

ANIMAL CONTROL ADVISORY COMMITTEE

SCHEDULED MEETING - FEBRUARY 16, 2016

The Animal Control Advisory Committee met on Tuesday February 16, 2016 at 6:00 PM at the Burke County Library. In attendance were: Bill Tinley, Stephen Murray, Sarah Ford, Carol Jones, Jones Gresham, Larry Lewis, and Kelly Jenkins. Jesse Stone and Monika Mobley were unable to attend. Minutes from the January 19, 2016 meeting were approved.

Stephen Murray reported extensively on his visit to the Screven County Animal Shelter. He was able to gather information about the layout of the building, construction costs, operating budget, employees, use of inmate labor, dog and cat capacity, adoptions, and more.

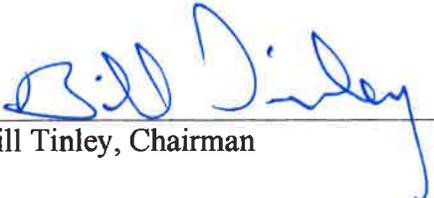
Bill Tinley reported on the Thomson-McDuffie County Animal Shelter; the information is attached to these minutes.

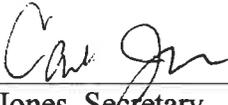
Kelly Jenkins will visit Emanuel County prior to the March meeting.

Larry Lewis shared information about a typical animal call received by the Burke County Sheriff's Office. He emphasized that the Sheriff's Department does not want to manage Animal Services. His recommendation is to have an independent Animal Control Officer who can be deputized and assisted as necessary.

Bill Tinley shared a newspaper article about Trap and Release programs.

The meeting was adjourned at 7:07 PM. The next scheduled meeting is March 15, 2016, at 6:00pm at the Burke County Library. The first 30 minutes will be allocated as time for a public hearing.

  
Bill Tinley, Chairman

  
Carol Jones, Secretary

Notes from information received from Thomson-McDuffie County Animal Shelter.

Hours: Monday through Friday 4:00 P.M. to 6:00 P.M.

Initial impound fee \$40.00

Per day boarding fee \$5.00

If no proof of rabies vaccination on reclaimed pet the shot will be administered for \$10.00

Spaying and neutering is not required for reclaimed pets

There is no fee to surrender an animal to the shelter

The shelter receives unwanted animals and strays from 4:00 to 6:00 P.M. Monday through Thursday

The shelter does not micro-chip

**Responsibilities:**

Receive and address nuisance complaints

Provide information and assist Law Enforcement on bite cases

Assist the Health Department regarding bite cases

Promote an animal adoption program

**Services:**

Take in stray, abandoned and injured animals

Provide traps

*Respond to cruelty complaints*

Enforce State/ County/ City Ordinances

Provide quarantine for animals after an animal has bitten someone

March 15 6:00

912 978 1491 Charles Wade

Murray, Stephen

From: Carol Jones [caroljones60@yahoo.com]  
Sent: Thursday, February 04, 2016 9:11 AM  
To: Murray, Stephen  
Subject: Re: Shelter Design section

Bobby Smith  
Screven County, GA

That would be excellent. If you are in contact with Screven, I have a list of questions to ask them:

- What is the shelter's capacity at one time? How many kennels are there for adult dogs? *S. 2000*
- What other animals do they deal with, e.g. cats, horses, etc. *Cats, dogs*
- What is the annual operating budget? (The figure we have from Jesse Stone seems too low, I'm wondering if it omits salaries) *88,866*
- How many employees are there and what are their roles?
- How is inmate labor used? (tasks, # of people, # of hours) *inmate labor 2 40 hrs wk + pickups*
- How many vehicles? *1*
- How many animals processed per year?
- How many are euthanized, and how is this decided?
- How many adoptions, what kind of interaction with public? *10 to 20/month rescue group help*
- What is the funding level for spay and neuter programs?

*Kennel size: L. 7'x7" H. 6'3" W. 3'x8" closets*

On Feb 3, 2016, at 10:44 AM, Murray, Stephen <Stephen.Murray@dph.ga.gov> wrote:

I may be able to provide plans for the animal control in Screven. I am working on this and I will be in contact next week

**From:** Carol Jones [mailto:caroljones60@yahoo.com]  
**Sent:** Wednesday, February 03, 2016 10:26 AM  
**To:** Bill Tinley; Sarah Ford; Murray, Stephen; Monika Mobley; Larry Lewis; Kelly Jenkins; Jesse Stone  
**Subject:** Shelter Design section

Thanks everyone for your input so far. Here is the link to the full document, with all of your feedback incorporated.

<https://drive.google.com/open?id=1DjR4in0ZLFSRpcZA4D8Ls0biySsC6H3LHyEtK0I17pc>

The next section is about Shelter Design. This material came from our meetings, discussions with Jodi Pope, the Department of Agriculture, and the Humane Society's website <http://www.animalsheltering.org/>

As for a recommendation, I think it would be good if we can point to the proposed plan that Old Fella developed. Have any of you looked at that plan in detail to see if it is reasonable?

### Recommendation: Shelter Design

To be determined

*insulated ceiling floor drains in  
No A/C Every room (pen)  
Climate controlled by electric heat vent fans*

FY 2015-2016

Screven County Board of Commissions  
 BUDGET REPORT BY FUND  
 CURRENT PERIOD: 02/01/2016 TO 02/05/2016

IDEAL REMAINING PERCENT: 33 %

<u>ACCOUNT</u>	<u>BUDGETED EXPENDITURE</u>	<u>CURRENT EXPENDITURE</u>	<u>YEAR TO DATE EXPENDITURE</u>	<u>ENCUMBRANCE</u>	<u>REMAINING BALANCE</u>	<u>PCT</u>
<b>100 GENERAL FUND</b>						
<b>ANIMAL CONTROL</b>						
100-4213-001100-000 SALARIES-OTHER	24,713.00	0.00	14,006.66	0.00	10,706.34	43
100-4213-001250-000 COUNTY'S SHARE RETIREMENT	989.00	0.00	560.26	0.00	428.74	43
100-4213-001300-000 F.I.C.A. (COUNTY SHARE)	1,891.00	0.00	1,011.43	0.00	879.57	47
100-4213-001600-000 HEALTH/LIFE INS.	7,587.00	0.00	4,668.64	0.00	2,918.36	38
100-4213-002100-000 OFFICE SUPPLIES	300.00	0.00	296.21	0.00	3.79	1
100-4213-002110-000 OPERATION SUPPLIES (OFFICE)	200.00	0.00	80.40	0.00	119.60	60
100-4213-002110-001 ANIMAL SUPPLIES	3,500.00	0.00	1,787.13	0.00	1,712.87	49
100-4213-002110-002 VETERINARIAN SERVICE	25,000.00	0.00	14,371.56	0.00	10,628.44	43
100-4213-002120-000 JANITORIAL SUPPLIES	1,500.00	0.00	747.38	0.00	752.62	50
100-4213-002140-000 UNIFORMS	100.00	0.00	0.00	0.00	100.00	100
100-4213-002160-003 HUMAN RESOURCES-CON SRVS	75.00	0.00	0.00	0.00	75.00	100
100-4213-002200-000 GASOLINE/DIESEL	2,500.00	0.00	991.36	0.00	1,508.64	60
100-4213-003200-000 LEGAL FEES	50.00	0.00	0.00	0.00	50.00	100
100-4213-003510-000 LEGAL ADVERTISING	50.00	0.00	0.00	0.00	50.00	100
100-4213-004010-000 WC EXPENSES	1,581.00	0.00	790.50	0.00	790.50	50
100-4213-004020-000 GENERAL LIABILITY EXPENSE	1,580.00	0.00	790.02	0.00	789.98	50
100-4213-004500-000 MAINT. & REP. - VEHICLE	1,000.00	0.00	65.55	0.00	934.45	93
100-4213-004510-000 MAINT & REPAIR-OFF EQUIP	50.00	0.00	0.00	0.00	50.00	100
100-4213-004530-000 MAINT. & REPAIR - BLDG.	1,000.00	0.00	328.93	0.00	671.07	67
100-4213-004610-000 TELEPHONE	1,300.00	0.00	728.62	0.00	571.38	44
100-4213-004620-000 UTILITIES	13,000.00	0.00	5,488.27	0.00	7,511.73	58
100-4213-004710-000 PEST CONTROL EXPENSE	900.00	0.00	245.00	0.00	655.00	73
<b>4213 ANIMAL CONTROL</b>	<b>88,866.00</b>	<b>0.00</b>	<b>46,957.92</b>	<b>0.00</b>	<b>41,908.08</b>	<b>47</b>
<b>100 100 GENERAL FUND</b>	<b>88,866.00</b>	<b>0.00</b>	<b>46,957.92</b>	<b>0.00</b>	<b>41,908.08</b>	<b>47</b>
	<b>88,866.00</b>	<b>0.00</b>	<b>46,957.92</b>	<b>0.00</b>	<b>41,908.08</b>	<b>47</b>

