel must ensure that the door to the kennel is closed and properly secured.

At the close of business hours each day, it is the responsibility of the exiting staff to make sure that all doors and windows are closed and secured, as well as ensuring that all lights are off unless otherwise advised by the Kennel Master.

No unauthorized person(s) is to be in the dog pound building or restricted areas at any time. Additionally, all exterior doors are to be kept locked when appropriate

Accidents, On the Job Safety, and Injuries

If an employee, volunteer, or staff member is injured on the job, he or she should report the injury to a supervisor as soon as possible. The employee must complete the workplace injury form and return it to the Commissioners at the earliest time possible. If a volunteer is injured while volunteering at the dog pound it must be immediately reported to the Kennel Master.

All employees and volunteers are to conduct themselves in a safe manner and should not engage in any unnecessary activities (such as horseplay or practical jokes) that might subject themselves or others to accidents or injury.

Code of Ethics

No employee or volunteer shall use his or her position within the dog pound for personal or financial gain, nor shall an employee or volunteer engage in any business transaction or have financial or other interests, direct or indirect, which could conflict with his or her position within the dog pound.

No employee or volunteer shall accept any gift, whether it is in the form of services, loans, items, or promises from any person, or favor or items of value that may be intended to influence any action or give the appearance of improper behavior related to their position within the dog pound.

All monies received by any person at the dog pound shall be immediately documented, reported, and conveyed to the Morgan County Auditor in accordance with this policy.

Courtesy

The Morgan County Commissioners require all employees and volunteers to perform their duties in a professional manner and to conduct themselves in a manner that promotes the goals of the county and increases public confidence in the county.

General rules of courtesy on the telephone and in person shall always be observed. Any and all interaction between employees, staff members, and volunteers shall be marked by helpfulness and cooperation.

Disturbance

If any person at the dog pound engages in threatening, verbal or physically abusive behavior, or otherwise causes a disturbance, the person shall be ordered to leave the dog pound facility immediately. If the person refuses to leave, the Morgan County Sheriff shall be immediately contacted to remove the person from the facility. If that person has engaged in criminal activity, the same shall be immediately reported to the appropriate law enforcement agency.

Dog Holding Period

Ohio Law provides as follows:

An unlicensed stray dog that is impounded must be held for a minimum of three (3) days before authorizing its adoption, redemption, or transfer to a certified animal shelter or rescue facility, and/or before referring the dog to be euthanized.

A stray dog that is registered and/or currently displaying a license must be held for a minimum of fourteen (14) days before authorizing its adoption, redemption, or transfer to a certified animal shelter or rescue facility, and/or before referring the dog to be euthanized.

If the dog pound is closed for a holiday, that day shall not count toward the minimum holding period. The only days to be counted are those when the dog pound is open to the public.

A medical exception may be made to the holding period. However, every reasonable effort shall be made to provide the injured or sick dogs on hold with veterinary attention.

Dog Reclaim

If an owner comes forward within the 3-day or 14-day hold period to reclaim their dog, they will be required to fill out the owner reclaim form and pay a reclaim fee that will include current dog tag fees if they do not have a current license. This fee is a rate set by the Commissioners and cannot be changed or negotiated downward. The owner will also be notified that, if the dog was impounded for a second time, the owner could be criminally charged under Ohio law for the dog being at large.

If the dog is under a bite quarantine and has served a minimum of 10 days and has been cleared by a licensed veterinarian, the owner will be able to redeem the dog and pay a set fee for the quarantine of the dog and the fee for a current dog tag if not already purchased.

Fees

The Morgan County Dog Pound requires fees for purchase of dog tags, fees for owner surrender of a dog, fees for reclaiming a dog by the owner, adoption fees, and quarantine fees. These fees are set by the Morgan County Commissioners and are subject to periodic change.

Rescue, Transfer and Adoption Policy

The goal of the Morgan County Dog Pound is to reunite dogs that are impounded with their owner.

If reuniting a dog with its owner is not possible, all efforts shall be made to re-home the dog through direct adoption, transfer to an animal shelter, adoption center, animal rescue center, or transfer to a non-profit teaching institution or organization.

The following guidelines shall serve as the rescue, transfer, and adoption policy of the Commissioners:

Direct adoption from the Morgan County Dog Pound is possible by having the applicant provide all necessary information about the adoption applicant, the purpose of the adoption, the location where the adopted dog will reside, and by paying the required adoption fee, unless the applicant qualifies for a waiver or reduction.

Adoptable dogs, that are not directly adopted, shall be transferred to an animal shelter, adoption center, or animal rescue center that is registered with the Ohio Department of Agriculture and approved by the Morgan County Commissioners, or transferred to a non-profit teaching institution or organization following the mandatory holding period.

The Kennel Master shall transfer any dog that is accepted by a registered animal shelter, adoption center, or animal rescue center free of cost. Thereafter the care and disposition of the dog shall be the responsibility of the animal shelter, adoption center, or animal rescue center which accepted the dog.

