

ANIMAL CONTROL AD HOC COMMITTEE

**DRAFT - MEETING MINUTES**

Thursday, September 7, 2023 – 12:00 p.m.

Howard Male Conference Room

Commissioners Present: John Kozlowski, Chair  
Brenda Fournier  
Burt Francisco  
Bill Peterson

Others Present: Mary Catherine Hannah, County Administrator  
Kim MacArthur, Board Assistant  
Sheriff Erik Smith  
Michelle Reid, Animal Control Officer  
Edna Sorensen  
Myra DeCaire  
Tom Pelkey

CALL TO ORDER

Chair John Kozlowski called the meeting to order at 12:01 p.m.

ADOPT AGENDA

Chair Kozlowski presented the agenda for approval. Motion was made by Commissioner Fournier and supported by Commissioner Francisco to adopt the agenda with the addition of a closed session at the beginning of the meeting and the addition of Service Discussion. Motion carried.

\*Committee went into closed session to review personnel matter at 12:06 p.m. and opened session at 12:16 p.m.

INFORMATION ITEM: Animal Control Officer Michelle Reid handed out several documents to the Committee before the meeting. Chair Kozlowski requested the documents be presented before the meeting for review. Included in the handouts was an updated policy for Intake and an updated policy for Cleaning. Motion was made by Commissioner Francisco and supported by Commissioner Fournier to accept the Intake and Cleaning Policies for review and approval at the next Animal Control Adhoc meeting. Motion carried.

INFORMATION ITEM: Deputy Reid presented information on Dispositions. Motion was made by Commissioner Francisco and supported by Commissioner Fournier to accept the Disposition handout for review and bring back to the next Animal Control Adhoc Committee meeting for comments and feedback. Motion carried.

INFORMATION ITEM: Deputy Reid presented a Checklist on activities that need to get done per shift at the Animal Control Shelter for informational purposes to the Committee.

INFORMATION ITEM: Deputy Reid presented the Monthly Animal Control Reports for July and August (attachment #1). Commissioner Francisco would like to see a monthly breakdown at the end of the year to view statistics.

INFORMATION ITEM: Sheriff Erik Smith reported it is evident on the monthly reports that a lot of animals are coming from the City of Alpena. The City provides funding to the Huron Humane Society per their service agreement, but many animals are taken to the County Shelter. Chair Kozlowski will speak with County Administrator Mary Catherine Hannah to obtain a copy of the agreement between the City and Humane Society and a copy of the City's Animal Ordinance to review for next steps. Sheriff Smith reported a representative from MDARD (Michigan Department of Agriculture and Rural Development) could attend the next meeting by zoom to answer any questions the Committee may have regarding jurisdictions and ordinances.

#### OTHER DISCUSSION

Deputy Reid reported the Animal Control Shelter recently had their annual inspection. The floors are in need of fixing and the ceiling tiles in the bathroom need to be changed to non-porous. Deputy Reid had put a sealer on the floor, but it did not last and will need to be fixed or they will receive a fine. The Maintenance Department will be contacted to fix the ceiling.

**\*Next Meeting: Thursday, October 5, 2023 at 12:00 p.m. in Howard Male Conference Room**

#### ADJOURNMENT

Motion was made by Commissioner Francisco and supported by Commissioner Fournier to adjourn the meeting. Motion carried. The meeting adjourned at 1:02 p.m.

---

John Kozlowski, Chairman

kvm

#1

## Animal Control Donation Balance

\*\*See August report.

### July 2023 Revenue

101-430-630.000 Impound Fees	\$	375.00
101-430-384.000 Misc Rev/Donation	\$	4,866.80
101-430-677.000 Reimbursements/Restitution	\$	2,804.52

### Monthly Intake Totals

Species	Total
Cat	8
Dog	29
Other	1
<b>Grand Total</b>	<b>38</b>

Average Daily Population	
Dogs	17.73
Cats	10
<b>Total</b>	<b>27.73</b>

Jurisdiction	Total
City of Alpena	24
County of Alpena	14
<b>Total</b>	<b>38</b>

Number of Strays

STRAYS TRANSPORTED BY OFFICER AND AGENCY		Jurisdiction	Total
Agency	Total	City of Alpena	7
APD	5	Alpena Twp	6
ACSO	5	Maple Ridge Twp	4
Dep Reid	3	Wellington Twp	0
Citizen	7	Ossineke Twp	0
<b>Total</b>	<b>20</b>	Long Rapids Twp	1
*1 rabbit came in during this period from the City of Alpena.		Wilson Twp	1
		Green Twp	1
		<b>Total</b>	<b>20</b>

Number of Owner Surrender (Dogs/Cats by Jurisdiction)

---

Jurisdiction	Total
City of Alpena	7
Maple Ridge	1
<b>Total</b>	<b>8</b>

Surrender Reason	Total
Owner Deceased	2
Inability to Care for	6
<b>Total</b>	<b>8</b>

\*There were no cats owner surrendered during this period.