# METAL-CON

INCORPORATED

3013 Waynesboro Highway, Sylvania, Georgia 30467  
912 829-5555 912-829-6556 Fax

March 3, 2010

Screven County  
Board of Commissioners  
Sylvania, Ga. 30467

## INVOICE # 923

Animal Shelter

**RE: INVOICE FOR FABRICATION AND DELIVERY OF METAL BUILDING**

**Job # 923**

Original Contract Amount		\$ 47,500.00
Sales Tax		<u>Exempt</u>
Contract Price		\$ 47,500.00
Less Deposit	Chk # 17617	\$ (7,125.00)
<b>Total Due On Delivery</b>		<b>\$ 40,375.00</b>

Delivery Date

3/3/10

Received By:

Janice

# METAL-CON

**INCORPORATED**

3013 WAYNEBORO HWY. SYLVANIA, GEORGIA 30487  
912-829-5555 PHONE 829-6556 FAX 912-687-1900 MOBILE

ec. 2, 2009

Screven County  
Board of Commissioners  
Sylvania, Ga.

## RE: METAL BUILDING PROPOSAL Screven County Animal Shelter

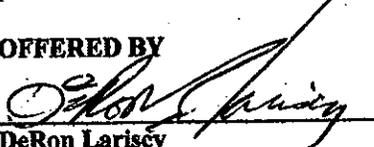
We are pleased to offer the following for your consideration:

- 50' wide x 100' long x 10' eave height metal building.
- Rear Extension: 50' x 20'.
- Roof pitch to be 1:12.
- Walk doors: Six (6) 36" Bone White.
- Windows: Seven (7) 32" X 53" Single hung with screen.
- One (1) 6-0 Double Door. Bone White
- Roof sheets to be 26 gage panels with 20 year long-life screws. Color: Galvalume.
- Side and end sheets to be 26 gauge architectural panels. Choice of (15) Signature 200 colors. Color \_\_\_\_\_
- Trim to be 26 gages in owner's choice of (15) Signature 200 colors. Color: \_\_\_\_\_
- 3" thick insulation with heavy duty backing provided in walls and ceiling of enclosed portion of building.
- Site preparation is not included in the quoted price
- Building is designed to meet IBC2006 building code and 110 mile per hour wind.
- Professional Engineer's stamp where required by governing authority is additional \$1,000.00
- Building permits and zoning considerations or any other fees required are the responsibility of the owner. Metal-con will assist if needed.
- **Building Only. Customer will erect and perform all site prep and concrete work.**
- **Metal-Con will supply necessary bolts and nuts, screws, and anchor bolts.**
- **Detail drawings will be provided.**
- **Metal-Con will deliver prefabricated building to customers' site.**
- **Metal-Con will allow customer 1 month use of forklift, scissor lift, and tool trailer.**
- **Technical oversight from Metal-Con will be provided on a periodic basis.**

PRICE FOR ABOVE SPECIFIED BUILDING .....\$ 47,500.00 (no sales tax included)  
Payment terms are 15% deposit with contract signing, Balance due on delivery.

All material is guaranteed to be as specified above, and workmanship will be professional quality according to industry standard practices. Manufacturer warrants sheets for 20 years against rust through. Prices quoted are for acceptance within 30 days.

OFFERED BY

  
DeRon Lariscy  
For Metal-Con

DATE

12/3/09

ACCEPTED BY

  
OWNER

DATE

12/8/09

Deposit \$

7125.00

Check No.

17617

DATE

12/9/09

**THANK YOU FOR ALLOWING METAL-CON TO BE YOUR BUILDING SOURCE**



**INCOMING RECORDS – ANIMAL CONTROL**  
 GEORGIA DEPARTMENT OF AGRICULTURE (ANIMAL PROTECTION SECTION)  
 404-656-4914 or 800-282-5852 ext. 4914

DATE _____	PET TYPE _____	*DESCRIPTION ( <u>ENTER BELOW</u> )
PET ID # _____		GA. DEPT. OF AGRICULTURE LICENSE # _____
NAME _____		PHONE # _____
ADDRESS _____		CITY _____
STATE _____		ZIP _____
STRAY _____ OWNER SURRENDER _____ IMPOUND _____ ABANDONED _____ AGENCY TRANSFER _____ LIVE BIRTH _____		
* PET DESCRIPTION:		
_____		
OWNER (SIGNATURE) _____ / (PRINT) _____		

**OUTGOING RECORDS – ANIMAL CONTROL**

DATE _____	PET TYPE _____	*DESCRIPTION ( <u>ENTER BELOW</u> )
PET ID # _____		GA. DEPT. OF AGRICULTURE LICENSE # _____
NAME _____		PHONE # _____
ADDRESS _____		CITY _____
STATE _____		ZIP _____
ADOPTION _____ AGENCY TRANSFER _____ OWNER RECLAIM _____ DECEASED _____ EUTHANIZED _____ ESCAPED _____ STOLEN _____		
* PET DESCRIPTION:		
_____		
OWNER (SIGNATURE) _____ / (PRINT) _____		

**FOSTER HOME INFORMATION / VETERINARY INFORMATION / COMMENTS:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

MANDATORY STERILIZATION

WRITTEN AGREEMENT

Entering into this agreement with Screven County Animal Shelter. I acknowledge complete understanding of Title 4 of the Official Code of Georgia Annotated, relating to the sterilization of dogs and cats acquired from public or private animal shelters.

The Screven County Commissioners Office will provide a list of Veterinarians willing to perform sterilization and their cost of procedure.

As the adopter of the dog(s) or cat(s) described below. I/We guarantee that I/We will have the animal(s) sterilized within 30 days of adoption, or within 30 days of the animal(s) reaching sexual maturity (180 days/6 months old) but no later than the date set below.