The Kennel Master, or designated representative, shall, immediately upon intake of a stray dog, begin contacting registered and approved facilities, including, but not limited only to those listed below, to secure an agreement to transfer the stray dog to one of those facilities after the mandatory minimum holding period has elapsed in the event that the stray dog has not been redeemed by its owner and/or has not be directly adopted.

Example List of Registered and Approved Facilities

<p align="center">Muskingum County Humane Society P.O. Box 74 Roseville, Ohio 43777 Tel: 740-450-7293</p>	<p align="center">Animal Shelter Society, Inc. 1430 Newark Road Zanesville, Ohio 43701 Tel: 740-452-1077</p>
<p align="center">Muskingum County K9 Adoption Center 1854 East Pike Zanesville, Ohio 43701 Tel: 740-453-0273</p>	<p align="center">Humane Society of the Ohio Valley 90 Mount Tom Road Marietta, Ohio 45750 Tel: 740-373-5959</p>
<p align="center">Licking County Humane Society 825 Thornville Drive Heath, Ohio 43056 Tel: 740-323-2100</p>	<p align="center">Fairfield Area Humane Society 1721 Granville Pike Lancaster, Ohio 43130 Tel: 740-687-0627</p>

Foster to Adopt Program

The Morgan County Dog Impoundment Center Foster to Adopt Program is a program to allow a person(s) or families the ability to connect with a dog in their home in which they are interested in adopting to ensure that the dog is a good fit. The person(s) or family must reside in Morgan County or an adjacent county (Perry, Muskingum, Athens, Noble, or Washington).

The Foster will be required to stay in contact with the Kennel Masters and Deputies during the foster time. If at any time the dog was to become sick or any other issues the foster is required to contact the listed Kennel Master on the paperwork as soon as possible.

The Foster shall be liable for any and all damages caused by the dog while in their care and responsible for abiding by Ohio Laws (ORC 955, et seq.) in regards to a dog.

The foster time length shall be 14 days in length and at day 14 the foster will be required to return the dog to the Morgan County Dog Impoundment Center or adopt the dog.

If the Foster fails to stay in contact or respond to the Kennel Masters, the Deputies can respond to the fosters address and take possession back of the dog if warranted.

In the event that an owner comes forward while the dog is in a foster home and the owner shows proof of ownership then the foster will be required to return the dog to the Morgan County Dog Impoundment Center as soon as possible so that the dog can be reunited with its owner. Failure to do so may result in legal action.

Disposition of Dogs Not Adopted or Transferred to a Registered Facility

[Approval by Prosecuting Attorney]

If a situation arises in which an impounded dog has been unsuccessfully offered for direct adoption and/or has been unsuccessfully offered to all registered and approved animal shelters, adoption centers, or animal rescue centers, and/or has been unsuccessfully offered to a non-profit

teaching institution or organization, the Kennel Master [aka Pound Keeper], Dog Warden, or Humane Officer, or their designated representatives, may request that the dog be euthanized in accordance with the Ohio Revised Code and this policy and procedure manual.

However, prior to proceeding with euthanizing the dog, the Kennel Master, Pound Keeper, Dog Warden, Humane Officer, or their designated representative must do the following:

1. Notify the County Commissioners of the request in writing;
2. Submit the request in writing, along with the following information, to the Prosecuting Attorney, who will determine if the request meets all legal and policy criteria for the dog to be euthanized. That information includes:
 - a. Name and assigned number of the dog;
 - b. Breed, age [if known], and description of dog;
 - c. Name, address, and contact information of the owner, if known;
 - d. Date the dog was first impounded;
 - e. Description of all efforts utilized to offer the dog for direct adoption;
 - f. Names, addresses, and contact information for any potential persons on the adoption request list maintained at the dog pound;
 - g. With respect to contacting registered and approved animal shelters, adoption centers, animal rescue centers, and/or non-profit teaching institutions or organizations, provide the following information:
 - i. Name of each organization or agency contacted;
 - ii. Name and contact information of each person or persons to whom the request for transfer was made;
 - iii. Date of each contact;
 - iv. Results of each contact;
 - v. Reasons for denial by the organization or agency, if given.
3. If the Prosecuting Attorney, or designated representative, finds that full compliance with law and policy has been achieved, the Prosecuting Attorney, or designated representative, shall sign the approval for the dog to be euthanized in accordance with Ohio law.
4. If the Prosecuting Attorney, or designated representative, finds that compliance with Ohio law and this policy has not been met, the County Commissioners, Kennel Master, Pound Keeper, Dog Warden, Humane Officer, or their designated representatives shall be so informed, and the Prosecuting Attorney, or designated representative, will not sign to approve for the dog to be euthanized unless and until the deficiency in legal or policy requirements is corrected.
5. Once the Prosecuting Attorney, or designated representative is satisfied that the deficiencies have been corrected, then the Prosecuting Attorney, or designated representative shall sign the approval for the dog to be euthanized.

