

JENNINGS COUNTY ANIMAL CONTROL BOARD

REGULAR MEETING MINUTES

JENNINGS COUNTY GOVERNMENT BUILDING

April 21st, 2026

The meeting was called to order at 9:00am.

Board Members in attendance: Tara Thormin, Chasity Gerkin, Nad Day, and Department Head / ACO1 Michelle Matern

Not present: Trent Wisner and Mark Smith

Introduction: Meeting was opened by Day. March 31st, 2026 Meeting Minutes were signed, motion for approval was made by Thormin and Seconded by Gerkin. Motions carried 3-0.

New business / agenda items: Nomination of board appointments to be pushed to later date.

Budget Update: Matern reported that a budget has not yet been distributed, and will be sent to board once received. Phone System Upgrade: Matern stated she is scheduled to be on the next

County Commissioners' agenda to discuss the RingCentral phone system. The upgrade cost is \$84.12 for fax and related services, in addition to purchasing three new phones. Property Lease

Discussion: Thormin noted that the property lease was scheduled to be discussed at the North Vernon Airport Board meeting, an update will be provided to the board following a decision.

New Building Discussion: The board agreed to postpone discussion until all board members are present. Day suggested exploring grant opportunities and considering ideas for bids and

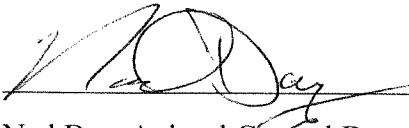
proposals. Partnerships: Thormin reported that the Brown County Humane Society will be reaching out regarding pulling animals from our facility. A partnership with Jennings County

Veterinarians is still under discussion. Facility Improvements: Matern reported that window installation in the dog area is scheduled for next week. Exhaust fans have already been installed.

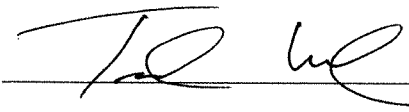
Grounds and Maintenance: Day will follow up on the incomplete dumpster pad project. Matern noted the need for additional gravel in the parking lot. Gerkin stated that bush hogging of the

back pasture will be completed as needed. Facility Needs: Matern stated the constant need for puppy pads, as well as cat food.

Adjournment: Gerkin made a motion to adjourn. Thormin seconded the motion. The motion passed unanimously, 3-0.



Nad Day, Animal Control Board President



Trent Wisner, Animal Control Board Vice President



Tara Thormin, Animal Control Board Secretary

Mark Smith, Animal Control Board Member

Chasity Gerkin, Animal Control Board Member

JENNINGS COUNTY ANIMAL CONTROL BOARD

REGULAR MEETING MINUTES

JENNINGS COUNTY GOVERNMENT BUILDING

June 16th, 2026

The meeting was called to order at 9:00am.

Board Members in attendance: Tara Thormin, Trent Wisner, Nad Day, and Department Head / ACO1 Michelle Matern

Not present: Chasity Gerkin and Mark Smith

Introduction: Meeting was opened by Day. April 21st, 2026 Meeting Minutes were signed, motion for approval was made by Thormin and seconded by Wisner. Motions carried unanimously.

RingCentral System Update: Matern reported that the RingCentral phone system continues to function well. All incoming and outgoing calls are now being recorded as intended, and fax communications are successfully being received through email. The only remaining issue is that the shelter's primary phone number is still displaying as the fax number on outgoing communications. Matern is currently awaiting a response from RingCentral regarding the correction of this issue. New Animal Control Facility Discussion: The Board continued discussions regarding the design and layout of the future Animal Control facility. Wisner and Day noted that several community members with construction experience have reached out and offered assistance with conceptual designs, specifications, and building recommendations. Wisner opened the discussion by identifying the shelter's operational needs versus desired features. The Board agreed the facility should accommodate approximately 18 indoor kennel spaces. Matern shared observations from a previously visited shelter, highlighting the effectiveness of guillotine-style kennel doors that allow dogs access between indoor and outdoor spaces while minimizing staff handling. These doors are currently installed in the building now. The Board agreed this design should absolutely be incorporated into future plans. Wisner presented examples from a Columbus Animal Shelter, including a conceptual kennel layout and rough building sketches. Preliminary discussions included kennel runs measuring approximately 4 feet wide by 5 feet deep, with Matern agreeing to obtain exact measurements from the current setup before finalizing dimensions. The Board also discussed the cat housing area, proposing a room approximately 11 feet by 25 feet. One side of the room would potentially house male cats and spayed females, while the opposite side would accommodate unsplayed females and kittens to improve organization and unwanted litter control. Wisner presented a preliminary 60-foot by 80-foot building concept that includes: Reception and public waiting area, Public restrooms, Two office/exam rooms for records and administrative purposes, Laundry, freezer, food, and medication storage, Dedicated intake area, Staff break room, Quarantine/isolation area, Indoor kennel space with attached outdoor runs, The Board discussed the importance of designing the facility to maximize efficiency while meeting operational demands. Wisner emphasized proper drainage and an appropriately designed HVAC system as critical components for sanitation and animal health. The intake area would also include secure guillotine-style doors to allow law

enforcement officers to safely transfer animals after hours. Matern expressed concerns regarding the use of chain-link kennel panels, citing durability, sanitation, and animal safety. Wisner suggested utilizing masonry construction where feasible, while Matern recommended incorporating vertical bar-style kennel fronts to prevent puppies from escaping and reduce damage caused by dogs chewing on fencing. The Board reaffirmed that renovating the current Animal Control building is not considered a practical long-term solution, as the existing structure was never designed to function as an animal shelter. Board acknowledged that budget limitations may require scaling the proposed building footprint from approximately 60' x 80' to 40' x 60', potentially reducing or eliminating dedicated office space while preserving essential animal housing and operational areas. The Commissioners have requested preliminary design concepts in the near future to assist with ongoing discussions regarding the project.

Dumpster Pad and Gravel Project: Day provided an update regarding the planned dumpster pad and additional gravel installation. He reported that he has spoken with a County Commissioner, who indicated recent rainfall and ongoing bridge construction throughout the county have delayed progress. The project is now expected to be completed no later than July. Day will follow up with the Commissioners to confirm the anticipated completion timeline.

Preliminary 2027 Budget Discussion: Matern informed the Board that preliminary departmental budgets are due to the County by June 30th, 2026, following the very recent distribution of budget materials to department heads at the beginning of the month. The Board agreed a special meeting will be scheduled prior to the submission deadline to review and finalize the proposed budget. Meeting availability will depend on scheduling the Commissioners' Room. Wisner also discussed potential future bonding opportunities that may assist with long-term capital improvement projects.

Department Head Update: Matern reported that a recent vaccine order will exceed \$500 and will be paid from the veterinary services budget line item. She will provide the invoice to the Board for review. Matern also reported that Animal Control vehicle driven by the ACO2 will soon have new tires. Matern advised that a representative from 'Cintas' recently visited the facility to offer workplace first aid kits. After discussion, the department declined the purchase at this time. Matern also expressed interest in installing an Automated External Defibrillator (AED) at the Animal Control facility. Board members questioned whether an AED may already be required in a county-owned government building. Matern indicated the purchase could potentially be funded through the department's equipment budget line and will discuss the matter with the County Commissioners during their upcoming meeting.

Adjournment: Wisner made a motion to adjourn. Thormin seconded the motion. The motion passed unanimously.



Nad Day, Animal Control Board President



Trent Wisner, Animal Control Board Vice President



Tara Thormin, Animal Control Board Secretary

Mark Smith, Animal Control Board Member

Chasity Gerkin, Animal Control Board Member