Description of animal(s):

Species \_\_\_\_\_

Breed \_\_\_\_\_

Color \_\_\_\_\_

Age \_\_\_\_\_

Sex \_\_\_\_\_

Animal(s) must be spayed/neutered no later than \_\_\_\_\_

(Date)

If for any reason I cannot have the animal(s) sterilized I agree to notify the Screven County Commissioners Office immediately.

I agree to the fact that all cost of sterilizing the adopted animal(s) shall be my responsibility.

I agree that it is my responsibility to submit the Screven County Commissioners Office this signed statement from the licensed veterinarian who performed the sterilization within seven (7) days.

I, \_\_\_\_\_ performed the sterilization of the above animal(s) on \_\_\_\_\_

(Date)

Both parties to this agreement understand that to fail or refuse to comply with the requirements of this ACT is a misdemeanor and if convicted shall be subject to a fine not to exceed \$200

## Supporting Details

The Georgia Department of Agriculture regulates Animal Shelters, with further information available at <http://www.agr.georgia.gov/rescue-groups.aspx>. Requirements for shelters are not elaborate, but are focused on adequate food, water, temperature, lighting, drainage, ventilation, structural strength, sanitation, waste disposal, and proper separation of animals. Outdoor housing is acceptable provided that animals have access to suitable shelter against rain, snow, wind, excessive temperatures, or direct sun.

Animals in the shelter should be separated in the following ways: dogs from cats; unhealthy from healthy; males from females; nursing mothers and their young from all others; aggressive from all others.

The shelter design should incorporate six different areas for housing animals.

- ✓1. **Receiving area** - isolates incoming animals awaiting a health check and vaccinations, to avoid introducing disease into the existing shelter population.
- ✓2. **Healthy Hold** – healthy animals stay in this area during their hold period, to acclimate to the shelter and for behavior evaluation.
- ✓3. **Adoption area** – houses the animals that have been deemed adoptable.
- ✓4. **Quarantine**– these runs house bite case animals, confiscated animals, and aggressive animals.
- ✓5. **Isolation Area**- these runs house sick and injured animals away from the general population to help prevent the spread of disease.
- ✓6. **Cat Area** – this area is designed specifically for feral or fearful cats. The cages are set up with Feral Cat Handling Cages, which provide extra quiet and safety for the cats and the staff.

## Location

If inmates are used provide labor, then the shelter needs to be located within a short walking distance from the jail. This is because a deputy would be required to escort the trustees to and from the shelter. There are unused basketball courts north east of the jail fence, which could be a suitable location. This location is adjacent to the Recreation Department's baseball fields, and would therefore be readily accessible to the public.

## Design Elements

**Flooring:** a non-porous flooring such as a stained and sealed concrete or a two-part epoxy is recommended. Junctions where the floor meets the wall must be kept clean.

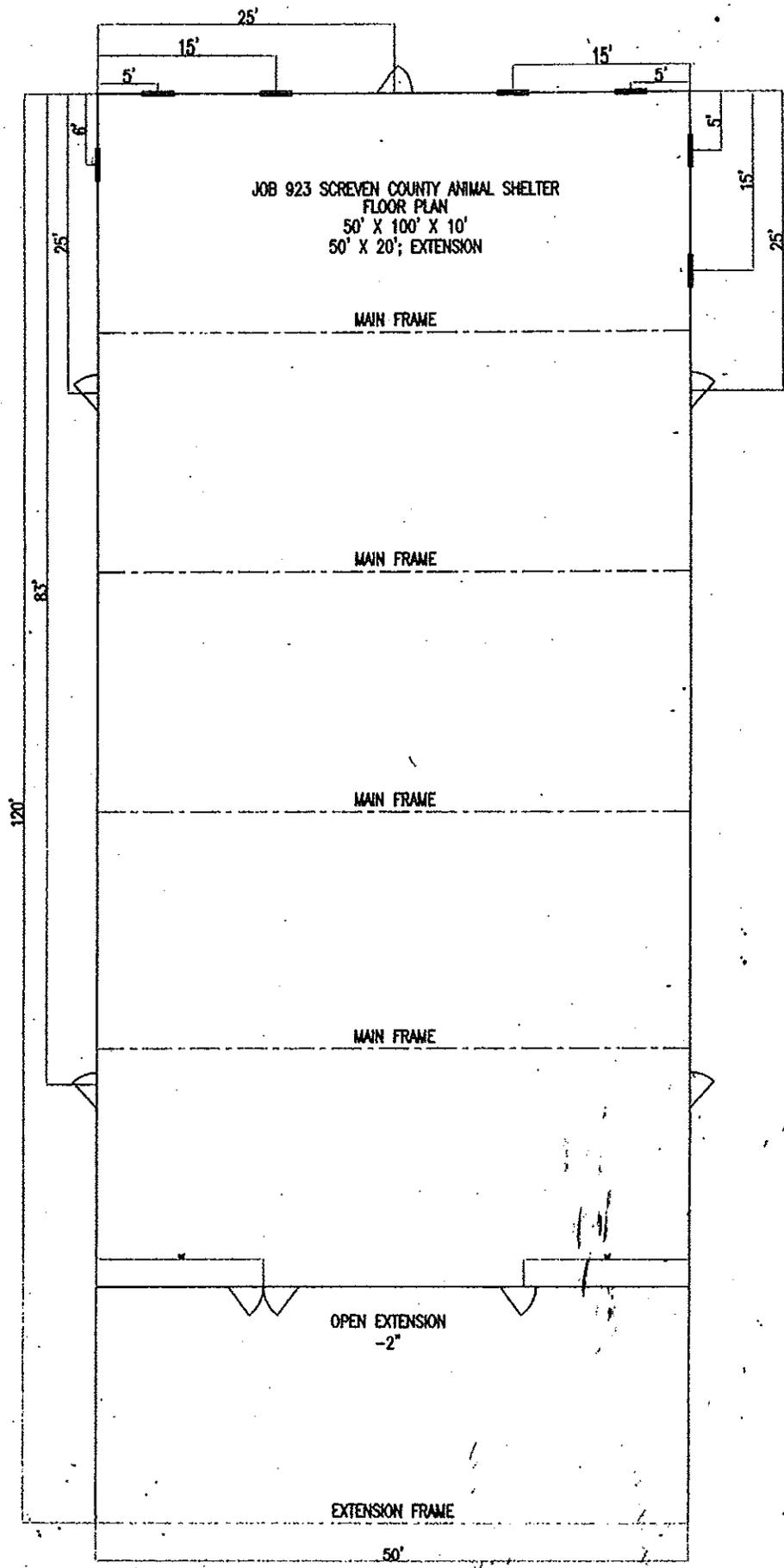
**Plumbing:** Oversized supply and drain lines are recommended for animal shelters, because of the demands related to cleaning (including the issues of animal hair). Drain layout must be designed to avoid water backup and cross-contamination of kennels.

**Sanitation:** Hand sinks and hand sanitizer stations should be placed between zones of the shelter. A shower should be available for employees. Double-sided kennels with use guillotine doors should be used, to support better cleaning practices, and to provide dogs with separate areas for eating and elimination.