6. TIME IS OF THE ESSENCE FOR ALL PARTIES TO UNDERTAKE THEIR DUTIES DESCRIBED HEREIN WITHOUT UNNECESSARY DELAY.

7. If any provision of this policy and procedure manual is in conflict with Ohio law, then Ohio law shall govern over that provision in this document.

End of Policy

Approved by the Board of County Commissioners of Morgan County, Ohio on the 8th day of September, 2025 by Resolution No. 25-451.

NOTE TO COMMISSONERS: I am reviewing forms and reports that will be added as an Appendix to this policy for the Dog Warden and the Kennel Master or Pound Keeper so that there is a FULL and COMPLETE record, and accountability, for every dog that comes under the care, custody, or control of the County.

Village of Stockport Water Street Demo

Bid Opening

September 8, 2025

Sign-In Sheet

<u>Reg Montgomery</u>	<u>McVoyt Construction</u>
<u>Lasey Singree</u>	<u>Singree Construction Services</u>
<u>Donna Dixon</u>	<u>Village of Stockport-Mayor</u>
<u>Sheila Welch</u>	<u>Clerk</u>
<u>Steve Best</u>	<u>Commissioner</u>
<u>Lidia Maxwell</u>	<u>Commissioner</u>
<u>Rich Martin</u>	<u>Commissioner</u>
<u>Traci Baker</u>	<u>Economic Development</u>
<u>Lynda McCardell</u>	<u>Hickory Valley Seed Farm</u>
<u>Shannon Wells</u>	<u>Morgan Co Econ Dev.</u>
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INNOVATIVE IDEAS
EXCEPTIONAL DESIGN
UNMATCHED CLIENT SERVICE

September 8, 2025

Morgan County Board of Commissioners
155 E. Main St.
McConnelsville OH 43756

RE: VILLAGE OF STOCKPORT; WATER STREET DEMOLITION

Dear Morgan County Board of Commissioners,

The bid opening for the above referenced project was held Monday September 08, 2025 @ 10:00 A.M. four bids were received, and the bid tabulation is attached for your review.

In summary, McVoyt Construction Company, Inc. submitted the apparent low base bid in the amount of \$26,000.00. Singree Construction Services. submitted the second bid in the amount of \$33,889.00, Baumann Enterprises, Inc. submitted the third bid in the amount of \$47,000.00 and Hickory Valley Sod Farm, LLC. Submitted the fourth bid in the amount of \$75,000.00.

Based on the review of the bid and verifying the low bidder's ability to complete the work for the amount bid and within the allotted time, it is recommended that the Morgan County Board of Commissioners tentatively award the contract to McVoyt Construction Company, Inc. contingent upon all project funding being finalized and released.

Please don't hesitate to contact us if you have any questions or concerns regarding this recommendation.

Regards,

Michael D. Betts, P.E.
Division Manager
mbetts@dlz.com

Attached: Bid Comparison

30661 Red Rock Court, Logan, OH 43138 | OFFICE 740.380.2828 | ONLINE WWW.DLZ.COM

Akron Bellefontaine Bridgeville Burns Harbor Chicago Cincinnati Cleveland Columbus Detroit Flint Fort Wayne Indianapolis Joliet
Kalamazoo Lansing Lexington Logan Louisville Madison Maumee Melvindale Munster Muskegon Port Huron Saint Joseph San José South
Bend Waterford

McVoyt Construction Co.					Singree Construction Services				Baumann Enterprises Inc				Hickory Vi	
Quantity	Units	Material	Labor	Total (Sum of Labor and Material)	Extended TOTAL-PRICE in Figures	Material	Labor	Total (Sum of Labor and Material)	Extended TOTAL-PRICE in Figures	Material	Labor	Total (Sum of Labor and Material)	Extended TOTAL-PRICE in Figures	Material
		\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
1	LS	5,000.00	21,000.00	26,000.00	26,000.00	18,500.00	15,389.00	33,889.00	33,889.00	17,000.00	30,000.00	47,000.00	47,000.00	2,000.00
					26,000.00				33,889.00				47,000.00	

Attachment C:



**Morgan County
Commissioners**

155 East Main St., Room 216
McConnelsville, Ohio 43756
Phone: 740-962-3183
Fax: 740-962-1341

Cecil Mayle
Heidi Maxwell
Steve Best

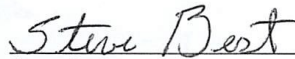
Authorizing Resolution

Resolution # 25-455

This resolution will authorize the Morgan County Auditors Office to transfer \$26,000 into Grant Administration 099-0099-4002-00 for the purposes of economic development.


Cecil Mayle


Heidi Maxwell


Steve Best