Number of Abuse Neglect Cases Initiated by ACO (by City/County)

---

Jurisdiction	Total
City of Alpena	1
County	3
<b>Total</b>	<b>4</b>

Outcomes 7/1 to 7/31

---

Type	Total
Adoption	11
Died	3
Euthanasia	1
RTO	19
	<b>34</b>

Animal Control Donation Balance  
Date of Report 9/7/2023

\$ 56,422.86

August 2023 Revenue

101-430-630.000 Impound Fees	\$	375.00
101-430-384.000 Misc Rev/Donation	\$	6,116.00
101-430-677.000 Reimbursements/Restitution	\$	47.00

Monthly Intake Totals

Species	Total	Intake Type	Jurisdiction Count
CAT	1	<b>ALPENA TWP</b>	<b>11</b>
DOG	33	DOG	11
<b>Grand Total</b>	<b>34</b>	<b>CITY OF ALPENA</b>	<b>16</b>
		CAT	1
		DOG	15
		<b>MAPLE RIDGE TWP</b>	<b>1</b>
		DOG	1
		<b>OSSINEKE TWP</b>	<b>1</b>
		DOG	1
		<b>GREEN TWP</b>	<b>1</b>
		DOG	1
		<b>SANBORN TWP</b>	<b>2</b>
		DOG	2
		<b>PRESQUE ISLE</b>	<b>1</b>
		DOG	1
		<b>WILSON TWP</b>	<b>1</b>
		DOG	1
		<b>Grand Total</b>	<b>34</b>
Jurisdiction	Total		
ALPENA TWP	11		
CITY OF ALPENA	16		
MAPLE RIDGE TWP	1		
OSSINEKE TWP	1		
GREEN TWP	1		
SANBORN TWP	2		
PRESQUE ISLE	1		
WILSON TWP	1		
<b>Grand Total</b>	<b>34</b>		
Intake Type	Total		
BITE QUARANTINE	1		
MEDICAL	1		
OWNER SURRENDER	16		
STRAY	21		
<b>Grand Total</b>	<b>39</b>		

Average Daily Population	
Dogs	17.32
Cats	11
Total	28.32

Number of Strays Picked Up/Transported by Law Enforcement

STRAYS TRANSPORTED BY OFFICER AND  
AGENCY

AGENCY	Total
APD	9
ACSO	9
OWNER	9
CITIZEN	6
ACO REID	1
<b>Grand Total</b>	<b>34</b>

Jurisdiction	Total
ALPENA TWP	11
CITY OF ALPENA	16
MAPLE RIDGE TWP	1
GREEN TWP	1
SANBORN TWP	2
OSSINEKE TWP	1
PRESQUE ISLE	1
WILSON TWP	1
<b>Grand Total</b>	<b>34</b>

Number of Strays Dropped off (by the public) to Shelter by Jurisdiction

Jurisdiction	Total
ALPENA TWP	11
CITY OF ALPENA	16
GREEN TWP	1
SANBORN TWP	2
OSSINEKE TWP	1
PRESQUE ISLE	1
MAPLE RIDGE TWP	1
WILSON TWP	1
<b>Grand Total</b>	<b>34</b>



Number of Owner Surrender (Dogs/Cats by Jurisdiction)

Jurisdiction	Total	Surrender Reason	Total
ALPENA TWP	11	<b>OWNER SURRENDER</b>	<b>9</b>
CITY OF ALPENA	16	ADOPTION RETL	1
MAPLE RIDGE TWP	1	ADOPTED	2
GREEN TWP	1	IN CARE	6
SANBORN TWP	2	<b>STRAY</b>	<b>23</b>
OSSINEKE TWP	1	RTO	19
PRESQUE ISLE	1	ADOPTED	2
WILSON TWP	1	TRANSFER	1
<b>Grand Total</b>	<b>34</b>	IN CARE	1
		<b>CASE</b>	<b>2</b>
		CASE	2
		<b>Grand Total</b>	<b>34</b>

Number of Abuse Neglect Cases Initiated by ACO (by City/County)

Jurisdiction	Total
City of Alpena	4
County	1
<b>Total</b>	<b>5</b>

Outcomes 8/1 to 8/31

---

<b>Disposition Type</b>	<b>Total</b>
ADOPTED	4
ADOPTION RETURN	1
CASE	2
IN CARE	7
RTO	19
TRANSFER	1
<b>Grand Total</b>	<b>34</b>