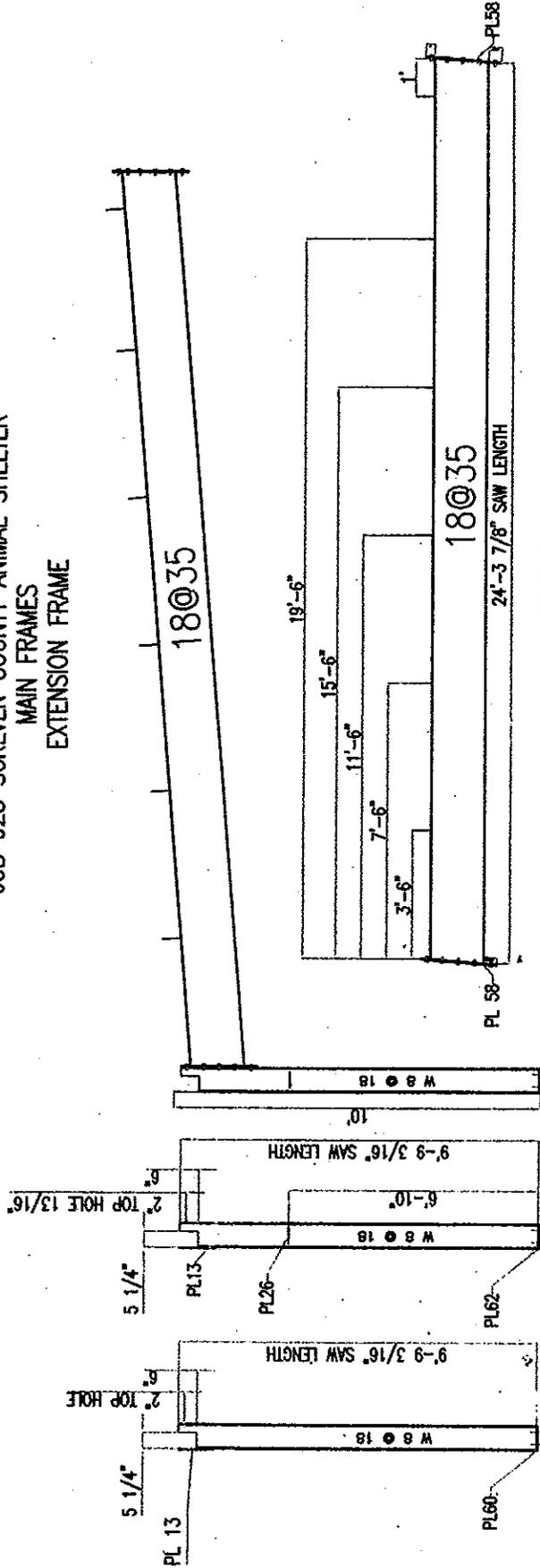
**Lighting:** All light fixtures should be gasketed and waterproof. Natural light should be included in the design. Increased light levels should be available during cleaning.

**Ventilation:** Fresh air and sunshine are keys parts of a healthy environment. Ideally, kennel spaces should be at least partially open to the outside air.





JOB 923 SCREVEN COUNTY ANIMAL SHELTER  
 MAIN FRAMES  
 EXTENSION FRAME



NEED 4 MAIN FRAMES  
 NEED 1 EXT. FRAME

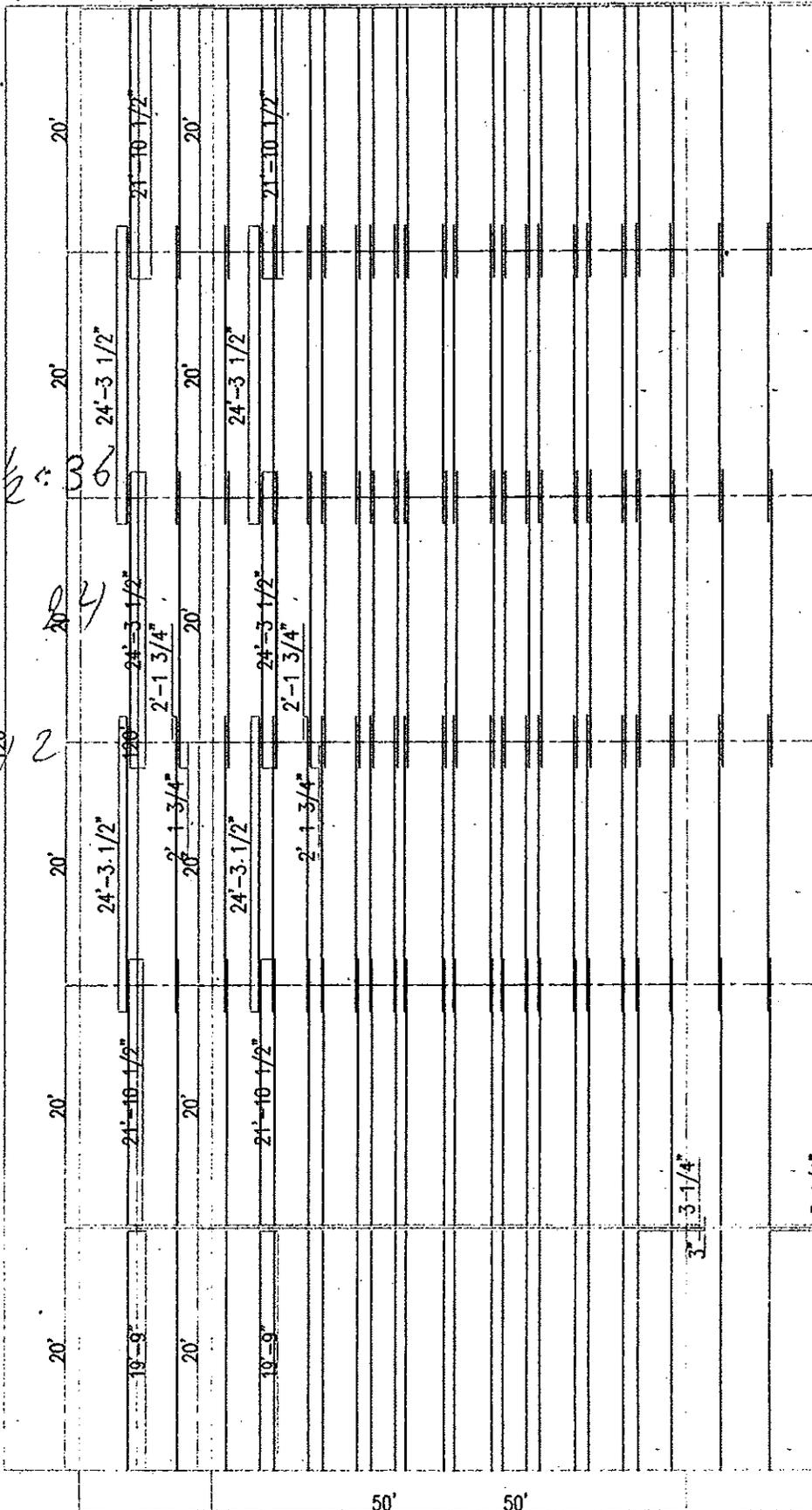
- PLATES  
 PL 58 BEAM ENDS 8  
 PL 62 BASE PLATE 8  
 PL 60 BASE PLATE 2  
 (4 HOLES)  
 PL 23 PURLINS 60  
 PL 13 EAVE STRAP 12  
 PL 25 GIRT CLIPS 16

NEED 8

NEED 2



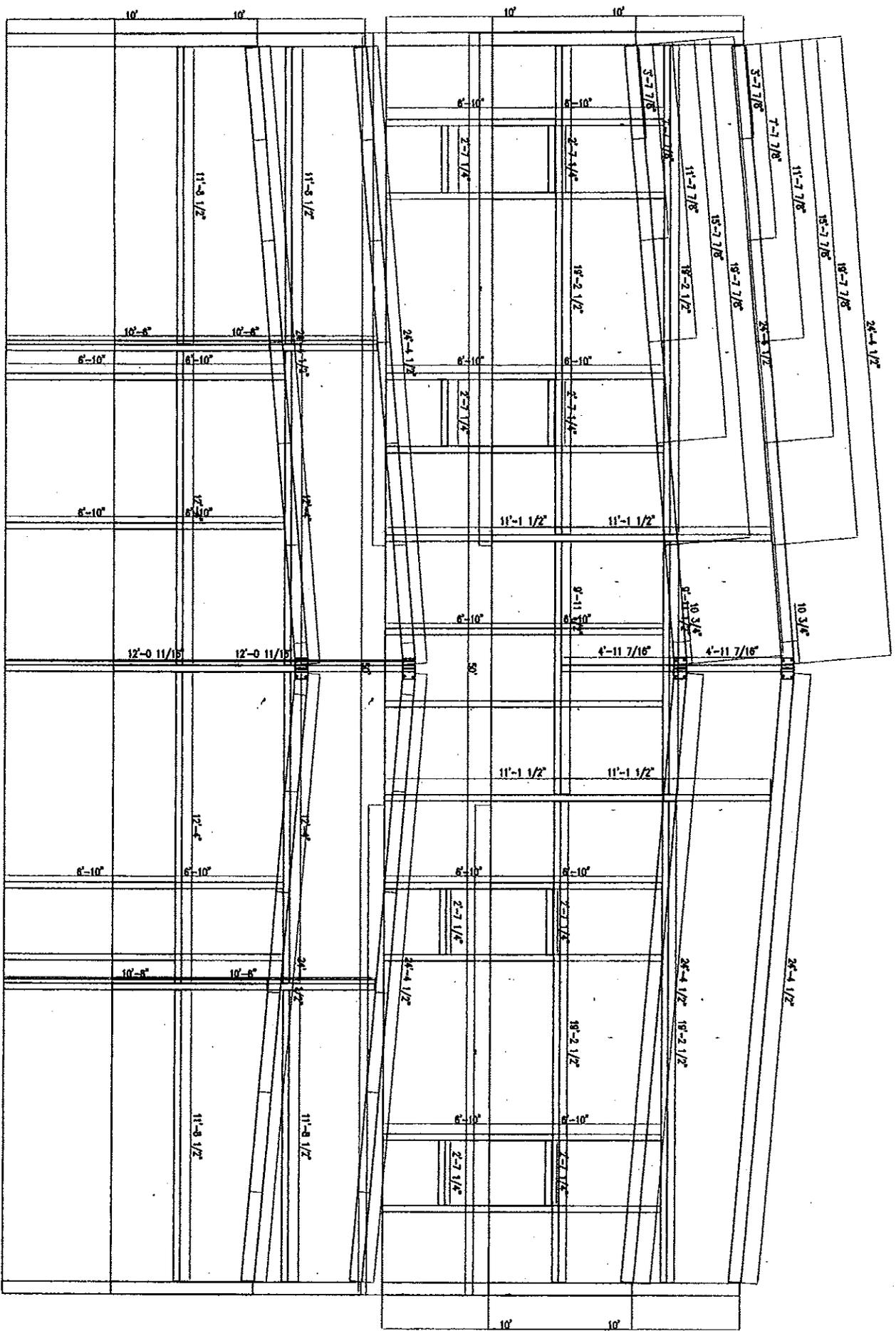
JOB 923 SCREVEN HEDICARY ANIMAL SHELTER  
 FLOOR PLAN FLOOR PLAN  
 50' X 100' X 10' 50' X 100' X 10'  
 50' X 20'; EXTENSION X 20'; EXTENSION



24'-3 1/2' 29' 3/4' 2 = 36'

21'-10 1/2' 21'-10 1/2' 2 = 36'

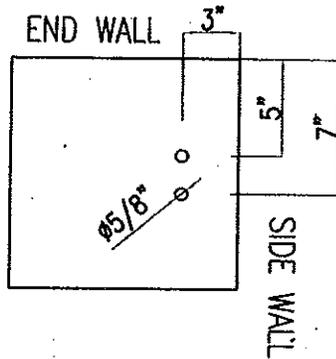
19'-9' 19'-9' 2 = 38'



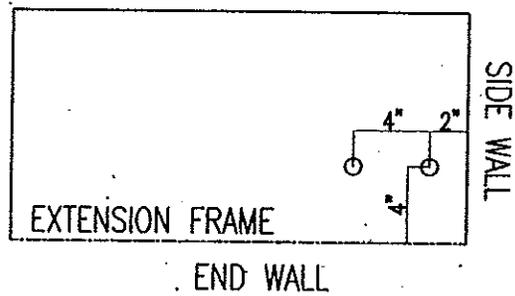


JOB 923 SCREVEN CO. ANIMAL SHELTER  
ANCHOR BOLT DETAIL

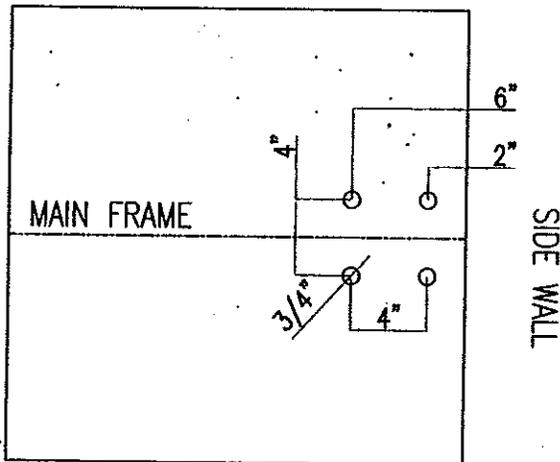
CORNER  
ANCHOR  
BOLTS, TYP.



EXTENSION FRAME  
ANCHORE BOLTS,  
TYP.



TYP. MAIN FRAME  
ANCHORE BOLTS



20'-4"  
20'-2"

19'-7"  
19'-5"

JOB 923 SCREVEN COUNTY ANIMAL SHELTER  
ANCHOR BOLTS

4 BOLT PLATE, TYP.

20'

40'

60'

80'

100'

120'

SEE CORNER ANCHOR BOLT DETAIL

SEE CORNER ANCHOR BOLT DETAIL

11'-11"

12'-1"

12'-8"

12'-10"

25'-3 1/2"

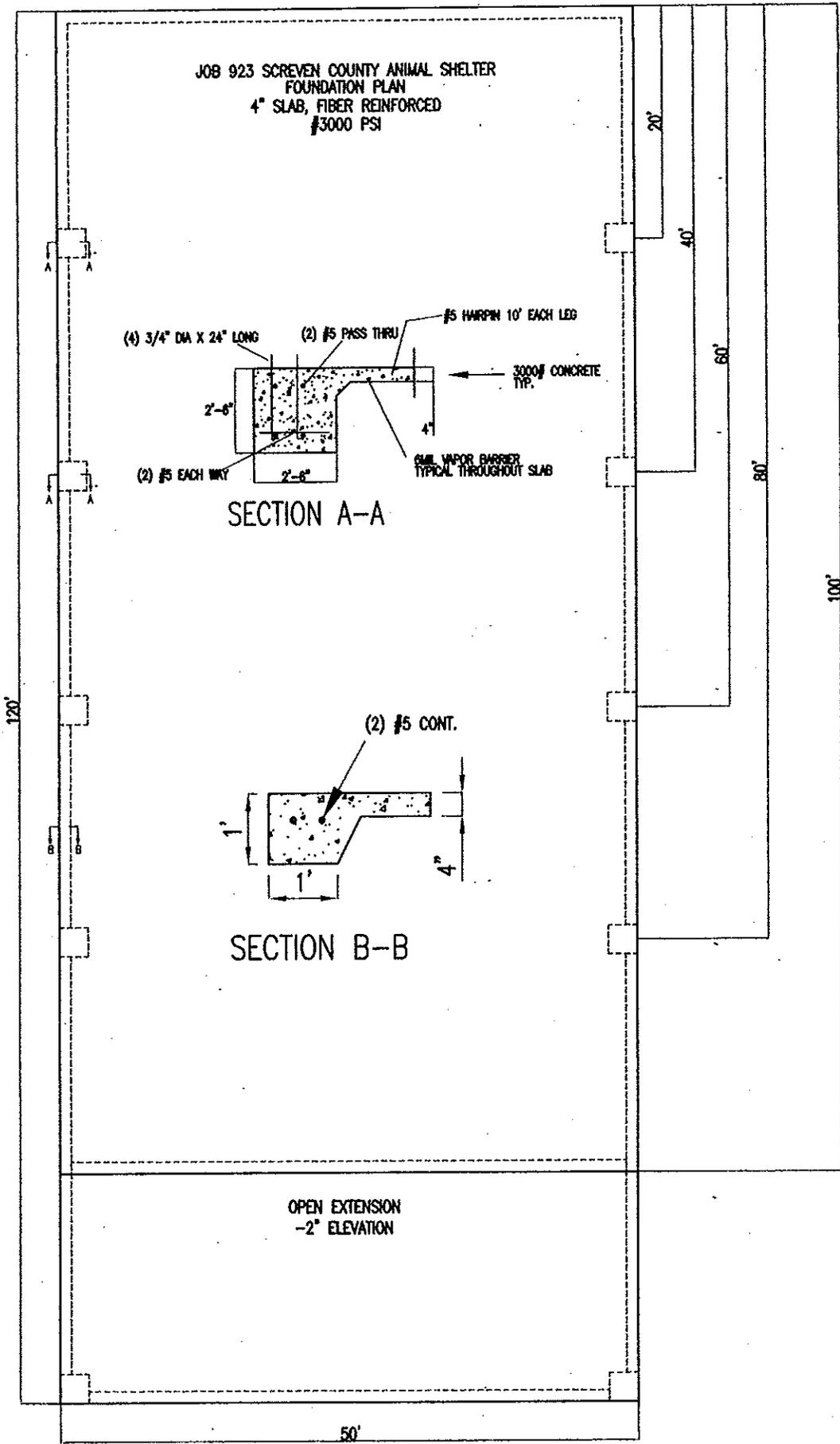
25'-5 1/2"

OPEN EXTENSION  
-2" ELEVATION

SEE EXTENSION FRAME ANCHOR BOLT DETAIL

SEE EXTENSION FRAME ANCHOR BOLT DETAIL

JOB 923 SCREVEN COUNTY ANIMAL SHELTER  
FOUNDATION PLAN  
4" SLAB, FIBER REINFORCED  
#3000 PSI

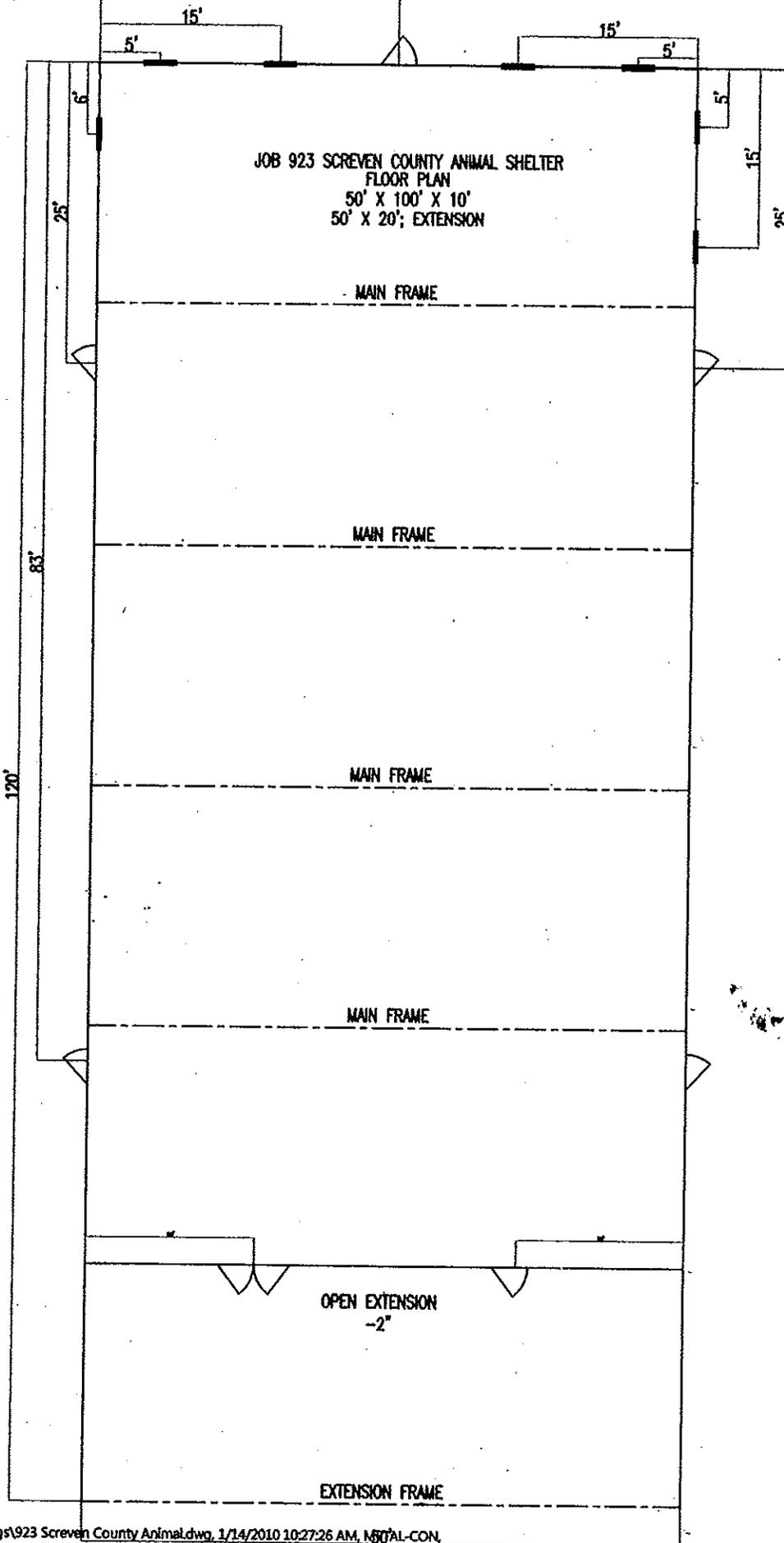


SECTION A-A

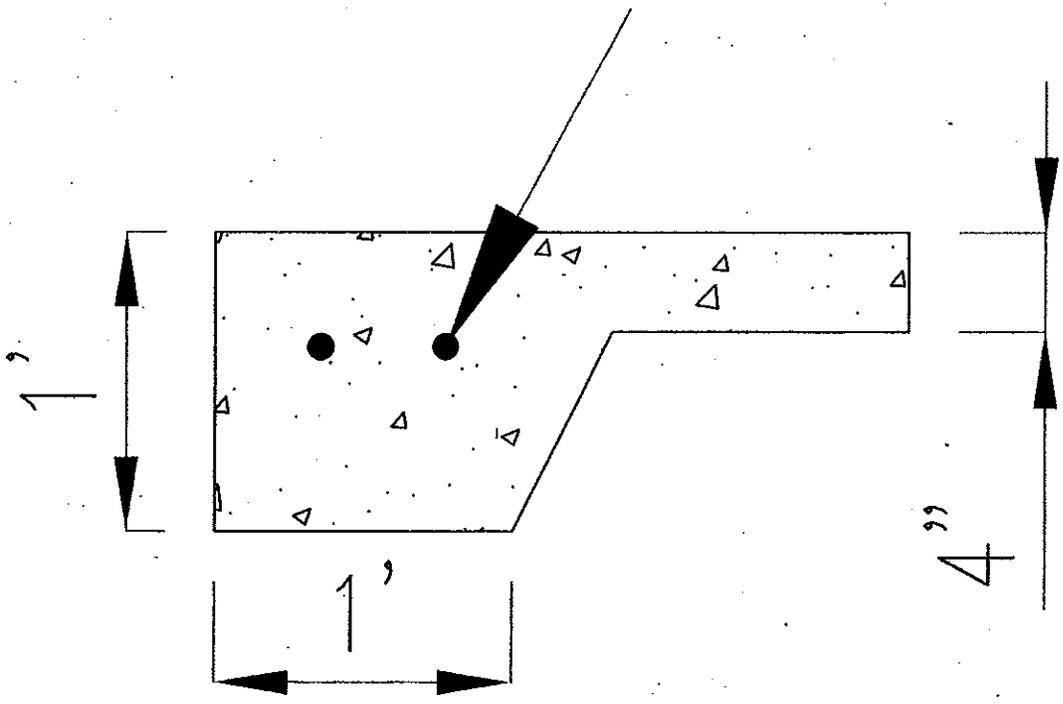
SECTION B-B

OPEN EXTENSION  
-2" ELEVATION

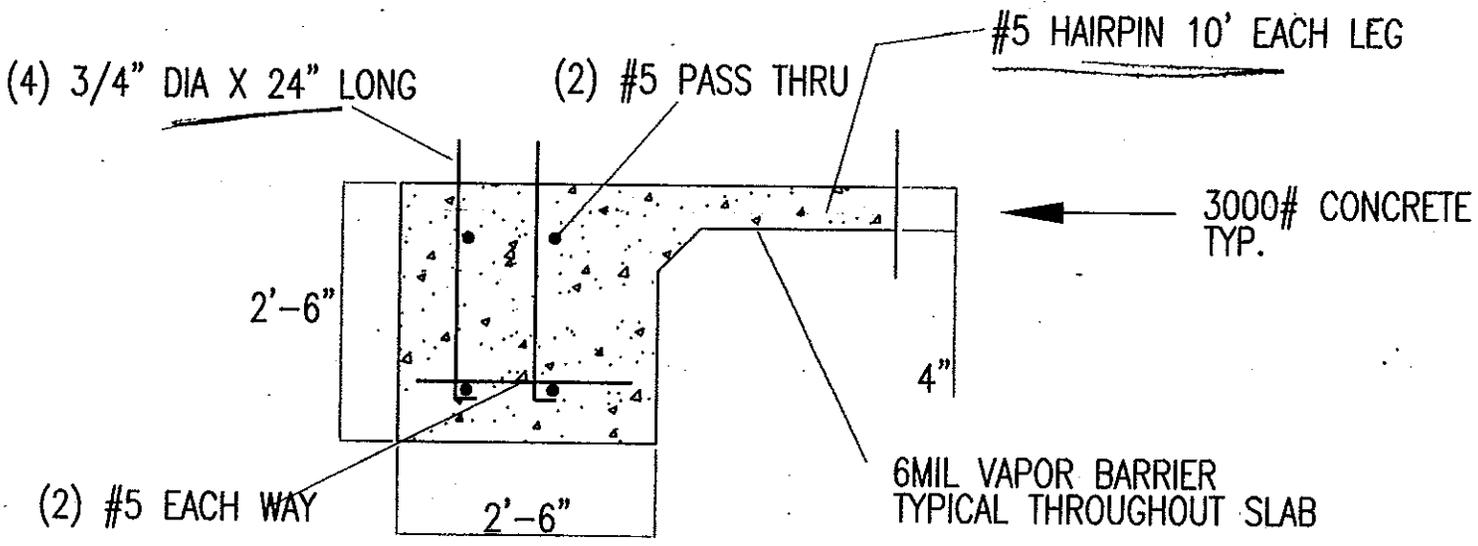
50'



(2) #5 CONT.

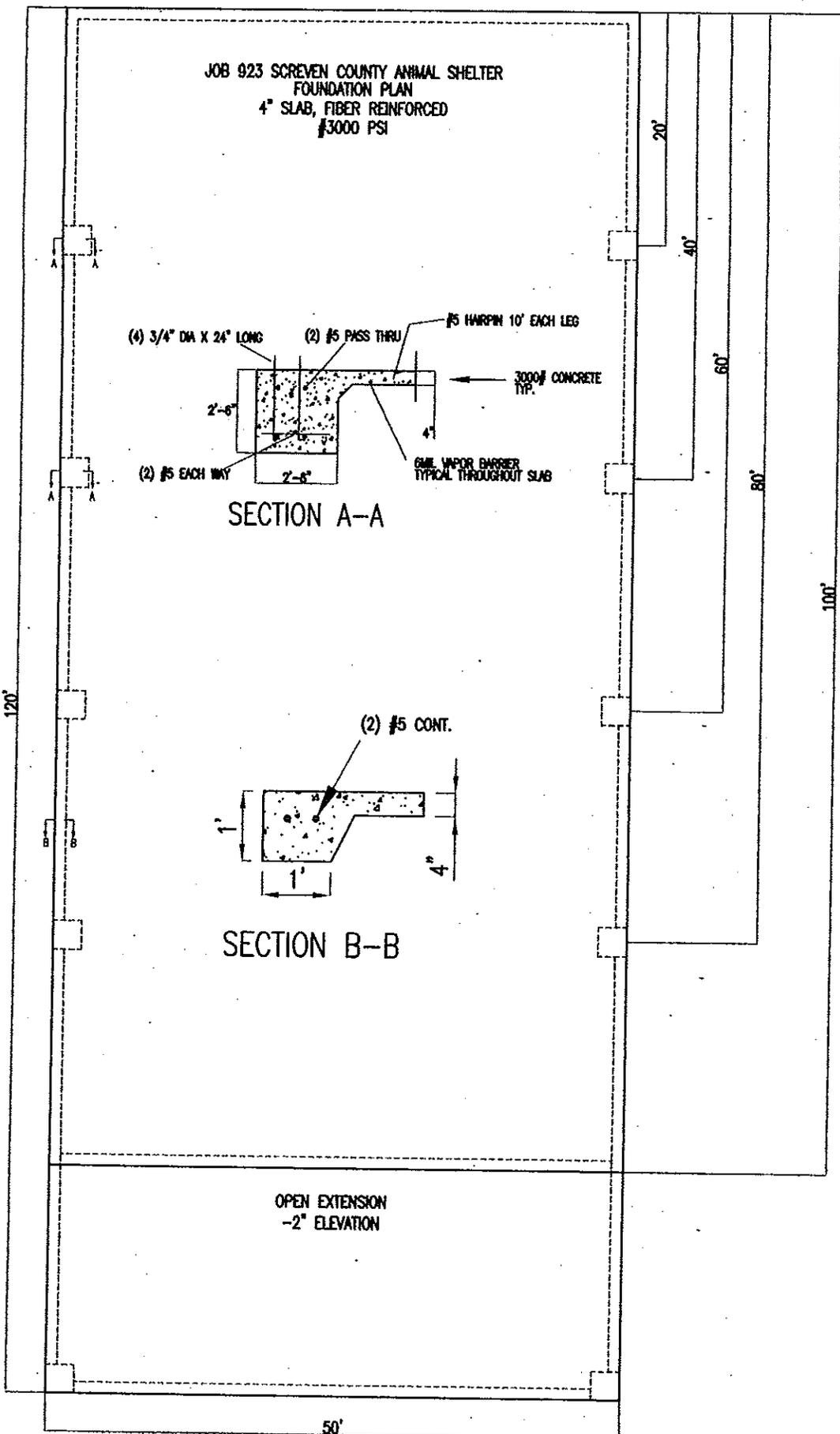


# SECTION B-B

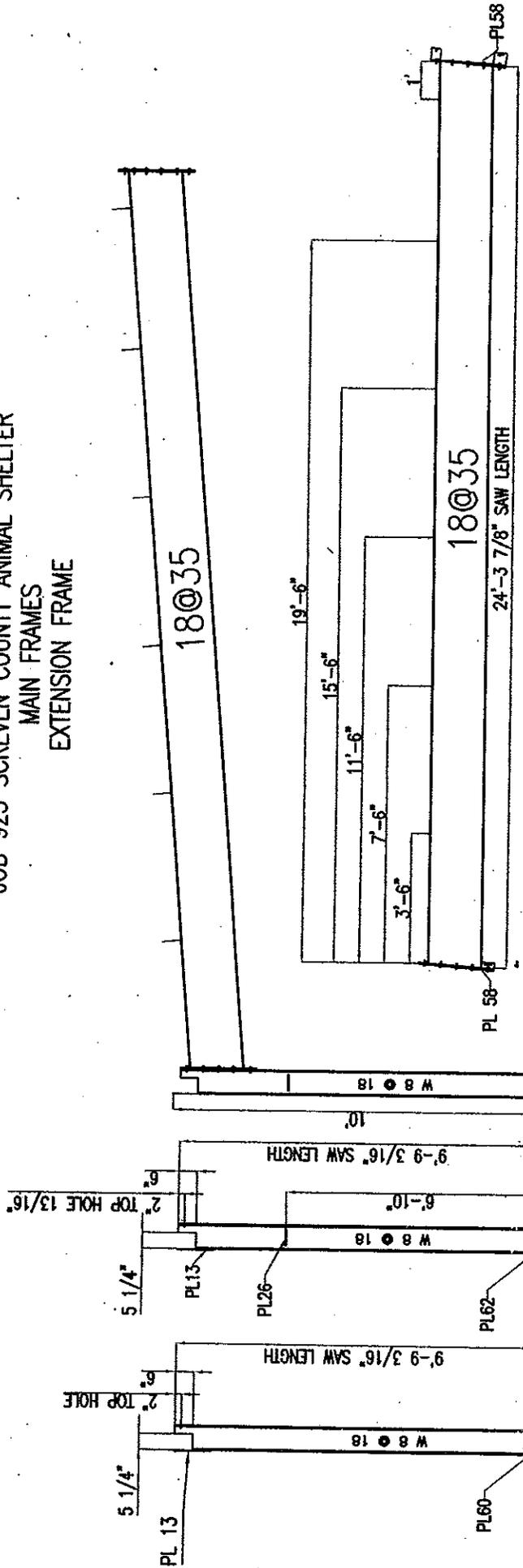


# SECTION A-A

JOB 923 SCREVEN COUNTY ANIMAL SHELTER  
 FOUNDATION PLAN  
 4" SLAB, FIBER REINFORCED  
 #3000 PSI



JOB 923 SCREVEN COUNTY ANIMAL SHELTER  
 MAIN FRAMES  
 EXTENSION FRAME



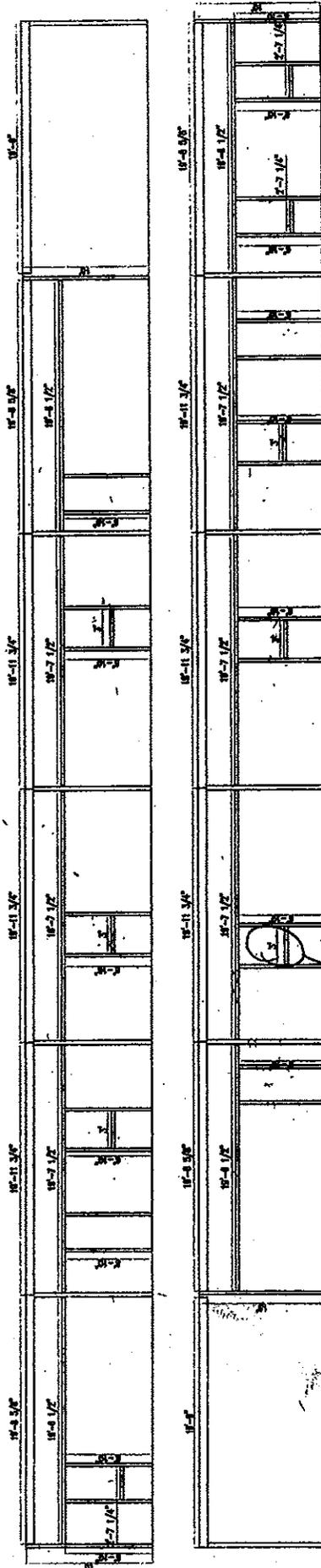
NEED 4 MAIN FRAMES  
 NEED 1 EXT. FRAME

- PLATES  
 PL 58 BEAM ENDS 8  
 PL 62 BASE PLATE 8  
 PL 60 BASE PLATE 2  
 (4 HOLE)  
 PL 23 PURLINS 60  
 PL 13 EAVE STRAP 12  
 PL 25 GIRT CLIPS 16

13 Umbars

JOB 923 SCREVEN COUNTY ANIMAL SHELTER  
SIDE WALLS

1/2



14

MAY CHANGE  
Ordered Bolts and will cut

